



The Corporation of the City of Courtenay

Council Agenda

Meeting #: R9/2025
Date: May 21, 2025
Time: 4:00 p.m.
Location: CVRD Civic Room, 770 Harmston Ave, Courtenay

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

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7. COUNCIL REPORTS

- 7.1 Councillor Cole-Hamilton
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- 7.3 Councillor Hillian
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- 7.6 Councillor Morin
- 7.7 Mayor Wells

8. IN CAMERA RESOLUTION

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

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

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

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

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

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

9. ADJOURNMENT



The Corporation of the City of Courtenay

Council Minutes

Meeting #: R8/2025
Date: May 7, 2025
Time: 4:00 pm
Location: CVRD Civic Room, 770 Harmston Ave, Courtenay

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

Staff Present: K. O'Connell, Director of Corporate Services (Acting City Manager)
C. Davidson, Director of Infrastructure & Environmental Engineering
A. Langenmaier, Director of Financial Services
S. Saunders, Director of Recreation, Culture & Community Services
K. Shaw, Director of Operational Services
M. Wade, Director of Development Services
K. McClintock, Manager of Finance
A. Proton, Manager of Legislative Services (CO)
J. Schile, Manager of Development Planning
L. Bourgeois, Deputy Corporate Officer

1. CALL TO ORDER

Mayor Wells called the meeting to order at 4:04 p.m. and respectfully acknowledged that the meeting was conducted on the unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

Councillor Jolicoeur, on behalf of Courtenay Council, recognized May 17 as the International Day Against Homophobia, Biphobia, and Transphobia. The acknowledgement affirmed the City's commitment to inclusion, equity, and human rights, and expressed solidarity with the 2SLGBTQIA+ community.

Mayor Wells proclaimed May 3 to May 24, 2025, as Canadian Armed Forces Snowbirds Season in Courtenay. The proclamation recognized the Snowbirds' contributions to

military aviation and their annual spring training in the Comox Valley, which continues to inspire pride and enthusiasm in the community.

2. INTRODUCTION OF LATE ITEMS

Moved By Hillian

Seconded By Frisch

THAT Council add correspondence regarding a joint letter of support for the implementation of an Integrated Mobile Crisis Response Team in the Comox Valley as new item 6.1 – Letter Requesting Endorsement – Integrated Mobile Crisis Response Team (IMCRT).

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Minutes - April 23, 2025

Moved By Frisch

Seconded By Hillian

THAT Council adopt the April 23, 2025 Regular Council Meeting minutes, the April 30, 2025 Public Hearing minutes, and the April 30, 2025 Special Council minutes.

CARRIED

3.2 Special Council Minutes - April 30, 2025

The April 30, 2025 Special Council Meeting minutes were adopted during Item 3.1.

3.3 Public Hearing Minutes - April 30, 2025

The April 30, 2025 Public Hearing Meeting minutes were adopted during Item 3.1.

4. DELEGATIONS

4.1 Comox Valley Regional District and British Columbia Automobile Association

Michael Zbarsky (Manager of Transit and Facilities, CVRD) and David Holzer (Business Development Manager, Evolve e-Bike Share, BCAA) provided an update on the expansion of the regional Evolve electric bike share program.

The presentation included a proposal to extend the program to include electric scooters as part of the shared mobility offering.

Moved By Hillian

Seconded By Frisch

THAT Council direct staff to prepare a report on the implications of adding e-scooters to the Evolve E-bike Share program, and the implications of expanding the existing program.

CARRIED

5. STAFF REPORTS

5.1 Financial Services

5.1.1 2024 Audited Financial Statements

Cory Vanderhorst, Regional Assurance Partner MNP, Vancouver Island and Northern BC presented the City's 2024 Audited Financial Statements.

Moved By Hillian

Seconded By Frisch

THAT Council approve the Audited Financial Statements for the year-end December 31, 2024.

CARRIED

5.2 Development Services

5.2.1 Liquor Licence Application and Process Policy – DS-03

Moved By Frisch

Seconded By Hillian

THAT Council approve the Liquor Licence Application and Process Policy DS-03, dated May 7, 2025; and

THAT Council direct staff to prepare the bylaw amendment for "City of Courtenay Fees and Charges Bylaw No. 3107, 2023" to define fees for; applications requiring public input, report to Council and Council resolution to be \$1500, and for applications not requiring public input and only requiring staff assessment and staff response to be \$250.

CARRIED

Moved By McCollum

Seconded By Hillian

THAT Council direct staff to prepare a report on proposed delegation for the liquor license application for Council's consideration in 2026.

CARRIED

OPPOSED: Councillor Frisch and Councillor Jolicoeur

6. EXTERNAL CORRESPONDENCE

6.1 Letter Requesting Endorsement – Integrated Mobile Crisis Response Team (IMCRT)

Moved By Frisch

Seconded By Hillian

THAT Council endorse the joint letter of support to advocate for the implementation of an Integrated Mobile Crisis Response Team (IMCRT) in the Comox Valley.

Moved By Hillian

Seconded By McCollum

THAT Council defer consideration of endorsing the joint letter of support for the implementation of an Integrated Mobile Crisis Response Team (IMCRT) in the Comox Valley, and request a meeting with MLA Brennan Day to discuss the matter further.

CARRIED

OPPOSED: Councillor Morin

Without objections, Mayor Wells called a recess at 6:05 p.m. The meeting resumed at 6:30 p.m.

7. INTERNAL REPORTS AND CORRESPONDENCE

7.1 2024 Annual Development Cost Charges (DCC) Report

Moved By Frisch

Seconded By Hillian

THAT Council receive the 2024 City of Courtenay Annual DCC Reserve Fund Report for the year ended December 31, 2024.

CARRIED

8. BYLAWS FOR FIRST, SECOND AND THIRD READINGS:

8.1 Zoning – Amendment Bylaw No. 3157 – Medium Density Multi-Residential (RM-1)

Moved By Hillian

Seconded By Frisch

THAT Council give first, second and third readings to “Zoning – Amendment Bylaw No. 3157 - Medium Density Multi-Residential (RM-1)”.

CARRIED

9. BYLAWS FOR ADOPTION:

9.1 Bylaws to Regulate Short-term Rental Accommodation – Final Readings

9.1.1 Business Licence - Amendment Bylaw No. 3133, 2025 (short-term rental accommodation)

Councillor Hillian left the meeting at 7:13 pm.

Moved By Frisch

Seconded By Hillian

THAT Council adopt "Business Licence - Amendment Bylaw No. 3133, 2025 (short-term rental accommodation)".

CARRIED

Councillor Hillian was absent for the vote.

9.1.2 Zoning - Amendment Bylaw No. 3134, 2025 (Short-Term Rental Accommodation)

Moved By Frisch

Seconded By Cole-Hamilton

THAT Council adopt "Zoning - Amendment Bylaw No. 3134, 2025 (Short-Term Rental Accommodation)".

CARRIED

Councillor Hillian was absent for the vote.

9.1.3 Municipal Ticket Information - Amendment Bylaw No. 3139, 2025 (short-term rental accommodation)

Moved By McCollum

Seconded By Frisch

THAT Council adopt "Municipal Ticket Information - Amendment Bylaw No. 3139, 2025 (short-term rental accommodation)".

CARRIED

Councillor Hillian was absent for the vote and returned to the meeting at 7:15 p.m.

9.2 Amend Development Permit Area 1 and 2 for Small-Scale Multi-Unit Housing

9.2.1 Official Community Plan - Amendment Bylaw No. 3177, 2025 (Form & Character Development Permit Area – Small-Scale Multi-Unit Housing)

Moved By Frisch

Seconded By Cole-Hamilton

THAT Council adopt "Official Community Plan - Amendment Bylaw No. 3177, 2025 (Form & Character Development Permit Area – Small-Scale Multi-Unit Housing)".

CARRIED

9.2.2 Zoning - Amendment Bylaw No. 3176, 2025 (Form & Character Development Permit Area – Small-Scale Multi-Unit Housing)

Moved By Frisch

Seconded By Cole-Hamilton

THAT Council adopt " Zoning - Amendment Bylaw No. 3176, 2025 (Form & Character Development Permit Area – Small-Scale Multi-Unit Housing)".

CARRIED

9.3 2025-2029 Financial Plan Amendment Bylaw No. 3180, 2025

Moved By McCollum

Seconded By Frisch

THAT Council adopt "2025-2029 Financial Plan Amendment Bylaw No. 3180, 2025".

CARRIED

9.4 Sewer Service Frontage Tax – Amendment Bylaw No. 3181, 2025

Moved By Cole-Hamilton

Seconded By Morin

THAT Council adopt "Sewer Service Frontage Tax – Amendment Bylaw No. 3181, 2025".

CARRIED

9.5 Water Service Frontage Tax – Amendment Bylaw No. 3182, 2025

Moved By Frisch

Seconded By Cole-Hamilton

THAT Council adopt "Water Service Frontage Tax – Amendment Bylaw No. 3182, 2025".

CARRIED

9.6 Municipal Enforcement Bylaw No. 3185 – Bylaw Adjudication

Moved By Hillian

Seconded By McCollum

THAT Council adopt "Municipal Enforcement Bylaw No. 3185".

CARRIED

10. COUNCIL REPORTS

10.1 Councillor Cole-Hamilton

No report provided.

10.2 Councillor Frisch

No report provided.

