



The Corporation of the City of Courtenay

Council Agenda

Meeting #: R11/2024
Date: June 26, 2024
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.

	Pages
1. CALL TO ORDER	
2. INTRODUCTION OF LATE ITEMS	
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4. DELEGATIONS	
4.1 Request to amend Building Bylaw No. 3114, 2023	24
A delegation by Jessica Evans and Paul Myers, residents of Courtenay, along with Cassidy vander Ros at Nickel Bros, is requesting a review of Building Bylaw No. 3114, 2023.	
The delegates are seeking a bylaw amendment to allow the relocation of homes older than 15 years, which would enable Jessica and Paul to densify their property by moving a previously built home.	
5. STAFF REPORTS	
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6. EXTERNAL REPORTS AND CORRESPONDENCE	

6.1 Letter from Millard Piercy Watershed Stewards
 Request from Helmut Novak, VP, Millard Piercy Watershed Stewards to hold the Family Watershed Day on September 22, 2024 at the green-space between the parking lot on Mansfield Drive and the Courtenay Riverway Heritage Walk, about 120 meters south of Rotary Sky Park.

Millard Piercy Watershed Stewards is seeking permission to erect 10 tents with each society presenting specific topics related to the health of watersheds and their inhabitants.

7. NEW BUSINESS

8. BYLAWS

8.1 For Third Reading:

8.1.1 City of Courtenay Official Community Plan Amendment Bylaw No. 3141, 2024 298

9. COUNCIL REPORTS

9.1 Councillor Cole-Hamilton

9.2 Councillor Frisch

9.3 Councillor Hillian 317

9.4 Councillor Jolicoeur

9.5 Councillor McCollum

9.6 Councillor Morin

9.7 Mayor Wells

10. IN CAMERA RESOLUTION

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;

(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act; and

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they

were held in public.

11. ADJOURNMENT



Council Minutes

Meeting #: R10/2024
Date: June 12, 2024
Time: 4:00 pm
Location: CVRD Civic Room, 770 Harmston Ave, Courtenay

Council Present: B. Wells (Mayor)
W. Cole-Hamilton
D. Frisch
D. Hillian
E. Jolicoeur (electronic)
M. McCollum
W. Morin

Staff Present: G. Garbutt, City Manager (CAO)
C. Davidson, Director of Engineering Services
A. Langenmaier, Director of Financial Services
S. Saunders, Director of Recreation, Culture & Community Services
K. Shaw, Director of Public Works Services
M. Wade, Director of Development Services (electronic)
E. Chow, Manager Legislative Services
J. Chan, Manager of Business Administration
N. Gothard, Manager of Community and Sustainability Planning
J. Bays, Community Development Coordinator
L. Bourgeois, Deputy Corporate Officer

1. CALL TO ORDER

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

Mayor Wells congratulated Councillor Cole-Hamilton on his successful re-election to the Federation of Canadian Municipalities' Board of Directors.

Councillor Hillian, on behalf of Council, addressed concerns regarding the ongoing Gaza/Israel conflict and voiced opposition to any form of racism.

Mayor Wells encouraged all residents of the Comox Valley to join and participate in the National Indigenous People's Day celebrations hosted by K'ómoks First Nation on June 21 at the Comox Valley Exhibition Grounds.

Councillor McCollum, on behalf of Mayor Wells, declared the month of June as Brain Injury Awareness Month.

2. INTRODUCTION OF LATE ITEMS

Without any late items or objections, Council proceeded with the agenda as presented.

3. ADOPTION OF MINUTES

3.1 Special Council Minutes - May 15, 2024

Moved By Cole-Hamilton

Seconded By Morin

THAT Council adopt the May 15, 2024 Special and the May 22, 2024 Regular Council minutes.

CARRIED

3.2 Regular Council Minutes - May 22, 2024

The May 22, 2024 Regular Council minutes were adopted during Item 3.1.

4. PRESENTATIONS

4.1 BC Housing Update

Sarah Smith (Director of Regional Development, BC Housing) provided a presentation and spoke relative to the status of the proposed supportive housing and shelter development at 925 Braidwood Road.

5. DELEGATIONS

5.1 Comox Strathcona Waste Management

Sarah Willie (Manager of Solid Waste Planning and Policy Development, Comox Valley Regional District) introduced Marc Rutten (General Manager of Engineering Services, Comox Valley Regional District) and Vivian Schau (Senior Manager of Comox Strathcona Waste Management Services) and provided a presentation and an update on Comox Strathcona Waste Management Services' Solid Waste Management Plan renewal.

6. STAFF REPORTS

6.1 City Manager (CAO)

6.1.1 2024 Union of British Columbia Municipalities (UBCM) Minister and Staff Meeting Requests

Moved By Hillian

Seconded By Frisch

THAT Council direct staff to make application for the following Minister and Ministry Staff meetings:

- Minister of Housing;
- Minister of Mental Health and Addictions;
- Minister of Transportation and Infrastructure;
- Ministry of Housing;
- Ministry of Municipal Affairs;
- Island Health;
- Ministry of Emergency Management and Climate Readiness; and
- Ministry of Transportation and Infrastructure.

CARRIED

6.2 Development Services

6.2.1 Development Variance Permit Application No. 2306 – 1580 Fitzgerald Avenue

Moved By Frisch

Seconded By Morin

THAT Council vary the following sections of "Zoning Bylaw No. 2500, 2007":

- a) Section 8.26.2 – Minimum Lot Size – A lot shall have an area of not less than, from 2,500m² to 1,600m²;

b) Section 8.26.5 (2) – Rear Yard Building Setback – from 10.0m to 6.8m;

c) Section 8.26.5 (3) – Side Yard Building Setback – for the north west side yard from a minimum of 9.0m to 1.2m;

d) Section 8.26.10 (1) – Landscape and Screening Requirements – where a lot adjoins a residential zone, a minimum landscaped area shall be provided along the inside of all affected property lines from 7.5 m to 0.7 m for the north west side property line and from 7.5 m to 1.0m for the south east side property line; and

e) Section 8.26.10 (2) – Landscape and Screening Requirements – where a lot adjoins a street, a landscaped area shall be provided along the entire frontage of the property facing the street, from 6.0m to 0.0m.

CARRIED

Moved By McCollum

Seconded By Frisch

THAT Council approve "Development Variance Permit No. 2306 (1580 Fitzgerald Avenue)" which would allow for the redevelopment of the property to construct a new church and parking subject to the following conditions:

a) the payment of a landscape security in the amount of \$51,044.00 prior to the issuance of a Building Permit; and

b) no substantial changes to the site plan be permitted without an amendment to the Development Variance Permit and re-review of the Certificate of Compliance.

CARRIED

6.3 Financial Services

6.3.1 Permissive Tax Exemption Policy Options

Staff noted a minor technical issue and requested that Council take a brief recess so that the matter could be resolved. Without objection,

Mayor Wells called a recess at 5:18 pm. The Council meeting resumed at 5:24 pm with all members of Council present.

Moved By Morin

Seconded By McCollum

THAT the permissive tax policy options, as directed by Council at the October 25, 2023 Council meeting, be considered for application in the 2026 tax year; and

THAT Council direct staff to expand the scope of the review and options analysis from permissive taxes to grant in aid, and report back on permissive tax and granting policy options; and

THAT permissive tax and grant in aid options be guided by the policy priorities and cardinal directions of the Official Community Plan (OCP); and

THAT Permissive Property Tax Exemption Policy Section 5. a) be amended to clarify that not-for-profit daycares are not subject to this prohibition for consideration during the 2025 permissive tax exemption consideration.

CARRIED

6.4 Operational Services

6.4.1 Downtown Courtenay Parking Study

Matt Browning (Senior Transportation Planner at McElhanney) provided a presentation.

Moved By Frisch

Seconded By Morin

THAT Council receive the “Downtown Courtenay Parking Study” for information and that the study be used as a baseline data set to support future active transportation design standards, regulatory standards, parking enforcement standards, and the implementation of the *Official Community Plan*.

CARRIED

Without objection, Mayor Wells called a recess at 6:39 pm. The Council meeting resumed at 7:00 pm with all members of Council present.

6.5 Recreation, Culture and Community Services

6.5.1 Comox Valley Farmers' Market Native Sons Hall Rental Fee Reduction Request

Moved By Frisch

Seconded By Hillian

THAT Council direct staff to charge the Comox Valley Farmers' Market Association the Adult Not-For-Profit Rate for the Native Sons Hall Grand Hall, as established by the Fees and Charges Bylaw No. 2988, 2024; and

THAT Council delegate authority to the Director of Recreation, Culture, and Community Services to determine the service and reporting deliverables and form and content of an agreement between the City of Courtenay and Comox Valley Farmers' Market Association for a three-year term with two options to renew for an additional one-year term each; and

THAT Council delegate authority to the Director of Recreation, Culture, and Community Services to execute any agreements related to the assistance both in-kind and financial provided to Comox Valley Farmers Market Association, subsequent to the publishing of notice.

CARRIED

7. EXTERNAL REPORTS AND CORRESPONDENCE

7.1 Letter from Courtenay Airpark Association

Moved By Frisch

Seconded By Hillian

THAT Council refer the request from Courtenay Airpark Association to erect a marquee along the pathway on a one-time basis on June 15th, 2024 to support the "Give Hope Wings" Expedition's fundraising initiatives ("the request") to staff for consideration; and

THAT, due to time constraints associated with the request, Council delegate approval authority to staff relative to the request.

CARRIED

7.2 Letter from Residents of Lambert Drive

Moved By Frisch

Seconded By Hillian

THAT Council direct staff to determine implications related to the request for assistance removing the covenant on Lambert Drive and report back to Council on options related to the request.

CARRIED

7.3 Letter from Kumugwe Cultural Society (KCS)

Moved By Cole-Hamilton

Seconded By Jolicoeur

THAT Council direct staff to work with the Kumugwe Cultural Society and other interest holders to explore options for the management and care of totem poles on City of Courtenay property.

CARRIED

8. INTERNAL REPORTS AND CORRESPONDENCE

8.1 Strengthening Communities' Grant Update

Moved By Frisch

Seconded By Hillian

THAT Council receive the Strengthening Communities' Grant Update briefing note.

CARRIED

Moved By Frisch

Seconded By Cole-Hamilton

THAT Council request that Mayor Wells write to, and organize a meeting between, local and regional government partners and the Province regarding an

extension of the Strengthening Communities' Grant, which aims to support unsheltered homeless populations and address related community impacts.

CARRIED

9. NOTICE OF MOTION

9.1 Union of British Columbia Municipalities (UBCM) Resolution - Advancing Local Government Actions Toward the Declaration on the Rights of Indigenous Peoples Act (DRIPA) and Reconciliation (Councillor Jolicoeur)

The Union of British Columbia Municipalities (UBCM) requires that resolutions be submitted for consideration no later than June 15, 2024. As this is the last scheduled Council meeting prior to the UBCM resolution deadline, Councillor Jolicoeur requested that Council waive section 35.1(5) of Council Procedure Bylaw No. 2730, 2013 in order to consider the motion regarding Advancing Local Government Actions Toward the *Declaration on the Rights of Indigenous Peoples Act (DRIPA)* and Reconciliation during Item 9.1 of the June 12, 2024 agenda.

Moved By Cole-Hamilton

Seconded By Hillian

THAT Council waive section 35.1(5) of Council Procedure Bylaw No. 2730, 2013 in order to consider the motion regarding "Union of British Columbia Municipalities (UBCM) Resolution – Advancing Local Government Actions Toward the *Declaration of on the Rights of Indigenous Peoples Act (DRIPA)* and Reconciliation".

CARRIED

As the motion to waive section 35.1(5) of Council Procedure Bylaw No. 2730, 2013 passed, Council proceeded with consideration of the motion regarding Advancing Local Government Actions Toward the *Declaration on the Rights of Indigenous Peoples Act (DRIPA)* and Reconciliation.

Moved By Jolicoeur

Seconded By Cole-Hamilton

WHEREAS the Province of BC is implementing the 10 Principles within the *Declaration of Rights of Indigenous Peoples Act (DRIPA)* and local governments

and Indigenous organizations are collectively working towards reconciliation actions; and

WHEREAS many local governments and Indigenous organizations do not have the capacity for the extensive work required for effective partnership building in the spirit of reconciliation;

THEREFORE BE IT RESOLVED that UBCM request that the Province of BC provide an ongoing funding stream for local governments and Indigenous partners to advance *DRIPA* and local reconciliation actions.

CARRIED

10. COUNCIL RESOLUTIONS

10.1 Urgent Need for Downtown Washroom Facilities – Advocacy to Island Health (Councillor Morin)

Moved By Morin

Seconded By Cole-Hamilton

WHEREAS the numbers of people in our community who are unsheltered have increased dramatically, and there are inadequate washroom facilities for those who are unsheltered; and

WHEREAS we are seeing evidence of an increase of public defecation and urination, potentially posing a public health risk to humans, animals, and the environment; and

WHEREAS due to the significant compromised health conditions of those who are unsheltered, and for safety and security reasons, public washrooms require enhanced maintenance and supervision; and

WHEREAS according to the Canadian National Housing Strategy Act of 2019, every person has a fundamental human right to housing; and

WHEREAS basic housing includes provision of heat, washroom facilities, and clean water; and

WHEREAS the responsibility for public health lies with provincial and federal governments and health authorities such as Island Health;

THEREFORE BE IT RESOLVED Council direct staff to request a meeting with Island Health's Medical Health Officer and appropriate Island Health staff to discuss the

health impacts of the lack of adequate daytime and no after-hours washroom facilities for those without shelter; and

BE IT FURTHER RESOLVED that the Mayor, on behalf of Council, send a letter to Island Health requesting the urgent provision of capital and operational funding to support downtown 24-hour washroom facilities; and

BE IT RESOLVED that Island Health be requested to appear as a delegation at Council to respond to the City's requests regarding provision of and support for downtown 24-hour washroom facilities.

Council proposed an amendment to the main motion:

Amendment:

Moved By Morin

Seconded By Cole-Hamilton

THAT the main motion be amended by deleting the following clause:

"THEREFORE BE IT RESOLVED Council direct staff to request a meeting with Island Health's Medical Health Officer and appropriate Island Health staff to discuss the health impacts of the lack of adequate daytime and no after-hours washroom facilities for those without shelter; and"

and replacing it with the following clause:

"THEREFORE BE IT RESOLVED Council direct staff to request a meeting with Island Health's Medical Health Officer, appropriate Island Health staff, and community partners to discuss the health impacts of the lack of adequate daytime and no after-hours washroom facilities for those without shelter; and".

CARRIED

Council returned to the main motion as amended.

WHEREAS the numbers of people in our community who are unsheltered have increased dramatically, and there are inadequate washroom facilities for those who are unsheltered; and

WHEREAS we are seeing evidence of an increase of public defecation and urination, potentially posing a public health risk to humans, animals, and the environment; and

WHEREAS due to the significant compromised health conditions of those who are unsheltered, and for safety and security reasons, public washrooms require enhanced maintenance and supervision; and

WHEREAS according to the Canadian National Housing Strategy Act of 2019, every person has a fundamental human right to housing; and

WHEREAS basic housing includes provision of heat, washroom facilities, and clean water; and

WHEREAS the responsibility for public health lies with provincial and federal governments and health authorities such as Island Health;

THEREFORE BE IT RESOLVED Council direct staff to request a meeting with Island Health's Medical Health Officer, appropriate Island Health staff, and community partners to discuss the health impacts of the lack of adequate daytime and no after-hours washroom facilities for those without shelter; and

BE IT FURTHER RESOLVED that the Mayor, on behalf of Council, send a letter to Island Health requesting the urgent provision of capital and operational funding to support downtown 24-hour washroom facilities; and

BE IT RESOLVED that Island Health be requested to appear as a delegation at Council to respond to the City's requests regarding provision of and support for downtown 24-hour washroom facilities.

CARRIED

11. NEW BUSINESS

No items.

12. BYLAWS

12.1 For Adoption:

12.1.1 Zoning Amendment Bylaw No. 3037, 2023 (1590 Piercy Ave)

Councillor Frisch declared a conflict of interest due to previous business dealings with the applicant and left the meeting at 8:02 p.m.

Moved By Cole-Hamilton

Seconded By Morin

THAT Council adopt Zoning Amendment Bylaw No. 3037, 2023 (1590 Piercy Ave).

CARRIED

Councillor Frisch absent at the vote.

12.1.2 Zoning Amendment Bylaw No. 3135, 2024 (small-scale, multi-unit housing)

Councillor Frisch returned to the meeting at 8:03 p.m.

Moved By Cole-Hamilton

Seconded By Frisch

THAT Council adopt "Zoning Amendment Bylaw No. 3135, 2024 (small-scale, multi-unit housing)".

CARRIED

12.1.3 Fees and Charges Amendment Bylaw No. 3138, 2024 – Development Application Fees

Moved By McCollum

Seconded By Frisch

THAT Council adopt "Fees and Charges Amendment Bylaw No. 3138, 2024 – Development Application Fees".

CARRIED

13. COUNCIL REPORTS

13.1 Councillor Cole-Hamilton

No report provided.

13.2 Councillor Frisch

No report provided.

13.3 Councillor Hillian

Councillor Hillian submitted a report of activities; see agenda.

Councillor Hillian acknowledged the passing of Andrew Stringfellow, a long-time counsellor and community member, as well as Ben, a resident of The Junction.

Councillor Hillian indicated that he would be taking some personal time for the next four weeks and would be absent from upcoming Council meetings accordingly.

13.4 Councillor Jolicoeur

No report provided.

13.5 Councillor McCollum

Councillor McCollum submitted a report of activities; see agenda.

13.6 Councillor Morin

Councillor Morin reviewed her attendance at the following events:

- The Margaret Atwood event sponsored by the Comox Valley Writers Society (CVWS) on June 2nd;
- CVWS's 60th anniversary celebrations at Anderton Gardens on Saturday, June 8th; and
- Anne Davis's retirement celebration at the Comox Valley Transition Society, honoring her 31 years of service.

13.7 Mayor Wells

Mayor Wells reviewed his attendance at the following events:

- Miles of Flowers community event on Tuesday, May 28th;
- Comox Valley Farmers Institute Elected Officials Farm Tour on Tuesday, June 11th; and
- Comox Valley Substance Use Collaborative on Tuesday, June 11th.

14. 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:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (c) labour relations or other employee relations;
- (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;
- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act; and
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED

15. ADJOURNMENT

Mayor Wells terminated the open portion of the meeting at 8:15 pm. Following the conclusion of the in camera portion of the meeting, Mayor Wells terminated the meeting at 9:57 pm.

CERTIFIED CORRECT

Adopted by Council [MONTH] [DAY], 2024

Mayor Bob Wells

Lisa Bourgeois, Deputy Corporate Officer



Public Hearing Minutes

Meeting #: PH1/2024
Date: June 19, 2024
Time: 4:00 pm
Location: CVRD Civic Room, 770 Harmston Ave, Courtenay

Council Present: B. Wells (Mayor)
W. Cole-Hamilton
D. Frisch
M. McCollum
W. Morin

Regrets: D. Hillian
E. Jolicoeur

Staff Present: K. O'Connell, Director of Corporate Services
M. Wade, Director of Development Services
E. Chow, Manager Legislative Services
N. Gothard, Manager of Community and Sustainability Planning
L. Bourgeois, Deputy Corporate Officer

1. CALL TO ORDER

Mayor Wells called the public hearing to order at 4:00 p.m. and respectfully acknowledged that the land on which the meeting was conducted is the Unceded traditional territory of the K'ómoks First Nation.

2. PUBLIC HEARING PROCEDURE

The Corporate Officer reviewed the public hearing procedure.

The public hearing was conducted in a hybrid electronic/in-person format and live-streamed on the City of Courtenay YouTube Channel.

3. OVERVIEW OF REPORTS AND WRITTEN SUBMISSIONS RECEIVED

In response to the proposed Official Community Plan Amendment No. 3141, the City received the following written submissions:

Public Submission:

- **Nicole and Rian Bowden**, 1146 Beckensell Avenue, Courtenay

Referral Responses:

- **Ella Derby, Environmental Health Officer, Island Health**
- **Michael Stefanyk, Ecosystems Biologist, West Coast Region, Ministry of Water, Land and Resource Stewardship**
- **Alana Mullaly, General Manager, Planning and Development Services, Comox Valley Regional District**

4. STAFF PRESENTATION

4.1 OCP Bylaw Amendment No.3141 – Public Hearing, June 19, 2024, 4:00 pm

Nancy Gothard, Manager of Community and Sustainability Planning, presented a summary of the proposed Official Community Plan amendment. The proposed Official Community Plan Amendment Bylaw No. 3141 proposes to amend the Official Community Plan, to designate municipally owned land as Urban Corridor.

5. PUBLIC INPUT

The following individuals provided comment on the proposed bylaw amendment:

Nicole Bowden, 1146 Beckensell Avenue, Courtenay, appeared before Council and stated their opposition to the proposed Official Community Plan Bylaw amendment. The speaker, a direct neighbour of the subject property, expressed concerns regarding: traffic and pedestrian safety due to planned residential development in the area, and the loss of public access to the river. The speaker would prefer the City maintain public access to the river, and requested Council consider enhancing river access or build a view look out.

Rian Bowden, 1146 Beckensell Avenue, Courtenay, appeared before Council and stated their opposition to the proposed Official Community Plan Bylaw amendment. The speaker, a direct neighbour of the subject property, shared the concerns of the previous speaker and expressed additional concerns regarding the impact of the anticipated residential development on an adjacent site on their home and garden due to shadowing.

Moved By Cole-Hamilton

Seconded By Frisch

THAT Council receive the “OCP Bylaw Amendment No.3141 – Public Hearing, June 19, 2024, 4:00 pm” briefing note.

CARRIED

6. CLOSURE/ADJOURNMENT OF PUBLIC HEARING

Mayor Wells called three times for speakers and waited one minute for additional submissions. There being no further speakers, Mayor Wells closed the public hearing at 4:16 p.m.

CERTIFIED CORRECT

Adopted by Council [MONTH] [DAY], 2024

Mayor Bob Wells

Kate O’Connell, Corporate Officer



Special Council Minutes

Meeting #: S2/2024
Date: June 19, 2024
Time: 4:00 pm
Location: CVRD Civic Room, 770 Harmston Ave, Courtenay

Council Present: B. Wells (Mayor)
W. Cole-Hamilton
D. Frisch
D. Hillian
E. Jolicoeur (electronic)
M. McCollum
W. Morin

Staff Present: G. Garbutt, City Manager (CAO)
K. O'Connell, Director of Corporate Services (Corporate Officer)
E. Chow, Manager of Legislative Services
L. Bourgeois, Deputy Corporate Officer

1. CALL TO ORDER

Mayor Wells called the council meeting to order immediately proceeding the closure of the public hearing at 4:18 p.m. and respectfully acknowledged that the meeting was conducted on the Unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

2. IN CAMERA RESOLUTION

Moved By Frisch

Seconded By Morin

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:

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

(c) labour relations or other employee relations;

CARRIED

3. ADJOURNMENT

Mayor Wells adjourned the open portion of the meeting at 4:20 p.m. Following the conclusion of the in-camera portion of the meeting, Mayor Wells terminated the meeting at 5:55 p.m.

CERTIFIED CORRECT

Adopted by Council [MONTH] [DAY], 2024

Mayor Bob Wells

Kate O'Connell, Corporate Officer

The Evans-Myers Family

May 31, 2024

Dear Courtenay Mayor and council members,

We are homeowners within the city of Courtenay and are writing with regard to Building Bylaw Part 11(#3114 dated 2023) formerly Part 12(#3001 dated 2020) both entitled "Building Move".

We welcomed our first child in April 2023 and have been finding our one bedroom home lacking more and more for space as the days pass.

We've considered all options. From moving within Courtenay, building an addition to our aging house, to relocating to a community where we could afford something larger.

We kept coming back to the fact that Courtenay is where we both chose to settle—we met here—and it's where we want to raise our child(ren). Honestly, we love it here.

When we remembered the offerings of Nickel Bros house moving and checked their stock online, we were overjoyed at the options available. We found that the cost to land a well-maintained existing home on our property was within our budget! It seems the average cost to relocate is only \$120 per square foot compared to \$300 and up for new builds. We obtained financing from the bank and were excited with our decision. With the added business case of renting out our existing house, we could feel comfortable spending the money.

Unfortunately, it appears that the bylaw regarding relocated homes was amended last year to only allow the moving of homes which are newer than 15 years old, effectively prohibiting the practice entirely. This is heartbreaking as the decision to land a well-maintained home (aka "adopt a house") in our backyard and rent our smaller existing home felt very good while keeping with the city's goal of densification within the core. We are supportive of the infill planning and rezoning and feel that moving a well-maintained home to one's property is the most efficient way for non-developers like us to support densification and increase the rental pool.

The average home built in Courtenay contains around 70,000kgs of embodied carbon, and requires a carbon payback period of roughly 168 years for its operational emission reductions to balance out the carbon produced by its manufacturing. Meanwhile, each of these

well-maintained and structurally sound existing homes being demolished generates an average of 55 tonnes of waste for our local landfills thereby eliminating reuse and encouraging demolition. This, of course, increases our carbon footprint in Courtenay while recycling is very much an option in many cases. Personally, this is leaving us feeling that we are financially out of options in our goal to stay and raise our family in this community.

This is heartbreaking as the decision to land a well-maintained home (aka “adopt a house”) in our backyard and rent our smaller existing home felt very good while keeping with the city’s goal of densification within the core.

In speaking with Nickel Bros, we’ve learned that the Province recently released a bulletin highlighting relocated homes’ value in Zero Waste planning ([attached](#)), and that the Federal government will soon be bringing this to the table as well. Lighthouse Sustainability Society released bylaw recommendations for relocated homes last year as part of their climate action initiatives ([attached](#)), and Zero Waste BC has submitted multiple requests to the Provincial and Federal governments regarding introducing more supportive legislation for relocated homes ([attached](#)).

Many First Nations in BC have also been [utilizing relocated homes](#) as a low-carbon and affordable option to create much-needed density in their communities.

For your convenience, we have included a report that was requested by and presented to Sechelt Council recently, which contains carbon statistics, affordability comparisons and example bylaws from other BC jurisdictions. ([attached](#)) Sechelt Council voted on May 8 to make their bylaws more supportive of home relocation as a way to increase affordable density without creating further carbon emissions.

We are requesting and would greatly appreciate the opportunity to discuss further changes to this bylaw to allow families like ours to access affordable and low-carbon housing within Courtenay at the council meeting on June 12.

Thank you,

Jessica Evans & Paul Myers

Homeowners, Courtenay



Report on Relocated Homes Bylaws and Benefits

Presented by:
Cassidy vander Ros
Nickel Bros House Moving
cassidy.v@nickelbros.com
604-209-1513

June 17, 2024

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Recommendations:	6
1. Municipal policy for relocated homes should reinforce their designation as existing homes.....	6
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Context

Bylaw 3114; PART 11: Building Move 11.1

The purpose of this report is to advocate for and guide the revision of building bylaw 11.1, as well as the development of processes to support revisions to building bylaw 11.1. Revisions to this bylaw would allow relocated homes into the City of Courtenay as existing homes regardless of age, lessening the carbon footprint of local development projects, and creating an additional affordable housing option within the City.

BYLAW 3114; PART 11: BUILDING MOVE 11.1

No person may move a building or structure into or within the City except:

- (a) where certified by a registered professional that the building, including its foundation, will substantially comply with the current version of the building code;
- (b) the owner of the premises onto which the building is proposed to be moved has provided documentation that the age of the building or structure is not greater than 15 years old; and
- (c) a building permit has been issued for the building or structure.

Nickel Bros

As a founding member of the BC Structural Movers' Association, Nickel Bros is one of the largest non-government-subsidized recyclers in North America. Nickel Bros has safely performed over 10,000 structural moves since 1956. Led by the mentorship and vision of Jeremy Nickel, Nickel Bros persists to provide communities with affordable and sustainable living options. Nickel Bros' contributions to Building Code clarity and education in BC have been endorsed by 29 industry organizations and non-profits.

Cassidy v. Ros

Cassidy v. Ros is a subject matter expert specializing in; Densification and Decarbonization Through Circular Building, Div A, Div B Appx. C and Part 9 Federal and BC Building Code, and Accessibility Within Resource Recovery. Her efforts to support building code development in BC have been recognized by the Minister of Housing and the Deputy Assistant Minister of Housing. Cassidy is a member of the Recycling Council of BC Board of Directors, and was recently nominated for a Federal Technical Committee by 8 organizations in BC and Ontario.

Introduction

In 2023, the Federal government released a study with a new codes consultation, in response to concerns about existing homes seismic upgrades. It was found that many older homes have been shown to exceed current construction standards. For instance, lath and plaster construction demonstrated up to 440% more shearing capacity than homes built to current code standards.

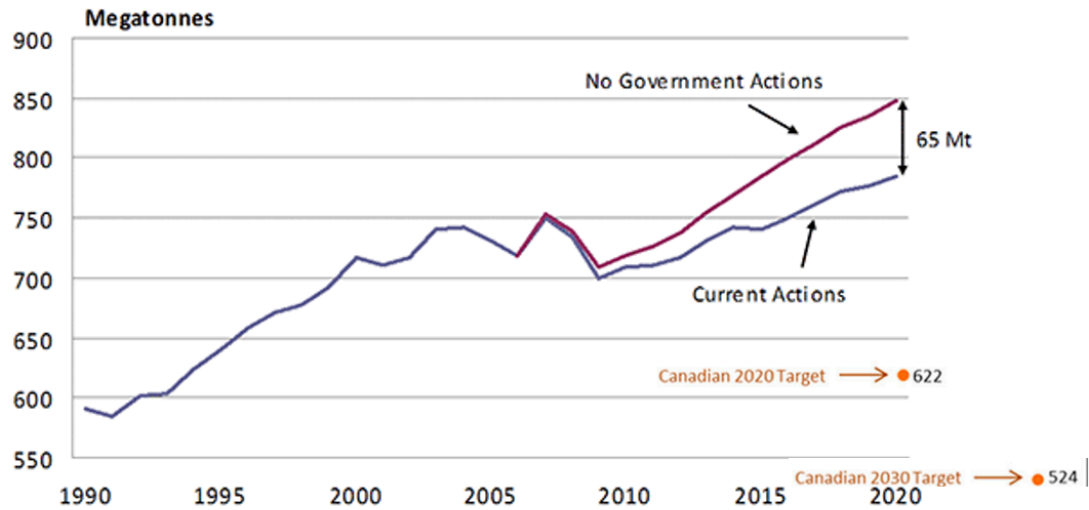
Other common construction practices that have since been deemed “out-dated,” yet show superior resilience in high wind and seismic risk areas include:

- a. Wall sheathing with longer laps over the floor perimeter,
- b. Bridging between studs and floor joists,
- c. 16 inch on centre framing,
- d. Dimensional lumber,
- e. Diagonal board sheathing.

The Provincial government echoed this support in their 2024 bulletin after public outcry for demolition alternatives and low-carbon affordable housing options, stating: “Relocation of a building as an alternative to demolition can have positive environmental impacts due to its reduction of both demolition waste and the use of new resources.” Reducing waste in landfills has been reaching a critical point in BC, with some landfills now retaining a life expectancy of less than 5 years. Considering the rate of demolition in many municipalities, demolition waste is an easy target for reduction, and currently represents roughly $\frac{1}{3}$ of all landfill waste. That landfill waste also contains embodied carbon, which contributes to climate change as it is released when materials break down.

BC homes built pre-2016 (representing roughly 83% of BC buildings) emit around 140,000kgs of operational carbon in a 60 year lifespan (it is important to note that this number does not account for energy efficiency upgrades that will occur over time as part of necessary maintenance. (Ie. Hot water tanks, windows, heat pumps). Comparatively, homes with a “strong” compliance within BC Energy Step Code are expected to emit around 48,000kgs of operational carbon in a 60 year lifespan. Both categories of homes will contain around 70,000kgs of embodied carbon representing materials, production and manufacturing emissions, and emissions created during building. (<https://www.communityenergy.ca/projects/embodied-emissions/>)

We know that the strategy of prioritizing new buildings in favor of operational emissions has not been effective in limiting emissions, and when we look at these numbers it is easy to understand why. Every time a pre-2016 home is demolished to make way for a new one, 188,000kgs of emissions are created through the demolition of the existing home, and then the life cycle of that new building.

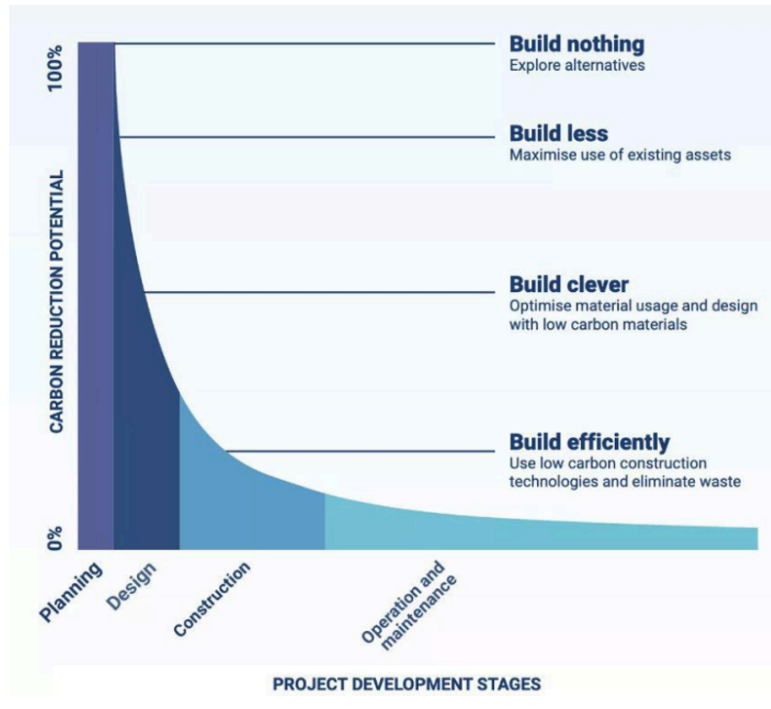


Canada agreed at COP21 to reduce carbon dioxide emissions to 524 megatonnes per year by 2030.

At current rates, Canada will emit 875 megatonnes annually by 2030.

While many jurisdictions are still neglecting C&D embodied carbon regulations, some Cities, like Vancouver, have been sending out the distress signal: “To meet the target of a 40 percent reduction in embodied carbon, new homes will need to achieve an emissions intensity of 120 kg CO₂e/m² by 2030. The three most impactful material categories are concrete (36 percent of total emissions across all homes), insulation (21 percent) and interior surfaces (10 percent).” (City of Vancouver and Builders For Climate Action.)

What is the easiest way to reduce embodied emissions from these categories? Stop producing these materials!



It is additionally important to note that a life cycle of 60 years (the period utilized in most LCAs on the topic) is not long enough for any home to complete its carbon payback period - Each building would need to be in continued use for 168 years to begin having a positive operational impact that outweighs the embodied emissions of building it. This indicates that prioritization of extending building lifetimes is an important - but seemingly overlooked - factor in operational carbon goals. (UBC Teardown Index)

<p>109 trees 144,720 kgs embodied carbon 157 years to complete carbon cycle \$100 / sq.ft. to relocate</p>	<p>80 trees 104,000 kgs embodied carbon 136 years to complete carbon cycle \$188 / sq.ft. to relocate</p>
<p>Built 2012</p>	<p>Built 1997</p>

Recommendations:

1. Municipal policy for relocated homes should reinforce their designation as existing homes.

See supporting documents on pages 21 through 26.

By implementing policies that align with building code intent, we can divert waste from regional landfills, secure affordable housing for British Columbians, and cooperatively contribute to zero emissions goals. Harmonization between Federal, Provincial and Regional policies provides clear directives to local developers and building officials, ensuring regulations are easy to communicate and understand, and that they support end goals with similar language. Applying language and policy consistent with the BCBC and NBC also allows building officials to directly reference NRC User Guides should they require further guidance

See examples of current bylaws in other jurisdictions on pages 10 through 20.

2. Create Streamlined Building Move-On Permit Process Policy:

Allow relocated homes to be delivered to their destination site prior to the building permit being issued via an Expedited Move-On Permit. The Expedited Move-On Permit is best structured as a separate and stand-alone permit application and process. Expedited Move-on permits are best supported by the following minimum requirements:

- a. Site and elevation plan
- b. Confirmation the building fits within setbacks, and current zoning requirements
- d. Engineer's report for the relocated building certifying that it is safe for continued occupancy.

Expedited Move-On Permits relieve recipients utilizing this affordable housing option of having to pay storage fees, by facilitating delivery at the destination site at the same time as removal from the origin site. These additional costs can have a large impact on affordability. Move-On Permit applications additionally create a timing incentive for the home to be relocated, and not machine demolished.

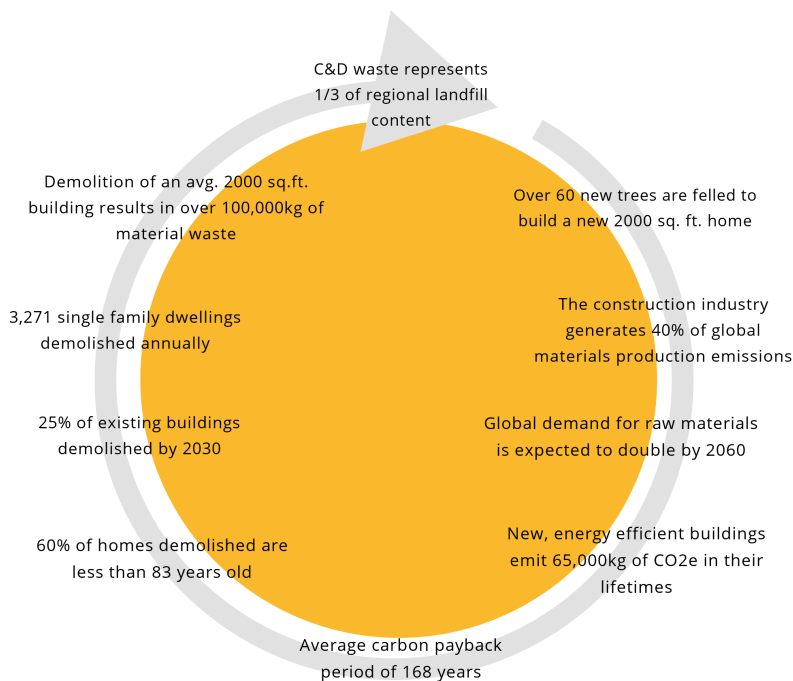
Some municipalities which utilize a move-on permit are referenced on pages 8 through 18.

3. Require reuse of pre-70s buildings, and encourage re-use of post-70s buildings through the implementation of a building reuse assessment form with all demolition permit applications.

The Building Reuse Assessment form will require a building relocation company and a deconstruction company to sign off on the building's suitability for reuse.

For pre-70s homes, committing to one of these options would be a requirement of receiving a demolition permit. (Ie. City of Vancouver.)

For post-70s homes, this would increase awareness of reuse options for developers prior to demolition permits being in hand. Increasing lead time for these services allows them to compete with demolition contractors as equals. Home relocation and deconstruction are often no longer attractive options after permits are received purely due to their processes being longer than machine demolition, and developer's wanting to move ahead as quickly as possible once permits are in hand.



*based on Metro Vancouver statistics

4. Refundable Demolition Deposit Policy:

Municipalities should require a \$15,000 - \$20,000 demolition deposit for all single family homes. This deposit is returned if the applicant proves the home was relocated or 3.5KG per sq ft of finished floor space is deconstructed and salvaged. The deposit is also returned if the applicant demonstrates the home was not suitable for either relocation or deconstruction (see Section 1: Responsible Building Removal Assessment). The deposit should only be kept if the applicant confirms the home was suitable for relocation or deconstruction and they chose to proceed with machine demolition regardless.

In partnership with the mandatory assessment, the demolition deposit provides a financial incentive for the applicant to strongly consider implementing the most responsible removal solution. In the instance where a home is assessed to not be able to be relocated or deconstructed, the deposit is returned. Many municipalities are implementing some combination of these deposits. Home relocation should be clearly identified as a viable option for an applicant to receive their deposit. Many bylaws and policies have too narrowly focused on wood or material recycling/salvage. Communicating home relocation as a viable option is key.

5. Early Green Removal Permits Policy:

Time is money! If a home is deemed to be a candidate for home relocation or deconstruction, demolition permits will be decoupled from building permits so that removal of the building can begin at any time prior to a building permit being received.

If the applicant chooses to have the building machine demolished, the demolition permit cannot be issued until a building permit is issued, to ensure that a building is not torn down only for the property to sit as an empty lot. (This is a policy most municipalities already have enacted for all applications within their jurisdictions, and so would remain in place for machine demolitions only.)

6. Municipal Building Removal Procurement Standards Policy

Update Courtenay's demolition procurement criteria for public projects. Whenever a building (residential, commercial, institutional) owned by the City is slated for demolition, the building removal tender criteria should prioritize relocation and then deconstruction.

The tender should be made available to qualified relocation and deconstruction companies, not the general public. Municipalities should be leading the development industry by example. This policy lens would ensure more buildings owned by the City will be treated in the same manner as private buildings.

(Ie. Parks Canada has “alternative use” assessment criteria for heritage and character buildings slated for removal, as well as the Federal Treasury Board Policy on Management of Real Property.)

Additional considerations:

Create educational materials to highlight benefits of the use of low-carbon concrete.

Learn more:

<https://www2.gov.bc.ca/gov/content/environment/climate-change/public-sector/reducing-emissions>

Current bylaws in place in other BC jurisdictions (supportive of home relocation):

Sunshine Coast Regional District

Part 15 - MOVING BUILDINGS AND STRUCTURES ONTO A NEW FOUNDATION 15.1 Buildings may be moved into or within the Regional District provided the following conditions are fulfilled: (1) A building permit to move the building or structure onto a parcel of land or a new location on a parcel of land is obtained prior to any work proceeding. (2) A moved building when placed on the property to which it is being moved must comply with all Zoning Bylaw requirements. (3) The building permit to move a building or structure is valid for a period of 24 months from the date of issuance. Sunshine Coast Regional District Building Bylaw No. 687 Consolidated for convenience only to include up to 687.3 (2020) (4) An application for a building permit to move a building or structure shall: (a) be made in the form prescribed by the Building Official signed by the owner, or a signing officer if the owner is a corporation; (b) include a copy of a title search made within 30 days of the date of the application; (c) include a site plan showing: (i) the bearing and dimensions of the parcel taken from the registered subdivision plan; and the legal description and civic address of the parcel; (ii) the location and dimensions of all statutory rights of way, easements and setback requirements; (iii) the location and dimensions of all existing and proposed buildings or structures on the parcel; (iv) setbacks to the natural boundary of any lake, swamp, pond or watercourse where the Regional District’s Zoning Bylaws establish siting requirements related to flooding; (d) include copies of approvals required under any enactment relating to health or safety. (e) include a foundation design

prepared by a registered professional in accordance with section 4.2 of Part 4 of the Building Code, accompanied by letters of assurance in the form of Schedule B as referred to in Part 2 of Division C of the Building Code, signed by the registered professional; (f) include a professional engineer's report, assessing the structural components of the moved building and listing the life safety issues of the moved building that must be brought up to current Building Code standards. (g) despite the provisions of 15.1(4)(f) the Building Official shall determine compliance of Building Code life safety issues. (h) include plans detailing any and all upgrading required to meet the requirements of this Bylaw, the Plumbing Bylaw and other applicable Bylaws and enactments after the building is moved to a new site. (i) any other information as required by the Building Official

15.2 The requirements of section 15.1(4)(e) may be waived by a Building Official in the circumstances where the Building Official has required a professional engineer's report pursuant to Part 3, Division 8 of the Community Charter and Sunshine Coast Regional District Building Bylaw No. 687 Consolidated for convenience only to include up to 687.3 (2020) the building permit is issued in accordance with sections 56(4) and (5) of the Community Charter.

15.3 The requirements of section 15.1(4)(e) may be waived by a Building Official if documentation, prepared and sealed by a registered professional, is provided assuring that the foundation design substantially complies with section 9.4.4 of Part 9 of the Building Code and the foundation excavation substantially complies with section 9.12 of Part 9 of the Building Code.

15.4 Before receiving a building permit to move a building or structure the Owner shall first pay to the Regional District the building permit fee set out in Schedule B attached to this bylaw.

15.5 Before receiving a building permit to move a building or structure the Owner shall first pay to the Regional District a refundable security deposit in the amount set out in Schedule B attached to this bylaw.

15.6 The security deposit shall be forfeited to the Regional District if any conditions of the building permit are defaulted on, or the building permit expires.

15.7 An application for a building permit to move a Manufactured Home must include proof of the appropriate CSA certification and registration number, foundation details and method of anchorage.

Note: A building inspector, not reasonably, but technically, could require a home to be stripped to studs and reconstructed with modern framing and furring members based on a bylaw requesting Part 9 compliance. However, this would disregard the intention of the code to not cause hardship financially, to decrease carbon emissions, and would disregard its intentions towards existing homes. It is important to remember the intent of the building code when developing and enforcing bylaws.

Shishalh Nation

Part 15 – MOVING BUILDINGS AND STRUCTURES ONTO A NEW FOUNDATION

15.1 Buildings may be moved into or within the SIGD provided the following conditions are fulfilled:

(1) A building permit to move the building or structure onto a parcel of land or a new location on a parcel of land is obtained prior to any work proceeding. (2) A moved building when placed on

the property to which it is being moved must comply with all Zoning Bylaw requirements. (3) The building permit to move a building or structure is valid for a period of 24 months from the date of issuance. (4) An application for a building permit to move a building or structure shall: (a) be made in the form prescribed by the Building Official signed by the owner, a signing officer if the owner is a corporation, or an Agent of the owner who has been authorized in writing by the owner; (b) include a copy of a title search made within 30 days of the date of the application; (c) include a site plan for the parcel to or on which the building is to be moved, showing: (i) the bearing and dimensions of the parcel taken from the registered subdivision plan; and the legal description and civic address of the parcel; (ii) the location and dimensions of all statutory rights of way, easements and setback requirements; (iii) the location and dimensions of all existing and proposed buildings or structures on the parcel; and (iv) setbacks to the natural boundary of any lake, swamp, pond or watercourse where the Zoning Bylaw establishes siting requirements related to flooding; (d) include copies of approvals required under any enactment relating to health or safety. (e) include a foundation design prepared by a registered professional in accordance with section 4.2 of Part 4 of the Building Code, accompanied by letters of assurance in the form of Schedule B as referred to in Part 2 of Division C of the Building Code, signed by the registered professional; (f) include a professional engineer's report, assessing the structural components of the building to be moved and addressing with proposed designs and specifications the life safety aspects of the building specified by the Building Official that must be brought up to current Building Code standards; (g) include plans detailing any and all upgrading required to meet the requirements of this Law and other applicable Laws and enactments after the building is moved; and (h) include any other information as required by the Building Official.

Richmond

PART TWELVE: BUILDING MOVE

12.1 Building Permit Application and Fee

- 12.1.1 A **building** or **structure** must not be moved into or within the **City** without the **owner** obtaining a **building permit** and paying the applicable building move inspection fee in the amount set from time to time in the Consolidated Fees Bylaw No. 8636.
- 12.1.2 Salvage for **reuse** of building materials from an existing **building** or **structure** that is to be demolished requires a **building permit**. In addition to any other conditions prescribed by this bylaw, the issuance of such a **building permit** will require the applicant to satisfy the same conditions as those required for a **building permit** for demolition, and to submit a certificate, in the form prescribed by the **building inspector**, confirming that all hazardous materials have been removed from the **building** or **structure**.

7082192

Bylaw No. 7230

Page 23

The amount of salvaged material will be considered as contributing to the required recycled content as required by the *Demolition Waste and Recyclable Materials Bylaw 9516*.

Comox Valley Regional District

Part 13: Building Move 13. (1) No person may move a building or structure into or within an area covered by this bylaw building regulation service areas without first obtaining a building permit to carry out such move and to site the building on the parcel to which it is to be moved. (2) An application for a building permit for a building move must be made on the form prescribed by the Building Official, signed by the owner or agent, and must include: (a) A certified structural assessment report from a Registered Professional that the building is suitable for relocation and may be used safely for the use intended; (b) Detailed plans and specifications of the proposed rehabilitation of the building, including foundation plans certified by a professional engineer; and (c) Any other information required by the Building Official or Building Code to establish substantial compliance with this bylaw, the Building Code and other bylaws and enactments relating to the building or structure.

Capital Regional District

2.3.6 Applications for Moved Buildings or Structures (1) A Permit is required for the rehabilitation of a moved building or structure on the property to which it is to be moved. (2) Before issuing a Permit under Section 2.3.6(1), the building official may require certification from a registered professional that the building meets the requirements of this Bylaw, the Building Code and any other applicable enactment.

**APPENDIX D
CONSTRUCTION VALUES FOR SINGLE AND TWO FAMILY DWELLINGS, FACTORY BUILT HOMES, MOBILE HOMES, AND MOVED BUILDINGS IN THE ELECTORAL AREAS OF JUAN DE FUCA, SALT SPRING ISLAND, SOUTHERN GULF ISLANDS**

FLOOR AREA OR TYPE OF STRUCTURE	VALUE	
	PER SQ. FT.	PER METER SQ.
Finished Main* Floor Areas	\$200	\$2,152
Finished Areas Other Than Main* Floor	\$150	\$1,614
Finishing previously Unfinished Basement,** Attics, or Other Floors	\$45	\$484.20
Garages and/or Workshops, Barns, or Sheds (Semi-Detached) Floor + Roof + Wall	\$90	\$968.40
Carports (Roof)	\$35	\$376.60
Sundecks (Floor)	\$35	\$376.60
Additions Where an Existing Wall Forms Part of the Additions	\$200	\$2,152
Finished Floor Areas of Factory Build Homes, Mobile Homes or Moved Dwellings	\$100	\$1,076
* Main Floor shall be defined as the floor area where the main activity takes place, usually the floor where the living room, dining room, and/or kitchen are located.		
** Basement shall be defined as in the British Columbia Building Code		

Wei Wai Kum First Nation

21.0 Moving Buildings

- 21.1 No person shall move a building or structure on the Campbell River Indian Reserve # 11, or from place to place within the reserve, unless he has a valid and subsisting approval issued by the Band and/or Building Official.
- 21.2 The Band and/or Building Official shall not issue approval unless a certificate, signed by a registered professional, certifying that the building or structure substantially conforms to the health and safety aspects of the Building Code.
- 21.3 No building or structure may be relocated within the Reserve unless it meets the following conditions:
- (a) It has an appraised value and a home inspection report (independent inspector) that supports its worth.
 - (b) It must be placed on a permanent foundation within three (3) months from the date of issuing the permit;
 - (c) All construction must be completed within twelve (12) months of issuing the approval;

Strathcona Regional District

Applications for Moved or Relocated Buildings and Structures 16. (1) An application for a building permit with respect to a moved or relocated building or structure shall include all the information required in section 13 for standard buildings or section 14 for complex buildings. (2) When an existing building or structure is to be moved or relocated the permit application shall include certification by a registered professional that the building or structure complies with Part 4 of Division B of the Building Code or sections 9.4 and 9.23 in Part 9 of Division B of the Building Code. (3) The application for a permit to move or relocate a building designed for residential occupancy shall include confirmation from a registered professional that the structure complies with Building Code and all other enactments dealing with health and safety.

Note: A building inspector, not reasonably, but technically, could require a home to be stripped to studs and reconstructed with modern framing and furring members based on a bylaw requesting Part 9 compliance. However, this would disregard the intention of the code to not cause hardship financially, to decrease carbon emissions, and would disregard its intentions towards existing homes. It is important to remember the intent of the building code when developing and enforcing bylaws.

Campbell River

PART 14: BUILDING MOVE 14.1 No Person shall move or cause to be moved any building into the City or from one parcel to another in the City without first obtaining a Building Permit to carry out such move and to site the building on the parcel to which it is to be moved. 14.2 An application for a building permit for a building move must be made on the form prescribed by the building official, signed by the owner or agent, and must include (a) certification from a Registered Professional that the structure is safe for its intended use including the structure's new foundation and siting; (b) detailed plans and specifications of the proposed relocation and rehabilitation of the building, including additions and renovations to the building; and (c) detailed plans and specifications of the building siting, driveway and other site improvements proposed on the parcel. 14.3 A security in the form of cash or an irrevocable letter of credit without an expiry date, a certified cheque, or cash payment deposited with the City for the amount equal to five (5) percent of the value of the construction to a maximum of \$10,000.00. 14.4 If the building or part of it is not completed and an occupancy permit has not been issued within a twelve (12) month period subsequent to the issuance of a Building Permit, the Building Official may send a written notice to the owner stating that the building does not comply with this bylaw or other enactment and direct the owner to remedy the non-compliance within thirty (30) days from the date of service of the notice. If the non-compliance is not remedied within the thirty-day period, the City or its agent may enter, tidy and erect screening at the site and the expenses associated with this shall be deducted from the security in section 14.3. 14.5 For clarity other than section 14.2(a) these provisions apply to certified factory built houses that meet or exceed CAN/CSA Z240 MH Series or CSA A-277-M1990. 14.6 Before receiving a building permit for a moved building or structure, the owner must pay to the City the applicable building permit fee set out in Appendix A.

Sayward

24.0 Moved or Relocated Buildings and Structures 24.1 When an existing building or structure is moved or relocated, the building or structure shall be certified, prior to placement on the site, as complying with sections 9.4 and 9.23 of Part 9 or Part 4 of the Building Code. 24.2 When a building that includes, or will include, a residential occupancy, is moved or relocated, the building shall conform to this Bylaw and to sections 9.8, 9.9, 9.10, 9.31, 9.32.4.1 (5) – (7), 9.33.5.2 (1)(b), and 9.34.1.1 of Part 9 of the Building Code.

Note: A building inspector, not reasonably, but technically, could require a home to be stripped to studs and reconstructed with modern framing and furring members based on a bylaw requesting Part 9 compliance. However, this would disregard the intention of the code to not cause hardship financially, to decrease carbon emissions, and would disregard its intentions towards existing homes. It is important to remember the intent of the building code when developing and enforcing bylaws.

Port Hardy

14. Moving Buildings (a) A building may be moved into the District provided: i) the building, when established on its new site shall have a floor area no greater than 372 square metres and shall have a value, in the opinion of the Building Official of not less than Five Hundred and Ninety-two Dollars (\$592.00) per square metre excluding the land on which it stands; and Amended Bylaw 1008-2013 District of Port Hardy Building Bylaw No. 11-2005 - Consolidated 12 ii) the building, and the usage of the building, after being moved, shall conform in all respects with the requirements of this bylaw and all other applicable bylaws of the District. (b) A building situated within the District may be moved within the District provided that the building, when established on its new site, shall have a floor area no greater than 372 square metres and shall have a value, in the opinion of the Building Official of not less than Five Hundred and Ninety-two Dollars (\$592.00) per square metre excluding the land on which it stands.

Note: Bylaws which require a subjective opinion by the Building Official to qualify for relocation are at risk of introducing personal bias to decisions made around community housing.

Port McNeill

12. PERMITS

- 12.1 Every person shall apply for and obtain:
- 12.1.1 a building permit before constructing, repairing, moving, installing or altering a building, structure, sign, change in occupancy or plumbing system;
 - 12.1.2 a demolition permit before demolishing a building or structure.
- 12.2 Applications for the permits noted in 12.1 shall be made in the form prescribed from time to time by the Town of Port McNeill.
- 12.3 A moving permit before moving a building or structure;
- 12.4 A fireplace and chimney permit prior to the construction of a masonry fireplace or the installation of a wood burning appliance or chimney unless the works are encompassed by a valid building permit.
- 12.5 All plans submitted with permit applications shall bear the name and address of the designer of the building or structure.
- 12.6 Each building or structure to be constructed on a site requires a separate building permit and shall be assessed a separate building permit fee based on the value of that building or structure as determined in accordance with Schedule "G" of the current Town of Port McNeill Fee Setting Bylaw.
- 12.7 Every person, making application for a building permit in the Town of Port McNeill, must also make application for an "access permit" to allow for access to a city street or road.
- 12.8 Applications for the permits noted in 12.5 shall be made in the form prescribed from time to time by the Town of Port McNeill.

Gold River

23.0 Moving Buildings 23.1 No person shall move a building or structure into the municipality, or from place to place within the municipality, unless he has a valid and subsisting permit issued by the Building Building Bylaw No. 651, 2005. The fees for such a permit shall be as prescribed and set forth in Appendix "A" attached hereto. 23.2 The Building Official shall not issue a permit as required in subsection 23.1 unless there has been produced a certificate, signed by a registered professional, certifying that the building or structure substantially conforms to the health and

safety aspects of the Building Code in all respects. 23.3 No building or structure may be relocated within the municipality unless it meets the following conditions: (a) it has a value when completed of not less than 100% of the average of all buildings within a 50 metre radius of the lot on which it is to be located; (b) it must be placed on a permanent foundation within three (3) months from the date of issuing the permit; (c) all construction must be completed within twelve (12) months of issuing the permit; (d) the owner must provide cash or letter of credit equivalent to 125% of the value of the work to be performed as a guarantee that the building exterior is completed within twelve (12) months of issuing the permit.

Ucluelet

8.1. Unless exempted by Section 5.2 of this bylaw, a person shall apply for and obtain: (a) a building permit before constructing, repairing or altering a building or Structure; (b) a moving permit before moving a building or Structure; (c) a demolition permit before demolishing a building or Structure; (d) an excavation permit before excavating a site unless the excavation is included in a valid and subsisting building permit; (e) such other permits as this bylaw may require.

Town of Comox

16.Moving Buildings (1) The owner of the parcel on which the proposed building to be moved is located shall pay to the Town of Comox all outstanding utility fees, municipal taxes and applicable interest prior to the issuance of the moving permit. Town of Comox THIS CONSOLIDATED BUILDING BYLAW IS FOR CONVENIENCE PURPOSES ONLY AND SHOULD Bylaw 1472 – Building Bylaw NOT BE USED FOR LEGAL OR INTERPRETIVE PURPOSES WITHOUT REFERENCE TO THE ORIGINAL BYLAW AND AMENDING BYLAWS Updated: November 17, 2021 (2) Every owner or moving contractor to whom a moving permit is issued shall ensure that persons and property are protected from injury and damage during the move. (3) A moving permit shall not be issued until a building permit has been issued in accordance with this bylaw for the relocation of the building to its new location. (#1730 Aug 15/12) (4) The work authorized by the moving permit shall be completed within three months of the permit being issued, or the permit shall expire. (5) The moving permit applicant must pick up an approved moving permit and pay the fee prescribed in Schedule 1 within 30 days of the approval date, or a new application will be required. (6) When a building is raised to accommodate a basement or relocated to another foundation site, the existing chimney or fireplace shall be dismantled and the owner shall obtain a permit for the replacement fireplace or chimney from the building official. (7) The owner shall provide notice of disconnection from municipal water and sewage systems and such disconnections shall be carried out only by the Town of Comox.

Powell River

22.0 MOVING BUILDINGS

22.1 No person shall move or cause any building to be moved into the City or from one location to another in the City without first obtaining a permit in respect of the site to which the building is to be moved.

22.2 Every application for a permit to move a building shall identify the location of the building to be moved and the site to which the building is to be moved.

22.3 No building shall be moved to a site within the City unless the building will comply with the health and safety requirements of the Building Code upon completion of relocation.

22.4 No residential building shall be moved to a parcel within the City unless the building will, after completion of any repairs or alterations required under subsection 22.3 or proposed to be made by the owner and authorized by a permit issued pursuant to this Bylaw, have a value not less than the average value of all residential buildings any portion of which is located within 152 metres (500 ft) of the parcel to which the building is to be moved.

22.5 For the purposes of subsection 22.4, the value of buildings shall be the most recent values fixed by the B.C. Assessment Authority; the value of repairs and alterations shall be determined by the Building Official; and the value of a building after completion of repairs and alterations shall be the sum of its assessed value before being moved and the value of repairs and alterations required under the Building Code and proposed to be made by the owner.

22.6 The owner shall provide to the City certification ensuring that the building or structure is structurally sound, for moving purposes, by a practicing engineer registered in the Province of British Columbia.

Regional District of Nanaimo (and Islands Trust)

18. MOVED ON BUILDINGS

(1) No person shall move or cause to be moved any building into the Regional District or from one parcel to another in the Regional District without first obtaining a Building Permit to carry out such move and to site the building on the parcel to which it is to be moved.

(2) The following information must be provided when applying for a Building Permit for a moved-on building:

- (a) Certification from a Registered Professional that the structure is safe for its intended use;
- (b) Detailed plans and specifications of the proposed relocation and rehabilitation of

the building;

(c) Detailed plans and specifications of the building siting, parcel landscaping, paving, and other site improvements proposed on the parcel; (d) A report from an accredited appraiser (A.A.C.I.) showing the appraised value of the moved-on building; and,

(e) The building must appraise (as determined by an accredited appraiser (A.A.C.I.) at a value equal to or greater than 100 percent of the average assessed value of the improvements (as determined by the BC Assessment Authority) of the neighbouring developed properties within 100 metres;

(f) Security in the form of a standby irrevocable letter of credit without an expiry date or a certified cheque for an amount equal to five percent of the appraised value to a maximum of \$10,000 as identified in Section 18(2) (d).

