



The Corporation of the City of Courtenay

Special Council Agenda and Notice

Meeting #: S1/2025
Date: April 30, 2025
Time: 4:30 p.m.
Location: CVRD Civic Room, 770 Harmston Ave, Courtenay

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

	Pages
1. CALL TO ORDER	
2. INTRODUCTION OF LATE ITEMS	
3. STAFF REPORTS	
3.1 Operational Services	
3.1.1 Fitzgerald Avenue Pedestrian Network Review – Improvement Option	3
3.1.2 Urban Forestry Strategy – Operational Services Update	35
4. INTERNAL REPORTS AND CORRESPONDENCE	
4.1 Community and Social Development Framework and Plan Update	46
5. BYLAWS FOR THIRD READING:	
5.1 Amend Development Permit Area 1 and 2 for Small-Scale Multi-Unit Housing (SSMUH)	
5.1.1 Official Community Plan - Amendment Bylaw No. 3177, 2025 (Form & Character Development Permit Area – Small-Scale Multi-Unit Housing)	53
5.1.2 Zoning - Amendment Bylaw No. 3176, 2025 (Form & Character Development Permit Area – Small-Scale Multi-Unit Housing)	60
5.2 Regulate Short-term Rental (STR) Accommodations	
5.2.1 Business Licence - Amendment Bylaw No. 3133, 2025 (short-term rental accommodation)	71
5.2.2 Zoning - Amendment Bylaw No. 3134, 2025 (Short-Term Rental Accommodation)	75
5.2.3 Municipal Ticket Information - Amendment Bylaw No. 3139, 2025 (short-term rental accommodation)	79
6. BYLAWS FOR ADOPTION:	

6.1	Downtown Courtenay Revitalization Tax Exemption - Amendment Bylaw No. 3175, 2025	82
6.2	2025 Property Tax Rate Bylaw No. 3179	85

7. IN CAMERA RESOLUTION

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

90 (2) (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

8. ADJOURNMENT

Corporate Officer, Adriana Proton



The Corporation of the City of Courtenay

Staff Report

To: Council

File No.: 5420-02

From: Director of Operational Services

Date: April 23, 2025

Subject: Fitzgerald Avenue Pedestrian Network Review – Improvement Option

PURPOSE:

The purpose of this report is to present Council the results of a pedestrian network review along Fitzgerald Avenue and to seek supportive direction for the improvement of two crosswalks, located at 10th and 14th Street on Fitzgerald Ave. with the addition of rectangular rapid flashing beacons at each location and for the removing the two redundant crosswalks, located at 11th and 12th Street.

BACKGROUND:

Operational Services, through Stantec Consulting, undertook a pedestrian network review of the Fitzgerald Avenue corridor in response to multiple public inquiries concerning pedestrian safety. Concerns included limited visibility during winter months, reports of near-misses, and a tragic incident involving a dog at one of the crosswalks.

Currently, Fitzgerald Avenue features three zebra crosswalks between 8th and 14th Streets, not including those at either end of the corridor. While multiple crosswalks can enhance connectivity, they may also contribute to increased pedestrian-vehicle conflicts, reduced driver attentiveness, pedestrian complacency, and elevated maintenance costs.

This review focused on optimizing crosswalk locations to improve pedestrian safety, accessibility, and traffic operations. The key objectives were to identify high-usage crosswalks for potential upgrades and to assess whether underutilized crossings should be removed, consolidated, or relocated. The crosswalks included in the study are listed below:

- Fitzgerald Avenue at 8th Street – Signalised Intersection
- Fitzgerald Avenue at 10th Street – Zebra crosswalk
- Fitzgerald Avenue at 11th Street – Zebra Crosswalk
- Fitzgerald Avenue at 12th Street – Zebra Crosswalk
- Fitzgerald Avenue at 13th Street – none
- Fitzgerald Avenue at 14th Street – Zebra Crosswalk

DISCUSSION:

The City of Courtenay is committed to making its streets safe for all users, with a strong focus on pedestrian and active transportation safety. Encouraging active transportation aligns with our strategic priorities for healthy living, sustainability, and investment in multi-modal infrastructure.

The study used a Multi-Criteria Decision Analysis (MCDA) framework to evaluate crosswalks. This MCDA framework evaluates key factors influencing pedestrian safety and accessibility. For the Fitzgerald Avenue segment in Courtenay, the criteria specifically considered include crosswalk utilization, popular routes to school, proximity to vulnerable road users (VRUs), and pedestrian collision history.

RESULTS

A comprehensive MCDA ranking, as outlined in **Table 1** of the studied crosswalk locations, provides an overall ranking of the crosswalks within the Fitzgerald Avenue corridor. Based on the findings from the analysis, several recommendations have been identified to improve pedestrian safety, optimize crosswalk efficiency, and enhance infrastructure along Fitzgerald Avenue. It is important to note that the ranking and evaluation are individually determined through the MCDA. The MCDA can lead to sections of Fitzgerald having the same ranking under framework sections, but they holistically score differently. These recommendations include the removal of redundant crosswalks, upgrading priority crosswalks with enhanced safety measures, and introducing accessibility enhancements to create a safer and more inclusive pedestrian network.

Removal of redundant crosswalks: Based on the study, the crosswalks at **11th and 12th** Streets are considered redundant. 12th Street ranked lowest in the MCDA analysis, and 11th Street did not meet crosswalk warrant criteria. Removing these crossings would reduce redundancy, improve traffic flow, and encourage the use of safer crossings at 10th and 14th Streets. 13th Street does not currently have a crosswalk, and through this exercise, traffic conditions are similar to those at nearby 11th Street. Given its proximity to both 12th Street and 14th Street (less than 100 meters), adding a crosswalk would be redundant and inefficient.

Pedestrian Activated Flashing Beacons Upgrades: The crosswalks at **10th and 14th** Streets are priority sites for safety upgrades due to higher pedestrian use and recorded collisions (2019–2023). Upgrading these crossings to Rectangular Rapid Flashing Beacons (RRFBs) is recommended to improve visibility and driver compliance. RRFBs offer a cost-effective, high-visibility solution that enhances pedestrian safety, an example is demonstrated in Attachment 1.

Accessible Design: To support accessibility and equity, it is recommended to install **tactile paving** at curb ramps along the studied crosswalks. These textured surface indicators assist visually impaired pedestrians by marking crosswalk boundaries and direction. Curb ramps should also be reviewed to ensure they meet universal design standards, supporting safe access for all users, including those using wheelchairs, strollers, or mobility aids. Staff recommend the inclusion of this design standard in the City's Subdivision and Development Servicing Bylaw No. 2919 as a required supplementary standard for all new installation works.

Collectively, these recommended improvements aim to create a safer, more efficient, and inclusive pedestrian environment along Fitzgerald Avenue, aligning with the City's commitment to active transportation and community well-being. As staff reflected on both existing and future policies - such as the Downtown Vitalization Local Area Plan (DVLAP) - they identified a series of recommended corridor

Fitzgerald Avenue Pedestrian Network Review – Improvement Option

improvements that incorporate key elements to enhance community services and inviting public spaces, including safe supportive infrastructure for active transportation. These improvements aim to create a pedestrian-friendly, vibrant, and sustainable urban corridor.

They will also support the successful implementation of the DVLAP by strengthening transportation networks that are accessible to all while embracing modern urban planning principles.

Table 1: *Comprehensive Ranking of the Studied Crossing Locations along Fitzgerald Avenue*

Comprehensive Ranking	Crosswalk Location	Pedestrian Utilization Ranking (30%)	Safe route to School Ranking (20%)	VRU Proximity Ranking (20%)	Pedestrian Collisions Ranking (30%)	Average Ranking
1	Fitzgerald Avenue at 14 th Street	2	1	2	1	1.5
2	Fitzgerald Avenue at 10 th Street	1	5	1	1	1.8
3	Fitzgerald Avenue at 11 th Street	3	1	3	3	2.6
4	Fitzgerald Avenue at 13 th Street	5	3	3	3	2.7
5	Fitzgerald Avenue at 12 th Street	4	4	5	3	3.9

FINANCIAL IMPLICATIONS:

The estimated costs for the pedestrian safety improvements recommended in the report are approximately \$25,000. If supported, these improvements will be funded through the approved pedestrian cycling and pavement renewal capital fund. In support, staff will be applying for Road Safety grants through ICBC with cost sharing of up to 50 %, reducing the City's budget commitment to \$12,500.

ASSET MANAGEMENT IMPLICATIONS:

The installation of pedestrian improvements on any City street where they do not currently exist is an increased level of service and is considered an upgrade under the umbrella of asset management. Increasing the level of service can include additional capital costs to implement the service and in turn, increase annual maintenance costs to operate. Council has adopted an Asset Management Policy and Bylaw to reflect this.

STRATEGIC PRIORITIES REFERENCE:

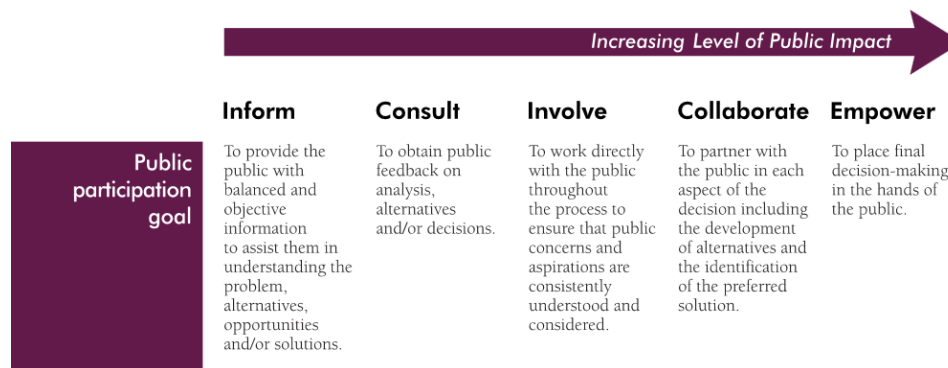
Under the Council Strategic Priorities 2023-2026, Municipal Infrastructure (Page 13);

- Complete accessibility audit of public facilities and develop implementation policy for capital improvements

PUBLIC ENGAGEMENT:

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

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



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OPTIONS:

1. THAT Council endorse the recommendations to increase pedestrian safety by directing staff to complete the installation of pedestrian activated flashing beacons at the crosswalks located on Fitzgerald Avenue at 10th Street and 14th Street and to remove the redundant crosswalks located on Fitzgerald Avenue at 11th Street and 12th Street; and
 THAT Council direct staff to prepare an amendment to the City's Subdivision and Development Servicing Bylaw No. 2919 to include tactile paving in the Supplementary Design Standards.
2. THAT Council receive the staff report and the accompanying Fitzgerald Avenue – Crosswalk Planning and Optimization Report for information only.
3. THAT Council provide alternate direction to staff.

ATTACHMENTS:

1. Rectangular Rapid Flashing Beacons
2. Fitzgerald Avenue – Crosswalk Planning and Optimization Report

Prepared by: Deva Muthukumaran, EIT, Transportation Technologist

Reviewed by: Matthew Brown, Manager of Transportation Services
 Kyle Shaw, Director of Operational Services

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

Fitzgerald Avenue Pedestrian Network Review – Improvement Option

Attachment 1 - Rectangular Rapid Flashing Beacons



LumiWalk can be paired with any other JSF system to meet any configuration needs. From RRFB Crosswalks, to flashing signs at intersections, the offers autonomous traffic control and pedestrian safety wherever it is.

To:	Matthew Brown, Manager of Transportation Services, City of Courtenay Deva Muthukumaran, EIT, Transportation Technologist, Operational Services, City of Courtenay	From:	Stanley Li, M.Sc., P.Eng., PTOE, Senior Transportation Engineer Chao Qi, M.Sc., M.Eng., EIT, Transportation Planner
Project/File:	City of Courtenay Fitzgerald Avenue Crosswalk Planning Project – Draft Memorandum Ver.02 Project No.:132800172 – Task 8	Date:	April 10, 2025

1 Introduction

1.1 Study Background

Fitzgerald Avenue is a collector road in the center of Courtenay. The study area, spanning from Cumberland Road to 14th Street, is near Courtenay's downtown core. This study typically examines crosswalks along Fitzgerald Avenue between Cumberland Road and 14th Street, specifically at the following locations:

- Fitzgerald Avenue & Cumberland Road/8th Street
- Fitzgerald Avenue & 10th Street
- Fitzgerald Avenue & 11th Street
- Fitzgerald Avenue & 12th Street
- Fitzgerald Avenue & 13th Street
- Fitzgerald Avenue & 14th Street

It has been identified that these crosswalks are spaced too closely together, leading to inefficiencies and redundancy. The study aims to optimize crosswalk locations to enhance pedestrian safety, accessibility, and traffic flow. Key objectives include identifying high-use crosswalks for potential enhancements and determining whether less-utilized crosswalks should be removed or relocated.



Figure 1. Studied Crosswalk Locations

As shown in **Figure 1** above, Fitzgerald Avenue & Cumberland Road/8th Street is a signalized intersection, while the remaining five intersections are stop-controlled, with stop signs on the side streets.

- Fitzgerald Avenue & Cumberland Road/8th Street is a signalized intersection with marked crosswalks on all four legs. Pedestrian signals and phases are provided for all legs, along with pedestrian push buttons at each corner. Lighting is provided for all legs of the intersection, and curb ramps are installed at all corners for crosswalk accessibility. However, tactile surfaces are not currently applied to the curb ramps.



Figure 2. Crosswalk Layout at Fitzgerald Avenue & Cumberland Road/8th Street

- The crosswalk layouts at 10th to 12th Street follow a similar pattern, with a paved zebra crosswalk at the southeast-bound approach of Fitzgerald Avenue and two marked crosswalks along the side street. Lighting is provided along Fitzgerald Avenue to illuminate the zebra crosswalk, with pedestrian crossing signs installed at each end. Curb ramps are in place at all corners for crosswalk accessibility; however, tactile surfaces have not yet been applied.



Figure 3. Crosswalk Layout at Fitzgerald Avenue & 10th, 11th and 12th Street

- The crosswalk layout at 14th Street differs slightly, featuring a paved zebra crosswalk at the northwest-bound approach of Fitzgerald Avenue, along with two marked crosswalks on the side street. The lighting, markings, signage, and accessibility features are similar to those at 10th to 12th Street.



Figure 4. Crosswalk Layout at Fitzgerald Avenue & 14th Street

- There is no marked crosswalk on Fitzgerald Avenue at 13th Street. Two marked crosswalks are present on the intersecting side street.



Figure 5. Crosswalk Layout at Fitzgerald Avenue & 13th Street

Figure 6 below illustrates the distances between adjacent crosswalks on Fitzgerald Avenue along the studied road segment. It is evident that the crossings are located relatively close to one another, particularly the spacing between the crossings at 10th Street and 11th Street, as well as between 11th Street and 12th Street, which are less than 100 meters apart. This indicates a redundancy in crossing placement.



Figure 6. Distances between Adjacent Crosswalks on Fitzgerald Avenue from Cumberland Road to 14th Street

1.2 Study Objectives and Methodologies

Prioritization of crosswalk locations. This objective is to prioritize crosswalk locations for review and improvement while reducing redundancy. This involves identifying and evaluating the lowest-ranked crosswalks for potential removal to eliminate redundancy. This will be achieved using a Multi-Criteria Decision Analysis (MCDA) framework that considers pedestrian volumes, proximity to schools and popular school routes, nearby vulnerable road user (VRU) attractors & generators, and vehicle-pedestrian collision histories.

MCDA is a reliable tool that enables a comprehensive evaluation of multiple criteria simultaneously. It assigns different weights to each criterion based on its significance, relevance, and ability to distinguish between studied locations. By applying this approach, the study can effectively prioritize crosswalk locations and identify those of least importance for potential removal, addressing redundancy.

Assessment of prioritized crosswalk locations. This objective is to assess the current crosswalk facilities at the prioritized locations based on the Transportation Association of Canada's (TAC) Pedestrian Crossing Control Guide Third Edition (the Guide). The assessment will focus on evaluating the appropriateness and necessity of establishing crosswalks at specific locations using the Guide's Crossing Control Warrant. Additionally, it will determine whether the existing crosswalk facilities are sufficient to ensure smooth and safe pedestrian crossings. The

Guide's crossing treatment selection matrix will be utilized to examine the current crosswalk configurations and to recommend potential treatments and improvements.

Promoting an optimized crosswalk network for enhanced efficiency and safety. This involves assessing existing crossings, identifying opportunities for improvement, and ensuring that pedestrian infrastructure aligns with best practices and community needs. The study will provide suggestions on crosswalk improvement measures at prioritized locations, ensuring they meet safety standards and enhance visibility, accessibility, and compliance. By optimizing crosswalk placement and implementing appropriate enhancements, the study seeks to support safe and efficient pedestrian movements.

2 Data Collection and Analysis

2.1 Pedestrian Volume

Pedestrian data collection was conducted by the City between 10th Street and 14th Street. A seasonal adjustment factor of 1.3¹ was applied. The following graph (**Figure 7**) presents the peak-hour pedestrian volumes recorded at the study locations in Equivalent Adult Units (EAU).

¹ The seasonal variation in active transportation is evident across multiple studies, with increases ranging from 20% to 35% during the summer months. In Victoria, the CRD Household Travel Survey shows a 20% rise in walking and cycling from winter to summer (factor of 1.20), while Nanaimo experiences a more pronounced 35% increase (factor of 1.35) according to the Island Coastal Inter-Community Transportation Study. Similarly, Saanich's Active Transportation Plan reports a 30% increase (factor of 1.30). Given this range, using a factor of **1.3** is a justified and balanced assumption, aligning with Saanich's data and falling within the observed seasonal variations across these regions.



Figure 7. Peak Hour Pedestrian Volumes at Each Crossing

2.2 Traffic Volume and Speed

Traffic volume and speed data were obtained from City's records for the following locations:

- Fitzgerald Avenue & 11th Street (southbound):** Data from January and February 2025 indicate an average 85th percentile speed of 53 km/h and an average daily traffic (ADT) of 6,540 vehicles (doubled one-way data to estimate two-way traffic). After applying a seasonal adjustment factor of 1.3², the adjusted ADT for the summer peak season is 8,500 vehicles.
- Fitzgerald Avenue & 15th Street (northbound):** Data from January and February 2025 show an 85th percentile speed of 52 km/h and an average ADT of 4,000 vehicles (doubled one-way data to estimate two-way traffic). With a seasonal adjustment factor of 1.3, the summer peak season ADT is adjusted to 5,200 vehicles.
- Fitzgerald Avenue at the 1400 Block (near 14th Street, southbound):** Data from July to September 2021 recorded an 85th percentile speed of 55 km/h and an average ADT of

² For adjusting Courtenay's winter vehicle traffic volumes to summer levels, a seasonal adjustment factor of 1.3, indicating a 30% increase, is proposed. This factor draws on traffic patterns from other Vancouver Island cities like Victoria and Nanaimo. In Victoria, summer traffic on Highway 1 and local roads rises by 20–35% over winter, fueled by tourists visiting the Inner Harbour and regional attractions, as reflected in provincial and municipal counts. Similarly, Nanaimo experiences a 25–40% increase in summer volumes on Highway 19, driven by ferry traffic and travel to coastal destinations, according to BC Ministry of Transportation data

8,000 vehicles doubled one-way data to estimate two-way traffic). Incorporating a seasonal adjustment factor of 1.3 and an annual growth rate of 2.4%³, consistent with the Courtenay Transportation Master Plan⁴, the projected ADT for the 2025 summer peak season is approximately 8,700 vehicles.