10.3 Councillor Hillian

Councillor Hillian provided an update on the Kus-kus-sum project, noting progress despite soil management delays, earthworks are expected to finish by fall, with the steel wall removal planned for winter. The site is held in trust, with steps underway to support K'ómoks First Nation in assuming full ownership.

Councillor Hillian also submitted a report of activities, see agenda.

10.4 Councillor Jolicoeur

Councillor Jolicoeur shared two updates:

"Unity in Community" Event - June 7th, 2025 at Simms Park, celebrating diversity and showcasing local non-profits.

Youth Housing Needs Assessment - Led by Foundry Comox Valley (John Howard Society) to address youth homelessness and connect youth with support services.

10.5 Councillor McCollum

Councillor McCollum was re-elected to the Municipal Finance Authority (MFA) of BC Board of Trustees for a third term. She noted the MFA's AAA credit rating, which allows BC municipalities to access low borrowing rates, avoid bond fees, and fund infrastructure projects at reduced costs.

10.6 Councillor Morin

Councillor Morin highlighted a community event on the toxic drug crisis, scheduled for June 3 to 4:

- "Precarious" theatre performance at Stan Hagen Theatre (June 3)
- Business luncheon and public presentation featuring keynote speaker Lisa Lapointe (June 4), with additional panelists including Dr. Charmaine Enns and Leslie McBain. Includes a peer luncheon for those with lived experience

Councillor Morin also submitted a report of activities, see agenda.

10.7 Mayor Wells

Mayor Wells reviewed his recent attendance at several events:

- Attended the Bean Dinner in Cumberland and the Comox Valley Family Services fundraiser on May 1, 2025
- Participated in Red Dress Day, including a flag raising at City Hall and a well-attended community gathering on May 5, 2025
- Noted that Public Works Week will take place from May 18–24.

11. IN CAMERA RESOLUTION

Moved By Frisch

Seconded By Cole-Hamilton

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

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

(g) litigation or potential litigation affecting the municipality; and

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

CARRIED

12. ADJOURNMENT

Mayor Wells terminated the open portion of the meeting at 7:27 p.m. Following the conclusion of the in camera portion of the meeting, Mayor Wells terminated the meeting at 7:51 p.m.

CERTIFIED CORRECT

Adopted by Council [MONTH] [DAY], 2025

Mayor Bob Wells

Corporate Officer



The Corporation of the City of Courtenay

Staff Report

To: Council

File No.: 3090-20-2501/DVP00062

From: Director of Development Services

Date: May 21, 2025

Subject: Development Variance Permit Application No. 2501: 2-2230 Cliffe Avenue

PURPOSE:

For Council to consider approval of Development Variance Permit No. 2501 to vary Zoning Bylaw section 8.19.5 (1) Commercial use - from “fifty percent (50%)” to “fifty-two percent (52%)” of total area of the lot; vary section 8.19.6 (1) Front Yard - from “7.5 m” minimum front yard building setback to “0.5 m”; and very section 8.19.11 (2) Landscaping and Screening - removing the requirement “To separate parking, internal roads, services or storage areas from adjacent properties, a landscaped buffer area of at least 2.0 m in width and 2.0 m in height shall be provided along the inside of all property lines” in order to permit an approximately 168m² addition to an existing commercial building on the property. legal described as Strata Lot 2 Section 66 Comox District Strata Plan VIS 5580 Together with an Interest in the Common Property in Proportion to the Unit Entitlement of the Strata Lot as Shown on Form V.

BACKGROUND:

The property owners of 2-2230 Cliffe Avenue (Midland Tools) are seeking variances to lot coverage, front yard building setback and landscape and screening requirements of the Commercial Two (C-2) zone within Zoning Bylaw No. 2500, 2007 in order to permit a 168m² addition to an existing commercial building. Figures 1 (Site Location and Context) below show legal parcel and site context. Figure 2 shows the site plan.

The subject property is Strata Lot 2 (SL 2), one of three strata lots within the overall bare land strata. The subject strata contains an existing 700m² commercial building operating as Midland Tools. The other two strata lots consist of commercial businesses including a realtor office in Strata Lot 1 and two fast food restaurants and a vape shop in Strata Lot 3. The three Strata lots also share common property consisting of its internal road/ driveway off Cliffe Avenue and its parking lot, which contains 88 stalls and meets the Zoning Bylaw’s parking requirements for all of the businesses on-site.

Figure 1: Site Location and Context

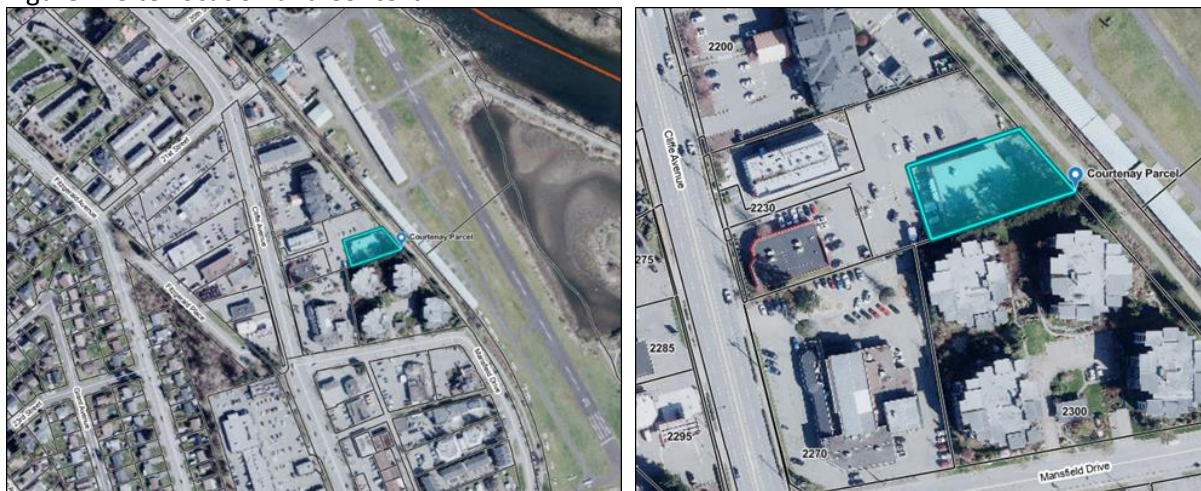
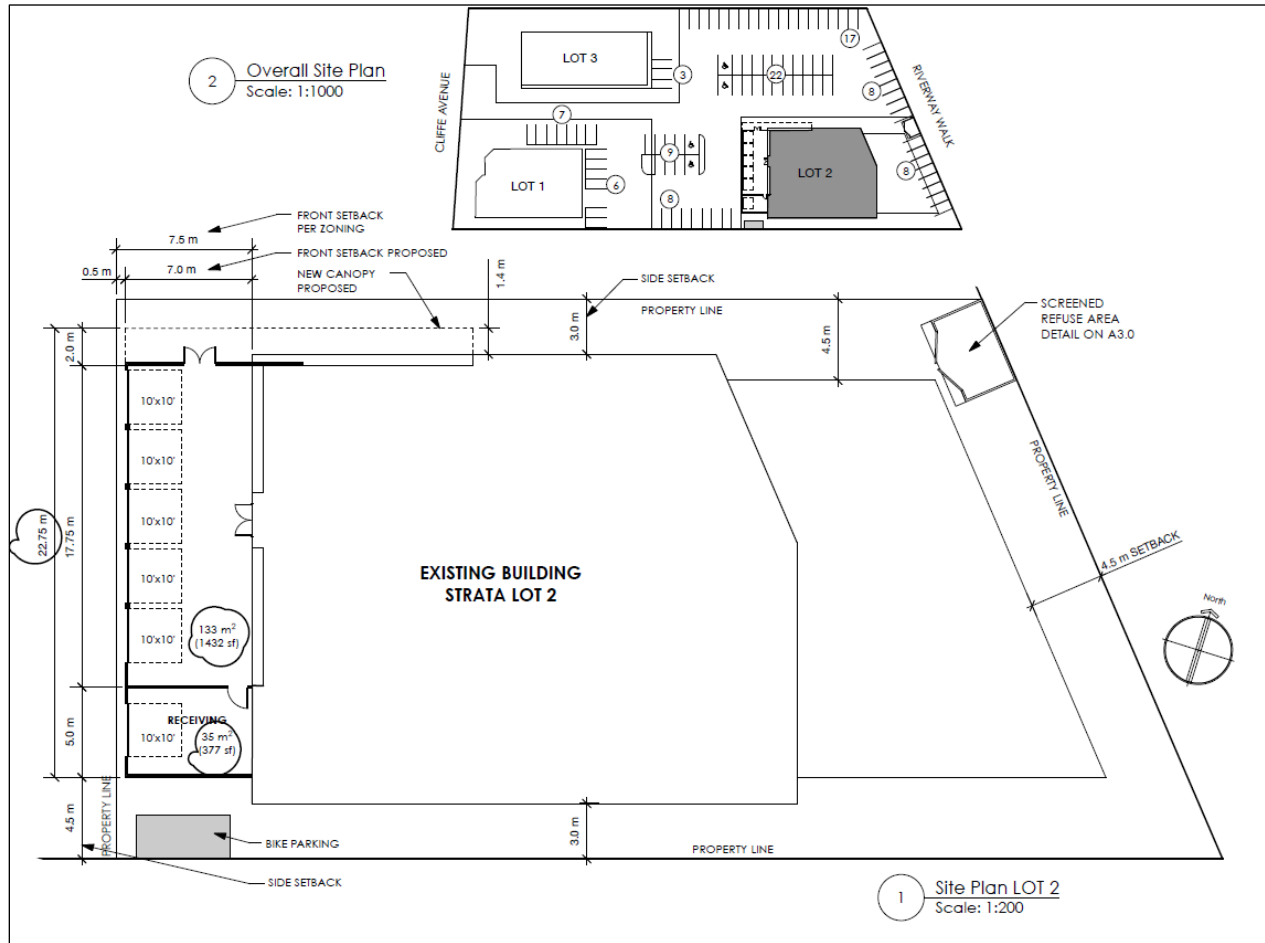


Figure 2: Site plan



The property is designated Urban Corridor in the Official Community Plan, and is zoned Commercial Two (C-2). The subject property is relatively flat with a gentle slope from Cliffe Avenue down toward its rear property line. The property is surrounded to the north first by the strata's shared property parking lot and then the Bayview Hotel further north of the parking lot. To the east is the Courtenay Riverway Trail and Airpark. To the south is Trumpeters Landing, a 4-storey residential condominium complex and a two-storey commercial building that has a zoning bylaw amendment and development permit applications in process to redevelop the site into a mixed use commercial and residential building. To the west is additional shared strata parking, followed by the other strata units abutting Cliffe Avenue.