Note: There are some municipalities in BC who have similar bylaws in writing, but enforce these bylaws in vastly different ways. This signifies a difference in Building Code interpretation between jurisdictions, and showcases the need to be clear about relocated homes designation as existing buildings, and the intention of local bylaws. (These municipalities are not included in this report to minimize confusion.)

Supporting Documents

NBC and BCBC Relocated Homes

Division A

Notes to Part 1 Compliance

A-1.1.1.1.(1) Application to Existing Buildings. This Code is most often applied to existing or relocated buildings when an owner wishes to rehabilitate a building, change its use, or build an addition, or when an enforcement authority decrees that a building or class of buildings be altered for reasons of public safety. It is not intended that the NBC be used to enforce the retrospective application of new requirements to existing buildings or existing portions of relocated buildings, unless specifically required by local regulations or bylaws. For example, although the NFC could be interpreted to require the installation of fire alarm, standpipe and hose, and automatic sprinkler systems in an existing building for which there were no requirements at the time of construction, it is the intent of the CCBFC that the NFC not be applied in this manner to these buildings unless the authority having jurisdiction has determined that there is an inherent threat to occupant safety and has issued an order to eliminate the unsafe condition, or where substantial changes or additions are being made to an existing building or the occupancy has been changed. (See also Note A-1.1.1.1.(1) of Division A of the NFC.)

Relocated buildings that have been in use in another location for a number of years can be considered as existing buildings, in part, and the same analytical process can be applied as for existing buildings. It should be noted, however, that a change in occupancy may affect some requirements (e.g. loads and fire separations) and relocation to an area with different wind, snow or earthquake loads will require the application of current code requirements. Depending on the construction of the building and the changes in load, structural modifications may be required. Similarly, parts of a relocated or existing building that are reconstructed, such as foundations and basements, or parts being modified are required to be built to current codes.

Whatever the reason, Code application to existing or relocated buildings requires careful consideration of the level of safety needed for that building. This consideration involves an analytical process similar to that required to assess alternative design proposals for new construction. See Clause 1.2.1.1.(1)(b) for information on achieving compliance with the Code using alternative solutions.

In developing Code requirements for new buildings, consideration has been given to the cost they impose on a design in relation to the perceived benefits in terms of safety. The former is definable; the latter difficult to establish on a quantitative basis. In applying the Code requirements to an existing building, the benefits derived are the same as in new buildings. On the other hand, the increased cost of implementing in an existing building a design solution that would normally be intended for a new building may be prohibitive.

The successful application of Code requirements to existing construction becomes a matter of balancing the cost of implementing a requirement with the relative importance of that requirement to the overall Code objectives. The degree to which any particular requirement can be relaxed without affecting the intended level of safety of the Code requires considerable judgment on the part of both the designer and the authority having jurisdiction.

Further information on the application of Code requirements to existing or relocated buildings can be found in the following publications:

- "User's Guide – NBC 1995, Fire Protection, Occupant Safety and Accessibility (Part 3)"
- "Guidelines for Application of Part 3 of the National Building Code of Canada to Existing Buildings"
- Commentary entitled "Application of NBC Part 4 of Division B for the Structural Evaluation and Upgrading of Existing Buildings" of the "Structural Commentaries (User's Guide – NBC 2015: Part 4 of Division B)"
- "User's Guide – NBC 1995, Application of Part 9 to Existing Buildings"
- CBD 230, "Applying Building Codes to Existing Buildings"

These publications can be ordered through NRC's Web site.

These Notes are included for explanatory purposes only and do not form part of the requirements. The number that introduces each Note corresponds to the applicable requirement in this Part.

Provincial Technical Bulletin on Relocated Homes



Information Bulletin
Building and Safety Standards Branch
 PO Box 9844 Stn Prov Govt
 Victoria BC V8W 9T2
 Email: building_safety@gov.bc.ca
 Website: www.gov.bc.ca/buildingcodes

No. B24-07
 April 2, 2024

Relocated Buildings

The purpose of this bulletin is to provide guidance and clarification for a consistent application of the British Columbia Building Code (BCBC, Code) concerning relocating buildings. Relocation of a building as an alternative to demolition can have positive environmental impacts due to its reduction of both demolition waste and the use of new resources.

Although the primary focus of the BCBC is for the design and construction of new buildings, the BCBC also applies to deconstruction and the construction of alterations and additions to existing buildings. Further, the BCBC applies to the work necessary to ensure safety in an existing building that is being relocated to ensure that the building's performance is not decreased below a level that previously existed. An objective of this bulletin is to provide information and direction for such instances so that the BCBC is applied in a manner that does not discourage the relocation of an existing building in favour of demolition, and that authorities having jurisdiction (AHJ) and industry professionals can better understand a reasonable and appropriate application of the BCBC.

A relocated building is considered an existing structure used for supporting or sheltering a use or occupancy that has been physically moved to a different building location¹ (this is different from structures on wheels such as park model trailers). Temporary buildings such as construction site offices, seasonal storage buildings, special events facilities, emergency facilities, and similar structures, designed and intended to be relocated on an ongoing basis, and which the AHJ has exempted from the BCBC, are not within the scope of this bulletin. The Code does not apply to factory-built housing and components that comply with the CSA-Z240 MH Series standard², but the Code does apply to the site preparations, connection to services, and installation of appliances for those houses and components. This bulletin does not discuss compliance with the CSA-Z240 MH Series standard.

This bulletin is strictly limited to clarification of the BCBC's application to the relocation of existing buildings to locations where the BCBC applies³ and is not intended to inform or

¹ An existing building moved to a new location is not considered a new building by the Code.

² There are explicit requirements within the CSA-Z240 MH Series standard that require compliance with enactments in force at the location where the home or components are to be installed. In these circumstances, it is the CSA-Z240 MH Series standard that itself may require compliance with the Code.

³ The BCBC applies to all buildings in B.C. except for the City of Vancouver, Treaty First National that do not reference the BCBC in their agreements, and Federal Lands.

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intervene with valid authorities of local governments or other provincial, territorial, or federal jurisdictions including but not limited to:

- Local government matters related to land use/zoning,
- landscape,
- site access and roadway use,
- original building site demolition/remediation,
- Provincial jurisdiction such as highway use, *Motor Vehicle Act*, *WorkSafeBC*, etcetera,
- Provincial, territorial, or federal enactments (such as other codes and standards).

Although the BCBC references standards for compressed gas and electrical equipment, the Safety Standards Act and its pursuant regulations governs new gas and electrical services, appliances, and equipment, and the modification to services, appliances, and equipment. This bulletin does not discuss permits or other matters under the Safety Standards Act.

The overarching premise of the application of the BCBC to a relocated building is:

- a retroactive application of the current BCBC is not required for a relocated building if the sole reason is due to its relocation,
- the correction of an unsafe condition should one be found to exist, and
- as with any existing building, relocated or not, the current BCBC is applicable to new alterations/additions that occur. However, in some circumstances after sound analysis and good judgment by the designer and local authorities, discretion may need to be applied to a current Code requirement for a realistic and practical application in meeting the Code's intended objective.

The BCBC applies to changes in occupancy and to many design and construction activities including whenever there is an alteration to a building and to any work necessary to ensure safety in a relocated building⁴. Any alteration to an existing building, including alterations associated with relocating an existing building, shall not reduce the level of safety performance below the level that existed prior to relocation⁵. The designer and the AHJ are encouraged to work together to identify the applicable Code requirements and their importance to the Code's objectives. The building's suitability related to occupant loads and environmental loads⁶, such as snow loads and lateral loads (wind and seismic), applicable to the proposed building site, must be considered. Should a building be relocated to a location

⁴ See Sentence 1.1.1.1.(1) of Division A for the full scope of application.

⁵ See Sentence 1.1.1.2.(1) of Division A for the full scope of application to existing buildings. See also Note A-1.1.1.2.(1) which further clarifies the intent and provides a reference to the User's Guide – NBC 1995, Application of Part 9 to Existing Buildings which can be accessed here: <https://nrc-publications.canada.ca/eng/view/fulltext/?id=0a9c1d9d-8211-4576-bc2f-a8881b95210c>.

⁶ Environmental loads are determined by the AHJ, or alternatively found in Appendix C of Division B.

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with higher environmental loads than the building was originally designed to, structural upgrades will be required.

Alteration

Alterations include changes and extensions (additions) to any matter or thing related to an existing building. A new foundation at a new location is considered new construction, and anchorage of a relocated building to that new foundation will likely result in some changes to the existing building. (The design and construction requirements for the new foundation include providing for appropriate soil bearing capacity, perimeter drainage, insulation, etcetera.) Alterations related to the relocation of a building should be considered in a similar context to alterations to existing buildings generally.

Unsafe condition

The Code's application focusses on matters of safety which include building provisions such as structural design, fire protection, and occupant life safety. The siting of the relocated building on its new site would need to comply with the Code's spatial separation requirements for the type of construction of the exposing building face. The unique features and exposing building face of the existing building being relocated determine the limiting distance needed to protect adjacent buildings at the new location. The Code uses the term 'unsafe condition' to apply to potential hazards to a person's health as well as safety. Should a relocated residential building be installed with a new attached storage garage, current Code requirements for carbon monoxide detection will be required to mitigate the potential unsafe condition.

Work necessary to ensure safety

The application of the BCBC to a relocated building requires consultation and coordination between the AHJ and the owner to determine the appropriate level of safety performance for the existing building based on its conditions at the original location, and what improvements are necessary to meet current safety requirements of the BCBC at the new location. It is highly recommended an assessment / survey of the building proposed to be relocated be provided by a competent person to assist in facilitating the discussions. Generally, this primarily applies to any parts of the building that are directly being affected by the process of relocation, along with critical elements that affect the life-safety of the building at the new location. It is of course ideal to identify barriers to moving a building to a desired location before deconstruction and construction activities begin.

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Frequently Asked Questions (FAQs)

Does the BCBC permit homes built to the CSA Z240 MH Series of standards to be moved?

Yes, the BCBC anticipates homes built to the CSA MH Series of standards to be moved to one or more locations over their lifespan. These homes have a nameplate with information as to their design specifications and the structural loads they can withstand, and this helps determine what locations and conditions these homes are suitable for. The BCBC regulates the site preparations (siting, foundations, mountings) and the connections to services and installation of appliances for these homes. Local enactments such as building and zoning/land use bylaws may also apply. This bulletin does not discuss compliance, certification, or alterations to homes built to the CSA MH Series of standards.

Work with the local AHJ and use the [Manufactured Home Registry](#) when planning to move a home, whether new or existing, that is built to the CSA Z240 MH Series of standards.

When I move a building, do I follow the edition of the code it was originally designed to for installation at the new location?

No. In some cases, existing buildings could have been built before the first Provincial Codes were adopted. Any alterations that are required as part of the relocation of an existing building to a new location must conform to the edition of the BCBC in force at the time they occur, meaning those aspects of the building that are changing or reconstructed as part of a relocation today must conform to the edition currently in force. Alterations shall not decrease the level of building performance that existed prior to the alterations.

What happens if I move a building that has had work done without permits and doesn't meet Code?

While it is anticipated that not all aspects of existing buildings will meet current Code requirements, an assessment of existing building's performance is critical for determining how it will perform at a new location. Work done without permits may be more difficult to assess and work that does not meet the minimum requirements of the Code can pose undue risk to health and safety. Work with the local AHJ to develop a plan for what work will be required as part of a relocation and whether an unsafe condition exists.

Can local authorities have enactments and other rules for what types of building can be moved into their jurisdiction?

Yes, work with the local AHJ when planning to move a building into their jurisdiction and follow local building requirements.

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Sample of Letters of Support for Home Relocation in BC and Canada

April 30th, 2024

To the Canadian Board for Harmonized Construction Codes,

I am writing to you to appeal for Building Code recommendations for relocated homes being moved into the body of the Code, rather than remaining in Appendices, as outlined in CCR 2102.

Additionally, we urge you to consider representation of the relocated home industry on the Standing Committee on Housing and Small Buildings (HSB) and the Standing Committee on Energy Efficiency (EE). Relocated home regulations have not been updated since 1995, and we are now in a time where Canadian municipalities are becoming more supportive of home relocation as demolitions and affordability become ever-larger challenges to navigate. The waste diversion, embodied carbon preservation and low cost of relocated homes offer a way to address both of these concerns in one action, if the Federal government steps up to provide guidance for Provinces and local jurisdictions to model. We know some Provinces are requesting changes that would work well in tandem with relocated home applications, such as BC's Alternate Compliance Methods for Heritage Buildings in BCBC Table 1.1.1.1.(5) which they hope to see adopted Federally. Likewise, for new building, Provinces in central Canada are cutting down on costs and materials via factory-built homes, without sacrificing quality. These homes are stick-built homes (not modular), constructed on a central site, that are relocated to their new owners after construction is completed (see examples at <https://www.sk2customhomes.com/>). This practice provides homes of superior quality and longevity than the modular factory-built homes for which the government is currently providing relaxations. Further, relocated homes are being recognized as a readily-available resource for Indigenous communities, who are in favor of climate-friendly building alternatives. Ensuring these communities continue to have choices around housing options, upgrades and upgrade timelines within building code allows for grants to be applied over multiple years, and that they retain autonomy over the housing they choose for their families and their land. Relocated homes can provide obvious and enormous opportunities via reuse of existing buildings and factory-construction of new buildings, but local departments are in immediate need of clarity within the NBC in interpreting and applying the building code to relocated buildings. Good homes are being unnecessarily demolished and lost from our housing stock while other numerous affordable, relocated homes are being held up in permitting - wasting time, money and resources for both municipal departments and developers. In many cases these delays are leaving Canadian families homeless as they wait for approval. I urge you to recognize the importance of the CBHCC's engagement in this issue. This change would help clarify a Code mandate which already exists, and strengthen the CBHCC's position in providing consistency, guidance and continued education to Canadians.

Sincerely,

Sue Maxwell

Chair, Zero Waste British Columbia



604 885 1986
PO Box 129, 5797 Cowrie St,
2nd Floor
Sechelt, BC V0N 3A0
www.sechelt.ca

March 8, 2024

Minister Ravi Kahlon
Ministry of Housing
By email: hous.minister@gov.bc.ca

Re: Letter of Support be issued to Advocate for the Province to provide clarification on their regulations with respect to the relocation of homes

To The Honourable Ravi Kahlon,

I am writing to you with a request for clarification regarding the application of the BC Building Code to relocated homes.

Municipalities need clarity from the province for interpreting and applying the building code with respect to relocated buildings. Relocating existing housing can be a means of diverting demolition waste that cannot be reused or recycled from the landfills.

We look forward to clarification on how the Building Code should be applied to relocated buildings as we continue to provide consistency and guidance to our community members.

Sincerely,

A handwritten signature in black ink, appearing to read 'K Poulsen', with a long horizontal flourish extending to the right.

Kerianne Poulsen
Corporate Officer
kpoulsen@sechelt.ca



May 3rd, 2024

To the Canadian Board for Harmonized Construction Codes,

I am writing to advocate for the integration of comprehensive embodied carbon and circular economy policies into the Building Code. These policies are crucial for significantly reducing waste and greenhouse gas emissions in the construction sector. As we address the challenges of sustainability and environmental impact, it is essential that our Building Code reflects these priorities directly within its main provisions, rather than relegating them to the Appendices as seen in current practices, such as outlined in CCR 2102.

While the benefits of relocated homes, such as waste diversion, preservation of embodied carbon, and cost efficiency, align with these objectives, I urge a broader application of sustainable building practices across all types of construction and renovation projects. This approach will not only enhance our environmental stewardship but also improve housing affordability and quality across Canada.

In addition, representation from industries focused on sustainable building practices on the Standing Committee on Housing and Small Buildings (HSB) and the Standing Committee on Energy Efficiency (EE) would enrich the discussions and development of more robust environmental policies. Such representation could ensure that innovative practices, like those developed in British Columbia for heritage buildings or the stick-built homes constructed centrally for relocation in central Canada, receive the consideration they deserve at a national level.

These measures will also support Indigenous communities who are actively seeking sustainable and autonomous housing solutions, aligning with both environmental goals and the cultural significance of housing.

I strongly encourage the CBHCC to adopt a proactive stance in incorporating these sustainable practices into the National Building Code. Doing so would clarify and strengthen the Code's mandate, enhance consistency, and expand educational outreach, ultimately fostering a more sustainable and efficient construction industry in Canada.

Thank you for considering this pivotal shift in our building standards. I look forward to seeing our building codes evolve to meet the modern demands of environmental sustainability and operational efficiency.

Sincerely,

Elisabeth Baudinaud
Founder and Principal
Carbon Wise

May 3, 2024

To the Canadian Board for Harmonized Construction Codes,

I am writing to you to appeal for Building Code recommendations for relocated homes being moved into the body of the Code, rather than remaining in Appendices, as outlined in CCR 2102.

Additionally, we urge you to consider representation of the relocated home industry on the Standing Committee on Housing and Small Buildings (HSB) and the Standing Committee on Energy Efficiency (EE). Relocated home regulations have not been updated since 1995, and we are now in a time where Canadian municipalities are becoming more supportive of home relocation as demolitions and affordability become ever-larger challenges to navigate. The waste diversion, embodied carbon preservation and low cost of relocated homes offer a way to address both of these concerns in one action, if the Federal government steps up to provide guidance for Provinces and local jurisdictions to model. We know some Provinces are requesting changes that would work well in tandem with relocated home applications, such as BC's Alternate Compliance Methods for Heritage Buildings in BCBC Table 1.1.1.1.(5) which they hope to see adopted Federally.

Likewise, for new building, Provinces in central Canada are cutting down on costs and materials via factory-built homes, without sacrificing quality. These homes are stick-built homes (not modular), constructed on a central site, that are relocated to their new owners after construction is completed. (I.e. <https://www.sk2customhomes.com/>). This practice provides homes of superior quality and longevity than the modular factory-built homes that the government is currently providing relaxations for.

Further, relocated homes are being recognized as a readily-available resource for Indigenous communities, who are in favor of climate-friendly building alternatives. Ensuring these communities continue to have choices around housing options, upgrades and upgrade timelines within building code allows for grants to be applied over multiple years, and that they retain autonomy over the housing they choose for their families and their land.

Relocated homes can provide obvious and enormous opportunities via reuse of existing buildings and factory-construction of new buildings, but local departments are in immediate need of clarity within the NBC in interpreting and applying the building code to relocated buildings. Good homes are being unnecessarily demolished and lost from our housing stock while other numerous affordable, relocated homes are being held up in permitting; wasting time, money and resources for both Municipal departments and developers. In many cases these delays are leaving Canadian families homeless as they wait for approval.

I urge you to recognize the importance of the CBHCC's engagement in this issue. This change would help clarify a Code mandate which already exists, and strengthen the CBHCC's position in providing consistency, guidance and continued education to Canadians.

Sincerely,



Stephanie Mah, CAHP
Creative Director, Gaiimo
Past-President, Architectural Conservancy of Ontario - Toronto Branch
Ontario, Canada

Acknowledgements

These recommendations include policy outlines taken directly from the Municipal Action Plan developed by Nickel Bros, Lighthouse Sustainability Society, and Renewal Development. Others have been updated from that document to eliminate redundancies created by Provincial legislation released since the Municipal Action Plan was published, or further amended or additionally created based on feedback from members of the BC Structural Movers' Association.

Thank you to Mayor and Council of the City of Courtenay for this opportunity to contribute to carbon reduction and affordable housing in their community.



Presented to:

Bob Wells
Will Cole-Hamilton
David Frisch
Doug Hillian
Evan Jolicoeur
Melanie McCollum
Wendy Morin

Presented by:

Cassidy v. Ros

“Relocation of a building as an alternative to demolition can have positive environmental impacts due to its reduction of both demolition waste and the use of new resources.”

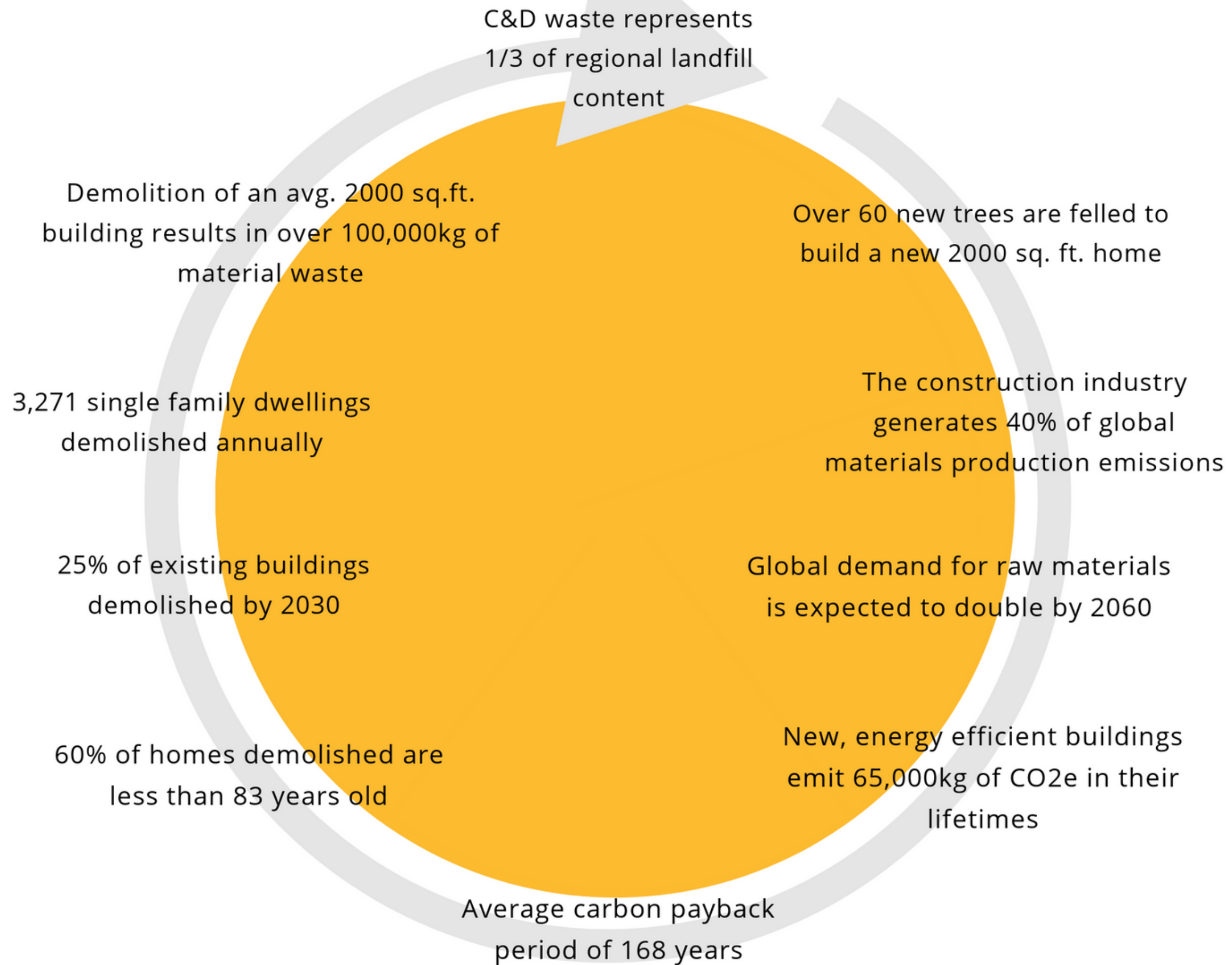
Ministry of Housing Technical Bulletin, 2024

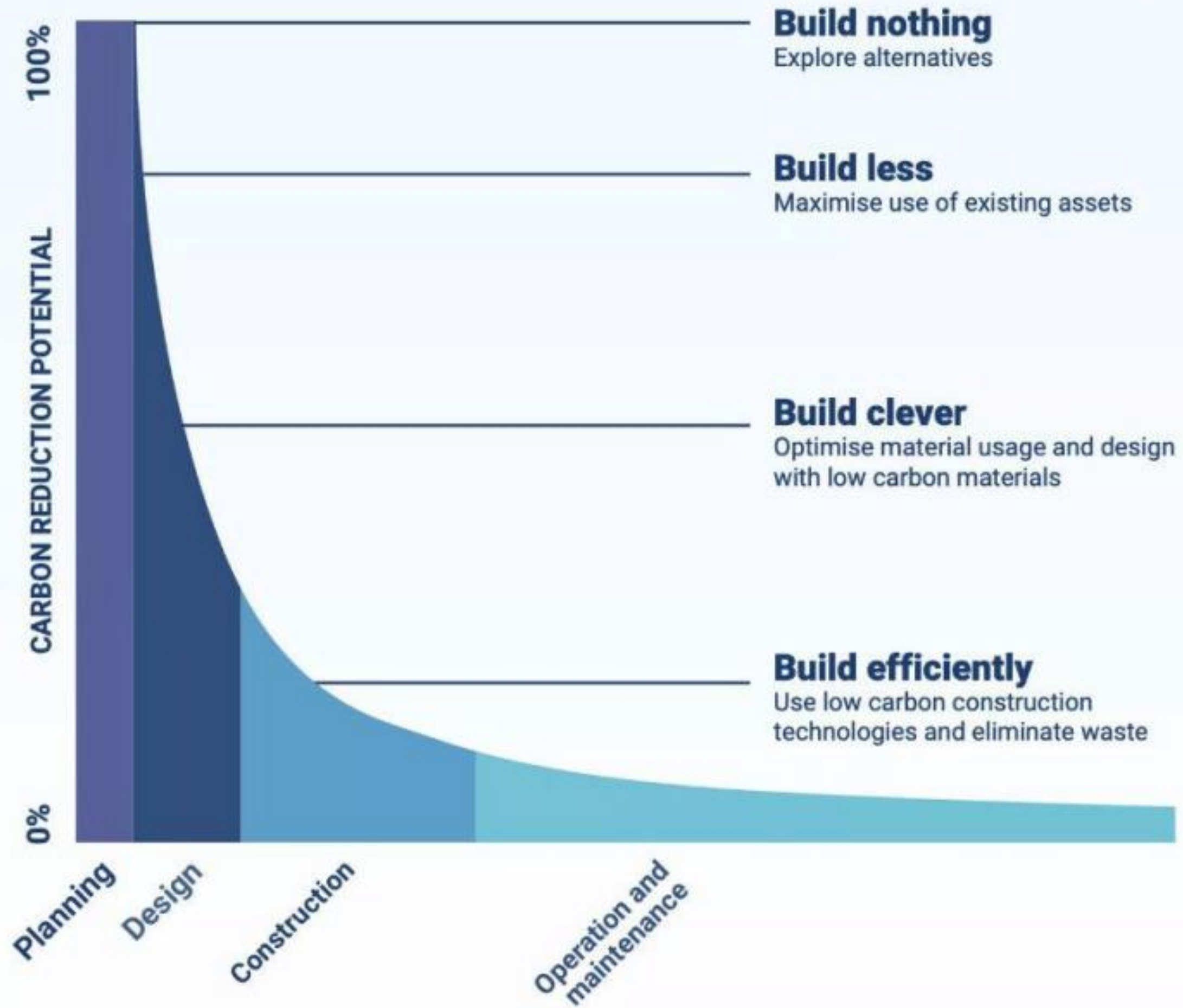
As the demand for densification increases, more and more newly-built homes are being slated for demolition alongside older construction

In addition to these newer homes frequently becoming candidates for relocation, many older homes have also been shown to exceed current construction standards. For instance, lath and plaster construction demonstrated up to 440% more shearing capacity than homes built to current code standards. Other common construction practices that have since been deemed “out-dated,” yet show superior resilience in high wind and seismic risk areas include:

- a. Wall sheathing with longer laps over the floor perimeter,
- b. Bridging between studs and floor joists,
- c. 16 inch on centre framing,
- d. Dimensional lumber,
- e. Diagonal board sheathing.

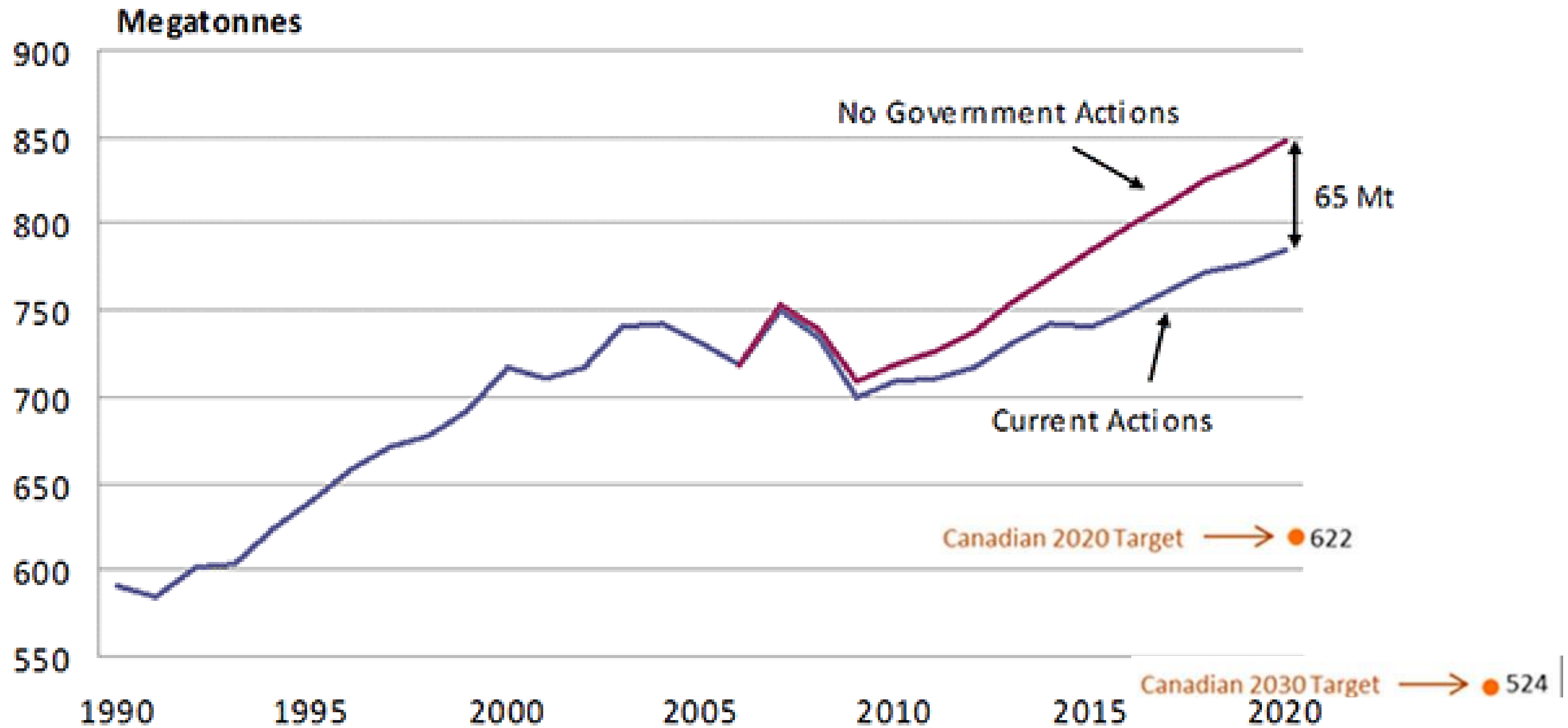
As per a study released with Phase 2 Federal Code Change documents, 2023







Embodied carbon and operational carbon across the key life stages of a building. CLF



Canada agreed at COP21 to reduce carbon dioxide emissions to 524 megatonnes per year by 2030.

At current rates, Canada will emit 875 megatonnes annually by 2030.

109 trees
99,000 kgs of landfill waste
144,720 kgs embodied carbon
157 years left to complete carbon cycle
\$100 / sq.ft. to relocate



80 trees
73,000 kgs of landfill waste
104,000 kgs embodied carbon
136 years left to complete carbon cycle
\$188 / sq.ft. to relocate





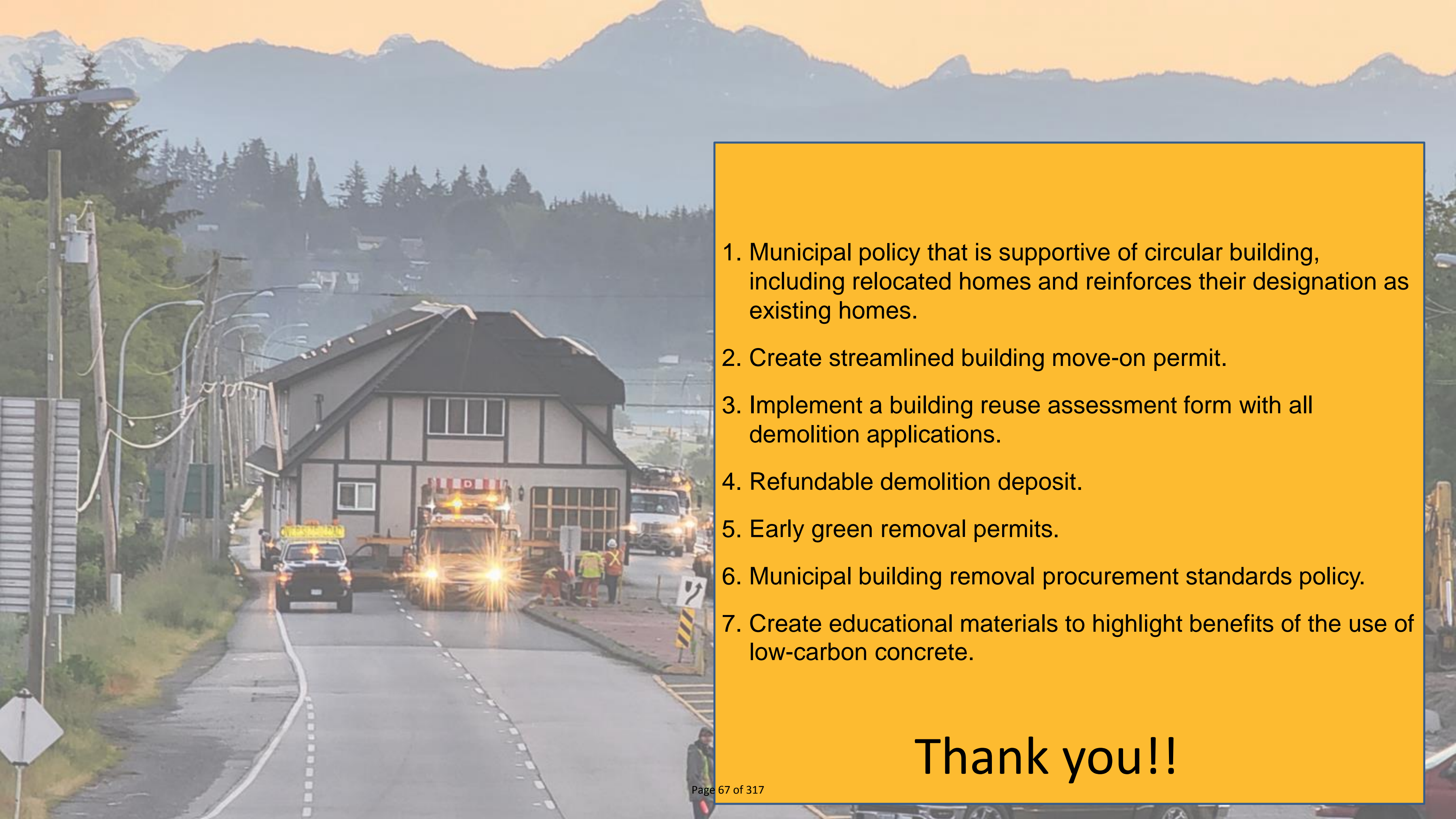
81 trees
74,000 kgs of landfill waste
108,000 kgs embodied carbon
148 years left to complete carbon cycle
\$98 / sq.ft. to relocate



105 trees
95,000 kgs of landfill waste
140,000 kgs embodied carbon
155 years left to complete carbon cycle
\$87 / sq.ft. to relocate



Chief Lenora Joe welcomes 10 homes that were relocated to Sechelt Nation in partnership with Nickel Bros, Wesgroup and Renewal Development.



1. Municipal policy that is supportive of circular building, including relocated homes and reinforces their designation as existing homes.
2. Create streamlined building move-on permit.
3. Implement a building reuse assessment form with all demolition applications.
4. Refundable demolition deposit.
5. Early green removal permits.
6. Municipal building removal procurement standards policy.
7. Create educational materials to highlight benefits of the use of low-carbon concrete.

Thank you!!

HOME WASTE PREVENTION STRATEGY: Municipal Action Plan





1390 Madore Ave, Coquitlam: Summer 2020



RENEWAL
DEVELOPMENT
SUSTAINABILITY. QUALITY. COMMUNITY.



501 Veterans Rd, Gibsons: Summer 2021



Executive Summary

British Columbia is growing.

From 2016 to 2021 Metro Vancouver, for example, was the fastest growing metro area in Canada.¹ The region welcomed 179,000 new residents -- a 7.3% population increase. This growth, which is projected to continue², is putting incredible pressure on our housing market supply. In response local governments have adopted policies promoting residential densification. The process to achieve this urban density, however, has the unintended consequence of generating huge amounts of material and embodied carbon waste, as well as a missed opportunity to preserve and transform existing homes into affordable housing.

Metro Vancouver, on a per capita basis, is one of the demolition capitals of the world. Currently more than 2,700 single family homes on average are demolished across Metro Vancouver every year. The average 2,000 sq ft wood framed building contains 65,000 KG of embodied carbon³ and 100,000 KG of raw materials.⁴ Thirty-three percent of our local landfills are full of construction and demolition waste.⁵

It will cost Metro Vancouver taxpayers \$112 million in closure and post-closure costs for the Vancouver Landfill alone.⁶

Average Material Composition of a 2,000 sq ft Wood Framed Home.



There are responsible & sustainable alternatives to machine home demolition. According to industry experts, it is estimated that the following higher uses could apply to the 10,000+ homes scheduled for removal in the next five years:

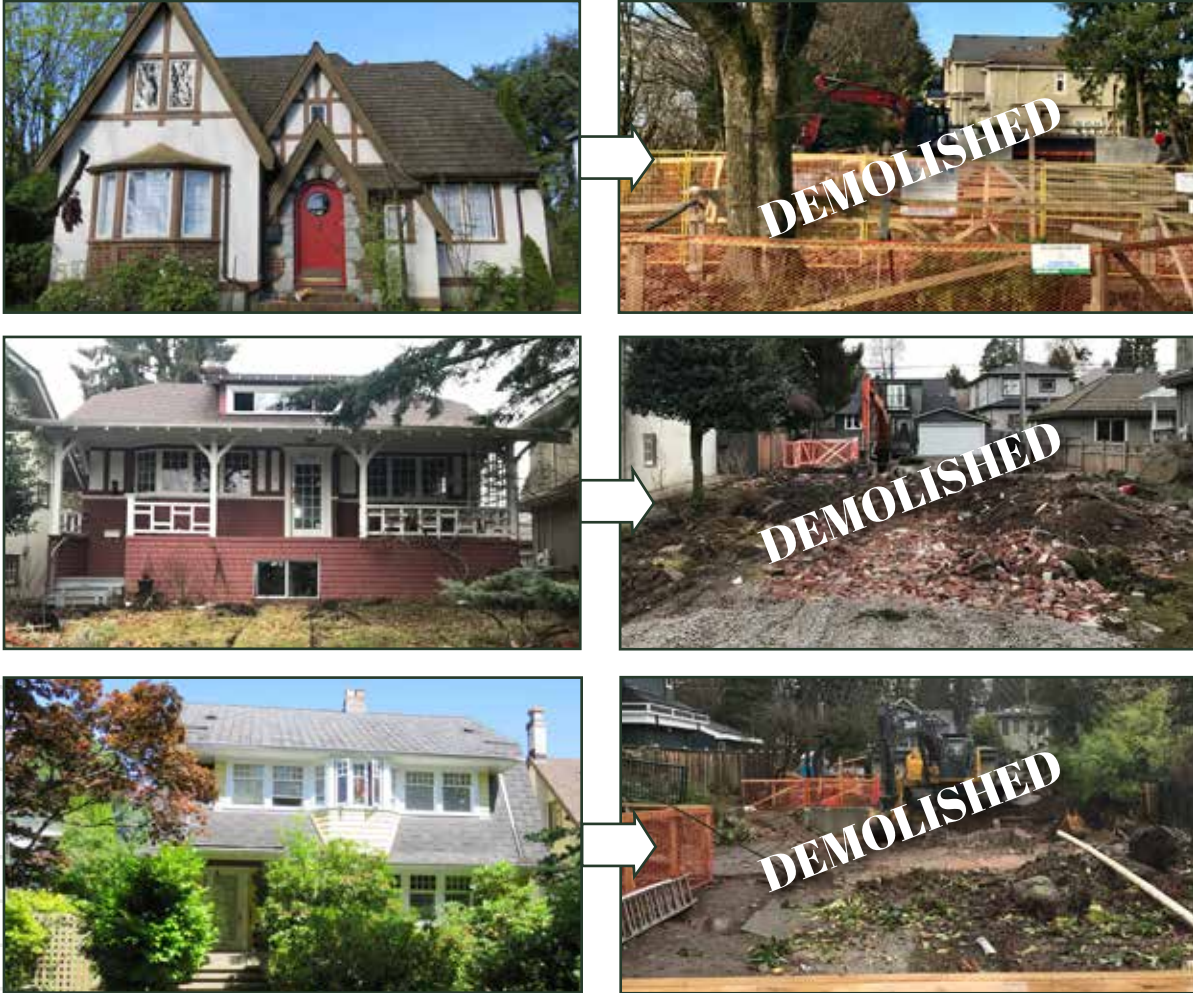
- Retention (viable for ~ >1% of buildings)
- Relocation (viable for ~ 40% of all buildings)
- Deconstruction (viable for all pre 1975 buildings)

Moreover, while many communities are facing critical housing shortages, Metro Vancouver developers are paying to demolish roughly 1,200 good, high-value homes each year when many of them could (and should) be relocated and repurposed as low cost, low carbon affordable housing. Many of these homes could be utilized by exurban Indigenous communities or non-profit housing groups. TLA Development demonstrated this home donation model with the Songhees Nation in Winter 2023⁷.

On the whole, the *Home Waste Prevention Strategy* is designed as a “win-win-win” to assist developers and homeowners save time and optimize density, enable responsible building removal, divert landfill waste and provide affordable housing to exurban communities in need.

This document puts forward a 7-point policy framework to support this strategy.

- I. Responsible Building Removal Assessment**
- II. Early Green Removal Permits**
- III. Refundable Demolition Deposit**
- IV. Density Bonus for Relocated or Fully Deconstructed Homes**
- V. Municipal Building Removal Procurement Standards**
- VI. Policies to Support Receiving of Relocated Homes**
- VII. Create Streamlined Building Move-On Permit Process**



I. Responsible Building Removal Assessment

Policy: Municipalities should create a pre-demolition assessment form (as early in the process as possible) to require applicants to assess a home slated for removal for relocation and deconstruction.

Rationale: This puts the responsibility on the applicant to contact a responsible building removal company, not the other way around. The assessment does not bind the applicant to either removal solution – simply that the applicant has undertaken an assessment as part of its due diligence. The mandatory assessment is a critical first step in setting an objective framework for making decisions and aligning other supporting policies and incentives.



II. Early Green Removal Permits

Policy: Subject to completion of the house assessment, municipalities should allow all homes to be relocated or deconstructed *anytime* before the building permit is issued through an Early Green Removal Permit.

The Early Green Removal Permit is best structured as a separate and stand-alone removal permit application and process that is granted once a home assessment is completed and relocation and/or deconstruction are identified as viable options.

Rationale: Early Green Removal Permits save the developer or property owner time and money. Most municipalities do not allow the removal of a structure before a building permit is issued. This creates a time crunch situation where as soon as the building permit is issued the applicant seeks the *easiest and fastest* way to get rid of the home(s). It can take up to two months for an applicant to machine demolish a home after the building permit is issued e.g. service disconnection, abatement and demolition, and it often takes longer than this if they were to choose relocation or deconstruction. The Early Green Removal fronts the removal process to anytime before the building permit is issued, provided the applicant is utilizing a sustainable, low-carbon removal option (i.e., relocation or deconstruction). Consequently, the applicant can have a clear, ready-to-build lot the day they receive their building permit - saving them at least two months. The additional benefit to the community is the project is completed faster, providing additional housing supply more rapidly.

Early Green Removal Permits also help reduce risks associated with empty homes. When a developer takes over a land assembly, tenants regularly move out early and on short notice – sometimes months before the building permit is approved. The developer often does not find new tenants as they do not want the risk of having to give multiple months notice. This results in many single family homes being boarded and left vacant for weeks (and often months) which become a magnet for break-ins, squatting, theft, vandalism and fires. The Early Green Removal Permit provides an opportunity and incentive for the developer to relocate or deconstruct the home instead of letting it sit unoccupied while they wait for their final building permit approval.

The word *Early* is key from a policy communication perspective: to create a real and perceived time saving benefit. If a municipality already has decoupled demolition permits from building permits, Early Green Removal Permit applications should always be prioritized to create a timeline incentive over machine demolition applications.



Existing Example:

The City of Port Moody and District of West Vancouver, for example, have entirely decoupled demolition and building permits. That said, the better approach is to only allow early building removal for responsible strategies, e.g. relocation or deconstruction. If machine demolition is treated equally with relocation and deconstruction we have lost the power of the time saving benefit.

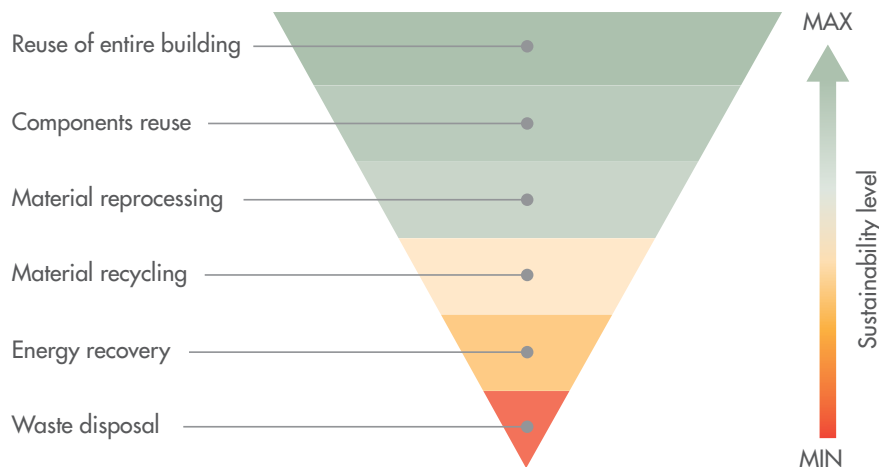
The District of North Vancouver is currently piloting an Early Green Removal permit process (contact: Bo Ocampo ocampob@dnv.org).

III. Refundable Demolition Deposit

Policy: Municipalities should require a \$15,000 - \$20,000 demolition deposit for all single family homes. This deposit is returned if the applicant proves the home was relocated or 3.5KG per sq ft of finished floor space is deconstructed and salvaged. The deposit is also returned if the applicant demonstrates the home was not suitable for either relocation or deconstruction (see [Section I: Responsible Building Removal Assessment](#)). The deposit should only be kept if the applicant confirms the home was suitable for relocation or deconstruction and they chose to proceed with machine demolition regardless.

Rationale: In partnership with the mandatory assessment, the demolition deposit provides a financial incentive for the applicant to strongly consider implementing the most responsible removal solution. In the instance where a home is assessed to not be able to be relocated or deconstructed, the deposit is returned. Viability can be confirmed in the form of a supporting letter from a qualified relocation and deconstruction company.

Many municipalities are implementing some combination of these deposits. Home relocation should be clearly identified as a viable option for an applicant to receive their deposit. Many bylaws and policies have too narrowly focused on wood or material recycling/salvage. Communicating home relocation as a viable option is key.



Existing Examples: The City of Victoria has a \$19,500 demolition deposit ([source](#)). The District of North Vancouver has a 3.5KG per sq ft salvage requirement for the deposit return ([source](#)).



IV. Density Bonus for Relocated or Fully Deconstructed Homes

Policy: For every home an applicant commits to relocate or fully deconstruct in their development plan, municipalities should allow additional density to be built above what the current zoning allows. This density bonus policy should be extended to all homes relocated or fully deconstructed.

Rationale: Developers and homeowners need strong incentives (e.g. Early Green Removal and Density Bonuses) to support responsible building removal solutions. When looking at this on the whole, applicants should recognize the package of solutions as being overall beneficial to their development plans and business operations.

Existing Examples: The City of New Westminster has a Heritage Protection Policy whereby an applicant's development plans can supersede local zoning regulations (including density). The objective is to provide a strong incentive for the applicant to preserve the building in-situ or relocate in return for a development benefit ([source](#)).

The City of Vancouver has provided density bonuses ([source](#)) to developers who have relocated heritage or character significant homes (e.g. [The Twin Dorothies](#)).



V. Municipal Building Removal Procurement Standards

Policy: Municipalities should update their own demolition procurement criteria for public projects. Whenever a building (residential, commercial, institutional) owned by the City is slated for demolition the building removal tender criteria should prioritize relocation and then deconstruction.

Example Policy:

“Whenever a building owned by the municipality is slated for removal, the procurement criteria will favor relocation, then deconstruction, then machine demolition; in order of best highest re-use.”

The tender should be made available to qualified relocation and deconstruction companies, not the general public.

Rationale: Municipalities should be leading the development industry by example. This policy lens would ensure more buildings owned by the City will be treated in the same manner as private buildings.

Existing Example: Parks Canada have “alternative use” assessment criteria for heritage and character buildings slated for removal. The Federal Treasury Board Policy on Management of Real Property ([source](#))



Streamlined Building *Receiving* Policy Recommendations

VI. Policies to Support Receiving of Relocated Homes

Policy: Municipal policy should reinforce policy in the National Building Code and the BC Building Code with respect to existing buildings. Specifically, policy should treat relocated homes as existing homes, include provisions for a “move on” permit and supporting requirements.

Rationale: By implementing supportive policies in origin and destination municipalities, we can divert waste from regional landfills, secure affordable housing for British Columbians, and cooperatively contribute to zero emissions goals. Harmonization between Federal, Provincial and Regional policies provides clear directives to local developers and building officials, ensuring regulations are easy to communicate and understand, and that they support end goals with similar language. Applying language and policy consistent with the NBC also allows building officials to directly reference NRC User Guides should they require further guidance.

VII. Create Streamlined Building Move-On Permit Process

Policy: Municipalities should allow relocated homes to be delivered to their destination site prior to the building permit being issued via an Expedited Move-On Permit.

The Expedited Move-On Permit is best structured as a separate and stand-alone permit application and process.

Expedited Move-on permits are best supported by the following minimum requirements:

- a. Site and elevation plan
- b. Confirmation the building fits within setbacks, and current zoning requirements
- c. Confirmation the building fits within the value requirement for moved-on buildings.
(See Section 1.6.e.)
- d. Engineer's report for the relocated building certifying that it is safe for continued occupancy.

Rationale: Expedited Move-On Permits relieve recipients utilizing this affordable housing option of having to pay storage fees, by facilitating delivery at the destination site at the same time as removal from the origin site. These additional costs can have a large impact on affordability.

Move-On Permit applications must be prioritized to create a timing incentive for the home to be relocated, not machine demolished.

Existing Example: The Comox Valley Regional District utilizes a separate [move-on permit](#) to encourage the reuse of buildings.





A BLUEPRINT FOR CHANGE

PREVENTING DEMOLITION WASTE THROUGH
HOME RELOCATION AND DECONSTRUCTION

ACKNOWLEDGEMENTS

Co-authors: Rosemary Cooper, Caeleigh Marshall and Gil Yaron.

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45,000

HOMES HAVE BEEN DEMOLISHED IN METRO VANCOUVER SINCE 2004.



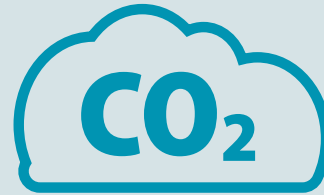
9,000

HOMES DEMOLISHED BETWEEN 2004-2022 THAT COULD HAVE BEEN RELOCATED.



292,089

TONNES OF CRD WASTE ARE GENERATED EACH YEAR IN METRO VANCOUVER.¹³



40%

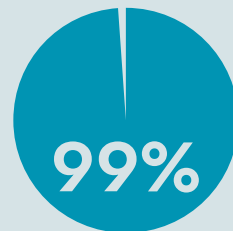
OF GLOBAL CO₂ EMISSIONS ASSOCIATED WITH MATERIAL PRODUCTION COME FROM THE CONSTRUCTION INDUSTRY.¹⁷

\$300-450 sq. ft
FOR NEW BUILD



\$100-125 sq. ft
FOR RELOCATE
AND RENOVATE

**COST TO RELOCATE VS.
BUILD NEW**



OF BUILDING MATERIALS CAN BE SALVAGED THROUGH DECONSTRUCTION.

EXECUTIVE SUMMARY

Development pressures in urban areas fueled by strong population growth, rising demand for housing, shortage of buildable land, and sky-high property values are spurring region-wide redevelopment of single-family homes to denser multi-family housing. The process of demolishing single-family homes to make way for denser communities has the unintended consequence of accelerating waste generation and undermining climate mitigation strategies. Across Canada, a conservative estimate is that four million tonnes or 12% of all landfill waste is generated annually from construction, renovation and demolition (CRD) waste. Moreover, the Community Energy Association estimates that 70-90% of greenhouse gas emissions associated with a building's lifecycle occur in the up-front stages (i.e., the harvesting, transportation, manufacturing, and installation of construction materials) prior to building occupation.

This report outlines a blueprint for change – a shift away from home demolition and its associated negative impacts to the proven alternatives of house relocation and deconstruction. These alternatives apply a circular economic model to the built environment; prioritizing the highest value and best use of materials, by extending the life of homes and reusing building materials when a house reaches the end of its useful life; generating economic value, avoiding waste, and preserving embodied carbon.

“ Across Canada, a conservative estimate is that four million tonnes or 12% of all landfill waste is generated from construction, renovation and demolition (CRD) waste. ”

“ In Metro Vancouver alone, it is estimated that of the more than 45,000 single family homes demolished between 2004 and 2021, 9,000 of them were high-quality homes that could have provided housing. ”

Home relocation is a viable option for roughly 20 per cent of homes slated for demolition. For the remaining 80 per cent of homes, deconstruction – the piece-by-piece disassembly of a building and its materials – is the next best option to preserve value and prevent demolition waste. In Metro Vancouver alone, it is estimated that of the more than 45,000 single family homes demolished between 2004 and 2021, 9,000 of them were high-quality homes that could have provided housing while a significant percentage of the remainder could have been deconstructed to salvage valuable resources and keep building materials out of landfill.

Relocating existing, habitable homes can also increase housing supply and put the cost of homes in-reach for more first-time buyers and working-wage families and address housing scarcity in remote coastal communities, including First Nations communities. Compared to newly constructed houses, repurposed homes are considerably more affordable. Industry estimates that the cost to relocate a home is approximately \$100 - \$125 / sq. ft., while the cost of new construction, particularly in remote coastal communities where labour and materials are more challenging to secure, can exceed \$450/sq. ft. A high-value relocated home can be ready for occupancy in under three months.

House relocation is a well-established industry in BC and across Canada led by experienced companies that have been moving homes for decades. The first step in relocating a home is securing it. Once a suitable house is identified, the house relocation company works to establish a move corridor, and coordinate logistics for the relocation of the home. At the destination community, land is acquired, local permits are approved, and a buyer is found for the repurposed home. Once the relocated house arrives on the receiving property, a foundation is built, it's connected to water and utilities, and (where feasible) retrofits are implemented, such as insulation upgrades, renewable energy, rainwater harvesting or other desired upgrades.

The Blueprint for Change envisions a policy framework that triages options for home removal based on circular economy principles reflected in BC's Pollution Prevention Hierarchy and enshrined in BC's *Recycling Regulation*. By applying a triage approach, municipal building policy can support developers and homeowners to assess the highest and best use of homes slated for removal starting with infilling or retrofitting, then relocation and repurposing, then deconstruction, and green demolition. Traditional machine demolition should be the very last option considered.

SUMMARY OF RECOMMENDATIONS

This report makes the following recommendations to shift policy and practice toward promoting move house relocation and deconstruction over demolition:

SECURING HOMES

- Implement outreach activities to raise awareness amongst homeowners and developers about home relocation and deconstruction at or before the development or building permit stage.
- Introduce language in demolition and development permits requiring the applicant to state whether they have explored house relocation and deconstruction as alternatives to traditional demolition.
- Introduce mechanisms to triage homes for relocation or deconstruction early in the permitting process.
- Share Building Permit application information, including applicant contact information, of homes slated for demolition with the home relocation and deconstruction industry.
- Create Early Green Removal Permits.
- Implement meaningful incentives to make home relocation and deconstruction financially attractive , including a tiered permitting fee structure.
- Recognize and promote the provision of charitable tax receipts for house relocation to “qualified donees”.

MOVING HOMES

- Identify “move corridors” through collaboration with house relocation companies, infrastructure companies, and relevant municipal departments.
- Establish or amend municipal tree policies to be house relocation-friendly.
- Ensure park, public land and waterfront access for house relocation.
- Engage telecom, transportation and utility companies early on to effectively schedule temporary removal of barrier infrastructure.
- Provide land where homes can be temporarily stored if there are delays at their destination location.
- Create economies of scale and efficiency by orchestrating the relocation of groups of homes along key move corridors slated for intensification.

SUMMARY OF RECOMMENDATIONS CONTINUED

REPURPOSING HOMES

- Re-evaluate municipal policies that ban the relocation of homes to a region.
- Re-evaluate policies that require an existing building to be brought up to current code standards (aside from necessary life-safety standards).
- Create a “Move-On Permit” that allows a saved home to be relocated to its destination property while the Building Permit application is still being reviewed.
- Allow relocated house recipients to submit “foundation only” permits for faster review, using prescriptive foundation details.

DECONSTRUCTING HOMES

- Expand existing deconstruction policies to include consideration of all pre-1975 homes.
- Expand deconstruction policies to include commercial buildings.
- Ensure material salvage rates are high enough to incentivize deconstruction.
- Consider banning disposal of certain construction and demolition materials.
- Provide low-cost, centralized spaces for the sorting and storage of salvaged building materials.
- Support the development of re-use markets for salvaged construction materials.
- Bring all parties together into a Home Relocation and Deconstruction Policy Accelerator.
- Create a provincial policy guide for house relocation and deconstruction that is consistent across municipalities.

1. INTRODUCTION

Between 2012-2022 in Metro Vancouver, an average of 2,621 ground oriented dwellings were demolished annually¹, with construction and demolition waste accounting for approximately one-third of waste found in regional landfills.² High-value building materials, including rare old-growth lumber, are disposed of or incinerated as quality single-family homes are eliminated to make way for larger developments.

New construction to replace these homes requires the consumption of virgin resources, with an estimated minimum 40 mature pine trees felled to frame and finish an average 2,000 sq. ft. home.³ Depending on the location, building design and materials, the demolition of a high-quality home of similar size can result in the loss of hundreds of thousands of dollars associated with the value of the home and tens of thousands of kilograms of CO₂e and material waste⁴. Additionally, new construction comes with an increasingly high financial burden. In some regions, new basic construction costs start as high as \$450 / sq. ft. Home relocation, in contrast, is estimated at \$100 / sq. ft., not including foundation and hook-ups.

Faced with egregious housing costs, the worsening climate crisis, and the high volume of demolition waste produced regionally, these combined issues seem insurmountable. Fortunately, innovative solutions already exist. This report outlines a blueprint for change – shifting away from home demolition and its associated negative impacts to the

“ ... new basic construction costs start as high as \$450 / sq. ft. Home relocation and reuse, in contrast, is estimated at \$100 / sq. ft. ... ”



“ Relocating existing, habitable homes can increase housing supply and put the cost of homes in-reach for more first-time buyers and working-wage families. ”

proven alternatives of house relocation and deconstruction that preserve embodied carbon, reduce landfill waste and disposal costs, and reuse or recycle high-value materials. Relocating existing, habitable homes can increase housing supply and put the cost of homes in-reach for more first-time buyers and working-wage families. Moved houses can also address housing scarcity in remote coastal communities, including First Nations communities. The Lower Mainland is uniquely well situated for home relocation, due to coastal access and the substantial number of quality homes facing demolition.

For lower-value or inaccessible homes that cannot feasibly be relocated, deconstruction is the next best alternative. Deconstruction contractors can salvage up to 99% of building materials, repurposing them for their highest and best use. These low-cost, low-carbon recovered materials can be reused again and again, prolonging their lifespan and reducing the need for primary resource extraction.