2.3 Pedestrian Collision Data

Pedestrian collision data is retrieved from ICBC pedestrian collision dataset from 2019 to 2023⁵. The data has been collected and mapped as can be seen in **Figure 8** below.



Figure 8. Map of the Pedestrian Collisions (2019-2023) near the Studied Crosswalks

3 Multi-Criteria Decision Analysis (MCDA)

An MCDA framework has been developed to prioritize the importance and necessity of installing crossing facilities at various locations. The analysis focuses on existing crossings at 10th Street, 11th Street, 12th Street, 13th Street, and 14th Street.

³ This growth rate is based on the traffic study for the City of Courtenay's Lerwick Road Lead Pedestrian Interval Study and aligns with the Courtenay Transportation Master Plan.

⁴ courtenay.ca/assets/City-Hall/Project-Gallery/2018-Master-Transportation-Plan/2019-09-30 Connecting Courtenay - Transportation Master Plan FINAL.pdf

⁵ [BC - Crashes Involving Pedestrians- | Tableau Public](https://bc-crashes-involving-pedestrians-tableau-public)

It is worth noting that the crosswalk at Fitzgerald Avenue & Cumberland Road/8th Street is excluded in the MCDA analysis, as this is a signalized intersection where pedestrian crossings are already well-protected by pedestrian signals and marked crosswalks.

This MCDA framework evaluates key factors influencing pedestrian safety and accessibility at crosswalks. For the studied Fitzgerald Avenue segment in Courtenay, the criteria have been specifically considered include utilization, popular routes to school, VRU proximity and pedestrian collision history.

Traffic volume and speed are not considered in the MCDA analysis. While important factors, the studied crosswalk locations are relatively close to each other, making significant differences in speed and vehicle data unlikely. This is further supported by traffic data provided by the City.

3.1 Utilization Analysis (assigned weight 30%)

This criterion assesses the anticipated pedestrian traffic at a specific crossing. High pedestrian usage indicates a greater need for safe crossing facilities to accommodate demand. Prioritizing crossings with higher utilization and aligned with pedestrian desire lines ensures that resources are allocated where they will have the most impact on pedestrian movement and safety.

Based on the collected pedestrian data, the Fitzgerald Avenue crosswalk at 10th Street records the highest peak-hour pedestrian volume, with 34 EAU, followed by the crosswalk at 14th Street with 16 EAU. In contrast, the crosswalks at 11th Street and 12th Street exhibit significantly lower peak-hour volumes, at 8 EAU and 5 EAU respectively, suggesting reduced utilization. In addition, all pedestrians crossing Fitzgerald Avenue at 13th Street are jaywalking due to the absence of a designated crosswalk.

Table 1. Peak Hour Pedestrian Volume in EAU at Studied Crosswalks

Rank	Locations	Peak Hour Pedestrian Volume in EAU
1	Fitzgerald Avenue & 10th Street	34
2	Fitzgerald Avenue & 14th Street	16
3	Fitzgerald Avenue & 11th Street	8
4	Fitzgerald Avenue & 12th Street	5
5	Fitzgerald Avenue & 13th Street	4 (jaywalking)

3.2 Popular Routes to School (assigned weight 20%)

Ensuring safe pathways for students traveling to and from school is paramount. Identifying and prioritizing crosswalks along school routes can protect younger pedestrians. **Figure 9** below illustrates the optimal routes to École Puntledge Park Elementary School, located near the studied road segment. Notably, the crosswalk at Fitzgerald Avenue & 11th Street aligns with a designated school route, potentially warranting higher priority for safety considerations.

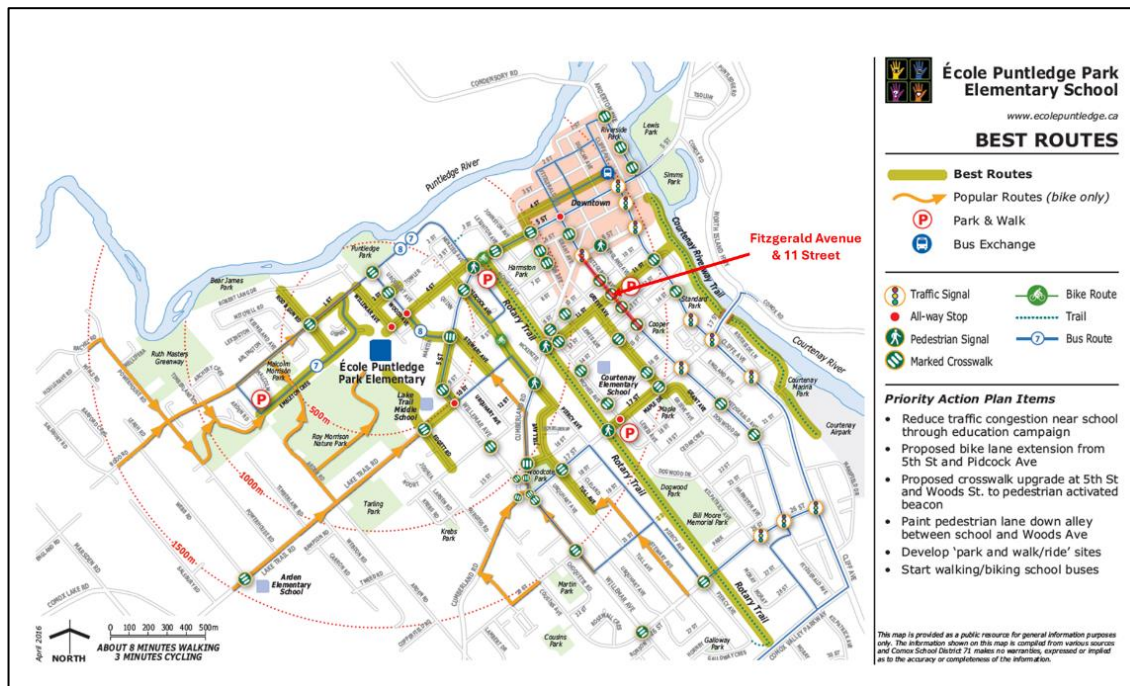


Figure 9. Best Route to School - École Puntledge Park Elementary

In addition, while Courtenay Elementary School, which is closer to the study area, does not have an official Safe Route to School Map, it is likely that 14th Street, 16th Street, Grieve Avenue, and McPhee Avenue serve as key safe or popular routes to the school. The crosswalk at Fitzgerald Avenue & 14th Street is likely the most frequently used crossing for accessing Courtenay Elementary, given its proximity to this school. The following **Figure 10** illustrates the geographic relationship between the crossing at 14th Street and Courtenay Elementary School. The red lines indicate potential popular walking routes for students connecting the school and this crossing.

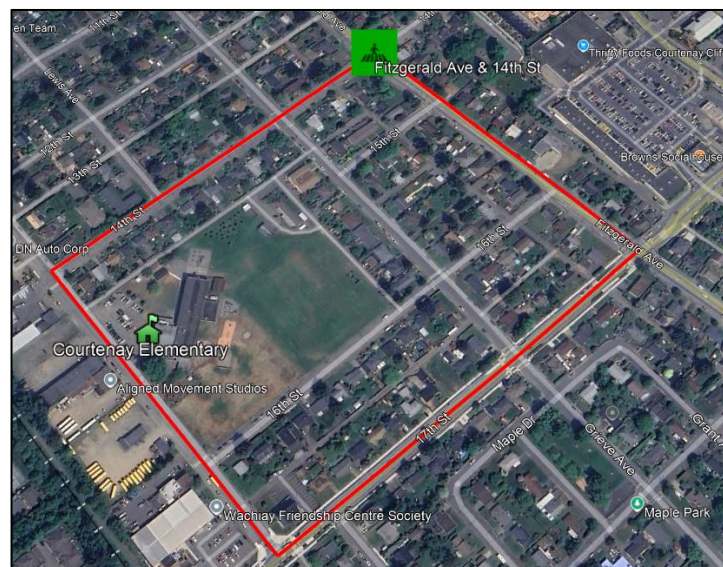


Figure 10. Popular Route to Courtenay Elementary School from Fitzgerald Avenue & 14th Street

The other crossing locations, i.e., those at 13th Street, 12th Street, and 10th Street are not typically part of the most popular and safest route to the school. However, they are relatively close to the routes mentioned above. Under this criterion, their ranking is determined by their proximity to the crossings at popular school routes - 11th Street or 14th Street, with 13th Street ranked highest, followed by 12th Street and then 10th Street.

Table 2. Proximity of Studied Crosswalks to Key School Routes

Rank	Locations	Popular routes to school
1	Fitzgerald Avenue & 11th Street	Along one of the popular school routes
1	Fitzgerald Avenue & 14th Street	
3	Fitzgerald Avenue & 13th Street	Their ranking is determined by their proximity to the crossings at popular school routes - 11th Street or 14th Street
4	Fitzgerald Avenue & 12th Street	
5	Fitzgerald Avenue & 10th Street	

3.3 VRU Proximity (assigned weight 20%)


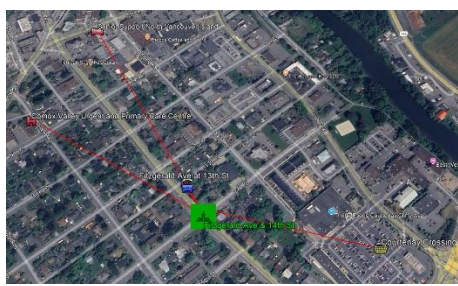
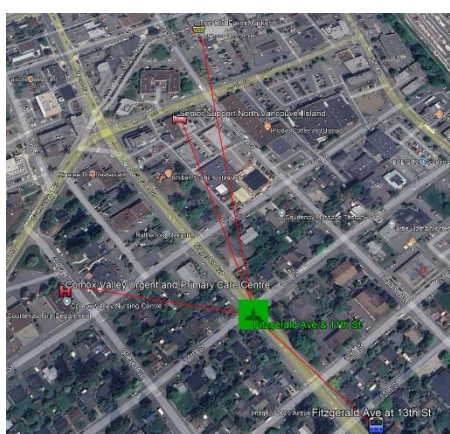
This criterion considers the proximity of crosswalk locations to pedestrian attractors or generators. Areas near these attractors typically experience higher pedestrian activity, including children, elderly individuals, and others who may be more vulnerable. Prioritizing crosswalks near these sites enhances accessibility and safety for all users.


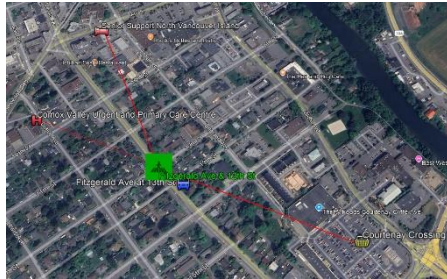
Considering the land use conditions surrounding the study area, the following attractors have been included in the analysis:

- Bus Stops – Fitzgerald Avenue at 13th Street and 8th Street
- Shopping Plaza/Mall – Courtenay Crossing and Old Farm Market
- Senior Service Centre - Senior Support North Vancouver Island
- Community Health Centre – Comox Valley Urgent and Primary Care Centre
- It is important to note that, as schools are already an independent criterion in the MCDA framework, proximity to schools is not included in the VRU Proximity criterion to avoid redundancy.

Table 3 below ranks the studied crosswalks by their proximity to the nearest VRU center of each facility type and specifies the corresponding distances.

Table 3. Geographic Distances from Crosswalks to the nearest VRU Centers

Rank	Location	Geographic Distances to the nearest VRU Centers
1	Fitzgerald Avenue & 10 th Street	<ul style="list-style-type: none"> Distance to Old Farm Market: 296 meters. Distance to Fitzgerald Avenue at 8th Street Bus Stop: 116 meters. Distance to Senior Support North Vancouver Island: 156 meters. Distance to – Comox Valley Urgent and Primary Care Centre: 131 meters. The average distance to a VRU center is 170 meters. 
2	Fitzgerald Avenue & 14 th Street	<ul style="list-style-type: none"> Distance to Courtenay Crossing: 294 meters. Distance to Fitzgerald Avenue at 13th Street Bus Stop: 53 meters. Distance to Senior Support North Vancouver Island: 443 meters. Distance to – Comox Valley Urgent and Primary Care Centre: 183 meters. The average distance to a VRU center is 240 meters. 
3	Fitzgerald Avenue & 11 th Street	<ul style="list-style-type: none"> Distance to Old Farm Market: 387 meters. Distance to Fitzgerald Avenue at 13th Street Bus Stop: 149 meters. Distance to Senior Support North Vancouver Island: 249 meters. Distance to Comox Valley Urgent and Primary Care Centre: 259 meters. The average distance to a VRU center is 260 meters. 

3	Fitzgerald Avenue & 13 th Street	<ul style="list-style-type: none"> Distance to Courtenay Crossing: 356 meters. Distance to Fitzgerald Avenue at 13th Street Bus Stop: 26 meters. Distance to Senior Support North Vancouver Island: 367 meters. Distance to – Comox Valley Urgent and Primary Care Centre: 289 meters The average distance to a VRU center is 260 meters. 	
5	Fitzgerald Avenue & 12 th Street	<ul style="list-style-type: none"> Distance to Courtenay Crossing: 389 meters. Distance to Fitzgerald Avenue at 13th Street Bus Stop: 60 meters. Distance to Senior Support North Vancouver Island: 347 meters. Distance to – Comox Valley Urgent and Primary Care Centre: 364 meters The average distance to a VRU center is 290 meters. 	

3.4 Pedestrian Collision History (assigned weight 30%)

This criterion prioritizes crosswalks with safety concerns for improvement. ICBC pedestrian collision data from 2019 to 2023 has been analyzed to evaluate and rank each crossing location based on its pedestrian collision history.

Collision(s) occurred at a location provide a clear indication of the road safety risks associated with that area. During the 2019-2023 period, pedestrian collisions were recorded at the exact crosswalk locations on 10th Street and 14th Street, highlighting significant safety concerns. In contrast, no pedestrian collisions were reported at 11th Street, 12th Street or 13th Street, despite their proximity to the higher-risk locations, as a result, their prioritization is ranked lower. The table below presents pedestrian collision statistics for all studied crossing locations.

Table 4. Pedestrian Collision History (2019-2023) of the Studied Crosswalks

Rank	Locations	Pedestrian Collision at the Location
1	Fitzgerald Avenue & 10th Street	1
1	Fitzgerald Avenue & 14th Street	1
3	Fitzgerald Avenue & 11th Street	0
3	Fitzgerald Avenue & 12th Street	0

Rank	Locations	Pedestrian Collision at the Location
3	Fitzgerald Avenue & 13th Street	0

3.5 Comprehensive Ranking and Prioritization

Table 5 below presents the comprehensive MCDA ranking of the studied crosswalk locations along Fitzgerald Avenue. The crosswalk at the intersection of Fitzgerald Avenue & 14th Street ranks highest, while the crosswalks at 10th and 11th Street follow in second and third positions. The crossing locations at 13th Street and 12th Street rank in the last two positions.

The crosswalk at 12th Street ranks last, with a noticeably low average ranking. This indicates that the necessity and prioritization for maintaining a crosswalk at this location are significantly lower compared to other crossing locations. **It is recommended to remove the crosswalk at 12th Street to reduce redundancy and enhance the overall efficiency of the crosswalk network.**

Table 5. Comprehensive Ranking of the Studied Crossing Locations along Fitzgerald Avenue

Comprehensive Ranking	Crosswalk Location	Pedestrian Utilization Ranking (30%)	Safe Route to School Ranking (20%)	VRU Proximity Ranking (20%)	Pedestrian Collisions Ranking (30%)	Average Ranking
1	Fitzgerald Avenue & 14th Street	2	1	2	1	1.50
2	Fitzgerald Avenue & 10th Street	1	5	1	1	1.80
3	Fitzgerald Avenue & 11th Street	3	1	3	3	2.60
4	Fitzgerald Avenue & 13th Street	5	3	3	3	2.70
5	Fitzgerald Avenue & 12th Street	4	4	5	3	3.90

4 Crosswalk Treatment Review

4.1 Crossing Control Warrant Analysis

As discussed above, the warrant analysis will focus on the crossing locations at 10th Street, 11th Street, 13th Street, and 14th Street. The following outlines the result and rationale behind the crosswalk warrant analysis for each location.

- **10th Street (Warranted).** A traffic signal is not necessary at this location. This crossing recorded the highest pedestrian volume during the PM peak hours, with 34 EAUs (adjusted by seasonal factors), significantly exceeding the 15 EAU threshold. The estimated peak season ADT also surpasses the 1,500 vehicles/day threshold. Although the distance to the crosswalk at 11th Street is 95 meters - slightly below the 100-meter

minimum spacing recommended by TAC's Guide - the location aligns with the pedestrian desire line. This is supported by the high pedestrian volume and its proximity to several pedestrian hubs. In conclusion, this location meets the warrant for pedestrian crossing control.

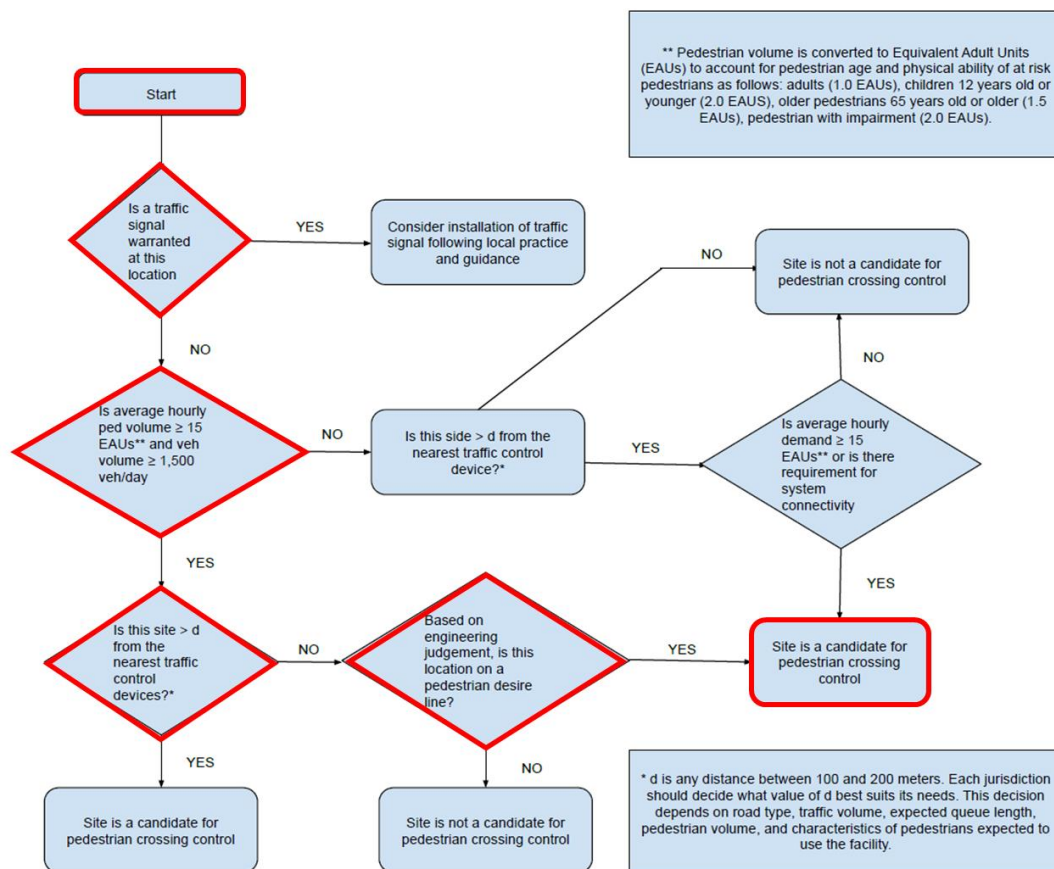


Figure 11. TAC Crosswalk Warrant for the Crossing at 10th Street

- **11th Street (Not Warranted).** This location's vehicle volume exceeds the 1,500 vehicles/day threshold; however, the recorded pedestrian volume is low, remaining below the 15 EAU threshold. Additionally, the distance to the nearest crossing at 10th Street is below the 100-meter minimum spacing recommended by TAC's Guide. Therefore, this location is not a suitable candidate for pedestrian crossing control, and the existing crosswalk at this location may be considered for removal.