The proposed addition to the existing building is classified as a commercial development and is subject to DPA-1: Commercial Form and Character Development Permit Area, and issuance of a Development Permit. If Council approves the requested variances, the Director of Development Services will be able to proceed with consideration of the applicant's concurrent Development Permit application.

No mature trees exist on the property, although a stand of Douglas Firs falls just outside its southern property line on the Trumpeters Landing site, providing good screening and buffering between the two uses. The property falls within a registered archaeological site (DkSf-1) and within K'ómoks First Nation's (KFN) Area of High Archaeological Potential (AOP). The applicant has been in communication with KFN about how they are proceeding with the development with regard to the archaeological sensitivities. The tree and archaeological considerations are managed in greater detail through the applicant's Development Permit application.

DISCUSSION:

The variances being considered are to support the proposal for a commercial addition primarily designed for greater storage space for goods. The addition looks to enhance the functionality, safety and security for both the business and its customers. The proposed addition to the existing building will also provide a façade refresh along front of the building will the addition will be built and along small portions of the side of the building (Figure 3). The new space will allow for a dedicated receiving and storage area and provide weather protection for the goods and materials that currently have to sit outside for periods of time. The applicant has provided letters of support from the property owners of both of the other strata lots (**Attachment 3**).

The C-2 zone calculates density based on a formula that involves both lot coverage and building height. For commercial buildings, the maximum lot coverage allowed is 50% of the total lot area, and the maximum height is 9.5 meters. With the proposed building height set at 5.9 meters and a lot coverage of 51.6%, the density only reaches about 64% of the allowable limit. Therefore, the need for a variance arises solely from the lot coverage exceeding the maximum permitted, not from the density, which remains compliant

Table 1: Zoning analysis - Requested variances in bold text.

Regulation	Required	Proposed
Permitted Use	Building supply store	Building supply store
Minimum Lot Size	650 m ²	1,682 m ²
Maximum Lot Coverage	50%	52%
Maximum Building Height	9.5 m	5.9 m
Minimum Front Setback	7.5 m	0.5 m
Minimum Side Setback(s)	north side: 0.0 m south side: 4.5m	north side: 1.6m south side: 4.5m (except 3.0m where existing)
Minimum Rear Setback	4.5m	> 4.5m
Landscaping and Screening:	<p>(2) To separate parking, internal roads, services or storage areas from adjacent properties, a landscaped buffer area of at least 2.0 m in width and 2.0 m in height shall be provided along the inside of all property lines.</p> <p>(3) Loading areas, garbage and recycling containers shall be screened and gated to a minimum height of 2 m by a landscaping screen or solid decorative fence or a combination thereof.</p>	<p>Remove this section</p> <p>Garbage will be screened and enclosed by 2m high fencing.</p>
Minimum Parking:	59 spaces (for the whole strata)	88 space provided

POLICY ANALYSIS:

Staff evaluate all three variance requests as supportable for the following reasons:

1. Section 8.19.5 (1) Commercial use - from “fifty percent (50%)” to “fifty-two percent (52%)” of total area of the lot

The increase in coverage (2%) does not impact the look and massing of the proposed development, nor would it have any adverse impacts on adjacent properties. The lot is almost entirely developed with impervious surfaces, including the area where the addition be built, meaning there will not be an increase in run-off or a need for greater on-site stormwater management.

2. Section 8.19.6 (1) Front Yard - from “7.5 m” minimum front yard building setback to “0.5 m”

The variance to the front yard setback is mitigated by the fact that the front yard for the strata lot in question abuts the shared strata parking area, not a public road or another private property. As shown in Figure 3, the exiting front yard for the strata is currently occupied by materials and goods, included a temporary pop up shelter and a small storage container. The effect of approving a building to within 0.5m of the front property line is unlikely to alter how the site has historically operated.

Figure 3: Existing site



3. Section 8.19.11 (2) Landscaping and Screening - removing the requirement “To separate parking, internal roads, services or storage areas from adjacent properties, a landscaped buffer area of at least 2.0 m in width and 2.0 m in height shall be provided along the inside of all property lines.”

In this instance, where three strata properties share the parking area and drive isles for business operations, requiring a landscape buffer would unnecessarily separate the uses and could negatively impact the operation of the business.

FINANCIAL IMPLICATIONS:

There is no direct financial implication related to this Development Variance Permit application.

ADMINISTRATIVE IMPLICATIONS:

Processing Development Variance Permit applications is a statutory component of the corporate work plan and a core duty of the Development Services Department. Work to date has primarily been carried out by Development Services staff, although other departments have provided referral comments.

STRATEGIC PRIORITIES REFERENCE:

This initiative addresses the following strategic priorities:

- Good Governance - Review and streamline development process and set targets for application processing times

PUBLIC ENGAGEMENT:

Per Development Procedures Bylaw No. 2106, 2023, no Community Information Meeting (CIM) is required for this Development Variance Permit Application.

The property owners of both Strata Lot 1 and 3 provided letters in support of the proposed development.

In accordance with Local Government Act Section 499, Staff mailed a public notification to 167 property owners and occupants within a 30-metre area on May 9, 2025 (Attachment No. 2). There were no public comments received at the time of writing this report, and any comments received by 1:00 p.m. on Wednesday, May 21, 2025 will be presented to Council at the regular council meeting.

OPTIONS:

1. THAT Council vary *Zoning Bylaw No. 2500, 2007* as follows:
 - a.) Section 8.19.5 (1) Commercial use - from “fifty percent (50%)” to “fifty-two percent (52%)” of total area of the *lot*;
 - b.) Section 8.19.6 (1) Front Yard - from “7.5 m” minimum front yard building setback to “0.5 m”;
 - c.) Section 8.19.11 (2) Landscaping and Screening - removing the requirement “To separate parking, internal roads, services or storage areas from adjacent properties, a landscaped buffer area of at least 2.0 m in width and 2.0 m in height shall be provided along the inside of all property lines.”; and

THAT Council approve “*Development Variance Permit No. 2501 (2-2230 Cliffe Avenue)*”; and

THAT Council direct the Director of Development Services to issue “*Development Variance Permit No. 2501 (2-2230 Cliffe Avenue)*”.

1. THAT Council defer and request additional information from staff for “*Development Variance Permit No. 2501 (2-2230 Cliffe Avenue)*”.
2. THAT Council deny the application for “*Development Variance Permit No. 2501 (2-2230 Cliffe Avenue)*” and provide a reason for denial.

ATTACHMENTS:

1. Draft Development Variance Permit No. 2501
2. Public Mailout Notice
3. Strata Letters of Support

Prepared by: Jacob Cramer – Planner II, Development Services
Reviewed by: Marianne Wade, RPP MCIP, Director of Development Services
Concurrence: Kate O’Connell, Acting City Manager (CAO)



The Corporation of the City of Courtenay

Development Variance Permit

Permit No. 3090-20-2501/DVP00062

To issue a Development Permit

To: **Name:** 0726074 B.C. LTD., INC.NO. 726074
 Address: 5100 RUTHERFORD RD
 NANAIMO, BC
 V9T 5N9

Property to which permit refers:

Legal: STRATA LOT 2 SECTION 66 COMOX DISTRICT STRATA PLAN VIS5580 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM V

Civic: 2-2230 CLIFFE AVENUE, COURTENAY, BC, V9N 2L4

The City of Courtenay Zoning Bylaw No. 2500, 2007 is varied as follows:

- Section 8.19.5 (1) Commercial use - from “fifty percent (50%)” to “fifty-two percent (52%)” of total area of the lot
- Section 8.19.6 (1) Front Yard - from “7.5 m” minimum front yard building setback to “0.5 m”
- Section 8.19.11 (2) Landscaping and Screening - removing the requirement “To separate parking, internal roads, services or storage areas from adjacent properties, a landscaped buffer area of at least 2.0 m in width and 2.0 m in height shall be provided along the inside of all property lines.”

Conditions of Permit:

Development Variance Permit No. 2501 issued to allow for the development to allow for the development of an approximately 168m² addition to an existing commercial building.

1. The development shall be in substantial conformance with the Architectural Drawings by Phi Architect Inc., dated April 9, 2025, attached as ***Schedule A***;
2. A Sign Permit shall be obtained prior to any signage being installed;
3. A Tree Cutting Permit shall be obtained prior to the removal of any trees;
4. The development shall meet all other applicable requirements, standards and guidelines; and
5. No alterations or amendments shall be made without the City's permission. A formal amendment application is required if plans change or additional variances are identified after permit issue.