A Blueprint for Change details the scope of the problem posed by home demolition and introduces a Triage Approach to dealing with homes slated for removal, as well as highlights some best practices in home relocation and deconstruction. The heart of the report is a set of policy recommendations aimed at prioritizing and incentivizing house relocation and deconstruction, and in doing so, saving high-value homes and building materials while supporting the achievement of civic social and environmental goals. In preparing this report, Light House conducted an extensive literature review, a detailed review of municipal deconstruction policies, and interviewed a number of government and industry representatives, including representatives from Nickel Bros, Renewal Home Development and Unbuilders who are featured in the report.



2. WHAT'S FUELING HOME DEMOLITIONS?

From 2016-2021, metropolitan areas in British Columbia were some of the fastest growing in Canada.⁵ Vancouver welcomed 179,000 new residents – a 7.3% population increase, while Victoria, Nanaimo, Kelowna and Kamloops all experienced increases between 8.0% - 14.0%. This growth in population, coupled with rising demand for housing, shortage of buildable land, and sky-high property values are putting significant pressure on housing supply and fueling region-wide redevelopment of single-family homes into denser multi-family housing. Municipalities across the province are responding by implementing policies and zoning bylaws to densify neighbourhoods; encouraging the redevelopment of single-family homes into multi-family units to address the pressing need for affordable housing. Recently, the BC government also announced legislation that will override municipal zoning to allow up to four homes on single-family detached lots.⁶

There are many worthy objectives behind the push for densification - addressing the housing shortage, slowing the upward pressure on home prices, building complete communities, and enabling investments in mass transportation. Unfortunately, densification strategies are also

proving wasteful, shortening the lifespan of high-quality homes by demolishing them when they could still be used for decades to come.

These urban transformations are particularly visible in regions experiencing higher population growth and increased densification. Over the last ten years (2011-2021), demolitions in Metro Vancouver have increased by 46.8%, while housing completions increased by 95%.⁷ Today, “for sale” and land assembly signs are ubiquitous in major urban corridors, such as Vancouver’s Cambie, Broadway, Granville and Oak streets, the Tri-Cities’ Evergreen Line; and James Bay, Oak Bay and Esquimalt in Greater Victoria.



Increasing development and densification trends show no signs of letting up. The Canada Mortgage and Housing Corporation estimates that 22 million housing units will need to be constructed in Canada by 2030 in order to restore housing affordability.⁸ Metro Vancouver alone anticipates a need for 182,000 additional units by 2026 to meet demand across the region.⁹ In the majority of cases, existing homes will be torn down to make way for the new units to be created. Without a supportive policy environment for house relocation and deconstruction, this may have the unintended consequence of increasing the number of home demolitions.

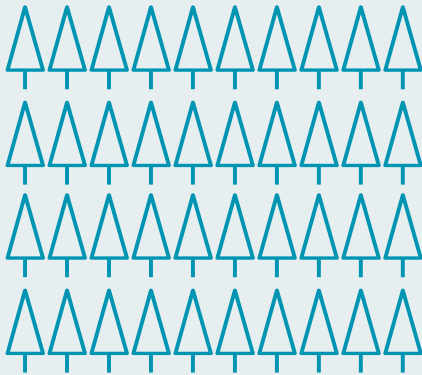
3. THE COSTS OF DEMOLITION

The disposal of usable single-family homes reflects a “take-make-waste” linear economic model, which results in the loss of valuable natural resources and produces unnecessary waste and carbon emissions. The transition towards greater reuse and circularity in the built environment is imperative as we continue to experience the impacts of resource depletion and climate change both locally and globally. Applying a circular economic model to the built environment prioritizes the highest value and best use of materials, by extending the life of homes and reusing building materials when a house reaches the end of its useful life; generating economic value, avoiding waste, and preserving embodied carbon. Home relocation and deconstruction are key solutions in this circular economic model.

“Applying a circular economic model to the built environment prioritizes the highest value and best use of materials ...”

MATERIAL WASTE

Currently, the construction and demolition of residential buildings generates an enormous quantity of material waste. Approximately 100 billion tonnes of construction, renovation, and demolition (CRD) waste is generated worldwide annually, with 35% destined for direct disposal in landfills.¹⁰ This is not a distant, global issue. Across Canada, a conservative estimate is that four million tonnes or 12% of all landfill waste is generated annually from CRD.¹¹



A COMMON ESTIMATE IS THAT A CONTEMPORARY, 2,000-SQUARE-FOOT, WOOD-FRAMED, SINGLE-FAMILY HOUSE USES UPWARDS OF 16,000 BOARD FEET OF FRAMING OR APPROXIMATELY 40 MATURE PINE TREES.¹²

WHEN AN EXISTING HOME IS RELOCATED AND REPURPOSED, OR IF A NEW HOME IS CONSTRUCTED USING SALVAGED WOOD, THE NUMBER OF TREES REQUIRED TO CREATE NEW HOUSING DECREASES SUBSTANTIALLY.

Across Metro Vancouver, an average of 2,621 ground-oriented dwellings (townhouses, duplexes, row houses, and single detached houses) are demolished every single year¹³, which in 2020, resulted in 292,089 tonnes of CRD waste going to public and private waste facilities.¹⁴

This waste comes at a high environmental and financial cost. As landfill waste accumulates, it produces methane emissions, contaminates groundwater, and can produce negative health outcomes for residents and workers.¹⁵ Simultaneously, this vast quantity of demolition waste also increases the financial burden to municipalities. The Vancouver Landfill, a single facility, estimates closure and post-closure costs at \$112 million dollars.¹⁶ The cost of failing to implement alternatives to demolition ultimately falls on taxpayers, as landfill waste and toxins accumulate and millions are spent on the closure, maintenance, and development of new waste management sites.

Fortunately, this waste is preventable. Out of necessity, municipalities are making efforts to recycle and divert as much CRD waste as possible, and house relocation and deconstruction are key solutions to add to their toolkits.



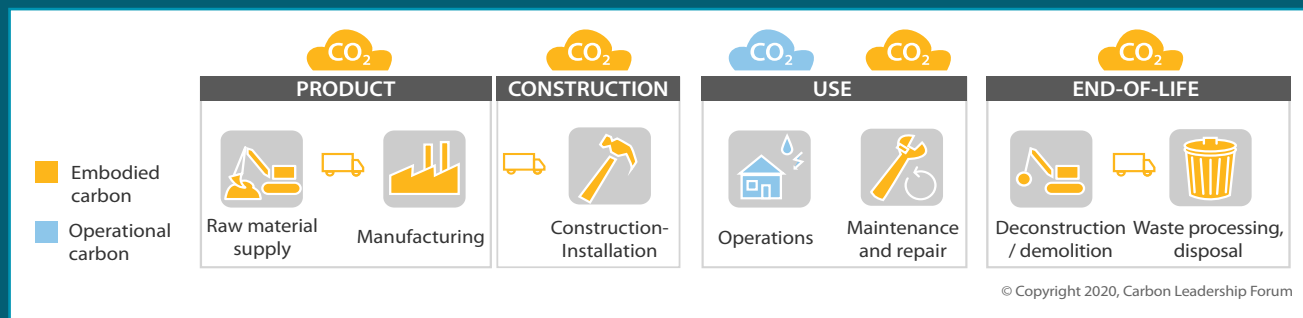
EMBODIED CARBON & EMISSIONS

Currently, development prioritizes the use of new materials during construction and the demolition of buildings and disposal of associated materials at end-of-life. Reducing raw material use in construction is critical, as the construction industry is responsible for 40% of the greenhouse gas emissions resulting from global materials production.¹⁷ In addition to generating vast quantities of waste, demolition also results in the loss of embodied carbon and the emission of greenhouse gases from the decomposition of organic building materials. Preserving housing stock and the associated embodied carbon should be a central component of municipal climate strategies.

A professor at the University of British Columbia has developed a “Teardown Index”, which investigates the carbon dioxide emission payback period for newly constructed, efficient single-family homes. Their research found that “the carbon dioxide emission payback period for new homes meeting current efficiency standards in Vancouver averages 168 years, despite forty percent increases in operational efficiency over existing single-family homes.”¹⁸ This demonstrates that when we consider both embodied and operational carbon, replacing older single-family homes with high-efficiency homes in Vancouver adds to—rather than reduces—overall emissions.

Consistent with these findings, the Community Energy Association estimates that 70-90% of emissions associated with a building’s lifecycle occur in the up-front stages (i.e., the harvesting, transportation, manufacturing, and installation of construction materials) prior to building occupation.¹⁹ These “upfront embodied emissions” could be reduced by repurposing existing homes facing demolition, or by using more salvaged and recycled materials in new construction. By repurposing a house locally, many of the up-front embodied emissions from resource extraction and construction are mitigated, as well as the emissions that would have come from the home’s disposal.

THE CARBON LEADERSHIP FORUM DEFINES EMBODIED CARBON AS “THE GREENHOUSE GAS EMISSIONS ARISING FROM THE MANUFACTURING, TRANSPORTATION, INSTALLATION, MAINTENANCE, AND DISPOSAL OF BUILDING MATERIALS.” IT IS TYPICALLY MEASURED FOR ITS GLOBAL WARMING POTENTIAL IN KILOGRAMS OF CO2 EQUIVALENT (KG CO2e).



Source: Carbon Leadership Forum, <https://carbonleadershipforum.org/embodied-carbon-101/>.

RESOURCE EXTRACTION

Home relocation and deconstruction not only eliminate waste from demolitions and preserve embodied carbon, these strategies can also reduce the need for primary resource extraction. Building materials such as cement, wood, gypsum, steel and glass are produced from the extraction of raw materials. Unfortunately, the extraction of these crucial resources leads to harmful environmental impacts including resource scarcity, habitat destruction, biodiversity loss, and pollution. Without significant change, these impacts will worsen, as global demand for raw materials is set to more than double by 2060.²⁰

Extending the life of a building or reusing existing building materials will reduce demand for virgin resources used in construction. In an environment like B.C. with double-digit population growth requiring hundreds of thousands of new housing units, relocating and repurposing a home in a new location - instead of demolishing it - significantly reduces the quantity of resources that would have been required to build a new home there from scratch. When a home is not a candidate for relocation, deconstruction still allows for building materials to be salvaged and repurposed, thereby reducing the demand for raw materials.

HOUSING

Aside from the environmental costs associated with demolition, destroying existing housing is counter-productive to addressing the current housing crisis. In Metro Vancouver alone, more than 45,000 single family homes have been demolished since 2004. Based on the house relocation industry's estimation, approximately 20 per cent of demolished homes are high-quality homes that have not reached the end of their useful life. Had these homes been relocated and not demolished, they could have provided up to 9,000 high quality houses to coastal communities, including First Nations. Based on a cursory review of Housing Needs Reports prepared by BC coastal communities in 2019, those 9,000 homes could have made a serious dent in the demand for housing in BC's coastal communities. With thousands of homes slated for demolition in urban centres in the coming years, the opportunity remains to relocate and re-purpose these high-quality homes, and to salvage and reuse materials from thousands more.

THE TRIAGE APPROACH

Tearing down high-quality, usable homes should be the last resort amid Canada's housing crisis, widespread labour and material shortages, and the climate crisis. Saving and repurposing homes and building materials through home relocation and deconstruction requires that we collectively reframe the current paradigm around construction waste and redevelopment. **The Blueprint for Change envisions a policy framework that triages options for home removal based on circular economy principles reflected in BC's Pollution Prevention Hierarchy and enshrined in BC's *Recycling Regulation*.**²¹ In this way, the highest value circular economy strategies with the strongest embodied carbon and waste reduction outcomes are achieved by extending the life of existing goods.

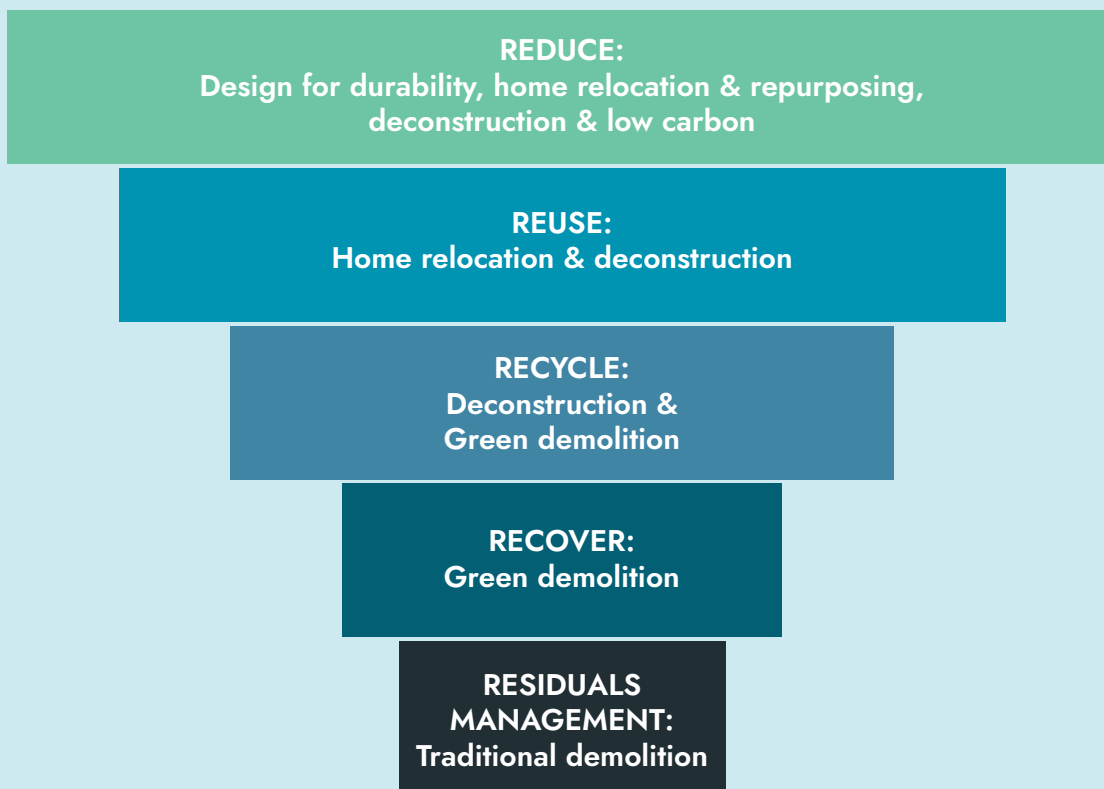


Figure 1: The Triage Approach to Home Removal

By applying a triage approach, with appropriate financial incentives, municipal building policy can support developers and homeowners to assess the highest and best use of homes. When an existing home is slated for removal, it should first be assessed for possible infilling or retrofitting. The second option should be relocation and repurposing, which is viable approximately twenty per cent of the time. A home that does not qualify to be moved should then be assessed for deconstruction in order to salvage high-value building materials. Building materials that cannot be reused or recycled can still be recovered and used for energy, aggregate, or other useful purposes. Traditional machine demolition should be the very last option.

4. HOME RELOCATION

“ Home relocation is a well-established industry in BC and across Canada ... ”

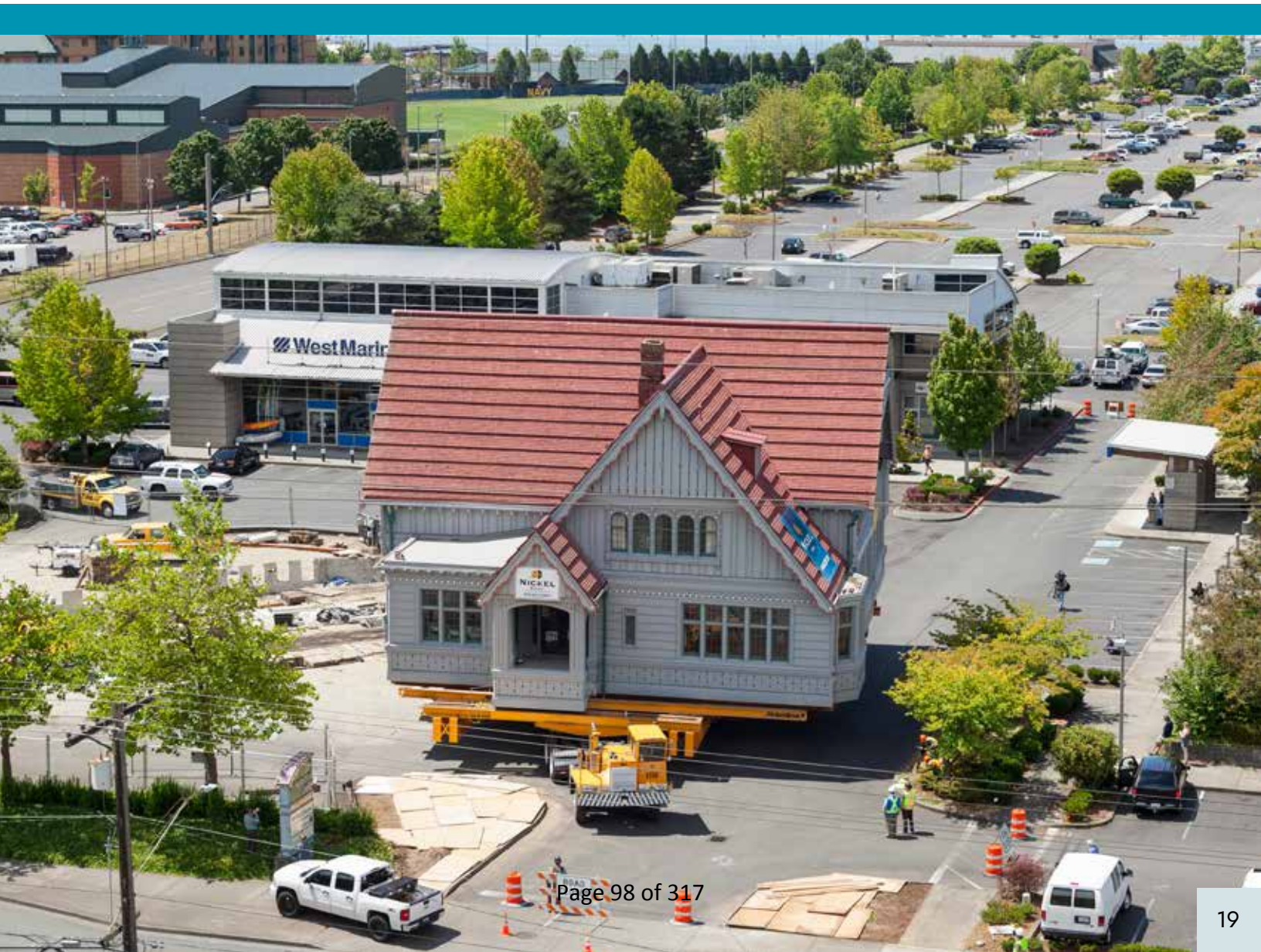
Home relocation is a well-established industry in BC and across Canada led by experienced companies that have been moving homes for decades. Despite the challenges home relocation experts have experienced in recent years, some municipalities and permitting authorities are beginning to embrace this circular housing model and integrating circular principles into building policy. Applying a circular lens to home removal provides the opportunity for jurisdictions to lead by example as they encourage their communities to embrace new solutions that meet their housing and sustainability goals.

In this section, we describe how the practices of house relocation are conducted and some of the challenges faced in order to set the context for policy solutions featured in this report. We also share the stories and perspectives of solution providers providing house relocation services.



SECURING HOMES

The first step in relocating a home is securing it. Publicly available municipal permit data, construction knowledge, mapping tools, and community outreach are key to identify eligible homes for relocation. Well-constructed, high-value homes are suitable for relocation and repurposing if they have a crawlspace or basement (so they can be jacked up) and if they are located near “move corridors”. Identifying homes slated for demolition early in the Building Permit/Development Permit application stage, as opposed to the Demolition Permit stage, is important to allow enough time to coordinate the relocation. In addition to the cost of home relocation often being less than a demolition, encapsulated HAZMAT materials are not disturbed during the relocation process, frequently saving owners / developers the additional costs of abatement. Not only is home relocation a financially preferable option to demolition, the process also maintains a safer atmosphere for crews and neighbors.



RENEWAL HOME DEVELOPMENT

Renewal Home Development seeks to save, relocate, and repurpose high-value homes in coastal communities across the Pacific Northwest. Renewal aspires to save as many homes as possible from demolition and, ultimately, to create the world’s largest community of relocated homes - a green, affordable, and alternative transportation hub in a coastal exurban community in the Pacific Northwest.

In their quest to repurpose homes and prevent unnecessary demolition, Renewal commonly encounters the myth that these buildings are old and not worth saving. Renewal estimates that, of the approximately 3,600+ homes destroyed across Metro Vancouver and Vancouver Island annually, 20% (720) are in good-to-excellent condition. Some of the single-family homes being bulldozed are charming, well-maintained character homes built over 80 years ago. Others are well-renovated bungalows and ranchers from the 1950s and 1960s. Some are brand new modern homes built within the last 10 years. Renewal carefully selects livable homes that have been well-maintained and have decades of life remaining. Before a home is relocated a hazmat and engineering assessment is conducted.

“ENABLING HOME RELOCATION AND HOME REPURPOSING IS AN ENORMOUS ENVIRONMENTAL, DEVELOPMENTAL, AND ECONOMIC OPPORTUNITY. THESE HOMES DON’T NEED TO BE DEMOLISHED. WE CAN SAVE THEM, WE CAN RELOCATE THEM, AND WE CAN REPURPOSE THEM AND PROVIDE LOW-CARBON HOUSING IN COMMUNITIES WHERE SINGLE-FAMILY HOMES STILL MAKE SENSE. OUR MISSION IS TO HELP SHIFT THE PARADIGM AWAY FROM ‘DEMOLITION FIRST’ AND PROVE THE POSSIBILITIES OF SUSTAINABLE COMMUNITY-BASED DEVELOPMENT.”

– Glyn Lewis,
Renewal Home Development



Renewal’s proof-of-concept: A Coquitlam low-rise rancher was given a new life in Gibsons, B.C., and now features solar panels, higher-efficiency windows and insulation, a lush garden, rainwater harvesting and new owners. Read more details at <https://www.renewaldevelopment.ca/bluemountainrancher>



MOVING HOMES

Once a suitable house is identified, the house relocation company works to establish a move corridor, and coordinate logistics for the relocation of the home. This stage involves coordination with multiple stakeholders, including local and provincial governments, infrastructure companies (responsible for trolley and utility lines), parks departments, port and transit authorities and barge companies – each who may require various permits, fees, access permissions or may be actively involved in the house moving process. At the destination community, land is acquired, local permits are approved, and a buyer is found for the repurposed home.

In urban centers where single-family home demolitions are common, moving a home can involve navigating overhead wires, narrow streets, street trees, and securing water access, which can be through a municipal park. Trees and tree limbs can block move corridors for house relocations, however, they usually only require trimming rather than full removal.

MOVE CORRIDORS ARE PRE-PLANNED PATHWAYS THAT ARE WIDE AND UNOBSTRUCTED ENOUGH TO ALLOW THE SAFE MOVEMENT OF A HOUSE BY TRUCK, AND LATER BY BARGE, TO ITS DESTINATION COMMUNITY. COMMON CONSIDERATIONS INCLUDE TREES, BRANCHES, ROAD WIDTHS AND MEDIANS, OVERHEAD WIRES (E.G. ELECTRICAL, TROLLEY, OR COMMUNICATIONS), AND COASTAL ACCESS, WHERE RELEVANT.



Waste not, want not. Crowds observe a house relocation in their neighbourhood. This beautiful home would have otherwise been demolished.

NICKEL BROS HOUSE MOVING LTD.

“In the last twelve years, we’ve lost five house relocation companies in the Pacific Northwest region, due to municipal regulations restricting or prohibiting houses being moved. Some larger house relocation companies have turned entirely to industrial structural moving to remain solvent, and have abandoned house relocation altogether due to the rising costs and the sheer fatigue of fighting government regulations to do the right thing, and save these homes.”

- *Jeremy Nickel, President of Nickel Bros House Moving Ltd.*

Nickel Bros House Moving Ltd. has been successfully relocating homes in British Columbia and Washington State for more than 65 years. Nickel Bros staff liken the complex process of relocating a home to “putting a cork into a bottle.”

First, an eligible home is identified: typically, one that is physically accessible and has been well-maintained, with a structurally sound roof and envelope. Once the owner/developer is on-board, appropriate permits are secured and a buyer in a receptive municipality is found. Trained experts then carefully assess the building’s structure to determine how best to physically support it and plan a detailed route or “move corridor” to get the home from its existing location to its new owners. The move requires coordination with multiple partners to trim trees, if necessary, and safely detach or move electrical, communications, and trolley wires - and also to allow access to the shoreline. The company then applies specialized equipment to lift the house, transfer it onto a barge, and ship it to its destination.

Unfortunately, in recent years, the feasibility of relocating homes has greatly diminished as a result of municipal policy, tight development timelines, insufficient coordination and awareness, and increasing fees to manage infrastructure.

THE CITY OF RICHMOND HAS CREATED A ONE-STOP DEMOLITION, MOVING OR SALVAGE PROGRAM THAT ENCOURAGES HOMEOWNERS TO RELOCATE OR DECONSTRUCT THEIR HOUSES. OWNERS CAN POST THEIR HOUSE FOR MOVE OR SALVAGE.

OWNERS ONLY NEED TO COMPLETE A FORM AND SUBMIT IT TO THE CITY. THROUGH THE CITY’S WEBSITE, HOMEOWNERS OR DEVELOPERS CAN LEARN WHAT IS REQUIRED TO MOVE A HOME, LIST THEIR PROPERTY AND APPLY FOR THE NECESSARY TREE REMOVAL, UTILITY DISCONNECTION AND TRANSPORTATION PERMITS.

RICHMOND’S PROGRAM COULD BE ENHANCED BY MAKING LISTINGS MANDATORY AND BY PROVIDING INCENTIVES TO HOMEOWNERS OR DEVELOPERS WHO PARTICIPATE; INCREASING THE NUMBER OF HOMES RELOCATED OR DECONSTRUCTED. VISIT RICHMOND.CA/DEMOMOVEANDSALVAGE.

REPURPOSING HOMES

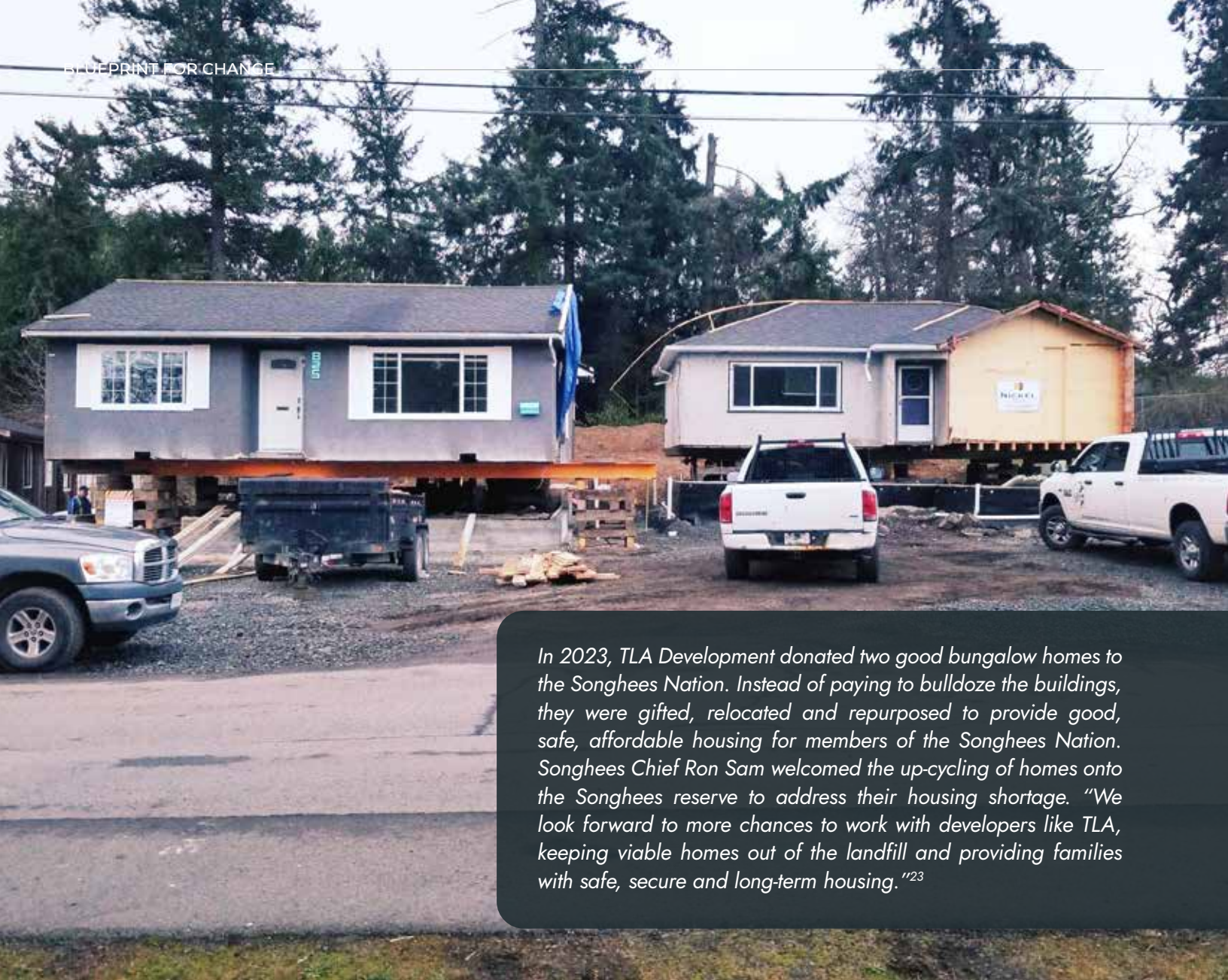
Once the relocated house arrives on the receiving property, a foundation is poured, it is connected to water and utilities, and (where feasible) retrofits are implemented, such as insulation upgrades, renewable energy, rainwater harvesting or other desired upgrades.

Compared to newly constructed houses, repurposed homes are considerably more affordable. Renewal estimates that the cost to relocate a home is approximately \$100 - \$125 / sq. ft., while the cost of new construction, particularly in remote coastal communities where labour and materials are more challenging to secure, can exceed \$450/sq. ft. The speed at which they can make housing available is also worth considering, as a high-value relocated home can be ready for occupancy in under three months.

In recent years, logistical and financial barriers have increased, impacting the feasibility of house relocation. Despite the obstacles, the result is well worth it. The new owners can enjoy a well-crafted, comfortable home at potentially less than a third of the cost of a newly constructed house - with the knowledge that they prevented its destruction. In addition, no demolition waste is generated, minimal new materials are needed (life safety upgrades and a new foundation), and carbon emissions associated with constructing a new home are avoided.

“ The speed at which they can make housing available is also worth considering, as a high-value relocated home can be ready for occupancy in under three months. ”

THE BC BUILDING CODE 2018 TREATS MOVED HOMES AS EXISTING HOMES. “IT IS NOT INTENDED THAT THE BRITISH COLUMBIA BUILDING CODE BE USED TO ENFORCE THE RETROSPECTIVE APPLICATION OF NEW REQUIREMENTS TO EXISTING BUILDINGS OR EXISTING PORTIONS OF RELOCATED BUILDINGS, UNLESS SPECIFICALLY REQUIRED BY LOCAL REGULATIONS OR BYLAWS... RELOCATED BUILDINGS THAT HAVE BEEN IN USE IN ANOTHER LOCATION FOR A NUMBER OF YEARS CAN BE CONSIDERED AS EXISTING BUILDINGS, IN PART, AND THE SAME ANALYTICAL PROCESS CAN BE APPLIED AS FOR EXISTING BUILDINGS.”²²



In 2023, TLA Development donated two good bungalow homes to the Songhees Nation. Instead of paying to bulldoze the buildings, they were gifted, relocated and repurposed to provide good, safe, affordable housing for members of the Songhees Nation. Songhees Chief Ron Sam welcomed the up-cycling of homes onto the Songhees reserve to address their housing shortage. “We look forward to more chances to work with developers like TLA, keeping viable homes out of the landfill and providing families with safe, secure and long-term housing.”²³

FIRST NATIONS & NON-PROFIT HOUSING ASSOCIATIONS

Historically, the traditional model for moving homes has been predicated on an interested individual purchasing a home and having it moved to a desired location to inhabit. More recently, a new mechanism has been identified that could facilitate the relocation of homes for use by First Nations communities and Non-Profit Housing Associations.

Under charitable law, organizations that are considered “qualified donees” can issue official donation tax receipts for gifts they receive from individuals and corporations. Among the list of organizations deemed “qualified donees” are First Nations, municipalities, registered charities, and “registered housing corporations constituted exclusively to provide low-cost housing for the aged”. This makes it possible for a homeowner or developer to donate the home to a qualified donee and receive a tax receipt in return equivalent to its fair market value.

Renewal and Nickel Bros are piloting this donation model with First Nations communities and non-profit housing associations. Learn more about this donation model at <https://www.renewaldevelopment.ca/charitabledonations>.

“ THE DISTRICT OF NORTH VANCOUVER’S DEMOLITION WASTE REDUCTION BYLAW REQUIRES SINGLE-FAMILY HOMES BUILT PRIOR TO 1950 TO BE DECONSTRUCTED AND 3.5KG (2.6 BOARD FEET) OF LUMBER PER SQUARE FOOT OF FINISHED FLOOR SPACE TO BE SALVAGED. PROJECTS ARE REQUIRED TO PAY A \$15,000 DEPOSIT, WHICH IS REFUNDED IN PROPORTION TO THE AMOUNT OF LUMBER SALVAGED. THE DEPOSIT IS WAIVED ENTIRELY FOR HOMES THAT ARE RELOCATED. ”

5. DECONSTRUCTING HOMES

Many houses are ineligible for relocation and continued reuse due to age, structure, inaccessible location, infrastructure challenges, or unsuitability for continued habitation. For these homes, deconstruction is the next best option to preserve value and prevent demolition waste. Deconstruction is the piece-by-piece disassembly of a building and its materials, which are salvaged for reuse or recycling wherever possible.

Every deconstruction starts with a site visit. The building is inspected and a “salvage audit” is conducted to determine the value of components and materials that can be sold or re-used. After providing a quote and gaining the owner’s approval, deconstruction begins, which involves taking the building apart, layer by layer, to maximize material salvage. As the building is dismantled, materials are sorted and separated on-site to minimize waste. Common salvaged materials include finished goods (cabinets, appliances, fixtures and finishes), drywall, clean wood, treated wood, concrete, metal, glass, asphalt shingles, and plastics.

Once a building is deconstructed, the materials are sorted on site and prepared for transport. Some deconstructions can include full building components that are shipped for dismantling off-site. The reclaimed



Deconstruction prevents waste by ensuring that building materials are properly sorted for reuse and recycling.

wood is processed on or off site - de-nailed, cut to length, sorted by type - and prepared for resale and remanufacturing. The recyclable materials are taken to the appropriate depots. Intact building components such as windows, doors, and cabinets are donated to charity (Habitat for Humanity or The ReUse People) who sell it through their stores. A tax receipt is provided for the appraised value of the goods donated, which is usually substantial. The small amount of remaining waste is disposed of.

Cost is a key barrier as the up-front cost of deconstruction is typically higher than for demolition; recovering materials is more time-consuming and labour intensive. Fortunately, with a combination of provincial and federal tax credits, a homeowner or developer can ultimately save *more* by deconstructing a house than if they had pursued demolition, and feel good about the associated environmental and societal benefits. Recently, numerous municipalities in the Lower Mainland and Vancouver Island have introduced policies that prioritize deconstruction over demolition, but there is a great deal of variation across jurisdictions making it difficult for developers to navigate and most only apply to homes of a certain age and with respect to specific building materials.

Unbuilders Deconstruction and Heritage Lumber are vertically integrated companies disrupting the demolition and construction industry. Their vision is a construction industry in which deconstruction & remanufacturing replaces demolition & disposal. Founded in Vancouver in 2018, Unbuilders unbuilds buildings, salvaging almost everything, including Old Growth lumber, windows, doors, cabinets, fixtures, and appliances. In 2021, they diverted 3,135 tonnes of waste and recovered 250,000 board feet of lumber.

Heritage Lumber (HL) is a reclaimed wood broker and product manufacturer that acquires lumber from Unbuilders and the demolition industry. The lumber is sourced from buildings of all types and sizes - commercial, residential, barns, public buildings, etc. HL brokers the reclaimed wood through wholesale buyers, sells it from its Vancouver showroom or makes building products (flooring, cladding, beam wrap) and furniture from it. HL acquired Western Reclaimed Timber in September 2022 allowing it to manufacture in-house and expand its customer base. HL has over 550,000 board feet of reclaimed wood in inventory.

Unbuilders, together with other deconstruction companies, are reimagining a construction industry where usable building materials are valued and repurposed. As Adam often says: "It's not waste — it's just wasted." With the right policy environment and support, the deconstruction and materials re-use industry can grow exponentially, creating thousands of jobs, billions in value and reducing waste and embodied carbon impacts at the same time.



IN A PARTICULARLY SUCCESSFUL EXAMPLE, UNBUILDERS ACHIEVED A 99% SALVAGE & RECYCLE RATE (BY WEIGHT) ON A 1930S VANCOUVER HOME. WOOD SALVAGED DIRECTLY FROM THE SITE WAS LATER MANUFACTURED INTO BARS, FLOORS AND TABLETOPS AT A LOCAL RESTAURANT.

6. BARRIERS & POLICY RECOMMENDATIONS

To develop a circular economy in BC, demolition can no longer be the default option for existing buildings. Instead, it is imperative to transition to a model that prioritizes whole-building and materials reuse using house relocation and deconstruction. By doing so, we preserve the materials, embodied carbon, skilled labour and time that went into a home's construction, create affordable repurposed housing, salvage valuable materials for reuse and reduce waste going to landfill.





This section identifies the barriers to home relocation and deconstruction and outlines a set of preliminary policy recommendations to enable and scale these practices to realize their full potential. Further dialogue is required amongst house relocation and deconstruction businesses, policymakers, cities, developers, homeowners and infrastructure organizations to ensure the final policy choices advance benefits for all parties involved:

DEVELOPERS can reduce waste and carbon across the development process and support affordable housing in a timely and financially effective manner that generates a positive brand story.

POLICYMAKERS can help developers to prioritize house relocation and deconstruction while advancing their goals around carbon emissions reduction, waste prevention, historic preservation, housing affordability, parks management and tree conservation.

HOMEOWNERS can choose house relocation or deconstruction to preserve the sentimental and/or heritage value of their homes while saving on demolition costs.

INFRASTRUCTURE ORGANIZATIONS, including utility and telecommunications companies, can be involved in a manner that is cost efficient for them while honouring union and safety agreements, and maintaining service levels.

NON-PROFIT HOUSING ORGANIZATIONS AND FIRST NATIONS communities can access more affordable, high-quality housing faster.

SECURING HOMES

As noted earlier, there are hundreds of homes in the Lower Mainland alone that are prime candidates for house relocation and hundreds more that could be deconstructed to salvage and reuse valuable resources. However, there are a number of barriers that make it challenging for house relocation and deconstruction companies to identify appropriate homes to save before they are torn down. The key barriers are **lack of industry awareness**, **unsupportive permitting schemes**, **tight timelines** and a **misalignment of incentives**.

Homeowners, realtors, and developers lack awareness of house relocation and deconstruction as feasible and desirable alternatives

to demolition. Easy-to-access information is needed at key touchpoints throughout the development process.

Redevelopment and permitting timelines are tight. Once a new building is approved on-site, and a demolition permit for an existing building is issued, contracts are quickly awarded for the work. At this point, there is little recourse for the existing structure to be relocated or deconstructed. Many municipalities do not provide a demolition permit until a building permit is issued. Unfortunately, this does not leave enough time for the many steps in a house relocation to be worked out.

Finally, developers take the shortest and least costly path to prepare a construction site for a new build. Existing drivers, such as landfill tipping fees, point developers toward demolition. House relocation and deconstruction are newer practices competing with demolition whose adoption needs to be better supported with appropriate incentives.

The following are recommendations for amendments to current policy that support the *timely* identification of homes eligible for relocation or deconstruction at an earlier stage in the redevelopment process thus saving more homes from going to the landfill.

- **Implement outreach activities to raise awareness amongst homeowners and developers about home relocation and deconstruction at or before the development or building permit stage.** Provide information on municipal websites, in waste management educational materials, through public outreach, and with green demolition or demolition permits outlining the benefits and available incentives for *both* house relocation and deconstruction.
- **Introduce language in demolition and development permits requiring the applicant to state whether they have explored house relocation and deconstruction as options.** Add an opt-in option on the building permit application for an owner to publicly list an existing house as eligible for relocation or deconstruction.



VERIFIED INFORMATION ON THE ENVIRONMENTAL BENEFITS OF HOUSE RELOCATION AND DECONSTRUCTION COULD SUPPORT UPTAKE OF BOTH PRACTICES. THIS COULD BE ACHIEVED THROUGH COMPARING THE LIFECYCLE COSTS, WASTE AND EMBODIED CARBON FOR DEMOLITION VERSUS HOUSE RELOCATION VERSUS DECONSTRUCTION FOR A TYPICAL RANGE OF HOME TYPOLOGIES.



- **Introduce mechanisms to triage homes for relocation or deconstruction early in the permitting process.** Following the triage model detailed earlier in this report, require that the existing structure on site be assessed for suitability for relocation as a first triage choice, and then deconstruction, prior to approving a demolition or development permit. Consider a “Salvage Audit” at the Hazmat Material Report (HMR) stage where a structure is assessed, based on simple criteria, to see if it would be eligible for house relocation or deconstruction. Commensurately, develop a new role (i.e., a “Salvage Auditor”) with the requisite knowledge, and possibly certification, to evaluate buildings for relocation potential or salvage value.
- **Create an online database of available homes suitable for relocation and share this with the home relocation and deconstruction industry.**
- **Create Early Green Removal Permits.** Create a new “Early Green Removal Permit” that is decoupled from the building permit and issued earlier (six weeks for residential properties and six months for commercial properties) in order to afford house relocation and deconstruction companies enough time to save homes and valuable material resources. These longer timelines will make it possible to plan and execute a move earlier, which has multiple advantages including minimizing vandalism, saving developers anywhere from four to eight weeks in the redevelopment process and allowing maximum time to coordinate the move along “move corridors.” Early Green Removal Permits would create a powerful incentive for developers to seek relocation and deconstruction as an alternative to demolition. According to industry representatives, the savings realized on holding costs along would provide sufficient incentive to move or deconstruct a home, thereby avoiding the need for subsidies to kick start the transition.
- **Implement meaningful incentives to make home relocation and deconstruction financially attractive,** such as increasing allowable floor space (FSR) for new developments when the existing structure is relocated or deconstructed, not demolished.
- **Create a tiered fee structure for permitting that incentivizes house relocation and deconstruction.** Following the lead of many Lower Mainland and Vancouver Island municipalities, apply a refundable deposit onto “demolition permits” or “move-off permits” and “deconstruction permits” where they exist for house relocation and deconstruction respectively. Waive the deposit entirely for relocated homes. For

deconstruction, refund the deposit in proportion to the materials salvaged and reused.

- **Recognize and promote the provision of charitable tax receipts for house relocation to “qualified donees”.** Some salvaged building materials are eligible to receive a federal tax credit equivalent to fair market value, however, this practice is not commonly applied to house relocations.

TAX RECEIPTS FOR THE FAIR MARKET VALUE OF THE HOME CAN BE ISSUED TO THE HOMEOWNER FROM RECIPIENTS OF HOMES THAT ARE CONSIDERED “QUALIFIED DONEES” UNDER CHARITABLE TAX LAW, INCLUDING MUNICIPALITIES, SOCIAL HOUSING ASSOCIATIONS AND FIRST NATIONS, MAKING HOME RELOCATION A FINANCIALLY ATTRACTIVE OPTION.

MOVING HOMES

Companies with decades of experience have mastered the art of moving homes. While the physical act of moving a home is straightforward, policy and operational barriers continue to undermine efforts and, in the process, counter civic objectives to reduce carbon emissions, waste and secure more housing in remote communities. These include the **absence of move corridors, tree policies that prevent home relocation, lack of accessible waterfront and challenges with the complexities of utilities infrastructure along move corridors (e.g., new fibre optic lines).**

In the absence of established move corridors, there is always uncertainty about whether a house can be moved and the necessary permissions granted. This translates into more time and resources required to complete a feasibility assessment before a decision can be made to move a home.

Tree policies established to preserve urban landscapes lack the flexibility to weigh the benefit of preserving lumber against the moving and replanting of trees and shrubs along street meridians.

Access to water via boat launches, municipal parks, and shorelines is a barrier to loading houses on barges for relocation to coastal communities.

Finally, the lack of formal communications channels and policies with utility and telecommunications companies make it difficult to plan home relocations within the tight timelines current permitting structures require.





The following are policy recommendations to support efficient and cost-effective house moves so that usable homes can be repurposed instead of being demolished.

- **Identify “move corridors” through collaboration with house relocation companies, infrastructure companies, and relevant municipal departments.** Establishing routes that have been approved in advance by the municipality, utility and telecommunication companies to accommodate house moves makes it easier to determine whether a house move is feasible and expedites the time involved in coordinating logistics.
- **Establish or amend municipal tree policies to be house relocation-friendly.** Allowing the trimming or replacement of a limited number of trees to save homes from demolition ensures that the trees and old-growth lumber in the homes can be preserved. Where appropriate, municipalities could consider house relocation exemptions from tree protection by-laws, under the condition that all removed trees be replaced.
- **Ensure waterfront access for house relocation.** Increasing collaboration and communication between municipal/city policy makers and parks departments to allow for nighttime use of these areas would increase corridor options for house relocations. Past projects have demonstrated that houses can be safely moved through public parks and onto barges via public water access with no damage to public spaces, sensitive marine ecosystems, or historically significant areas. Allowing the occasional use of public spaces to reduce demolition waste is arguably in the public interest and has shown strong public support in the past.
- **Engage telecom, transportation and utility companies.** Establishing specific procedures and protocols with organizations responsible for municipal infrastructure is critical that honour union, safety and other requirements and support participation in house relocation in a cost-effective manner while providing consistent service. Certainty about move-out corridors, the size of homes to be moved and the schedule are important for these infrastructure organizations.
- **Provide land where homes can be temporarily stored if there are delays at their destination location.** Providing interim storage for homes being moved will ensure development timelines at the current site are not held up by logistical delays or permitting wait-times at the destination site. This land is best provided in the origin community.

REPURPOSING HOMES

Successful house relocation requires finding a willing buyer in a community that is supportive of house relocation and repurposing. Some municipalities in BC currently ban the relocation of a house to their jurisdiction, or require a relocated house to be brought up to current code. Another challenge is that relocated homes still need a building permit application for design of the new foundation and utility hookups. These can face delays, which means that homes can be demolished in the origin community before approval in the new community. These factors greatly reduce the feasibility of a house relocation. However, they also have simple solutions that, if implemented, would enable rapidly delivery of existing single-family homes.

- **Re-evaluate municipal policies that ban the relocation of homes to a region.** In the face of a provincial housing crisis and pressures to reduce carbon emissions and waste, municipal policies that ban the relocation of homes run contrary to climate change mitigation and waste reduction strategies, and undermine housing objectives.
- **Re-evaluate policies that require the existing building to be brought up to current code standards** (aside from necessary life-safety standards). As detailed above, the BC Building Code explicitly states that it is not intended to be applied to existing buildings or homes that have been relocated.
- **Create a “Move-On Permit”** that allows a saved home to be relocated to its destination property while the Building Permit application is still being reviewed (i.e., the design of the new foundation, footprint and utility hookups). With tight timelines this can save the home from demolition in its existing location.
- **Allow relocated house recipients to submit “foundation only” permits for faster review, using prescriptive foundation details.** Many municipalities already have prescriptive foundation details available for end-customer use. By separating out the foundation permits, review time can be shortened considerably as long as they meet prescriptive code requirements.





DECONSTRUCTING HOMES

Policy supporting deconstruction has advanced considerably amongst many municipalities in the Lower Mainland and Vancouver Island. Nevertheless, policy is inconsistent across municipalities and a number of barriers persist discouraging wide-scale building deconstruction, including **lack of awareness, the absence of drivers to make deconstruction more attractive than demolition, storage space for salvaged materials** and **insufficient end markets for used building materials**.

Municipal policy mandating deconstruction does not exist in all municipalities. Where it does, it often misses homes from the 1960s and 1970s that could be deconstructed, focuses on specific materials only, or the policy does not apply to commercial properties. These are loopholes in some existing municipal deconstruction policy that need to be addressed to ensure material salvage occurs before recycling and landfill.

Physical and logistical constraints on the industry exist as well. During deconstruction, materials are sorted and sent for recycling or reuse. Due to space limitations, materials cannot always be separated on-site, and so secondary spaces for sorting are required. Additionally, for materials to attain their highest and best use, they typically must be shipped to separate salvage and recycling companies, requiring additional coordination and cost for delivery. To support deconstruction, centralized, low-cost locations for sorting and recycling could be implemented.

Additionally, end-use markets are underdeveloped for many building materials. The range of usable products from reclaimed wood, for example, is still being developed. In other cases, centralized infrastructure is lacking to recycle others materials like gypsum and asphalt to support their reuse.

The following are key recommendations that could support the growth of deconstruction as a mainstream practice:

- **Expand existing deconstruction policies to include consideration of all pre-1975 homes.** Most municipal deconstruction policies currently only cover single-family homes built prior to 1950 or 1960.
- **Expand deconstruction policies to include commercial buildings.** Commercial redevelopment projects can more easily cover the cost of deconstruction, and commercial buildings facing demolition are often storing the largest old-growth timbers.

- **Ensure material salvage rates are high enough to incentivize deconstruction.** Most municipal deconstruction policies require the permit holder to put down a refundable deposit, which is refunded in degree based on the project achieving specific salvage targets. While these policies are too recent to determine their efficacy, initial observations suggest that the deposit rates are not significant enough to incentivize deconstruction; some developers are choosing to absorb the deposit as a cost of doing business as usual.
- **Consider banning disposal of certain construction and demolition materials.** Imposing material bans can promote deconstruction provided facilities exist to receive the material. For example, banning gypsum disposal at landfill requires a building to be stripped by hand, which inadvertently encourages deconstruction. Banning materials in regions without suitable alternatives could result in illegal dumping so care needs to be taken when imposing bans.
- **Provide low-cost, centralized spaces for the sorting and storage of salvaged building materials.** To increase deconstruction efficiency and lower costs, governments can help by providing the industry with spaces where this work can be done. Space might be found at transfer stations, receiving yards or at new zero waste demonstration sites or circular hubs under development in some cities.
- **Support the development of re-use markets for key construction materials.** Cultivating markets for salvaged building materials is essential and can be supported in a variety of ways, including (1) assessing current capacity for CRD materials reuse and recycling to identify where more innovation and support is needed; (2) creating centralized outlets for the sale of salvaged building materials; (3) implementing minimum reuse requirements on new developments (e.g., e.g. five per cent of non-structural wood used in new construction must be sourced from salvage); and (4) conducting market research and support participation in innovation challenges to explore the development of construction and materials waste reuse. For example, the Guelph Circular Opportunity Innovation Launchpad (COIL) is running relatively affordable new single-family housing to be building secondary market demand and infrastructure for key construction waste materials.



THE CITY OF VANCOUVER'S NEW ZERO WASTE DEMONSTRATION SITE LOCATED ON THE FORMER MATERIALS RECYCLING YARD COULD PROVIDE A SPACE TO WEIGH AND SORT A RANGE OF MATERIALS FROM DECONSTRUCTED HOMES, INCLUDING DRYWALL, CLEAN WOOD, TREATED WOOD, CONCRETE, METAL, GLASS, ASPHALT SHINGLES AND PLASTICS.

GETTING TO SCALE

Ensuring that house relocation and deconstruction become mainstream practices at scale will require a concerted effort involving a suite of policy options, research, innovation and economic development efforts. The following are four key systems-level recommendations for consideration:

- **Bring all parties together into a House Relocation Policy Accelerator.** Bring house relocation companies together with relevant municipal staff (e.g., sustainability, major developments, parks), with infrastructure organizations to discuss and problem solve all the major steps associated with house moves and come up with strategies that work for all parties.
- **Create a provincial policy guide for house relocation and deconstruction that is consistent across municipalities.** The current patchwork of municipal policies across the province makes it difficult to effect house relocation and deconstruction across municipal boundaries. A policy guide would increase consistency between municipalities and improve ease of collaboration between partners including transit authorities, infrastructure companies, house relocation, deconstruction, and waste management companies.
- **Create a sustainable building removal framework for any capital project funded by the province or local governments.** Whenever a development project, funded in partnership with the province or local governments, requires the removal of a building (schools, offices, homes, etc.) there should be criteria and financial support for the funding partner to assess retention, relocation and deconstruction, in that order, for best first use. Machine demolition should be the last option, not the first.
- **Create economies of scale and efficiency by orchestrating the relocation of groups of homes along key move corridors slated for intensification.** This would be supported by the policy accelerator and guide cited above and would serve to spread relocation fees across several projects. It would also require reconsideration of transportation policies that restrict or prevent the relocation of multiple homes at once.

ENDNOTES

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- 4 Metro Vancouver Demolition Waste Generation Rates Calculator at <http://www.metrovancouver.org/services/solid-waste/wte-and-disposal/construction-waste/Pages/Calculator.aspx>.
- 5 Statistics Canada, *Table 2: Population and population growth rate of census metropolitan areas in Canada, 2011 to 2016 and 2016 to 2021*”, <https://www150.statcan.gc.ca/n1/daily-quotidien/220209/t002a-eng.htm>.
- 6 B.C. to override local authorities to increase housing density” (Globe & Mail, 3 April 2023) at <https://www.theglobeandmail.com/canada/british-columbia/article-bc-to-override-local-authorities-to-increase-housing-density/>.
- 7 See endnote 1 above (Metro Vancouver, *Metro Vancouver Housing Data Book*), p.69.
- 8 Canada Mortgage and Housing Corporation, *Canada’s Housing Supply Shortages: Estimating what is needed to solve Canada’s housing affordability crisis by 2030* (CMHC, June 2022), p.19, <https://www.cmhc-schl.gc.ca/en/professionals/housing-markets-data-and-research/housing-research/research-reports/accelerate-supply/housing-shortages-canada-solving-affordability-crisis>.
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- 11 Government of Canada, *Reducing municipal solid waste* at <https://www.canada.ca/en/environment-climate-change/services/managing-reducing-waste/municipal-solid/reducing.html>. This is considered a conservative estimate because sources estimate that the waste from the United States is around 600 million tonnes of waste with a population about 8.6 times that of Canada.

- 12 Mark Piepkorn, *Lumber by the Numbers* (Greensource), <https://continuingeducation.bnpmmedia.com/courses/areditorial/lumber-by-the-numbers/#:~:text=A%20common%20estimate%20is%20that,wood%20materials%2C%20such%20as%20sheathing.>
- 13 See endnote 1 above (*Metro Vancouver Housing Data Book*), p.54.
- 14 Metro Vancouver, *2021 Biennial Report – Integrated Solid Waste and Resource Management Plan* (Metro Vancouver, 11 January 2022), p.11, <http://www.metrovancouver.org/services/solid-waste/SolidWastePublications/2021ISWRMPBiennialProgressReport.pdf>.
- 15 Marc Lee et al., *Closing the Loop: Reducing Greenhouse Gas Emissions and Creating Green Jobs Through Zero Waste in BC* (Canadian Centre for Policy Alternatives, Vancouver, March 2013), <https://policyalternatives.ca/sites/default/files/uploads/publications/BC%20Office/2013/03/CCPA-BC-Zero-Waste.pdf>.
- 16 City of Vancouver, *2021 Annual Report for the Vancouver Landfill* (Engineering Services, 31 March 2022), p.7, <https://vancouver.ca/files/cov/2021-vancouver-landfill-annual-report.pdf>.
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- 20 OECD, *Global Material Resources Outlook to 2060: Economic drivers and environmental consequences* (OECD, 2022), p.10, <https://www.oecd.org/environment/waste/highlights-global-material-resources-outlook-to-2060.pdf>.
- 21 BC Government, *Zero waste and the circular economy*, <https://www2.gov.bc.ca/gov/content/environment/waste-management/zero-waste>.
- 22 *BC Building Code 2018*, Division A - Notes to Part 1 (Rev2), s.A-1.1.1.2(1) (Application to Existing Buildings), https://free.bcpublishations.ca/civix/document/id/public/bcbc2018/bcbc_2018dap1nr2
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THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: City Manager (CAO)
Subject: City of Courtenay 2023 Annual Report

File No.: 0645-20
Date: June 26, 2024

PURPOSE:

To present the City of Courtenay draft 2023 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 2023 Annual Report highlights significant projects and initiatives, and incorporates statistics and data visualisation tools showing progress on a range of City services and Council Strategic Priorities. 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 2023 included:

- Updated City of Courtenay Strategic Priorities 2023-2026
- Construction on the Dingwall Steps Project
- New air quality monitors on City buildings along with a public education campaign on local air quality
- Parks and Recreation Master Plan Implementation Strategy
- Progress on Draft Aquatic Services Strategy
- Launch of organics program and increased waste diversion
- Resident Survey - "Your Courtenay, Your Voice"
- Strengthening Communities Services Grant administration on behalf of the Comox Valley
- Strategic Cultural Plan
- Bylaw Compliance Policy and Strategic Plan
- New graphic standards and progress on Communication Strategy

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.

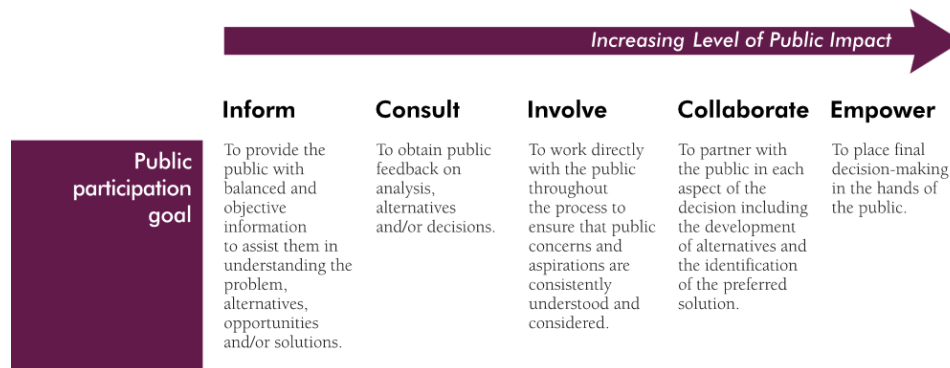
ADMINISTRATIVE IMPLICATIONS:

The Communications Division led the development of the 2023 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 2023 Annual Report was posted to the City of Courtenay website on June 7, 2024, 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

OPTIONS:

1. THAT Council approve the City of Courtenay 2023 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, 2024.

ATTACHMENTS:

1. Draft City of Courtenay 2023 Annual Report

Prepared by: Anne Guillo, Manager of Communications
Reviewed by: Kate O’Connell, Director of Corporate Services
Concurrence: Geoff Garbutt, M.PI., MCIP, RPP, City Manager (CAO)



**City of
Courtenay**

2023 Draft Annual Report





Courtenay, British Columbia

2023 Annual Report

January 1 - December 31, 2023

This document was prepared by the City of Courtenay's Corporate Services and Financial Services Departments.


Cover photo by Nick Thornton.
Photos on inner pages by Kim Stallknecht and the City of Courtenay unless otherwise noted.

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**Guarian Pole at the
Courtenay Riverway Trail
Artist: Karver Everson,
K'ómoks First Nation**



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."

Courtenay's commitment to Reconciliation is enshrined as a community value within our Official Community Plan's four cardinal directions: Reconciliation, Community Well-Being, Equity and Climate Action.

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.

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.