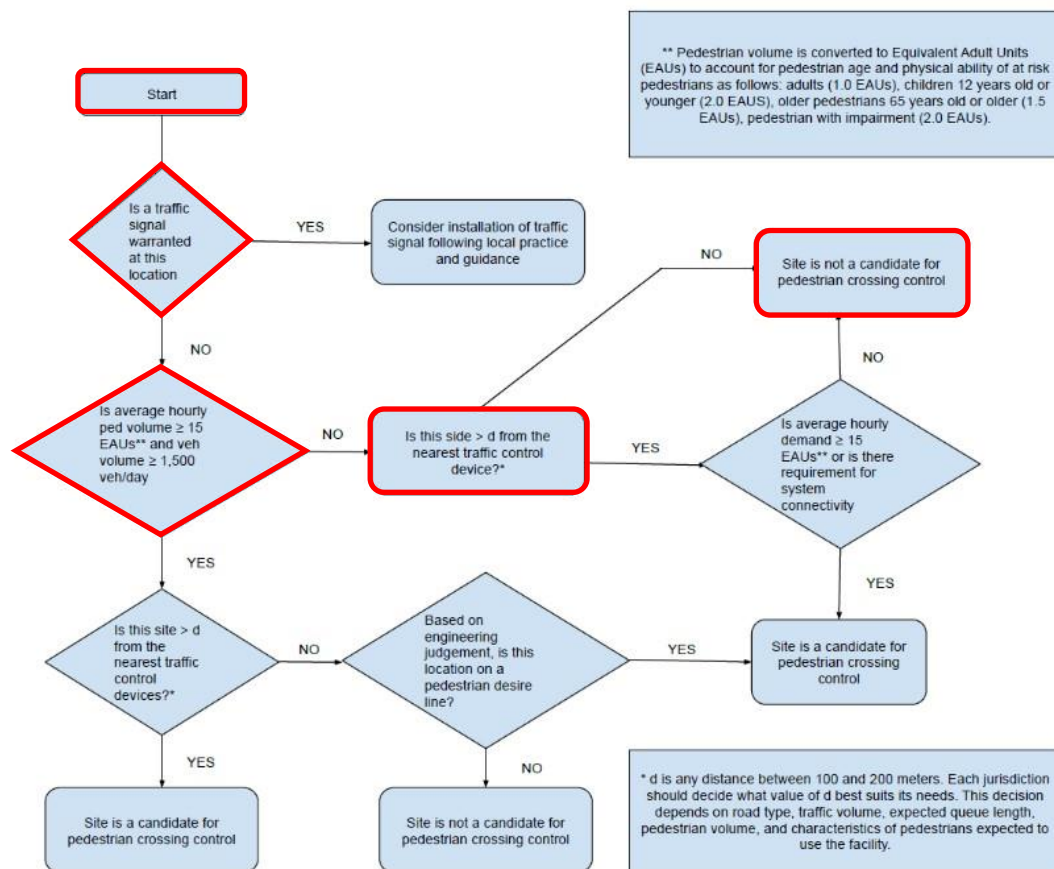


Figure 12. TAC Crosswalk Warrant for the Crossing at 11th Street

- 13th Street (Not Warranted).** This location lacks a pedestrian crossing across Fitzgerald Avenue, with field observations recording a few instances of jaywalking. Traffic conditions are similar to those at nearby 11th Street. Given its proximity to both 12th Street and 14th Street (less than 100 meters), adding a crosswalk would be redundant and inefficient. Enhancing nearby crosswalks is expected to reduce jaywalking and encourage pedestrians to use designated crossings at other locations.

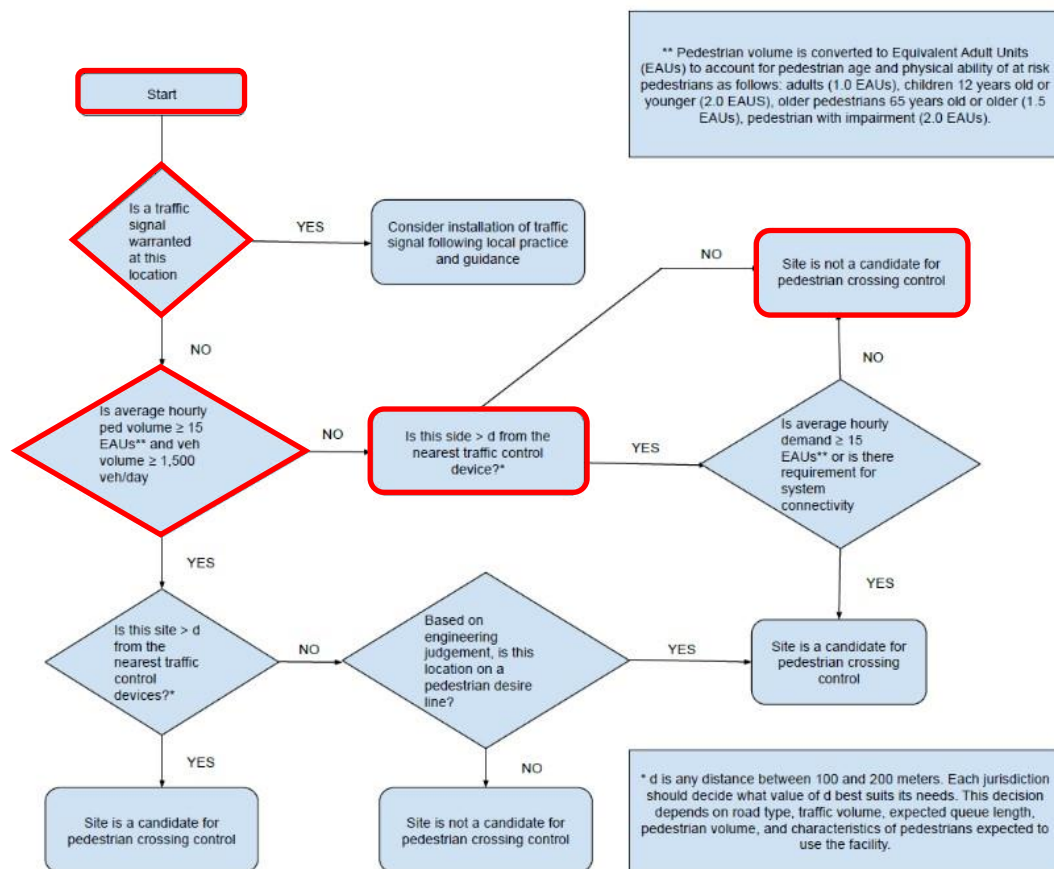


Figure 13. TAC Crosswalk Warrant for the Crossing at 13th Street

- 14th Street (Warranted).** This location meets both the vehicle and pedestrian volume thresholds recommended by TAC's Guide. Additionally, the distance to the nearest traffic control devices is approximately 300 meters from the signalized intersection at 17th Street (assuming the crosswalks at 11th and 12th Streets are to be removed). Therefore, this site is a suitable candidate for pedestrian crossing control.

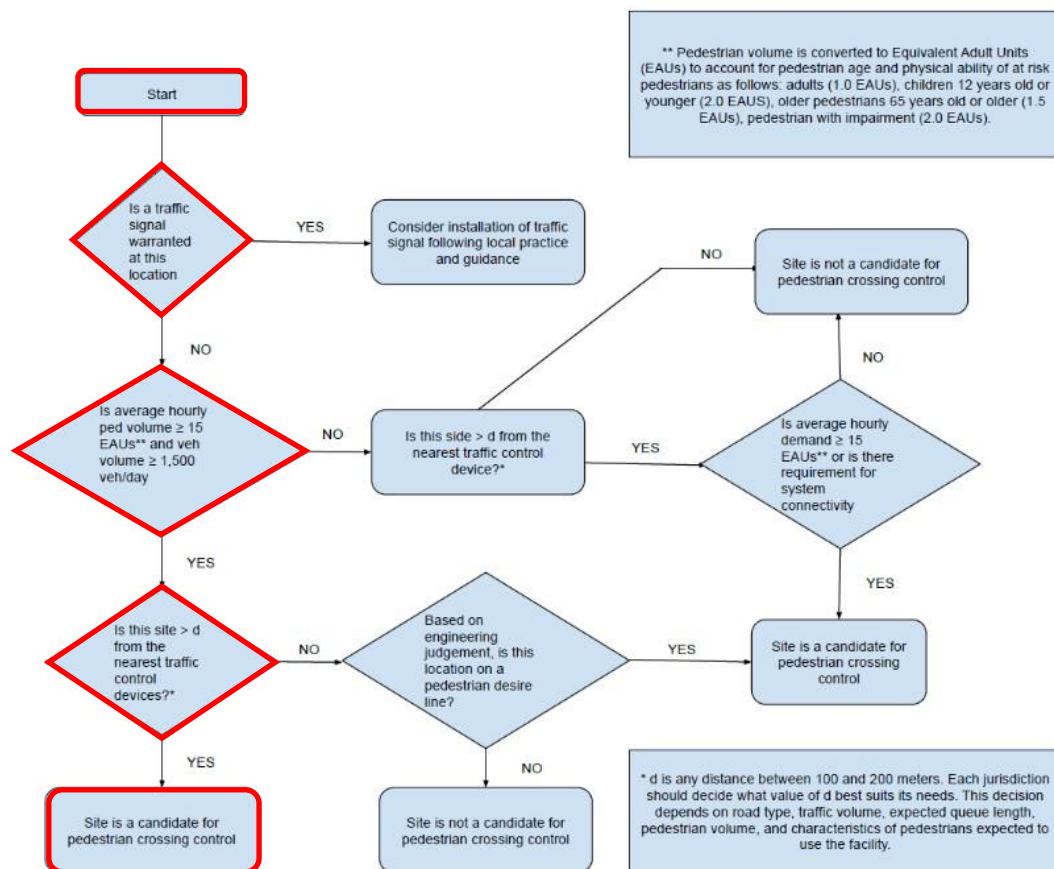


Figure 14. TAC Crosswalk Warrant for the Crossing at 14th Street

In summary, the crossing control warrant analysis confirms that **crosswalks at 10th and 14th Street on Fitzgerald Avenue are appropriate crossing locations, while the crossing locations at 12th and 13th Street do not meet the criteria for crossing treatments.**

4.2 Crossing Treatment Selection

When selecting the appropriate crossing treatment for the warranted locations, the TAC Guide's treatment selection system is used. This system categorizes crossing treatments into the following five hierarchical groups, ranging from simple solutions to more comprehensive and intensive options.

1. **Ground mounted systems (GM)** are the most basic of all treatment systems that rely on passive signs rather than active signs. (i.e., those with flashing beacons or any other type of active device).
2. **Enhanced ground mounted system (GM+)** are passive systems similar to the GM system. They are enhanced because they include zebra pavement markings as a required component and specifically require the practitioner to evaluate the use of desirable components to enhance the conspicuity to the crossing location. (e.g., overhead signs.)

3. **Rectangular rapid flashing beacons (RRFB)** are pedestrian activated treatment systems which consist of two rapidly and alternately flashing rectangular amber beacons mounted above side-mounted pedestrian signs.
4. **Overhead flashing beacon system (OF)** or special crosswalk are a pedestrian activated treatment system which consists of internally illuminated overhead mounted signs with alternating amber flashing beacons and down lighting.
5. **Traffic signals (TS)** provide designated crossing opportunities for pedestrians and assign the right-of-way between conflicting streams of traffic. They may be pedestrian signals or full traffic signals.

Based on the Warrant Analysis results, the crosswalks on Fitzgerald Avenue at 10th and 14th Street qualify for crossing control treatment and will proceed to treatment selection. Given the characteristics of these locations, **RRFBs are recommended as the most appropriate treatment** (see **Table 6** below).

- Both locations have a lane configuration of one lane per direction with a two-way left-turn lane in the middle.
- The posted speed limit is 50 km/h.
- The current average daily traffic (ADT) near 10th and 14th Street is approximately 8,500 - 8,700, which is close to the 9,000 ADT threshold for RRFB implementation. Considering future traffic growth, ADT is expected to exceed this threshold within 2–3 years.

Table 6. TAC Pedestrian Crossing Treatment Selection Matrix

Average Daily Traffic	Speed Limit** (km/h)	Total Number of Lanes (includes all types of lanes*)				
		1 or 2 lanes	3 lanes (two-way)	3 lanes (one-way)	2 or 3 lanes/direction w/raised refuge	2 lanes/direction w/o raised refuge
1,500<ADT≤4,500	≤50	GM	GM	GM	GM	GM+
	60	GM+	GM+	OF	RRFB or OF***	RRFB
	70	RRFB	RRFB	OF	OF	OF
4,500<ADT≤9,000	≤50	GM	GM	GM	GM	RRFB
	60	GM+	GM+	OF	RRFB or OF***	OF
	70	RRFB	OF	OF	OF	TS
9,000<ADT≤12,000	≤50	GM	RRFB	OF	RRFB or OF***	OF
	60	RRFB	RRFB	OF	RRFB or OF***	TS
	70	OF	OF	OF	TS	TS
12,000<ADT≤15,000	≤50	RRFB	RRFB	OF	RRFB or OF***	OF
	60	RRFB	OF	OF	RRFB or OF***	TS
	70	OF	TS	TS	TS	TS
>15,000	≤50	RRFB	OF	OF	RRFB or OF***	TS
	60	RRFB	TS	TS	TS	TS
	70	OF	TS	TS	TS	TS

* The total number of lanes is representative of pedestrian-exposed crossing distance. The following can help determine the applicable number of lanes for a given roadway:

- Travel lanes, two-way left turn lanes, other turning lanes, and part time parking lanes should each be considered as one lane.
- Full time parking lanes on one or both sides of the roadway should be considered as one lane. Curb extensions may be constructed to reduce the total crossing distance and hence, the number of lanes.
- Engineering judgment based on local conditions should be used to determine the lane equivalent associated with bicycle lanes.

** At roundabouts, the maximum design speed of entering or existing vehicles is often lower than the approaching roadway speed and can be used in place of the roadway speed limit.

*** If three lanes per direction use OF.

Additional notes:

Treatment systems are hierarchical (GM → GM+ → RRFB → OF → TS). Higher order treatment systems may be substituted for lower order treatment systems. The rationale for substituting higher order treatment systems should be consistent throughout the jurisdiction. Remain consistent in application of DESIRABLE components of the GM+ system as best as possible.

Raised refuge may be a pedestrian refuge island or raised median. Raised refuge should be a minimum of 2.4 metres wide to accommodate groups of pedestrians, bicycles, and mobility aids such as wheelchairs and scooters.






A TS treatment system should be selected: (1) for cross-sections with greater than six lanes where a raised refuge is present; (2) for cross sections with greater than four lanes where no raised refuge is present; and (3) for speeds greater than 70 km/h.

Always ensure adequate sight distance at the site as per the TAC Geometric Design Guide for Canadian Roads, and if it is insufficient, create it by applying available tools.

A crossing location with a very wide (7m or more) pedestrian refuge area between opposing directions of traffic may be considered to divide the crossing into two independent sections and may be treated as two separate crosswalks. This may occur at locations with a wide raised refuge or offset crosswalk.

Table 7 below outlines the key components required for a complete RRFB installation on the roadway.

Table 7. List of RRFB Components for Installation

Recommended Components	Desirable Components	Optional Components
General Case	General Case	General Case
<ul style="list-style-type: none"> RRFB and side-mounted signs (RA-4); mounted back to back on both sides of an undivided roadway or one on the right side and one on the median for a roadway with raised refuge.  <ul style="list-style-type: none"> Zebra crosswalk marking. Pedestrian pushbutton with sign (ID-21) at each crossing beginning.  <ul style="list-style-type: none"> Advanced warning sign (WC-2) where visibility is limited.  <ul style="list-style-type: none"> Stopping prohibition for a minimum of 15 m on each approach to the crossing, and 10 m following the crossing.  <ul style="list-style-type: none"> Passing restrictions on single lane approaches. Lane change prohibition on multiple lane approaches 	<ul style="list-style-type: none"> Advance Yield to Pedestrians Line on multiple lane approaches. Yield Here to Pedestrians Sign on multiple lane approaches.  <ul style="list-style-type: none"> Raised refuge island for road cross-sections with more than two lanes and two-directional traffic. Stopping prohibition for a minimum of 30 m on each approach to the crossing and 15 m following the crossing. Active indicator on pushbutton to confirm to pedestrians the RRFB is in operation. 	<ul style="list-style-type: none"> Crossing guards. Offset crosswalk arrangement for crossings with raised refuge island. Curb extensions for road cross-sections with full-time on-street parking. Curb corner radius reduction. Raised crosswalk. Additional overhead mounted signs (RA-4) on both sides of the road.

Recommended Components	Desirable Components	Optional Components
General Case	General Case	General Case
using solid white lines (recommended length of solid white line depends on approach speed- use 30 m for 50 km/h speed limit)		

5 Recommendations and Optimization Plan

Based on the findings from the analysis, several recommendations have been identified to improve pedestrian safety, optimize crosswalk efficiency, and enhance infrastructure along Fitzgerald Avenue. These recommendations include the removal of redundant crosswalks, upgrading priority crosswalks with enhanced safety measures, improving lighting conditions, and introducing accessibility enhancements to create a safer and more inclusive pedestrian network.

5.1 Removal of Redundant Crosswalks

Based on the analysis results of this study, crosswalks at 11th Street and 12th Street are unnecessary or redundant. The analysis found that 12th Street ranked the last in the MCDA analysis, while 11th Street did not meet the criteria in the crosswalk warrant analysis. Additionally, 13th Street also failed to meet the warrant analysis requirements for installing a new crosswalk. Removing the existing crosswalks at 11th and 12th Streets will help reduce redundancy, improve traffic flow, and encourage pedestrians to use safer, better-equipped crossings at 10th Street and 14th Street.

5.2 RRFB Crosswalk Upgrades for Enhanced Safety

The crosswalks at 10th Street and 14th Street have been identified as priority locations for pedestrian safety improvements. Both crossings experience higher pedestrian activity and have documented pedestrian collisions within the study period (2019-2023). To improve pedestrian visibility and reduce the risk of collisions, it is recommended that these crosswalks be upgraded from standard zebra crosswalks with pedestrian crossing signs to RRFBs. RRFBs provide high visibility flashing lights that activate when pedestrians cross, increasing driver awareness and compliance with yielding. RRFBs can offer a cost-effective yet highly effective solution to enhance pedestrian safety and driver awareness at these locations.

5.3 Lighting Improvements for Better Visibility in Low-Light Conditions

A public inquiry was recently submitted to the City regarding the 14th Street crosswalk, highlighting concerns about inadequate lighting at this location. The individual reported nearly hitting a pedestrian due to poor visibility, emphasizing the need for lighting improvements. To address this issue, a lighting assessment is recommended for both 10th Street and 14th Street

crosswalks to evaluate visibility during nighttime and adverse weather conditions. If deficiencies are identified, the City may need to consider installing additional streetlights, upgrading existing lighting to brighter LED fixtures, or repositioning lighting poles to ensure adequate illumination of pedestrian crossings.