Time Schedule of Development and Lapse of Permit

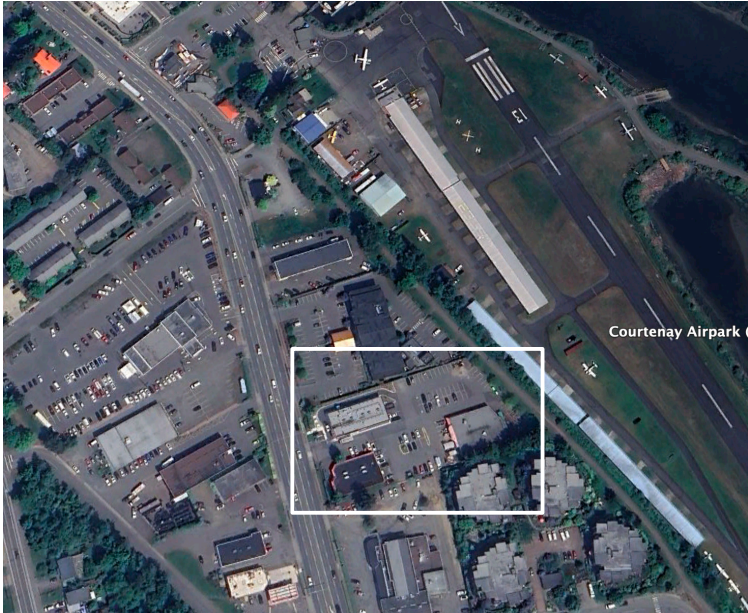
That if the permit holder has not substantially commenced the construction authorized by this permit within (24) months after the date it was issued, the permit lapses.

Date

Director of Development Services

BYLAW COMPLIANCE

Description	New façade and renovations to an existing retail store			
Owner	Midland Tools			
AHJ	City of Courtenay			
Legal Address	Strata Lot 2 and the Common Property of Strata Plan VIS 5580, Section 66, Comox District.			
Civic Address	2 - 2230 Cliffe Avenue, Courtenay V9N 2L4			
Zoning	C-2 Commercial Two			
OCP Precinct	Courtenay Air Park Precinct			
Permitted Use	Retail Store			
Area of Lot	1682 m² (18,105 sf)			
FAR and Lot Coverage	Permitted	50%	Existing	700 m² / 1682 m² = 41.6 %
* (Variance)	Addition	168 m² + 700 m² = 868 m² / 1682 m² = 51.6% *		
Allowable Volume	1682 m² x 0.5 = 841 m² x 9.5 m = 7,990 m³			
Actual Volume	1682 m² x 0.516 = 868 m² x 5.88 m = 5,106 m³			
Site Density	5106 m³ / 7990 m³ = 63.9%			
Setbacks	Front:	7.5 m; Proposed 0.5 m *		
* (Variance)	Rear:	4.5 m		
	Side:	4.5 m for addition; 3.0 m existing		
Accessory Structures	Not permitted in side yard.			
	Not permitted in front of building. Fences excluded.			
Building Height	Permitted	9.5 m	Proposed	No change
DP Area	DPA-1 Commercial			
Floor Area	Existing	700 m² (7,535 sf)		
	Addition	168 m² (1,808 sf)		
	Total	868 m² (9,343 sf)		
Landscaping	No change			
Parking	Lot 1 (Office)	1 space per 37.5m² (390m²) = 11 spaces		
	Lot 2 (Retail)	1 space per 35m² plus = 24 spaces		
	Lot 3 (Fast Food)	8 spaces plus 1 per 6 seats = 24		
	Required	59 spaces		
	Provided	88 spaces		
Bike Parking	Provided	One bike rack		
Fencing	Max. height	2.0 m (6'-6" ft)		
Screening	Refuse bins screened by 2.0 m high fence			
Conditions of Use	Outdoor display permitted (OCP Article 8.1.9.2)			



3 Location Map
GEODETIC ELEVATION 9.0 M



1 Front Perspective

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ISSUE		
1	FOR REVIEW	10 NOV 2024
2	FOR DP	20 NOV 2024
3	DP REVISIONS	2 APRIL 2025
4	ADD VOLUME TO DATA	9 APRIL 2025



Phillipa Atwood Architect.AIBC, LEED AP
5 Little Bear Way, Royston BC V0R 2V0
pippa@phiarchitecture.ca
250.703.0433 / 250.218.0724

PROJECT

MIDLAND TOOLS
ADDITION

2230-B CLIFFE AVENUE
COURTENAY

DRAWING TITLE

COVER

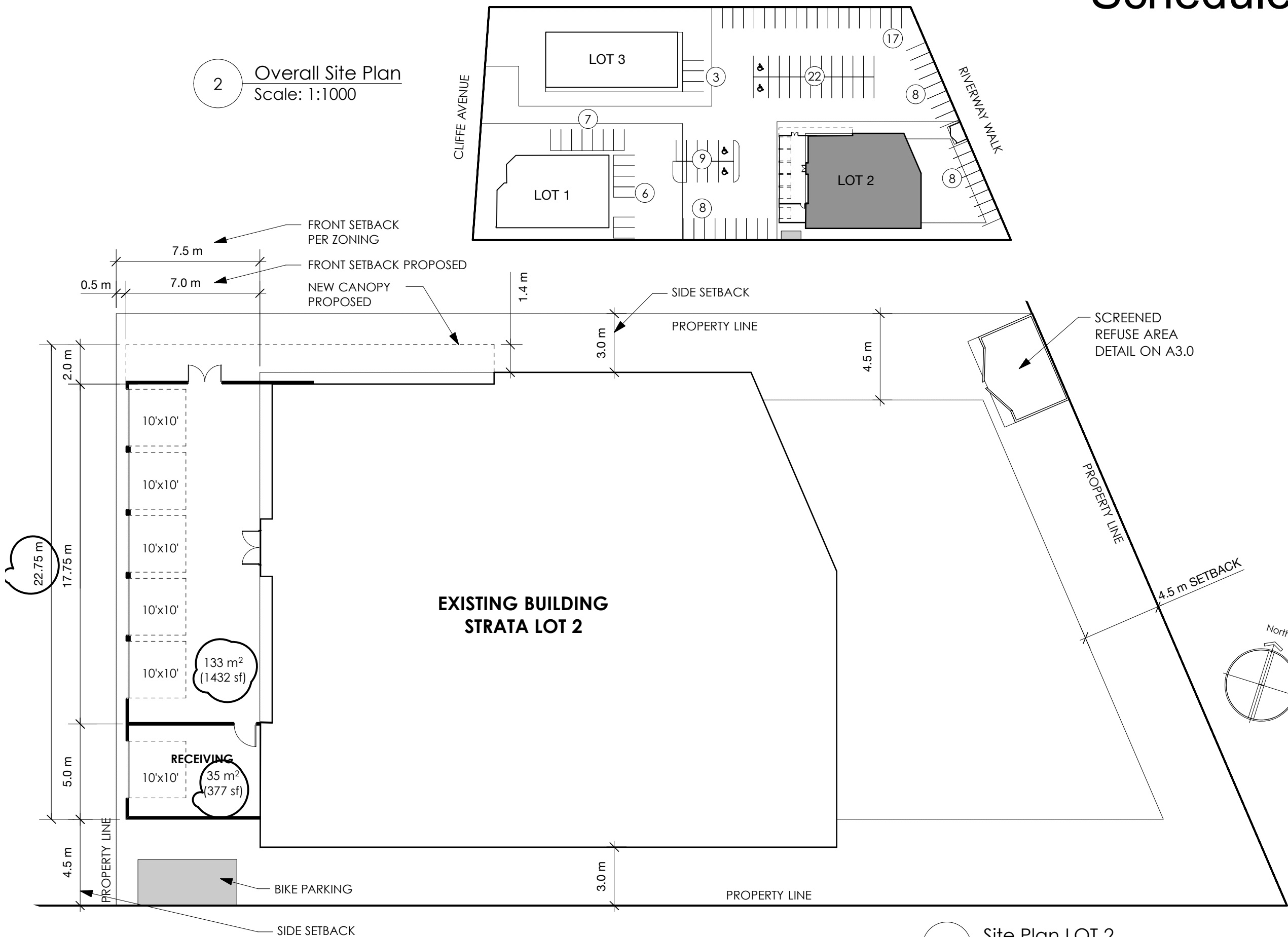
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PA	9 NOVEMBER 2024

DRAWING NO.