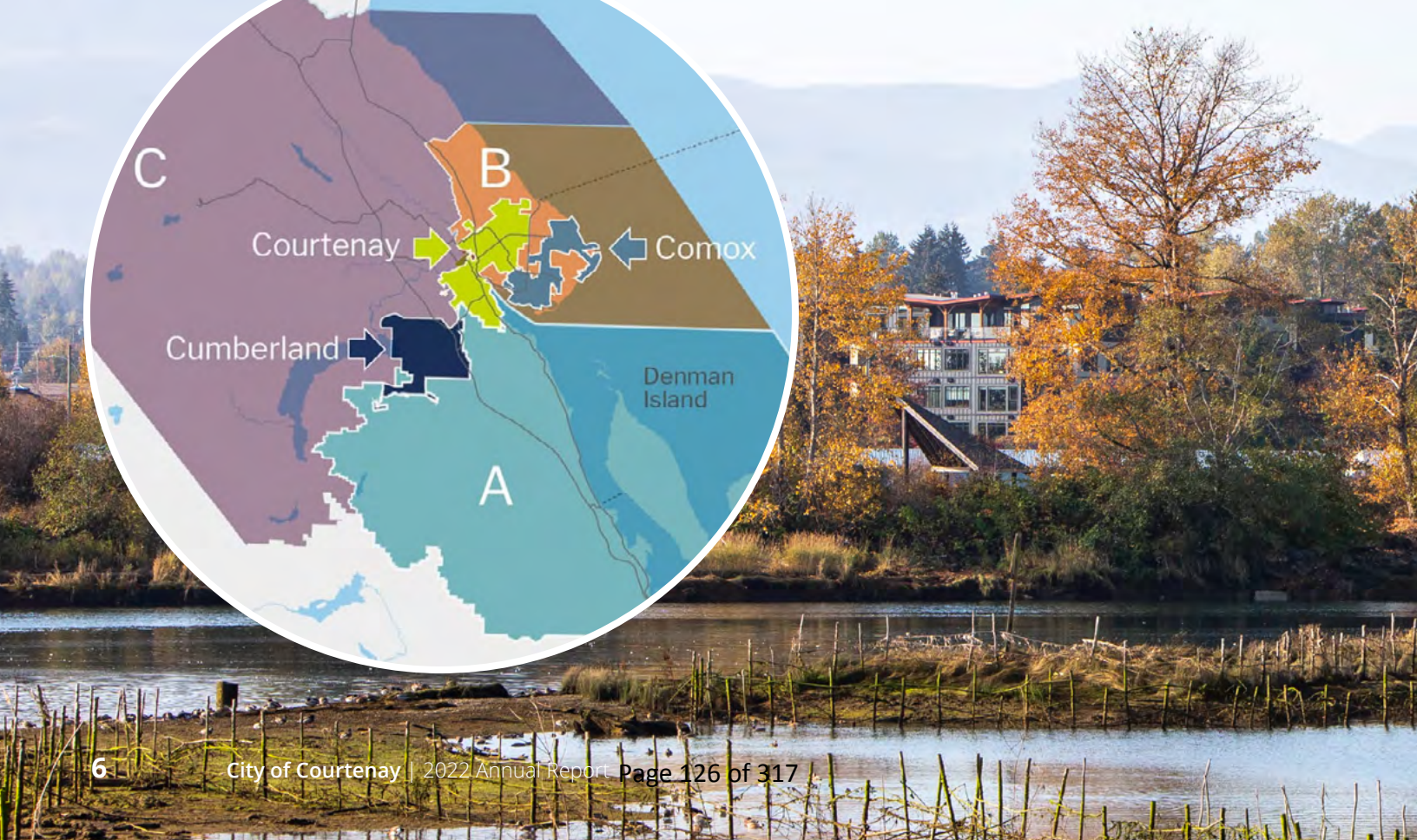
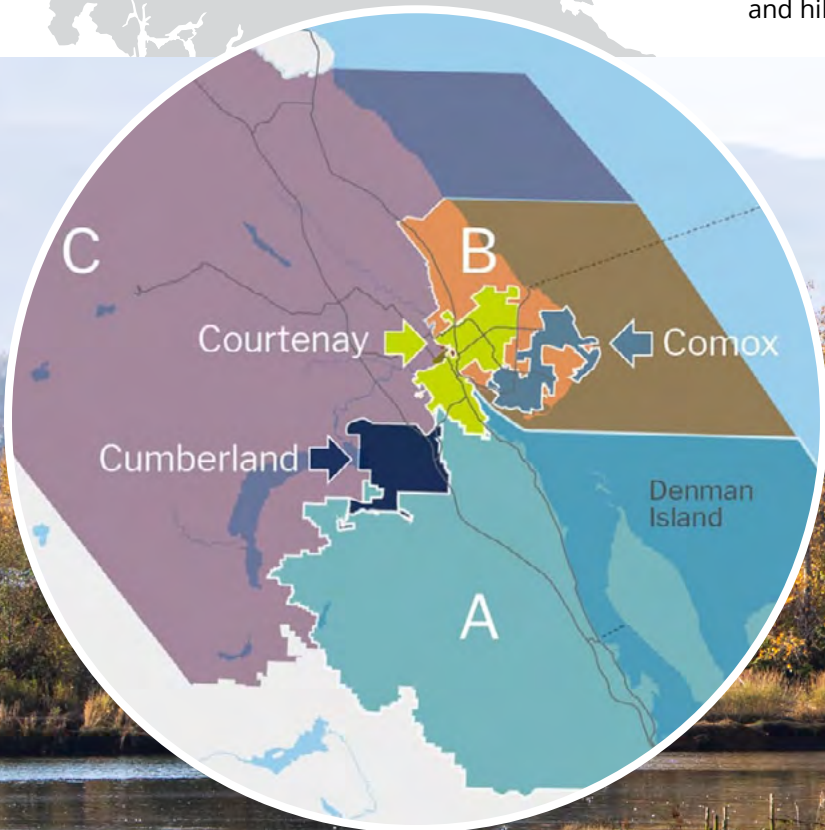
The City of Courtenay is one of three member municipalities of the Comox Valley Regional District (CVRD), along with the Town of Comox and Village of Cumberland. The CVRD also includes three electoral areas, A, B, and C.

Courtenay is a growing community, census data reveals that population growth for 2016-2021 was at 10.8%. This is higher than Vancouver Island at 8.2% and B.C. at 7.6% for the same time period.

Courtenay's lively downtown core features an assortment of shops, galleries, and restaurants highlighting locally sourced ingredients from the thriving agricultural community, along with unique local art and goods.

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, snowshoeing, skiing, and hiking.





City land area: 32.42 square kilometres



population 28,420



10.8% INCREASE

population growth, 2016 to 2021



46.8 YEARS
VAN. ISLE 46.2
B.C. 43.1
CANADA 41.9

average age



28%
VAN. ISLE 26%
B.C. 20%
CANADA 19%

% population age 65+



density per square kilometre:
877 people



private dwellings occupied
by usual residents
12,992



50%
VAN. ISLE 54%
B.C. 42%
CANADA 53%

% households in
single-residential dwellings





Message from the Mayor

I am honoured to introduce the City of Courtenay's 2023 Annual Report from the unceded territory of the K'ómoks First Nation, the traditional keepers of this land. Gila'kasla.

This was an incredibly busy and productive year as our newly-elected Council identified how we intended to fulfill the vision and goals outlined in numerous community planning documents adopted over the previous four-year term, including plans for transportation networks, parks and recreation, infrastructure, and of course the Official Community Plan adopted in 2022.

This comprehensive community planning is having tangible results. It is one of the primary ways the City identifies the need for specific short, medium and long-term projects. It also helps the City secure grant funding for projects like the Dingwall Steps connecting Dingwall Road to Carmanah Drive. Construction on this project began in the summer, and was ongoing for the rest of the year and into early 2024. This year, the City secured \$775,000 in provincial funding for a new multi-use path along Lake Trail Road and cycling upgrades on upper 5th Street, and federal and provincial funding totaling \$3.5 million for the 6th Street Active Transportation Bridge.

Support from federal and provincial partners isn't just about securing grants, although we are incredibly grateful for the funding the City has received.

We have been strongly advocating for support for some of the biggest challenges faced by our community including housing, substance use, flood mitigation and transportation.

I was pleased to have met with the Federal Minister of Housing and the Parliamentary Secretary to the Minister of Mental Health and Addictions at the National Housing Conference this spring to discuss ways the federal government could better support communities like ours.

We also continue to advocate for affordable and supportive housing with the Provincial Minister of Housing, including at the recent UBCM Housing Summit.

Closer to home, I am proud of our close working relationship with local organizations such as the Downtown Courtenay BIA, Chamber of Commerce, and countless others. Our ongoing partnerships and collaborations are excellent ways to identify how the City can support the important work of these hard-working, dedicated groups. We also continue to work closely with other Comox Valley regional governments at K'ómoks First Nation, Comox Valley Regional District, Town of Comox and Village of Cumberland. Sharing information and working together on areas of mutual interest and concern is great for our organizations and our community as a whole.



On behalf of Courtenay Council, thank you for reviewing this report and learning more about some of the many projects and initiatives delivered by the City in 2023 for this amazing community.

To discuss any municipal matters, members of the public can set up a meeting with me, email info@courtenay.ca

Mayor Bob Wells

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 on page 11 were assigned by Council in November and were in effect at December 31, 2023.



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 and are also streamed live on the City of Courtenay's YouTube page. For more information on City Council, including meeting schedules, agendas, minutes, and video, and appearing as a delegation, go to courtenay.ca/council

Top photo (left to right) Top row: Wendy Morin, Will Cole-Hamilton, Doug Hillian, Melanie McCollum.
Bottom row: David Frisch, Bob Wells, Evan Jolicoeur.

Appointments	Appointed Members	Alternates
CVRD Board of Directors	Cole-Hamilton, Hillian, McCollum, and Morin	Jolicoeur, Wells
Comox Valley Sewage Commission	Cole-Hamilton, Hillian, McCollum	Jolicoeur, Morin, Wells
Comox Valley Water Committee	Cole-Hamilton, Hillian, Morin, Wells	Jolicoeur, McCollum
Comox Valley Recreation Commission	Hillian, Jolicoeur, McCollum, Morin	Cole-Hamilton, Wells
Regional Parks and Trails Committee	Cole-Hamilton, McCollum, Morin	Hillian, Jolicoeur, Wells
Comox Strathcona Regional Hospital District Board	Cole-Hamilton, Hillian, Jolicoeur, Morin	McCollum, Wells
Comox Strathcona Solid Waste Management Board	Cole-Hamilton, McCollum, Morin, Wells	Hillian, Jolicoeur
Heritage Commission	Wells	Hillian
Court of Revision (Parcel Tax Review Panel)	Jolicoeur, Wells	Cole-Hamilton, Hillian, McCollum, Morin
Parks and Recreation Advisory Committee	McCollum	Morin
Comox Valley Coalition to End Homelessness	Jolicoeur	Wells
Comox Valley Community Justice Society	Hillian	Cole-Hamilton
Downtown Courtenay Business Improvement Association (DCBIA) Board	Wells	Cole-Hamilton
Comox Valley Substance Use Collaborative	Jolicoeur	Cole-Hamilton, Morin
Comox Valley Community Action Team	Jolicoeur	Cole-Hamilton, Morin
Comox Valley Social Planning Society	Morin	Jolicoeur
Physician Recruitment Committee	Hillian, Jolicoeur	Wells
Vancouver Island Regional Library Board	Cole-Hamilton	McCollum
Kus-kus-sum Restoration Project Watershed	Hillian	Wells
Comox Valley Early Years Collaborative	McCollum	Cole-Hamilton
Junction Community Advisory Committee	Wells	McCollum
Comox Valley Food Policy Council	Morin	Jolicoeur

Message from the City Manager

2023 marked the first full year of Council's four-year term. It was a year of renewal, and a testament to the continued resilience of our organization and our staff following extended operational impacts in previous years during the pandemic.

The start of any Council term means a lot of heavy lifting, and it's an opportunity to review the important role of local government as well as the City's wide range of services.

Our collective focus with Council and staff in the beginning of the year was reviewing and updating the City's strategic priorities. This comprehensive plan, developed over several months in collaboration with Council and senior staff, is aligned with the four cardinal directions of the City's Official Community Plan: Reconciliation, climate action, equity and community well-being.

One of the recurring themes of the strategic priorities process was the importance of continuing to identify ways to support more affordable housing.

The City is advocating at every level of government for greater housing supports in Courtenay and the Comox Valley, and clarifying roles and responsibilities related to current and emerging housing regulations in BC. Within our City we have focused on access to new housing through a combination of updates including permitting secondary suites throughout the community, amending our development approval processes, and updating the building bylaw, all helping to support the development of a significant number of new units of housing.

Our organization's foundation is our City staff and their strength and perseverance have kept us strong. A priority in 2023 was investing in their expertise and well-being. A core group of staff participated in Critical Incident Stress Management Training, establishing an in-house team with the skills necessary to support other employees following a crisis.

Staff also participated in training through The Village Workshop Series to explore how residential schools and other colonialist policies and practices have impacted Indigenous peoples, and reflect on how each of us can play a part in the journey of reconciliation.

This will also be the focus of our work to develop a Reconciliation Framework, another of Council's strategic priorities. This project will provide guidance on culturally-appropriate approaches that are also tailored to the specific needs and priorities of K'ómoks First Nation, on whose unceded territory we reside, as well as plan to work with all Indigenous peoples in our community.

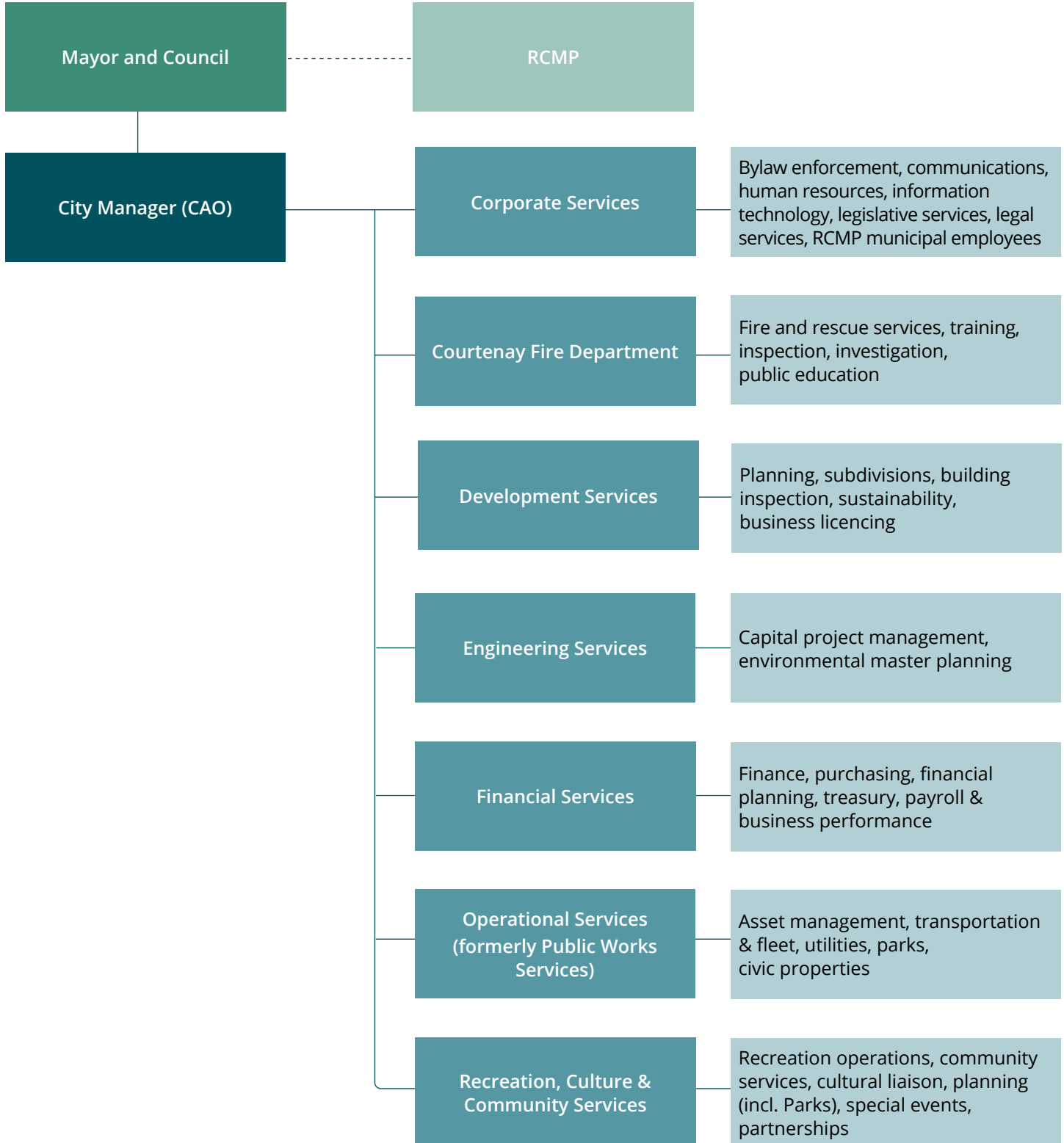
The City's efforts toward reconciliation last year also included formalizing economic opportunities for Indigenous businesses. Our updated Procurement Policy includes one of the first Indigenous procurement sections at the local government level in BC.



Thank you for reviewing this annual report. I am very proud of the work our organization accomplished in 2023, and excited about the opportunity to continue to provide essential services to residents, business and visitors to the City.

*Geoff Garbutt, MCIP RPP
City Manager*

Organizational Chart



2023 Highlights and Metrics



Streets and Transportation

Prioritizing walking, wheeling, cycling, and transit modes of transportation – and integrating them with land use and urban form – are the greatest steps Courtenay can take to supporting mobility in the community and reducing the amount of energy used in the transportation system, the greatest source of Courtenay’s GHG emissions.

Strategic Priorities 2023 - 2026	Status	Notes
Develop traffic calming plans, related policies, and specific implementation when and where, speed limits, school zones, cycling education/awareness.	In Progress	Work is underway on traffic calming plans and policies. Updates will be incorporated into the transportation plan and a revised Subdivision and Development Servicing Bylaw.
Update Cycling Network Plan and implementation strategy	Complete	Updates focus on integrating alternative road designs into the existing road hierarchy. This project aims to improve cycling infrastructure and routes throughout the city.
Advocate for work with Ministry of Transport and Infrastructure (MOTI) on bypass and 17th intersection congestion & improvements	In Progress	The City is actively engaging with the Ministry of Transportation to advance these necessary upgrades for the Highway19A bypass to improve traffic flow and ease congestion.
Parking restrictions and ticketing	Planned	Following a downtown parking review, the City will consider options including parking time limits and restrictions, ways to support bylaw compliance, and evaluating fines for infractions.
Bylaw Enforcement Policy review and update	Complete	This policy addresses activities that can harm the environment and public health, while promoting accountability and compliance. Council adopted the policy in late 2023, signaling a commitment to fairness, education, and community involvement in bylaw compliance.
Dingwall stairs construction: pedestrian and cycling network improvement	Completed early 2024	The Dingwall Steps in East Courtenay enhance connectivity for pedestrians and cyclists and improve access to key destinations such as the college, schools, hospital, transit and commercial areas. This project was completed in early 2024.
6th Street Bridge design and funding	Complete	As noted in several master plans, this active transportation bridge will connect downtown and Simms Park and link to current and future pedestrian and cycling networks. Detailed design is complete, with \$3.5 million in federal and provincial funding secured.



Pavement-scanning Vehicle Helps Plan and Prioritize Replacements and Repairs

During the month of September cutting-edge technology helped the City measure pavement performance which is used to plan and prioritize repairs. The van drove all roads maintained by the City. The van used multiple scanners mounted on various parts of the vehicle to collect pavement condition data, including surface irregularities, cracking, and pavement rutting.

This was the third time this technology has been used in Courtenay, with previous road scans completed in 2014 and 2018. Past and current survey data will be used to prioritize road repairs, identify areas with accelerated deterioration, and help guide renewal projects over the next several years.

The project is part of the City's asset management and transportation program, helping extend the lifespan of Courtenay's infrastructure and lowering long-term costs.

The scans done in previous years have been very useful in planning road maintenance, setting budgets, and applying for grants. It's also much more efficient than manual inspections or drilling for pavement samples. This approach helps our Operational Services department plan and stretch our road repair budget over the long term, by informing necessary road repairs before they become critical.

Bikeways and Reduced Speeds in two Neighbourhoods

Reduced speeds are now in effect on several roads leading to École Puntledge Park Elementary in West Courtenay, as well as a section of Piercy Avenue, with a goal of improving safety and comfort for people who walk, roll, or drive to the school and beyond.

These projects are the first of several outlined in Courtenay's five-year Cycling Network Capital Plan, approved in 2023, which prioritizes active transportation for all ages and abilities. The speed limit on sections of 4th Street, Pidcock, Woods, Willemar and Piercy Avenues, has been reduced from 50 km/hour to 40 km/hour.

New pavement markings and signage identify these specific street sections as "neighbourhood bikeways," helping connect people to schools, parks, and surrounding areas.

Neighbourhood bikeways are local streets with lower vehicle speeds and volumes, where cyclists share the same space with vehicles.

When the City asked the community for feedback during the development of Courtenay's Cycling Network Plan, almost a third of respondents said gaps in the cycling network to key destinations were a concern.

The active transportation network has expanded throughout Courtenay in recent years, through a combination of newly painted and protected bike lanes, shorter road crossing distances and pedestrian-controlled flashing beacons.

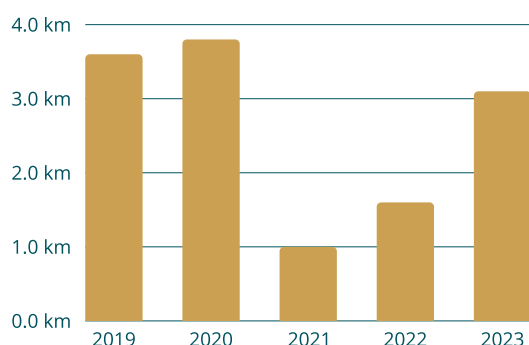


The speed limit has been reduced from 50 km/hour to 40 km/hour in some places in the City

Cycling Network Upgrades

Year	2019	2020	2021	2022	2023	Total
Neighbourhood bikeway	2.1 km				3.1 km	5.2 km
Painted bike lane		1.8 km	0.5 km			2.3 km
Painted bike lane with buffer	1.1 km		0.5 km	1.1 km		2.7 km
Protected bike lane	0.4 km	2 km		0.5 km		2.9 km
Grand Total: 13.1 km						

Total Cycling Network Upgrades





Cousins Avenue Upgrades: Public Input on Design

The City started the planning process for upgrades on a stretch of Cousins Avenue between Willemar Avenue and 20th Street, and sought the public’s input on what should be included.

The project will include road improvements, repaving and replacement of underground services that have either reached the end of their life, or require upsizing to serve our growing community. Traffic flow and parking challenges in the area are under review along with road and pedestrian improvements such as parking, sidewalks and trail connections.

The project team developed three options for the Cousins Avenue Upgrades Project, and asked the community for feedback on designs for above-ground improvements that could impact businesses, residents and area users.

The City hosted a drop-in open house in October to share information and gather feedback as well as an online survey to provide an opportunity for for input on project design options.

Feedback from community engagement will be presented to Council for consideration in 2024, to be followed in future years by detailed design and construction.

For project updates visit courtenay.ca/CousinsUpgrades

Dingwall Steps Project and Trail Connection Improvements

The Province of British Columbia announced funding for the Dingwall Steps project in early 2023 and work began in September. The Dingwall Steps create a formal trail connection from Dingwall Road to Carmanah Drive and beyond – filling a gap in the trail network for pedestrians and cyclists traveling and from North Island College, Queneesh Elementary School, North Island Hospital – Comox Valley, transit connections, and the commercial centre at Ryan and Lerwick roads.

The project includes structural steel and concrete steps, rest areas, benches and railings, asphalt pavement connecting to the trail network, bike channels to walk bikes up and downhill, lighting, trees and landscaping. Construction was completed in early 2024.

The Dingwall Steps were ranked as the highest priority trail improvement in Courtenay’s Parks and Recreation Master Plan adopted in 2019.

The Province of British Columbia contributed \$275,738 towards this cost-shared project through the BC Active Transportation Infrastructure Grant Program.

- 145 Steps
- 2 Rest Areas
- 1 Bike Channel







Buildings and Landscape

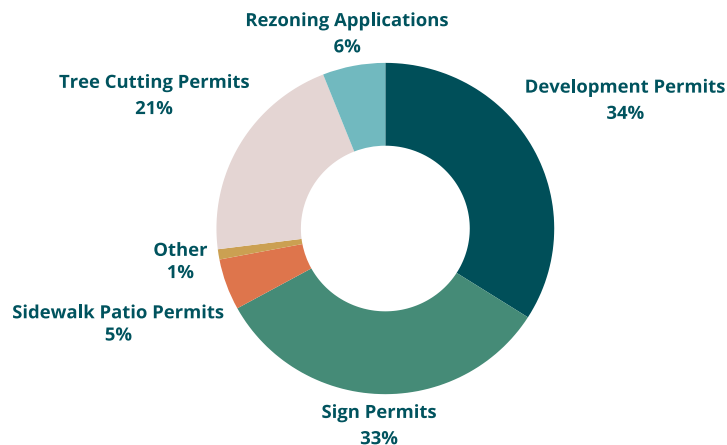
As existing buildings are renovated or redeveloped, and new buildings meet efficiency and performance standards, Courtenay's buildings will become increasingly accessible, electric, healthy, and affordable to operate, while reflecting Courtenay's character, identity, and sense of place.

Strategic Priorities 2023 - 2026	Status	Notes
Update Subdivision Bylaw, including offsite frontage improvements	In Progress	<p>Updates and additions to the Subdivision Bylaw will include offsite frontage improvements and potential amendments to street standards to incorporate bioswales.</p> <p>These updates are necessary to ensure compliance with new legislative requirements.</p>
Update Development Cost Charges (DCC) Bylaw	In Progress	<p>The City is updating master plans to inform the upcoming Development Cost Charge (DCC) update, as outlined in the Ministry of Municipal Affairs and Housing's Best Practices Guide.</p> <p>This update will also expand DCCs to incorporate fire and recreation infrastructure under new provincial regulations, ensuring that growth projections and project equivalencies are accurately reflected in DCC rates for future development projects.</p>
Develop a short-term rental policy	In Progress	<p>The Short Term Rental policy will reflect the latest provincial legislation, and aims to address housing concerns and establish necessary regulations.</p> <p>This project will balance the needs of the community while ensuring compliance with legal standards surrounding short term rentals.</p>
Update Zoning Bylaw - review maximum building heights	In Progress	<p>The Zoning Bylaw update will review maximum building heights and align with provincial regulations, including Bills 44 and 47. By June 30, 2024, the City will implement changes to allow increased density and transit-oriented development, along with necessary housekeeping amendments.</p>
Review and update land use regulations and bylaws for consistency with OCP	In Progress	<p>Updates to land use regulations and bylaws will align with the Official Community Plan (OCP) taking advantage of streamlined provincial legislation to facilitate the process.</p> <p>Zoning bylaw updates must meet key dates set by the Province.</p>

Development Activity

Land Use Applications

The volume of land use applications has remained steady over the past five years, with a peak in 2021 and then a slow decrease from 2022 to 2023 which may be an impact of higher interest rates. With the adoption of the Official Community Plan (OCP) in July 2022 the number of OCP amendments has decreased. Also, with the inclusion of secondary suites in low-density residential zones, there has been a decrease in rezoning applications.



	2019	2020	2021	2022	2023
Development permits (including variances)	29	31	38	36	34
Rezoning applications	15	15	9	9	6
Combined OCP and rezoning applications	2	3	4	2	0
Sidewalk patio permits	4	5	7	3	5
Sign permits	43	42	42	52	33
Tree cutting permits	17	15	19	22	21
Building permit applications	308	283	335	216	238

Construction Activity

Courtenay's 2016-2021 population growth, at 10.8% per Census data, was higher than Vancouver Island (8.2%), BC (7.6%), and Canada (5.2%). This trend is anticipated to continue, in particular with the recent Bill 44 density changes prescribed for the City.

Toward the end of that Census interval and into the current one, residential unit construction completions were near or above 400 units each year from 2019-2022. This activity added about 3% to the City's housing stock each year.

In 2023 there were fewer (180) residential unit completions but building permits were issued for 738 residential units, which is considerably higher than the previous years.

Depending on the size of the residential development, construction activity can span over two or three years. Residential units constructed will be captured in the year that it is completed.

	2019	2020	2021	2022	2023
Subdivision lots approved	213	83	95	18	72
Total residential units issued	387	343	336	143	738
Building inspections completed	3,971	3,537	4,635	3,610	2,372
Residential units constructed	410	399	443	438	180

Modernizing Development Processes and Standards

A number of land use development bylaws were adopted in 2023 to meet OCP policy objectives including streamlining development application processes.

The Building Bylaw has been updated to enshrine the OCP policy that energy standards for buildings are one step higher than the Provincial Energy Step Code requirements.

This will ensure new buildings in Courtenay are increasingly more energy efficient over time. The City will explore options to reduce new building GHG emissions in 2025.

The Development Application Procedures Bylaw created a new classification for minor development variance permits that can be delegated to the Director of Development

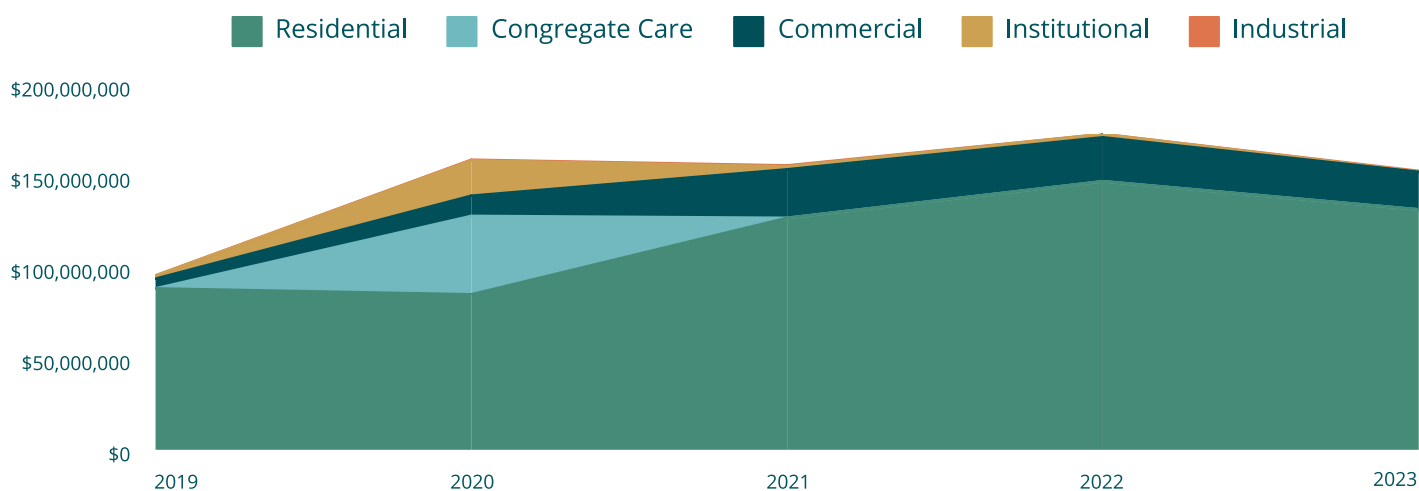
Services, thus reducing application processing time related to neighbourhood notification and Council meeting schedules.

The bylaw also provides clarity on when public hearings are not required, such as when the proposal is consistent with the land use designation in the OCP. More options for public notification have also been adopted such as the use of social media and websites instead of notification only by the printed community newspaper.

In addition, the Fees and Charges Bylaw has been updated to reflect the application process and administration costs to the city including inflation.

Construction Value

Commercial construction value decreased slightly in 2023 after an all time high in 2022, while residential units have consistently increased over the past 5 years.



	2019	2020	2021	2022	2023
Residential construction	\$88,144,885	\$84,892,320	\$126,702,940	\$146,720,522	\$190,526,817
Congregate care construction	\$0	\$42,866,572	\$0	\$0	\$0
Commercial construction	\$5,321,517	\$11,040,650	\$26,499,091	\$23,988,325	\$22,646,134
Industrial construction	0	\$350,000	\$500,000	\$12,000	\$380,000
Institutional construction	\$1,735,000	\$19,312,667	\$1,644,000	\$1,807,720	\$150,000
Total value of construction	\$95,201,402	\$158,462,209	\$155,346,032	\$172,528,567	\$213,702,951



Affordable Housing

More than a roof over one’s head, adequate housing is a fundamental human right in Canada, and an important social determinant of health. It impacts the community’s ability to attract and retain employees and sustain a vibrant economy.

Strategic Priorities 2023 - 2026	Status	Notes
Clarify municipal role in housing affordability	Ongoing	The City is collaborating with BC Housing to explore housing opportunities and clarify responsibilities in providing affordable housing. By developing policies aligned with housing regulations, the City aims to enhance housing affordability and meet municipal government expectations.
Develop strategy for the housing amenity fund	Ongoing	The strategy will consider changes in provincial regulations surrounding community amenity contributions. As part of this project, the City is reviewing the use of existing funds and establishing clear policies for their allocation.
Review potential of city property for housing partnerships with BC Housing	Ongoing	<p>The City is partnering with BC Housing to review city-owned properties for housing development opportunities and create a strategic 3-5 year plan to address housing needs and promote diverse housing options in Courtenay.</p> <p>A partnership has been developed with Habitat for Humanity for property at 2140 Lake Trail Road.</p>

Small-Scale Multi-Unit Housing (SSMUH)

With the adoption of Bill 44, the provincial government directed that local governments update their Zoning Bylaws to support Small-Scale Multi-Unit Housing (SSMUH) as a form of 'missing middle housing' in existing neighbourhoods by June 30, 2024.

This can take the form of:

- Small housing plexes (e.g. two, three, or four units)
- Secondary suites
- Detached accessory dwelling units such as carriage, laneway and garden suites

The gradual integration of new infill housing into Courtenay's neighbourhoods aligns with the OCP policies and will amend the Zoning Bylaw to align with new legislation.

The Provincial legislation now provides consistent direction to communities across BC for minimal requirements to accommodate small-scale multi-unit housing and to increase housing supply.

Short-term Rentals

The Provincial government has also adopted legislation to restrict short-term rentals across most communities in BC to increase housing availability for residents. Regulating short-term rentals through business licencing is another OCP policy that was being developed when provincial legislation was announced. Provincial short-term rental regulations will come into effect on May 1, 2024.

Supportive and Emergency Housing

Throughout 2023 the City continued building partnerships and planning for housing developments with BC Housing. The existing temporary supportive housing was relocated within the City and a commitment from the province to secure a purpose built shelter continues with BC Housing and the City.

A Bylaw was adopted to waive Development Cost Charge fees for non-profit affordable housing to reduce construction costs which reduces impacts on operating costs for the society to aid in lower rents.



2024 Development Services Team Photo



Natural Environment

Nature-based solutions in the form of protecting, restoring, and managing natural and semi-natural ecosystems to slow and adapt to climate change is at the heart of Courtenay’s approach to the caring for the natural environment.

Strategic Priorities 2023 - 2026	Status	Notes
Develop and implement a strategy for parkland acquisition	Planned	<p>The strategy will address park needs, zoning processes and subdivision guidelines in accordance with new legislation and the OCP.</p> <p>This initiative aims to tackle challenges posed by population growth and increasing costs of acquiring new park lands, leading a discussion on future park acquisition goals and priorities to enhance livability for future generations of Courtenay residents.</p>
Include climate change lens in staff reports	In Progress	<p>The City is updating its Council reporting templates to identify climate impacts.</p> <p>This update will enhance Council and the public's understanding of the potential environmental consequences or improvements of proposed actions and establish effective strategies for climate resilience.</p>
Update Corporate Climate Action Plan	In Progress	<p>The Corporate Climate Action Plan update will set targets and report on achievements and challenges in reducing greenhouse gas emissions.</p> <p>This initiative will identify areas for improvement and establish new goals to advance the City's commitment to sustainability and climate action.</p>

Flood Management Plan

In 2023, the City of Courtenay advanced the Flood Management Plan to understand the risk of flooding to the community, and develop flood risk reduction strategies that reflect community priorities. Consequence maps were developed to understand the impacts of a flood on people, buildings, the environment, the economy, recreation and culture. Options to reduce the impacts of future flood events were considered, with public input collected through surveys and an information session.

The complete Flood Management Plan will be presented for adoption in 2024. Once adopted, the City will work to implement the recommendations of the plan.

More info: courtenay.ca/FloodReady



Air Quality

In 2023, the City addressed air quality concerns in the following ways:

Installing air quality monitors. The City has installed PurpleAir monitors on public buildings across the City, adding to the growing network of monitors across the Comox Valley. These monitors measure fine particulate matter (PM_{2.5}), which is the primary source of air quality concerns in our region. Monitoring results are reported in real time to an [online map](https://courtenay.ca/airquality) available at courtenay.ca/airquality.

Educating the Public. Resources for residents to learn more about air quality were posted on the City website, and a seasonal public education campaign highlighted key messages and directed residents to online resources.

Updating Bylaws. The Prevention of Public Nuisances Bylaw was updated to regulate smoke that is causing a nuisance.

Collaborating Regionally. The City of Courtenay contributed to the development of the Regional Airshed Protection Strategy, led by the Comox Valley Regional District.



BC Hydro Funding Supports Habitat Restoration

The City of Courtenay completed a substantial restoration planting project in 2023 thanks to \$7,500 in grant funding from BC Hydro's Community ReGreening Program.

The project revitalized habitat areas and tree canopy cover in several Courtenay areas where nature had been impacted over time by our built environment. This effort marks a significant step towards addressing the impacts of disturbance on local natural areas, reinforcing the City's dedication to environmental sustainability.

The main planting areas included Northridge Trail, Riverway Trail, and Piercy Greenspace.

By incorporating native and adaptable non-native species, the City aims to develop a resilient urban forest capable of withstanding the challenges posed by longer and drier warm seasons. Invasive and non-native vegetation was removed, and mulch and compost were added.

Over 1,000 indigenous shrubs and trees, mostly in the

one-gallon pot size, were planted in the spring and fall of 2023 in designated areas. Plants were selected based on current local conditions and the impacts of our changing climate.

The City's commitment extends beyond planting. The Parks Division has designed an ongoing maintenance plan to nurture the newly-established trees and shrubs, including monitoring, targeted irrigation, replenishing mulch, ongoing invasive plant removal, and selective pruning.

Local Government Climate Action Program

The City successfully met the requirements of the Local Government Climate Action program and received funding of \$173,082 from the BC Ministry of Environment and Climate Change Strategy in 2023. This funding will support the development of programs to mitigate and adapt to the effects of climate change.



Community Members Gathered for Spring Clean-up Event

On June 3, nearly two-dozen volunteers collected about 15 bags of garbage and recycling during a community-initiated spring clean-up effort.

This initiative aimed to inspire environmental stewardship and community engagement while fostering a sense of pride and responsibility for our local environment.

Over a two-hour period, volunteers removed garbage and debris in urban and natural environments, preventing these unwanted materials from being washed into storm drains, creeks and waterways.

Keeping our parks, streets, and sidewalks clean helps keep debris out of the estuary and the ocean.



Collaborative Effort Restores Lands Around Millard Park

Landowners, community volunteers, private business, the Comox Valley Coalition to End Homelessness, Community Cares Peer Outreach, and Youth and Ecological Restoration joined forces with the City of Courtenay on a coordinated, collaborative effort to clean up a forested area spanning both public and private property near Millard Nature Park in south Courtenay.

The large-scale restoration on May 11 netted over 35,000 pounds of accumulated debris, collected by nearly two dozen people over the course of one day.

The clean-up included six large construction bins full of debris, 27 tires, and one bin of scrap metal to be recycled.



Millard Area Clean-Up Before and After



Parks and Recreation

The parks, trails and recreational system of programs and indoor and outdoor facilities is at its heart an opportunity for connectivity. Whether that be to each other, the natural world, K’ómoks First Nation history and practices, in how we get around, or through the ecosystems across the city and region.

Strategic Priorities 2023 - 2026	Status	Notes
Provision of public amenities through development (requirements for parks, trees, accessible benches, and public art)	In Progress	This project will incorporate the Park Playground Design Standards, the planned Parkland Acquisition Strategy, and anticipated development needs to enhance public spaces and amenities in the community.
Advocate to the Province for new Development Cost Charge (DCC) eligibility for recreation and emergency services	In Progress	<p>The City is reviewing new Provincial legislation for Amenity Cost Charges (ACCs) and Development Cost Charges (DCCs) to identify potential opportunities to cover the capital costs associated with a wide range of amenity projects.</p> <p>Examples of eligible DCC projects include fire protection or police facilities, solid waste and recycling facilities. ACCs can fund amenities such as community, youth, or seniors' centres, recreational or athletic facilities, libraries, public squares, community arts spaces, museums, and streetscape gardens.</p>
Florence Filberg Centre needs assessment and capital improvements	Planned	The facilities needs assessment will identify capital improvements for the Florence Filberg Centre to better cater to the recreational, cultural, and community needs of residents, with a goal of elevating the quality of available amenities and program offerings in Courtenay.
Courtenay and District Memorial Outdoor Pool needs assessment and capital improvements	Ongoing	<p>With condition assessments now complete, capital improvements for the Outdoor Pool will include necessary repairs in 2024.</p> <p>The City is analyzing options to determine the future of the pool and enhance its functionality for the community.</p>
Review recreation programs and engage with community on current and future needs, changing demographics	Planned	The City will be engaging with the community on current and future recreation needs. The Recreation Needs Assessment project will launch in 2025.

Mile of Flowers

Every year in late May, community volunteers gather to fill the garden beds on both sides of Cliffe Avenue from 8th to 21st Streets with summer flowers provided by the City of Courtenay.

This event is a tradition dating back to 1967, when Kathleen (Kath) 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.

Following the plant-in, the City of Courtenay maintains the flower beds, watering as needed and 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.



Free Swim Pilot Project

Courtenay Recreation offered free swims at the Courtenay Outdoor Pool in Lewis Park from August 8 until the end of the season on September 1. The goal of the swim for free initiative was to eliminate barriers to participation.

The free public admission applied to all ages during open swim, family swim, adapted swim and length swim (including early bird and evening lanes).

The pilot did not include outdoor pool programs where an instructor or additional staff were required to deliver the programs, such as AquaFit and lessons (swimming and kayak) or private pool rental bookings.

The pilot emphasized the value of the outdoor pool to the community as an informal and low-barrier gathering place that provides water safety, drowning prevention, and respite from the heat during lengthy hot, dry conditions.



Parks and Recreation Master Plan Implementation Strategy

Courtenay's Parks and Recreation Master Plan (PRMP), adopted in 2019, informs planning and decision-making for our community's parks, trails, recreation facilities and programs for the next 10 years.

An Implementation Strategy was outlined as the next step in the process for the Parks and Recreation Master Plan. The work on this strategy was delayed due to the COVID-19 pandemic but it remained a priority for the City to support the implementation of recommendations contained within the PRMP.

The Implementation Strategy was approved by Council in October. The Strategy prioritizes and guides the City's work plan, capital and operation expenditures and strategic initiatives for park and recreation over the next ten years.

It defines the priorities, phasing, departmental responsibilities, and estimated costs for implementing PRMP recommendations. It also links recommendations with the Official Community Plan adopted in 2022, and identifies other relevant strategic documents that should be considered when carrying out each recommendation.

To facilitate the prioritization of the PRMP recommendations, a set of criteria was developed using the OCP Cardinal Directions and the PRMP vision.

Completed projects under the Implementation Strategy include:

- Crown Isle 150 Year Grove renamed Stan Hagen Nature Park.
- A conceptual design completed for McPhee Meadows.
- Air-conditioning upgrade in the older section of the Lewis Centre.
- A policy was prepared to guide decision-making in setting fees and charges for programs and services.

Many other projects are underway or planned in the short, medium or long-term.

For plan details visit: courtenay.ca/ParksRecPlan



Nature Park in East Courtenay Renamed After Stan Hagen

A four-acre forested area on the corner of Lerwick Road, Malahat Drive, and Crown Isle Drive was formally renamed "Stan Hagen Nature Park" in a dedication ceremony on August 24th, hosted by the City of Courtenay and attended by members of the Hagen family and invited guests.

The Honourable Stanley B. Hagen served as MLA for the Comox riding until his passing in 2009.

The park was originally assigned the temporary name "150 Year Grove" when first established in 2009 in honour of B.C.'s 150 year celebrations. The decision to rename the park in honour of Stan Hagen was made by Courtenay Council in 2010, recognizing his long-running involvement as a community leader and participation in parks, heritage, and community matters.

Hagen served the residents of British Columbia in ten cabinet portfolios. To represent the ministries Hagen served, the City of Courtenay planted ten dogwood trees in the park.

Draft Aquatic Services Strategy

In 2023 the draft Aquatic Services Strategy was presented to Council and in January 2024, Council adopted the strategy.

The draft commissioned by the City of Courtenay and the Comox Valley Regional District (CVRD), was presented to City Council and the Comox Valley Recreation Commission and was available to the public for review in 2023.

The Comox Valley is served by three publicly-funded aquatics facilities: CVRD Sports Centre Pool, the Courtenay and District Memorial Outdoor Pool, and the CVRD Aquatics Centre.

Key Recommendations Include:

- Supporting equitable access to facilities and services for all residents.
- Increasing capacity and participation in water sports and activities.
- Efficient and effective use of resources such as reducing greenhouse gas emissions.
- Aligning facilities with the changing trends in pool use to provide better service.
- Additional capacity for aquatic services in the Comox Valley will not be required for at least two decades
- Planning for long term investment in public aquatic facilities will require cooperation between all local public entities and agencies.

The Aquatics Services Strategy considers various aquatic facility options, including maintaining or reconstructing these pools at their current locations; relocating facilities to the site of the Comox Valley Aquatic Centre; or relocating the outdoor pool or indoor/outdoor pools to a new location elsewhere in the Comox Valley.

The report and its analysis will inform long-term planning processes for the Comox Valley Recreation Commission, as well as future considerations for recreation services operated by the City of Courtenay. Before any decision is made on specific future upgrades to aquatics services, comprehensive community consultation would occur.

Outdoor Pool Survey

Community feedback through the draft Aquatic Needs Strategy showed that the outdoor pool is well-used and highly valued in the community. The strategy also noted that the outdoor pool doesn't meet current physical accessibility requirements and is located in a flood plain. The pool is also showing its advanced age, and in the coming years requires either significant repairs or potential replacement.

An online survey in August 2023 gathered feedback from the community on the outdoor pool. The survey asked about specific options impacting the outdoor pool that were presented in the aquatic strategy, including pool repair, replacement, relocation, and closure, with estimated costs for each.

A What We Heard report was released in January 2024 to summarize engagement and survey results. Over half of respondents (56%) preferred to keep the outdoor pool at its current site.

To learn more visit courtenay.ca/AquaticStrategy



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.

Indoor Facility Rentals

Year	2019	2020	2021	2022	2023
# of Rental Bookings	3,539	478	823	3,560	1,702
Rental Hours	25,700	9,598	23,628	18,044	15,062
Rental Revenues	\$214,659	\$35,900	\$88,683	\$135,540	\$149,850

Outdoor Rentals (pool, parks, sports fields)

Year	2019	2020	2021	2022	2023
# of Rental Bookings	6,742	1,539	1,742	2,935	3,633
Rental Hours	8,642	5,136	6,339	9,955	11,587
Rental Revenues	\$43,758	\$11,100	\$20,500	\$42,943	\$43,591

Leisure for Everyone Accessibility Program (LEAP) Becomes Permanent

In 2021 Courtenay Recreation, in partnership with the Town of Comox, Comox Valley Regional District, and the Village of Cumberland began exploring options for a regional recreation subsidy program with consistent eligibility requirements to make recreation services more inclusive and accessible across municipalities.

The resulting Leisure for Everyone Program (LEAP) launched in 2021 as a one-year pilot program for youth 18 and under. In 2022 the pilot program was expanded to include 19 years & over. Over those two years, Courtenay Recreation issued 772 LEAP memberships.

Due to the success of the two-year pilot program, each municipality moved forward with making LEAP a permanent membership within recreation departments. Courtenay Council adopted LEAP permanently in November 2023.

The LEAP pass provides 52 free drop ins to each municipal recreation department and discounts on CVRD programs for eligible participants living in the Comox Valley.

At Courtenay Recreation, LEAP is offered in addition to the Recreation Access Pass, which is a subsidy program for individuals/families with low income living in the City of Courtenay.



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

Year	2019	2020	2021	2022	2023
Activities Offered	1,909	937	1,037	1,338	1,556
Program Registrations	13,365	1,742	5,140	5,928	10,756
Wellness Centre Visitors	56,022	13,638	33,000	7,897	53,480
Fitness Class Drop-ins	<i>Not available</i>	3,277	8,536	5,625	10,731
LINC Youth Centre Drop-ins	7,944	2,143	2,155	6,253	8,033
People Funded by Recreation Access Program	349	471	187	599	802
LEAP Memberships Issued	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	116	1685
Cozy Corner Registrations	54	39	35	54	49
Outdoor Pool Visits	12,476	<i>Pool closed (COVID)</i>	7,159	8,222	11,144
Volunteer Hours	<i>Not available</i>	<i>Not available</i>	4,624	<i>Not available</i>	1368
Kids in Camps	<i>Not available</i>	<i>N/A</i>	914	915	2,544

New Equipment for Riverside Fit Park

The City installed new equipment at Riverside Fit Park in October 2023.

A free orientation on October 27 invited the community to try the new equipment, with fitness staff on hand offering demonstrations and answering questions.

The new equipment is easy to maintain and well-suited for outdoor conditions and includes an elliptical machine, step machine, chest press, squat press, balance step, stretch station, pull up bars, ab crunch, hand cycler and mobility station.

The Fit Park is open to all but especially geared toward the life-long needs of older adults. It is in a convenient downtown location across from the Florence Filberg Centre which is the hub of many older adult programs and the Evergreen Club.

Look for Courtenay Recreation classes at the updated Fit Park starting in 2024.





Municipal Infrastructure

While traditional municipal infrastructure – such as underground pipes and treatment facilities – is often hidden from public view, it’s a complex system that forms a vital part of Courtenay’s urban system contributing to the health, sustainability, and fiscal success of Courtenay.

Strategic Priorities 2023 - 2026	Status	Notes
Complete accessibility audit of public facilities and develop implementation policy for capital improvements.	In Progress	The City is collaborating regionally on accessibility matters. Audits of public facilities and the implementation policy for capital improvements will be based on the region's shared Accessibility Framework to enhance access across public facilities.
Continued Regional Collaboration:		
Regional Growth Strategy	In Progress	The City is actively collaborating on updates to the Comox Valley's Regional Growth Strategy that will align with regional goals and priorities. Updates to the plan are informed by input from various Technical Advisory Committee groups.
Liquid Waste Management Plan	In Progress	Regional collaboration on the Liquid Waste Management Plan is ongoing. This effort aims to optimize waste management practices and ensure environmentally-sustainable solutions for the community and region.
South Sewer Conveyance	In Progress	The City is collaborating regionally on the South Sewer Conveyance project to reroute sewer pipes inland, protecting this essential infrastructure from potential damage by waves, rocks and logs in the Estuary, Comox Bay and surrounding areas.
Organics/solid waste	In Progress	Collaboration on solid waste initiatives includes the new weekly organics collection (yard and kitchen waste.) With the launch of this new service, garbage volumes to the landfill in 2023 were less than anticipated.
Air quality	Ongoing	The City is implementing measures to address concerns related to fine particulate in our air, such as installing air quality monitors, public education initiatives, and new bylaws to regulate nuisance smoke. The City also contributed to the Regional Airshed Protection Strategy with the CVRD.
Regional parks	In Progress	The City is supporting the development of a Regional Parks and Trails Strategic Plan to establish criteria and priorities for area interests, conservation, recreation, and future park and trail distribution. This process is underway until Fall 2024, and involves input from various interest holders including the K'ómoks First Nation, municipalities, community groups and individuals.

Launch of City Organics Program Results in Greater than Expected Diversion of Waste

In January 2023 the City launched a new organics program service, allowing for co-mingled yard and kitchen waste to be collected at the curb.

This organic waste is now turned into nutrient-rich compost at the new Comox Strathcona Waste Management (CSWM) Regional Compost Facility. The new service is diverting garbage volumes going to the regional landfill in Cumberland, extending its lifespan and reducing greenhouse gas emissions that contribute to climate change.

Organics composting is essential for the CSWM service to manage solid waste cost-effectively, achieve the waste diversion goals, and align with the province's disposal target of 350 kilograms per person per year.

It is estimated that organics makes up around 30% of materials disposed at the landfill. The City anticipates the program could divert 1,200 tonnes of organics out of the landfill annually.

Since the curbside organics collection service launched in Courtenay in 2022, there has been a consistent and notable shift away from garbage to organics. Last year, the collection contractor collected nearly 1000 tonnes less garbage than in 2021. Each truck holds about 7.5 tons of garbage, which is over 130 truck loads of garbage not going to the landfill!

Over 3,000 tonnes of organic material were collected by the contractor in 2023, slightly over the previous record high in 2020. That year there was a temporary spike in yard waste disposal as COVID-19 kept people closer to home.

Since 2018, Courtenay's Student Ambassadors have visited public events and gone door-to-door in Courtenay with helpful tips on reducing garbage as well as residential water use. The primary focus of the ambassador program is creating positive interactions that support our region's shared waste diversion goals – not enforcement.

Reducing our community's impact on the landfill is better for the environment, and our wallets.

Annual solid waste fees paid by residents directly reflect the City's cost to deliver this service. By diverting waste, residents are helping with costs in the short and long term, and extending the life of the regional landfill.



Automated Collection Preparation and Roll Out

The City of Courtenay and the Town of Comox worked together on the rollout of the automated residential curbside collection service that launched in January.

The new automated collection service uses specially designed, easy-to-roll carts with lids. The new collection trucks have mechanical arms operated by the driver inside the truck's cab. The arms grab, lift and empty the materials in the carts, and then return the carts to the curb.

The City and Town distributed three new wheeled carts to households in the fall before the launch of automated service in January – one cart for each material, for bi-weekly recycling and garbage, and weekly organics.

The shift to automated collection followed a competitive bid process in summer 2022. Halton Environmental (operating as Emterra Environmental) was awarded the contract to provide three-stream automated curbside collection over a ten-year term.

Comox and Courtenay worked together with a shared goal of making the transition to automated curbside collection as easy as possible including direct mailouts, guides, and a media campaign.

Over 3,000 tonnes of organic material were collected by the contractor in 2023, slightly over the previous record high in 2020.
courtenay.ca/organics



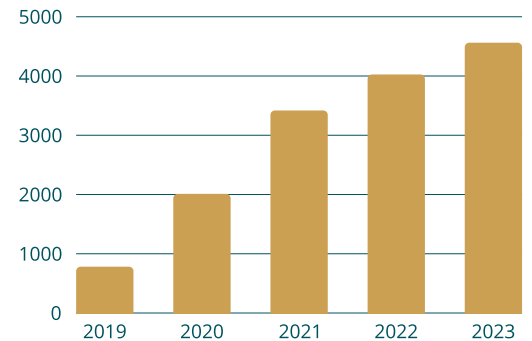
Solid Waste Courtenay Collects App

The Courtenay Collects app is a convenient way for households with curbside collection to subscribe to weekly reminders, service alerts and customized calendars. Over the last five years there has been a substantial increase to the number of household subscribed.

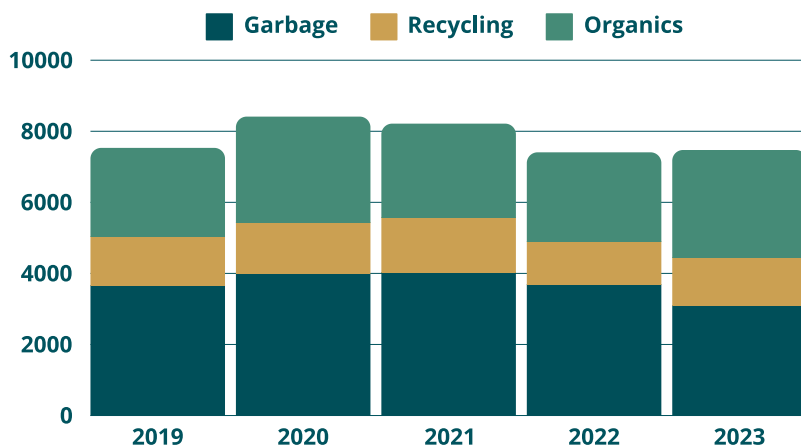
Since 2019, the % of households subscribed to Courtenay Collects has increased from 9% to 49%.

To download the app or view the Waste Wizard visit courtenay.ca/collects.

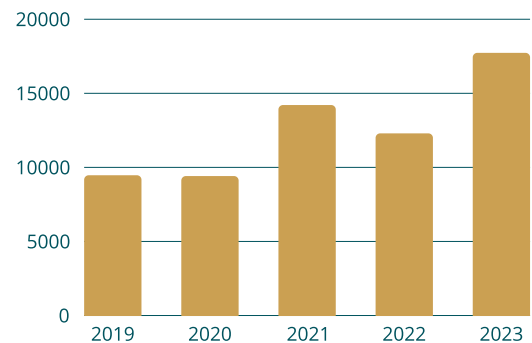
Households Subscribed to Courtenay Collects



Tonnages for Garbage, Recycling & Yard Waste/Organics



Waste Wizard Material Views



Infrastructure Maintenance

In 2023, 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.

Parks and Green Spaces

Type of asset	Totals
Trees planted in 2023	434
Total planted trees	4,742
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

Utilities

Type of asset	Totals
Sanitary sewer main	169 km
Sanitary sewer connections	8124
Sanitary Lift Stations	9
Pump stations	17
Water main	173.7 km
Water main connections	9020
Water meter setters	2917
Storm main	169 km
Storm connections (estimate)	7,411
Catch basins	4,409

Transportation

Type of asset	Totals
Roads (total lane km)	170 km (354 lane km)
Sidewalks	178 km
Garbage cans	159
Fire hydrants	816
Street lights	1,535

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.

Public Works Asset Lifecycle Activities by Year

Activity	2019	2020	2021	2022	2023
Public Works service requests	1,576	2,206	2,202	2,106	2,804
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)	2.7km (4.52 lane km)
Potholes repaired	196	301	200	321	487
Watermains flushed	24 km	21 km	19 km	N/A	56 km
Watermain breaks	2	3	3	5	7
Watermain leaks	42	20	33	81	98



Sandwich Watermain Upgrades

The Sandwich watermain upgrades improved fire flows in five neighborhoods in the Sandwich area providing better access to fire suppression equipment and ensuring the water infrastructure meets regulatory standards. New water hydrants and valves were also installed in addition to the new watermains.

Neighborhood areas included:

- Cliffe Road (North Island Hwy Frontage Road) and Cotton Road
- Oakridge Drive
- Muir Road and Cherry Ridge Drive
- Reinhard Place
- Kirkland Road



Canada Community-Building 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.

2023 Project Description	2023 Total Federal Grant: \$1,148,636
Cycling Network Plan Improvements	48,636
Pedestrian, Cycling and Pavement Renewal Program	1,100,000

2022 Project Description	2022 Total Federal Grant: \$2,227,566
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

2021 Project Description	2021 Total Federal Grant: \$1,822,002
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

2020 Project Description	2020 Total Federal Grant: \$1,392,812
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

2019 Project Description	2019 Total Federal Grant: \$1,454,924
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

Social Infrastructure

Social infrastructure is made up of foundational services and networks that support local quality of life. They are provided in response to the basic needs of communities and to provide more equity, stability, and social well-being.

The development of a Community & Social Development Framework in 2024 will guide many of these strategic priorities below.

Strategic Priorities 2023 - 2026	Status	Notes
Participate in discussion on regional childcare space development, and explore incentives to support development of childcare spaces.	In Progress	The City is in active discussions regarding regional childcare space. The development of a Community and Social Development Framework will establish priorities and initiatives that support the growth and enhancement of childcare services in the community.
Continue working with community agencies to deliver day services. Explore role in the provision of social support services, including future of Connect Centre.	In Progress	<p>The City is collaborating with community agencies to provide day services, and exploring its role in offering social support services, including future plans for the current overnight shelter at the Connect Centre.</p> <p>The City is administering the Strengthening Communities Grant and partnering with BC Housing to find an alternative location for Connect. The upcoming Community and Social Development Framework in 2024 will provide guidance for future work in this area.</p>
Review City operations with a social equity, reconciliation and anti-racism lens and develop corporate policy.	In Progress	<p>The City is reviewing and updating its policies to incorporate an anti-racism strategy, with a focus on creating and safeguarding an inclusive and safe environment for both staff and residents.</p> <p>This project aims to ensure that all policies, procedures and corporate culture align with the principles of equity, diversity, inclusion, and access, fostering a welcoming and respectful environment for all community members.</p>
Develop measures and criteria to track progress for the OCP's four cardinal directions: reconciliation, community well-being, equity, and climate action.	In Progress	The City is establishing metrics to track progress of the OCP's key focus areas to ensure that City policies and initiatives align with the overarching goals of promoting a sustainable, inclusive, and thriving community for all residents.
Identify roles for the City in the delivery of social infrastructure outlined in the OCP	In Progress	The roles and responsibilities of the City and community partners engaged in strengthening the social fabric of our community will be clarified through the process of co-creating a Community and Social Development Framework.
Implementation plan for delivery of social infrastructure	Planned	<p>Once the Community and Social Development Framework is complete, the City will create an implementation plan that defines roles within the organization and among external partners.</p> <p>This project aims to build connections within community, illuminating assets and priority areas for collaborative action. This serves to meet not only basic social needs but to transform systems and creative public policy to address the factors that give rise to such issues.</p>



Strengthening Communities Services Grant

The Strengthening Communities' Services Grant (SCG) awarded by the Union of BC Municipalities in 2021 is administered by the City on behalf of the Comox Valley region, and supports the response to the increased need for critical homelessness support services.