In addition to improving street lighting, the City could explore the use of high-visibility, flexible zebra crosswalk paint, which is designed to reflect light more effectively in low-light conditions. This type of paint enhances visibility, particularly when headlights illuminate the crossing at night or during adverse weather conditions. By incorporating both improved lighting and high-contrast reflective crosswalk markings, pedestrian visibility and overall safety is expected to be enhanced.

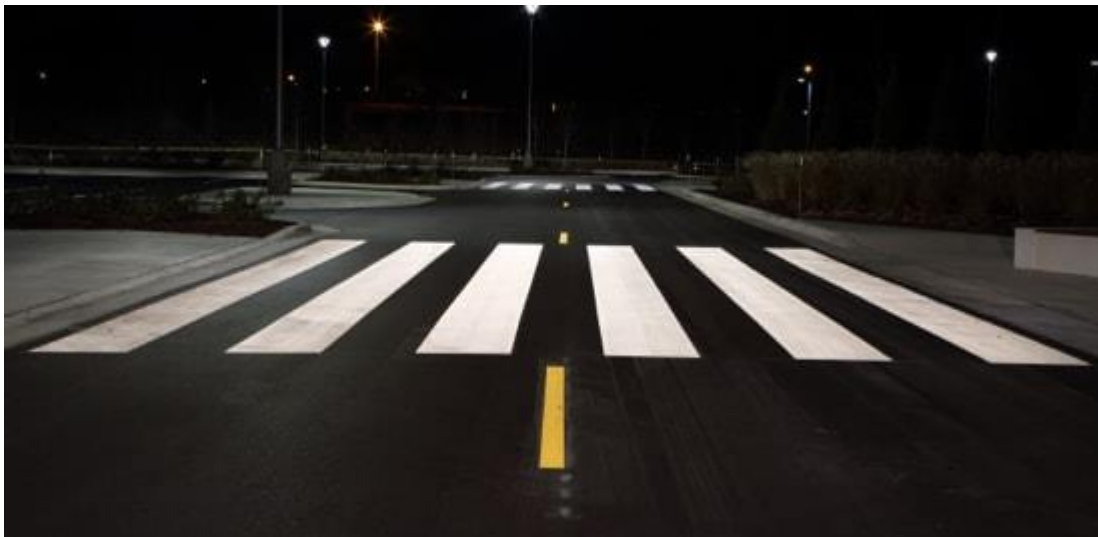


Figure 15. Example of High Visibility Pavement for Crosswalk Treatment⁶

5.4 Enhancing Accessible Design for Equity and Inclusion

To improve accessibility and equity for all pedestrians, including those with visual impairments and mobility challenges, it is recommended to install tactile paving at the curb ramps of the studied crosswalks. Tactile paving consists of textured ground surface indicators that provide guidance for individuals with visual impairments, helping them detect the crosswalk's boundary and direction. Additionally, the curb ramps may need to be reviewed to ensure they meet universal design standards, with proper slope and width to accommodate wheelchairs, strollers, and mobility aids. By enhancing accessibility features, these crosswalks will become safer and more inclusive, ensuring that pedestrians of all abilities can navigate Fitzgerald Avenue comfortably and independently.

⁶ [High Visibility Intersections | Urban Mobility | 3M Canada](#)



Figure 16. Example of Tactile Pavement for Crosswalk Ramp⁷

5.5 Adjusting Popular Routes to School

As discussed in **Section 3.2**, the crosswalk at 11th Street is located along a popular route to school, connecting the Courtenay Riverway Trail with Fitzgerald Avenue, Grieve Avenue, and the Rotary Trail to the west. Following its removal, it is recommended that the route be adjusted to 14th Street, allowing pedestrians to utilize the upgraded and safer crossing at 14th Street to connect to Grieve Avenue, as shown in **Figure 17** below.

⁷ [Truncated domes - Tactile paving - Wikipedia](#)



Figure 17. Adjusted Popular Route to School

5.6 Discouraging Jaywalking

To discourage jaywalking following the removal of crosswalks at 11th and 12th Street while encouraging using crosswalks at 10th and 14th Street, a combination of physical and educational measures is recommended. Installing clear and visible wayfinding signage can help direct pedestrians to the nearest designated crossings, ensuring they are aware of safer alternatives. Enhancing pedestrian infrastructure at 10th and 14th Street is also expected to improve safety and visibility, making these crossings more attractive and encouraging proper usage. Additionally, targeted public awareness campaigns, including outreach local communities, schools can reinforce the importance of using designated crosswalks.

6 High Level Implementation Plan

This section outlines a high-level phased approach for implementing the recommended crosswalk improvements along Fitzgerald Avenue. The implementation plan prioritizes safety enhancements while optimizing resources and minimizing disruptions to traffic and pedestrian movement.

6.1 Implementation Phases

Phase 1 - Removal of redundant crosswalks: This phase is to implement immediate safety enhancements and removal of redundant crosswalks.

- Remove redundant crosswalks at 11th Street and 12th Street to improve traffic flow and encourage pedestrian use of safer crossings at 10th Street and 14th Street.
- Update pedestrian and vehicle signage to align with the revised crosswalk plan.
- Conduct a lighting assessment at 10th and 14th Street crosswalks to determine the need for additional illumination. Upgrade street lighting at 10th and 14th Street based on the findings of the lighting assessment.
- Install high-visibility reflective pavement markings at prioritized crossings (10th and 14th Street) to enhance nighttime visibility.
- Coordinate with local schools and community stakeholders to inform them of crosswalk changes and adjustments to school routes.

Phase 2 – Installation of RRFB: This phase focuses on enhancing safety by improving the crosswalk with RRFB.

- Install RRFB components at 10th and 14th Street crosswalks to improve pedestrian visibility and driver compliance.
- Install tactile paving at crosswalk ramps to enhance accessibility for individuals with visual impairments.
- Conduct a public awareness campaign in coordination with local schools, businesses, and residents to educate pedestrians and drivers on the changes and benefits of the new crosswalk configurations.

Phase 3 – Monitoring and Evaluation: This phase is to ensure long-term safety and efficiency through monitoring and optimization

- Conduct post-implementation review(s) to assess pedestrian and vehicle compliance at upgraded crosswalks.
- Monitor pedestrian usage and collision or near misses at crosswalks and determine if further safety measures are required, e.g., curb extensions, pedestrian refuges, more advanced crosswalk treatments.
- Evaluate the impact of future roadway upgrades on pedestrian safety needs.

6.2 Roles and Responsibilities

The City of Courtenay may serve as the lead agency responsible for overseeing the planning, funding, and execution of the recommended crosswalk improvements to enhance pedestrian safety and accessibility. The Public Services Department may be tasked with carrying out the physical modifications at the studied crosswalk locations, including the removal of redundant crosswalks, the installation of new pavement markings, the updating of signage, and the deployment of RRFBs, etc.

Additionally, the City's Transportation Services team may play a key role in ensuring compliance with the updated crosswalk configurations. This could involve ongoing monitoring of pedestrian and driver behavior, assessing the effectiveness of the improvements, and implementing educational initiatives to inform the public about the changes. Outreach efforts, such as public awareness campaigns or targeted messaging, may help reinforce safe crossing practices and promote adherence to the revised crossing infrastructure.

6.3 Risk Management and Mitigation Strategies

Several challenges may arise during the implementation of crosswalk improvements. One key challenge is the potential for construction-related disruptions, which could affect both pedestrian movement and vehicle traffic. To minimize inconvenience, scheduling work during off-peak hours is recommended whenever feasible. Additionally, clearly marking and communicating temporary detours in advance can help ensure a smooth transition and maintain accessibility for all road users.

Another challenge is potential public resistance to crosswalk removals, particularly from residents concerned about pedestrian accessibility and safety. To address this, proactive communication and community engagement are essential. Strategies such as public meetings, informational materials, and direct outreach to stakeholders can help explain the rationale behind the changes, emphasizing the overall safety benefits and alternative pedestrian routes. Actively gathering feedback and addressing concerns can foster public trust, encourage collaboration, and reduce opposition to the proposed improvements.

7 Conclusions

The Fitzgerald Avenue Crosswalk Planning and Optimization study provides a data-driven approach to improving pedestrian safety, accessibility, and overall traffic efficiency. By assessing crosswalk utilization, school route connectivity, pedestrian collision history, and proximity to VRU attractors, the study identifies key locations for crosswalk enhancements and recommends the removal of redundant crossings to streamline pedestrian movement.

The proposed removal of crosswalks at 11th and 12th Streets aims to reduce redundancy while prioritizing pedestrian crossings at 10th and 14th Streets, where higher pedestrian volumes and safety concerns warrant improvements. Installing RRFBs, enhancing lighting, and incorporating

accessibility features such as tactile paving will help create a safer, more inclusive pedestrian environment.

To ensure a successful transition, the implementation plan outlines a phased approach, balancing infrastructure upgrades with community engagement and education. Proactive communication, clear wayfinding signage, and public awareness initiatives will help address concerns about crosswalk removals while discouraging unsafe crossing behaviors.

With ongoing monitoring and adaptive strategies, the City of Courtenay can create a safer, more efficient pedestrian network along Fitzgerald Avenue. By prioritizing well-utilized crossings, implementing targeted safety enhancements, and promoting compliance through education and enforcement, these improvements will help foster a more walkable and accessible corridor for residents and visitors.



The Corporation of the City of Courtenay

Staff Report

To: Council

File No.: 6120-01

From: Director of Operational Services

Date: April 23, 2025

Subject: Urban Forestry Strategy – Operational Services Update

PURPOSE:

The purpose of this report is to provide Council with an overview of the ongoing contributions from the Operational Services Department, including operational programs, both current and future, related to the implementation of the City of Courtenay's Urban Forest Strategy and to seek Council's support for the proposed 5-year Tree Planting Program.

BACKGROUND:

Courtenay's 2019 Urban Forest Strategy (the Strategy) is underpinned by the City's Official Community Plan and provides a vision for Courtenay to lead in environmental protection, to expand parks, natural areas, and the greenway system in the pursuit of a community exhibiting a high-quality of life. The Strategy was developed with community input, following a comprehensive review of Courtenay's urban forest resources. While some of the implementation actions are scaled across a 10-year planning horizon, the planning horizon for the entire Strategy is 30 years, out to 2050. This horizon depicts a reasonable timeline for which meaningful implementation actions can be realized and an urban forest can successfully reach the state described in the vision.

The Strategy includes recommended actions across both private and public land. The Operational Services Department aims to implement actionable items from within the Strategy by both developing and enhancing the City's natural and planted tree canopy on public lands. The current programs aim to maintain, manage, and care for the health and well-being of approximately 8,600 documented trees, including street trees, park trees, and restoration plantings, across our parks, trails & open spaces.

The following Vision Statement guides the Courtenay Urban Forest Strategy:

"Courtenay residents envision a future urban forest that is more extensive than today, is connected and accessible, maintains mature trees and ecosystem services, is comprised of a sustainable mix of ages and locally adapted species, and is used as a design treatment to reduce the prevalence of pavement in commercial areas, create neighbourhood distinction and canopy streets on key routes.

A canopy cover target of 34-40% distributed throughout Courtenay will inform the refinement of policies and actions to achieve this Vision, as the urban forest changes to accommodate development, climate change, and through the natural life span of trees."

The Vision Statement together with the following five goals set a framework for supportive actions, actions that will require ongoing civic leadership, resident and business engagement, and partnership power:

1. Plan strategically to inform and monitor land use patterns and integrate the urban forest into civic asset management;
2. Manage pro-actively to enhance urban forest health, safety and resilience;
3. Protect prudently to maintain the quality and connectedness of the urban forest;
4. Grow intentionally to provide urban forest benefits when and where they are needed; and
5. Partner effectively to share stewardship and promote appreciation of the urban forest.

In 2019, the Urban Forest and Natural Areas (UFNA) Section was established as a fourth section within the Parks Maintenance Division both to better reflect the demands of the City's growing tree care operations but also to further the established goals of the Strategy. Today, this operational section continues to expand in its responsibilities, beyond that of arboriculture; responsibilities include trails and natural areas management resulting in a more comprehensive approach to our overall management of the City's open spaces and natural areas. Program development is ongoing, and as the demands in this area continue to increase, so do demands on our staff resources. As the City's commitment towards the development and expansion of the strategy's goals continues to grow so will the resource demands.

At the December 11, 2024, regular Council meeting, Council received a Staff Report that updated Council on Strategic Priority "Promote and Communicate the Urban Forest Strategy & Tree Protection Bylaw and review Bylaw" and provided Council with a proposed communication plan to promote and communicate the Urban Forest Strategy and Tree Bylaw. At that meeting, Council adopted the following motion:

"THAT Council receive the report "Urban Forest Strategy and Tree Bylaw Update, Communication Strategy and Workplan" and endorse the communication strategy outlined in Attachment 2 in order to guide community and interest-holder communication and engagement."

Additionally, the December 11th Staff Report provided detail on focus areas of review of the UFS, such as the Tree Protection and Management Bylaw and identifies several policy tools and bylaws that will be updated to include UFS goals such as the Subdivision and Development Servicing (SDS) Bylaw.¹ And, while there are topics that overlap private and public land such as the development of a community tree planting voucher program which are discussed in both reports, the remainder of this report focuses on operational opportunities for the City's public tree program.

Finally, this staff report aims to inform and outline the current status of the Operational Services Urban Forestry Program, including an outline of current programs and future opportunities. It further identifies challenges as well as opportunities to advance programs, while highlighting gaps in resources, and providing suggestions for strategic adjustments relative to operational policies, all with the goal of further enhancing and growing Courtenay's urban forests. The update also provides an overview of the 2025-2029 tree planting program and several other broad recommendations for advancing a healthy urban forest.

¹ The Urban Forest Strategy update described in the December 11, 2024 staff report is not scheduled for 2025.

DISCUSSION:

The Urban Forest Strategy has established the community's tree canopy target at 34-40%. The Strategy recognizes that in order to reach this target and the associated establishment goals, the focus and programs themselves cannot lie within one department or with one targeted approach. With only 5% of the City's total tree canopy cover being located on public land, land use planning, zoning and enhancements to the Tree Protection and Management Bylaw and Environmental Development Permit Area guidelines remain the primary tools for protecting, managing and enhancing canopy cover across the City.

Growing urban forests on public lands remains a top priority. However, adequately maintaining the current tree inventory, at the same time as driving the Strategy's established goals forward, remains challenging without an adequate investment in staff resources, program development and capital expenditures.

The UNFA division currently oversees approximately 8,600 public trees, including street trees, park trees, and restoration plantings, as well as over 60 public access areas covering approximately 65 kilometres of treed greenspace edge. Divisional staff handle a vast array of operational tasks, including maintaining a comprehensive tree inventory, risk assessment hierarchy, planting programs, plant health care (maintenance), and reactive requests for service across all-natural area sectors. Additionally, the division relies on a combination of contracted services and additional staff hours annually from other park sections, all in an effort to support key operations like tree risk management, routine maintenance, emergent abatement and effective program deployment.

Operational Overview

The Operational Services Department has developed effective, achievable and sustainable service level standards based on the strategic objectives of Council, all within the current operational capacity of both staffing levels and annual operating funding allotments. These service levels are as follows:

- **Tree Risk Management:** Tree risk management is a critical component of the UFNA, involving tree risk assessments, risk mitigation, storm response, and oversight of contractors for specialized works. The City proactively inspects tree risk on trees within public access parks, trails and around playgrounds on an annual cycle while street and park specimen trees are reviewed on a five-year cycle. Reactive management is driven by public inquiries or storm events, with priority given to the highest risk 2. Since the program's inception in 2019, the number of trees requiring risk abatement by contractors has jumped from 96 in 2019 to 290 in 2024, Further, City staff tree risk abatement efforts have also seen an increasing trend, with approximately 100 trees requiring work in 2019 and 150 trees in 2024, with an annual average in the range of 400 total trees per year requiring tree risk abatement from city staff and contractors. The UFNA Section allocates a significant amount of time towards tree risk management, with approximately 30% of operational efforts dedicated to proactive risk management, storm response and oversight of contractors.

² Tree Risk is measured and ranked based on the likelihood of a future failure, compounded by consequences of impact.

- **Tree Pruning:** Tree pruning is vital for maintaining the health and structural integrity of the public urban forest. The current program follows a five-year pruning service level cycle for street and park specimen trees, while natural state trees are pruned as needed or in response to risk. The pruning program, guided by the International Society of Arboriculture Best Management Practices, focuses solely on tree health, structural integrity, and clearance for roads and sidewalks, excluding aesthetic pruning for views or size management.
- **Tree Inventory Maintenance:** In 2018, the Parks Division deployed a tree management software called TreePlotter. This cloud-based software provides a program similar to that of a GIS system aimed to keep track of the City's tree inventories, including attributes such as: size, condition, risk rating, date of planting, location, vandalism details, public inquiry reference numbers, photos, and work history. It is also used for managing all contractor work and maintaining a comprehensive inventory of the entire scope of trees, including tracking attribute changes and work histories for individual trees.
- **Interdepartmental Support:** The UFNA Section provides specialized expertise to multiple City departments, including Development Services, Corporate Services, and Infrastructure and Environmental Engineering. This collaborative approach supports activities such as development permit reviews, park management planning, and ensuring tree preservation during capital projects.
- **Service Requests (Public Inquiries):** The UFNA section fields approximately 300 calls for service annually. The number of tree-related public inquiries has doubled since 2019, with service calls ranging from concern over public safety to requesting the complete removal of a City Street Tree to simply seeking guidance on the City's tree-cutting permit process.

Current Tree Planting Program

Since 2018, the City planted ~1,200 trees, including: restoration plantings, park specimen plantings, and street trees, averaging around 200 trees per year. Notable increases occurred in 2023, with 425 trees planted, of which 397 were restoration trees. This growth reflects the City's commitment to enhancing its urban forests.

The Parks Maintenance Division conducts tree planting in three distinct ways:

- **Park and Public Space Specimen Planting:** Parks staff have planted an average of 50 trees annually in parks and public spaces, enhancing the urban forest and improving ecological and aesthetic value. However, planting opportunities are now more limited as many parks have reached capacity. City staff carefully select sites based on space availability, infrastructure proximity, park usage, species suitability, and long-term maintenance needs, ensuring trees are strategically placed to maximize environmental and community benefits. Parkland or specimen tree plantings remain relatively midline in terms of upfront cost, with annual maintenance commitments being higher than averaging in the first five years and then tapering off fairly rapidly thereafter.
- **Restoration Planting:** Parks staff pursue restoration style plantings in Parks, Greenways, Trail edges, Environmentally sensitive areas, along disturbed greenway corridors and through greenspace buffers with the goal of re-established native habitat. This practice is closely tied to invasive species removal activities as it enhances the success of removal efforts. Notably, this style of tree planting

is the most cost-effective of all the City tree planting efforts, with an average upfront cost of only \$80 per tree and a very minimal annual maintenance impact. This cost has been supported by annual grant money from BC Hydro of \$7500 per year. There is less aftercare with restoration-style plantings, but to ensure high viability outcomes staff will regularly tend to these plants during the early establishment years.

- **Street Tree Planting:** Street tree planting is currently tied to new development, and as a result is focussed on growing areas of the City. Current residential street design standards direct trees to be located in a sidewalk-separated boulevard on one side of the street. Installation work is carried out by contractors at the direction of City staff. The future growth of this program would benefit from the development and expansion of several planting programs including allowing future developments to plant on both sides of residential streets, a street tree request program and the development of a tree voucher program for private land. Street Tree planting is the most expensive of the three planting styles with an average upfront cost of \$800-\$1200 per tree and also has the highest annual maintenance impact per tree (\$100), averaging out to an annual maintenance impact of ~\$9000 per year. The Downtown Core is the most expensive due to the locations, risk and ongoing maintenance activities required to maintain overall tree health for the life of the asset.