A00

2 Project Data

Schedule A



2 Overall Site Plan
Scale: 1:1000

1 Site Plan LOT 2
Scale: 1:200

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ISSUE		
1	FOR REVIEW	10 NOV 2024
2	DP APPLICATION	20 NOV 2024
3	DP REVISIONS	2 APRIL 2025
4	REVISED AREA & DIMENSION	7 APRIL 2025

Phi Architecture INC

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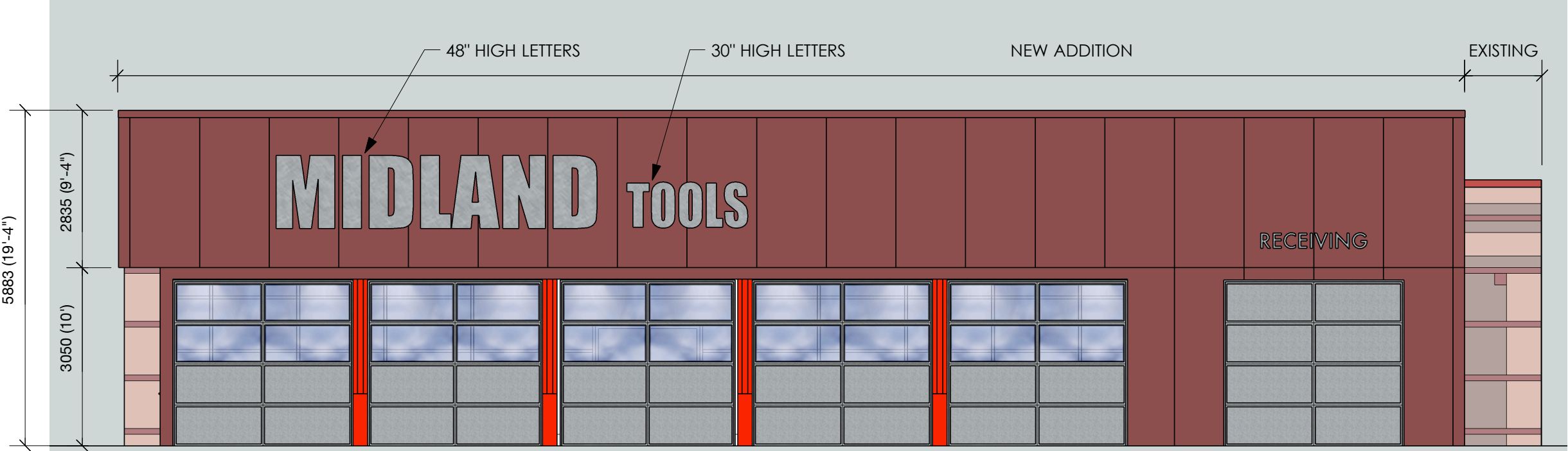
PROJECT
**MIDLAND TOOLS
ADDITION**
2230-B CLIFFE AVENUE
COURTENAY

DRAWING TITLE
**SITE
PLANS**

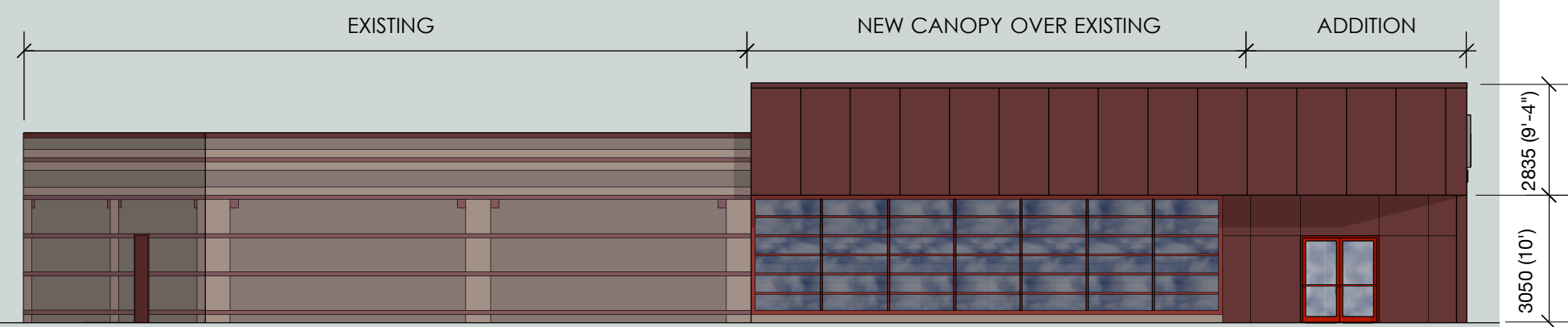
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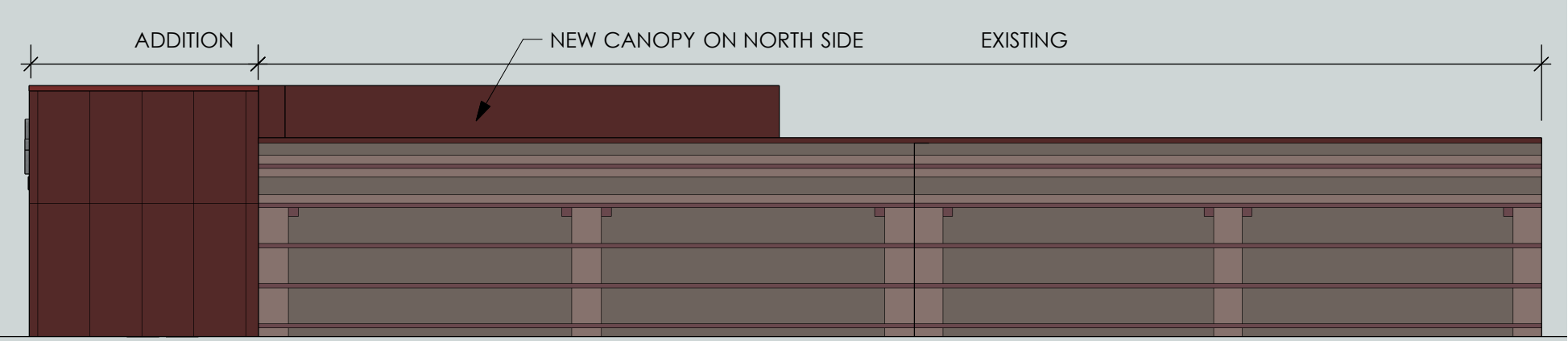
Schedule A



1 Front Elevation



2 North Elevation



3 South Elevation

MATERIALS & COLOURS

Fascia	Dark Red Panels
Side Doors	HardiPanel or similar
Columns	Bright Red
Metal Flashing	To match existing window frames
Overhead Doors	Bright Red
Receiving Door	Concrete base 3' and steel I-beam
Signage	Bright Red
	Dark Red
	Aluminum
	Glazing in upper half
	Solid panels lower half
	Aluminum
	Solid panels
	Metal Letters:
	MIDLAND - 18'6" x 4'
	TOOLS - 7' x 30"
	RECEIVING - 6' x 10"
	(Total area = 96.5 sf)

4 Materials & Colours

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ISSUE		
1	FOR REVIEW	10 NOV 2024
2	FOR DP	20 NOV 2024

Phi Architecture INC

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PROJECT

**MIDLAND TOOLS
ADDITION**

2230-B CLIFFE AVENUE
COURTENAY

DRAWING TITLE

ELEVATIONS

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ISSUE		
1	DP APPLICATION ADDITIONS	2 APRIL 2025

MBR-0350-00001

Legacy # MBR350-4-S



Sustainability Facts

Unit Size	One (1) MBR-0350-00001 Bike Rack
Carbon footprint (GWP)	181 kg CO2-Eq <small>Measured in kilograms of carbon dioxide equivalent</small>
Total energy use (TPE)	2910 MJ-Eq <small>Measured in megajoules of energy equivalent</small>
Water use (WDP)	1.35 m3 water <small>Measured in cubic metres of water</small>
Material recyclability	100%
LEED v4.1 Credits	
Type III Environmental Product Declaration	<input checked="" type="checkbox"/>
Material Inventory	<input checked="" type="checkbox"/>
Low VOC finishes	<input checked="" type="checkbox"/>
Free of Red List substances	<input checked="" type="checkbox"/>

*Full EPD can be referenced for more information:
<https://www.epdregistration.com/maglin/>

DESCRIPTION:

300 Series - 350 Bike Rack: H.S. Steel Tube, Formed Steel and Solid Steel Angle, Surface Mount, 4 Loops, 3 Bike Configuration

FINISH:

All steel components are protected with E-Coat rust proofing.
The Maglin Powdercoat System provides a durable finish on all metal surfaces.

INSTALLATION:

The bike rack is delivered pre-assembled. It is available with a surface mount installation.

TO SPECIFY:

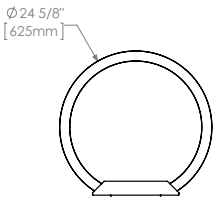
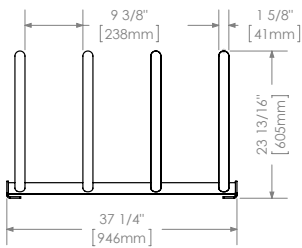
Select MBR-0350-00001
Choose:
- Powdercoat Color


HEIGHT: 23.81" (60.5cm)

LENGTH: 37.25" (94.6cm)

DIAMETER: 24.63" (62.5cm)

WEIGHT: 63.2 lbs (28.7kg)