To guide the use of these funds, the City established an advisory committee with the Comox Valley Coalition to End Homelessness, Wachiay Friendship Centre, and Comox Valley Transition Society.

In 2023, the City received approval for a one-year extension of the SCG and associated funds to continue to provide approved services through to June 30, 2024.

As part of the extension, the City received an additional \$898,603, bringing the total funding to \$1,961,763.

The Strengthening Communities' Services Grant supports:

- A Daytime Community Access Hub six days a week providing services focused on health, hygiene, personal safety, and administrative support to those in need.
- Rural outreach on Denman and Hornby Islands to facilitate connections to housing and support services.
- Staff and security at Connect for daytime services and peer outreach.
- Community engagement and training.

Since its launch in 2021, the SCG has not only had significant and immediate impact on the daily health and wellness of people living without homes in the Comox Valley, it has contributed to longer term impact.

In 2023 alone, nearly 73,000 interactions between service agency staff and individuals experiencing homelessness were recorded, resulting in referrals to health and social professionals, the provision of shelter, beds, food, showers and other basic needs.

In that same period, 28 training sessions were held with 455 people completing the training, including 87 City staff. Eight Homelessness Society Association of BC annual memberships were purchased on behalf of local agencies to provide ongoing support and training opportunities related to supporting those who are unhoused.

A sample of training programs included Managing Hostile Interactions, Not Just Naloxone, Introduction to Trauma Informed Practice, The Village Workshop, Gender Diversity in the Workplace/Community, Cultural Safety, Safe Harbour and Mental Health First Aid.

The stories and metrics collected over the course of the project have been instrumental in advocacy efforts that have contributed to the establishment of a 35-bed shelter in Courtenay as well as momentum towards additional subsidized housing units, and an additional separate, purpose-built bed shelter.

To learn more about the program and free training opportunities visit courtenay.ca/scgrant

City Procurement Policy Updated

The City has updated and modernized its policy on purchasing goods and services. The new guidelines support sustainable procurement goals including the environment, social value, living wage and opportunities for Indigenous businesses. The last update to the City’s procurement policy was in 2011.

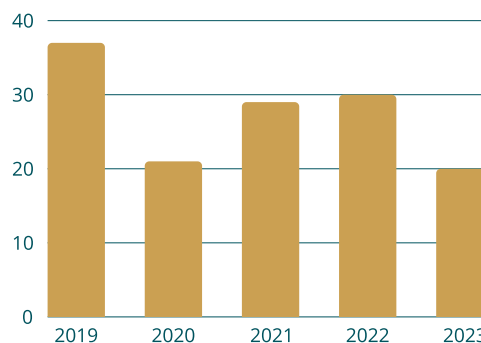
The policy includes one of the first Indigenous procurement sections at the local government level in BC. Additional efforts continue to be focused on change management to include Indigenous procurement into City capital construction project opportunities.

The policy includes updated thresholds for various procurement methods for goods and general services, professional and consulting services, and construction services.

Spending through the City’s purchasing division is typically \$20 to \$25 million annually, ranging from low-dollar value goods to complex multi-million-dollar service agreements.

The updated policy reflects best-practices developed over the past decade based on analysis of other local governments and government organizations, the BC Social Procurement Initiative, and feedback from various City departments and divisions to ensure the new policy would meet the City’s diverse needs.

Public Procurements Issued



Age-friendly Grant for Accessibility Audit

Grant funding was awarded in 2022 by BC Healthy Communities, Age-friendly Communities program.

The funds are supporting accessibility audits on key public open spaces and multi-modal transportation networks within Courtenay’s new growth centres.

City staff are leading the accessibility audits and are working with the Social Planning and Research Council of BC (SPARC) on preparing a report. The draft of the report is completed and will be finalized in 2024.

The areas targeted for assessment are where future development is expected. 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, and 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.



Community Substance Use Strategy

In the fall of 2019, the City commissioned the Comox Valley Community Health Network (CVCHN) to start working on a Community Substance Use Strategy.

The City asked CVCHN to build upon the work carried out by the City's Community Drug Strategy Committee since 2002, but to take a more regional approach to a strategy that would reduce substance related harms in the Comox Valley.

The Community Substance Use Strategy - Phase One report focused on learning and documenting the current state of substance use in the Comox Valley as well as listening to community members and contributors.

Phase Two of the report was presented to Council in September. It included the implementation of 21 recommendations and ongoing recommendations identified in the report. View the full report: courtenay.ca/substancestrategy

Phase three of the report is underway and when completed CVCHN will provide the report and discuss next steps with Council.



Phase 2 Recommendations:

Walking Together Report Recommendations (Walk With Me)

1. Create and implement medical detox service in the Comox Valley.
2. Create and implement a recovery-based supportive housing service.
3. Expand managed alcohol program services.
4. Expand safer supply services.
5. Relocate and expand overdose prevention site (OPS) and services.
6. Pursue Improvements in opioid agonist therapy (OAT) delivery.
7. Pursue a series of networking improvements.
8. Create a services hub.
9. Pursue service and transportation improvements for remote places, and places without strong transit systems (Hornby and Denman Islands, Cumberland, and others).
10. Address the need for culturally safe services.
11. Work to reduce/eliminate stigma in the system.
12. Actively engage and support peers to be involved in every aspect of planning and implementation of the recommendations in the Strategy.
13. Actively practice cultural safety and humility, anti-racism; anti-queer-phobia; anti-ableism, anticlassism and anti-ageism and ensure that Cultural Safety principles are enacted in implementation of all Strategy Actions.
14. Comox Valley Substance Use Collaborative will provide oversight and leadership to Implement Phase Three and ongoing recommendations.
15. Update and increase substance use awareness programs for youth and their families.
16. Increase awareness about substance use and access to substance use services specifically for seniors.
17. Launch a project that focuses on including business owners and employers as part of the conversation on substance use and harm reduction.
18. Develop or review existing municipal bylaws and policies related to alcohol and cannabis selling establishments to reduce negative impacts to community health, safety, and liveability. Work with municipalities to obtain the necessary data.
19. Actively advocate to Federal and Provincial governments for an easily accessible safer supply of drugs.
20. Implement a Peer Assisted Care Team (PACT) in the Comox Valley.
21. Advocate for more non-market affordable housing for all ages and circumstances.



Arts, Culture and Heritage

Culture is the representation of who we are. It speaks to our values from the past and present, our traditions, and our expressions. Arts, culture, and heritage help re-frame and engage on important social topics such as climate change, reconciliation and equity, and provide for creative and safe opportunities to explore our complex and changing world.

Strategic Priorities 2023 - 2026	Status	Notes
Complete Strategic Cultural Plan	In Progress	<p>The City is developing a Strategic Cultural Plan, informed by community priorities, to guide the implementation of cultural services and infrastructure in the short, medium and long term.</p> <p>This plan will identify gaps and opportunities in cultural services, inform City processes, and support investment that will enhance cultural services and assets.</p>
Implement Strategic Cultural Plan	Planned	<p>The City is developing an implementation plan for the Strategic Cultural Plan to guide the delivery of cultural services and infrastructure over the next ten years.</p> <p>The plan will outline specific targets to address key gaps, opportunities, and areas for investment to enhance the City's cultural services and assets in alignment with community preferences for the next 10 years and beyond.</p>

Strategic Cultural Plan

Plan Background

The Strategic Cultural Plan is a 2023 Council strategic priority to provide a framework and roadmap to support arts and culture in Courtenay over the next ten years.

The Strategic Cultural Plan will seek to ensure that arts and culture is integrated into the community and representative of all residents.

The development of the Strategic Cultural Plan will assist the City in achieving the following key outcomes:

- Highlight importance of cultural services, cultural awareness, and cultural activities
- Evaluate and benchmark impact of the cultural community
- Build investment and promotion of cultural tourism, economic development, and social cohesion
- Identify cultural service needs, and analyze facilities options
- Identify best practices to inform cultural service policies
- Develop an implementation plan: identify roadmap, timeline, and responsible parties)

The development of the plan involves a five-phase process, with research, community engagement, analysis (including facility options and economic and social impact analysis, municipal benchmarking), followed by the development of a draft strategy and recommendations for community feedback and review, and lastly, the creation of a final plan in 2024.

Community Engagement

From May through July 2023 engagement activities included an Arts and Culture Round Table Focus Group, One on one interviews, group conversations with equity priority communities, and an online community survey which gathered responses from around 700 people.

Engagement was guided by Courtenay's Official Community Plan Cardinal Directions and sought to ensure that a diverse and representative range of voices was heard through community consultation with an equity lens.

Historically under-represented groups and individuals were connected via community organizations representing equity priority groups including Indigenous peoples, people of colour, people with disabilities, youth, new and emerging artists, people who are unhoused, 2SLGBTQIA+, and newcomers.

Community Check-In Event

Over 40 people attended a check-in event in November.

The event included a 20-minute presentation, interactive self-guided activities, and a musical performance by local duo Café Olé.

The project consultants, Nordicity, presented findings from community consultation, including the draft vision and preliminary strategic directions for the cultural plan.



Community Check-In Event

What We Heard Report

The report, published in September, summarized findings from the community engagement research, highlighting community-identified needs relating to arts and culture in Courtenay. It provided a detailed description of the engagement activities, survey results, and community identified needs, challenges, strengths, and opportunities.

The community survey provided opportunities for both members of the public and those who work in the arts and culture industry to provide feedback. As such, responses are sometimes separated to show these unique perspectives.

The survey reached a wide range of identities as demonstrated by individuals identifying as Indigenous (17%), racialized (Black or person of colour) (16%), and or 2SLGBTQIA+ (14%) which is greater than the Statistics Canada Census Profile for the City of Courtenay which shows that 8% of the population identify as a visible minority and 8% of the population are of Indigenous ancestry.

Survey highlights include that a high number of respondents are culturally engaged and that arts and culture encourage social participation and sense of belonging. Barriers to accessing culture included limited options nearby, limited options of interest, and not having enough time, while critical needs identified by the culture sector respondents include more space for performance / exhibitions, more rehearsal and creation space, and supportive bylaws and policies for arts and culture.

Respondents would like to see more live performances, education, programming, workshops, and Indigenous arts and culture. The report includes recommendations on enhancing indoor and outdoor space for arts and culture, and using arts and culture as a way to enhance community well-being.



The combined findings from the community engagement activities identified strengths, challenges and gaps when it comes to arts and culture in Courtenay. In addition, community-identified priority needs include:

- Engaging K’ómoks First Nation, Metis, Inuit, and other Urban Indigenous Communities.
- More cultural spaces / facilities, and better availability and affordability.
- Developing more diverse and affordable cultural programming.
- Further promotion of community partnerships and collaboration.
- Increased municipal support – financial and in-kind, local, and regional.
- Further development of cultural tourism.
- Attraction and training of technical cultural workers.
- Development of a Public Arts Policy.

Next Steps

Now that the community engagement phase of the project is complete, the consultant is developing a draft strategy. Final draft recommendations and implementation plan will be presented to Council for approval in the summer of 2024.

To learn more visit about the Strategic Cultural Plan visit courtenay.ca/CulturePlan

Cultural Organizations

The City of Courtenay owns and maintains three major cultural facilities downtown including the Sid Williams Theatre, Courtenay and District Museum and 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.

Through these agreements, the organizations receive operating and management grant funding in return for

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.

Comox Valley Arts	
30 Day Drawing Challenge Online Participants	10,000
Art kits distributed	200
Studio Tour Participation	5,050
Volunteer hours	598

the delivery of core arts and culture services on behalf of the City.

As non-profits, the cultural societies then leverage City funding in order to expand their reach and programming to meet the needs of Courtenay residents and visitors, and enable them to maintain their role as anchors within the City's downtown cultural hub.

In 2020, the City of Courtenay signed an agreement with Comox Valley Arts that supported their role as a centralized resource for the local arts and culture industry.

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 500 seat 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.

Sid Williams Theatre	
Live performances	149
Virtual performances	2
Rehearsals, workshops, recording sessions	77
"Front door" public attendance	41,838
"Stage door" performer/cast attendance	10,359
Virtual event viewers	1,412
Volunteer hours	5,710

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.

In the fall of 2023, the Museum's Elasmosaur was officially adopted in the Provincial Symbols and Honours Act as British Columbia's official fossil emblem. The Elasmosaur is a large marine reptile dating back to the Cretaceous period, approximately 80 million years ago.

Courtenay and District Museum	
Total visits (includes field trips, special events)	27,853
Volunteer hours	650

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.

CVAG offers 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.

The art gallery took an innovative approach to creating community awareness of the illicit drug toxicity deaths in the province and also affecting our local community through Walk With Me.

“Walk With Me convenes bold conversations between diverse interest holders to re-examine the crisis and imagine new ways forward.”

Comox Valley Art Gallery	
Total visits	25,115
School tour participants	2,300
Community make-art workshop participants	2,500
Youth Media Project new films	20
Volunteer hours	1,100

Community Events

Courtenay Recreation Special Events

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.

Events in 2023 included Family Day Activities, Easter Promenade, Volunteer Appreciation, Courtenay Canada Day, Simms Park Concert Series, Nickel Carnival, Poochapoolooza, Halloween Parade and Party, The LINC Haunted House, Gnarly Youth Christmas Craft Fair and Children's Christmas Party.



Easter Promenade



Halloween Parade & Party

Simms Park Summer Concert Series

Free concerts featuring local and regional performers were held on Sunday evenings throughout the summer at Simms Park.

A total of nine performances took place from June to August.

A big THANK YOU to our 2023 performers including Mark R. Isfeld Jazz Band, Women of the Valley, Stealing Dan, Pan Wizards Steel Orchestra, Time Well Wasted, Mary Murphy & Celtic Cargo Cult, Rock or Bust, Stardust7 and Jeff Plankenhorn.

There were many wonderful moments throughout the season including the season finale performance on August 27 with Jeff Plankenhorn and band wowing the crowd with soulful rock, blues and folk. This concert included a Food Bank Drive, collecting over 500 lbs of food and \$1,200 for the Comox Valley Food Bank.

Thank you to everyone who made this season a success including:

- Steve Adamson from VI Sound
- Season Sponsors, 98.9 Jet FM and Comox Valley Record
- Edwin Grieve for his wonderfully creative MC services and support
- Brian (Fuzz) Morissette for concert production and support

A Food Bank Drive at the final 2023 Simms concert collected over 500 lbs of food and \$1,200 for the Comox Valley Food Bank



Simms Concert
Series 2023

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. An estimated 20,000 people came out over two days for the celebrations.

On June 30th performances included Dolyna Dancers, Laurie Tinkler Dancers, Moonshine Band, Rock Cod and headliner Yukon Blonde!

July 1st celebrations in downtown included Comox Valley Concert Band, 5th Street Mile Race, Canada Day Parade, Courtenay and District Museum's event and the Tea Dance at the Native Sons Hall with Georgia Strait Big Band.

Celebrations in Lewis Park started after the parade with Kids Zone, free outdoor swim at Courtenay and District Memorial Pool, opening ceremonies, Costco Canada Day birthday cake, and the children's bike draw.

Performances at the Lewis Park mainstage included Brodie Lee Dawson with Ashley Sykes & Christy Vanden, Completely Creedence and headliner Fred Penner.

Thank you to the Canada Day organizing team for making such a memorable event: Jim Benninger, Blair Bentley, Rachel Carter, Edwin Grieve, Alice Hansen, Ken Hansen, Wendy Harris, Penny Leslie, Jin Lin, Brian "Fuzz" Morissette, Napik Neill, Michelle Sandiford, Doris Weiseman and City of Courtenay Staff

The Province of BC - Fairs, Festivals and Events provided a grant of \$8,400 for the event.







Food Systems

A food secure community is one in which everyone has access to food that is affordable, culturally preferable, nutritious, and safe.

Strategic Priorities 2023 - 2026	Status	Notes
Engage with Agricultural Community and Food Policy Council to identify needs and support relevant OCP policies.	Ongoing	<p>This collaboration will look for ways to support local agricultural producers and food security. Making progress on the policies outlined in the OCP, this initiative will aim to increase access to affordable, healthy, locally-sourced food outlets and growing opportunities within walking distance.</p> <p>This initiative aims to protect agricultural lands and traditional foods, promoting sustainable food systems as integral components of social infrastructure and local economic development within the OCP framework.</p>

Municipal Support of Food Policy

Municipal support of food policy and programs to strengthen the sustainability of local food systems is expanding across the region and province.

This comes with the recognition that resilient food systems contribute to the health of people and cities in multiple diverse ways – from reducing inequities in access to healthy affordable food, to reducing the impacts of pollution and climate change and strengthening the local economy.

Municipalities are now often participating at food policy tables to advance system changes where resources are leveraged across networks to support projects such as community gardens, food box distribution programs, sustainable food procurement programs, food hubs, and farmers markets.

LUSH Valley's Share the Harvest Garden

The Share the Harvest Community Garden has been serving the community since it was established in 2012 through a partnership between the City and the Lush Food Action Society.

This community garden is a place where anyone can have access to land to grow food for themselves and for their community, where gardening education and mentorship are provided, and where social capital is nurtured and grows.

This garden continues to play an important role in the lives of not only the gardeners – the volunteers who maintain the garden – but also in the community in the neighbourhood. The benefit is universal and results in an increase in social capital, civic engagement, sustainability and food security.

Farm Route Signs

The Comox Valley is known for its rich agricultural lands, with many independent producers/farmers in and around the region sustaining a diverse and ever-expanding range of vegetables, fruit, livestock and grains.

Farm vehicles traveling in and around the community may be oversized and traveling below posted speed limits.

Following consultation with the Comox Valley Farmers Institute on ways to increase awareness of agricultural activity on local roads, in spring 2023 the City of Courtenay installed new “Farm Route” signs on sections of 17th Street, Fitzgerald Avenue, and Cumberland Road. The signs identify roadways maintained by the City of Courtenay that are most commonly used by the agricultural community for traveling to and from local farmland.

While farm activity generally increases in the spring and fall, commuters should expect farm vehicles on local roads at any time of the year – and give them plenty of space and patience so they can continue their work to grow the food that feeds us.



Beekeeping at Share the Harvest Garden
Photo by Alison Peill



Local Economy

The City of Courtenay is committed to creating the physical conditions for high quality of life and economic success. Attractive communities attract businesses. The most attractive places for the next generation of workers must have a thriving downtown core, inclusive neighbourhoods with a strong sense of place, a wide range of housing and recreational options, a vibrant arts and culture scene, and an openness and celebration of cultural and population diversity.

Strategic Priorities 2023 - 2026	Status	Notes
Explore a business attraction and retention service.	Planned	The City is in discussions about a potential collaboration and partnership with the Comox Valley Chamber of Commerce to support local businesses, foster economic growth, and create a more vibrant business community in Courtenay.
Identify appropriate roles and responsibilities for the City in the delivery of economic development services in the region.	Planned	An analysis will be conducted to clarify the City's involvement in economic development services. This project will enhance the coordination of services that support economic growth and prosperity in Courtenay and the surrounding area.
Review City processes that may be barriers to economic development.	Planned	The City is collaborating with the business community and other community partners to identify areas for improvement with City processes. This project seeks to streamline procedures, enhance efficiency, and create a more conducive environment for economic growth and investment in Courtenay.

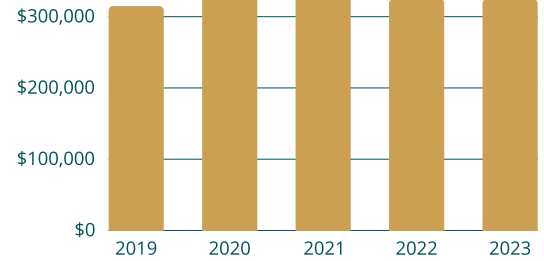
Business Licencing

Business License revenue and activity remained steady from 2022 to 2023.

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 License Revenue



	2019	2020	2021	2022	2023
City business licences:	1,833	1,124	1,345	1,270	1,391
• New Applications*				105	137
• Renewals				1,165	1,254
Intercommunity licences:	208	313	400	434	401
• New Applications				71	54
• Renewals				363	347
Intermunicipal licences:	203	303	356	310	308
• New Applications				42	31
• Renewals				310	277

* Tracking of new business licence applications vs renewals commenced in 2022. Data not available for 2019-2021.

Good Governance

Good governance is at the very heart of the work of the City of Courtenay ensuring public engagement, transparency, equity and inclusion, effectiveness and efficiency, and accountability.

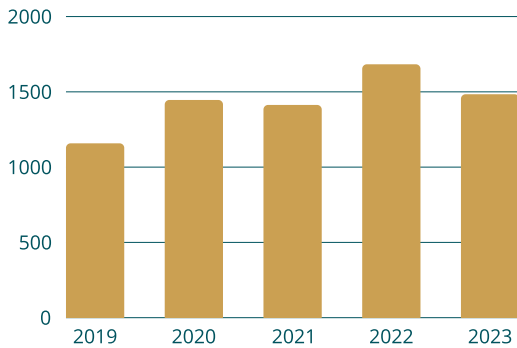
Strategic Priorities 2023 - 2026	Status	Notes
Develop an assignment and tracking system for public enquiries	In Progress	The City is establishing a Council Correspondence and Public Inquiry Policy to enhance communication and responsiveness to community inquiries, while reviewing and streamlining internal workflow processes involved in addressing public concerns.
Establish an OCP Implementation Townhall Forum	On hold	Recent changes to provincial legislation may impact this priority, which is under review. Concurrently, the City is developing an Engagement Strategy that will guide public engagement options and opportunities, ensuring meaningful community involvement in decision-making processes.
Explore procurement practices to include a social equity lens, reconciliation for contracted services, and climate change factors.	Complete	<p>The City has updated and modernized its policy on purchasing goods and services. The new guidelines support sustainable procurement goals, the environment, and social value, including a living wage and opportunities for Indigenous businesses.</p> <p>Provisions specific to K'ómoks First Nation include the potential for procurement opportunities to support building capacity and supporting their long-term economic interests and development.</p>
Hold Council open houses in community locations.	In Progress	As an outcome of the Engagement Strategy, the City will assess opportunities for Council to host open houses and similar events in community locations to enhance public engagement, create meaningful opportunities for dialogue, collaboration, and community involvement in decision-making processes to strengthen relationships with residents.
Increase community engagement for all segments of the community: complete communication strategy, community survey, and community engagement strategy	Ongoing	<p>After finalizing the Communications Strategy and conducting a Resident Survey in 2023, the City is prioritizing the development of the Engagement Strategy in 2024, with a focus on enhancing communication and engagement practices while remaining mindful of the unique needs of equity-deserving groups.</p> <p>This initiative prioritizes inclusive and responsive communications, fostering meaningful and inclusive engagement and participation in City initiatives.</p>
Review operations and terms of reference for City committees	In Progress	<p>This review of City committees is investigating ways to support diverse representation and meaningful outcomes for their work.</p> <p>Exploring different administration models, including decentralized, centralized and hybrid approaches, will improve the efficiency and transparency of committee operations while supporting consistency in documentation and alignment with Council procedures.</p>
Develop a land strategy for acquisition, devolution, and disposal of property, including inventory of all City folios over 400 m2	Planned	<p>The Land Strategy for Courtenay will align with growth management policies outlined in the OCP, aligning planning and development of City-owned properties with long-term community objectives.</p> <p>The strategy will integrate recommendations from the Parkland Acquisition Strategy.</p>

Strategic Priorities 2023 - 2026	Status	Notes
Review and streamline development process and set targets for application processing times	Ongoing	This initiative is focused on improving efficiency. It includes a newly-adopted Development Procedures Bylaw, digitizing application forms, introducing concurrent applications, pre-application meetings, establishing an internal development review team, and website updates to improve accessibility and transparency.
Develop a Reconciliation Framework.	In Progress	<p>The City's adoption of the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) reaffirms the commitment to Indigenous reconciliation.</p> <p>This includes efforts to strengthen relationships between Councils and staff from both the City and K'ómoks First Nation, collaborate in planning and decision-making, and provide educational programs to City staff on UNDRIP principles and the history and culture of K'ómoks First Nation.</p>
Strengthen relationship with the RCMP and enhance police and crime data reporting	Ongoing	<p>The City is focused on strengthening partnerships with key agencies, including building stronger connections with the RCMP and improving reporting mechanisms for police and crime data.</p> <p>This initiative aims to enhance collaboration, communication, and data-sharing to support effective crime prevention and community safety efforts in Courtenay. Twice yearly meetings are held with Council and the RCMP.</p>
Establish regular meetings for Council with the development community	Planned	<p>Council's commitment to meetings with the development community is intended to gain a deeper understanding of development needs, objectives, and insights.</p> <p>This collaborative approach aims to enhance communication and build relationships for more informed decision-making and successful development outcomes. As an outcome of the engagement strategy, hold open houses in community locations.</p>
Explore and establish a partnership approach with School District No. 71 on topics of mutual interest such as active school travel planning, traffic planning, community use of schools, shared facilities, climate action, reconciliation, child care and youth engagement.	Ongoing	<p>The City is strengthening partnerships with key agencies and is exploring a collaborative partnership with School District No. 71 to address mutual interests.</p> <p>This initiative seeks to enhance cooperation, coordination, and engagement between the City and the school district to support community well-being, sustainable development and shared priorities.</p>
Hold regular City and School District trustee meeting(s) for partnerships and shared interests/goals	Complete	The City has established twice yearly meetings with School District officials to explore partnership and initiative opportunities on issues of mutual interest to enhance communication and joint planning efforts on shared priorities.
Include School District No. 71, 19 Wing Comox, and other significant Comox Valley employers in housing discussions	In Progress	<p>The City of Courtenay is focused on fostering partnerships with key agencies, including School District No. 71, 19 Wing Comox, and other significant Comox Valley employers, as part of housing discussions and initiatives.</p> <p>By involving these community partners in housing discussions, the City aims encourage collaboration to better address the community's housing needs.</p>

Information Technology (IT)

Overall tickets for service were down 11% from previous years. Part of the reason could be due to aggregation of tickets through larger coordinated projects, office moves, and set up. IT experienced more walk-ins and phone requests. Some projects included support for City affiliated projects that do not have internal access to the help-desk system.

Help Desk Tickets



**Note that these numbers do not include additional walk-ins, phone or in-person requests, or major projects.*

Internal Network Overhaul

The City of Courtenay began steps to extensively upgrade its internal network including security gateways and switching gear. This process began in the latter stages of 2023 and is expected to be finished in 2024.

Backup and Disaster Recovery

The IT division examined information systems backup and recovery process and discovered that there were efficiencies needed for quicker restore and disaster recovery options. IT was able to leverage existing hardware and improve redundancy in three locations, including one in an offsite backup. The process included testing and procedures set-up for disaster recovery.

Cyber Security

Courtenay's IT team monitors and protects the City network and systems in a variety of ways, with tools including a firewall and threat detection software. IT was able to detect about 100-200 incidents a month including ransomware, potentially unwanted applications, and Malware.

Everyone hates spam, and the City is no exception. The City's systems blocks tens of thousands of spam emails throughout the year.

IT and Engineering staff checking equipment at a City facility





Legislative Services



Accessibility Framework

The Accessible BC Act is provincial legislation that required local governments to establish an accessibility committee, develop an accessibility plan, and establish a process for receiving public feedback on accessibility by September 2023.

Corporate and Legislative Services worked with the Comox Valley Accessibility Committee, CVRD, Town of Comox and Village of Cumberland in spring and summer on a collaborative approach. The result was the Comox Valley Accessibility Framework, which establishes shared accessibility principles to support a consistent regional approach to accessibility in the Comox Valley. The City and other local governments will continue this important work in 2024 with individual action plans and projects. The Accessibility Framework, feedback form, and future updates about accessibility can be found at courtenay.ca/accessibility.

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2023 Elector Approval Processes

In 2023, Legislative Services was responsible for two elector approval processes. Elector approval is a democratic process that is required when a local government decision may have a significant, long-term impact on the community.

This includes processes like long-term borrowing, parkland disposition, local service areas, and municipal boundary extensions. This can be done by referendum or alternative approval process (AAP). Since referendums can be as costly as an election, many municipalities use the AAP process. Both approval processes were successful in gaining the approval of the electors.

This included approval for the Downtown Courtenay Business Improvement Association to renew its business improvement area bylaw.

Council Procedure Bylaw

In 2023, Council carefully reviewed and endorsed a new Council Procedure Bylaw.

The newly drafted Bylaw governs the conduct of council meetings and decision-making processes in alignment with the mandates of the Community Charter and recent legislative adjustments, particularly for electronic meetings.

These amendments addressed various aspects, including the establishment of standards for hybrid meetings, the delegation of authority to change meeting formats, adjustments to meeting schedules and locations, updates to promote inclusive language, and clarification of procedures for notices of motion and delegations.

Freedom of Information (FOI) Request

Legislative Services is responsible for coordinating the City's response to FOI (Freedom of Information) requests for access to City records. Responding to FOI requests is a vital service to increase access and transparency to government decision-making processes.

The City received 18 FOI requests in 2022, and 35 in 2023, representing a 94% increase. Many records are available on the website or can be requested directly from departments, including bylaws, permits, policies, and property records. The City of Courtenay prioritizes transparency in government and when a request is required, does not charge an application fee.

Resident Survey

The 2023 Resident Survey, "Your Courtenay, Your Voice" included a statistically-valid, phone-based survey with a target of 300 responses, along with an open online survey.

The survey inquired about perceptions the City's identity, public awareness of initiatives, desired improvements, and views on the City's efforts to promote diversity, equity and inclusion.

Findings analyzed by an external research firm reaffirmed anticipated concerns, notably homelessness and housing affordability, while highlighting a range of perspectives on the community's character and priorities.

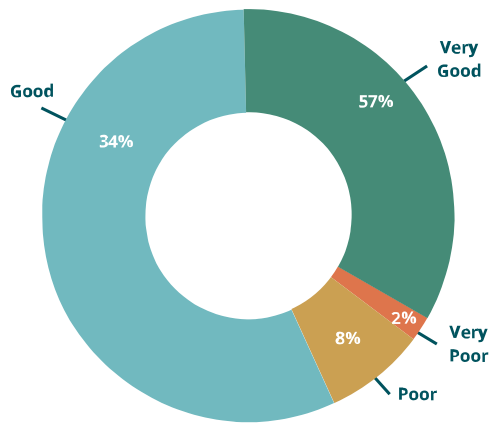
Despite identified challenges, the survey underscored a prevailing sense of satisfaction with Courtenay's quality of life and perceived value for taxes. Scoring also suggested opportunities for enhancing the city's reputation. The survey showed high satisfaction with fire services, recreation, and parks, while pinpointing areas for improvement, particularly in traffic management and online services.

Looking ahead, the City is committed to leveraging the insights gleaned from the survey to guide strategic decisions and actions when determining how to allocate resources to address the most pressing needs of the community. This may involve re-evaluating existing policies, launching new programs, or adjusting service delivery models to better meet the evolving needs of the community.

By actively listening to the voices of residents and incorporating their input into decision-making processes, Courtenay strives to build a stronger, more resilient community where everyone has the opportunity to thrive.

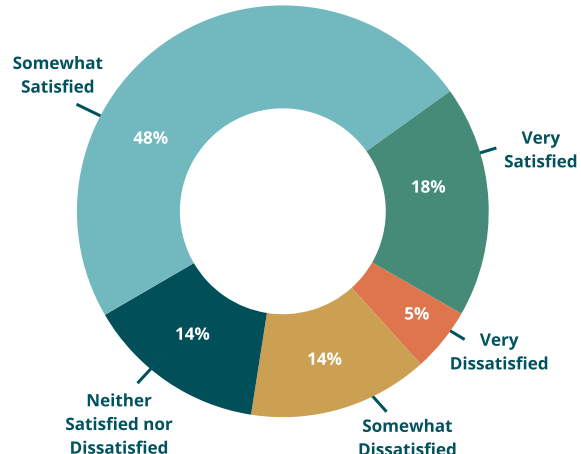


Quality of Life



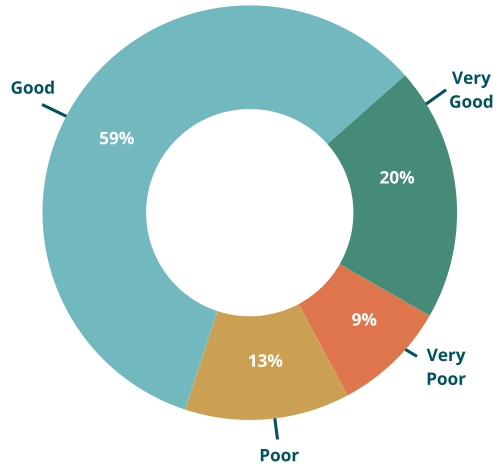
How would you rate the overall quality of life in the City of Courtenay today?

Satisfaction with City Services



How satisfied/dissatisfied are you with the overall level and quality of services provided by the City?

Value for Tax Dollars



Thinking about all the programs and services you receive from the City, how would you rate the value you receive for your tax dollars?

Bylaw Compliance Policy and Strategic Plan

Courtenay is a growing community. Changing expectations and emerging challenges associated with our increasing population identified a need for the City of Courtenay to launch a proactive review of the Bylaw Enforcement Policy.

Courtenay Council identified this project as one its strategic priorities for the year.

The outcome was a new Strategic Plan for Bylaw Compliance and updated Bylaw Compliance Policy that align municipal service with modern demands.

Policy Development and Community Engagement

As part of the process, the City completed an extensive review of bylaw services by engaging with a wide variety of community partners, including Island Health, the Comox Valley RCMP, local business associations, community services, internal City departments, other levels of government and the general public to gather insights on priorities, expectations and operational capacity.

Over 400 people responded to a resident survey providing valuable feedback on community needs, expectations and aspirations for bylaw enforcement.

These comprehensive efforts ensured a diverse range of perspectives were considered in shaping the policy and strategy.

Bylaw Compliance Policy

The new Bylaw Compliance Policy emphasizes the importance of maintaining a safe and harmonious community through a balanced approach of education and enforcement.

The Policy aims to provide understanding and encourage compliance with activities that impact public health, safety and well-being, while promoting accountability and fostering community involvement.

Prioritizing fairness, education and community engagement will help the City support Courtenay's unique character and quality of life.

The policy outlines principles of compliance, including:

- A balanced approach to enforcement
- Trauma-informed responses
- Engagement with curiosity
- Commitment to safety
- Commensurate intervention
- Confidentiality protocols
- Responsible service delivery
- Procedures for requests for service
- Handling of frivolous and anonymous complaints
- Reporting outcomes

Through proactive communication, advice, reinforcement of regulations and enforcement strategies, the City will prioritize a balanced and considerate approach while maximizing community partnerships and promoting voluntary adherence to bylaws.



Strategic Plan for Bylaw Compliance

The Strategic Plan for Bylaw Compliance will be the foundation for municipal bylaw regulations, promoting public safety and enhancing the overall quality of life for residents.

The plan outlines six strategic objectives to guide efforts in bolstering community cohesion and regulatory efficacy:

1. Forging robust collaborations with community partners
2. Fostering transparent communication channels
3. Facilitating seamless inter-departmental coordination
4. Standardizing operational workflows
5. Optimizing resource allocation
6. Integrating trauma and culture-informed practices into enforcement methodologies

The plan underscores the importance of nurturing strategic partnerships, promoting regulatory transparency and enhancing operational efficiencies.

By embracing a proactive approach to bylaw compliance and prioritizing community-centric solutions, Courtenay will seek to build a culture of trust, cooperation and regulatory integrity.

With implementation over a three-year period, rigorous monitoring and evaluation mechanisms will enabling ongoing assessment of progress and feedback, recalibrating as needed. The ultimate goal of the plan is cultivating a safe, harmonious, and resilient community.



Communications

Communication Strategy

Work progressed throughout much of the year on a comprehensive new Communication Strategy for the City, targeted to the specific needs of people who live, work, play and learn in Courtenay.

The strategy includes recommendations, guidelines, and various tools and resources and an actionable communication plan to effectively inform residents. Public consultation on the project in 2023 included a workshop with organizations that serve equity-deserving communities as well as a youth survey.

Council adopted the new Communication Strategy in early 2024, with updated processes and tools rolling out over time. Analysis completed for the Communication Strategy will also help shape a new Engagement Strategy project launching in 2024.

With an actionable Communication Strategy, the City can more effectively inform residents about City services, policies, initiatives, processes, and operations.

City Website

Website Active Users

The City uses Google Analytics to track traffic to the City's website, courtenay.ca. In 2023 the City moved from Google's Universal Analytics to Google Analytics 4. With this change, the benchmark for measuring website traffic has changed from "total visits" to "active users."

The Courtenay website saw 237,206 active users in 2023. This is a more accurate measure of actual traffic to the City website than previous metrics. Going forward, the City will report on total "active users" as the new benchmark for measuring traffic to the City website.

How You Visit Us

Mobile devices continue to be the most popular method for people to visit the City website. The City is working on a website upgrade starting in 2024 that will make it easier for mobile users to navigate the site and find what they're looking for. The website redesign will update and enhance access to information using modern web design standards that meet current international Web Content Accessibility Guidelines (WCAG). This includes prioritizing equitable access for all users including those using assisted devices such as screen readers.

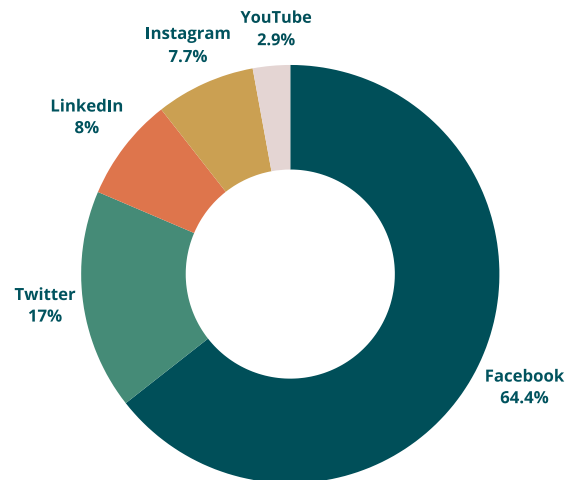
Social Media

Social media followers capture the total number of followers on multiple social media platforms including Facebook, Twitter, LinkedIn, YouTube, and Instagram (launched in 2021).

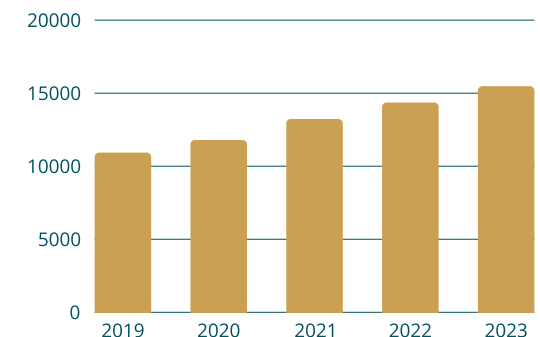
The City's total social media followers increased by 7.2% in 2023.

The City continues to be active on social media communicating policy decisions, engagement opportunities, program information, project updates and other initiatives in the community.

Where You Follow Us:



Social Media Followers



New Graphic Standards

In 2023, the City revitalized its visual identity and graphic standards to improve the efficiency, accessibility, and functionality of communication materials.

The update included new templates as well as a simplified version of the City's official crest. The crest, designed decades ago when communication channels and techniques were vastly different from today were no longer meeting the City's needs.

The limited and outdated branding posed logistical challenges, particularly in the realm of digital communication, as well as printing and scaling across various mediums. This realization fueled a strong desire for renewal and innovation, while addressing the practical concerns associated with existing branding practices.

Accessibility emerged as a crucial aspect of this process, ensuring that materials prepared by the City would be more compatible with assisted devices for individuals with disabilities.

The new graphic standards enhance usability for a wider audience, including those who rely on screen readers, captioning, or other assistive technologies. This approach aligns with ethical principles and standards outlined in the Accessible Canada Act. Ultimately, prioritizing accessibility in design standards enhances the user experience for all, contributing to a more inclusive and equitable digital landscape.

In addition to addressing accessibility and digital media needs, the City also established new templates and a distinctive color palette to uniquely identify its brand. Recognizing the importance of visual consistency across platforms, the development of new templates provides a cohesive identity for the City's communication materials. The templates were designed with flexibility in mind, accommodating various content types and communication channels while maintaining the City's brand integrity.

Courtenay Recreation's Graphic Standards

The wide range of events, programs, facilities and activities at Courtenay Recreation were given special attention in this update to the City's graphic standards. A vibrant colour palette reflects their unique marketing and communication needs for all ages and interests, while maintaining a visual connection to the City's overall brand.



City of Courtenay




Mile of Flowers Plant-In

Tuesday, May 27
Starting at 5:00 pm

Join hundreds of volunteers for Courtenay's annual Mile of Flowers Plant-In. A local tradition since 1967!

Free BBQ
Join us at Standard Park (located at Cliffe Avenue and 14th Street for a free BBQ courtesy of Courtenay Rotary and the City of Courtenay.

Event Details
Contact the following or more information:
Tel: 250-334-4441
Email: communityservices@courtenay.ca

What to Bring:

- Gloves and trowel
- Drinking Water
- Community Spirit

Where to Plant:
Anywhere on Cliffe Ave. between 8th Street and 21st Street

courtenay.ca/plantin



Courtenay Recreation



Public Safety

Public safety allows residents and businesses to perceive the city as a safe place to work, live and play. It also means the City and citizens are prepared for emergencies and resilient in the face of them.

Strategic Priorities 2023 - 2026	Status	Notes
Update design and consider potential partnerships for the East Side Fire Hall	Ongoing	<p>The City of Courtenay is enhancing public safety by updating the design of the East Side Fire Hall and considering potential partnerships and co-location opportunities to optimize emergency response services.</p> <p>An Options Analysis is underway to evaluate various designs for the proposed East Side Fire Hall, with concurrent efforts to explore partnerships with different organizations to enhance emergency response capabilities and community safety.</p>
Long term staffing plan for Fire Services	In Progress	<p>The Fire Department is developing a long-term staffing plan for Fire Services, taking into account the community's needs and the planned construction of the East Side Fire Hall to ensure effective emergency response and public safety.</p> <p>This initiative aims to align staffing resources with the evolving requirements of the community and the strategic infrastructure development of the East Side Fire Hall.</p>

Comox Valley RCMP Launched Downtown Foot Patrols

The Comox Valley RCMP launched an initiative that will enhance police presence in the downtown Courtenay area. Foot patrols started May long weekend and continued until Labour Day in September to support community safety and increase engagement with residents, businesses, and visitors.

With the advent of the summer season, downtown areas tend to experience increased activity. The new foot patrols focused on building positive relationships with community members, public safety, and crime prevention.

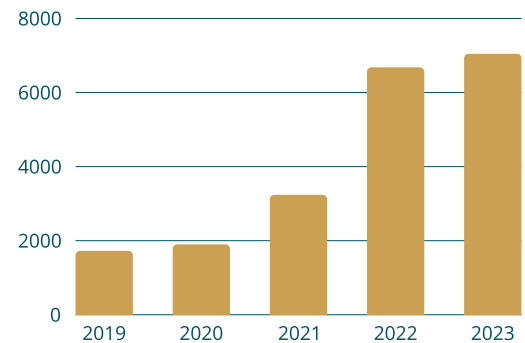
The introduction of foot patrols aligns with the Comox Valley RCMP's community-oriented policing approach, allowing officers to engage directly with individuals, business owners, and patrons. By regularly patrolling the downtown core, officers had a greater opportunity to address concerns, offer crime prevention tips, and establish a visible presence that promoted a sense of security.

During the foot patrols, RCMP officers focused on various aspects of community safety, including:

- Conducting regular patrols of high-traffic areas, parks, and public spaces.
- Engaging with business owners to address security concerns and offer crime prevention strategies.
- Providing safety tips and information to residents and visitors.
- Responding to public inquiries and providing assistance where needed.



Bylaw Enforcement Hours



Bylaw Division Resourcing

Based on feedback gathered from the 2023 Courtenay Resident Survey and the Bylaw Policy Engagement Survey, the City of Courtenay expanded the capacity of its Bylaw Services division to better serve the diverse needs of our community.

This included enhancing operational safety, addressing new regulatory areas, and improving overall service. Over the past five years, there has been a significant 308% increase in annual bylaw enforcement hours to meet the growing demands.

The Bylaw Services team comprises the Manager of Bylaw Services and four full-time Bylaw Enforcement Officers. This increase in staffing will support the planned transition from a five-day to a seven-day service model starting in 2024.

Bylaw Enforcement Officer Training and Development

In 2023, the Bylaw Services team focused on expanding their knowledge base. They recognized the significance of understanding complex social, cultural, and health matters in enhancing their enforcement approaches.

Bylaw Enforcement Officers took part in various training programs, such as Introduction to Trauma Informed Practice, Responding with Respect on the Front Lines, Managing Hostile Interactions, Naloxone Administration, and Gender Diversity in the Workplace.

Courtenay Fire Department

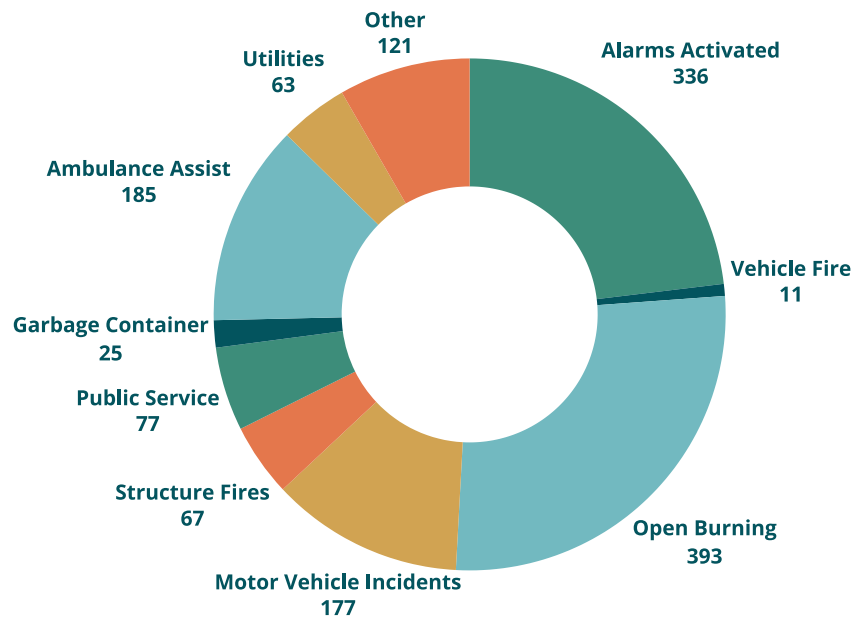
Record Number of Calls

The Courtenay Fire Department responded to 1,455 incidents in 2023 within the City of Courtenay and Courtenay Fire Protection Districts, breaking the previous record of 1,053 fire department responses which was set last year. This total reflects an 80.5% increase in fire department responses over the last 5 years.

The Fire Department responds to a wide range of incidents, including fires, motor vehicle incidents, rescues and medical emergencies.

The top five incident callouts for 2023 were outdoor burning incidents, fire alarm activations, medical responses, motor vehicle incidents and incidents involving utilities such as hydro, natural gas and propane.

Fire Department Responses by Type



Member Deployments

The 2023 wildfire season was the most destructive in British Columbia's recorded history, with more than 2.84 million hectares of forest and land burned. The Courtenay Fire Department helped the Province of BC fight these fires, with crews deployed throughout the Kelowna/Kamloops region.

During 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 the fires around populated areas.

Courtenay firefighters continually performed at a high level during these deployments, and the experience gained from participating in these operations is an enormous benefit to our community should we ever have a similar situation happen here. The revenue generated from this assistance is saved for future fire department capital purchases.



Wildfire fighting operations in the Kelowna/Kamloops region



**Courtenay Fire Department
2023 New Recruits Grad**

Fire Prevention

Full time Fire Department staff conducted 1,770 fire inspections in the city and fire protection districts, most of which were found to be free of any major fire code or life safety violations. Code violations included burned out emergency lighting and exit signs or fire extinguishers that required annual servicing.

Members completed a renovation of the Fire Safety House, which delivered valuable fire safety training in 2023 to over 600 students attending elementary schools within the City of Courtenay and Courtenay Fire Protection District. This renovation included turning one of the bedrooms into a kitchen which allowed instructors to deliver a more comprehensive kitchen safety program, as well as replacing the roof, siding and windows that were originally installed in the mid 1980s.

Fire Department by the Numbers

	2019	2020	2021	2022	2023
Emergency calls	566	553	740	871	913
Duty calls	240	281	313	331	542
Fire inspections	1,608	1,712	1,761	1,725	1,770
Full time staff	6	6	6	7	7
Paid-for-call firefighters	46	50	50	50	50
Provisional firefighters (waitlist)	8	8	11	10	20

Training

2023 was a very busy year for firefighter training, with members investing over 3,700 hours on subjects including fire suppression, auto extrication, rope rescue and self-rescue techniques.

The W.A. Lane MacDonald Fire Training Centre in East Courtenay continues to be a valuable asset to the department by greatly enhancing skill levels of firefighters and reducing the recruit training period from 18 months to 12 months.

Thank you to Firefighters

Our community owes a debt of gratitude to the exceptional residents who volunteer their time, skills, and courage as firefighters. Their unwavering commitment to ensuring the safety and well-being of our residents is truly commendable, and we are honored to have such selfless individuals protecting and serving our community.



Organizational Well-Being and Sustainability

The City of Courtenay organization must be strong and sustainable to deliver the services and programs Courtenay citizens and businesses expect. It must be an employer of choice attracting top talent in the sector.

Strategic Priorities 2023 - 2026	Status	Notes
Ensure capacity to accommodate big change resulting from direct and indirect impacts to our community	Ongoing	<p>To support organizational well-being and sustainability, the City is conducting organizational reviews and exploring options to enhance staff capacity.</p> <p>This initiative seeks to strengthen the City's ability to adapt and respond effectively to evolving challenges and opportunities, fostering resilience and organizational readiness for future developments.</p>
Research and consult on Speculation Tax.	No longer required	<p>The Council Strategic Priority "Research and consult on Speculation Tax" is no longer required as the City of Courtenay is now subject to the Speculation Tax under newly adopted legislative amendments.</p>

Human Resources Team

Building on the policy work of 2022 and 2023, the Human Resources (HR) team has been working on training and development programs that include Mental Health Awareness and strategies, Critical Incident Stress Management and leadership.

In 2023, City staff were provided the opportunity to participate in an experiential workshop. The Village Workshop Series, led by a Cultural Safety Practitioner, explored in-depth the effects of Residential Schools and Canada's Policy of Assimilation. This emotion-evoking workshop enhanced staff's understanding of colonial histories on a deep emotional level.

Further training in development includes reconciliation, diversity, equity, accessibility and inclusion. Job hiring practices will be aligned with our new Communication Strategy and ensure that communications reflect best practices in inclusion and align with the City's Strategic Priorities.

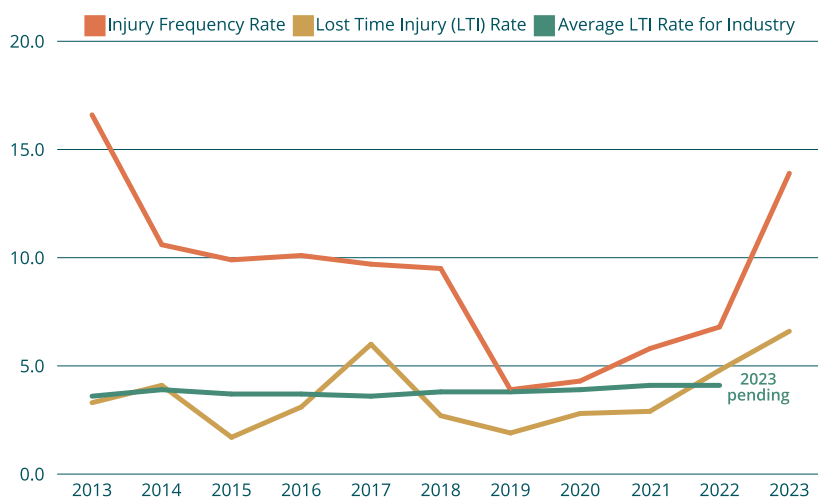
Health and Safety

In 2023 the City worked on improving the mental health resiliency of staff. A key part of those improvements was Critical Incident Stress Management training and the creation of a peer support team among City staff. These initiatives resulted in a 46% decrease in workplace violence reports in 2023 compared with 2022.

The City continues to have a robust Occupational Health and Safety program and holds a WorkSafeBC Certificate of Recognition.

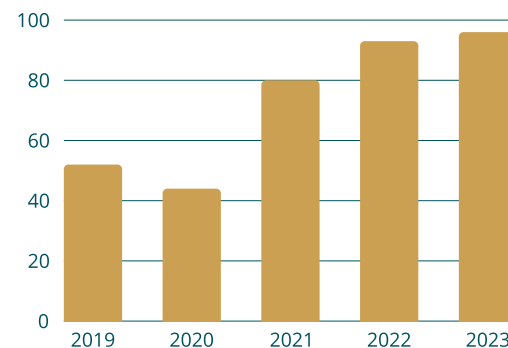
While there were fewer injuries among City staff in 2023 than 2022, there were more injuries resulting in medical treatment and time lost from work.

The graph below illustrates City's injury frequency and lost-time injuries from 2013 to 2023, compared to the average lost-time injuries for industry (municipalities).



Recruitment Activities

Recruitment activities continue to increase, with staff finding recruitment efficiencies with existing resources.



Local government recruitment activity increases are consistent with the BC Labour Market Outlook 2022-2032 Forecast, as the public sector is anticipated to experience an approximate 30% replacement rate, and an additional 9% growth rate in the predicted period.

Critical Incident Stress Management Training

The City of Courtenay maintains an ongoing commitment to promoting the wellbeing and health of employees. Work-related, critical or traumatic incidents have the potential to cause significant physical, cognitive and psychological impact.

It is recognized that early and appropriate intervention following traumatic incidents can minimize the long-term impact of these events and assist employees in their recovery.

Critical Incident Stress Management (CISM) training was completed by a handful of City of Courtenay staff in March. These individuals were trained to assist employees experiencing a crisis. By holding an in-person meeting to help minimize impact/trauma, normalizing reactions and assisting in getting further professional help (if required).

CISM is a comprehensive crisis intervention system. It may be applied to individuals, small functional groups, large groups, families, organizations, and even communities.



Financial Sustainability

The long-term financial health of the City is central to ensuring services, facilities and infrastructure will be secure for current and future generations. Long term asset management and financial planning are essential to the financial sustainability of the City.

Strategic Priorities 2023 - 2026	Status	Notes
Advocate for review of small business taxes and differentiated tax rate	Ongoing	<p>The City of Courtenay is advocating for a review of small business taxes and exploring the implementation of a differentiated tax rate.</p> <p>This initiative aims to support small businesses, promote economic vitality, and create a tax structure that is reflective of their unique needs and contributions to the community.</p>

Growing Communities Fund

In March 2023, the Province of BC announced funding for communities through the Growing Communities Fund. Courtenay received \$7.65 million which will be used for the following projects:

Growing Communities Fund Allocation	Funding
Eastside Fire Hall	\$2,000,000
McPhee Meadows	1,500,000
Playgrounds	1,000,000
Implementation of Parks & Recreation Master Plan	1,000,000
6th Street Bridge	1,000,000
Affordable Housing	655,000
Renewable Energy Options	400,000
Small Tool Electrification	100,000
Total grant funding	\$7,655,000

This \$7.65 million investment in the community, is equivalent to 25% of 2023 property taxation. This grant funding reduces the City's costs to deliver key infrastructure and strategic priorities.

- Eastside Firehall project \$2 million grant funding allocation will reduce long-term debt interest payments by \$1.6 million over 20 years (at 4% interest).
- Playground equipment funding of \$1 million.
- 6th Street Bridge project \$1 million grant funding allocation reduces long-term debt interest payments by \$800,000 over 20 years (at 4% interest).



Online Budget Engagement

The budget simulation tool was designed to give residents greater understanding of the City's annual budget. It asked residents to make budget choices for both revenue and expenditures for the General and Utility Funds.

Additionally, specific proposals were placed before residents to consider:

- Should the City increase recreation fees to pay for Recreation Services?
- Should the City increase Building Permit Fees to offset review and issuing costs?
- Should the City hire additional Bylaw Officers?
- Should the City save money for future capital projects and reduce reliance on debt?

Budgets were grouped by function (i.e. Public Safety, Recreation). Respondents could increase or decrease revenue and expenditure allocations at the department level. Prior to submitting their budget, they needed to balance the budget (revenue greater or equal to expenditures) as municipalities are required to balance budgets each year.

Budget simulation stats:

- Total pageviews: 842
- Average time on site: 6 minutes
- Total time on site: 85 hours, 22 minutes
- Total submissions: 125

The Balancing Act Budget Survey will be offered again in 2024.

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.

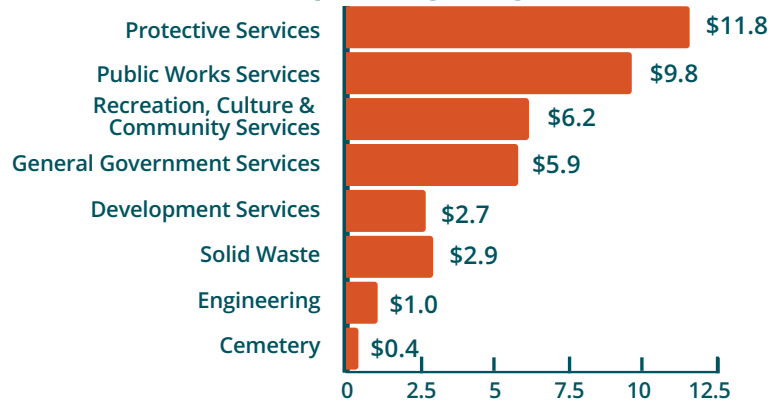
The City's financial plan includes all revenues and expenses in the general, water, and sewer funds. This includes operating costs to maintain infrastructure and provide services to our residents, as well as the costs associated with major capital projects.

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

2023 General Operating Budget in \$ millions



Important 2024 Property Tax Dates

Late May 2024	<ul style="list-style-type: none"> 2024 Property Tax Notices mailed
July 2, 2024	<ul style="list-style-type: none"> Tax payments due Provincial Home Owner Grant applications due to the province Tax Deferment applications due to the province Last day to avoid 10% penalty on unpaid current taxes and unclaimed grants
July 3, 2024	<ul style="list-style-type: none"> 10% penalty added to all unpaid current taxes and unclaimed grants
August 1, 2024	<ul style="list-style-type: none"> Tax Installment Preauthorized Payment Plan (TIPP) deductions start for the next taxation year
October 7, 2024	<ul style="list-style-type: none"> Statutory property tax sale for all properties three years in arrears of taxes.
December 31, 2024	<ul style="list-style-type: none"> 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.

For more information regarding City Property Taxes visit: courtenay.ca/tax

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 2023, the following exemptions were approved by Council.

Registered Owners	Exempt Amount of City Property Taxes
Aaron House Ministries	\$3,103
Alano Club of Courtenay	4,096
AVI Health & Community Services	1,137
Canadian Red Cross Society	2,006
City of Courtenay - Leased Office Space	3,364
Comox Valley Boys and Girls Club	890
Comox Valley Canoe Racing Club	586
Comox Valley Child Development Association	16,602
Comox Valley Curling Club	10,500
Comox Valley Family Services Association	7,899
Comox Valley Food Bank Society	2,328
Comox Valley Kiwanis Village Society	14,606
Comox Valley Recovery Centre Society	2,580
Comox Valley Rowing Club	597
Comox Valley Transition Society	5,682
Community Justice Centre of the Comox Valley	1,410
Courtenay & District Historical Soc. In Trust	2,671
Courtenay Elks Lodge	2,791
Dawn to Dawn Action on Homelessness Society	940
Eureka Support Society	3,678
Glacier View Lodge Society	31,268
Habitat for Humanity V.I. North Society	442
John Howard Society of North Island	5,345
L'Arche Comox Valley	5,956
Lush Valley Food Action Society	2,015
Nesting Place Society	1,969
Old Church Theatre Society	9,351
Royal Cdn. Legion, Courtenay Br. (Pacific) No. 17	9,765
Salvation Army	2,806
Stepping Stones Recovery House for Women Soc.	581
Upper Island Women of Native Ancestry	842
Wachiay Friendship Centre	5,882
Youth for Christ Comox Valley	800
Total Non-Profit Annual Tax Exemptions	\$164,488

Council adopted a ten year Permissive Tax Bylaw to exempt the following City owned properties, managed/occupied by non-profit societies. The 2023 value of properties exempt is as follows:

Island Corridor Foundation	\$29,166
Kus-kus-sum - Project Watershed	45,951
M'Akola Housing Society	19,974
Nature Trust of B.C. - Arden Rd	3,797
Nature Trust of B.C. - Sandpiper Park	7,423
Total 10 year bylaw exemptions	\$106,311

Council adopted a five-year Permissive Tax Bylaw to exempt the following City-owned properties, managed/occupied by non-profit societies. The 2023 value of properties exempt is as follows:

Comox Valley Centre of the Arts	\$27,761
Courtenay & District Museum	15,223
Courtenay Airpark	44,101
Courtenay Marina	15,935
McPhee Meadows	2,172
Sid Williams Theatre	25,128
Total City-owned properties	\$130,320

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 2023, Council adopted a bylaw to exempt the following surrounding lands:

Anglican Synod Diocese of BC	\$2,321
Bishop of Victoria-Catholic Church	1,285
Central Evangelical Free Church	3,605
Courtenay Baptist Church	1,390
Elim Gospel Hall	1,671
Foursquare Gospel Church of Canada	3,684
Grace Baptist Church	258
Kingdom Hall of Jehovah Witnesses	717
LDS Church	2,329
Lutheran Church	992
River Heights Church Society	1,468
Salvation Army Canada West	1,143
Seventh Day Adventist Church	780
St. George's Church	859
New Life Apostolic Church	725
Total Permissive Surrounding Statutory Land Tax Exemptions	\$23,227
Total Permissive Exemptions - Overall	\$424,346

Financial Statements





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.