Future Opportunities

Tree planting remains a strategic priority for Operational Services with the current focus on parks with low canopy cover, areas with aging trees, and locations where tree mortality has occurred. Planting efforts also support ecological health and align with other City initiatives, such as capital improvement projects. Going forward staff recommend the introduction of a broader, more inclusive program, including a defined operational 5-year tree planting program. The proposed planting program can assist in delivering tree planting targets for both public and private land as stated in the Strategy (300 and 850 per year respectively).

The 5-year planting program could include the development of a **Street Tree Request Program**. A tree request program would increase street tree plantings on public land in areas of the City that did not have the opportunity for developers to plant trees as part of earlier developments. This type of program would have an impact on current labour and maintenance costs. However, it will bring more trees into the City's overall inventory allowing the City to gain canopy cover in deficient areas in order to align with the goals of the Strategy.

Additionally, the introduction of a **Tree Voucher Program** would have a projected increase of an additional ~200 trees planted annually by 2029. This type of program would see Trees being planted on private land, with no increase to the annual maintenance cost and only a minor investment in annual funding. The Program would require that the City include a portion of the costs associated with the purchase of a tree which could be funded from the Tree Planting and Reserve Fund. This fund is currently primarily funded by cash-in-lieu tree replacement contributions when required as part of a Tree Cutting Permit.

Achieving the ambitious goals set out in the Urban Forest Strategy will also require updates to corporate policies, continued interdepartmental cooperation, increased capacity, master planning and program

development, which all present opportunities to be explored alongside when the community-wide Strategy review will take place. A number of these key opportunities include:

- **Interdepartmental cooperation:** Several departments provide support to the Urban Forestry Program and continue to work together to align responsibilities and improve the implementation of the UFS and Tree Bylaw. This includes ensuring Green Infrastructure priorities are being implemented through capital and operational projects.
- **Capacity limitations:** Achieving the Strategies goals requires more than just increased staffing and resources for the Urban Forestry Program which are both required; active participation from private property owners is critical to reaching these targets.
- **Master planning:** The City has committed to the development of four individual Park Master Plans including Woodcote Park, Harmston Park, Bill Moore Park and Lewis Park. As part of these plans, there is an opportunity to apply for tree planting grants to ensure park plans contribute to the community's canopy cover.
- **Tree Voucher Program:** The development of a tree voucher program could be considered to encourage planting on private property. These types of programs have shown to be successful in other communities. e.g. The City of Nanaimo³ operates a program that provides registered property owners with up to two trees at a subsidized cost of \$25 each. Caps on the number of vouchers available per year have been removed, with the 5-year-old program approaching nearly 4,000 vouchers claimed.
- **Street Tree Request Program:** While not a voucher program, a tree request program, similar to that of the City of Hamilton⁴ can be structured to further support the City's street tree program by including opportunities for all residential property owners to benefit from a street tree, not just in more recent or greenfield developed areas. Property owners could make a request to the City for a tree to be planted on public land fronting their property. Upon request and within funding allotment, the property is then reviewed by City staff, and if the location meets a predetermined criterion, planting by City staff is scheduled at a future date. These trees are planted on the road allowance, and future maintenance is by the City, except for watering which is the responsibility of the homeowner similar to any new street tree that is planted. These areas identified for street tree and private planting priority are in areas targeted for community growth as shown in the December 18, 2024 Staff Report on Complete Communities Growth Assessment. This represents an opportunity to target tree planting with new development in a coordinated way.

POLICY ANALYSIS:

A number of City policy documents and Bylaws reference urban forest values:

Official Community Plan Bylaw No. 3070, 2022

Includes the objective of "The urban forest is healthy and growing towards a 34-40% canopy cover target". This objective is supported by four specific actions to strategically support the UFS through OCP Bylaw:

³ <https://www.nanaimo.ca/city-services/home-property/animals-trees-gardens/tree-voucher-program>

⁴ <https://www.hamilton.ca/home-neighbourhood/house-home/gardens-trees/street-tree-planting-program>

NE 21 - Continue annual planting targets of 300 new trees on public land and work towards 850 new trees on private land until 2040.

NE 22 Continue to regulate tree removal and ensure replacement, through the use of the Tree Protection and Management Bylaw.

NE 23 Continue to integrate City trees, forests, and green infrastructure into asset management planning, including budgeting, policy development, and staff resourcing.

NE 24 Implement the Urban Forest Strategy plan, manage, protect, grow, and partner actions.

Integrated Rainwater Management Plan (2024)

Identifies two of the three key outcomes of that Plan that directly relate to urban forest health:

- Protecting watershed health through preserving natural drainage routes as much as possible, limiting impervious areas, retaining trees and forest cover, and directing rainwater to absorptive soil; and
- Engaging the community to restore and monitor waterways given much of the land within local watersheds is privately owned.

These efforts to engage the public in pursuit of watershed health can be co-developed to include messaging on restoring and stewarding urban forest values as well.

Parks and Recreation Master Plan (2019)

Identifies as a goal to protect and enhance the environment which includes protecting significant ecological assets, as well as incorporating tree values into park design to fulfill a wider range of community services such as shade and beauty.

Subdivision and Development Servicing (SDS) Bylaw

Is a key land development regulation tool that can support future tree values in new developments, such as by regulating soil volume requirements, above-ground, and below-ground space requirements, functional tree standards, streetscape cross-section amendments and utility clearances. These specifications will be reviewed as part of the 2025/26 SDS Bylaw review.

FINANCIAL IMPLICATIONS:

The Operational Services Department's current service levels ⁵ afford the Parks Services Division adequate funding to effectively deploy a tree planting program that equates to an inventory expansion of roughly ~190 new trees annually. This service level accounts for initial planting costs, watering, mulching, and formative pruning while adding an estimated \$10,500 to the total park maintenance budget each year; Table 1.

⁵ Municipal service levels, or Levels of Service (LoS), define the standards and expectations for the performance, quality, and efficiency of municipal services and infrastructure, ensuring alignment with community needs and strategic goals.

Table 1 – Current Annual Tree Planting Program:

Categories	Total trees Per Annum	Annual Capital Investment	Annual Capital Funding Grant + Development Contributions to Street Tree program	Annual Maintenance Budget	Annual Capital Budget
Parks Specimen	10	\$8,000	0	\$1,000	\$9,000
Restoration	90	\$7,500	(\$7,500)	\$500	\$500
Street Tree	90	\$72,000	*(\$72,000)	\$9,000	\$9000
Totals	190	\$87,500	(\$79,500)	\$10,500	\$18,500

*Actual value based on 2024 greenfield development contributions

The proposed 5-year Tree planting plan is estimated to require increased annual investment from the current \$18,500 per year to a range from \$37,400 – \$120,975 in future Capital expenditures with the corresponding increase to annual maintenance costs ranging from \$11,200 - \$35,100. In return, a total of up to 334 additional trees could be planted in the City’s public urban forest over the next 5 years. The annual increase in maintenance cost coincides with the increase in inventoried trees as seen in Table 3.

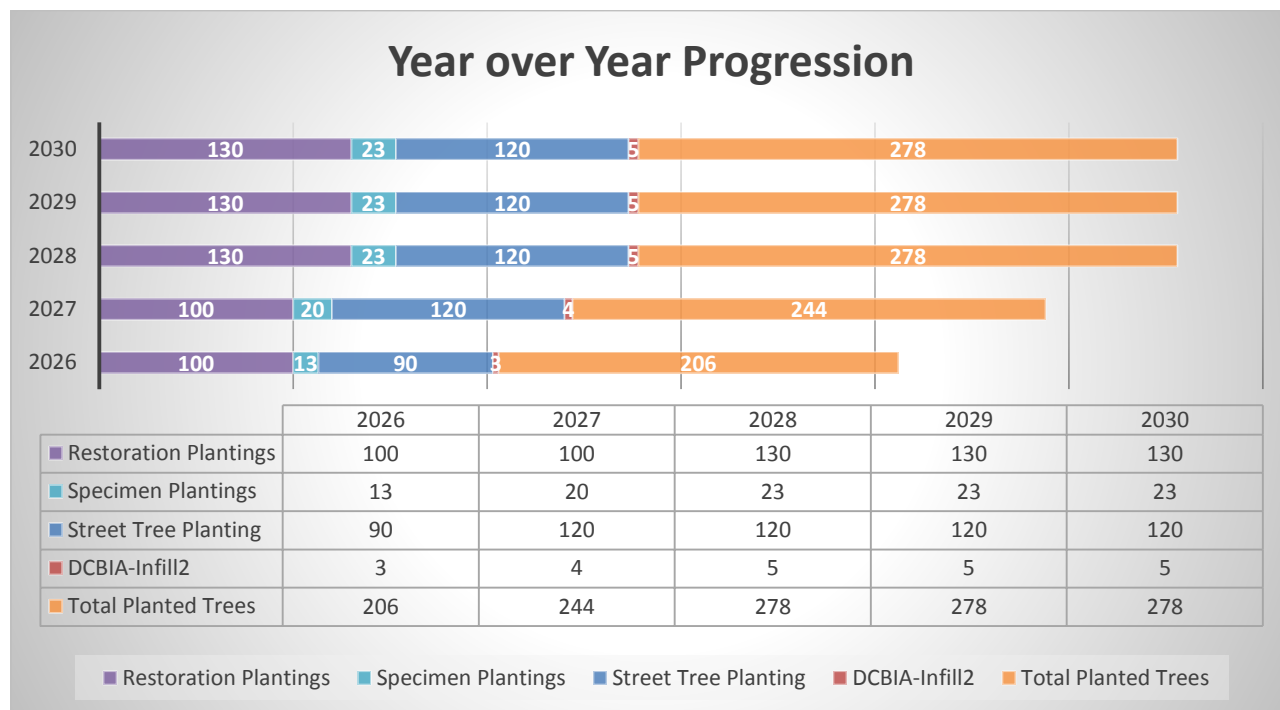
Table 2 – Proposed Five-Year Capital and Maintenance Costs:

Year	Total trees Per Annum	Annual Capital Investment	Annual Capital Funding Grant + Development Contributions to Street Tree program	Annual Maintenance Budget Increase	Total Annual Budget Maintenance + Capital increase over current expenditure
2026	206	\$141,700	*(\$115,500)	\$11,200	\$37,400
2027	244	\$190,700	*(\$151,500)	\$17,600	\$56,800
2028	278	\$192,775	*(\$151,500)	\$35,100	\$120,975
2029	278	\$192,775	*(\$151,500)	\$35,100	\$120,975
2030	278	\$192,775	*(\$151,500)	\$35,100	\$120,975

*Estimate value based on forecasted greenfield development year-over-year

In summary, expanding the City’s annual tree planting program by up to 46% over the next five years could have a net impact of 334 additional trees being planted across the community. This impact would have a corresponding operational budget impact on annual maintenance costs of ~\$25,600 while requiring a corresponding increase in total annual capital investments of just over \$100,000 by 2028.

Table 3 – Proposed Five-Year progression of trees planted



ADMINISTRATIVE IMPLICATIONS:

The proposed 5-year Tree Planting Program will require careful alignment with existing operational priorities and resources to ensure its success. Implementation of the program will necessitate increased collaboration across City departments to identify suitable planting sites, prioritize areas with low canopy cover, and integrate planting efforts with other capital and operational projects. Operational Services will need to focus on strategic planning to optimize the use of public spaces for planting, balancing ecological benefits with long-term maintenance requirements. Regular monitoring and adjustments to planting methods, site selection, and species suitability will be critical to achieve high survival rates and maintain alignment with the Urban Forest Strategy’s canopy cover targets.

The program also underscores the importance of continued public engagement and education to foster community support and participation, particularly in areas with existing gaps in canopy cover. Clear communication of program goals and progress will be essential to maintaining transparency and building momentum for the City’s broader urban forest initiatives. Achieving the planting targets within this program timeline will require sustained Council support, interdepartmental cooperation, and strategic investments to expand the urban canopy.

RECOMMENDATIONS:

The recommendations are focused on activities to be led by the UFNA operations team with support from other departments, as required, and are in addition to recommendations provided in the December 11, 2024, Staff Report “Urban Forest Strategy and Tree Bylaw Update, Communication Strategy and Workplan” which

focus on reviewing the overall UFS strategy and Tree Bylaw. To effectively harness these opportunities and further support the growth of the Urban Forestry Program, the following actions are recommended:

5-year Tree Planting Program:

1. Continue to invest in the City's Urban Forests by committing to an annual implementation plan aimed at improving the City's tree inventory in the following areas;
 - i. Restoration Planting
 - ii. Park and Public Space Specimen Planting
 - iii. Street Tree Planting
2. Operational Policy Updates + Interdepartmental Cooperation: continue to work inter-departmentally to align responsibilities and improve the implementation of the UFS and Tree Bylaw, ensuring Green Infrastructure priorities are being implemented through capital and operational projects;
3. Capacity Limitations: Develop a measured strategy to increase staffing to align with the 5-year tree planting program, both to achieve established UFS goals and support the ongoing contributions required to successfully maintain the Urban Forestry Program.
4. Public Tree Management Guidelines: Develop a comprehensive guideline for the management, preservation, and planting of trees on public property to ensure alignment with the UFS.

Public-Private Partnerships:

1. Create a voucher program: one that would allow registered property owners to purchase a tree from local nurseries at a reduced cost to plant on their property. Consultation with the local nursery and arborist industry could occur as part of a follow-up to the UFS review depending on the timing of the Strategy review and development of the voucher program;
2. Create a tree request program: one that would allow registered property owners to request a tree for the City to plant in the City road allowance in specific areas of the city identified as having low canopy cover;
3. Continue to work with BC Hydro's Community Re-Greening Program which supports the planting of trees and other vegetation; and
4. Continue to seek opportunities within Capital Works Projects for tree planting and Tree Planting Grant opportunities.

STRATEGIC PRIORITIES REFERENCE:

The recommendations align with the goals and principles of key City documents, including the Courtenay Urban Forest Strategy, the Official Community Plan, Council Strategic Priorities, and the Tree Protection and Management Bylaw. The overarching vision is to create an urban forest that is extensive, connected, and accessible, with a sustainable mix of tree ages and species that contribute to ecosystem services and community distinction.

This initiative addresses the following strategic priorities:

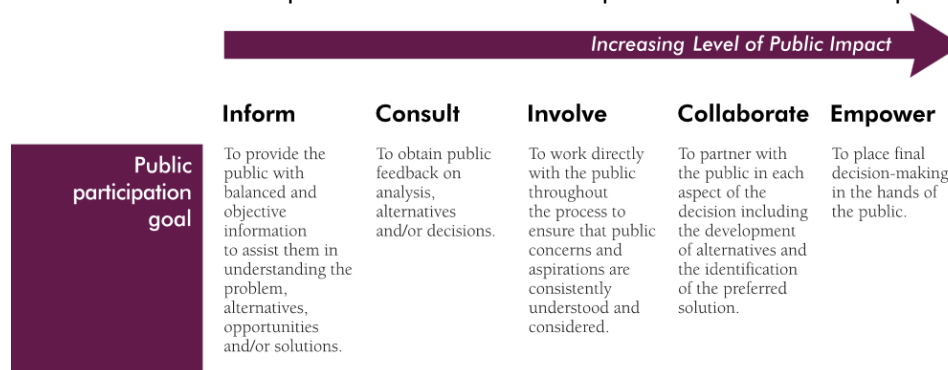
- Parks and Recreation - Optimize active public spaces to respond to density increases and increased park use

- Natural Environment - Promote and communicate the Urban Forest Strategy & Tree Protection Bylaw and review Bylaw

PUBLIC ENGAGEMENT:

The UNFA team will work closely with development services to coordinate engagement efforts so that community input is strategically included for both the overall UFS review and the development of specific implementation programs.

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



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OPTIONS

1. THAT Council receive the “Urban Forestry Strategy - Operational Services Update” report for information and direct staff to implement the **5-year Tree Planting Program** by supporting the annual financial components of the plan, and;

THAT staff be directed to prepare an additional report providing information, including costs associated with the creation and deployment of both a **Tree Voucher Program** and an Infill **Tree Request Program**.

2. THAT Council receive the “Urban Forestry Strategy - Operational Services Update” report for information only.
3. THAT Council provide alternate direction.

Prepared by: Stuart Carmichael, Manager of Parks Services

Reviewed by: Nancy Gothard, RPP, MCIP, Manager of Community & Sustainability Planning
 Kyle Shaw, Director of Operational Services

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



Briefing Note

To: Council

File No.:

From: Susie Saunders, Director Recreation, Community and Culture

Date: April 23, 2025

Subject: Community and Social Development Framework and Plan Update

PURPOSE: To provide Council with an update regarding progress towards a Community and Social Development Framework and Action Plan for the City of Courtenay.

BACKGROUND:

At the July 31, 2024 Council meeting staff provided a report outlining the rationale, approach, scope and steps to establish a Community and Social Development (CSD) Framework and Action Plan for the City of Courtenay. Staff presented an emerging CSD Framework, drawn from and aligned with the City's Official Community Plan and the Comox Valley Regional District's Regional Growth Strategy. (OCP 2022, RGS 2011). Two strategies were put forth to action and inform the establishment of a long-term CSD Plan:

1. *Better Together Strategy: Partnering to Support Capacity Building, Coordination and Upstream Action*
 - a. Strategic focus on strengthening partnerships with and between local social service agencies and tables to support, strengthen, and/or advance community efforts to build capacity and enhance coordination.
 - b. Plan and implement a series of community building events with social service providers to illuminate and link assets and mobilize efforts along the continuum of community development.
2. *Neighbourhood Network Strategy: Building Neighbourhood Connections*
 - a. Strategic focus on supporting place-based community development in neighbourhoods within Courtenay.
 - b. Enable the establishment and / or strengthening of local relationships within neighbourhoods to enhance and enable community capacity and resilience that build on the strengths and assets of the community.

At the July 31, 2024 Council meeting the following motions were put forth and carried:

THAT Council endorse the proposed scope, work, and subsequent steps detailed in the staff report concerning the establishment of a Community and Social Development (CSD) Framework and Action Plan; and

THAT Council direct staff to execute the 'Better Together' and 'Neighborhood Network' strategies outlined in the staff report, which are designed to enhance community capacity, resilience, and social well-being.

DISCUSSION:

CSD Framework and Action Plan Update

Following Council direction, staff has continued to advance the development of a CSD framework and action plan, according to approved approach, scope, and steps. There are five distinct phases to this work which commenced January 5, 2024 and will conclude in summer 2027. The discovery phase has wrapped up with its focus on research, assessment, initial relationship building, illumination of a living CSD framework and initial strategies to inform the development of a CSD plan. The planning phase has commenced, and a process is underway to hire consultants to support work in this phase (as well as activity in upcoming activation and evaluation phases). Building on an evaluation of both process and outcomes, the final phase will see the establishment of a CSD leadership table and the co-creation of an integrated long-term CSD plan for the City of Courtenay.

Figure 1. below, *CSD Project Timeline*, illuminates the phases and the current timeline for completion of each. The timeline for this work been adjusted since the Council Meeting of July 31, 2024. The date of project completion has been extended by six months. The revised project timeline reflects a more feasible pace for the work given the changing context and the need to support existing work in this domain, while strengthening and expanding relationships in these sectors and increasing awareness and support for the this CSD work.