T 800 716 5506

F 877 260 9393

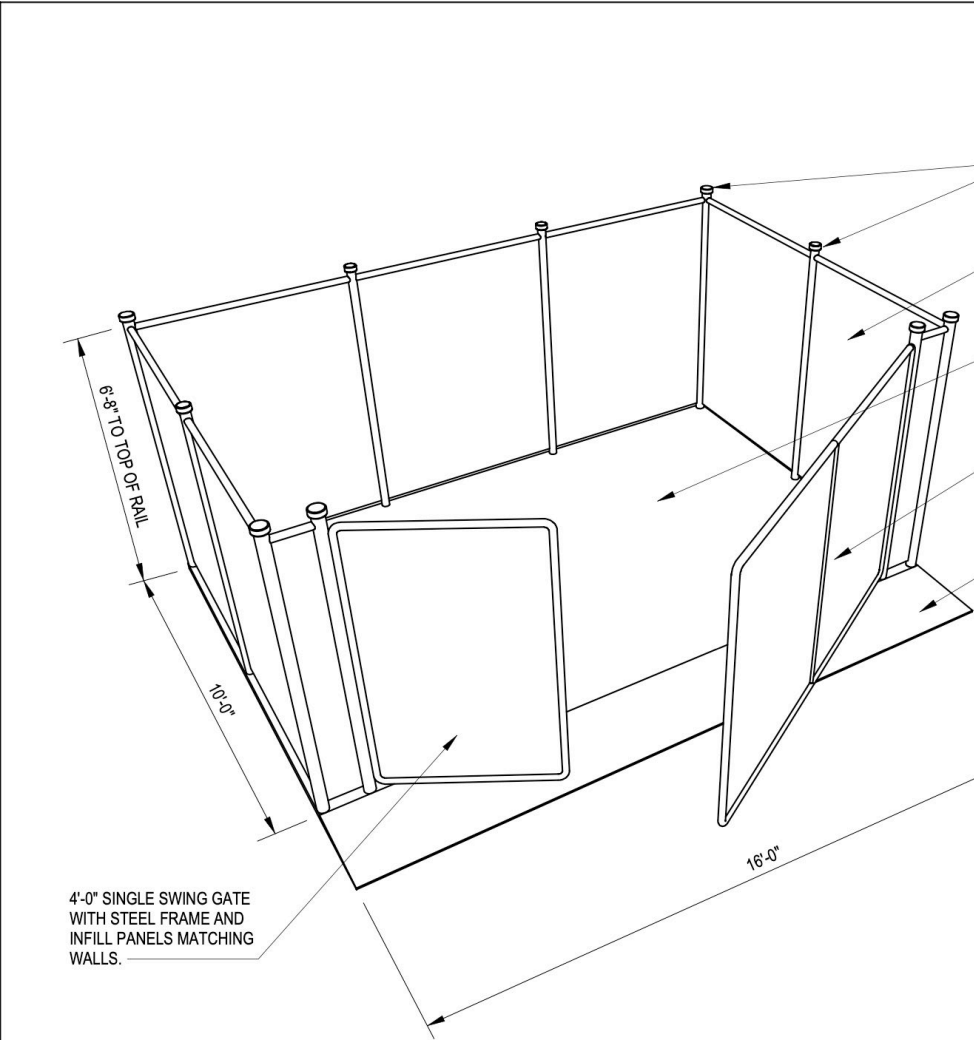
www.maglin.com

sales@maglin.com

- All drawings, specifications, design and details on this page remain the property of Maglin Site Furniture Inc. and may not be used without Maglin authorization.

- Details and specifications may vary due to continuing improvements of our products.

1 Bike Rack



STEEL CORNER AND INTERNAL POSTS - BLACK.

VINYL COATED WIRE MESH INFILL PANELS WITH OPAQUE VINYL SLATTING - ALL BLACK.

CONCRETE SLAB ON GRADE WITH MINIMUM 1/4:12 SLOPE DOWN TO DRAIN.


10'-0" DOUBLE SWING GATE WITH STEEL FRAME AND INFILL PANELS MATCHING WALLS.

2'-0" WIDE CONCRETE APRON.

NOTES:
1. CONSTRUCTION AS PER MANUFACTURER'S SPECIFICATIONS.
2. GATES SHALL BE FITTED WITH SECURITY LOCKS.

4'-0" SINGLE SWING GATE WITH STEEL FRAME AND INFILL PANELS MATCHING WALLS.

2 Refuse Enclosure



Architecture INC

Phillipa Atwood Architect.AIBC, LEED AP

5 Little Bear Way, Royston BC V0R 2V0

pippa@phiarchitecture.ca

250.703.0433 / 250.218.0724

PROJECT

MIDLAND TOOLS

ADDITION

2230-B CLIFFE AVENUE
COURTENAY

DRAWING TITLE	
DETAILS	
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Page 24 of 182

Notice of Development Variance Permit No. 2501

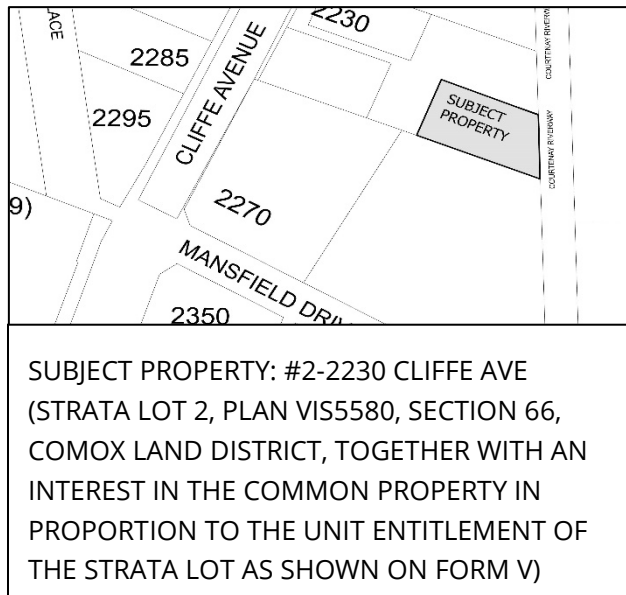
Development Variance Permit application for #2-2230 Cliffe Ave

File No.: 3090-20-2501/DVP00062

Council will consider Development Variance Permit No. 2501 at the Wednesday, May 21st, 2025 regular Council meeting at 4 pm, to vary lot coverage, front yard building setback, and landscaping and screening. The property is zoned Commercial Two (C-2).

The proposed Development Variance Permit (DVP) would vary the following sections of Zoning Bylaw No. 2500, 2007:

- *Section 8.19.5 (1) Commercial use – from “fifty percent (50%)” to “fifty-two percent (52%)” of total area of the lot;*
- *Section 8.19.6 (1) Front Yard – from “7.5 m” minimum front yard building setback to “0.5 m”;*
- *Section 8.19.11 (2) Landscaping and Screening – removing the requirement “To separate parking, internal roads, services or storage areas from adjacent properties, a landscaped buffer area of at least 2.0 m in width and 2.0 m in height shall be provided along the inside of all property lines.”*



Get more information

The proposed permit is available for viewing at Courtenay City Hall, 830 Cliffe Avenue, May 8th – May 21st 8:30 am – 4:30 pm Monday to Friday, Except holidays, OR online: www.courtenay.ca/devapps



Watch Meeting In-person

Wednesday, May 21, 2025, starting at 4:00 p.m.

At the CVRD's CIVIC Room
770 Harmston Ave., Courtenay



Watch Meeting Online

Wednesday, May 21, 2025, starting at 4:00 p.m.

Streamed live on the City of Courtenay's YouTube channel

Submit Written Comments

by 1:00 p.m. on Wednesday, May 21, 2025

Email: planning@courtenay.ca

Mail: Development Services

830 Cliffe Avenue, Courtenay, BC

V9N 2J7



**City of
Courtenay**

City of Courtenay Development Services

830 Cliffe Avenue, Courtenay BC, V9N 2J7

Page 25 of 182

Phone 250-703-4839 | Email planning@courtenay.ca

Date: 28 March 2024
To: Strata Lot Owners
Re: **Agreement in Principle for
Midland Tools Proposed Renovations (Strata Lot 2)
2230B Cliffe Avenue, Courtenay, BC V9N 2L4**

Ryan Johns the owner and operator of Midland Tools on Strata Lot 2, is proposing to upgrade the front facade of his lot and building. In order to proceed the City of Courtenay needs to know that all members of the strata approve in principal of the variances that will be required to realize the renovations Midland Tools is proposing. The variances required are:

	<u>Required</u>	<u>Existing</u>	<u>Proposed</u>
1. Front Building Setback	7.5 m	7.5 m	1.5 m
2. North Side Setback	4.5 m	3.0 m	1.6 m

By expanding the building in front there will be loss of 6 parking spaces. Currently 85 parking spaces are shared between the 3 lots. City bylaws require a total of only 60 parking spaces for all 3 lots. The upgrades proposed are to replace the existing canopy with a new roofed structure with overhead doors that will extend over the front sidewalk. They will open during retail hours. Two drawings attached describe the proposed renovations:

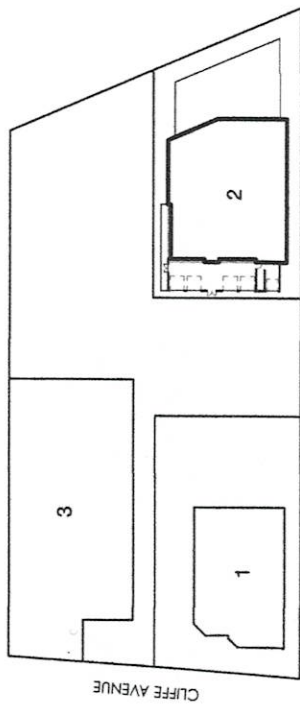
Site Plans - March 28, 2024

Proposed Upgrades - March 28, 2024

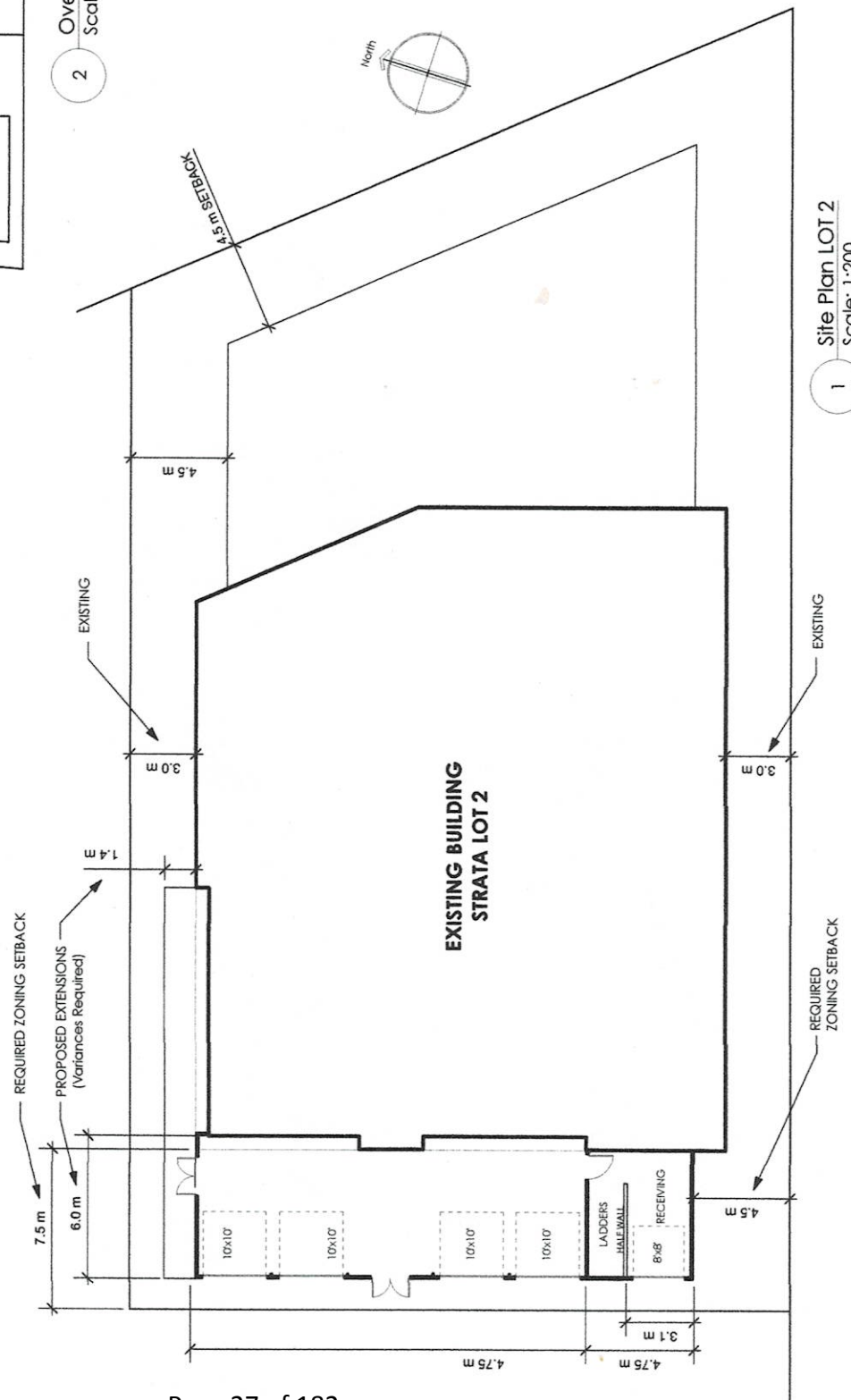
Midland Tools hereby asks for your approval in principal so they can proceed with the changes proposed. Your signature below indicates your agreement.

(1) Dionne Delesalle LTD
1165 20th St W
North Vancouver, BC, V7P2B6
Dionnedelesalle@gmail.com
Strata Building Address: 2230C Cliffe Ave, Courtenay, BC V9N 2L4

(2) Dave Proctor
1388 Ellenor Rd.
Comox BC V9M-4B4
Dave@oceanpacificrealty.com
Strata Building Address: 2230A Cliffe Ave, Courtenay, BC V9N 2L4



2 Overall Site Plan
Scale: 1:1000



1 Site Plan LOT 2
Scale: 1:200

Phi Architecture INC
Phillipa A Hood Architect AIBC, LEED AP
5 Little Bear Way, Roydon BC V0R 2V0
pippa@phiarchitecture.ca
250.703.0433 / 250.218.0724

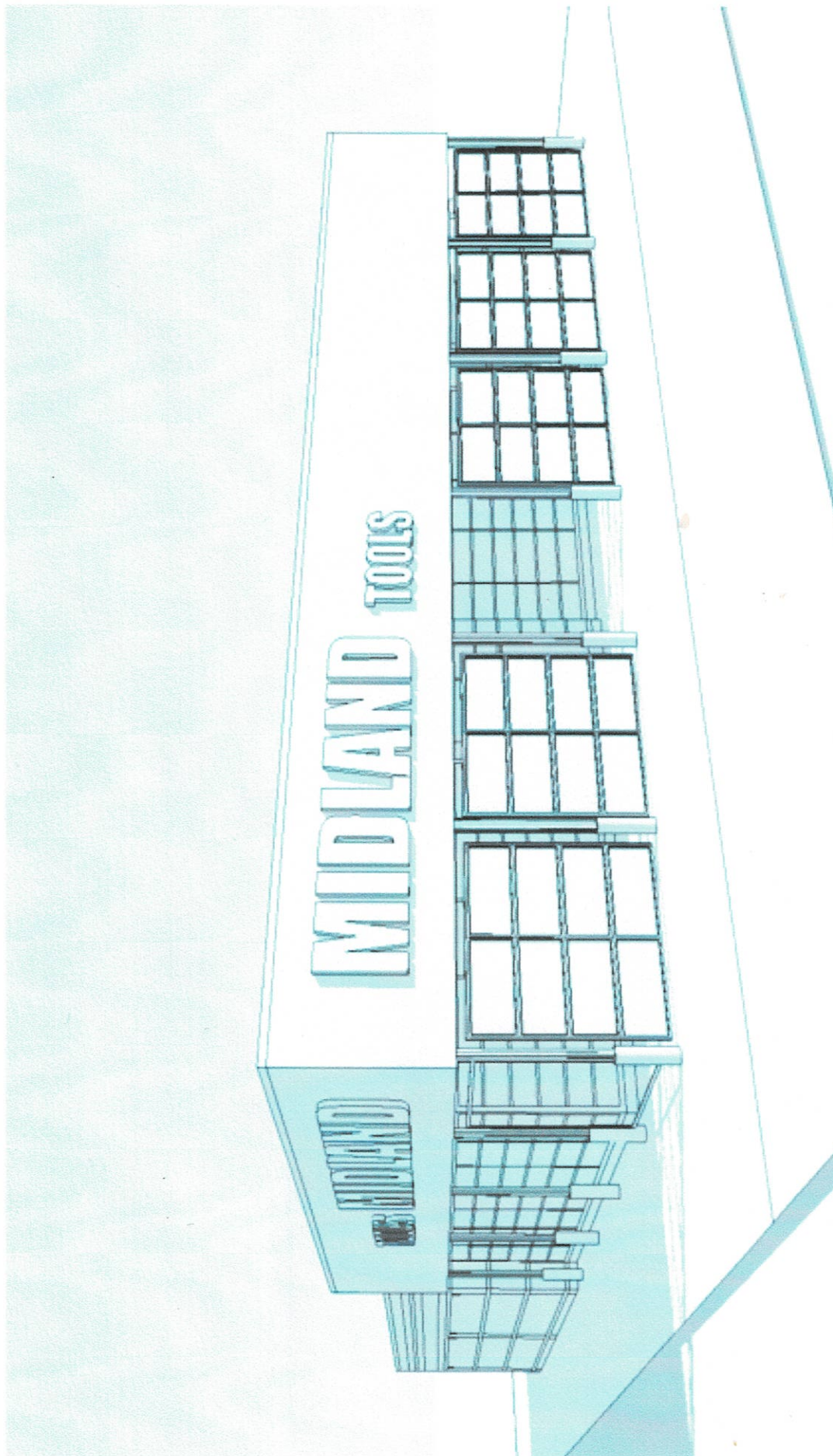
MIDLAND TOOLS
22308 CLIFFE AVENUE
COURTENAY

DRAWING TITLE

SITE PLANS

FILE	1285	SCALE	AS NOTED
DRAWN BY	PA	DATE	28 MARCH 2024
DRAWING NO.	A1.0		

- Dionne DeSelle



Phi

Phi Architecture Inc.
5 Little Bear Way Royston
250.703.0433
pipapa@pawoodarchitect.ca