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, 2023, and the consolidated statements of operations, change 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, 2023, and the results of its consolidated operations, change in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

Other Information

Management is responsible for the other information, consisting of 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 8, 2024


Chartered Professional Accountants



The Corporation of the City of Courtenay

Consolidated Statement Of Financial Position - Statement A As at December 31, 2023

	2023	2022
FINANCIAL ASSETS		
Cash on Hand and on Deposit (Schedule 5)	29,812,771	36,502,240
Receivables (Note 1j)	4,243,795	5,656,692
Term Deposits (Schedule 5)	61,544,657	36,860,278
	95,601,223	79,019,210
FINANCIAL LIABILITIES		
Accounts Payable (Note 1k)	10,176,278	12,785,679
Trust and Other Deposits	6,766,816	7,596,609
Deferred Revenue - Development Cost Charges (Note 7)	14,364,562	11,093,943
Deferred Revenue - Other (Note 9)	3,278,368	2,255,353
Long-Term Debt (Schedule 4)	10,419,070	11,880,552
Asset Retirement Obligation (Note 13)	330,800	
	45,335,894	45,612,136
NET FINANCIAL ASSETS	50,265,329	33,407,074
NON-FINANCIAL ASSETS		
Inventories	419,577	335,996
Prepaid Expenses	401,172	692,052
Tangible Capital Assets (Note 13 & Schedule 3)	184,768,531	181,889,535
	185,589,280	182,917,583
ACCUMULATED SURPLUS (Schedule 2)	\$235,854,609	\$216,324,657

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, 2023

	2023 Budget	2023	2022
	(Note 16)		
REVENUE			
Taxes for Municipal Purposes	35,603,400	35,481,555	32,277,972
Sale of Services	17,706,400	19,216,157	18,840,107
Revenue From Own Sources	4,823,100	4,730,657	3,395,462
Federal Transfers	1,133,800	1,240,152	2,662,750
Provincial Transfers	5,099,000	10,503,606	2,794,856
Other Local Government Transfers	659,700	800,749	510,376
Contributions	109,000	3,806,801	4,678,808
DCC Revenue	-	-	228,822
Investment Income and Taxation Penalties	1,102,600	4,364,286	2,071,940
Other	787,900	991,168	1,257,802
Gain on Sale of Tangible Capital Assets	-	2,622	12,036
TOTAL REVENUE	67,024,900	81,137,753	68,730,931
EXPENSES			
General Government Services	6,150,027	5,675,508	6,687,803
Protective Services	12,209,583	10,898,248	10,915,294
Transportation Services	14,702,995	9,229,936	10,260,434
Sewer and Water Facilities	17,818,410	18,738,968	13,626,551
Environmental Health Services	3,163,669	3,119,883	4,222,518
Public Health and Welfare Services	473,082	477,899	433,271
Environmental Development Services	2,994,000	2,724,023	2,555,197
Recreational and Cultural Services	7,489,934	10,743,336	9,799,398
TOTAL EXPENSES	65,001,700	61,607,801	58,500,466
ANNUAL SURPLUS (DEFICIT) (Schedule 1)	2,023,200	19,529,952	10,230,465
ACCUMULATED SURPLUS AT BEGINNING OF YEAR	216,324,657	216,324,657	206,094,192
ACCUMULATED SURPLUS AT END OF YEAR	\$218,347,857	\$235,854,609	216,324,657

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, 2023

	2023 Budget	2023	2022
	(Note 14)		
ANNUAL SURPLUS	2,023,200	19,529,952	\$10,230,465
Acquisition of tangible capital assets	(25,039,200)	(6,713,027)	(10,920,734)
Amortization of tangible capital assets	6,661,000	6,937,531	6,660,570
Losses and other adjustments to tangible capital assets	-	462,525	38,725
Asset retirement obligation	-	(330,800)	-
Proceeds on sale of tangible capital assets	-	25,450	24,954
Developer tangible capital asset contribution	-	(3,260,675)	(3,621,460)
	(18,378,200)	(2,878,996)	(7,817,945)
Acquisition of supplies inventories	-	(563,809)	(585,415)
Acquisition of prepaid expense	-	(1,079,731)	(1,195,524)
Consumption of supplies inventories	-	480,227	562,603
Use of prepaid expense	-	1,370,612	890,077
	-	207,299	(328,259)
CHANGE IN NET FINANCIAL ASSETS	(16,355,000)	16,858,255	2,084,261
NET FINANCIAL ASSETS AT BEGINNING OF YEAR	33,407,074	33,407,074	31,322,813
NET FINANCIAL ASSETS AT END OF YEAR	\$17,052,074	\$50,265,329	33,407,074

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, 2023

	2023	2022
CASH PROVIDED BY (APPLIED TO) FINANCING TRANSACTIONS		
OPERATING TRANSACTIONS		
Annual Surplus	19,529,952	10,230,465
Changes in non-cash items		
Amortization	6,937,531	6,660,570
Change in receivables	1,412,897	(1,402,670)
Change in accounts payable	(2,609,401)	(752,072)
Change in trust and other deposits	(829,793)	398,317
Change in deferred revenue	4,293,634	657,027
Change in inventories	(83,581)	(22,812)
Change in prepaids	290,880	(305,446)
Net (gains)/losses and other adjustments to tangible capital assets	462,525	38,725
Developer Tangible Capital Asset Contribution	(3,260,675)	(3,621,460)
Actuarial adjustment	(453,218)	(478,179)
	25,690,751	11,402,465
CAPITAL TRANSACTIONS		
Cash used to acquire tangible capital assets	(6,713,027)	(10,920,734)
Proceeds on sale of tangible capital assets	25,450	24,954
	(6,687,577)	(10,895,780)
INVESTING TRANSACTIONS		
Purchase of term deposits	(24,684,379)	(828,660)
Cash Applied to Investing Transactions	(24,684,379)	(828,660)
FINANCING TRANSACTIONS		
Repayment of long-term debt	(1,008,264)	(1,064,633)
Cash applied to Financing Transactions	(1,008,264)	(1,064,633)
	(6,689,469)	(1,386,608)
DECREASE IN CASH ON HAND AND ON DEPOSIT	(6,689,469)	(1,386,608)
CASH ON HAND AND ON DEPOSIT AT BEGINNING OF YEAR	36,502,240	37,888,848
CASH ON HAND AND ON DEPOSIT AT END OF YEAR	\$29,812,771	\$36,502,240
Interest paid on outstanding debt and included in annual surplus above	\$536,434	\$524,723

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, 2023

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, 2023

(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. Asset retirement obligations are estimated based on the best information available related to the costs associated with retiring, decommissioning or otherwise removing an asset from productive service.

(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.

The Corporation of the City of Courtenay

Notes to Consolidated Financial Statements

Year ended December 31, 2023

(h) Financial Instruments

The City of Courtenay recognizes its financial instruments when Courtenay becomes party to the contractual provisions of the financial instrument. All financial instruments are initially recorded at fair value.

At initial recognition, Courtenay may irrevocably elect to subsequently measure any financial instrument at fair value. Courtenay has made such an election during the year.

Courtenay subsequently measures investments in equity instruments quoted in an active market and all derivative instruments, except those that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, at fair value. Fair value is determined by published price negotiations. Transactions to purchase or sell these items are recorded on the trade date. Net gains and losses arising from changes in fair value are recognized in the statement of remeasurement gains and losses. Interest income is recognized in the statement of operations. Investments in equity instruments not quoted in an active market and derivatives that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, are subsequently measured at cost. With the exception of those instruments designated at fair value, all other financial assets and liabilities are subsequently measured at amortized cost using the effective interest rate method.

Transaction costs directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in operating annual surplus. Conversely, transaction costs are added to the carrying amount for those financial instruments subsequently measured at cost or amortized cost.

All financial assets except derivatives are tested annually for impairment. Any impairment, which is not considered temporary, is recorded in the statement of operations. Write-downs of financial assets measured at cost, and/or amortized cost, to reflect losses in value are not reversed for subsequent increases in value. Reversals of any net measurements of financial assets measured at fair value are reported in the statement of remeasurement gains and losses.

The City of Courtenay has not presented a statement of remeasurement gains and losses as it does not have any items giving rise to remeasurement gains (losses).

(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.

(j) Receivables

Following is a breakdown of receivables outstanding at December 31, 2023 with 2022 comparatives:

	2023	2022
Federal Government	\$164,050	\$1,590,449
Provincial Government	317,156	1,174,270
Regional and other Local Governments	653,512	579,745
Property Taxes	1,262,714	1,249,034
Other	1,846,363	1,063,194
Total Receivables	\$4,243,795	\$5,656,692

The Corporation of the City of Courtenay

Notes to Consolidated Financial Statements

Year ended December 31, 2023

(k) Accounts Payable

Following is a breakdown of accounts payable and accrued liabilities outstanding at December 31, 2023 with 2022 comparatives:

	2023	2022
Federal Government	\$2,948,061	\$3,128,561
Provincial Government	705,436	665,871
Regional and other Local Governments	526,624	533,967
Employee Retirement Benefits (Note 11)	1,343,900	1,307,000
Trade and accrued liabilities	4,652,257	7,150,280
Total Accounts Payable	\$10,176,278	\$12,785,679

(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, 2023.

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) Asset Retirement Obligations

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:

- There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- The past transaction or event giving rise to the liability has occurred;
- It is expected that future economic benefits will be given up; and
- 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. The capitalized asset retirement cost is amortized on the same basis as the related asset is included in the Statement of Operations. The City will not inflate and discount current valuations due to the uncertainty surrounding the actual settlement of the asset retirement obligations included in scope.

2. CHANGE IN ACCOUNTING POLICY

(a) Asset Retirement Obligations

Effective, January 1, 2023 Courtenay adopted PS 3280, Asset Retirement Obligations. The new standard establishes guidelines for acknowledging, assessing, presenting, and disclosing legal responsibilities connected with the retirement of tangible capital assets. The Municipality has chosen the prospective approach where liabilities are recognized on a forward-looking basis for the current and subsequent periods only. The valuation and accounting of the asset retirement obligation is completed at the time of adoption without consideration for previous years.

The Corporation of the City of Courtenay

Notes to Consolidated Financial Statements

Year ended December 31, 2023

(b) Financial Instruments

Effective January 1, 2023, the City of Courtenay adopted the Public Sector Accounting Board's (PSAB) new recommendations for the recognition, measurement, presentation and disclosure of financial assets, financial liabilities and derivatives, under Section PS 3450 Financial Instruments. The new Section is applied prospectively, and prior periods have not been restated. There was no material impact on the financial statements from the prospective application of the new accounting recommendations.

3. 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 2023 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:

2024	986,177
2025	843,732
2026	780,099
2027	675,542
2028	366,337
	\$3,651,887

(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, 2023, there existed outstanding claims against the City. These claims have been referred to legal counsel and to the City's liability insurers. It is not possible to determine the City's potential liability, if any, with respect to these matters. Management has determined that any potential liabilities arising from these outstanding claims are not significant.

The Corporation of the City of Courtenay

Notes to Consolidated Financial Statements

Year ended December 31, 2023

4. 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 assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2022, the plan has about 240,000 active members and approximately 124,000 retired members. Active members include approximately 43,000 contributors from local governments.

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 actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis.

The City of Courtenay paid \$1,302,301 for employer contributions to the plan in fiscal 2023.

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, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

5. 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.

6. CANADA COMMUNITY BUILDING FUND (PREVIOUSLY GAS TAX AGREEMENT)

The City received transfers of Canada Community Building Fund (CCBF) through the Union of BC Municipalities. The use of the funding is established by a funding agreement between the local government and the Union of British Columbia Municipalities. Funds 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 CCBF in 2005 and reports the balance in a General Fund Reserve – New Works Canada Community Building Fund (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.

The Corporation of the City of Courtenay

Notes to Consolidated Financial Statements

Year ended December 31, 2023

Following is a schedule of CCBF receipts and disbursements received in 2023 with comparatives to 2022.

	2023	2022
Opening Balance of Unspent Funds	\$2,069,886	\$3,051,945
Additions:		
Amounts Received During the Year	1,235,824	1,184,542
Interest Earned	108,069	60,965
Deductions:		
Amount Spent on Projects	(1,148,636)	(2,227,566)
Closing Balance of Unspent Funds	\$2,265,143	\$2,069,886

7. GROWING COMMUNITIES FUND

The Growing Communities Fund (GCF) was provided to local governments to assist with increasing the local housing supply with investments in community infrastructure and amenities. The GCF may be used towards one-off costs needed to build required infrastructure and amenities rather than funding ongoing or operational activities. These funds are to be incremental to currently planned investments and should accelerate the delivery of capital projects. The GCF provided a one-time total of \$1 billion in grants to all 161 municipalities and 27 regional districts in British Columbia.

The City of Courtenay received \$7,655,000 in March 2023 and reports the balance in a General Fund Reserve – Growing Communities Reserve Fund (Schedule 2) until it is used to fund eligible costs. Interest is accrued and allocated monthly to the balance.

Following is a schedule of the GCF receipts and disbursements received in 2023.

	2023
Growing Communities Grant Received	\$7,655,000
Additions:	
Interest Earned	277,334
Deductions:	
Playground Development	(168,848)
Closing Balance of Unspent Funds	\$7,763,486

The Corporation of the City of Courtenay

Notes to Consolidated Financial Statements

Year ended December 31, 2023

8. 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 2023 and 2022.

2023 Development Cost Charge Reserves

	General BL #2840	Water Utility BL #2840	Sewer Utility BL #2840	Sewer Utility BL #1638	2023 Total
Balance Forward	\$8,918,301	\$724,188	\$1,415,789	\$35,665	\$11,093,943
Increases					
Interest	461,121	38,559	80,444	1,687	581,811
Other Contributions	1,864,899	199,498	624,411	-	2,688,808
	2,326,020	238,057	704,855	1,687	3,270,619
Ending Balance Deferred Revenue - DCC	\$11,244,321	\$962,245	\$2,120,644	\$37,352	\$14,364,562

2022 Development Cost Charge Reserves

	General BL #2840	Water Utility BL #2840	Sewer Utility BL #2840	Sewer Utility BL #1638	2022 Total
Balance Forward	\$8,580,411	\$679,567	\$1,263,638	\$35,042	\$10,558,658
Increases					
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
Decreases					
Revenue Recognized to Fund Capital Projects	(228,822)	-	-	-	(228,822)
	(228,822)	-	-	-	(228,822)
Ending Balance Deferred Revenue - DCC	\$8,918,301	\$724,188	\$1,415,789	\$35,665	\$11,093,943

The Corporation of the City of Courtenay

Notes to Consolidated Financial Statements

Year ended December 31, 2023

9. 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 2023 and 2022, which has been excluded from the City's consolidated financial statements.

CEMETERY PERPETUAL CARE FUND FINANCIAL POSITION	2023	2022	CEMETERY PERPETUAL CARE FUND FINANCIAL ACTIVITIES	2023	2022
Financial Assets			Revenue		
Cash on Hand	\$173,413	\$148,871	Fees Levied	\$16,191	\$13,135
Term Deposits	271,001	255,186	Interest Revenue	24,166	9,094
Net Financial Position	\$444,414	\$404,057	Excess Revenue over Expenditure	\$40,357	\$22,229

10. 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 2023 and 2022:

	2023	2022
Opening Balance	\$2,255,353	\$2,133,611
Additions to Deferred Revenue	3,278,368	2,255,353
Revenue Recognized	(2,255,353)	(2,133,611)
Ending Balance Deferred Revenue Other	\$3,278,368	\$2,255,353

11. 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, 2023 the City had debt reserve funds of \$340,109 (\$336,570 in 2022).

12. 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

The Corporation of the City of Courtenay

Notes to Consolidated Financial Statements

Year ended December 31, 2023

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 2023 were based on an interest (discount) rate of 4.1% per annum (2022 – 4.4%) and an inflation rate of 2.5% (2022 – 2.5%). The total estimated employee retirement benefit liability at December 31, 2023 is \$1,343,900 (2022 - \$1,307,000) and is included in the accounts payable balance on Statement A.

Following is a breakdown of the benefit liability

	2023	2022
Accrued benefit liability at beginning of year	\$1,307,000	\$1,205,200
Expense	135,400	163,048
Benefit Payments	(98,500)	(61,248)
Accrued benefit liability at end of year	\$1,343,900	\$1,307,000

13. ASSET RETIREMENT OBLIGATION

The City owns and operates the following asset that have asset retirement obligations associated with them:

Well Decommissioning Obligation:

The Groundwater Protection Regulation provides specific guidelines for decommissioning wells which give rise to a retirement obligation. The City must recognize an asset retirement obligation related to three wells owned by the City that will be required to be decommissioned at the end of life. This resulted in an increase of \$45,000 to the asset retirement liability. These wells were previously unrecognized and as a result the corresponding amount was recognized as an expense.

Underground Tank Obligation:

The Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations dictate the requirements for the proper removal and disposal of underground fuel storage tanks upon the expiration of their useful life. This legislated regulation gives rise to an asset retirement obligation for the City for any underground fuel tanks they own. As a result, the City recognized an increase in the asset retirement liability of \$52,700 with a corresponding increase to the historical cost base of the associated asset which will be amortized over the remaining useful life.

Asbestos obligation:

Asbestos and other designated hazardous materials represent a health hazard upon disturbance and as a result carry a legal obligation to remove them when a facility undergoes a significant renovation or demolition. The City owns and operates several facilities that are known to have asbestos and as a result recognized an obligation relating to the removal of the hazardous materials upon adoption of the PS 3280 Asset Retirement Obligations. An asset retirement obligation associated with asbestos within several facilities owned by the City that will need to be abated upon retirement. This resulted in a \$233,100 increase in the asset retirement liability and an equal increase in the historical costs base of the associated building assets.

Asset Retirement Obligation	Well Decommissioning	Underground Tank Removal	Asbestos Abatement	Balance December 31, 2023
Balance	\$45,000	\$52,700	\$233,100	\$330,800

The Corporation of the City of Courtenay

Notes to Consolidated Financial Statements

Year ended December 31, 2023

14. 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 2023 revenues and expenses with 2022 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.

15. 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 2023 is \$3,260,675 (\$3,621,460 in 2022).

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

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

The Corporation of the City of Courtenay

Notes to Consolidated Financial Statements

Year ended December 31, 2023

16. RESTATEMENT OF 2023 BUDGET

The budget amounts presented throughout these consolidated financial statements are based upon the Five Year Financial Plan approved by Council on April 26, 2023 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 2023-2027 Consolidated Financial Plan Bylaw 3096, 2023 adopted by Council on April 26, 2023 and reflected in these consolidated financial statements:

Adjustments to 2023 Budgeted Annual Surplus

Budgeted Surplus per Council approved Budget	\$
Purchase of Capital Assets	25,039,200
Amortization Budgeted	(6,661,000)
Transfer from Reserves	(12,528,500)
Transfer to Reserves	4,391,100
Use of Prior Year Surplus	(3,947,900)
Debt Issues in Financial Plan	(5,278,000)
Debt principle repayments in Financial Plan	1,008,300
Budgeted Surplus per Consolidated Statement of Operations	\$2,023,200

17. CONTRACTUAL RIGHTS

Following is the breakdown of the contractual rights at December 31, 2023:

Contractual Right with	Description of Contractual Right	2024	2025	2026	2027	2028	Total
Courtenay Fire Protection District	Courtenay Fire Protection	687,495	700,790	732,650	825,627	850,396	\$3,796,958

18. FINANCIAL INSTRUMENTS

The City, as a part of its operations, carries a number of financial instruments. It is management's opinion that the City is not exposed to significant interest, currency or credit risks arising from these financial instruments except as otherwise disclosed.

The Corporation of the City of Courtenay

Consolidated Schedule of Segment Disclosure by Service - Schedule 1 Year ended December 31, 2023

(Note 14)
Page 1 of 3

	General Government Services		Protective Services		Transportation Services		Environmental Health Services	
	2023	2022	2023	2022	2023	2022	2023	2022
REVENUE								
Taxation	32,130,499	28,937,219	-	-	-	-	-	-
Sales of Services	-	-	696,088	672,140	-	-	2,814,002	4,010,017
Revenue from Own Sources	-	-	1,982,918	987,632	205,578	107,774	-	-
Government Transfers	9,113,034	1,470,880	169,473	76,246	1,616,124	3,050,125	-	-
Other Revenue	101,469	101,938	-	-	214,766	220,073	-	-
Other Contributions	17,410	-	-	-	2,759,693	3,359,059	-	-
Interest Earned	3,456,923	1,697,439	67,202	45,927	335,546	138,162	-	-
Gain on sale of TCA	750	6	-	-	1,309	4,939	-	-
Total Revenues	44,820,085	32,207,482	2,915,681	1,781,945	5,133,016	6,880,132	2,814,002	4,010,017
EXPENSES								
Salaries and Benefits	4,856,898	4,467,140	3,787,600	3,210,689	2,747,446	3,022,955	211,736	161,280
Goods and Services	459,206	1,773,663	6,544,886	7,369,711	2,635,922	3,614,839	2,470,560	3,626,604
Amortization Expense	190,496	249,698	381,834	348,997	3,645,828	3,500,431	437,319	419,634
Debt Servicing	-	-	(19,328)	(16,079)	57,805	25,368	-	-
Other Expenditures	168,908	166,249	-	1,976	100,962	92,750	-	15,000
Loss on Disposal of TCA	-	31,053	203,256	-	41,973	4,091	268	-
Total Expenses	5,675,508	6,687,803	10,898,248	10,915,294	9,229,936	10,260,434	3,119,883	4,222,518
ANNUAL SURPLUS (DEFICIT)	\$39,144,577	\$25,519,679	\$(7,982,567)	\$(9,133,349)	\$(4,096,920)	\$(3,380,302)	\$(305,881)	\$(212,501)

The Corporation of the City of Courtenay

Consolidated Schedule of Segment Disclosure by Service - Schedule 1 (continued)
Year ended December 31, 2023

(Note 14)
Page 2 of 3

	Public Health & Welfare Services		Environmental Development Services		Recreational and Cultural Services		Water Utility Services	
	2023	2022	2023	2022	2023	2022	2023	2022
REVENUE								
Taxation	-	-	-	-	-	-	\$1,233,274	\$1,229,645
Sales of Services	-	-	-	-	-	-	8,907,429	7,831,087
Revenue from Own Sources	-	-	553,963	533,768	1,562,225	1,507,540	409,549	234,808
Government Transfers	929,971	714,852	185,082	173,082	530,823	482,797	-	-
Other Revenue	212,233	140,543	462,700	795,248	-	-	-	-
Other Contributions	-	-	209,100	234,700	10,813	126,529	407,870	486,750
Interest Earned	-	-	77,904	34,520	64,203	24,133	172,509	59,013
Gain on sale of TCA	-	-	-	-	563	7,091	-	-
Total Revenues	1,142,204	855,395	1,488,749	1,771,318	2,168,627	2,148,090	11,130,631	9,841,303
EXPENSES								
Salaries and Benefits	273,430	267,564	1,242,915	1,066,648	5,796,260	5,236,190	1,114,227	974,355
Goods and Services	153,626	120,632	1,479,257	1,487,785	3,714,281	3,189,876	8,584,386	5,702,485
Amortization Expense	50,843	45,075	1,095	-	1,096,358	1,075,117	579,332	555,565
Debt Servicing	-	-	-	-	48,093	32,867	(8,105)	(6,744)
Other Expenditures	-	-	756	764	47,929	265,348	-	-
Loss on Disposal of TCA	-	-	-	-	40,415	-	133,655	14,092
Total Expenses	477,899	433,271	2,724,023	2,555,197	10,743,336	9,799,398	10,403,495	7,239,753
ANNUAL SURPLUS (DEFICIT)	\$664,305	\$422,124	\$(1,235,274)	\$(783,879)	\$(8,574,709)	\$(7,651,308)	\$727,136	\$2,601,550

The Corporation of the City of Courtenay

Consolidated Schedule of Segment Disclosure by Service - Schedule 1 (continued) Year ended December 31, 2023

(Note 14)
Page 3 of 3

	Sewer Utility Services		Consolidated	
	2023	2022	2023	2022
REVENUE				
Taxation	2,117,782	2,111,108	35,481,555	32,277,972
Sales of Services	6,798,638	6,326,863	19,216,157	18,840,107
Revenue from Own Sources	16,424	23,940	4,730,657	3,395,462
Government Transfers	-	-	12,544,507	5,967,982
Other Revenue	-	-	991,168	1,257,802
Other Contributions	401,915	700,592	3,806,801	4,907,630
Interest Earned	189,999	72,746	4,364,286	2,071,940
Gains on sale of TCA	-	-	2,622	12,036
Total Revenues	9,524,758	9,235,249	81,137,753	68,730,931
EXPENSES				
Salaries and Benefits	666,053	606,934	20,696,565	19,013,755
Goods and Services	1,427,065	375,636	27,469,189	27,261,231
Amortization Expense	554,426	466,052	6,937,531	6,660,569
Debt Servicing	4,749	11,132	83,214	46,544
Other Expenditures	5,637,600	4,925,519	5,956,155	5,467,606
Loss on Disposal of TCA	45,580	1,525	465,147	50,761
Total Expenses	8,335,473	6,386,798	61,607,801	58,500,466
ANNUAL SURPLUS (DEFICIT)	\$1,189,285	\$2,848,451	\$19,529,952	\$10,230,465

The Corporation of the City of Courtenay

Consolidated Schedule Of Accumulated Surplus & Reserves - Schedule 2 Year ended December 31, 2023

	2023	2022
Surplus		
Invested in Tangible Capital Assets	\$174,018,659	\$170,008,982
General Operating Fund	19,318,822	13,399,070
General Capital Fund	733,665	733,665
Water Utility Operating Fund	5,830,425	5,920,905
Water Utility Capital Fund	108,869	108,869
Sewer Utility Operating Fund	3,461,914	3,197,321
Sewer Utility Capital Fund	21,706	21,706
Gaming Fund	2,142,538	1,951,345
Total Surplus	205,636,598	195,341,863
Reserves		
General Fund Reserves:		
Machinery and Equipment	1,739,055	1,767,915
Land Sale	827,696	793,955
New Works and Equipment	4,849,625	4,428,655
New Works - Canada Community Building Fund (Note 6)	2,265,143	2,069,886
General Asset Management Reserve	1,186,695	786,262
Risk Reserve	111,582	106,544
Public Parking	291,648	126,991
Parkland Acquisition	358,647	342,452
Police Contingency Reserve	1,284,719	792,286
Assessment Appeal	480,677	435,878
Housing Amenity	1,196,760	1,258,566
Tree Reserve	148,354	118,555
Amenity	685,590	680,776
Growing Communities Fund (Note 7)	7,763,486	-
	23,189,677	13,708,721
Water Utility Reserves:		
Water Utility	1,860,360	1,795,546
Water Asset Management Reserve	486,274	1,341,848
Machinery and Equipment	394,913	347,794
	2,741,547	3,485,188
Sewer Utility Reserves:		
Sewer Utility	1,137,957	1,091,521
Sewer Asset Management Reserve	2,282,368	1,886,448
Machinery and Equipment	866,462	810,916
	4,286,787	3,788,885
Total Reserves	30,218,011	20,982,794
ACCUMULATED SURPLUS (Statement A)	\$235,854,609	216,324,657

The Corporation of the City of Courtenay

Consolidated Schedule of Tangible Capital Assets - Schedule 3 For the year ended December 31, 2023

COST	Land		Land Improvements		Buildings		Equipment/ Furniture/ Vehicles		Engineering Structures			Other Tangible Capital Assets	
	Land	Improvements	Buildings	Vehicles	Roads	Water	Sewer	Other	Total	2022	Total	2022	
Opening Balance	-	76,316	632,091	140,279	545,064	338,453	393,310	298,508	-	\$2,424,021	13,127,478		
Construction-in-progress (CIP)	-	-	-	-	-	-	-	-	-	-	-		
Add: Construction-in-progress	3,805	-	76,445	-	153,252	13,642	309,928	101,945	-	659,017	1,213,188		
Less: Transfers into Service	-	(40,385)	(145,509)	(79,041)	-	-	-	(41,524)	-	(306,459)	(1,916,645)		
Writedowns & Reallocations	-	-	(179,196)	(45,580)	(6,140)	(88,655)	-	(20,194)	-	(339,765)	-		
Less: Writedowns & Reallocations	-	-	-	-	-	-	-	-	-	-	-		
Closing Balance	3,805	35,931	383,831	15,658	692,176	263,440	703,238	338,735	-	2,436,814	2,424,021		
Construction-in-progress	-	-	-	-	-	-	-	-	-	-	-		
Opening Balance	25,864,343	8,483,468	32,947,621	23,768,401	121,387,377	28,555,696	20,773,221	31,215,586	1,239,730	294,235,443	269,387,611		
Tangible Capital Assets	-	-	-	-	-	-	-	-	-	-	-		
Add: Writedown	-	-	-	-	-	-	-	-	-	-	-		
Add: Additions (including Transfers into Service)	-	527,080	633,332	1,540,585	2,816,207	2,246,441	497,042	1,845,035	94,315	10,200,037	25,245,651		
Less: Disposals	-	(188,801)	-	(251,749)	(249,350)	(23,975)	(36,250)	(57,493)	-	(807,618)	(397,819)		
Closing Balance Tangible Capital Assets and CIP	25,868,148	8,857,678	33,964,784	25,072,895	124,646,411	31,041,602	21,937,251	33,341,863	1,334,045	306,064,676	296,659,464		
ACCUMULATED AMORTIZATION													
Opening Balance	-	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		
Add: Amortization	-	314,162	785,392	1,020,639	2,971,595	550,039	369,928	852,094	73,682	6,937,531	6,660,569		
Less: Accum Amortization on Disposals	-	(99,710)	-	(189,222)	(115,499)	(400)	(604)	(5,880)	-	(411,315)	(334,140)		
	-	4,390,145	15,679,608	14,418,267	59,811,012	9,531,760	3,486,529	12,802,263	1,176,561	121,296,145	114,769,929		
Net Book Value for year ended December 31, 2023	\$25,868,148	\$4,467,533	\$18,285,175	\$10,654,629	\$64,835,399	\$21,509,842	\$18,450,722	\$20,539,600	\$157,483	\$184,768,531	\$181,889,535		

The Corporation of the City of Courtenay

Consolidated Schedule of Debenture and Other Long-Term Debt - Schedule 4 Year ended December 31, 2023

Bylaw Number		Term Years	Maturity Date	Interest Rate %	Principal Outstanding Dec 31/22	Current Year Borrowing	Actuarial Adjustment/ Princ. Reduct.	Principal Outstanding Dec 31/23
General Capital Fund								
2227	Fifth Street Bridge	15	2023	2.90	39,565	-	39,565	-
2304	Lerwick Road Ext. Prop Acquisition	25	2029	2.85	410,558	-	50,425	360,133
2354	Repaving Program	20	2025	0.63	91,947	-	29,881	62,066
2355	Lerwick Road Extension	25	2030	0.91	299,079	-	33,633	265,446
2425	Lerwick Road Construction	20	2026	1.53	192,307	-	45,286	147,021
2453	Police Property Acquisition	20	2026	1.53	381,811	-	89,913	291,898
2539	Capital Infrastructure Work	15	2024	2.25	534,358	-	261,940	272,418
2538	Native Sons Hall Renovation	15	2025	1.28	149,072	-	47,991	101,081
2680	Lewis Centre Renovation	15	2027	3.39	1,681,687	-	313,603	1,368,084
2681	Infrastructure Works - Road Paving	15	2027	3.39	624,627	-	116,481	508,146
2978	Fifth Street Bridge Rehabilitation	20	2041	2.58	3,263,517	-	139,554	3,123,963
TOTAL GENERAL CAPITAL FUND					7,668,528	-	1,168,272	6,500,256
Water Capital Fund								
Debenture Debt								
2424	Water Extension - Lerwick Road	20	2026	1.53	160,256	-	37,739	122,517
TOTAL WATER CAPITAL FUND					160,256	-	37,739	122,517
Sewer Capital Fund								
Debenture Debt								
2305	Sewer Extension	25	2029	2.85	307,920	-	37,820	270,100
2353	Sewer Extension	25	2030	0.91	841,696	-	94,655	747,041
2423	Sewer Extension - Lerwick Road	20	2026	1.53	97,222	-	22,895	74,327
2985	Sewer Extension - Greenwood Trunk	25	2045	0.91	2,804,930	-	100,101	2,704,829
TOTAL SEWER CAPITAL FUND					4,051,768	-	255,471	3,796,297
TOTAL ALL CAPITAL FUNDS					11,880,552	-	1,461,482	10,419,070

The Corporation of the City of Courtenay

Consolidated Schedule Of Investments - Schedule 5 For the year ended December 31, 2023

	2023	2022
CASH ON HAND		
General Fund	\$27,892,728	\$34,816,708
Gaming Fund	1,920,043	1,685,532
Total Cash on Hand	\$29,812,771	\$36,502,240
TERM DEPOSITS AND POOLED FUNDS		
Municipal Finance Authority, Money Market Fund at fluctuating rate, no maturity date	\$26,123,436	\$15,332,338
Guaranteed Investment Certificates	10,421,221	\$21,527,940
Municipal Finance Authority, Pooled Government Focused Ultra-Short Bond	15,000,000	-
Municipal Finance Authority, Pooled BC Fossil Fuel Free Bond	10,000,000	-
Total Term Deposits and Pooled Funds	61,544,657	36,860,278
TOTAL CASH AND INVESTMENTS	\$91,357,428	73,362,518





The Corporation of the City of Courtenay

Staff Report

To: Council

File No.: 3090-20-2405 / DVP00055

From: Director of Development Services

Date: June 26th, 2024

Subject: Development Variance Permit No. 2405 – 2599 Copperfield Road

PURPOSE:

For Council to consider approval of a Development Variance Permit No. 2405 to allow for a variance to the side yard setback from 3.5 m to 2.5 m in order to permit a proposed addition with external stairs to an existing single residential dwelling located at 2599 Copperfield Road (**LOT 8, DISTRICT LOT 95, COMOX DISTRICT, PLAN 30178**). As per Development Procedure Bylaw No. 3106, 2023, variances that exceed 25% must be approved by Council.

BACKGROUND:

The subject property is located at 2599 Copperfield Road (See Figure 1 and 2), which contains a single residential dwelling that currently encroaches into the side yard setback. The applicant is proposing an addition to the rear of the residential dwelling that will have stairs to the addition, this proposed addition requires a variance to both the east and west side yard setbacks.

The subject property was brought into the City from the Comox Valley Regional District (CVRD) in 2002. The City's Zoning Bylaw No. 2500 was adopted in 2007 and the property was zoned R-1A. This resulted in the residential dwelling unit becoming legal non-conforming in its siting. Presently, the property is designated Urban Residential in the OCP, and is located at the current terminus of Copperfield Road. It is located in a primarily residential area comprised of larger residential lots and abuts rural Electoral Area C lands on its rear and side lot lines.

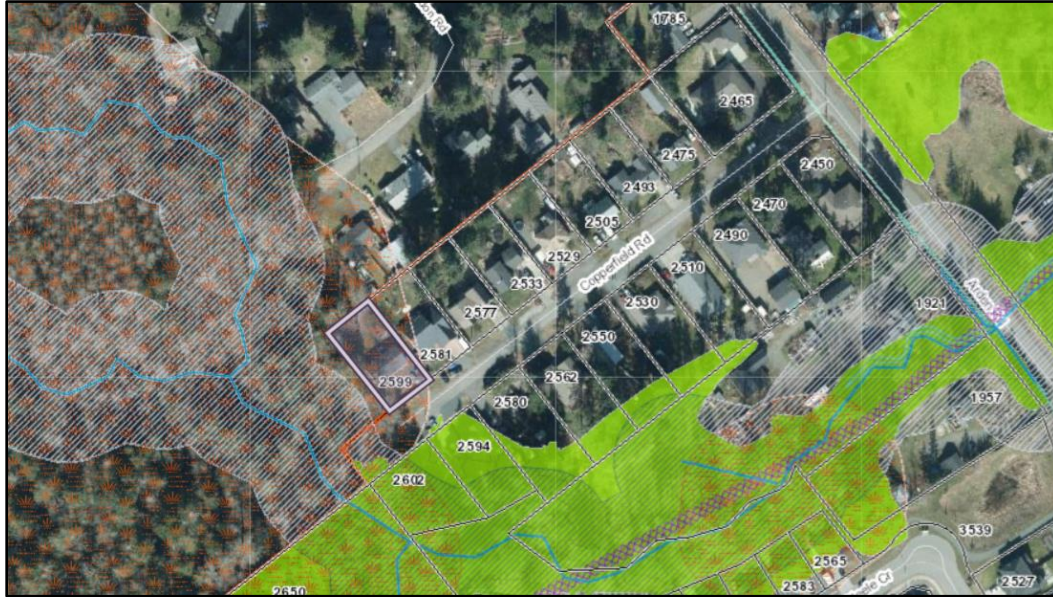
In order to construct the addition and bring the dwelling unit siting into conformance, a variance is required to vary Section 8.1.15 (3) (side yard setback) of *Zoning Bylaw No. 2500, 2007* from 3.5 m to 2.5 m.

Figure 1. Existing Single Residential Dwelling.



In preparation for applying for the variance, the owner of the subject property acquired an Environmental Impact Assessment due to the property’s proximity to Piercy Creek – Tributary 11 (See *Figure 2*). The Assessment, conducted on January 2nd of 2024, confirmed that no Environmentally Sensitive Areas (ESAs) will be affected by the development proposal, and that no previously identified ESAs have been modified or destroyed. An Environmental Development Permit is not required for the proposed addition to the residential dwelling.

Figure 2. Site Location with Environmental Features



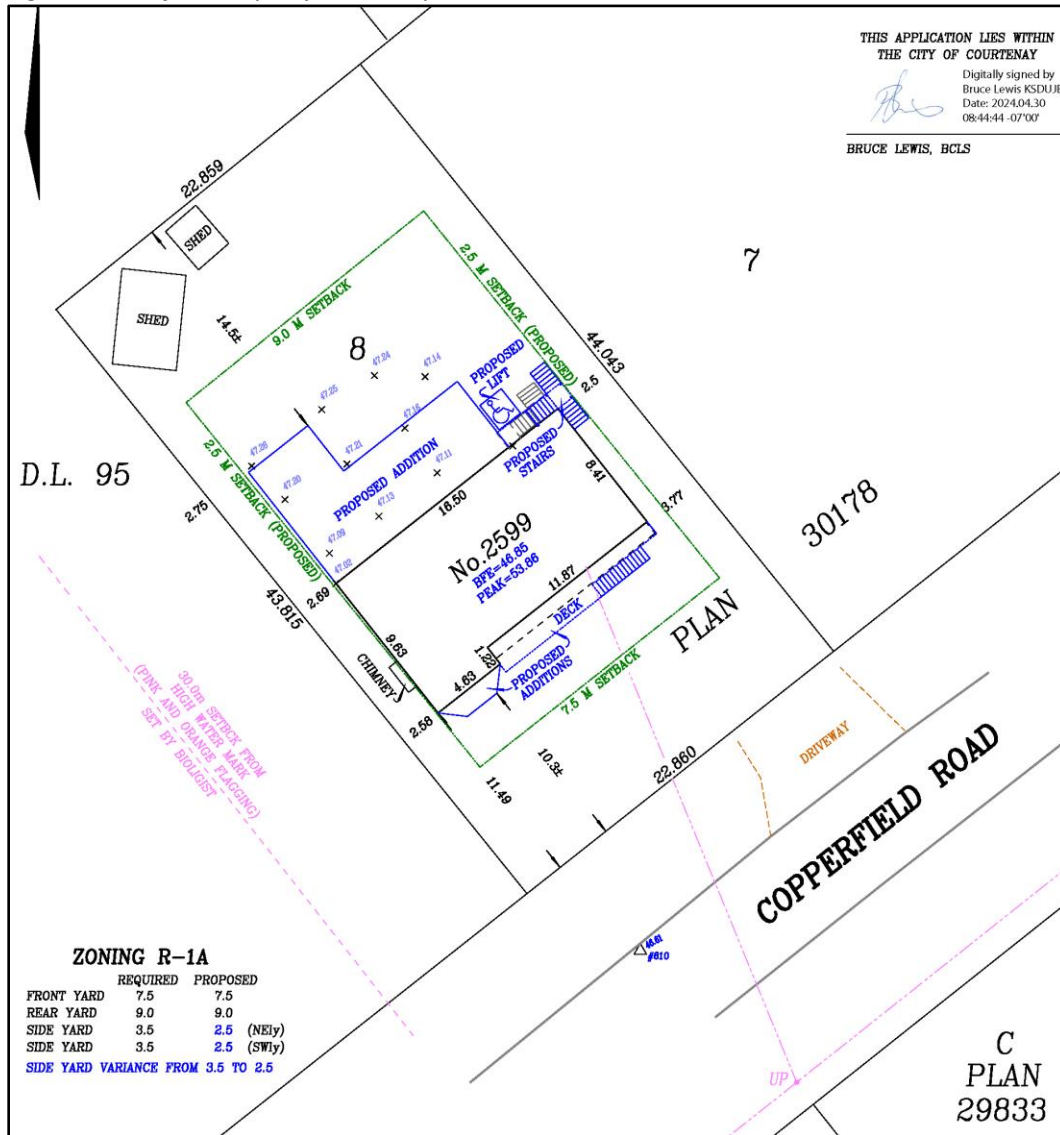
DISCUSSION:

The proposed variance is listed below in Table 1, and illustrated in Figure 3. The draft Development Variance Permit No. 2405 is Attachment 1 to this report. Both side yard setbacks are proposed to be varied from 3.5m to 2.5m. The side facing the neighbouring residential development is proposed to include external stairs. The side of the proposed addition faces property containing environmentally sensitive areas (ESA) and does not impact the ESA land. The variances would also formalize an existing legally non-conforming structure within the same side yard setback. The existing chimney does not require a variance as it is permitted to project 0.6m beyond the face of a building as per Section 6.6.1 of Zoning Bylaw 2500, 2007. All other zoning requirements on the property are met.

Table 1. Comparison Table

Regulation	Proposed	Variance
Section 8.1.15 (3) The <i>side yard setbacks</i> shall be 3.5 m except where a <i>side yard</i> flanks a <i>street</i> , in which case, the minimum distance shall be 4.5 m.	The side yard setbacks shall be 2.5 m .	1.0 m (3.28 ft.) – Reduction in required side yard setbacks.

Figure 3. Subject Property with Proposed Addition, External Stairs & Setbacks



POLICY ANALYSIS:

The Urban Residential land use designation supports intensification of these lands. The R-1A zone is not one of the zones that will be rezoned to the proposed Residential Small-scale Multi-unit Housing (R-SSMUH) zone.

FINANCIAL IMPLICATIONS:

There is no direct financial implication related to this application.

ADMINISTRATIVE IMPLICATIONS:

The processing of Development Variance Permit No. 2405 falls within the Planning Division’s statutory work program.

STRATEGIC PRIORITIES REFERENCE:

This initiative addresses the following strategic priorities:

- Good Governance - Review and streamline development process and set targets for application processing times

PUBLIC ENGAGEMENT:

In accordance with Part 14 of the *Local Government Act*, public notification was provided to six (6) properties (owners and occupants) within a 30-metre radius of the subject property on June 11th, 2024.

There are no public comments received at the time of writing this report, and any comments received by 1:00 p.m. on June 26th, 2024, will be presented to Council at the regular council meeting.

OPTIONS:

1. THAT Council vary Section 8.1.15 (3) of Zoning Bylaw No. 2500, 2007 *“The side yard setbacks shall be 3.5m to 2.5 m”*; AND
THAT Council approve Development Variance Permit No. 2405 (2599 Copperfield Road); AND
THAT Council direct the Director of Development Services to issue Development Variance Permit No. 2405 (2599 Copperfield Road).
2. THAT Council defer and request additional information from staff for “Development Variance Permit No. 2405” (2599 Copperfield Road) through resolution.
3. THAT Council, deny the application for “Development Variance Permit No. 2405” (2599 Copperfield Road).

ATTACHMENTS:

1. Draft Development Variance Permit No. 2405
2. Public Notification Mailout

Prepared by: Corey Cooper, Planning Technician
Reviewed by: Nancy Gothard, RPP, MCIP, Manager of Community and Sustainability Planning
Marianne Wade, RPP, MCIP, Director of Development Services
Concurrence: Geoff Garbutt, M.Pl., MCIP, RPP, City Manager (CAO)

THE CORPORATION OF THE CITY OF COURTENAY

Permit No. 3090-20-2405 / DVP00055

DEVELOPMENT VARIANCES PERMIT

June 26th, 2024

To issue a Development Permit

To: Name: EVELYN CARRUTHERS
Address: 2599 COPPERFIELD ROAD
COURTENAY, BC, V9N 9J6

Property to which permit refers:

Legal: LOT 8, DISTRICT LOT 95, COMOX DISTRICT, PLAN 30178
Civic: 2599 COPPERFIELD ROAD
COURTENAY, BC, V9N 9J6

Conditions of Permit:

Permit issued to the property legally described as LOT 8, DISTRICT LOT 95, COMOX DISTRICT, PLAN 30178 to allow for the construction of an addition and external stairs to an existing residential dwelling and bring into conformance an existing encroachment:

- *Section 8.1.15 (3) – The side yard setbacks shall be 3.5 m to 2.5 m.*

Development Variance Permit No. 2405 is also subject to the following conditions:

- Development must be in conformance with the site plan dated April 30th, 2024 by Bruce Lewis, BCLS in *Schedule No. 1*.

Time Schedule of Development and Lapse of Permit

That if the permit holder has not substantially commenced the construction authorized by this permit within (24) months after the date it was issued, the permit lapses.

_____ Date

_____ Director of Development Services

Schedule No. 1

**BUILDING PERMIT/VARIANCE APPLICATION
FOR: LOT 8, DISTRICT LOT 95, COMOX
DISTRICT, PLAN 30178**

DATED: APRIL 30, 2024.

BCGS 92F.056.4.1
PID: 001-282-883
OWNER: CARRITHERS
CIVIC: 2599 COPPERFIELD ROAD

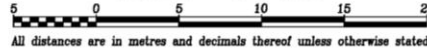
DATUM:
ELEVATIONS ARE ON AN ASSUMED DATUM,
REFERENCED TO TRAVERSE HUB #610
WITH AN ELEVATION OF 46.61 M.

LOT 8, PLAN 30178
(NON-FINANCIAL CHARGES)
EXCEPTIONS AND RESERVATIONS M76300 (E&N)
NOTE: CHARGES MAY AFFECT THE
POSITIONING OF STRUCTURES ON PROPERTY

LEGEND:

- - Denotes - Iron Post Found
- △ - Denotes - Traverse Hub placed
- UP ● - Denotes - Utility Pole
- SP ● - Denotes - Service Pole
- - Denotes - Overhead Wires
- THC - Denotes - Traverse Hub Concrete Nail
- - Denotes - Septic Lid
- ×12.34 - Denotes - Spot Elevation
- - - - - Denotes - Edge of Pavement

SCALE = 1 : 250



NOTES:

LOT DIMENSIONS AND BEARINGS (IF SHOWN) ARE DERIVED FROM PLAN 30178

THIS PLAN WAS PREPARED FOR ARCHITECTURAL DESIGN AND SITE SERVICING PURPOSES, AND IS FOR THE EXCLUSIVE USE OF OUR CLIENT. THE SIGNATORY ACCEPTS NO RESPONSIBILITY OR LIABILITY FOR ANY DAMAGES THAT MAY BE SUFFERED BY A THIRD PARTY AS A RESULT OF REPRODUCTION, TRANSMISSION OR ALTERATION TO THIS DOCUMENT WITHOUT CONSENT OF THE SIGNATORY

OFFSET MEASUREMENTS ARE TO THE SIDING OF BUILDING AND ARE PERPENDICULAR TO PROPERTY LINE

BUILDING OFFSETS SHOWN ON THIS PLAN ARE NOT TO BE USED TO RE-ESTABLISH PROPERTY LINES OR CORNERS

NOTE:

PROPOSED ADDITIONS AS PER PLANS PROVIDED BY GARTH GIESBRECHT DESIGN AND DATED APRIL 23, 2024.

ELEVATIONS:

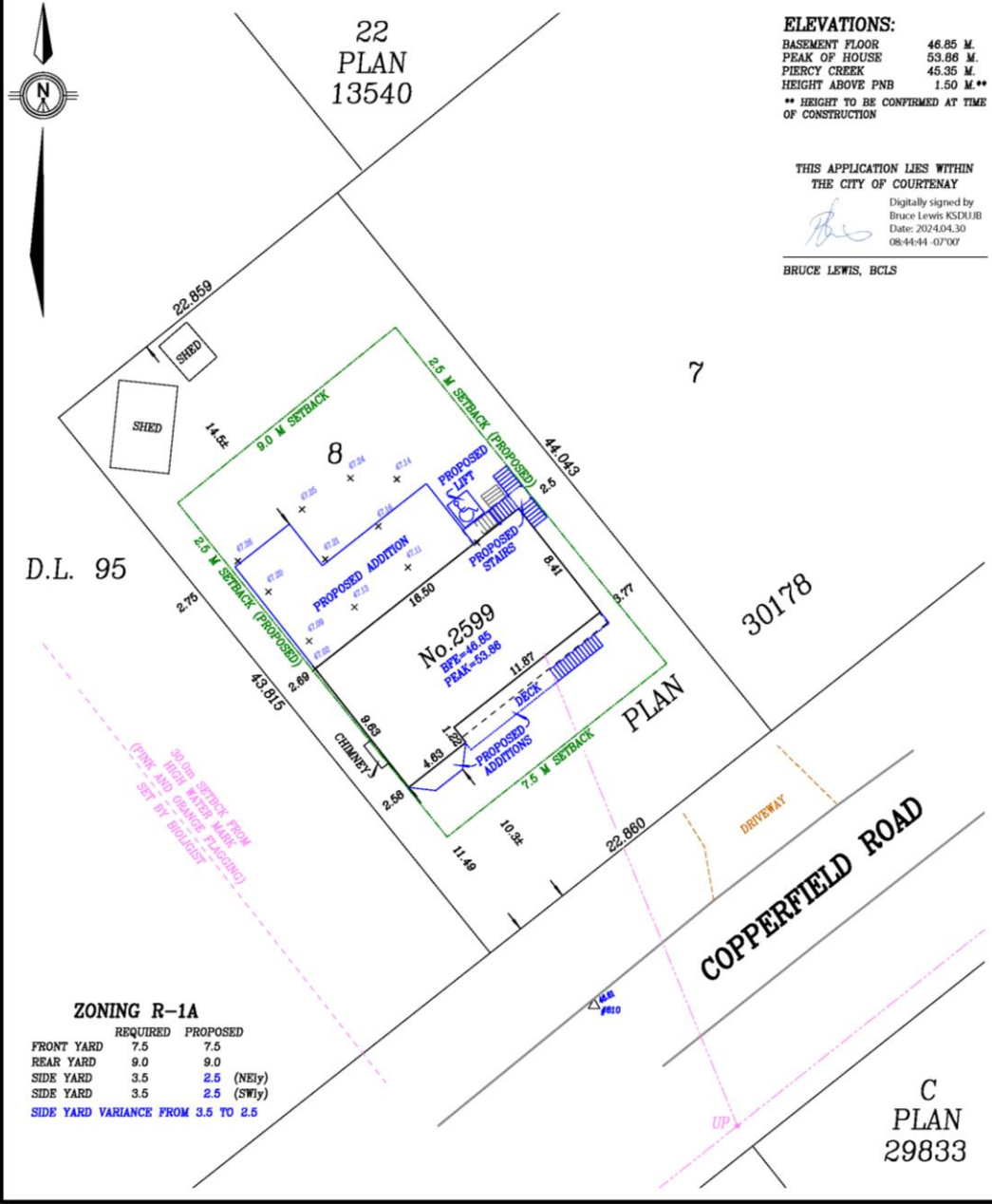
BASEMENT FLOOR	46.85 M.
PEAK OF HOUSE	53.86 M.
PIERCY CREEK	45.35 M.
HEIGHT ABOVE PNB	1.50 M.**

** HEIGHT TO BE CONFIRMED AT TIME OF CONSTRUCTION

THIS APPLICATION LIES WITHIN THE CITY OF COURTENAY

Digitally signed by
Bruce Lewis KSDUB
Date: 2024.04.30
08:44:44 -07'00'

BRUCE LEWIS, BCLS



ZONING R-1A

	REQUIRED	PROPOSED
FRONT YARD	7.5	7.5
REAR YARD	9.0	9.0
SIDE YARD	3.5	2.5 (NEly)
SIDE YARD	3.5	2.5 (SWly)

SIDE YARD VARIANCE FROM 3.5 TO 2.5

BRUCE LEWIS LAND SURVEYING INC.

811 Highridge Court, Comox, B.C. V9M 3R4

Ph: 250-890-0334 File: 2867-A01

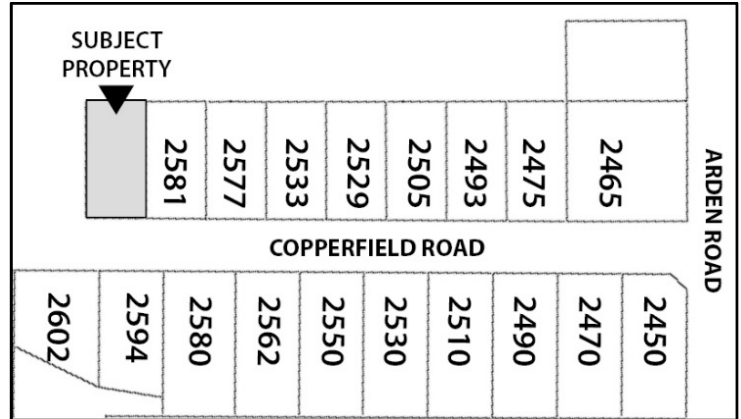
Notice of Development Variance Permit No. 2405

Development Variance Permit application for 2599 Copperfield Road.

File No.: 3090-20-2405/DVP00055

Council will consider Development Variance Permit No. 2405, at the Wednesday, June 26, 2024 regular Council meeting at 4pm, to vary a side yard setback in order to facilitate an addition to an existing single residential dwelling at 2599 Copperfield Road (LOT 8, DISTRICT LOT 95, COMOX DISTRICT, PLAN 30178).

The property is zoned Residential One A (R-1A). The proposed Development Variance Permit would vary the following section of Zoning Bylaw No. 2500, 2007:



- *Section 8.1.15 (3) – Setbacks – The minimum side yard setbacks from 3.5m to 2.5m.*

Get more information

The proposed permit is available for viewing at Courtenay City Hall, 830 Cliffe Avenue, June 11 – June 26, 8:30 am – 4:30 pm Monday to Friday, Except holidays, OR online: Courtenay.ca/devapps



Watch Meeting In-person Wednesday June 26, 2024

starting at 4:00 p.m.
At the CVRD's CIVIC Room
770 Harmston Ave., Courtenay



Watch Meeting Online Wednesday June 26, 2024

starting at 4:00 p.m.
Streamed live on the City of Courtenay's YouTube channel



Submit Written Comments by 1:00 p.m. on Wednesday June 26, 2024

Email: planning@courtenay.ca
Mail: Development Services
830 Cliffe Avenue, Courtenay, BC
V9N 2J7



**City of
Courtenay**

City of Courtenay Development Services

830 Cliffe Avenue, Courtenay BC, V9N 2J7



The Corporation of the City of Courtenay

Staff Report

To: Council

File No.: 1870-06 [2023]

From: City Manager (CAO)

Date: June 26, 2024

Subject: Financial Information Act – 2023 Statement of Financial Information

PURPOSE:

The purpose of this report is to request Council approval of the Statement of Financial Information (SOFI) for the year ended December 31, 2023.

BACKGROUND:

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

DISCUSSION:

Attached for Council’s review and approval is the City of Courtenay Statement of Financial Information for the year ended December 31, 2023.

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 2023 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

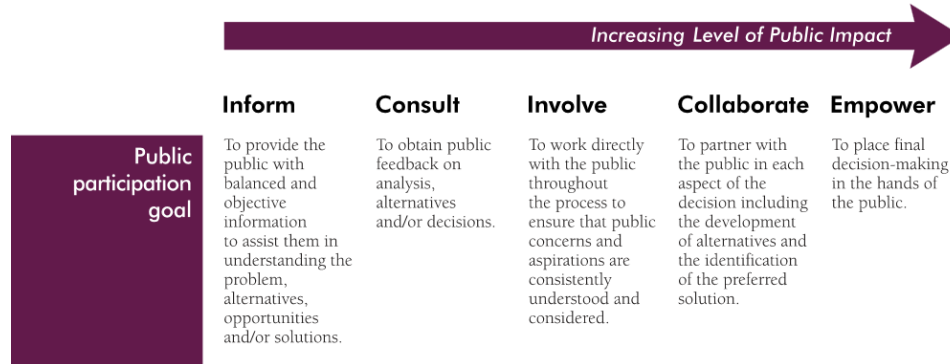
ADMINISTRATIVE IMPLICATIONS:

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 30th.

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



© International Association for Public Participation www.iap2.org

OPTIONS:

1. THAT Council approves the City of Courtenay Statement of Financial Information for the year ended December 31, 2023 (Recommended)
2. THAT Council provide alternative direction to staff.