Figure. 1 CSD Project Timeline



Summary of CSD activity in this reporting period

An asset-based community development approach requires significant attention, time, and effort as staff work towards establishing and strengthening relationships amongst the social and community development sector. However, this ground work is pivotal as it can build trust, desire, capacity, and/or commitment

necessary for collaborative work together to establish the CSD framework and plan. The literature and experience of BC municipalities reveals the most successful community and social development frameworks and plans are co-created by key people who have a mandate to address, are interested in and affected by, the determinants of health.^{1 2}

Establishing relationships with Indigenous people, and other groups disproportionately affected by current systems, policy and culture is critically important. Their knowledge and wisdom are understood to be foundational to CSD work. With respect to this initiative, primarily due to increased demand for their services and limited capacity, relationships with urban Indigenous peoples and Indigenous serving organizations are in process but in early stages. A relationship with K'ómoks First Nation has not yet been established in relation to this work, however now that the CSD initiative and strategies have taken shape and form, staff will initiate a process to formally request engagement.

Key relationship building and promotional activity

- Administering grants and providing oversight to large and smaller partner led projects that provide immediate and temporary assistance to meet basic needs with respect to shelter, food, clothing medical, legal or administrative supports³.
- Administering grants and providing oversight to smaller community led projects that bring community together to create, long-term, alternative sustainable and affordable food and shelter/housing options.
- Participating in multiple collaboratives and groups, acting as an advisor and liaison between City and community, communicating developments, pollinating ideas, developing and/or sharing information and/or resources.
- Meeting with researchers, policy makers and funders in the Comox Valley and neighbouring jurisdictions to investigate municipal best practices with respect to the development of a CSD framework and plan, as well as resources to implement and evaluate such plans.
- Promoting the CSD framework, the Better Together strategy and Neighbourhood Network strategy via eight presentations to City and community groups in various venues.
- Building relationships with strategic partners such as Vancouver Island Health Authority, Comox Valley Community Health Network, Comox Valley Community Foundation, School District 71, Comox Valley Coalition to End Homelessness, the Comox Valley Substance Use Collaborative, The Comox Valley Regional District, Lush Food Action Society, the Comox Valley Arts Council, Farmers Market Association, etc.
- Building relationships with Indigenous people, and supporting their voice in leadership roles⁴

¹ [Introducing New Operating Models for Local Governments](#) (Nesta, UK September 2020)

² Two examples of municipal innovation within BC: 1) [A Healthy City For All: Vancouver's Healthy City Strategy 2014-2015 \(Phase I\)](#) and [Healthy City Strategy – Four Year Action Plan 2015 – 2018 \(Phase II\)](#); and 2) The City of Penticton's [2023 – 2026 Social Development Framework](#) (December 2023)

³ Key community and social development projects and grants managed or administered in the August 1, 2024 – March 31, 2025 period: Strengthening Communities Grant, the Winter Response and Storage Solutions Grant, Share the Harvest Community Garden, partnership with the Farmers Market, CV Substance Use Strategy Collaborative, Comox Valley Nature (Vanier Park), Menstrual and Gender Equity in City operated washroom facilities.

⁴ For example, an agreement has been signed with the Indigenous Women's Sharing Society to administer the Comox Valley Substance Use Strategy.

Key activity undertaken to advance the Better Together strategy:

- Participated in three (3) exploratory and planning meetings with individuals and groups representing key agencies that have as a mandate supporting, linking and inspiring coordinated upstream CSD work in Courtenay and the Comox Valley. As a result of this work, an event planning table is emerging. While a decision has not been made with respect to hosting a single city-wide event to, or a series of smaller events, five (5) core event themes have been articulated:
 - Acknowledging and celebrating successes
 - Visioning a thriving community
 - Exploring collaborative CSD initiatives
 - Inspiring systemic transformation
 - Expanding and strengthening social connections

Through discussion the following potential event activities have been put forth and are being explored:

- Host a ceremony to celebrate community change-makers: Organize a pre-conference event to honour individuals and organizations that have made significant contributions to improving community health and inclusivity.
- Conduct a visioning or re-visiting the vision session: Organize an interactive session where attendees actively contribute to formulating a collective vision for Courtenay's future by the end of the event.
- Host a "Plan-a-Palooza" session: Provide a platform for community groups and local government representatives to showcase their plans/key activities addressing one or more of the determinants of health. Engage participants in a process to illuminate activities on a systems-change continuum, and priority areas ripe for collaborative action.
- Facilitate asset-based action-oriented discussions: Lead breakout sessions focused on identifying actionable ideas/steps engaging diverse sectors in systemic change. Identify assets available to advance ideas, with each session producing a concrete action plan.
- Organize networking activities: Implement structured networking opportunities that result in the formation of new collaborative partnerships among attendees.

While an important goal is to “expand and strengthen” social connections suggesting a larger inclusive public event, the target audience for collaboration and partnership is service providers, local government, K’ómoks First Nation, other support agencies, and community change agents.

Additional key activity to advance the Neighbourhood Network strategy:

- Two (2) City-wide Neighbourhood Network gatherings were convened with participants including leads from the key social determinant areas (i.e. food security, belonging and welcoming for newcomers, immigrants, and unhoused residents, education, health, elders, arts and culture). In addition, this work includes self-identified residents keen to champion work in their neighbourhoods representing Puntledge, Harmston, and Bill Moore areas. City planning and development staff came to learn more about the project and to illuminate related work. Some of the outcomes of initial gatherings include:
 - A neighbourhood asset mapping exercise was piloted.
 - Ideas to activate neighbourhoods were cultivated (i.e. Park pop ups, Love our Laneway project, growing the urban forest and an edible understory, back yard sharing gardens, community gardens, Indigenous gardens, creating pollinator corridors, neighbourhood heritage walk, community emergency preparedness, etc.).

- Neighbourhood Network Ambassadors, (individuals interested in promoting the work and sharing resources amongst their broad networks) Neighbourhood Champions, (individuals interested in leading work in the areas where they live, work, learn and/or play), and potential strategy advisory leads have been identified.
- Three (3) follow-up meetings were convened to advance the development of neighbourhood activation ideas and/or to secure resources for such ideas. One idea gaining momentum involves engaging youth in climate change activity to grow the urban forest and an edible forest understory. Early outcomes of these meetings include:
 - Strengthened internal communications and collaboration between several City departments engaged in complimentary work (i.e. Infrastructure and Environmental Engineering through the Youth Climate Corp (YCC), Parks through their strategy to increase tree canopy, and Development Services via the Urban Forest Strategy).
 - Strengthened communication collaboration between external groups with aligned aims (i.e. the Youth Ecological Restoration society (YER), works with younger students and is now looking at ways to tie in graduate students into the YCC program, and Comox Valley Arts envisions engaging students in the project through art – illuminating the Urban Forest Strategy.)

CSD Framework, Next Steps

A Request For Qualifications (RFQ) has been issued to secure a consultant or team of consultants, who will over the next 18 months support the development, implementation, and evaluation of the CSD strategies. This summer it is expected that leadership for each strategy will be formalized, a detailed plan for each strategy will be developed and will include communications, implementation, and evaluation components.

Neighbourhood Network Strategy

Commencing in the fall and continuing into the spring and summer of 2026, it is expected that least four (4) neighbourhood networks will be established and activated, comprising the initial nodes in a city-wide network of neighbourhoods. It is expected that the activation of initial neighbourhood networks may be focused around parks, recreation, and culture due to the embedding of community development within this City department.

Better Together Strategy

By the fall of 2025 – the event planning table will be formalized, Better Together event goals and objectives and evaluation plans will be finalized, including a draft program and supporting materials and logistics. The city-wide event will be held to illuminate, link, and inspire upstream efforts within community and social development sectors. Key outcomes will include a clear vision (for the CSD framework), a map of the landscape of activities underway to realize the vision (plotted on a systems change continuum, illuminating the thrust of current activity, gaps, overlaps, and priority areas for collective action). Assets and ideas to work upstream together will be shared and action plans will be created.

A plan to evaluate both process and outcomes for each strategy will be developed and implemented. A mid-term report on strategy development progress is expected in summer 2026, illuminating not only the City's unique role and approach with this area of work, but also emerging priority policy directions.

Building on and integrating process and outcome evaluation coming out of the two strategies, by the spring of 2027 a CSD leadership table will be formalized and a CSD framework and a long term integrated CSD plan, will be co-created by a leadership table, committed to its implementation and evaluation. This will then provide recommendations to Council regarding its unique role and priority areas of focus.

POLICY ANALYSIS:

OCP, 2022

Social Infrastructure

Objective 1: All Courtenay residents experience equitable access to services

- SI 1: Develop and employ a locally-relevant framework for assessing social, equity, and health impacts in policy, development, program and service decisions.

Objective 2: Coordinated, inclusionary, and systems-based responses are in place to address evolving complex social issues.

- SI 6: Consider social determinants of health and adopt an evidence-based approach to policy formation, community education, advocacy, and decision making, including ensuring equity-priority voices are included in the creation, delivery, and evaluation of services
- SI 7: Identify an appropriate role for the City in the delivery of social infrastructure in relation to other organizations, agencies, and jurisdictions that provide services for equity-priority groups

Objective 4: Neighbourhood and community development-based organizing are leveraged as a source of community capacity and resilience.

- SI 21: Support volunteers, organizations, and other social assets to continue undertaking their work within the community
- SI 24: Support and build neighbourhood capacity in strengthening social connections, climate action, and community resilience through neighbourhood-driven initiatives based on asset based community development approaches. Such initiatives could include, but are not limited to: School District No. 71 community use of schools, Neighbourhood Houses, Safe Routes to School Programs, small-scale street-level projects, resilience assessments relating to climate change, and learning events for resident action

FINANCIAL IMPLICATIONS:

The Recreation, Culture and Community Services department staff will continue to oversee the proposed work, managing the contract with consultants, and the project budget. The department has earmarked \$110,000 to support the creation of a community and social development framework and action plan. Staff are currently working with internal and external partners to secure additional human and material resources (i.e. grant applications, partnerships) as opportunities arise that are in alignment with the work being undertaken.

ADMINISTRATIVE IMPLICATIONS:

This work will be carried out by Recreation, Culture, and Community Services staff, who will be responsible for project oversight and administration. When possible, the work will build upon and support aligned work in other City departments.

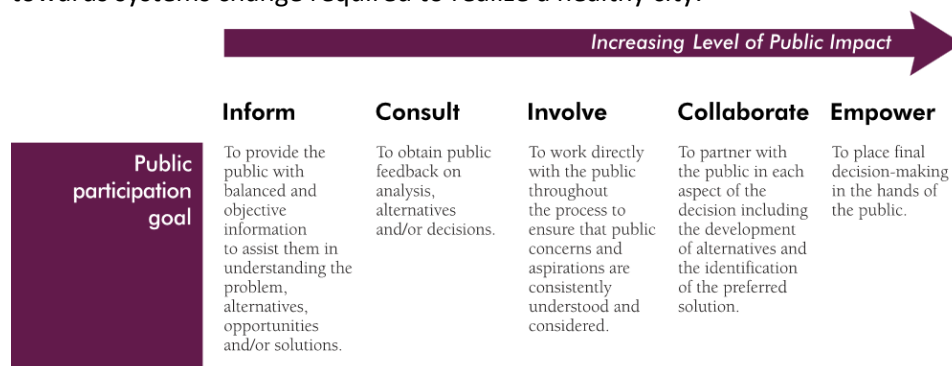
STRATEGIC PRIORITIES REFERENCE:

This initiative addresses the following strategic priorities:

- Social Infrastructure - Identify roles for the City in the delivery of social infrastructure outlined in the OCP; Implementation plan for delivery of social infrastructure

PUBLIC ENGAGEMENT:

This asset-based community development and health promotion approach involves a deep dive into community. We shall focus on a handful of neighbourhoods, and work with those service providers in the community that have as a mandate or a keen interest in the community and social development domain. We will work collaboratively with these segments of community with a view to empower community action towards systems change required to realize a healthy city.



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RECOMMENDATION: THAT Council receive the “Community and Social Development Framework and Plan Update” briefing note.

Prepared by: Joanne Bays, Community Development Coordinator
Reviewed by: Susie Saunders, Director Recreation, Culture and Community Services
Concurrence: Geoff Garbutt, M.P.I., MCIP, RPP, City Manager (CAO)



The Corporation of the City of Courtenay

Bylaw No. 3177

A Bylaw to amend Official Community Plan Bylaw No. 3070, 2022

WHEREAS Official Community Plan Bylaw No. 3070, 2022 establishes a policy framework to guide development decision to support the community's long-term goals and objectives in the City of Courtenay and Development Permit Areas are used to implement this broader land use policy context;

AND WHEREAS amendments to Official Community Plan Bylaw No. 3070, 2022 and other bylaws are required for the City to comply with Bill 44 – Housing Statutes Amendment Act, 2023 and subsequent changes to the *Local Government Act*;

NOW THEREFORE the Council of the City of Courtenay, in open meeting assembled, enacts as follows:

Citation

This Bylaw shall be cited as “Official Community Plan - Amendment Bylaw No. 3177, 2025 (form & character development permit area, SSMUH)”.

Amendments

“Official Community Plan Bylaw No. 3070, 2022” is amended as follows:

1. AMENDING under “Part B, Managing Growth”, “SPECIFIC LAND USE DESIGNATION POLICIES” by:
 - a) DELETING from under heading “Urban Residential”, sub-heading “Built Form”, the third bullet point: “One (1) storey residential in the 40 Houses neighbourhood”;
2. AMENDING under “Part B, Managing Growth”, “SPECIFIC LAND USE DESIGNATION POLICIES” by:
 - a) DELETING from under heading “Urban Residential Area-Specific Profiles and Planning Directions”, sub-heading “40 Houses Heritage Neighbourhood”, “Policies” No.2: “Create a new zone in the Zoning Bylaw to reflect the traditional height, massing, and siting.”, and renumber in numerical order;
3. AMENDING under “Part D, Implementation”, section “3. Development Application Tools”, sub-section “C. DEVELOPMENT PERMIT AREA DESIGNATIONS”, “Table D-6 Development Permit Area Categories” by:
 - a) ADDING new text as set out in Schedule 1 attached to and forming part of this bylaw, and formatting the table to the original style.
4. AMENDING under sub-heading “Exemptions for Form & Character Development Permits” by:

- a) DELETING the seventh bullet point: "Single residential dwellings, except when in an Intensive Residential Development Permit Area (e.g. heritage neighbourhoods and as part of a bare land strata development)"

and

REPLACING with new seventh bullet point: "Proposed residential development with a total of one or two dwelling units";
- 5. AMENDING under section "DPA-1 COMMERCIAL, INDUSTRIAL, MIXED-USE & MULTI-RESIDENTIAL FORM AND CHARACTER DEVELOPMENT PERMIT AREA" by:
 - a) DELETING from title "MIXED-USE DEVELOPMENTS & MULTI-FAMILY RESIDENTIAL FORM AND CHARACTER DEVELOPMENT PERMIT AREA"

and

REPLACING with "LARGE-SCALE RESIDENTIAL AND MIXED USE";
 - b) DELETING text under Section, "JUSTIFICATION"

and

REPLACING with new text under Section "JUSTIFICATION" as set out in Schedule 2 attached to and forming part of this bylaw;
 - c) ADDING new text by inserting after new sub-heading and in numerical order:

"14. To ensure new development contributes to the community and preservation of heritage resources and special neighbourhood character of the Old Orchard and Terminal Addition neighbourhoods."

and
 - d) REFORMATTING sub-headings "Justification", "Objectives" and "Guidelines" to align with the current document style for font type, size and colour.
- 6. AMENDING under section "DPA-2 INTENSIVE RESIDENTIAL FORM AND CHARACTER DEVELOPMENT PERMIT AREA FOR DUPLEXES, DETACHED SECONDARY RESIDENCES, HERITAGE NEIGHBOURHOODS AND BARE LAND STRATAS AND MOBILE HOME DEVELOPMENTS" by:
 - a) DELETING section title

and

REPLACING with "DPA-2: SMALL-SCALE MULTI-UNIT RESIDENTIAL";
 - b) DELETING section "JUSTIFICATION"

and

REPLACING with new “JUSTIFICATION” section as set out in Schedule 2 attached to and forming part of this bylaw;

- c) DELETING section “Objectives” except keeping maps

and

REPLACING with new “Objectives” section text as set out in Schedule 3 attached to and forming part of this bylaw;

- d) REFORMATTING sub-headings “JUSTIFICATION”, “Objectives” and “Guidelines” to align with the current document style for font type, size and colour.

Severability

If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the Bylaw is deemed valid.

Read a first time this 2nd day of April, 2025.

Read a second time this 2nd day of April, 2025.

PUBLIC HEARING held this 30th day of April, 2025 pursuant to Section 464 (1) of the *Local Government Act*.

Read a third time this ____ day of [month], 2025.

Adopted this this ____ day of [month], 2025.

Mayor Bob Wells

Corporate Officer

Schedule 1 to Official Community Plan - Amendment Bylaw No. 3177, 2025

Under heading “C. DEVELOPMENT PERMIT AREA DESIGNATIONS”, sub-heading “DPA Categories”

Table d-6 Development Permit Area Categories

DPA Category	Purpose
1. Commercial, industrial, large-scale residential and mixed-use	Form and character guidelines contained within the Zoning Bylaw communicate urban design expectations, including for the purposes of intensive residential and multi-residential development, commercial revitalization, energy and water conservation, greenhouse gas emissions reductions, and protection of the natural environment. These guidelines support design decisions that are responsive to context and climate and offer the flexibility to respond creatively while ensuring cohesive and thoughtful planning and design of new development.
2. Small-scale multi-residential	
3. Farm Protection	Farm protection guidelines contained within the Zoning Bylaw communicate setback, siting, separation and screening requirements when developing adjacent to agricultural lands in order to minimize the potential for conflicts between agricultural and non-agricultural land uses.
4. Environmental	Environmental and hazardous guidelines contained within the Zoning Bylaw communicate environmental protection and development safety considerations when conducting any form of development near Environmentally Sensitive Areas (ESA) or Steep Slopes.

Schedule 2 to Official Community Plan – Amendment Bylaw No. 3177, 2025

Under section “DPA-1: COMMERCIAL, INDUSTRIAL, LARGE-SCALE RESIDENTIAL & MIXED-USE”

JUSTIFICATION:

This Development Permit Area is intended to achieve attractive, architecturally coordinated and context-appropriate higher density, employment and mixed-use building and landscape designs that consider the relationship between buildings, open areas, and circulation systems, in order to promote walkable, safe, and vibrant developments. It also promotes development that considers protection of the natural environment, energy efficiency, water conservation and the reduction of greenhouse gas emissions

Pursuant to Section 488(1)(a)(d)(f)(h)(i) and (j) of the Local Government Act, this designation applies to all developments that contain commercial, industrial or mixed-uses and residential developments with five or more residential units within the boundaries of the City of Courtenay. Additional guidelines apply for a defined area of the downtown (as shown on enclosed Map 1) as well as in special heritage consideration areas (as shown on enclosed Map 2 - Old Orchard & Terminal Addition).

Schedule 3 to Official Community Plan – Amendment Bylaw No. 3177, 2025

Under section “DPA-2: SMALL-SCALE MULTI-UNIT RESIDENTIAL”

JUSTIFICATION:

This Development Permit Area provides direction for housing and related development that meet the needs of residents while fitting well into the existing community. The intent is to support three to four dwelling unit residential infill development, and redevelopment that demonstrates a high standard of creative building design. It also promotes development that considers protection of the natural environment, energy efficiency, water conservation and the reduction of greenhouse gas emissions.