ATTACHMENTS:

1. City of Courtenay, Statement of Financial Information for the year ended December 31, 2023

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.Pl., MCIP, RPP, City Manager (CAO)



**THE CORPORATION OF
THE CITY OF COURTENAY**

**Statement of Financial Information
For the Year Ended December 31, 2023**

STATEMENT OF FINANCIAL INFORMATION

For the Year Ended December 31, 2023

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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:

Adam Langenmaier, BBA, CPA, CA
Director of Financial Services
June 16, 2024

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, 2023, and the consolidated statements of operations, change 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, 2023, and the results of its consolidated operations, change in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

Other Information

Management is responsible for the other information, consisting of 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 8, 2024

MNP LLP

Chartered Professional Accountants

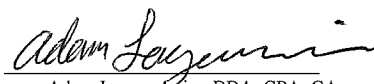
**THE CORPORATION OF THE CITY OF COURTENAY
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2023**

STATEMENT A

	2023	2022
FINANCIAL ASSETS		
Cash on Hand and on Deposit (Schedule 5)	29,812,771	36,502,240
Receivables (Note 1j)	4,243,795	5,656,692
Term Deposits (Schedule 5)	61,544,657	36,860,278
	95,601,223	79,019,210
FINANCIAL LIABILITIES		
Accounts Payable (Note 1k)	10,176,278	12,785,679
Trust and Other Deposits	6,766,816	7,596,609
Deferred Revenue - Development Cost Charges (Note 8)	14,364,562	11,093,943
Deferred Revenue - Other (Note 10)	3,278,368	2,255,353
Long-Term Debt (Schedule 4)	10,419,070	11,880,552
Asset Retirement Obligation (Note 13)	330,800	-
	45,335,894	45,612,136
NET FINANCIAL ASSETS	50,265,329	33,407,074
NON-FINANCIAL ASSETS		
Inventories	419,577	335,996
Prepaid Expenses	401,172	692,052
Tangible Capital Assets (Note 15 & Schedule 3)	184,768,531	181,889,535
	185,589,280	182,917,583
ACCUMULATED SURPLUS (Schedule 2)	\$ 235,854,609	\$ 216,324,657

CONTINGENT LIABILITIES AND COMMITMENTS (NOTE 3)

CONTRACTUAL RIGHTS (NOTE 17)



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

**THE CORPORATION OF THE CITY OF COURTENAY
CONSOLIDATED STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2023**

REVENUE	2023 Budget (Note 16)	2023	2022
Taxes for Municipal Purposes	35,603,400	35,481,555	32,277,972
Sale of Services	17,706,400	19,216,157	18,840,107
Revenue From Own Sources	4,823,100	4,730,657	3,395,462
Federal Transfers	1,133,800	1,240,152	2,662,750
Provincial Transfers	5,099,000	10,503,606	2,794,856
Other Local Government Transfers	659,700	800,749	510,376
Contributions	109,000	3,806,801	4,678,808
DCC Revenue	-	-	228,822
Investment Income and Taxation Penalties	1,102,600	4,364,286	2,071,940
Other	787,900	991,168	1,257,802
Gain on Sale of Tangible Capital Assets	-	2,622	12,036
TOTAL REVENUE	67,024,900	81,137,753	68,730,931
EXPENSES			
General Government Services	6,150,027	5,675,508	6,687,803
Protective Services	12,209,583	10,898,248	10,915,294
Transportation Services	14,702,995	9,229,936	10,260,434
Sewer and Water Facilities	17,818,410	18,738,968	13,626,551
Environmental Health Services	3,163,669	3,119,883	4,222,518
Public Health and Welfare Services	473,082	477,899	433,271
Environmental Development Services	2,994,000	2,724,023	2,555,197
Recreational and Cultural Services	7,489,934	10,743,336	9,799,398
TOTAL EXPENSES	65,001,700	61,607,801	58,500,466
ANNUAL SURPLUS (Schedule 1)	2,023,200	19,529,952	10,230,465
ACCUMULATED SURPLUS AT BEGINNING OF YEAR	216,324,657	216,324,657	206,094,192
ACCUMULATED SURPLUS AT END OF YEAR	\$ 218,347,857	\$ 235,854,609	\$ 216,324,657

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, 2023**

STATEMENT C

	2023 Budget (Note 16)	2023	2022
ANNUAL SURPLUS	2,023,200	19,529,952	10,230,465
Acquisition of tangible capital assets	(25,039,200)	(6,713,027)	(10,920,734)
Amortization of tangible capital assets	6,661,000	6,937,531	6,660,570
Losses and other adjustments to tangible capital assets	-	462,525	38,725
Asset retirement obligation	-	(330,800)	-
Proceeds on sale of tangible capital assets	-	25,450	24,954
Developer tangible capital asset contribution	-	(3,260,675)	(3,621,460)
	<u>(18,378,200)</u>	<u>(2,878,996)</u>	<u>(7,817,945)</u>
Acquisition of supplies inventories	-	(563,809)	(585,415)
Acquisition of prepaid expense	-	(1,079,731)	(1,195,524)
Consumption of supplies inventories	-	480,227	562,603
Use of prepaid expense	-	1,370,612	890,077
	<u>-</u>	<u>207,299</u>	<u>(328,259)</u>
CHANGE IN NET FINANCIAL ASSETS	(16,355,000)	16,858,255	2,084,261
NET FINANCIAL ASSETS AT BEGINNING OF YEAR	<u>33,407,074</u>	<u>33,407,074</u>	<u>31,322,813</u>
NET FINANCIAL ASSETS AT END OF YEAR	<u>\$ 17,052,074</u>	<u>\$ 50,265,329</u>	<u>\$ 33,407,074</u>

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

**THE CORPORATION OF THE CITY OF COURTENAY
CONSOLIDATED STATEMENT OF CASH FLOW
FOR THE YEAR ENDED DECEMBER 31, 2023**

STATEMENT D

	2023	2022
CASH PROVIDED BY (APPLIED TO) FINANCING TRANSACTIONS		
OPERATING TRANSACTIONS		
Annual Surplus	19,529,952	10,230,465
Changes in non-cash items		
Amortization	6,937,531	6,660,570
Change in receivables	1,412,897	(1,402,670)
Change in accounts payable	(2,609,401)	(752,072)
Change in trust and other deposits	(829,793)	398,317
Change in deferred revenue	4,293,634	657,027
Change in inventories	(83,581)	(22,812)
Change in prepaids	290,880	(305,446)
Net (gains)/losses and other adjustments to tangible capital assets	462,525	38,725
Developer Tangible Capital Asset Contribution	(3,260,675)	(3,621,460)
Actuarial adjustment	(453,218)	(478,179)
	25,690,751	11,402,465
CAPITAL TRANSACTIONS		
Cash used to acquire tangible capital assets	(6,713,027)	(10,920,734)
Proceeds on sale of tangible capital assets	25,450	24,954
	(6,687,577)	(10,895,780)
INVESTING TRANSACTIONS		
Purchase of term deposits	(24,684,379)	(828,660)
Cash Applied to Investing Transactions	(24,684,379)	(828,660)
FINANCING TRANSACTIONS		
Repayment of long-term debt	(1,008,264)	(1,064,633)
Cash applied to Financing Transactions	(1,008,264)	(1,064,633)
(DECREASE) IN CASH ON HAND AND ON DEPOSIT	(6,689,469)	(1,386,608)
CASH ON HAND AND ON DEPOSIT AT BEGINNING OF YEAR	36,502,240	37,888,848
CASH ON HAND AND ON DEPOSIT AT END OF YEAR	\$ 29,812,771	\$ 36,502,240
Interest paid on outstanding debt and included in annual surplus above	\$ 536,434	\$ 524,723

THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2023

PAGE 1 OF 15

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

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Presentation

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

(b) Revenue and Expense Recognition

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

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

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

Taxes for Municipal Purposes are recognized in the year levied.

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

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

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

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

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

THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2023

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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. Asset retirement obligations are estimated based on the best information available related to the costs associated with retiring, decommissioning or otherwise removing an asset from productive service.

(e) Non-financial assets

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

(f) Inventories

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

**THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2023**

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

(g) Tangible Capital Assets

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

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

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

(h) Financial Instruments

The City of Courtenay recognizes its financial instruments when Courtenay becomes party to the contractual provisions of the financial instrument. All financial instruments are initially recorded at fair value.

At initial recognition, Courtenay may irrevocably elect to subsequently measure any financial instrument at fair value. Courtenay has made such an election during the year.

Courtenay subsequently measures investments in equity instruments quoted in an active market and all derivative instruments, except those that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, at fair value. Fair value is determined by published price negotiations. Transactions to purchase or sell these items are recorded on the trade date. Net gains and losses arising from changes in fair value are recognized in the statement of remeasurement gains and losses. Interest income is recognized in the statement of operations. Investments in equity instruments not quoted in an active market and derivatives that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, are subsequently measured at cost. With the exception of those instruments designated at fair value, all other financial assets and liabilities are subsequently measured at amortized cost using the effective interest rate method.

**THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2023**

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

(h) Financial Instruments (continued)

Transaction costs directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in operating annual surplus. Conversely, transaction costs are added to the carrying amount for those financial instruments subsequently measured at cost or amortized cost.

All financial assets except derivatives are tested annually for impairment. Any impairment, which is not considered temporary, is recorded in the statement of operations. Write-downs of financial assets measured at cost, and/or amortized cost, to reflect losses in value are not reversed for subsequent increases in value. Reversals of any net measurements of financial assets measured at fair value are reported in the statement of remeasurement gains and losses.

The City of Courtenay has not presented a statement of remeasurement gains and losses as it does not have any items giving rise to remeasurement gains (losses).

(i) Debt Charges

Interest payments are charged against current fund balances in the period they become payable and have been accrued to December 31, 2023. Actuarial adjustments are offset against interest charged. Principal payments are applied directly to loan balances in the period they accrue.

(j) Receivables

Following is a breakdown of receivables outstanding at December 31, 2023 with 2022 comparatives:

	2023	2022
Federal Government	\$ 164,050	\$ 1,590,449
Provincial Government	317,156	1,174,270
Regional and other Local Governments	653,512	579,745
Property Taxes	1,262,714	1,249,034
Other	1,846,363	1,063,194
 Total Receivables	 \$ 4,243,795	 \$ 5,656,692

**THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2023**

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1. SIGNIFICANT ACCOUNTING POLICIES (continued)

(k) Accounts Payable

Following is a breakdown of accounts payable and accrued liabilities outstanding at December 31, 2023 with 2022 comparatives:

	2023	2022
Federal Government	\$ 2,948,061	\$ 3,128,561
Provincial Government	705,436	665,871
Regional and other Local Governments	526,624	533,967
Employee Retirement Benefits (Note 12)	1,343,900	1,307,000
Trade and accrued liabilities	4,652,257	7,150,280
 Total Accounts Payable	\$ 10,176,278	\$ 12,785,679

(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, 2023.

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) Asset Retirement Obligations

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.

THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2023

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1. SIGNIFICANT ACCOUNTING POLICIES (continued)

(m) Asset Retirement Obligations (continued)

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. The capitalized asset retirement cost is amortized on the same basis as the related asset is included in the Statement of Operations. The City will not inflate and discount current valuations due to the uncertainty surrounding the actual settlement of the asset retirement obligations included in scope.

2. CHANGE IN ACCOUNTING POLICY

(a) Asset Retirement Obligations

Effective, January 1, 2023 Courtenay adopted PS 3280, Asset Retirement Obligations. The new standard establishes guidelines for acknowledging, assessing, presenting, and disclosing legal responsibilities connected with the retirement of tangible capital assets. The Municipality has chosen the prospective approach where liabilities are recognized on a forward-looking basis for the current and subsequent periods only. The valuation and accounting of the asset retirement obligation is completed at the time of adoption without consideration for previous years.

(b) Financial Instruments

Effective January 1, 2023, the City of Courtenay adopted the Public Sector Accounting Board's (PSAB) new recommendations for the recognition, measurement, presentation and disclosure of financial assets, financial liabilities and derivatives, under Section PS 3450 *Financial Instruments*. The new Section is applied prospectively, and prior periods have not been restated. There was no material impact on the financial statements from the prospective application of the new accounting recommendations.

3. 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 2023 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:

2024	986,177
2025	843,732
2026	780,099
2027	675,542
2028	366,337
	<hr/>
\$	3,651,887

**THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2023**

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3. CONTINGENT LIABILITIES AND COMMITMENTS (continued)

- (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, 2023, 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.

4. 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 assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2022, the plan has about 240,000 active members and approximately 124,000 retired members. Active members include approximately 43,000 contributors from local governments.

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 actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis.

The City of Courtenay paid \$1,302,301 for employer contributions to the plan in fiscal 2023.

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, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

**THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2023**

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5. 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.

6. CANADA COMMUNITY BUILDING FUND (PREVIOUSLY GAS TAX AGREEMENT)

The City received transfers of Canada Community Building Fund (CCBF) through the Union of BC Municipalities. The use of the funding is established by a funding agreement between the local government and the Union of British Columbia Municipalities. Funds 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 CCBF in 2005 and reports the balance in a General Fund Reserve – New Works Canada Community Building Fund (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 CCBF receipts and disbursements received in 2023 with comparatives to 2022.

	2023	2022
Opening Balance of Unspent Funds	\$ 2,069,886	\$ 3,051,945
Additions:		
Amounts Received During the Year	1,235,824	1,184,542
Interest Earned	108,069	60,965
Deductions:		
Amount Spent on Projects	(1,148,636)	(2,227,566)
Closing Balance of Unspent Funds	\$ 2,265,143	\$ 2,069,886

7. GROWING COMMUNITIES FUND

The Growing Communities Fund (GCF) was provided to local governments to assist with increasing the local housing supply with investments in community infrastructure and amenities. The GCF may be used towards one-off costs needed to build required infrastructure and amenities rather than funding ongoing or operational activities. These funds are to be incremental to currently planned investments and should accelerate the delivery of capital projects. The GCF provided a one-time total of \$1 billion in grants to all 161 municipalities and 27 regional districts in British Columbia.

The City of Courtenay received \$7,655,000 in March 2023 and reports the balance in a General Fund Reserve – Growing Communities Reserve Fund (Schedule 2) until it is used to fund eligible costs. Interest is accrued and allocated monthly to the balance.

**THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2023**

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7. GROWING COMMUNITIES FUND (continued)

Following is a schedule of the GCF receipts and disbursements received in 2023.

		<u>2023</u>	
Growing Communities Grant Received	\$	7,655,000	
Additions:			
Interest Earned		277,334	
Deductions:			
Playground Development		<u>(168,848)</u>	
Closing Balance of Unspent Funds	\$	<u>7,763,486</u>	

8. 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 2023 and 2022.

	2023				
	General Reserve DCC BL #2840	Water Utility Reserve DCC BL #2840	Sewer Utility Reserve DCC BL #2840	Sewer Utility Reserve DCC BL #1638	2023 Total
Balance Forward	\$ 8,918,301	\$ 724,188	\$ 1,415,789	\$ 35,665	\$ 11,093,943
Increases					
Interest	461,121	38,559	80,444	1,687	581,811
Other Contributions	1,864,899	199,498	624,411	-	2,688,808
	<u>2,326,020</u>	<u>238,057</u>	<u>704,855</u>	<u>1,687</u>	<u>3,270,619</u>
Ending Balance Deferred Revenue - DCC	<u>\$ 11,244,321</u>	<u>\$ 962,245</u>	<u>\$ 2,120,644</u>	<u>\$ 37,352</u>	<u>\$ 14,364,562</u>

**THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2023**

8. DEFERRED REVENUE - DEVELOPMENT COST CHARGES (continued)

2022

	General Reserve DCC BL #2840	Water Utility Reserve DCC BL #2840	Sewer Utility Reserve DCC BL #2840	Sewer Utility Reserve DCC BL #1638	2022 Total
Balance Forward	\$ 8,580,411	\$ 679,567	\$ 1,263,638	\$ 35,042	\$ 10,558,658
Increases					
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
Decreases					
Revenue Recognized to Fund Capital Projects	(228,822)	-	-	-	(228,822)
	(228,822)	-	-	-	(228,822)
Ending Balance Deferred Revenue - DCC	\$ 8,918,301	\$ 724,188	\$ 1,415,789	\$ 35,665	\$ 11,093,943

9. 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 2023 and 2022, which has been excluded from the City's consolidated financial statements.

**CEMETERY PERPETUAL CARE FUND
FINANCIAL POSITION**

**CEMETERY PERPETUAL CARE FUND
FINANCIAL ACTIVITIES**

	<u>2023</u>	<u>2022</u>		<u>2023</u>	<u>2022</u>
Financial Assets			Revenue		
Cash on Hand	\$ 173,413	\$ 148,871	Fees Levied	\$ 16,191	\$ 13,135
Term Deposits	271,001	255,186	Interest Revenue	24,166	9,094
Net Financial Position	\$ 444,414	\$ 404,057	Excess Revenue over Expenditure	\$ 40,357	\$ 22,229

**THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2023**

10. 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 2023 and 2022:

	2023	2022
Opening Balance	\$ 2,255,353	\$ 2,133,611
Additions to Deferred Revenue	3,278,368	2,255,353
Revenue Recognized	(2,255,353)	(2,133,611)
	\$ 3,278,368	\$ 2,255,353
Ending Balance Deferred Revenue Other	\$ 3,278,368	\$ 2,255,353

11. 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, 2023 the City had debt reserve funds of \$340,109 (\$336,570 in 2022).

12. 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 2023 were based on an interest (discount) rate of 4.1% per annum (2022 – 4.4%) and an inflation rate of 2.5% (2022 – 2.5%). The total estimated employee retirement benefit liability at December 31, 2023 is \$1,343,900 (2022 - \$1,307,000) and is included in the accounts payable balance on Statement A. Following is a breakdown of the benefit liability:

	2023	2022
Accrued benefit liability at beginning of year	\$ 1,307,000	\$ 1,205,200
Expense	135,400	163,048
Benefit Payments	(98,500)	(61,248)
	\$ 1,343,900	\$ 1,307,000
Accrued benefit liability at end of year	\$ 1,343,900	\$ 1,307,000

**THE CORPORATION OF THE CITY OF COURTENAY
 NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2023**

13. ASSET RETIREMENT OBLIGATION

The City owns and operates the following asset that have asset retirement obligations associated with them:

Well Decommissioning Obligation:

The Groundwater Protection Regulation provides specific guidelines for decommissioning wells which give rise to a retirement obligation. The City must recognize an asset retirement obligation related to three wells owned by the City that will be required to be decommissioned at the end of life. This resulted in an increase of \$45,000 to the asset retirement liability. These wells were previously unrecognized and as a result the corresponding amount was recognized as an expense.

Underground Tank Obligation:

The Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations dictate the requirements for the proper removal and disposal of underground fuel storage tanks upon the expiration of their useful life. This legislated regulation gives rise to an asset retirement obligation for the City for any underground fuel tanks they own. As a result, the City recognized an increase in the asset retirement liability of \$52,700 with a corresponding increase to the historical cost base of the associated asset which will be amortized over the remaining useful life.

Asbestos obligation:

Asbestos and other designated hazardous materials represent a health hazard upon disturbance and as a result carry a legal obligation to remove them when a facility undergoes a significant renovation or demolition. The City owns and operates several facilities that are known to have asbestos and as a result recognized an obligation relating to the removal of the hazardous materials upon adoption of the PS 3280 Asset Retirement Obligations. An asset retirement obligation associated with asbestos within several facilities owned by the City that will need to be abated upon retirement. This resulted in a \$233,100 increase in the asset retirement liability and an equal increase in the historical costs base of the associated building assets.

Asset Retirement Obligation	Well Decommissioning	Underground Tank Removal	Asbestos Abatement	Balance December 31, 2023
Balance	\$45,000	\$52,700	\$233,100	\$330,800

14. 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 2023 revenues and expenses with 2022 comparatives for each segment can be found in Schedule 1 of the accompanying financial statements.

General Government Services

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

Protective Services

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

Transportation Services

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

Environmental Health Services

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

Public Health and Welfare Services

Includes cemetery services.

Environmental Development Services

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

Recreational and Cultural Services

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

Water Utility Services

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

Sewer Utility Services

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

**THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2023**

15. 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 2023 is \$3,260,675 (\$3,621,460 in 2022).

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.

16. RESTATEMENT OF 2023 BUDGET

The budget amounts presented throughout these consolidated financial statements are based upon the Five Year Financial Plan approved by Council on April 26, 2023 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 2023-2027 Consolidated Financial Plan Bylaw 3096, 2023 adopted by Council on April 26, 2023 and reflected in these consolidated financial statements:

Adjustments to 2023 Budgeted Annual Surplus

Budgeted Surplus per Council approved Budget	\$ -
Purchase of Capital Assets	25,039,200
Amortization Budgeted	(6,661,000)
Transfer from Reserves	(12,528,500)
Transfer to Reserves	4,391,100
Use of Prior Year Surplus	(3,947,900)
Debt Issues in Financial Plan	(5,278,000)
Debt principle repayments in Financial Plan	1,008,300
Budgeted Surplus per Consolidated Statement of Operations	<u>\$ 2,023,200</u>

**THE CORPORATION OF THE CITY OF COURTENAY
 NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2023**

17. CONTRACTUAL RIGHTS

Following is the breakdown of the contractual rights at December 31, 2023:

Contractual Right with	Description of Contractual Right	2024	2025	2026	2027	2028	Total
Courtenay Fire Protection District	Courtenay Fire Protection	687,495	700,790	732,650	825,627	850,396	\$ 3,796,958

18. FINANCIAL INSTRUMENTS

The City, as a part of its operations, carries a number of financial instruments. It is management's opinion that the City is not exposed to significant interest, currency or credit risks arising from these financial instruments except as otherwise disclosed.

THE CORPORATION OF THE CITY OF COURTENAY
CONSOLIDATED SCHEDULE OF SEGMENT DISCLOSURE BY SERVICE
YEAR ENDED DECEMBER 31, 2023

SCHEDULE 1
(Note 14)
Page 1 of 2

	General Government Services		Protective Services		Transportation Services		Environmental Health Services		Public Health and Welfare Services	
	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022
REVENUE										
Taxation	32,130,499	28,937,219	-	-	-	-	-	-	-	-
Sales of Services	-	-	696,088	672,140	-	-	-	-	-	-
Revenue from Own Sources	-	-	1,982,918	987,632	205,578	107,774	2,814,002	4,010,017	-	-
Government Transfers	9,113,034	1,470,880	169,473	76,246	1,616,124	3,050,125	-	-	929,971	714,852
Other Revenue	101,469	101,938	-	-	214,766	220,073	-	-	212,233	140,543
Other Contributions	17,410	-	-	-	2,759,693	3,359,059	-	-	-	-
Interest Earned	3,456,923	1,697,439	67,202	45,927	335,546	138,162	-	-	-	-
Gain on sale of TCA	750	6	-	-	1,309	4,939	-	-	-	-
Total Revenues	44,820,085	32,207,482	2,915,681	1,781,945	5,133,016	6,880,132	2,814,002	4,010,017	1,142,204	855,395
EXPENSES										
Salaries and Benefits	4,856,898	4,467,140	3,787,600	3,210,689	2,747,446	3,022,955	211,736	161,280	273,430	267,564
Goods and Services	459,206	1,773,663	6,544,886	7,369,711	2,635,922	3,614,839	2,470,560	3,626,604	153,626	120,632
Amortization Expense	190,496	249,698	381,834	348,997	3,645,828	3,500,431	437,319	419,634	50,843	45,075
Debt Servicing	-	-	(19,328)	(16,079)	57,805	25,368	-	-	-	-
Other Expenditures	168,908	166,249	-	1,976	100,962	92,750	-	15,000	-	-
Loss on Disposal of TCA	-	31,053	203,256	-	41,973	4,091	268	-	-	-
Total Expenses	5,675,508	6,687,803	10,898,248	10,915,294	9,229,936	10,260,434	3,119,883	4,222,518	477,899	433,271
ANNUAL SURPLUS (DEFICIT)	\$ 39,144,577	\$ 25,519,679	\$ (7,982,567)	\$ (9,133,349)	\$ (4,096,920)	\$ (3,380,302)	\$ (305,881)	\$ (212,501)	\$ 664,305	\$ 422,124

THE CORPORATION OF THE CITY OF COURTENAY
CONSOLIDATED SCHEDULE OF SEGMENT DISCLOSURE BY SERVICE
YEAR ENDED DECEMBER 31, 2023

SCHEDULE 1
(Note 14)
Page 2 of 2

	Environmental Development Services		Recreational and Cultural Services		Water Utility Services		Sewer Utility Services		Consolidated	
	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022
REVENUE										
Taxation	-	-	-	-	1,233,274	1,229,645	2,117,782	2,111,108	35,481,555	32,277,972
Sales of Services	-	-	-	-	8,907,429	7,831,087	6,798,638	6,326,863	19,216,157	18,840,107
Revenue from Own Sources	553,963	533,768	1,562,225	1,507,540	409,549	234,808	1,642,424	23,940	4,730,657	3,395,462
Government Transfers	185,082	173,082	530,823	482,797	-	-	-	-	12,544,507	5,967,982
Other Revenue	462,700	795,248	-	-	-	-	-	-	991,168	1,257,802
Other Contributions	209,100	234,700	10,813	126,529	407,870	486,750	401,915	700,592	3,806,801	4,907,630
Interest Eamed	77,904	34,520	64,203	24,133	172,509	59,013	189,999	72,746	4,364,286	2,071,940
Gain on sale of TCA	-	-	563	7,091	-	-	-	-	2,622	12,036
Total Revenues	1,488,749	1,771,318	2,168,627	2,148,090	11,130,631	9,841,303	9,524,758	9,235,249	81,137,753	68,730,931
EXPENSES										
Salaries and Benefits	1,242,915	1,066,648	5,796,260	5,236,190	1,114,227	974,355	666,053	606,934	20,696,565	19,013,755
Goods and Services	1,479,257	1,487,785	3,714,281	3,189,876	8,584,386	5,702,485	1,427,065	375,636	27,469,189	27,261,231
Amortization Expense	1,095	-	1,096,358	1,075,117	579,332	555,565	554,426	466,052	6,937,531	6,660,569
DEP Servicing	-	-	48,093	32,867	(8,105)	(6,744)	4,749	11,132	83,214	46,544
Other Expenditures	756	764	47,929	265,348	-	-	5,637,600	4,925,519	5,956,155	5,467,606
Levy on Disposal of TCA	-	-	40,415	-	133,655	14,092	45,580	1,525	465,147	50,761
Total Expenses	2,724,023	2,555,197	10,743,336	9,799,398	10,403,495	7,239,733	8,335,473	6,386,798	61,607,801	58,500,466
ANNUAL SURPLUS (DEFICIT)	\$ (1,235,274)	\$ (783,879)	\$ (8,574,709)	\$ (7,651,308)	\$ 727,136	\$ 2,601,550	\$ 1,189,285	\$ 2,848,451	\$ 19,529,952	\$ 10,230,465

SCHEDULE 2

THE CORPORATION OF THE CITY OF COURTENAY
 CONSOLIDATED SCHEDULE OF ACCUMULATED SURPLUS & RESERVES
YEAR ENDED DECEMBER 31, 2023

	<u>2023</u>	<u>2022</u>
SURPLUS		
Invested in Tangible Capital Assets	\$ 174,018,659	\$ 170,008,982
General Operating Fund	19,318,822	13,399,070
General Capital Fund	733,665	733,665
Water Utility Operating Fund	5,830,425	5,920,905
Water Utility Capital Fund	108,869	108,869
Sewer Utility Operating Fund	3,461,914	3,197,321
Sewer Utility Capital Fund	21,706	21,706
Gaming Fund	2,142,538	1,951,345
Total Surplus	<u>205,636,598</u>	<u>195,341,863</u>
RESERVES		
General Fund Reserves:		
Machinery and Equipment	1,739,055	1,767,915
Land Sale	827,696	793,955
New Works and Equipment	4,849,625	4,428,655
New Works - Canada Community Building Fund (Note 6)	2,265,143	2,069,886
General Asset Management Reserve	1,186,695	786,262
Risk Reserve	111,582	106,544
Public Parking	291,648	126,991
Parkland Acquisition	358,647	342,452
Police Contingency Reserve	1,284,719	792,286
Assessment Appeal	480,677	435,878
Housing Amenity	1,196,760	1,258,566
Tree Reserve	148,354	118,555
Amenity	685,590	680,776
Growing Communities Fund (Note 7)	7,763,486	-
	<u>23,189,677</u>	<u>13,708,721</u>
Water Utility Reserves:		
Water Utility	1,860,360	1,795,546
Water Asset Management Reserve	486,274	1,341,848
Machinery and Equipment	394,913	347,794
	<u>2,741,547</u>	<u>3,485,188</u>
Sewer Utility Reserves:		
Sewer Utility	1,137,957	1,091,521
Sewer Asset Management Reserve	2,282,368	1,886,448
Machinery and Equipment	866,462	810,916
	<u>4,286,787</u>	<u>3,788,885</u>
Total Reserves	<u>30,218,011</u>	<u>20,982,794</u>
ACCUMULATED SURPLUS (Statement A)	<u>\$ 235,854,609</u>	<u>\$ 216,324,657</u>

THE CORPORATION OF THE CITY OF COURTENAY
 CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS
 FOR THE YEAR ENDED DECEMBER 31, 2023

	Engineering Structures										Total	2022	
	Land	Land Improvements	Buildings	Equipment/ Furniture/ Vehicles	Roads	Water	Sewer	Other	Other Tangible Capital Assets				
COST													
Opening Balance Construction-in-progress (CIP)	-	76,316	632,091	140,279	545,064	338,453	393,310	298,508	-	\$	2,424,021	13,127,478	
Add: Construction-in-progress (CIP)	3,805	-	76,445	-	153,252	13,642	309,928	101,945	-	-	659,017	1,213,188	
Less: Transfers into Service	-	(40,385)	(145,509)	(79,041)	-	-	-	(41,524)	-	-	(306,459)	(11,916,645)	
Less: Writedowns & Reallocations	-	-	(179,196)	(45,580)	(6,140)	(88,655)	-	(20,194)	-	-	(339,765)	-	
Closing Balance Construction-in-progress	3,805	35,931	383,831	15,658	692,176	263,440	703,238	338,735	-	-	2,436,814	2,424,021	
Opening Balance Tangible Capital Assets	25,864,343	8,483,468	32,947,621	23,768,401	121,387,377	28,555,696	20,773,221	31,215,586	1,239,730	-	294,235,443	269,387,611	
Add: Writedown	-	-	-	-	-	-	-	-	-	-	-	-	
Add: Additions (including Transfers into Service)	-	527,080	633,332	1,540,585	2,816,207	2,246,441	497,042	1,845,035	94,315	-	10,200,037	25,245,651	
Less: Disposals	-	(188,801)	-	(251,749)	(249,350)	(23,975)	(36,250)	(57,493)	-	-	(807,618)	(397,819)	
Closing Balance Tangible Capital Assets and CIP	25,868,148	8,857,678	33,964,784	25,072,895	124,646,411	31,041,602	21,937,251	33,341,863	1,334,045	-	306,064,676	296,659,464	
ACCUMULATED AMORTIZATION													
Opening Balance	-	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	
Add: Amortization	-	314,162	785,392	1,020,639	2,971,595	550,039	369,928	852,094	73,682	-	6,937,531	6,660,569	
Less: Accum Amortization on Disposals	-	(99,710)	-	(189,222)	(115,499)	(400)	(604)	(5,880)	-	-	(411,315)	(334,140)	
	-	4,390,145	15,679,608	14,418,267	59,811,012	9,531,760	3,486,529	12,802,263	1,176,561	-	121,296,145	114,769,929	
Net Book Value for year ended December 31, 2023	\$ 25,868,148	\$ 4,467,533	\$ 18,285,175	\$ 10,654,629	\$ 64,835,399	\$ 21,509,842	\$ 18,450,722	\$ 20,539,600	\$ 157,483	\$	\$ 184,768,531	\$ 181,889,535	

**THE CORPORATION OF THE CITY OF COURTENAY
CONSOLIDATED SCHEDULE OF DEBENTURE AND OTHER LONG-TERM DEBT
YEAR ENDED DECEMBER 31, 2023**

SCHEDULE 4

<u>Bylaw Number</u>	<u>Term Years</u>	<u>Maturity Date</u>	<u>Interest Rate %</u>	<u>Principal Outstanding Dec 31/22</u>	<u>Current Year Borrowing</u>	<u>Actuarial Adjustment/ Princ. Reduction</u>	<u>Principal Outstanding Dec 31/23</u>
General Capital Fund							
2227	15	2023	2.90	39,565	-	39,565	-
2304	25	2029	2.85	410,558	-	50,425	360,133
2354	20	2025	0.63	91,947	-	29,881	62,066
2355	25	2030	0.91	299,079	-	33,633	265,446
2425	20	2026	1.53	192,307	-	45,286	147,021
2453	20	2026	1.53	381,811	-	89,913	291,898
2539	15	2024	2.25	534,358	-	261,940	272,418
2538	15	2025	1.28	149,072	-	47,991	101,081
2680	15	2027	3.39	1,681,687	-	313,603	1,368,084
2681	15	2027	3.39	624,627	-	116,481	508,146
2978	20	2041	2.58	3,263,517	-	139,554	3,123,963
TOTAL GENERAL CAPITAL FUND				<u>7,668,528</u>	<u>-</u>	<u>1,168,272</u>	<u>6,500,256</u>
Water Capital Fund							
Debtenture Debt							
2424	20	2026	1.53	160,256	-	37,739	122,517
TOTAL WATER CAPITAL FUND				<u>160,256</u>	<u>-</u>	<u>37,739</u>	<u>122,517</u>
Sewer Capital Fund							
Debtenture Debt							
2305	25	2029	2.85	307,920	-	37,820	270,100
2353	25	2030	0.91	841,696	-	94,655	747,041
2423	20	2026	1.53	97,222	-	22,895	74,327
2985	25	2045	0.91	2,804,930	-	100,101	2,704,829
TOTAL SEWER CAPITAL FUND				<u>4,051,768</u>	<u>-</u>	<u>255,471</u>	<u>3,796,297</u>
TOTAL ALL CAPITAL FUNDS				<u>11,880,552</u>	<u>-</u>	<u>1,461,482</u>	<u>10,419,070</u>

**THE CORPORATION OF THE CITY OF COURTENAY
CONSOLIDATED SCHEDULE OF INVESTMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023**

SCHEDULE 5

	2023	2022	
Cash On Hand			
General Fund	\$ 27,892,728	\$ 34,816,708	
Gaming Fund	1,920,043	1,685,532	
Total Cash on Hand	\$ 29,812,771	\$ 36,502,240	
TERM DEPOSITS AND POOLED FUNDS			
Municipal Finance Authority, Money Market Fund at fluctuating rate, no maturity date	26,123,436	15,332,338	
Guaranteed Investment Certificates	10,421,221	21,527,940	
Municipal Finance Authority, Pooled Government Focused Ultra-Short Bond	15,000,000	-	
Municipal Finance Authority, Pooled BC Fossil Fuel Free Bond	10,000,000	-	
Total Term Deposits and Pooled Funds	61,544,657	36,860,278	
TOTAL CASH AND INVESTMENTS	\$ 91,357,428	\$ 73,362,518	

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 2023

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	\$82,852	\$15,389
Frisch, David	Councillor	33,111	771
Hillian, Douglas A.	Councillor	33,803	6,343
Jolicoeur, Evan	Councillor	33,803	10,015
McCollum, Melanie	Councillor	33,803	9,293
Morin, Wendy	Councillor	33,536	9,339
Cole-Hamilton, Will	Councillor	33,803	12,298
TOTAL		<u>\$284,714</u>	<u>\$63,448</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 2023

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	\$85,267	\$988
Aikens, D.	Roads 2	79,201	3,079
Armstrong, R.	Manager of Utilities	110,835	6,888
Beatson, D.	Planner 2 - Policy	80,678	1,343
Bell, M.	Parks Utility Supervisor	84,698	733
Berg, D.	Utilities Maintenance/Sewer 2	85,058	2,358
Bergevin, O.	Electrician	84,262	772
Borecky, N.	Manager of Information Systems	117,685	900
Brand, B.	Foreman - Water	101,426	1,009
Brooks, B.	Engineering Technologist - Utilities	81,328	2,218
Carmichael, S.	Turfgrass Supervisor	84,599	1,633
Carter, R.	Roads 2	83,426	348
Casavant, D	Custodial Supervisor	79,619	1,163
Catchpoole, A.	Payroll Coordinator	83,605	1,857
Chan, J.	Manager of Business Administration	107,690	5,317
Charles, K	Gardener 2 - Horticulture	75,670	1,833
Chittle, R	Utilities Mtce - Operator 1	80,709	1,626
Coelho, N.	Roads 2	83,924	652
Collins, K.	Manager of Recreation Programming	109,167	876
Davidson, C.	Director of Engineering Services	168,234	1,590
Dojack, T.	Foreman - Civic Properties	91,971	935
Doty, L.	Engineering Technologist	82,621	411
Duquette, D	Utilities Mtce - Operator 1	76,030	1,429
Featherstone, B.	Equipment Operator	80,350	475
Ferguson, B	Building Inspector 3	84,867	724
Fisher, K.	Roads 1	78,726	934
Forsythe, R.	Painter / Signman	80,627	3,082
Franceshini, G.	Custodial Supervisor	80,823	0
Garbutt, Geoff	Chief Administrative Officer	219,390	16,206
Gavelin, E.	Network Technician	78,087	79
Gothard, N.	Mgr of Comm & Sustain. Planning	117,213	4,728
Grant, D.	Carpenter	85,533	503
Grimrud, M.	Planner 2 - Development	79,655	977
Guillo, A.	Manager of Communications	118,567	1,090
Hainsworth, S.	Manager of Purchasing	112,111	4,987
Hayes, S.	Engineering Technologist	83,699	842
Howie, A.	GIS Coordinator	83,290	381
Jernslet, E.	Manager of Civic Properties Maintenance	107,438	771
Johns, T.	Horticulture Supervisor	84,864	2,181
Kanigan, J.	Building Inspector 1	80,742	2,882

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 2023

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

<u>Employee</u>	<u>Position</u>	<u>Total Remuneration</u>	<u>Expenses</u>
Kearns, M.	Manager of Parks Maintenance	118,252	3,747
Kellinghusen, J.	Equipment Operator	80,028	858
Kelloway, C	Utilities Mtce - Operator 1	76,142	876
Kerr, C.	EVT / Fire Inspector	111,419	940
Kitching, L.	HR Advisor, Recruitment	96,351	4,290
Lamb, G.	Fire Inspector	127,452	3,255
Langenmaier, A.	Director of Financial Services	163,232	7,505
Law, C.	Engineering Technologist	94,891	66
MacDonald, K.	Fire Chief	159,690	2,783
McClintock, K.	Manager of Finance	115,604	3,344
Millar, C.	Manager of Recreation Facility Operations	111,044	605
Miller, C.	Engineering Technologist	78,268	1,458
Moore, B.	Shop Foreman	90,414	814
Muncaster, T.	Gardener 2	75,162	458
O'Connell, K.	Director of Corp Support Services	160,005	11,571
Pahl, R.	Building Inspector 1	80,999	996
Peterson,G	Procurement Specialist	80,187	3,086
Plain, G	Parks Utility 2	75,187	767
Preston, P	Manager of Bldg Admin Service	125,452	2,652
Proton, A.	Manager of Legislative Service	121,693	6,158
Roach, L.	Senior Manager of Human Resources	135,087	3,179
Robertson, I	Operations Assistant (Fire)	100,404	5,105
Romero, M	Carpenter	85,078	718
Rose, L.	Utilities Construction Foreman	93,790	2,536
Saunders, S	Dir of Rec, Culture & Comm Srv	133,363	4,204
Sawkins, C.	Strategic Business Analyst	96,351	3,742
Schaffer, M.	Utilities Maintenance - Water 1	84,350	517
Schleppe, S.	Utilities Maintenance - Water 2	92,091	1,921
Scott, S.	Stores Keeper	101,961	1,932
Seigler, G.	Deputy Fire Chief / Operations	134,395	5,655
Shaw, D.	Public Works Inspector	83,420	1,071
Shaw, K.	Director of Public Works Services	161,564	5,318
Sidhu, G	Network Coordinator	82,991	234
Strachan, D.	Roads Maintenance Foreman	96,113	2,750
Styles, C.	Administrative Assistant - Public Works Services	77,746	1,118
Tazziolo, J.	Manager of Eng Environmental Projects	114,646	4,309
Thompson, C.	Temp Manager of Solid Waste Services	92,886	3,032
Tillapaugh, S.	Arboriculture Supervisor	86,745	1,853
Wade, M	Director of Development Services	108,046	13,624
Welsh, J.	Deputy Chief / Training Office	125,326	11,591

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 2023

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

<u>Employee</u>	<u>Position</u>	<u>Total Remuneration</u>	<u>Expenses</u>
Wood, I.	Mechanic	76,677	740
Wright, G	Engineering Technologist	83,107	2,209
Wright, M	Manager of Transportation -Act	107,438	3,442
Wyatt, D.	Fire Inspector	96,839	3,728
Wyka, R.	Manager of Financial Planning, Payroll & Busine	122,222	3,116
Young, T.	Foreman Utilities Construction	106,439	810
Total for employees where remuneration is over \$75,000		8,594,231	225,483
Consolidated total for employees where remuneration less than \$75,000		6,694,656	97,377
Elected Officials, direct payments		284,714	63,448
TOTAL REMUNERATION		<u><u>\$15,573,601</u></u>	<u><u>\$386,308</u></u>
Reconciliation to Salaries and Benefits reported in Financial Statements			
Reconciling items:			
Employee benefits included with Payments made to Suppliers		4,988,027	
Accrued payroll and post-employment benefits		134,936	
Total Salaries and Benefits reported in Financial Statements		<u><u>\$20,696,565</u></u>	

Statement of Severance Agreements

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

There were no severance agreements under which payment commenced between the City of Courtenay and its employees during the fiscal year 2023.

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 2023

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

Vendor Name	Amount Paid YTD
7 STORY CIRCUS	\$36,706
ABC PRINTING	69,608
ACHINBACK INDUSTRIES & FOUNDRY LTD	36,405
ACTIVE NETWORK	72,346
ADOBE.COM	29,709
AMAZON.CA	34,263
ANDREW SHERET LTD	208,309
AON REED STENHOUSE INC	410,113
APLIN & MARTIN CONSULTANTS LTD.	33,912
APPRAISALS INTERNATIONAL INC	35,396
ASSOCIATED FIRE & SAFETY	113,593
BC ASSESSMENT AUTHORITY	405,191
BC HYDRO	942,652
BEE CLEAN BUILDING MAINTENANCE	83,973
BELZONA MOLECULAR	34,237
BLACK PRESS GROUP	53,959
BRANDT TRACTOR LTD	262,143
BROGAN FIRE & SAFETY	73,549
BUMPER TO BUMPER	50,984
BUNZL CLEANING & HYGIENE	95,750
CANOE PROCUREMENT GROUP OF CANADA	74,541
CASCADIA STRATEGY CONSULTING PARTNERS	80,830
CENTRAL BUILDERS' SUPPLY LTD	60,486
CENTRAL SQUARE TECHNOLOGIES	112,966
COMMISSIONAIRES (THE)	360,724
COMOX VALLEY BOBCAT & EXC LTD	110,461

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 2023

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

Vendor Name	Amount Paid YTD
COMOX VALLEY HYDRAULIC	29,110
COMOX VALLEY REGIONAL DISTRICT	21,575,563
COMOX VALLEY TRANSITION SOCIETY	660,500
COMOX VALLEY WOO KIM TAEKWONDO	40,945
COMPASS ROSE PLANNING SERVICES LTD	42,125
COURTENAY DOWNTOWN BUSINESS ASSOC	84,500
CUMBERLAND SAND & GRAVEL LTD	31,949
CUMBERLAND, VILLAGE OF	52,359
CUPE LOCAL 556	163,740
CURIOSITAS CONSULTING	47,515
D.K.I SERVICES LTD.	150,717
D.R. FAUST FINISHING	66,772
DALE'S PLUMBING & MECH LTD	27,208
DEKRA-LITE	32,757
DRIVING FORCE	69,433
DUNCAN ELECTRIC MOTOR LTD	94,300
E B HORSMAN & SON	69,506
EBBWATER CONSULTING INC.	223,185
ECONOLITE	50,912
EDDIE'S EQUIPMENT REPAIR LTD.	34,984
EDGETT EXCAVATING	617,291
EMPLOYER HEALTH TAX	334,435
EMTERRA ENVIRONMENTAL	2,140,728
eSCRIBE SOFTWARE LTD.	29,967
ESRI CANADA	53,579
FOOTPRINTS SECURITY PATROL INC.	75,941

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 2023

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

Vendor Name	Amount Paid YTD
FORESEESON EVSE TECHNOLOGY INC.	60,295
FORTIS BC - NATURAL GAS	117,617
FOUNTAIN TIRE	33,735
FRASERWAY PRECAST LTD	90,938
GENERAL PAINT/SHERWIN	26,040
GFL ENVIRONMENTAL INC	53,424
GROW TREE CARE	59,648
HABITAT SYSTEMS INCORPORATED	159,150
HARBOUR INTERNATIONAL TRUCKS	340,026
HAZELWOOD CONSTRUCTION SERVICES INC.	1,417,049
HOULE ELECTRIC LTD.	114,009
HYLAND PRECAST INC	100,939
ICONIX WATERWORKS LTD PARTNERSHIP	53,654
INSURANCE CORPORATION OF BC	99,693
INTERGROUP CONSULTANTS	28,945
INTERNATIONAL CYBERNETICS CANADA INC.	35,146
INTERNATIONAL FLOOD CONTROL CORP.	57,792
IRITEX PUMPS AND IRRIGATION INC	34,956
ISLAND KEY COMPUTER LTD.	27,308
JENNER CHEVROLET BUICK GMC	78,336
JOMA ENVIRONMENTAL LTD	55,003
JSF TECHNOLOGIES INC	31,130
KERR WOOD LEIDAL LTD.	51,145
KMF TRAFFIC SOLUTIONS LTD	95,395
KMI COLUMBARIA	83,506
KNAPPETT INDUSTRIES (2006) LTD	249,312

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 2023

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

Vendor Name	Amount Paid YTD
LAFARGE CANADA INC	54,384
LEIGHTON CONTRACTING (2009) LTD	197,829
LES COLVILLE WELDING	39,480
LIDSTONE & COMPANY	168,307
MCELHANNEY LTD	802,008
METERCOR INC.	27,886
METRO MOTORS LTD	125,571
MEYERS NORRIS PENNY LLP	41,475
MICROSOFT LICENSING GP	78,271
MINISTER OF FINANCE	6,450,835
MONK OFFICE SUPPLY LTD	144,285
MORRISON HERSHFIELD LTD.	35,249
MUNICIPAL INSURANCE ASSOC OF	57,720
MUNICIPAL PENSION FUND	2,426,893
MYRA SYSTEMS CORP.	95,788
NORDICITY GLOBAL LIMITED	88,250
OAKCREEK GOLF & TURF INC	31,903
PACIFIC AIR MECHANICAL	249,623
PACIFIC CHEVROLET BUICK GMC LTD	65,569
PBX ENGINEERING LTD.	60,194
PEOPLE COROPORATION	1,024,254
PILON TOOL RENTALS (1972) LTD	88,982
POSTAGE-ON-CALL	28,000
PRECISION TREE SERVICES LTD.	35,729
R HENN & ASSOCIATES	31,191
RAVENSTONE CONSERVATION	60,900

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 2023

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

Vendor Name	Amount Paid YTD
RAYLEC POWER LTD	67,630
RECEIVER GENERAL FOR CANADA (CRA)	4,817,114
RECEIVER GENERAL FOR CANADA (RCMP)	3,453,661
REGIONAL HOSPITAL DIST OF COMOX STRATHCONA	2,958,323
RICOH CANADA INC	91,055
RIDGELINE MECHANICAL LTD.	264,242
RJAY PETROLEUM INC.	85,008
ROPER GREYELL LLP	146,922
ROYCROFT CONSULTING SERVICES	56,241
SACRED PASTURES RARE & SPECIALTY PLANTS	235,401
SHADES TANKERS (1976) LTD	37,137
SHAW CABLE	44,018
SPUR COMMUNICATION INC.	75,355
SUNCOR ENERGY PRODUCTS	305,492
SUPERIOR FARMS INC.	35,336
SUTTON ROAD MARKING LTD	142,781
TAYCO PAVING	2,046,213
TELUS COMMUNICATIONS (BC)	50,698
TELUS MOBILITY (BC)	127,030
TERRALINK HORTICULTURE	38,780
THE COASTAL ARBORIST TREE CARE CO.	49,756
TOURISM ASSOCIATION OF VANCOUVER ISLAND	526,241
TOWER FENCE PRODUCTS	58,763
TOWN OF COMOX	27,623
TRAPEZE COMMUNICATIONS INC.	29,741
URBAN SYSTEMS LTD.	217,258

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 2023

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

Vendor Name	Amount Paid YTD
V+M STRUCTURAL DESIGN INC	29,244
VANCOUVER ISLAND REGIONAL LIBRARY	1,597,516
WEST ISLAND CAPITAL CORPORATION	38,800
WESTERN TRAFFIC	296,416
WESTISLE HEATING & COOLING	27,841
WOLSELEY CANADA	27,957
WORKERS COMPENSATION BOARD	297,847
YOUNG ANDERSON	44,660
Total Amounts over \$25,000	65,095,694
Total Amounts less than \$25,000	3,168,703
Total Payments to Suppliers of Goods and Services	\$68,264,398

Reconciliation per Section 7 (1) c

Payments for Grants or Contributions reported separately \$851,848

Total including Payments for Grants or Contributions \$69,116,245

Less:

Payment made to other taxing authorities (\$18,558,748)

Acquisition of tangible capital assets (6,713,027)

Repayment of long term debt (1,008,264)

Employee portion of benefits remitted on their behalf (3,233,205)

GST recoveries from disbursements (961,448)

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 2023

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

Vendor Name	Amount Paid YTD
Change in inventories and prepaid expenses	207,299
Miscellaneous	23,458
<i>Add:</i>	
Salaries and employees expenses	15,602,542
Amortization of tangible capital assets	6,937,531
Year-end accrual adjustment	(269,729)
Loss on disposal of assets	465,147
Total Expenses per Consolidated Statement of Operations	\$61,607,801
<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 2023

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

Recipient Name	Amount Paid YTD
COMOX VALLEY ART GALLERY	\$150,743
COMOX VALLEY ARTS	58,200
COMOX VALLEY COMMUNITY FOUNDATION	52,500
K'OMOX FIRST NATIONS	25,000
SID WILLIAMS THEATRE SOCIETY	342,075
THE COURTENAY & DISTRICT HISTORICAL SOCIETY	158,495
Total Amounts over \$25,000	787,012
Total Amounts less than \$25,000	64,835
Total Payments for Grants or Contributions	\$851,848

SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

The City of Courtenay describes guarantees and indemnities in the Notes to the Consolidated Financial Statements. For 2023, the schedule and additional notes are not required and have been omitted.

STATEMENT OF FINANCIAL INFORMATION APPROVAL

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

Bob Wells
Mayor

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

Date

Date



The Corporation of the City of Courtenay

Staff Report

To: Council

File No.: 1660-20

From: Adam Langenmaier, Director of Financial Services

Date: June 26, 2024

Subject: 2025-2026 RCMP Municipal Policing Contract: Approval in Principle

PURPOSE:

The purpose of this report is to consider and provide “approval in principle” of the RCMP’s Municipal Contract Policing Multi-Year Financial Plan for the 2025/2026 contract year.

BACKGROUND:

The Comox Valley RCMP detachment is a combined Provincial/Municipal detachment which provides police protection services for the entire Comox valley. Of the 64 members currently staffed in the detachment, 21 are funded by the Province, 31.4 are funded by Courtenay, and 11.6 are funded by Comox. The RCMP’s fiscal year runs April 1, through March 31.

For the RCMP 2025/2026 Contract Year, Council has been requested to consider providing “approval in principle” of an RCMP Municipal Policing Expenditure in the amount of \$9,015,110 (\$8,272,940-2024/25) of which Courtenay is responsible for 90% for a complement strength of 31.4 members. Per member cost at 90% is \$258,423 for 2025/2026 (\$247,498-2024/25).

During the upcoming 2025 budget deliberations, Council will have the opportunity to revisit this “approval in principle” and provide “final” by April 2025 for the 2025/2026 policing contract year.

DISCUSSION:

Under the terms of the Municipal Policing Agreement, the letter of “approval in principle” for the 2025/2026 Municipal Policing Expenditure Cap is due by June 15, 2024. Courtenay - Municipal MYFP 2025-26 to 2029-30 (attachment 1) was received by the City on May 31, 2024. In order to provide the City adequate time to review and report to Council an extension has been granted.

The following cost drivers impacting the 2025/26 RCMP contract are:

- Expected pay increases of 3.5% for RCMP members;
- Estimated pay increases for Public Service Employees (PSE) is set at 2.5%;
- Increased machinery and equipment costs;
- General Inflation Rate of 3% per BC Consumer Price index

POLICY ANALYSIS:

In April 2012, the City of Courtenay renewed its Provincial Municipal Police Unit Agreement for the employment of the Royal Canadian Mounted Police in the provision of policing services within the City. This Agreement has a twenty-year term and will provide policing in the City until March 31, 2032. In order to secure the 10% Federal share of the Contract, Council’s “approval in principle” of the contract expenditure cap is required each year.

FINANCIAL IMPLICATIONS:

In 2024 the City utilized the following funding sources to fund RCMP services:

- Gaming Fund revenues of \$475,000 in 2024 to fund 2 FTE,
- Provincial Traffic Fine revenue of \$272,000,
- Police Contingency Reserve funds of \$250,000
- General property tax dollars \$6.4M

To more accurately reflect anticipated actual costs, the City also budgets for a projected “position vacancy pattern” to avoid over taxation for this service. For 2024, the budgeted anticipated vacancy pattern of 3 members which is an increase of the prior year’s assumption of 2 members. Actual experienced vacancy pattern over the past few years has been 4 to 5 members, however it is expected to reduce in the future. Funding for 2025 will be similar however the property tax funded portion will likely see growth as traffic fine, and Police Contingency funds are limited.

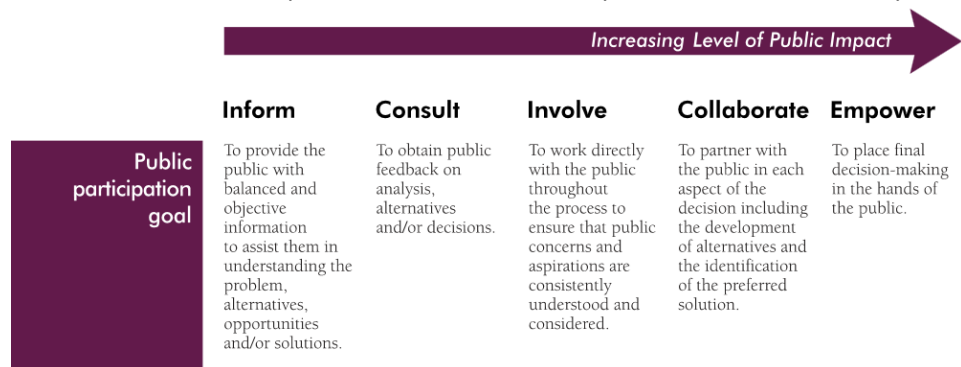
These budgetary estimates are preliminary and necessary for the federal government’s annual budgeting processes. Council has the opportunity to make the final decision on the contract and the funded strength for policing during the 2025 budget deliberations set to occur in the latter part of 2024 and early 2025.

STRATEGIC PRIORITIES REFERENCE:

RCMP Services align with Community Well-Being which is one of the four cardinal directions of the City.

PUBLIC ENGAGEMENT:

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



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OPTIONS:

1. THAT Council provide “approval in principle” for an expenditure cap of \$9,015,110 for the 2025/2026 Municipal Policing Contract.
2. THAT Council provide alternative direction to staff.