Pursuant to Section 488(1)(a)(e)(h)(i) and (j) of the *Local Government Act*, this designation applies to all three and four-dwelling-unit residential developments within the boundaries of the City of Courtenay. Additional guidelines apply in special heritage consideration areas (as shown on enclosed Map 2 - Old Orchard & Terminal Addition and Map 3 - 40 Houses Heritage Neighbourhood).

Schedule 4 to Official Community Plan – Amendment Bylaw No. 3177, 2025

Under section “DPA-2: SMALL-SCALE MULTI-UNIT RESIDENTIAL”

OBJECTIVES:

1. Establish guidelines ground orientated, infill development in existing and new neighbourhoods that contribute to the preservation of the neighbourhood character while meeting city goals for housing diversity, gentle density, and access to employment and services.
2. Ensure new development contributes to the continuity and preservation of heritage resources and special neighbourhood character of Old Orchard and Terminal Addition Neighbourhood and 40 Houses Neighbourhood.
3. Promote a high standard of building, site planning and landscape design.
4. Encourage development that supports multi-modal transportation options and neighbourhood connectivity
5. Encourage new development that considers protection of the natural environment, water conservation and energy efficient in site planning and design.
6. Promote net zero emissions in new development, including alterations or additions to existing buildings.



The Corporation of the City of Courtenay

Bylaw No. 3176

A Bylaw to amend Zoning Bylaw No. 2500, 2007

WHEREAS Zoning Bylaw No. 2500, 2007 is applicable to all land, buildings and structures therein of the Corporation of the City of Courtenay;

AND WHEREAS amendments to *Zoning Bylaw No. 2005, 2007* and other bylaws are required for the City to comply with the provincial Bill 44 – Housing Statutes Amendment Act, 2023 and subsequent changes to the *Local Government Act*;

NOW THEREFORE the Council of the City of Courtenay, in open meeting assembled, enacts as follows:

Citation

This Bylaw shall be cited as “Zoning - Amendment Bylaw No. 3176, 2025 (form & character development permit area, SSMUH)”.

Amendments

“Schedule A” to “Zoning Bylaw No. 2500, 2007” is amended as follows:

1. AMENDING the title page by:
 - a) DELETING “Schedule A to Bylaw No. 3075”
 - and
 - REPLACING with “Schedule A to Bylaw No. 2500, 2007”;
2. AMENDING table of content, No. 4(a), Development Permit Areas by:
 - a) DELETING “DPA1— Commercial, Industrial, Mixed-Use Developments & Multi-Family Residences with Three or More Units”
 - and
 - REPLACING with “DPA 1 - Large-Scale Residential and Mixed-Use”;
3. AMENDING table of content, No. 4(b), Development Permit Areas by:
 - a) DELETING “DPA-2: Intensive Residential Form & Character Development Permit Area for Duplexes, Detached Secondary Residence & Heritage Neighbourhoods, and Bare Land Stratas and Mobile Home Developments”

and

REPLACING with “DPA -2: Small-Scale Multi-Unit Residential”;

4. AMENDING under heading “DEVELOPMENT PERMIT AREA DESIGNATIONS” sub-heading “DPA Categories”, “Table 1 Development Permit Area Categories” by:

- a) ADDING new text as set out in Schedule 1 attached to and forming part of this bylaw, and formatting the table to the original style;

5. AMENDING under heading “DEVELOPMENT PERMIT AREA DESIGNATIONS”, sub-heading “Exemptions for Form & Character Development Permits” by:

- a) DELETING the seventh bullet point: “Single residential dwellings, except when in an Intensive Residential Development Permit Area (e.g. heritage neighbourhoods and as part of a bare land strata development)”

and

REPLACING with new seventh bullet point: “Proposed residential development with a total of one or two dwelling units”;

6. AMENDING under section “DPA-1: COMMERCIAL, INDUSTRIAL, MIXED-USE DEVELOPMENTS & MULTI-FAMILY RESIDENCES WITH THREE OR MORE UNITS” by:

- a) DELETING section title “MIXED-USE DEVELOPMENTS & MULTI-FAMILY RESIDENCES WITH THREE OR MORE UNITS”

and

REPLACING with “LARGE-SCALE RESIDENTIAL AND MIXED USE”;

- b) DELETING text under section “Justification”

and

REPLACING with new text under section “Justification” as set out in Schedule 2 attached to and forming part of this bylaw;

- c) ADDING under section “Objectives” after no. 13 a new sub-heading: “*Within the Old Orchard and Terminal Addition Neighbourhoods (Map 2):*”;

- d) ADDING new text by inserting after new sub-heading and in numerical order:

“14. To ensure new development contributes to the community and preservation of heritage resources and special neighbourhood character of the Old Orchard and Terminal Addition neighbourhoods.”;

- e) REFORMATTING sub-headings “Justification” and “Objectives” to align with the current document style for font type, size and colour;
7. AMENDING under section “DPA-2 INTENSIVE RESIDENTIAL FORM AND CHARACTER DEVELOPMENT AREA FOR DUPLEXES, DETACHED SECONDARY RESIDENCES, HERITAGE NEIGHBOURHOODS, AND BARE LAND STRATAS AND MOBILE HOME DEVELOPMENTS” by:
- a) DELETING Section: DPA-2 INTENSIVE RESIDENTIAL FORM AND CHARACTER DEVELOPMENT AREA FOR DUPLEXES, DETACHED SECONDARY RESIDENCES, HERITAGE NEIGHBOURHOODS, AND BARE LAND STRATAS AND MOBILE HOME DEVELOPMENTS except maps and figures
- and
- REPLACING with new text as set out in Schedule 3 attached to and forming part of this bylaw;
- b) DELETING section name
- and
- REPLACING with “DPA-2: SMALL-SCALE MULTI-RESIDENTIAL”
- c) DELETING under heading “Guidelines”, sub-heading “Additional Guidelines for Mobile Homes and Bare Land Stratats” caption under image: “Example of parking and garage located respectively at the side and rear of a single residential home (*guideline 28*)” and corresponding picture;
- d) DELETING caption under heading “Guidelines”, sub-heading “Duplexes” caption under image: “Example of a duplex with significant façade articulation (*guideline 13*), and high quality siding (*guideline 14*)”;
- and
- REPLACING with new caption text: “Example of a building with shifts in massing and changes in exterior colours and textures and high-quality siding and west coast character (*Building Design 3 and 4*)”;
- e) DELETING from caption under heading “Guidelines”, sub-heading “Additional Guidelines for Mobile Homes and Bare Land Stratats” caption under image “Example of a pervious driveway treatment to allow for rainwater infiltration (*guideline 35*)”
- and
- REPLACING with “Example of a pervious driveway treatment to allow for rainwater infiltration (*Landscaping 11*)”;
- f) DELETING from caption under heading “Guidelines”, sub-heading “ADDITIONAL GUIDELINES FOR PRIMARY AND SECONDARY RESIDENCES IN THE OLD ORCHARD &

TERMINAL ADDITIONA NEIGHBOURHOODS” caption under image “Example of a number of design elements such as gable, verandas, and decorative shingles incorporated into a single residential home to create architectural interest (*guideline 48*)”

and

REPLACING with “Example of a number of design elements such as gables, verandas, and decorative shingles to create architectural interest (*Additional Guidelines for the Old Orchard and Terminal Addition Neighbourhoods 4*)”.

Severability

If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the Bylaw is deemed valid.

Read a first time this 2nd day of April, 2025.

Read a second time this 2nd day of April, 2025.

PUBLIC HEARING held this 30th day of April, 2025 pursuant to Section 464 (1) of the *Local Government Act*.

Read a third time this ____ day of [month], 2025.

Adopted this ____ day of [month], 2025.

Mayor Bob Wells

Corporate Officer

Schedule 1 to Zoning Amendment Bylaw No. 3176, 2025

Under heading “Development Permit Area Designations”, sub-heading “DPA Categories”

Table 1 Development Permit Area Categories

DPA Category	Purpose
1. Commercial, industrial, large-scale residential and mixed-use.	Form and character guidelines contained within the Zoning Bylaw communicate urban design expectations, including for the purposes of intensive residential and multi-residential development, commercial revitalization, energy and water conservation, greenhouse gas emissions reductions, and protection of the natural environment. These guidelines support design decisions that are responsive to context and climate and offer the flexibility to respond creatively while ensuring cohesive and thoughtful planning and design of new development.
2. Small-scale multi-residential.	
3. Farm Protection.	Farm protection guidelines contained within the Zoning Bylaw communicate setback, siting, separation and screening requirements when developing adjacent to agricultural lands in order to minimize the potential for conflicts between agricultural and non-agricultural land uses.
4. Environmental.	Environmental and hazardous guidelines contained within the Zoning Bylaw communicate environmental protection and development safety considerations when conducting any form of development near Environmentally Sensitive Areas (ESA) or Steep Slopes.
5. Protection from hazardous conditions: Steep Slopes.	

Schedule 2 to Zoning Amendment Bylaw No. 3176, 2025**Under section “DPA-1: COMMERCIAL, INDUSTRIAL, LARGE-SCALE RESIDENTIAL & MIXED-USE”****JUSTIFICATION:**

This Development Permit Area is intended to achieve attractive, architecturally coordinated and context-appropriate higher density, employment and mixed-use building and landscape designs that consider the relationship between buildings, open areas, and circulation systems, in order to promote walkable, safe, and vibrant developments. It also promotes development that considers protection of the natural environment, energy efficiency, water conservation and the reduction of greenhouse gas emissions

Pursuant to Section 488(1)(a)(d)(f)(h)(i) and (j) of the *Local Government Act*, this designation applies to all developments that contain commercial, industrial or mixed-uses and residential developments with five or more residential units within the boundaries of the City of Courtenay. Additional guidelines apply for a defined area of the downtown (as shown on enclosed Map 1) as well as in special heritage consideration areas (as shown on enclosed Map 2 - Old Orchard & Terminal Addition).

Schedule 3 to Zoning Amendment Bylaw No. 3176, 2025**Under section “DPA-2: SMALL-SCALE MULTI-UNIT RESIDENTIAL”****JUSTIFICATION:**

This Development Permit Area provides direction for housing and related development that meet the needs of residents while fitting well into the existing community. The intent is to support three to four dwelling unit residential infill development, and redevelopment that demonstrates a high standard of creative building design. It also promotes development that considers protection of the natural environment, energy efficiency, water conservation and the reduction of greenhouse gas emissions.

Pursuant to Section 488(1)(a)(e)(h)(i) and (j) of the *Local Government Act*, this designation applies to all three-and four-dwelling-unit residential developments within the boundaries of the City of Courtenay. Additional guidelines apply in special heritage consideration areas (as shown on enclosed Map 2 - Old Orchard & Terminal Addition and Map 3 - 40 Houses Heritage Neighbourhood).

OBJECTIVES:

1. Establish guidelines ground orientated, infill development in existing and new neighbourhoods that contribute to the preservation of the neighbourhood character while meeting city goals for housing diversity, gentle density, and access to employment and services.
2. Ensure new development contributes to the continuity and preservation of heritage resources and special neighbourhood character of Old Orchard and Terminal Addition Neighbourhood and 40 Houses Neighbourhood.
3. Promote a high standard of building, site planning and landscape design.
4. Encourage development that supports multi-modal transportation options and neighbourhood connectivity.
5. Encourage new development that considers protection of the natural environment, water conservation and energy efficient in site planning and design.
6. Promote net zero emissions in new development, including alterations or additions to existing buildings.

GUIDELINES:***Site Planning***

1. Housing development should be planned in a comprehensive manner that considers the interface between the site, adjacent development, other land uses and its relationship to the public realm.
2. The design of the site should consider access to and efficiency of pedestrians, bicycles and vehicular circulation.
3. A minimum average of 20 m² of usable private outdoor spaces should be provided for each dwelling unit in the form of a deck, balcony, patio or yard, exclusive of common amenity areas.

4. Outdoor spaces should be located to maximize sunlight, minimize noise disruptions, and minimize 'overlook' from adjacent units.
5. Site planning shall consider the location of third-party utilities, such as clearance from overhead and pad mounted electrical utilities as required by the Canadian Electrical Code.
6. Site planning should consider opportunities to retain and integrate mature trees and existing natural features. Site planning shall consider impact to mature trees and their root systems on adjacent lands.

Public Realm and Streetscape

1. Building design including the placement of windows, balconies, and doors shall consider visual privacy between residences, and perimeter fencing and/or landscaping shall provide visual privacy of adjoining properties.
2. Buildings should be sited to face the fronting street(s). Consideration should be given to preserve adequate space for landscaping, privacy and light penetrating into living spaces.
3. Principal entrances to a residence should be clearly defined using lighting, colour, paving texture, landscaping and/or enhanced architectural features, such as porches, patios, canopies, or recessed entryways.
4. On corner lots, all street-facing elevations should have an equal level of quality and design detailing.
5. For corner sites with no lane access, driveway access from the flanking street for one or more of the units is encouraged where both feasible and supported by the Development Services Department.
6. Parking and driveways should where feasible not occupy more than 50% of the area of the front yard and, where the site has a flanking side street, not more than 50% of the area of the flanking side yard.
7. Where a laneway exists, parking should access the lane where feasible.
8. Entrances and exits to parking areas shall be located and designed to reduce potential modal conflicts, maintain visual sight lines and limit impact to the transportation network.

Building Design

1. Buildings should be architecturally coordinated and provide a high quality of design. Building design should avoid repetition and monotony through subtle design variation between buildings on neighbouring properties.
2. Buildings should be designed to avoid large expanses of blank walls by incorporating architectural details, artwork, or sufficient landscaping to create visual interest.
3. Buildings should be designed to minimize their bulk with simple shifts in massing, roof articulation and use of varied architectural details, changes in exterior colours and textures.
4. Buildings should be designed with consistently high-quality and durable materials. West Coast architecture that incorporates natural design elements and materials such as exposed timber structural elements, native trees, vegetation landscaping and open concepts for natural light is encouraged.

5. Building roofs should minimize heat island effect and heat transfer into the building, such as through Energy Star-rated or high-albedo colour and materials.
6. Staircases to stacked units shall have weather protection and are encouraged to be indoor or screened from the street(s).
7. Building lighting should be designed to minimize spillage and glare to neighbouring properties, adjacent roads, Environmentally Sensitive Areas, or the sky.
8. Garbage and recycling storage located within a secure building or structure and should not be located in any yard facing a road.
9. Where individual unit heat pumps are used, they should be screened.

Landscaping

1. Existing, native vegetation within the Development Permit Area should be retained to the extent feasible to minimize disruption to habitat and to protect against erosion and slope failure where applicable.
2. Landscaping shall include a mixture of tree, shrub, ground cover and perennial plants. Tree selection for optimizing tree canopy and providing a mixture of deciduous and conifer species is encouraged.
3. Proposed planting should prioritize the selection of local plants that provide habitat, nesting, pollinator, foraging, or other biodiversity benefits and are drought tolerant.
4. Proposed planting species adapted to future climate conditions should be incorporated to the maximum extent possible.
5. Proposed planting may consider edible species and active urban agricultural uses.
6. Proposed planting should be provided in strategic locations to frame building entrances, soften edges, screen parking areas, and break up long facades where feasible.
7. Most or all of the landscaped areas should be designed to require little or no irrigation, through use of planting materials and impervious surfaces. Hand watering is encouraged. If irrigation is supplied, it should be limited to an underground system designed with high-efficiency targeted drip heads and automated weather sensors and use captured rainwater and greywater where possible.
8. Sufficient soil volumes shall be provided to support mature vegetation, including trees where applicable. This may include supplementing soil volume with structural soil or silva cell type systems within hardscape areas.
Minimum depth of topsoil or amended organic soils must be provided:
 - Shrubs – 450 mm
 - Ground cover and grass – 300 mm, and
 - Trees – 300 mm around and below the root ball, typically to a minimum total of 900 mm.In addition, 15 m³ is the minimum soil volume per tree, to be supplemented in hardscape zones with structural soil or silva cell type systems.
9. Topsoil or composted waste shall be used to assist in infiltration and increase the water holding capacity of landscaped areas.

10. All new, replacement, and upgraded street lighting in existing and proposed developments shall be LED Full-Cut Off/ Flat Lens (FCO/FL) luminaries to light roads, parking, loading and pedestrian areas. Exterior building lighting fixtures will also be required to be FCO.
11. To reduce impervious surfaces, permeable paving material such grassed cellular paving, porous pavers, or a comparable alternative are encouraged for driveways and parking areas.

Additional Guidelines for Mobile Home Parks

1. The design of the overall Mobile Home Park shall be based on a comprehensive concept and give adequate attention to the attractive layout of the mobile home lots and structure placement, landscape character and design, location and screening of parking areas, design and placement of recreation areas, and design of vehicular and pedestrian circulation.
2. Formalized pedestrian access shall be provided throughout the property to connect internal streets and parking areas with semi-private areas for residents, and to the public walkway system.
3. A street landscaping plan including tree planting plan for internal streets that provides for appropriately selected species at approximately 15-metre intervals shall be provided.

Additional Guidelines for the Old Orchard and Terminal Addition Neighbourhoods

1. The orientation, form, and materials proposed for a residence shall reflect and enhance heritage theme characteristics and neighbouring buildings.
2. Vehicle parking and access should be located at the side or rear and set back from the primary dwelling façade where feasible.
3. Garages incorporated into the building structure should not project beyond the front elevation.
4. Roofs should have substantial slope and articulated lines and be designed to reduce the bulk of a residence on upper floors. Roof slopes with greater than 6:12 pitch are preferred; however, proposals for lower-pitch rooflines with significant articulation and design interest may be considered.
5. Design components that contribute to architectural interest should be incorporated. These include multiple gables, dormers, bay windows, decorative shingles, wood trim, porches, and verandas.
6. The design and finishing around windows and exterior doors should visually enrich the building elevation. Windows and doors should be articulated with trim.
7. Landscaping should include one or more fruit trees.

Additional Guidelines for the 40 Houses Neighbourhood

1. One-storey buildings, preservation of existing buildings, and simple rectangular massing are encouraged.
2. Maintaining the spatial relationship on the lot to the other houses in the neighbourhood is encouraged, including consistent front yard setbacks.

3. Low-pitch hipped roofs or single gable roofs shall be included.
4. Porch entries shall be minimal in keeping with the development.
5. Siding shall consist of wide plank horizontal wood or materials that resemble this effect.



The Corporation of the City of Courtenay

Bylaw No. 3133

A bylaw to amend Business Licence Bylaw No. 2523, 2008 for the purpose of regulating short-term rental accommodation.

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

Citation

1. That this bylaw be cited for all purposes as “Business Licence - Amendment Bylaw No. 3133, 2025 (short-term rental accommodation)”.
2. That “Business Licence Bylaw No. 2523, 2008” be amended as follows:

(a) AMENDING SECTION 1.2 DEFINITIONS by:

(i) Deleting “In this Bylaw “and adding

“In this Bylaw the following definitions apply. Terms not defined herein shall be as defined in the City of Courtenay Zoning Bylaw as adopted by Council, as amended from time to time.”

(b) AMENDING SECTION 2 GENERAL REGULATIONS by:

(i) RENUMBERING existing duplicate sub-section numbering of 2.9 to become new sub-section 2.10 and renumbering the remainder of section 2 accordingly.

(c) **ADDING** NEW SECTION 12 – SHORT-TERM RENTAL ACCOMMODATIONS as follows:

SECTION 12 – SHORT-TERM RENTAL ACCOMMODATIONS

12.1 Residential property owners who operate a *short-term rental accommodation* business are required to obtain a *short-term rental accommodation* Business Licence and must operate in accordance with the following:

- (a) A *short-term rental accommodation* business is only permitted within a *single residential dwelling*, an *accessory dwelling unit*, or a *secondary suite* that is part of a *single residential dwelling*.
- (b) Issuance of a *short-term rental accommodation* Business Licence will be specific to the *dwelling unit* on the property to be used for the *short-term rental accommodation* operation.
- (c) A valid *short-term rental accommodation* Business Licence must be displayed in a prominent place within the *short-term rental accommodation* unit, along with contact information for the operator, and telephone number to call on a 24-hour basis.
- (d) Only one booking is permitted at a time, with a maximum occupancy of three (3) bedrooms and six (6) guests.

- (e) A **Fire and Safety** plan is required to be posted at entrances and exits from the *dwelling unit* and in each bedroom that meets the minimum requirements of the BC Building Code, and must contain the following information:

- (i) Operators name
- (ii) Address of property
- (iii) Emergency contact locally available 24 hours a day to address immediate concerns.
- (iv) Emergency contact number (911)
- (v) Designated meeting point
- (vi) Location of fire extinguisher and smoke/carbon monoxide alarm(s)

(d) **DELETING SECTION 12 - OFFENCES AND PENALTIES:**

“SECTION 12 - OFFENCES AND PENALTIES

12.1 Any person who violates any provision of this bylaw or who suffers or permits any act or thing to be done in contravention of the bylaw, or who refuses, or omits or neglects to fulfill, observe, carry out or perform any duty or obligation imposed by this bylaw shall be liable on summary conviction to a fine not exceeding Two Thousand Dollars (\$2000.00) and not less than the amount set out with respect to each section in Schedule 1 of Municipal Ticket Information Bylaw No. 2435, 2006 and amendments thereto. For each day that a violation is permitted to exist, it shall constitute a separate offence.”

And

REPLACING the above noted Section with

SECTION 13 – ENFORCEMENT AND PENALTIES

13.1 Intent of this Part: The intent of this part is to provide the means to enforce the provisions of this Bylaw, using various enforcement measures as deemed appropriate by the City, and enforcement of this Bylaw shall be the responsibility of designated bylaw enforcement officers, and any other persons authorized by Council to enforce this Bylaw.

13.2 Enforcement: The Director, a bylaw enforcement officer or a peace officer may enforce this Bylaw.

13.3 Offences and Penalties: The following apply in respect of this Bylaw:

- a) Any person who:
 - i. contravenes a provision of this Bylaw,
 - ii. suffers or permits any act or thing to be done in contravention of this Bylaw,
 - iii. refuses, omits or neglects to fulfill, observe, carry out or perform any duty or obligation imposed under this Bylaw,

commits an offence, and each day that a contravention continues amounts to a separate offence.

- b) A person found guilty of an offence under this Bylaw is liable:

- i. if proceedings are brought under the *Offence Act*, to pay the maximum fine and other penalties, compensation and costs authorized by that Act and the *Community Charter*; or
- ii. if a ticket is issued under Division 3 of Part 8 of the *Community Charter*, to pay a maximum fine of \$1,000.

Fines and penalties imposed under this section are in addition to and not in substitution for any cost recovery, remedial action or other consequence of default or contravention provided for under this bylaw, and do not limit the right of the City to bring civil proceedings or pursue any other remedy available at law.

- (e) **RENUMBERING consecutively the remaining sections and associated sub-sections of Bylaw No. 2523, 2008, being:**

Renumbered SECTION 14 – SEVERABILITY

Renumbered SECTION 15 – REPEAL AND ADOPTION

- (f) **AMENDING Schedule A**, attached to and forming part of Business Licence Bylaw No. 2523, 2008, by:

- (i) **DELETING** the first category of businesses and licence fees:

“1. Apartments, Hotel, Motel, Hostels, Mobile Home Park, etc. (*10 units or more*) \$150.00
Under 10 units... \$50.00
(a person having not more than two rooms for rent shall not be required to take out or hold a business license under this section).”

And

REPLACING the above noted category with the following:

“1. Apartments, Hotel, Motel, Hostels, Mobile Home Park, etc. (*10 units or more*) **\$150.00**
Short-term rental accommodation..... \$150.00
Short-term rental accommodation Affordable Housing Amenity Reserve Fund offset fee..... \$150.00
Bed and breakfast accommodation..... \$150.00”

Application

3. This Bylaw applies to the rental of dwelling units within the City of Courtenay.

Severability

4. If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the Bylaw is deemed valid.
5. That this Bylaw shall come into effect upon final adoption.

Read a first time this 2nd day of April, 2025.

Read a second time this 2nd day of April, 2025.

Read a third time this ____ day of [month], 2025.

Adopted this ____ day of [month], 2025.

Mayor Bob Wells

Corporate Officer



The Corporation of the City of Courtenay

Bylaw No. 3134

A bylaw to amend Zoning Bylaw No 2500, 2007

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

Citation

1. This Bylaw shall be cited for all purposes as **“Zoning - Amendment Bylaw No. 3134, 2025 (short-term rental accommodation)”**.

Amendments

1. That “Zoning Bylaw No. 2500, 2007” be amended as follows:

(a) **AMENDING DIVISION 3 INTERPRETATION Part 1 Definitions** by:

(i) **ADDING A NEW DEFINITION** after “*auction centre*”

“*bed and breakfast accommodation*” means the accessory use of a *residence* in which temporary overnight accommodation and the first meal of the day served in a common room is provided to tourists.

(ii) **ADDING A NEW DEFINITION** after “*principal use*”

“*principal residence*” means a *dwelling unit* in which an individual resides for a longer period of time than any other place in a calendar year.

(iii) **ADDING A NEW DEFINITION** after “*shopping centre*”

“*short-term rental accommodation*” means the rental of a *dwelling unit* or any portion of it for a period of less than **consecutive** 90 days. This use does not include *bed and breakfast accommodation*.

(b) **AMENDING DIVISION 6 GENERAL REGULATIONS** by:

(i) **DELETING Part 3 Home Occupation Section 6.3.12:**

6.3.12 Bed and breakfast accommodation may be allowed in any residential dwelling, subject to the following requirements:

(i) Not more than two bedrooms are used for transient accommodation.

(ii) Principal use of the building shall be for occupation by a single family.

(iii) That the family or a member of it shall be alone engaged in the operation of the transient accommodation business.

(iv) No meals shall be provided to the customers of the operation other than breakfast.

(v) No liquor shall be supplied to the customers.

(vi) At least one automobile space shall be provided on the same lot for each room available for transient accommodation, in addition to the parking requirements for the residence, but parking spaces may be behind other parking spaces on the same lot.

And

RENUMBERING Section 6.3.13 Medical Marihuana Production Facility is prohibited as a home occupation.

To

6.3.12 Medical Marihuana Production Facility is prohibited as a *home occupation*.

(ii) AMENDING Part 15 Bed and Breakfast Accommodation Section 6.15.1:

To add

(f) Any person intending to carry on a *home occupation* shall apply for an application for a business license pursuant to the regulations of the City of Courtenay Business Licence Bylaw.

(iii) ADDING Part 20 Short-term Rental Accommodation after Part 19 Secondary Suites and Accessory Dwelling Units

Part 20 Short-term Rental Accommodation

~~6.15.20~~ 6.15.20.1. *Short-term rental accommodation* may be permitted within any *dwelling unit* subject to the following conditions:

- (a) The *short-term rental accommodation* may only be permitted within the following *dwelling unit* types: *single residential dwelling*, *accessory dwelling unit*, or *secondary suite* as part of a *single residential dwelling*;
- (b) No more than one *short-term rental accommodation* is permitted per parcel;
- (c) *Short-term rental accommodation* is not permitted in combination with *bed and breakfast accommodation* or *day care* use on the same parcel;
- (d) The maximum number of bedrooms for *short-term rental accommodation* use is three (3) and the owner of the parcel shall not allow more than six (6) guests to occupy the *dwelling unit* as part of the *short-term rental accommodation*;
- (e) Parking for the *short-term rental accommodation* must be provided in accordance with the parking and loading regulations of this bylaw;
- (f) The *short-term rental accommodation* shall only be operated by the owner of the

- (g) *Short-term rental accommodation* is not permitted unless the *principal residence* of the owner of the parcel is on the parcel;
- (h) No noise, vibration, smoke, dust, odors, heat, glare, electrical or radio disturbance detectable beyond the property boundary shall be produced by the *short-term rental accommodation*; and
- (i) The owner of the parcel must hold a valid Business Licence in accordance with the Business Licence Bylaw currently in effect.

(c) **AMENDING DIVISION 7 Schedule 7A Required Number of Off-Street Parking spaces by:**

(i) **ADDING A NEW SECTION** after *Single dwelling unit or duplex*:

<p>A. Residential Use Short-term rental accommodation</p>	<p>Short-term rental accommodation— 1 dedicated space per short-term rental operation in addition to that required for the <i>principal residence</i> where a <i>principal residence</i> is being used as a <i>short-term rental accommodation</i>.</p>
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3. That Zoning Bylaw No. 2500, 2007 is hereby ratified and confirmed in every other respect.
4. If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the Bylaw is deemed valid.
5. That this Bylaw shall come into effect upon final adoption.

READ A FIRST TIME this 2nd day of April, 2025.

READ A SECOND TIME this 2nd day of April, 2025.

PUBLIC HEARING held this 30th day of April, 2025 pursuant to Section 464 (1) of the *Local Government Act*.

READ A THIRD TIME this ____ day of [month], 2025.

Approved pursuant to section 52(3)(a) of the *Transportation Act* this ____ day of _____, 2025

 for Minister of Transportation & Infrastructure
 BYLAW 3134

FINALLY PASSED AND ADOPTED this ____ day of [month], 2025.

Mayor

Corporate Officer

Certified a True Copy

Corporate Officer



The Corporation of the City of Courtenay

Bylaw No. 3139

A bylaw to amend Municipal Ticket Information Bylaw No. 2435, 2006

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

Citation

1. This Bylaw shall be cited as “Municipal Ticket Information - Amendment Bylaw No. 3139, 2025 (short-term rental accommodation)”
2. This Bylaw shall take effect upon the date of its adoption.

Amendments

3. “Municipal Ticket Information Bylaw No. 2435, 2006 is hereby amended as follows:
 - a) That Appendix 3 to Schedule 1 Business Licence Bylaw No. 2523, 2008 be replaced in its entirety with Schedule A: Appendix 3 to Schedule 1 Business Licence 2523, 2008., attached to and forming part of this Amendment Bylaw.

Severability

4. If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the Bylaw is deemed valid.

Read a first time this 2nd day of April, 2025

Read a second time this 2nd day of April, 2025

Read a third time this [day] day of [month], [year]

Adopted this [day] day of [month], [year]

Mayor Bob Wells

Corporate Officer

Certified a True Copy

Corporate Officer

APPENDIX 3 TO SCHEDULE 1**Business Licence Bylaw No. 2423, 2008**

Column 1	Column 2	Column 3
OFFENCE	BYLAW SECTION NO.	FINE
No business licence	2.1	\$500.00
Failure to pay for separate licence	2.2	\$100.00
Fail to display licence	2.3; 12.1(C)	\$100.00
Fail to transfer licence	2.9	\$100.00
Fail to notify if change to licence	2.10	\$100.00
Sale of goods or merchandise on highway	2.11	\$100.00
Fail to issue auctioneer's receipt	4.1	\$100.00
Fail to keep auctioneer's records	4.2	\$100.00
Fail to permit inspection of records	4.3	\$100.00
Exotic dancing outside maximum days permitted	5.2	\$100.00
Fail to post list of subtrades	7.1	\$100.00
Fail to state name of business	8.1 (a)	\$100.00
Fail to state name	8.1 (b)	\$100.00
Fail to display identification	8.1 (c)	\$100.00
Fail to display business licence	8.1 (d)	\$100.00
Fail to obtain business licence for Escort	9.1 (a)	\$100.00
Fail to provide business licence inspector with name, address and birthdate for each Escort	9.1.(b)	\$100.00

**New
No.**

APPENDIX 3 TO SCHEDULE 1 (CONTINUED)**Business Licence Bylaw No. 2423, 2008**

Column 1	Column 2	Column 3
OFFENCE	BYLAW SECTION NO.	FINE
No Mobile Food Vending licence	10.1	\$100.00
Failure to provide proof of required permissions	10.2	\$100.00
Sale of improper goods	10.4	\$100.00
Improper location of Mobile Food Vendor	10.5; 10.7; 10.18	\$100.00
NEW Operating without owner's permission	10.6	\$100.00
NEW Mobile Food Vending operation not maintained	10.8	\$100.00
NEW Creating a disturbance	10.9	\$100.00
Waste receptacles not provided	10.10	\$100.00
Improper clearance on sidewalk or boulevard for pedestrians	10.11	\$100.00
NEW Mobile Food Vending operation creating an obstruction	10.12	\$100.00
Mobile Food Vending operation left unattended	10.13	\$100.00
NEW Storage on public property	10.14	\$100.00
Location log unavailable to Licence Inspector	10.15	\$100.00
Use of non-recyclable or non-biodegradable containers for food consumption	10.16	\$100.00
Mobile Food Vendor operation on public property outside of permitted hours	10.17	\$100.00
Mobile Food Vendor truck or Trailer of improper size	10.19	\$100.00
NEW Fail to observe specified conditions of business licence operation	12.1	\$100.00



The Corporation of the City of Courtenay

Bylaw No. 3175

A bylaw to amend Downtown Courtenay Revitalization Tax Exemption Bylaw No. 2937, 2018

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

Citation

1. This Bylaw shall be cited as “Downtown Courtenay Revitalization Tax Exemption - Amendment Bylaw No. 3175, 2025”.

Amendment

2. “Downtown Courtenay Revitalization Tax Exemption Bylaw No. 2937, 2018” is amended as follows:

- a) **AMENDING SECTION 2. DEFINITIONS by:**

- i. **ADDING** the following definition to Section 2.1 after the word “Council”:

“Improvement” will have the same meaning as set out in the Assessment Act.

- ii. **DELETING** the following definition from Section 2.1:

“Project” means a revitalization project on a Parcel involving the construction of a new improvement or alteration of an existing improvement, which meets the requirements of this bylaw, and the construction of which is begun after an application for a Tax Exemption has been submitted to, and approved by, Council;

and

REPLACING with:

“Project” means a revitalization project on a Parcel involving the construction of a new improvement or alteration of an existing improvement, which meets the requirements of this bylaw and is approved by Council or its delegate;

- b) **AMENDING SECTION 4. ELIGIBILITY CRITERIA by:**

- i. **ADDING** the following sub-sections 4.1. h) and i) after sub-section 4.1. g):

- h) Notwithstanding sub-section g), an application for a Tax Exemption may be submitted after building permit issuance in the event that extenuating circumstances exist. All other provisions of this bylaw still apply. Such applications must be accompanied by a letter to the Director of Development Services detailing and substantiating the extenuating circumstances that prevented application

submission prior to a building permit issuance and a quantity surveyor report by a Professional Quantity Surveyor or equivalent to the satisfaction of the Director of Development Services or delegate estimating the total construction value at time of a complete application being accepted by the City for the remaining improvements.

and

- i) If a building has received Occupancy Permit (Final Inspection) it does not qualify for Tax Exemption.

- ii. RENUMBERING consecutively the remaining sub-sections within SECTION 4.

c) **AMENDING SECTION 7. APPLICATION PROCESS by:**

- i. **DELETING** the following sub-section a)

- a) An Owner shall submit a completed application form provided by the City as amended from time to time (with all supporting documentation and the \$200 application fee) to the City concurrently with a building permit application.

and

REPLACING WITH:

- a) An Owner shall submit a completed application form provided by the City as amended from time to time (with all supporting documentation and the \$200 application fee) to the City prior to a building permit issuance.

- ii. ADDING the following sub-sections 7. b) and c) after 7. a):

- b) Application shall include a covering letter with a brief description of the Project, including an estimate of the construction value of the project, details of the floor area of the project by land use type(s), the number of residential units (if applicable), and an estimated date of obtaining an occupancy permit;

and

- c) An application for a Parcel that does not have an approved Development Permit must include a concept plan with information on the proposed use of the Parcel, details on the floor area, the number of residential units (if applicable), and conceptual renders of the form and character;

- iii. RENUMBERING consecutively the remaining sub-sections within SECTION 7.

d) **AMENDING SCHEDULE "B" Revitalization Tax Exemption Agreement by:**

- i. **DELETING** the following section 21:

21. Any construction of a new improvement or alteration of an existing improvement as

of this bylaw undertaken prior to the application for a Revitalization Tax Exemption will not be eligible for consideration.

and

- ii. **RENUMBERING** consecutively the remaining sub-sections within SCHEDULE “B”.

- 3. This bylaw is effective as of the date of its adoption.

Severability

- 4. If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the Bylaw is deemed valid.

Read a first time this 2nd day of April, 2025.

Notice published pursuant to Section 227 of the *Community Charter* on the 9th day of April, 2025 and the 16th day of April, 2025.

Read a second time this 23rd day of April, 2025.

Read a third time this 23rd day of April, 2025.

Adopted this ____ day of [month], 2025.

Mayor Bob Wells

Corporate Officer



The Corporation of the City of Courtenay

Bylaw No. 3179

A bylaw to impose rates on all taxable land and improvements

Whereas pursuant to the provisions of the *Community Charter*, the Council must each year, by bylaw, impose property value taxes on all land and improvements according to the assessed value thereof, by establishing rates to:

- a. Raise the municipal revenue proposed in the annual financial plan through taxation, and
- b. Collect the amounts required by the municipality to meet its taxing obligations in relation to other local governments and public bodies;

NOW THEREFORE the Council of the City of Courtenay, in open meeting assembled, enacts as follows:

Citation

1. This Bylaw shall be cited as “**2025 Property Tax Rate Bylaw No. 3179**”.

Application

2. The following rates are hereby imposed and levied for the year 2025 on the assessed value of land and improvements taxable for general municipal purposes, as shown in the attached Schedule, which forms part of this Bylaw:
 - A. General Municipal Purposes – Column “A”
 - B. Vancouver Island Regional Library – Column “B”
 - C. Comox Valley Regional District (General Assessment) – Column “C”
 - D. Comox Valley Regional District (Hospital Assessment) – Column “D”
 - E. Comox-Strathcona Regional Hospital District – Column “E”
 - F. Downtown Courtenay Business Improvement Area – Column “F”

Severability

3. If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the Bylaw is deemed valid.

Read a first time this 23rd day of April, 2025.

Read a second time this 23rd day of April 2025.

Read a third time this 23rd day of April 2025.

Adopted this [day] day of _____, 2025.

Mayor Bob Wells

Corporate Officer

Schedule

Tax Rates (dollars of tax per \$1000 taxable value)

Property Class	<u>A</u> General Municipal	<u>B</u> Library	<u>C</u> Regional District (general assessment)	<u>D</u> Regional District (hospital assessment)	<u>E</u> Regional Hospital District	<u>F</u> Downtown Courtenay Business Improvement Area
1. Residential	2.7031	0.1482	0.3379	0.3833	0.2522	0.0000
2. Utilities	40.0000	2.1932	5.0012	1.3414	0.8828	0.0000
3. Supportive Housing	2.7031	0.1482	0.3379	0.3833	0.2522	0.0000
4. Major Industry	30.0000	1.6446	3.7504	1.3031	0.8575	0.0000
5. Light Industry	9.7065	0.5320	1.2131	1.3031	0.8575	1.6097
6. Business / Other	11.3782	0.6239	1.4226	0.9390	0.6179	1.6097
8. Recreation / Non-Profit	4.4837	0.2460	0.5609	0.3833	0.2522	0.0000
9. Farm	2.8259	0.1556	0.3548	0.3833	0.2522	0.0000