ATTACHMENTS:

1. Courtenay - Municipal MYFP 2025-26 to 2029-30

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

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

FINANCIAL BUDGET COMPARATIVE FOR 24/25 TO 25/26						
COURTENAY						
2025/26 to 2029/30 Fiscal Estimates						
	Contract Strength	24/25 Budget	25/26 Estimates	\$ Change	% Change	Notes
	Funded Strength	31.40	31.40	-	-	
		27.40	31.40	4	14.6%	
COST ELEMENT GROUP (CEG)						
01 - PERSONNEL						
REGULAR PAY		3,157,929	3,716,924	558,995	17.7%	
OVERTIME - MEMBERS		449,190	500,000	50,810	11.3%	
PAYROLL ALLOWANCES *		269,918	312,508	42,589	15.8%	
OTHER PAYROLL ITEMS **		280,453	423,008	142,555	50.8%	
01 - PERSONNEL: TOTAL		4,157,490	4,952,439	794,949	19.1%	Estimate based on increase in 4 FTE plus 3.5% pay increase
02 - TRANSPORT & TELECOM		95,276	110,238	14,962	15.7%	
03 - INFORMATION		1,126	1,329	203	18.0%	
04 - PROFESSIONAL & SPEC SVCS		205,533	262,804	57,271	27.9%	Estimate includes Body Worn Cameras
05 - RENTALS		21,286	27,516	6,230	29.3%	Estimate includes Blue Force Tracking
06 - PURCHASE, REPAIR AND MAINT		56,842	65,811	8,969	15.8%	
07 - UTIL, MATERIAL AND SUPP		222,986	273,887	50,900	22.8%	Estimate includes breaching tools, portable ballistic shields and Hard Body Armour
09 - MACHINERY & EQUIPMENT		438,937	484,692	45,755	10.4%	Estimate includes increase in costs for tasers, extended range impact weapon and pistol modernization
12 - OTHER SUBSIDIES & PMTS		6,169	6,354	185	3.0%	
TOTAL DIRECT COST		5,205,645	6,185,070	979,425	18.8%	
COST OF RM PENSIONS		653,406	796,750	143,344	21.9%	Estimate based on pension rate increase from 19.44% to 20.13%
COST OF DIVISIONAL ADMINISTRATION		1,246,930	1,549,486	302,556	24.3%	Estimated increase in Div Admin (Please see Table 4)
COST OF OTHER INDIRECT COSTS ***		428,019	483,805	55,786	13.0%	
TOTAL INDIRECT COST		2,328,355	2,830,041	501,686	21.5%	
TOTAL COSTS (Direct + Indirect)		7,534,000	9,015,110	1,481,111	19.7%	
FEDERAL COST 10 %		753,400	901,511	148,111	19.7%	
MUNICIPAL POLICING COSTS 90%		6,780,600	8,113,599	1,333,000	19.7%	
ANNUAL PAYMENTS per SETTLEMENT AGREEMENT						
Earned Retirement Benefit Payment (Severance)		27,070	27,070	0	-	To be invoiced separately
Green Timbers		18,568	18,568	0	-	To be invoiced separately
TOTAL MUNICIPAL POLICING COSTS 90%		6,826,237	8,159,237	1,333,000	19.5%	
ESTIMATED COST PER RM (90%)		247,496	258,423	10,925	4.4%	

PSE & ACCOMMODATION ESTIMATES @ 100%		
PUBLIC SERVICE EMPLOYEES	455,000	412,603
ACCOMMODATION	206,800	219,693
TOTAL PSE & ACCOMMODATION	661,800	632,296

* Payroll Allowances include: Service Pay, Senior Constable, Occupational Clothing, and Shift Differential

** Other Payroll items include: Acting Pay and Reservists

COURTENAY	22/23 Final	23/24 Pre Final	24/25 Budget	25/26 Estimates	26/27 Estimates	27/28 Estimates	28/29 Estimates	29/30 Estimates
2025/26 to 2029/30 Fiscal Estimates								
CONTRACT STRENGTH	31.4	31.4	31.4	31.4	31.4	31.4	31.4	31.4
ACTUAL / FUNDED STRENGTH	23.3	24.9	27.4	31.4	31.4	31.4	31.4	31.4
COST ELEMENT GROUP (CEG)								
STD OBJ. 01 - PERSONNEL								
CEG 10 - PAY - PUBLIC SERVICE EMPLOYEES	202,373	189,351						
CEG 11 - OVERTIME - P/S	7,735	4,525	0	0	0	0	0	0
CEG 12 - ALLOWANCES P/S: incl. CE 500169 LIQUIDATION OF			0	0	0	0	0	0
CEG 30 - PAY - MEMBERS:		0						
CE 500110 - REGULAR PAY	2,453,542	2,620,657	3,157,929	3,716,924	3,847,016	3,981,662	4,121,020	4,265,256
CE 500112 - RETROACTIVE PAY	1,829	4,295	0	0	0	0	0	0
CE 500113 - ACTING PAY	9,918	45,745	21,903	22,669	23,463	24,284	25,134	26,014
CE 500114 - SERVICE PAY	96,140	110,914	115,197	150,000	155,250	160,684	166,308	172,128
CE 500117 - SHIFT DIFFERENTIAL	29,341	35,157	51,014	52,799	54,647	56,560	58,540	60,589
CE 500119 - PERFORMANCE AWARD	0	5,000						
CE 500158 - TRANSFER ALLOW. - INTRA (C)	0	8,881						
CE 500164 - SENIOR CST ALLOWANCE	70,967	74,861	88,017	91,098	94,286	97,586	101,002	104,537
CE 500224 - REGULAR PAY - CIVILIAN MEMBERS	162,601	170,640	76,485	184,388	190,841	197,521	204,434	211,589
CE 501127 - RETRO PAY - PRIOR YEARS		29,851						
CE 501194 - REGULAR TIME RESERVISTS	85,787	56,208	182,066	215,950	223,509	231,331	239,428	247,808
CE 501198 - BILINGUAL BONUS - Current	0	957						
CE 502103 - OPERATIONAL CLOTHING ALLOWANCE	7,121	7,200	15,690	18,610	19,262	19,936	20,634	21,356
MISC. CE's incl. under CEG 30	43,603	44,717						
CEG 30 - PAY - MEMBERS - TOTAL	2,960,848	3,215,083	3,708,300	4,452,439	4,608,274	4,769,564	4,936,499	5,109,276
CEG 31 - OVERTIME - MEMBERS	274,093	344,702	449,190	500,000	517,500	535,613	554,359	573,762
CEG 32 - PAY - MEMBERS (POLICY CENTRE) C	59,282	107,998						
CEG 33 - RCMP PAY - OTHER			0	0	0	0	0	0
CEG 40 - ALLOWANCES - INTRA MEMBERS (Credit Item)	42,005	0	0	0	0	0	0	0
CEG 41 - ALLOWANCES - INTER MEMBERS (Credit Item)	647	0	0	0	0	0	0	0
CEG 45 - PERSONNEL - OPERATIONAL CONTINGENCY		0	0	0	0	0	0	0
TOTAL STD OBJ. 01 - PERSONNEL	3,546,983	3,861,658	4,157,490	4,952,439	5,125,774	5,305,176	5,490,858	5,683,038
STD OBJ. 02 - TRANSPORTATION & TELECOM								
CEG 50 - TRAVEL	7,449	19,009	33,265	39,266	40,051	40,852	41,669	42,502
CEG 51 - TRAVEL ADVANCES	0	0	0	0	0	0	0	0
CEG 52 - TRAINING TRAVEL (DCCEG)	13,793	13,691	34,380	40,187	40,991	41,811	42,647	43,500
CEG 53 - TRAINING TRAVEL (POST)	3,103	8,297	15,050	17,764	18,119	18,482	18,852	19,229
CEG 54 - IPA & FSD TRAVEL	0	0	0	0	0	0	0	0
CEG 55 - CENTRALIZED TRAINING TRAVEL	0	0	0	0	0	0	0	0
CEG's 60-66 - TRANSFER COSTS (Credit Item)	155,752	88,092	0	0	0	0	0	0
CEG 70 - FREIGHT, POSTAGE, ETC.	4,789	4,867	12,582	12,959	13,218	13,483	13,752	14,027
CEG 100 - TELEPHONE SERVICES (DCCEG)	156	147	0	62	62	62	62	62
TOTAL STD OBJ. 02 - TRANSPORT & TELECOM	185,041	134,103	95,276	110,238	112,442	114,690	116,982	119,321
STD OBJ. 03 - INFORMATION								
CEG 120 - ADVERTISING	0	0	646	762	778	793	809	825
CEG 130 - PUBLICATIONS SERVICES	421	288	480	566	578	589	601	613
TOTAL STANDARD OBJ. 03 - INFORMATION	421	288	1,126	1,329	1,355	1,382	1,410	1,438
STD OBJ. 04 - PROFESSIONAL & SPEC. SVCS								
CEG 160 - LEGAL SERVICES (Credit Item)	95,389	9,918	0	0	0	0	0	0
CEG 170 - CONTRACTED SERVICES (DCCEG)	78,116	117,641	0	0	0	0	0	0
CEG 171 - CONTRACTED SERVICES (Post)	0	0	0	0	0	0	0	0
CEG 190 - TRAINING & SEMINARS (DCCEG)	30,013	83,557	50,326	43,188	48,171	53,188	58,264	63,339
CEG 191 - TRAINING & SEMINARS (POST)	789	4,677	3,978	4,705	4,856	5,011	5,171	5,337
CEG 192 - OFFICIAL LANGUAGE TRAINING	0	0	0	0	0	0	0	0
CEG 219 - PROFESSIONAL SERVICES	56,969	52,400	51,996	70,000	72,450	74,986	77,610	80,327
CEG 220 - OTHER SERVICES	1,778	1,497	9,680	10,019	10,370	10,733	11,108	11,497
CEG 221 - OTHER SERVICES IM/IT	44,902	66,959	75,435	114,340	121,357	123,998	126,798	129,725
CEG 223 - RADIO COMMUNICATION SYSTEMS	9,389	12,619	14,118	20,553	20,792	21,043	21,306	21,582
CEG 229 - CAD/CALLOCATED	0	0	0	0	0	0	0	0
TOTAL STANDARD OBJ. 04 - PROFESSIONAL & SPEC. SVCS	317,346	349,268	205,533	262,804	277,995	288,958	300,258	311,806
STD OBJ. 05 - RENTALS								
CEG 240 - RENTAL-LAND,BLDG & WORKS (DCCEG)	5,825	5,276	0	0	0	0	0	0
CEG 241 - RENTAL-LAND,BLDG & WORKS (POST)	1,092	1,760	1,919	2,265	2,310	2,357	2,404	2,452
CEG 250 - RENTAL COMMS EQUIP (DCCEG)	26	27	35	60	63	66	70	74
CEG 258 - RENTAL MOTORIZED VEHICLES	0	0	0	0	0	0	0	0
CEG 265 - LEASED VEHICLES	0	0	0	0	0	0	0	0
CEG 280 - RENTAL COMPUTER EQUIP	5,291	4,550	7,664	13,173	13,774	14,407	15,073	15,775
CEG 290 - RENTAL - OTHERS	4,598	3,734	11,668	12,018	12,259	12,504	12,754	13,009
TOTAL STANDARD OBJ. 05 - RENTALS	16,833	15,347	21,286	27,516	28,406	29,333	30,300	31,309

COURTENAY	22/23 Final	23/24 Pre Final	24/25 Budget	25/26 Estimates	26/27 Estimates	27/28 Estimates	28/29 Estimates	29/30 Estimates
2025/26 to 2029/30 Fiscal Estimates	31.4	31.4	31.4	31.4	31.4	31.4	31.4	31.4
CONTRACT STRENGTH	23.3	24.9	27.4	31.4	31.4	31.4	31.4	31.4
ACTUAL / FUNDED STRENGTH								
COST ELEMENT GROUP (CEG)								
STD OBJ. 06 - PURCHASE, REPAIR AND MAINT								
CEG 310 - REPAIR OF BUILDINGS & WORKS	5,018	10,085	0	0	0	0	0	0
CEG 311 - REPAIR OF BUILDINGS & WORKS	0	0	0	0	0	0	0	0
CEG 370 - REPAIR OF VEHICLES	26,318	22,365	48,589	57,354	58,501	59,671	60,865	62,082
CEG 380 - REPAIR OF OFFICE & LAB EQUIP	333	419	0	0	0	0	0	0
CEG 390 - REPAIR OF MISC. EQUIP	3,581	3,944	7,492	7,717	7,872	8,029	8,190	8,353
CEG 392 - REPAIR OF AFIS EQUIP	0	0	0	0	0	0	0	0
CEG 393 - REPAIR OF EDP EQUIPMENT	403	134	760	740	779	820	864	910
TOTAL STANDARD OBJ. 06 - PURCHASE, REPAIR A	35,652	36,947	56,842	65,811	67,152	68,521	69,918	71,345
STD OBJ. 07 - UTIL, MATERIAL AND SUPPLIES								
CEG 400 - UTILITIES	22,475	23,647	-	-	-	-	-	-
CEG 430 - FUEL	82,205	70,491	70,390	83,088	84,749	86,444	88,173	89,937
CEG 470 - PHOTOGRAPHIC GOODS	0	169	3,677	3,787	3,863	3,940	4,019	4,099
CEG 500 - STATIONERY	8,345	8,365	31,456	37,130	37,873	38,630	39,403	40,191
CEG 510 - CLOTHING & KIT	7,825	15,590	25,658	30,287	30,892	31,510	32,140	32,783
CEG 530 - LAB SUPPLIES	466	0	0	0	0	0	0	0
CEG 540 - POST BUDGET EXPENDITURES	38,978	19,097	91,805	119,595	133,020	135,916	138,870	141,883
TOTAL STD OBJ. 07 - UTIL, MATERIAL AND SUP	160,293	137,357	222,986	273,887	290,398	296,441	302,606	308,893
STD OBJ. 09 - MACHINERY & EQUIP ACQ<\$10,000								
CEG 440 - TRANSPORT SUPPLIES	10,144	13,540	16,772	19,797	20,193	20,597	21,009	21,429
CEG 441 - VEHICLE CHANGEOVERS	25,248	10,906	43,037	50,800	51,816	52,852	53,909	54,987
CEG 450 - COMMS PARTS & CONSUMABLES	1,830	2,238	2,184	2,791	2,939	3,095	3,259	3,432
CEG 480 - FIREARMS & AMMUNITION	10,400	11,323	60,465	143,308	49,948	47,183	47,440	47,702
CEG 770 - COMMS. SYSTEMS (CAPITAL)	19,885	19,614	23,448	29,565	31,132	32,782	34,519	36,349
CEG 771 - COMMS. EQUIPMENT	0	0	0	0	0	0	0	0
CEG 810 - LABORATORY EQUIP.	242	0	0	0	0	0	0	0
CEG 830 - FURNITURE & FIXTURES	0	7,348	0	0	0	0	0	0
CEG 840 - COMPUTER EQUIPMENT (CAPITAL)	0	0	0	0	0	0	0	0
CEG 841 - COMPUTER EQUIP.	6,389	19,153	48,600	48,262	50,783	53,437	56,232	59,175
CEG 842 - COMPUTER S/WARE - INFORMATI	53	53	5,523	5,370	5,655	5,955	6,270	6,602
CEG 860 - INVESTIGATIONAL EQUIP.	113	0	6,785	8,008	8,169	8,332	8,499	8,669
CEG 890 - VEHICLES (CAPITAL)	112,430	90,031	198,000	138,000	213,000	219,000	228,000	228,000
CEG 891 - MISC. VEHICLES	0	0	0	0	0	0	0	0
CEG 900 - OTHER EQUIP.	0	6,000	5,798	6,844	6,980	7,120	7,262	7,408
CEG 910 - OFFICE MACHINES	2,515	2,804	9,896	10,193	10,397	10,605	10,817	11,034
CEG 920 - SECURITY EQUIP.	0	0	18,429	21,754	22,189	22,632	23,085	23,547
TOTAL STD OBJ. 09 - MACHINERY & EQUIPMEN	189,248	183,009	438,937	484,692	473,200	483,590	500,302	508,333
STD OBJ. 12 - OTHER SUBSIDIES & PAYMENTS								
CEG 570 - PRISONER EXPENSES	1,309	1,563	0	0	0	0	0	0
CEG 580 - SECRET EXPENSES	643	948	6,169	6,354	6,481	6,610	6,743	6,877
CEG 581 - SPECIAL "I" EXPENDITURES	0	0	0	0	0	0	0	0
CEG 590 - MISC EXPEND	-390	-430	0	0	0	0	0	0
CEG 591 - DISCOUNT FOR EARLY PAYMENT	0	0	0	0	0	0	0	0
CEG 592 - PAYMENT IN LIEU OF TAXES	19,095	20,761	0	0	0	0	0	0
CEG 620 - CLAIMS and COMP.SETTLEMENTS (Cre	0	0	0	0	0	0	0	0
TOTAL STD OBJ. 12 - OTHER SUBSIDIES & PMT	20,657	22,841	6,169	6,354	6,481	6,610	6,743	6,877
TOTAL DIRECT COSTS (Before Credits & Adjus	4,472,475	4,740,819	5,205,645	6,185,070	6,383,203	6,594,702	6,819,376	7,042,360
LESS - YEAR TO DATE CREDITS								
SO 01 - CEG 32 - Medical Leave / Suspension >	59,282	107,998						
SO 01 - CEG 40 & 41 - Transfer Allowances	42,652	8,881						
SO 02 - CEG's 60-66 Transfer Cost	155,752	88,092						
100% Chargeable	341,946	0						
SO 04 - CEG 160 - Legal Services	95,389	9,918						
REFUND OF OTHER CREDITS		0						
TOTAL CREDITS	695,021	214,889						
ADJUSTMENTS TO DIRECT COSTS (See 'A' bel	3,777,455							
TOTAL DIRECT COSTS AFTER ADJUSTMENTS:	3,777,455	4,525,930	5,205,645	6,185,070	6,383,203	6,594,702	6,819,376	7,042,360

COURTENAY		22/23 Final	23/24 Pre Final	24/25 Budget	25/26 Estimates	26/27 Estimates	27/28 Estimates	28/29 Estimates	29/30 Estimates
2025/26 to 2029/30 Fiscal Estimates									
CONTRACT STRENGTH		31.4	31.4	31.4	31.4	31.4	31.4	31.4	31.4
ACTUAL / FUNDED STRENGTH		23.3	24.9	27.4	31.4	31.4	31.4	31.4	31.4
COST ELEMENT GROUP (CEG)									
INDIRECT COSTS (Summary)									
1) RM Pensions		541,419	586,539	653,406	796,750	824,636	853,498	883,371	914,289
2) RM CPP		89,027	95,168	110,121	126,327	129,485	132,722	136,041	139,441
3) Employer's Contr. to E.I. for R/M's		26,203	29,324	32,411	38,925	39,898	40,896	41,918	42,966
4) Division Administration (per cap x avg.# RM's)		909,480	1,072,352	1,246,930	1,549,486	1,634,696	1,726,940	1,821,475	1,922,164
5) Recruitment & Training		143,366	153,797	209,228	231,676	231,676	231,676	231,676	231,676
6) National Programs		39,014	48,786	46,803	53,819	53,919	54,020	54,123	54,228
7) Police Dog Service Training		0	0	29,456	33,058	33,058	33,058	33,058	33,058
8) Amortization of Equipment > \$150,000 @ 10%			0	0	0	0	0	0	0
9) Reservists - CPP & EI		41,662	21,155						
10) Adjustments to Indirect Costs									
TOTAL INDIRECT COST		1,790,171	2,007,122	2,328,355	2,830,041	2,947,369	3,072,810	3,201,662	3,337,822
TOTAL COSTS (Direct + Indirect) @ 100%		5,567,626	6,533,052	7,534,000	9,015,110	9,330,572	9,667,512	10,021,037	10,380,183
FEDERAL COST 10 %		556,763	653,305	753,400	901,511	933,057	966,751	1,002,104	1,038,018
MUNICIPAL COST 90%		5,010,863	5,879,746	6,780,600	8,113,599	8,397,515	8,700,761	9,018,934	9,342,164
MUNICIPAL COSTS - 100 % (Table 5 & 6)		415,670	491,833	661,800	619,403	634,888	650,761	667,030	683,705
TOTAL COSTS PRIOR TO SETTLEMENT		5,426,533	6,371,579	7,442,400	8,733,003	9,032,403	9,351,522	9,685,963	10,025,870
ANNUAL PAYMENTS per SETTLEMENT AGREEMENT									
Earned Retirement Benefit Payment		27,070	27,070	27,070	27,070	27,070	27,070	27,070	27,070
Green Timbers		18,568	18,568	18,568	18,568	18,568	18,568	18,568	18,568
TOTAL MUNICIPAL POLICING COSTS		5,472,171	6,417,217	7,488,038	8,778,640	9,078,041	9,397,159	9,731,601	10,071,507
FTE - FULL TIME EQUIVALENTS									
RM / CM - ESTABLISHED		31.4	31.4	31.4	31.40	31.40	31.40	31.40	31.40
RM / CM - FUNDED		23.3	24.9	27.4	31.40	31.40	31.40	31.40	31.40
PDS			0.7	0.7	0.7	0.7	0.7	0.7	0.7
RESERVISTS		0.80	0.54	1.67	1.91	1.91	1.91	1.91	1.91
PSE's		4.02	3.50	4.00	4.00	4.00	4.00	4.00	4.00
INDIRECT COSTS - REGULAR & CIVILIAN MEMBERS									
1) Pensions (Total Pensionable Earnings)		2,785,079	3,017,174	3,361,143	3,958,022	4,096,552	4,239,932	4,388,329	4,541,921
Pension Rate		19.44%	19.44%	19.44%	20.13%	20.13%	20.13%	20.13%	20.13%
Total Cost of RM/CM Pension		541,419	586,539	653,406	796,750	824,636	853,498	883,371	914,289
2) CPP (Pensionable Earnings) on a Per Capita Cost		3,826	3,830	4,020	4,024	4,124	4,227	4,333	4,441
Total Cost (Per Capita x FTE Utilization)		89,027	95,168	110,121	126,327	129,485	132,722	136,041	139,441
3) Employer's Contr. to E.I. on a Per Capita Cost		1,126	1,180	1,183	1,240	1,271	1,303	1,335	1,368
Total Cost (Per Capita x FTE Utilization)		26,203	29,324	32,411	38,925	39,898	40,896	41,918	42,966
4) Division Administration on a Per Capita Cost		39,084	43,153	45,514	49,352	52,066	55,004	58,015	61,222
Total Cost of Div. Administration		909,480	1,072,352	1,246,930	1,549,486	1,634,696	1,726,940	1,821,475	1,922,164
5) Recruitment & Training									
Per Capita Cost of Recruitment		4,782	1,463	1,685	1,709	1,709	1,709	1,709	1,709
Per Capita Cost of Training		1,379	4,726	5,952	5,670	5,670	5,670	5,670	5,670
Total Cost of Recruitment & Trng		143,366	153,797	209,228	231,676	231,676	231,676	231,676	231,676
6) Other National Indirects Per Capita (Addendum)		1,677	1,865	1,708	1,714	1,717	1,721	1,724	1,727
Total Cost (Per Capita x FTE Utilization)		39,014	48,786	46,803	53,819	53,919	54,020	54,123	54,228
7) Police Dog Svc. Trng. as a Per Cap. cost		37,217	42,535	42,080	47,226	47,226	47,226	47,226	47,226
Total Cost (Per cap X PD Teams) - COURTENAY		-	-	29,456	33,058	33,058	33,058	33,058	33,058
TOTAL INDIRECT COSTS - RM's & CM's		1,748,509	1,985,966	2,328,355	2,830,041	2,947,369	3,072,810	3,201,662	3,337,822
INDIRECT COSTS - RESERVISTS									
a) CPP for Reservist on a Per Capita Cost..		3,826	3,830	4,020	4,024	4,124	4,227	4,333	4,441
Total Cost (Per Capita x FTE)		-	15,434	6,694	7,679	7,871	8,068	8,270	8,477
b) Employer's Contr. to E.I. on a Per Capita Cost		1,351	1,420	1,420	1,492	1,529	1,567	1,606	1,646
Total Cost (Per Capita x FTE)		-	5,722	3,358	3,891	3,988	4,088	4,190	4,295
TOTAL INDIRECT COSTS - RESERVISTS		-	21,155	10,052	11,570	11,860	12,156	12,460	12,772

COURTENAY								
2025/26 to 2029/30 Fiscal Estimates	22/23 Final	23/24 Pre Final	24/25 Budget	25/26 Estimates	26/27 Estimates	27/28 Estimates	28/29 Estimates	29/30 Estimates
CONTRACT STRENGTH	31.4	31.4	31.4	31.4	31.4	31.4	31.4	31.4
ACTUAL / FUNDED STRENGTH	23.3	24.9	27.4	31.4	31.4	31.4	31.4	31.4
COST ELEMENT GROUP (CEG)								
ADDENDUM 'A'								
OTHER INDIRECT COSTS								
Civilian Review & Complaints Committee	661	-	661	661	661	661	661	661
Legal Advisory Services	201	836	207	212	216	219	222	226
Enhanced Reporting & Accountability	119	211	119	119	119	119	119	119
Estimated Annual Severance								
CONSOLIDATED SERVICES								
Shared Services Canada (SSC)	695	-	721	721	721	721	721	721
Accounting Operations								
Pay & Compensation								
TOTAL PER CAPITA COST (Indirects #6)	1,677	1,047	1,708	1,714	1,717	1,721	1,724	1,727
FISCAL YEAR TO CALENDAR YEAR CONVERSION TABLE								
Calendar Year	2022	2023	2024	2025	2026	2027	2028	2029
Fiscal Year Total Current	5,472,171	6,417,217	7,488,038	8,778,640	9,078,041	9,397,159	9,731,601	10,071,507
Fiscal per Qtr Current	1,368,043	1,604,304	1,872,009	2,194,660	2,269,510	2,349,290	2,432,900	2,517,877
Fiscal Year Total Prior Year	5,440,477	5,472,171	7,668,651	7,488,038	8,778,640	9,078,041	9,397,159	9,731,601
Fiscal per Qtr Prior Year	1,360,119	1,368,043	1,917,163	1,872,009	2,194,660	2,269,510	2,349,290	2,432,900
Calendar								
Jan - Mar	1,360,119	1,368,043	1,917,163	1,872,009	2,194,660	2,269,510	2,349,290	2,432,900
Apr - June	1,368,043	1,604,304	1,872,009	2,194,660	2,269,510	2,349,290	2,432,900	2,517,877
Jul - Sept	1,368,043	1,604,304	1,872,009	2,194,660	2,269,510	2,349,290	2,432,900	2,517,877
Oct - Dec	1,368,043	1,604,304	1,872,009	2,194,660	2,269,510	2,349,290	2,432,900	2,517,877
City Calendar Year Total	5,464,248	6,180,955	7,533,191	8,455,990	9,003,191	9,317,380	9,647,990	9,986,531

Colour Legend

Red = Post Budget CEG controlled by OIC

Black = Division Controlled CEG (DCCEG)

Blue lettering = Standard Object (SO)

Blue background = CEG credited to Direct Costs

Courtenay - 5 Year Salary Forecast

	2024-25			2025-26			2026-27			2027-28			2028-29			2029/30		
Annual Raise																		
Effective Increment for Fiscal Year	3.50%																	
<i>(April to March: applying 9 months @ current year raise + 3 months following year raise)</i>																		
	FTE	FTE	Avg Sal	Cost	FTE	Avg Sal	Cost	FTE	Avg Sal	Cost	FTE	Avg Sal	Cost	FTE	Avg Sal	Cost		
Regular Members	28.90	29.90		\$ 3,716,924	29.90		\$ 3,847,016	29.90		\$ 3,981,662	29.90		\$ 4,121,020	29.90		\$ 4,265,256		
Spl CST	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
CST	19.90	20.90	119,307	2,493,519	20.90	123,483	2,580,792	20.90	127,805	2,671,120	20.90	132,278	2,764,609	20.90	136,908	2,861,371		
CPL	5.00	5.00	130,084	650,421	5.00	134,637	673,185	5.00	139,349	696,747	5.00	144,227	721,133	5.00	149,275	746,373		
SGT	3.00	3.00	139,429	418,288	3.00	144,309	432,928	3.00	149,360	448,081	3.00	154,588	463,763	3.00	159,998	479,995		
SGT MAJ	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
S/SGT	1.00	1.00	155,220	154,696	1.00	160,653	160,110	1.00	166,276	165,714	1.00	172,096	171,514	1.00	178,119	177,517		
S/SGT MAJ	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
INSP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
SUPT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
C/SUPT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Civilian Members	1.50	1.50		\$ 184,388	1.50		\$ 190,841	1.50		\$ 197,521	1.50		\$ 204,434	1.50		\$ 211,589		
ESS	1.50	1.50	122,925	184,388	1.50	127,228	190,841	1.50	131,681	197,521	1.50	136,289	204,434	1.50	141,060	211,589		
CMP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
GTE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
LIN	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Grand Total	30.40	31.40		\$ 3,901,312	31.40		\$ 4,037,858	31.40		\$ 4,179,183	31.40		\$ 4,325,454	31.40		\$ 4,476,845		
% Variance				6.77%			3.50%			3.50%			3.50%			3.50%		
Average \$/FTE				\$ 124,259			\$ 128,608			\$ 133,109			\$ 137,768			\$ 142,590		

Municipal Contract Accommodation

City of Courtenay

Direct Operating Costs:

CEG		2023/24 PRE-FINAL	2024/25 Budget	2025/26 ESTIMATE
700170	Contracted Services - Real Property	117,641	92,923	104,908
700171	Contracted Services - Real Property - Unit Commander Authority		-	-
700218	Contaminated Sites		-	-
700240	Rental of Buildings, Land & Works	5,276	6,386	5,597
700310	Repair of Buildings & Works	10,085	7,004	4,898
700311	Repair of Buildings & Works - Unit Commander Authority		-	-
700400	Utilities	23,647	23,355	24,957
700592	Payment in Lieu of Taxes	20,761	20,703	22,026
Total O&M Charge		177,410	150,371	162,387

Occupancy Charge Calculation:

RCMP Municipal Contract EST	38.0	38.0	37.0
Municipal Employee EST	6.0	6.0	8.0
Total Municipal EST (RM plus ME)	44.0	44.0	45.0
Total EST in building (RM plus support)	138.5	139.5	140.5
Municipal percentage of total building EST	31.8%	31.54%	32.03%
Building Gross Interior Space (sq. m)	1,687.7	1,687.7	1,687.7
Prorated space charged to Municipal Contract	536.2	532.3	540.6
x Provincial rate per square meter	106.01	106.01	106.01
Occupancy Charge	56,841	56,429	57,306

Total Property Cost Estimates for Municipal Contract:	234,251	206,800	219,693
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CITY OF COURTENAY
COST of PUBLIC SERVICE EMPLOYEES

	2023/24 Pre Final	2024/25 Budget	2025/26 Estimate
FTEs	3.40	4.0	4.0
DIRECT COSTS:			
CEG 10 - PAY - PUBLIC SERVICE EMPLOYEES			
CE 500100 REGULAR PAY F/T IND. PSE	92,950	142,830	147,829
CE 500102 RETRO CURRENT YEAR	2,086		
CE 500107 EMERGENCY SAL ADV	(2,630)	11,000	11,000
CE 502204 PHOENIX DAMAGES	-		
CE 500136 REG. PAY P/T IND. PSE	37,490	65,365	55,000
CE 500141 PSE CASUALS	31,721	60,000	40,000
CE 500142 PSE TERM > 6 MONTHS	-	50,000	50,000
CE 500143 PSE TERM < 6 MONTHS	-		
CE 500173 VAC. PAY PT	10		
CE 500180 VACATION PAY TERM/CASUAL	1,320	4,000	4,000
CE 500301 PREMIUM PAY & ALLOWANCES	3,752	5,000	5,000
CE 502204 - PHOENIX DAMAGES	900		
CE 501154 GOVERNMENT EMPLOYEES COMPENSATION - HR	1,753		
CE 501181 OTHER ALLOWANCES AND BENEFITS(PSE)	-		
CE 500182 LUMP SUM SETTLEMENT (Not Subject to Superannu	10,000	10,000	10,200
CE 502202 RETROACTIVE PAY - PRIOR YEAR	9,998	20,000	
CEG 11 - OVERTIME - PS	4,525	39,700	39,700
CEG 12 - PSE ALLOWANCES			
TOTAL DIRECT COSTS	193,876	407,895	362,729
INDIRECT COSTS:			
A) COST OF PS PENSIONS (CE 100, 136,142)	142,523	227,830	252,829
PENSION RATE	9.86%	9.86%	9.86%
TOTAL COST OF PS PENSIONS	14,053	22,464	24,929
B) COST OF PS CPP			
AS A PER CAPITA COST	3,829.71	4,019.50	4,023.59
X PSE UTILIZATION	3.40	4.0	4.0
TOTAL COST OF PS CPP	13,016	16,078	16,094
C) COST OF EMPLOYERS CONTRIB. to E.I.			
AS A PER CAPITA COST	1,419.76	1,419.64	1,491.64
X PSE UTILIZATION	3.40	4.0	4.0
TOTAL COST OF E.I. CONTRIBUTIONS	4,825	5,679	5,967
D) COST OF SHARED SERVICES			
AS A PER CAPITA COST	721	721	721
X PSE UTILIZATION	3.40	4.0	4.0
TOTAL COST OF SSC	2,450	2,884	2,884
TOTAL INDIRECT COSTS	34,344	47,105	49,874
TOTAL COST OF PUBLIC SERVICE EMPLOYEES	228,220	455,000	412,603

Mayor & City Council
City of Courtenay
30 Cliffe Ave
Courtenay B.C. V9N 2J7

June 14, 2024

Re: Request to use park space for Watershed event

Dear Mayor Wells and City Council,

My name is Helmut Novak and I am a member of the Millard Piercy Watershed Stewards and am currently planning a Family Watershed Day for September 22, 2024. In 2023, we held this annual event at Puntledge Park, but due to ongoing construction nearby, we plan to hold this event in 2024 at the green-space between the parking lot on Mansfield Drive and the Courtenay Riverway Heritage Walk, about 120 meters south of Rotary Sky Park.

The Family Watershed Day is an event designed to raise public awareness of the importance of healthy watersheds. This event will feature 8-10 groups involved in watershed conservation, including Project Watershed, Tsolum River Restoration Society, Morrison Creek Stream keepers, Comox Valley Nature, and the Department of Fisheries and Oceans, to name a few.

We plan to erect 10 tents with each society presenting specific topics related to the health of watersheds and their inhabitants.

We are looking for support and approval to hold this event at the above noted location.

Thank you for your consideration

Regards,

Helmut Novak
VP, Millard Piercy Watershed Stewards.

Bourgeois, Lisa

Subject: FW: Request for approval
Attachments: Request - Watershed Stewarts.docx

From: Kurvers, Mike <mkurvers@courtenay.ca>
Sent: Friday, June 14, 2024 11:28 AM
To: Chow, Ed <echow@courtenay.ca>
Subject: RE: Request for approval

No concerns.

Regards

Mike

From: Chow, Ed <echow@courtenay.ca>
Sent: Friday, June 14, 2024 9:56 AM
To: Kurvers, Mike <mkurvers@courtenay.ca>
Subject: RE: Request for approval

Sounds good, Mike. BTW, do you see any concerns if council approve this request?

Thanks.

Ed Chow, MPA | City of Courtenay
Manager of Legislative Service

T 250-334-4441 | E echow@courtenay.ca



830 Cliffe Avenue , Courtenay, B.C. V9N 2J7
courtenay.ca | [Facebook](#) | [LinkedIn](#) | [Instagram](#)

I respectfully acknowledge that the land on which we gather and work is the Unceded traditional territory of the K'ómoks First Nation.

From: Kurvers, Mike <mkurvers@courtenay.ca>
Sent: Friday, June 14, 2024 9:37 AM
To: Chow, Ed <echow@courtenay.ca>
Subject: FW: Request for approval

Ed,

We received this request from Mr. Helmut. I have put the request onto a request letter if you don't mind getting it on the agenda for Council.

Regards
Mike

From: Helmut Novak <novak.helmut@gmail.com>

Sent: Monday, June 10, 2024 4:13 PM

To: Bylaw <Bylaw@courtenay.ca>

Cc: Steve Williams <stevegwilliams.williams@gmail.com>; Jennifer & Robin Harrison <robinjen@shaw.ca>

Subject: Request for approval

Good day

My name is Helmut Novak - my address is 175 Pritchard Road in Comox, V9M 2T3.

Phone 250 702 3650

I am a member of the Millard Piercy Watershed Stewards and am currently planning Family Watershed Day for September 22. In 2023, we held this annual event at Puntledge Park, but due to ongoing construction nearby, we plan to hold this event in 2024 at the green-space between the parking lot on Mansfield Drive and the Courtenay Riverway Heritage Walk, about 120 meters south of Rotary Sky Park.

The Family Watershed Day is an event designed to raise public awareness of the importance of healthy watersheds. This event will feature 8-10 groups involved in watershed conservation, including Project Watershed, Tsolum River Restoration Society, Morrison Creek Streakkeepers, Comox Valley Nature, and the Department of Fisheries and Oceans, to name a few.

10 tents will be set up with each society presenting specific topics related to the health of watersheds and their inhabitants.

Abbey from the Lewis Park Rec Center has recommended that I contact you to ask for permission to hold this event at the above location and for set-up instructions. I would be grateful if you would approve our request and let me know as soon as possible.

Thank you for your consideration

Regards

Helmut Novak

VP, Millard Piercy Watershed Stewards.



The Corporation of the City of Courtenay

Staff Report

To: Council

File No.: 6480-20-2401

From: Director of Development Services

Date: June 26, 2024

Subject: Official Community Plan Amendment Bylaw No. 3141 – Third Reading

PURPOSE:

For Council to consider third reading of *City of Courtenay Official Community Plan Amendment Bylaw No. 3141, 2024* (the Bylaw) to designate municipally owned land as *Urban Corridor*.

BACKGROUND:

At Council’s regular meeting on May 22, 2024, Council passed the following resolution:

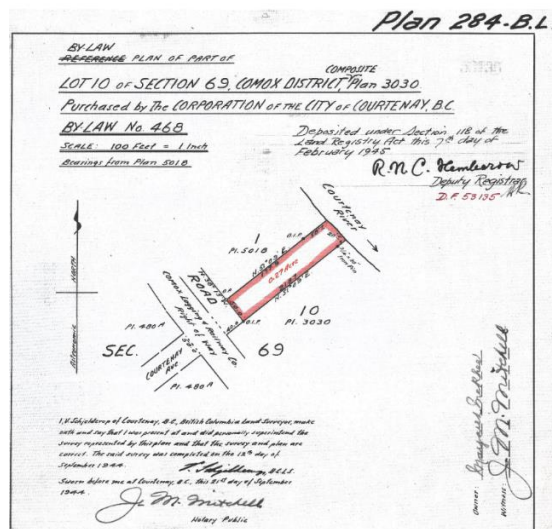
THAT Council give first and second readings to “OCP Amendment Bylaw No. 3141”, and THAT Council direct staff to set a public hearing date for June 19, 2024 at 4:00 pm at the CVRD Civic Room 770 Harmston Ave Courtenay, BC; and THAT Council direct staff to provide notice as per section 466 of the Local Government Act, section 94 of the Community Charter and City of Courtenay Development Procedures Bylaw No. 3106, 2023 THAT Council under section 475 Local Government Act, Council will provide opportunities it considers appropriate for consultation with persons it considers will be affected, including the CVRD, Comox/Cumberland, First Nations, and the province/provincial agencies. As well, under section 476 Local Government Act, Council will consult the school board.

The Bylaw only applies to municipally owned land. The parcel of land in the Bylaw is outlined in red in Figure 1 below, and it is legally described as:

PID: 006-318-657

THAT PART OF LOT 10, SECTION 69, COMOX DISTRICT, PLAN 3030, TAKEN FOR ROAD PURPOSES AND CONTAINING .27 OF AN ACRE MORE OR LESS, SHOWN IN RED ON PLAN 284 BL

Figure 1 Land Purchased by City of Courtenay and deposited under Land Registry Act Section 118



DISCUSSION:

OCP Amendment Bylaw No. 3141 seeks to amend the OCP to designate this parcel of land owned by the City of Courtenay as *Urban Corridor*. The parcel of land does not currently have a designation in the OCP because it has historically been treated interchangeably as highway or statutory right of way.

FINANCIAL IMPLICATIONS:

There is no direct financial implication related to this bylaw.

ADMINISTRATIVE IMPLICATIONS:

The drafting of *OCP Amendment Bylaw No. 3141* falls within the Planning Division’s regular work program. Staff time spent on accompanying reports and reviews are captured as part of the normal scope of work for the Development Services Department.

PUBLIC ENGAGEMENT:

As required by section 464 and section 466 of the *Local Government Act*, a public hearing was held on June 19, 2024 that allowed the public to make representations to Council.

To alert the public and in accordance with the *Local Government Act*, *Community Charter* and *City of Courtenay Development Procedures Bylaw No.3106, 2023*, notification was posted on the City’s website and social media and an advertisement was placed in two consecutive newspapers with a mailout being delivered to 20 owners and tenants within a 100-metre radius of the subject property.

Two (2) community members (the owners of a property on Beckensell Avenue just south of the subject property) attended the public hearing and chose to exercise their opportunity to address council. Their overall input was in opposition to the proposed land use change and largely mirrored their written comments submitted to Council (**Attachment No. 3**).

As a requirement of sections 475 and 476 of the *Local Government Act*, opportunity for consultation was also provided persons Council considered will be affected by the bylaw, including the CVRD, Comox/Cumberland, K’ómoks First Nation, province/provincial agencies and the school board.

Three organizations responded to the opportunity for consultation; the Comox Valley Regional District, Island Health and the Ministry of Water, Lands, and Resource Stewardship. All three organizations were in support or did not object to the proposed bylaw amendment (**Attachment No. 4**).

OPTIONS:

1. *THAT Council give third reading to “OCP Amendment Bylaw No. 3141”.*
2. *THAT Council Council defer and request additional information from staff for “OCP Amendment Bylaw No. 3141”.*
3. *THAT Council not proceed with the application for “OCP Amendment Bylaw No. 3141”*

ATTACHMENTS:

1. *Draft OCP Bylaw Amendment No. 3141*
2. *Staff Report for OCP Bylaw Amendment No. 3141 - May 22, 2024*
3. *June 19, 2024 - Public Hearing Comments*
4. *Consultation comments from affected organizations/agencies*

Prepared by: Jacob Cramer, Planner 1
Reviewed by: Nancy Gothard, RPP, MCIP, Manager of Community and Sustainability Planning
Marianne Wade, RPP, MCIP, Director of Development Services
Concurrence: Geoff Garbutt, M.Pl., MCIP, RPP, City Manager (CAO)



The Corporation of the City of Courtenay

Official Community Plan (OCP) Amendment Bylaw No. 3141

A bylaw to amend Official Community Plan Bylaw No. 3070, 2022

NOW THEREFORE the Council of the City of Courtenay, in open meeting assembled, enacts as follows:

Citation

1. This Bylaw shall be cited as “**Official Community Plan (OCP) Amendment Bylaw No. 3141**”.

Amendment

2. “Official Community Plan Bylaw No. 3070, 2022” is amended as follows:
 - a) By applying the *Urban Corridor* land use designation to the parcel of land shown in bold outline on **Attachment A** which is attached hereto and forms part of this bylaw, and is legally described as:

PID: 006-318-657

THAT PART OF LOT 10, SECTION 69, COMOX DISTRICT, PLAN 3030, TAKEN FOR ROAD PURPOSES AND CONTAINING .27 OF AN ACRE MORE OR LESS, SHOWN IN RED ON PLAN 284 BL; and
 - b) That OCP Map APX-1, Land Use Designations be amended accordingly.
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 22 day of May, 2024

Read a second time this 22 day of May, 2024

Public Hearing held this 19 day of June, 2024

Read a third time this [day] day of [month], [year]

Adopted this [day] day of [month], [year]

Mayor Bob Wells

Corporate Officer



The Corporation of the City of Courtenay

Staff Report

To: Council
From: Director of Development Services
Subject: Official Community Plan Amendment Bylaw No. 3141

File No.: 6480-20-2401
Date: May 22, 2024

PURPOSE:

For Council to consider first and second reading of *City of Courtenay Official Community Plan Amendment Bylaw No. 3141* (the Bylaw) to designate municipally owned land as *Urban Corridor*.

BACKGROUND:

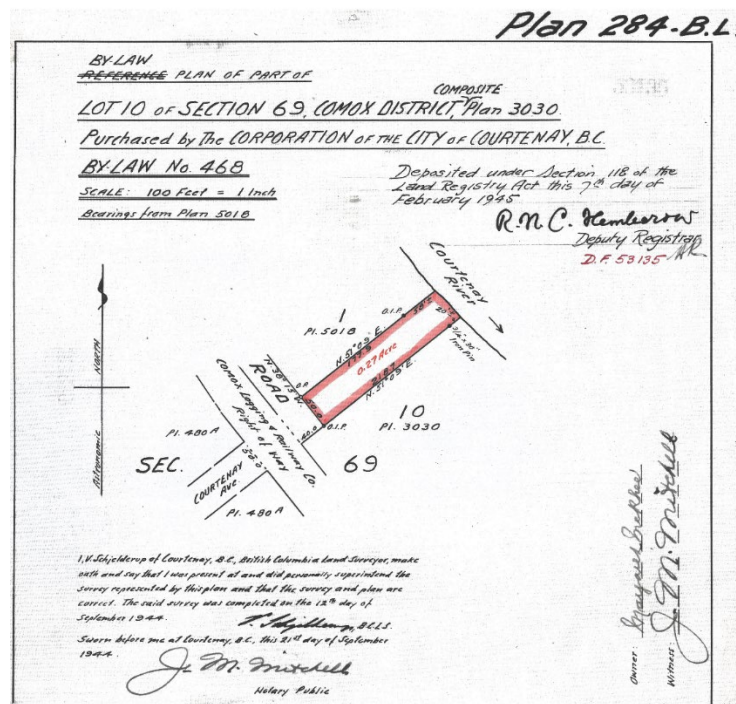
The City has received a development application for a purpose built rental building on three parcels surrounding the municipally owned land. The rental building is proposed to be located primarily on 120/125 11th St and 1128 Beckensell Avenue (the Development Lands). The current proposal requires the developer to acquire the municipally owned land.

The Bylaw only applies to municipally owned land. The parcel of land in the Bylaw is outlined in red in Figure 1 below, and it is legally described as:

PID: 006-318-657

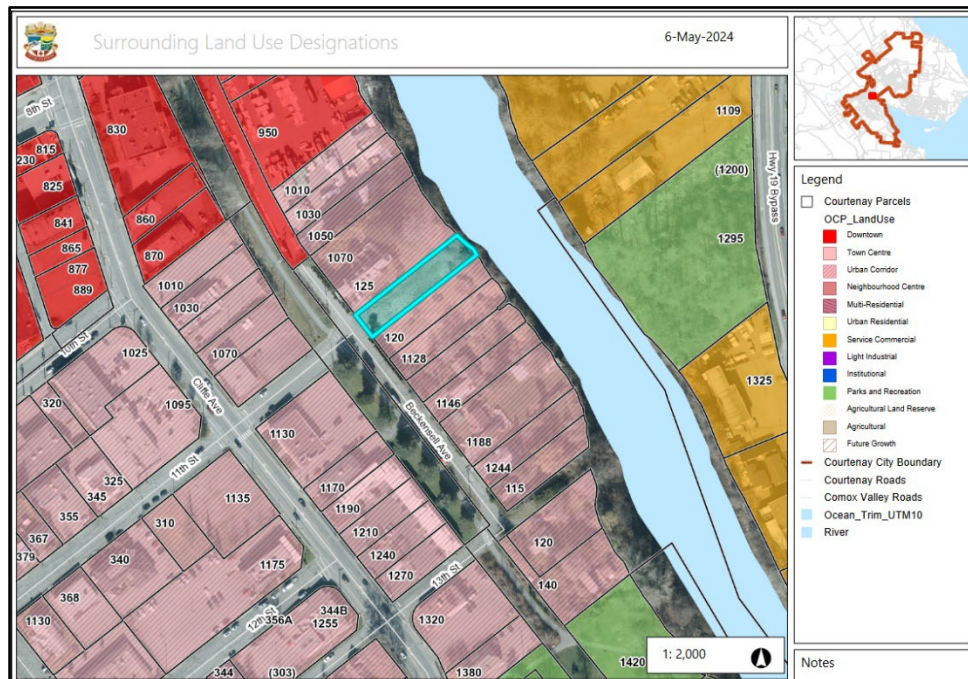
THAT PART OF LOT 10, SECTION 69, COMOX DISTRICT, PLAN 3030, TAKEN FOR ROAD PURPOSES AND CONTAINING .27 OF AN ACRE MORE OR LESS, SHOWN IN RED ON PLAN 284 BL

Figure 1 Land Purchased by City of Courtenay and deposited under Land Registry Act Section 118



The Official Community Plan No. 3070, 2022 (OCP) does not have a land use designation on this parcel of land and as such staff are recommending this parcel be designated *Urban Corridor* to align with the surrounding properties which would allow for future development of the lands and consolidation. Figure 2 from the Official Community Plan identifies this parcel of land.

Figure 2 Parcel of land in the Official Community Plan



DISCUSSION:

OCP Amendment Bylaw No. 3141 seeks to amend the OCP to designate this parcel of land owned by the City of Courtenay as *Urban Corridor*. The parcel of land does not currently have a designation in the OCP because it has historically been treated interchangeably as highway or statutory right of way.

Status of the Land

While the entire history of this parcel of land is not traceable through accessible records, the City of Courtenay did not acquire this parcel of land as a result of any typical processes to dedicate land as highway. This would typically include the following: by the deposit of a plan of subdivision, reference, or explanatory plan under the *Land Title Act*. Instead, it was purchased by the City of Courtenay for \$500 in 1945 for the purposes of extending Courtenay Avenue. This purpose is reflected in the legal description of the parcel of land. Despite the intention, since its creation, the parcel of land has not been used as a highway and it is a titled fee simple parcel owned by the City of Courtenay.

Development History

Prior to their sale in 2023, the three parcels surrounding the municipally owned parcel of land (120/125 11th St and 1128 Beckensell Avenue) were part of the estate of Michael Laver. Collectively, these lands have been the focus of prior redevelopment. Most prominently, the City received a 2015 proposal for a senior’s housing complex that also contemplated a disposition of this municipally owned parcel of land. Critical to the 2015 proposal was the prerequisite that the City of Courtenay no longer consider the end of 11th Street as a viable option for a future third bridge crossing between west and east Courtenay. Council eliminated the 11th

Street crossing location as an option through a motion carried on March 14, 2016. With greater certainty provided by Council at that time that the location would not serve as a future bridge crossing, the City entered into negotiations with the Mr. Laver to support on a process for the City to dispose of the land in a way that would support redevelopment. However, rather than an outright sale of the City owned land, a key component of the proposal was that it would include an Agreement for Land Exchange.

In July 2020, with no significant progress on meeting the Agreement nearly three years after it was signed, a Letter was sent to Mr Laver in July 2020 letting him know the Agreement had come to an end and the remainder of the legal fee securities were returned.

Current Proposal

In October 2023, the owner of the properties at 125 and 120 11th Street and 1128 Beckensell Avenue submitted a rezoning application that proposed the three aforementioned parcels be rezoned to a comprehensive development zone to allow for the construction of a 4-storey purpose built rental apartment building, elevated above an at grade parking lot with 104 units for rental accommodation with various unit types. **(Figure 3)**.

Figure 3 Proposed 4-storey Rental Apartment - West Elevation



Submission of the rezoning application was predicated on an understanding shared by the applicant and Staff, that any disposal of municipally owned land must follow the statutory framework set out in the Community Charter. Section 26 of the Community Charter requires notice of any proposed disposition. Where the land is not available to public, this notice must include the name of the person proposed to acquire the land, the consideration for the proposed disposition, and the terms of the proposed disposition. If the land is sold for less than fair market value, notice of this less than fair market value must be given also.

The applicant needs to acquire this land from the City to create a contiguous parcel of land large enough to develop the proposed site plan. The first step in this process would be to for Council to consider designating the land as Urban Corridor to align it with the surrounding properties and the OCP.

Council will have future opportunities to decide whether to proceed with the disposition and to review the details of the proposed development. This designation of the municipally owned lands is beneficial regardless of whether the disposition or the development proceed.

FINANCIAL IMPLICATIONS:

There is no direct financial implication related to this bylaw.

ADMINISTRATIVE IMPLICATIONS:

The drafting of *OCP Amendment Bylaw No. 3141* falls within the Planning Division’s regular work program. Staff time spent on accompanying reports and reviews are captured as part of the normal scope of work for the Development Services Department.

PUBLIC ENGAGEMENT:

As required by section 464 and section 466 of the *Local Government Act*, before a bylaw to amend an OCP can be adopted, a public hearing must be held after the first and before the third reading to allow the public to make representations.

In accordance with section 466 of the *Local Government Act*, section 94 of the *Community Charter* and *City of Courtenay Development Procedures Bylaw No.3106, 2023*, notification will be posted on the City’s website and social media. An advertisement will be placed in two consecutive newspapers and a mailout will be delivered to all owners and tenants within a 100-metre radius of the subject property. All notification will include:

- a) the time and date of the hearing;
- b) the place of the hearing,
- c) in general terms, the purpose of the bylaw;
- d) the land or lands that are the subject of the bylaw;
- e) the place where and the times and dates when copies of the bylaw may be inspected.

Under section 475 *Local Government Act*, Council will provide opportunities it considers appropriate for consultation with persons it considers will be affected, including the CVRD, Comox/Cumberland, First Nations, and the province/provincial agencies. As well, under section 476 *Local Government Act*, Council will consult the school board.

OPTIONS:

1. THAT Council give first and second readings to “*OCP Amendment Bylaw No. 3141*”, and THAT Council direct staff to set a public hearing date for June 19, 2024 at 4:00 pm at the CVRD Civic Room 770 Harmston Ave Courtenay, BC; and THAT Council direct staff to provide notice as per section 466 of the *Local Government Act*, section 94 of the *Community Charter* and *City of Courtenay Development Procedures Bylaw No. 3106, 2023* THAT Council under section 475 *Local Government Act*, Council will provide opportunities it considers appropriate for consultation with persons it considers will be affected, including the CVRD, Comox/Cumberland, First Nations, and the province/provincial agencies. As well, under section 476 *Local Government Act*, Council will consult the school board.
2. THAT Council Council defer and request additional information from staff for “*OCP Amendment Bylaw No. 3141*”.
3. THAT Council not proceed with the application for “*OCP Amendment Bylaw No. 3141*”.

ATTACHMENTS:

1. *Draft OCP Bylaw Amendment No. 3141*

Prepared by: Jacob Cramer, Planner 1

Reviewed by: Nancy Gothard, RPP, MCIP, Manager of Community and Sustainability Planning
Marianne Wade, RPP, MCIP, Director of Development Services

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

From: [PlanningAlias](#)
To: [Cramer, Jacob](#); [Gothard, Nancy](#)
Subject: FW: Comments for Public Hearing Regarding City of Courtenay Official Community Plan Amendment Bylaw No. 3141, 2024
Date: Wednesday, June 19, 2024 10:22:48 AM

From: [REDACTED]
Sent: Wednesday, June 19, 2024 10:05 AM
To: PlanningAlias <planning@courtenay.ca>
Cc: [REDACTED]
Subject: Comments for Public Hearing Regarding City of Courtenay Official Community Plan Amendment Bylaw No. 3141, 2024

Dear Council Members,

We are writing to express our strong opposition to the proposed redesignation of the end of 11th Street to an Urban Corridor. While we understand this hearing is primarily about the bylaw, it's crucial to consider the broader implications, including a 104-unit apartment complex this bylaw would pave the way for. We believe this decision will fundamentally change the character of Courtenay and absolutely will change our neighborhood, and ask that you consider our concerns.

The proposed development vastly exceeds what was ever communicated to us and represents a complete reversal of the city's previous stance. In fact, we understand that the expectation will be that new zoning will be written to accommodate whatever project is feasible. These current plans seem to be limited only by what the environment can handle without the building sinking into the river.

As owners of a property directly adjacent to the future development site, we believe this project will have severe impacts on our community, environment, and our home's tranquility.

Unique Character of Beckensell Avenue

Beckensell Avenue is a quiet, very unique avenue located along the popular Riverway walking path and backing onto the Courtenay River. This river is home to an incredible array of wildlife, including bald eagles, herons, salmon, seals, beavers, otters, and even sea lions. The city's commitment to the environment has been praised, notably in a CBC podcast for efforts to restore an industrial area to an estuary just meters away. Developing this land contradicts these values and risks disrupting this vibrant ecosystem, impacting Courtenay's charm and reputation.

The street currently has a total of 6 houses. If this bylaw sets in motion the expected development, there will be 104 units on the same area of land as the 3 homes next to it. It's almost impossible to imagine the traffic, noise, and general disruption this will bring to this neighborhood and downtown.

11th Street, though currently overgrown, provides public access to the river. During the summer, locals use this route for a refreshing dip. We believe there are better uses for this land that could make this access more visible and serve the community and visitors and provide continued public access to the river.

Local Legacy

The properties in question were previously owned by the well-known Laver family with deep roots in Courtenay. The residents of Beckensell Avenue are some of the longest-term residents in the city. We purchased our home from Mr. Woodenson, who spent 35 years beautifying it and considered it a life's work. We continued his passion, maintaining and enhancing the property. Mr. Woodenson even expressed happiness that his home had passed to a family who loved it as much as he did.

Two years ago, we agreed to purchase two adjacent lots from Mike Laver. At that time, the city informed us that only a small building could be constructed on the land, which suited our plans. We considered a small house or café with a dog park for the many people walking their dogs along the Riverway. Unfortunately, Mr. Laver passed away while documents were being finalized, and then the property became unavailable for over a year before being relisted and despite our best efforts to find the funds, our financial circumstances prevented us from purchasing before it was sold to a developer.

Impact on Our Home and Lives

Redesignating this land to an Urban Corridor and the subsequent development will have a devastating impact on our home and enjoyment of our yard. A 104-unit rental apartment complex towering over the large garden we have carefully been cultivating, intruding on our privacy, and disrupting the peaceful environment is heartbreaking. We have invested more time and money into our yard than one of our full-time jobs, creating a haven for family, international students, and other guests such as incoming new Ukrainian residents during 2022. As the house ages, we have recently begun making significant investments into renovations as well. Visitors and boaters & tube-floaters on the river regularly comment on the tranquility and charm and history of this special neighborhood and our yard in particular. We predict those comments will shift to expressions of regret when construction begins.

We have long term plans to continue our investment in this property, envisioning another generation of care. With news of the development, we feel defeated. The construction noise will be difficult to live next to, and the resulting building will reduce sunlight, compromise privacy, and forever diminish the peacefulness we have cherished and invested so much into.

Community Impact and Alternatives

Beckensell Avenue is central to Courtenay and rich in character. It provides quiet public access to a beautiful riverside full of wildlife and recreational opportunities. The community deserves a greater say in the future of this property, which will dramatically change Courtenay, impact traffic, and block river access. We believe the newly planned

community meeting is a good step, and we hope that this is promoted and various possible uses and positive/negative impacts will be discussed openly.

We believe a park would be a more suitable use for this land. Has the city considered swapping this land for another publicly owned plot that does not jeopardize the environment, access to the river, and unique legacy of this street. While developing high-density housing is tempting on this beautiful quiet site, we can look to other great cities that have resisted such temptation and benefited from preserving green spaces. Imagine if the City of Vancouver had decided to develop Stanley Park 150 years ago?

Conclusion

We understand the city's support for high-density housing and the provincial efforts to address the housing crisis. However, this development will have long-term impacts on Courtenay's direction. Balancing housing needs with preserving our community's character, history, environment, and wildlife is crucial.

Thank you for considering our concerns. We urge you to defer the application for the OCP Amendment Bylaw No. 3141 explore alternatives that align with our community's values.

Sincerely,

Nicole and Rian Bowden

[REDACTED]

[REDACTED]



From: [Derby, Ella \[ISLH\]](#)
To: [Cramer, Jacob](#)
Cc: [HBE \(Healthy Built Environment\) \[ISLH\]](#)
Subject: RE: Referral for OCP Amendment Bylaw No. 3141 - City of Courtenay
Date: Tuesday, June 11, 2024 11:21:25 AM
Attachments: [image001.png](#)

Hi Jacob,

Thanks for the opportunity to comment on this OCP amendment. We are in agreement that designating the municipally owned lot as urban corridor would allow for it to be zoned consistently with the neighbouring properties which is beneficial for development opportunities within the area. Given this is a well established neighbourhood, serviced by community water and sewer we have no concerns with the proposed amendment.

Regards,

Ella Derby BSc, BTEch, CPHI (C)

Environmental Health Officer/ Drinking Water Officer
Island Health

From: Cramer, Jacob <jcramer@courtenay.ca>
Sent: Monday, June 03, 2024 3:13 PM
To: Clements, Nancy [ISLH] <Nancy.Clements@islandhealth.ca>
Cc: PlanningAlias <planning@courtenay.ca>
Subject: Referral for OCP Amendment Bylaw No. 3141 - City of Courtenay

Hello Nancy,

Please find attached a referral letter for the City of Courtenay Official Community Plan Amendment Bylaw No. 3141.

Thank you for your time and do not hesitate to reach out if you have any questions.

Kind Regards,
Jacob

Jacob Cramer (he/him) | City of Courtenay

Planner I | Development Services

[*Why I list my pronouns](#)

T 250-703-4845 | E jcramer@courtenay.ca



830 Cliffe Avenue , Courtenay, B.C. V9N 2J7

courtenay.ca | [Facebook](#) | [LinkedIn](#) | [Instagram](#)

I respectfully acknowledge that the land on which we gather and work is the Unceded traditional territory of the K'ómoks First Nation.

From: [Stefanyk, Michael WLRs:EX](#)
To: [PlanningAlias](#)
Cc: [Roden, Jacqueline WLRs:EX](#); [Toews, Mary WLRs:EX](#)
Subject: RE: Referral for OCP Amend BL 3141 - City of Courtenay
Date: Tuesday, June 18, 2024 1:24:41 PM
Attachments: [image001.png](#)

Good Afternoon,

A response to this referral (i.e. OCP Amend BL 3141 - City of Courtenay) was provided on June 14, 2024 by the undersigned. Based on additional information provided by the City of Courtenay Planning Department and a review of previous correspondence regarding a rezoning application associated with this file, sent by my colleague Mary Toews on May 31, 2024, I am providing an updated referral response. We have no objection to approval of the OCP Amendment but recommend that the comments provided by Ms. Toews on the rezoning application still be considered.

Thank you,

Michael Stefanyk, RPBio | Ecosystems Biologist

West Coast Region

Ministry of Water, Land and Resource Stewardship

Phone: 250 -739 - 8642

Email: Michael.Stefanyk@gov.bc.ca

Pronouns: he/him

I acknowledge with gratitude and respect, the Ləkʷəŋən peoples known today as the the Songhees and Esquimalt Nations on whose territory I live and work.

From: Stefanyk, Michael WLRs:EX
Sent: Friday, June 14, 2024 5:03 PM
To: planning@courtenay.ca
Cc: Roden, Jacqueline WLRs:EX <Jacqueline.Roden@gov.bc.ca>
Subject: RE: Referral for OCP Amend BL 3141 - City of Courtenay

Good Afternoon,

We have no objection to approval of the OCP amendment. We note however that in alignment with the OCP, the property will be subject to the 30 m River buffer and any development proposed within the 30 m buffer would require a Riparian Areas Protection Regulation assessment.

Thank you,

Michael Stefanyk, RPBio | Ecosystems Biologist

West Coast Region

Ministry of Water, Land and Resource Stewardship

Phone: 250 -739 - 8642

Email: Michael.Stefanyk@gov.bc.ca

Pronouns: he/him

I acknowledge with gratitude and respect, the Ləkʷəŋən peoples known today as the the Songhees and Esquimalt Nations on whose territory I live and work.

From: Toews, Mary WLRS:EX <Mary.Toews@gov.bc.ca>
Sent: Monday, June 3, 2024 9:13 PM
To: Roden, Jacqueline WLRS:EX <Jacqueline.Roden@gov.bc.ca>; Stefanyk, Michael WLRS:EX <Michael.Stefanyk@gov.bc.ca>
Subject: Referral for OCP Amend BL 3141 - City of Courtenay

Hi Jacqueline, can you please add this to the referrals list? Mike and I are both away this week but hopefully one of us can get to it next week, I just don't want to forget.

From: Cramer, Jacob <jcramer@courtenay.ca>
Sent: Monday, June 3, 2024 3:11 PM
To: Toews, Mary WLRS:EX <Mary.Toews@gov.bc.ca>
Cc: PlanningAlias <planning@courtenay.ca>
Subject: Referral for OCP Amendment Bylaw No. 3141 - City of Courtenay

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hello Mary,

Please find attached a referral letter for the City of Courtenay Official Community Plan Amendment Bylaw No. 3141.

Thank you for your time and do not hesitate to reach out if you have any questions.

Kind Regards,
Jacob

Jacob Cramer (he/him) | City of Courtenay
Planner I | Development Services
[*Why I list my pronouns](#)

T 250-703-4845 | E jcramer@courtenay.ca



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Additionally, Section 1C-6 encourages assessing housing needs as part of an OCP update or review process. The draft 2023 [Regional](#) and [City of Courtenay](#) Housing Needs Assessments note that the Comox Valley Region may need up to 16,075 more dwelling units by 2043, including up to 6,950 more units by 2028. It is anticipated that up to 7,970 of these units may be needed within Courtenay to meet the year 2043 target. Land uses and densities that are aligned with RGS policies 1A-2, 4A-1, and 4.4 (7), above, are most likely to help the Comox Valley's local governments work toward the meeting the demand described in the Housing Needs Assessments.

In reviewing the [City of Courtenay's Official Community Plan](#), being the "Official Community Plan Bylaw No. 3070, 2022," the following policies, associated with the *Urban Corridor* designation, pertain to the subject lands:

- LU 2: "Direct residential *intensification* to the primary and secondary centres as shown as Downtown, Town Centre, Urban Corridor, and Neighbourhood Centre..."
- LU 6: "Co-locate residential, commercial, institutional, and suitable employment-generating land uses in the Downtown, Town Centres & Urban Corridor, and Neighbourhood Centres."
- Town Centre and Urban Corridor Policy 1: "Support a mix of land uses, including commercial and a diversity of multi-residential housing choices to promote the establishment of a complete community and *10-minute neighbourhood*."

As the Urban Corridor designation policies work toward the RGS policies that encourage the densification and intensification of development within *Municipal Areas* in ways that promote compact growth, CVRD staff supports Bylaw No. 3141.

Sincerely,

A. Mullaly

Alana Mullaly, MCIP RPP
General Manager, Planning and Development Services
Planning and Development Services

/dt



THE CORPORATION OF THE CITY OF COURTENAY
COUNCIL MEMBER REPORT

To: **COUNCIL**

File No.: 0540

From: Councillor Hillian

Date (MMM-YYYY): Jun-2024

Subject: **REPORT OF ACTIVITIES AND EVENTS**

	DATE (MMM-DD)	EVENT/LOCATION	COMMENTS
1.	Jun-01	Community Justice Centre Training	
2.	Jun-02	Community Justice Centre Training	
3.	Jun-07	Community Justice Centre committee meeting; retirement event for Anne Davis of CV Transition Society	
4.	Jun-10	Kus-kus-sum partner group meeting; School District Child Care Centre grand opening	
5.	Jun-11	CV Substance Use Collaborative Resiliency event; Sewage Commission; Water Committee;Regional District Board meeting	
6.	Jun-12	L'Arche I Belong Centre open house; CVRD personnel meeting	
7.	Jun-13	Hospital District/Island Health Liaison meeting	
8.			