Project No.
Scale
Date

1285
Not to scale
28 March 2024

MIDLAND TOOLS
2230B Cliffe Avenue

**PROPOSED
UPGRADES**

Deleseele
Dionne

Date: 28 March 2024
To: Strata Lot Owners
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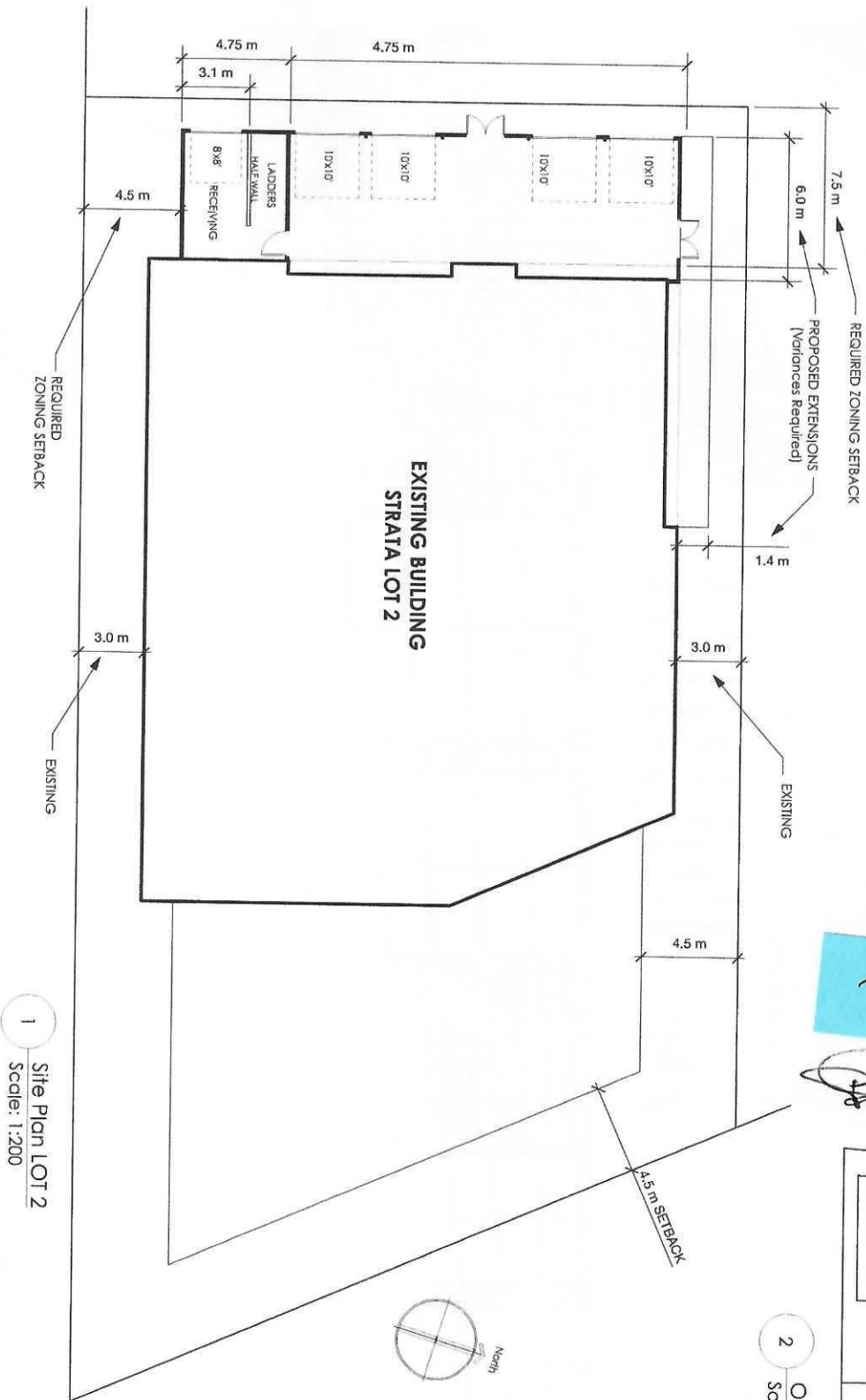
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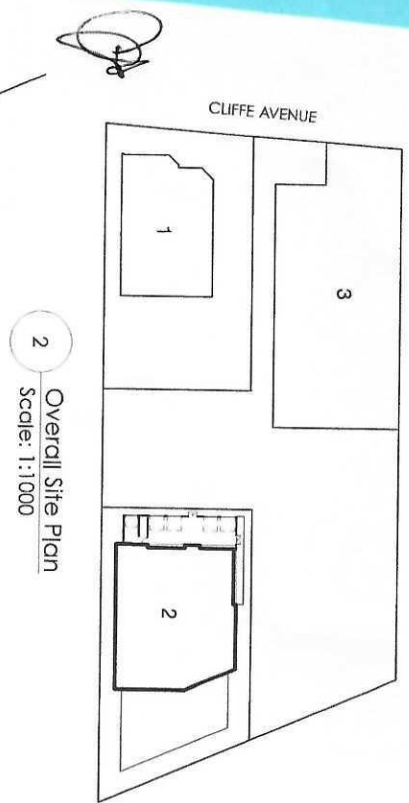
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(2) Dave Proctor
1388 Ellenor Rd.
Comox BC V9M-4B4
Dave@oceanpacificrealty.com
Strata Building Address: 2230A Cliffe Ave, Courtenay, BC V9N 2L4



1 Site Plan LOT 2
Scale: 1:200

Initial



2 Overall Site Plan
Scale: 1:1000

FILE	SCALE
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SITE PLANS

DRAWING TITLE

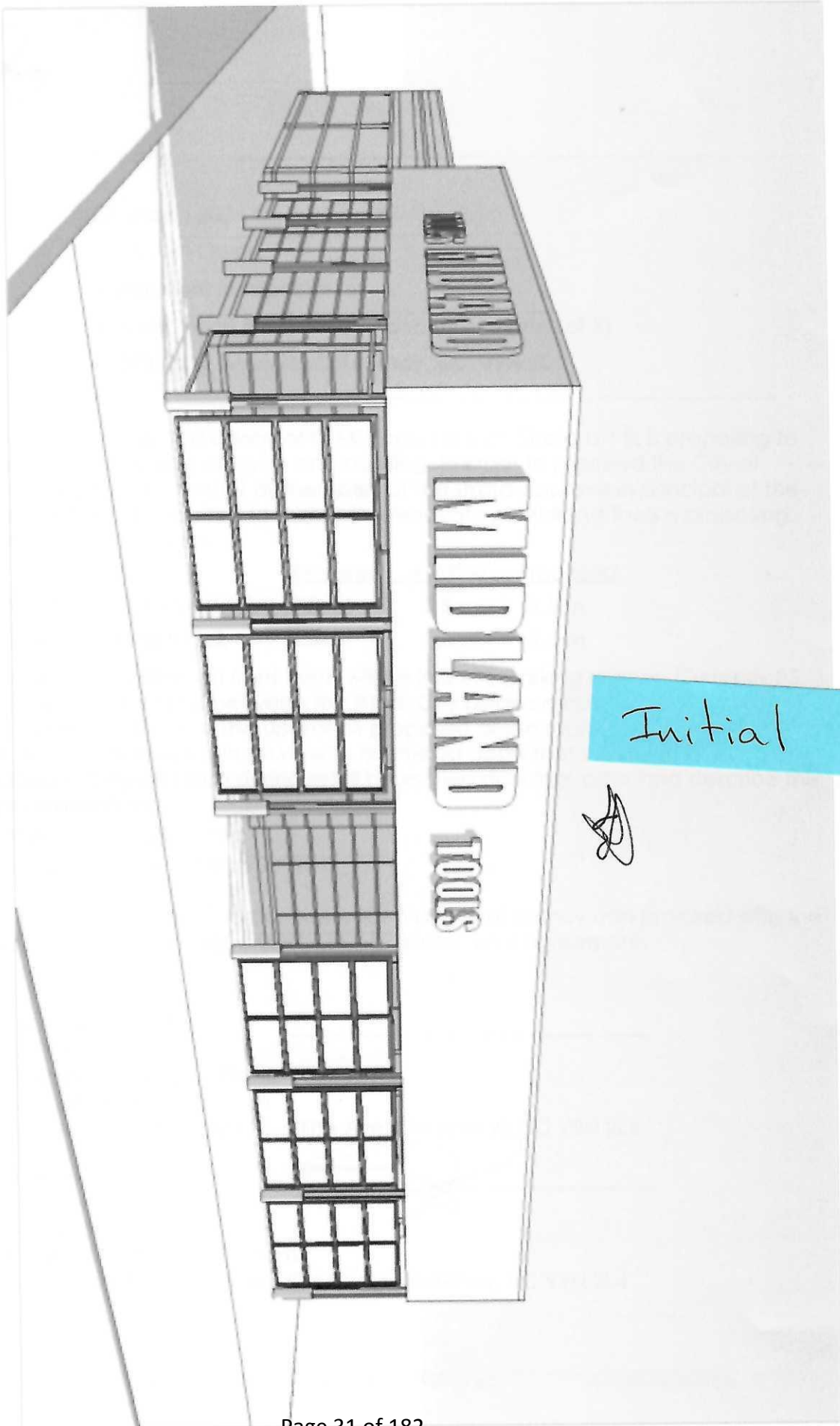
PROJECT

MIDLAND TOOLS

22308 CLIFFE AVENUE
COURTENEY

Phi Architecture INC

Phaedra Alwood Architect ABC, LEED AP
5 Little Bear Way, Kelowna BC V0R 2V0
250.705.0453 / 250.705.0724



PHI Architecture Inc.
5 Little Bear Way Royston
250.703.0433
pipod@pdwwoodarchitect.co

Project No.
Scale
Date

1285
Not to scale
28 March 2024

MIDLAND TOOLS
2230B Cliffe Avenue

**PROPOSED
UPGRADES**



The Corporation of the City of Courtenay

Staff Report

To: Council

From: Director of Finance

Subject: 2024 MRDT Annual Performance Report

File No.: 6900-01 (2024)

Date: May 21, 2025

PURPOSE:

To seek Council approval of the 2024 Municipal and Regional District Tax (MRDT) Annual Performance and Financial Reports submitted by Experience Comox Valley (4VI), for onward submission to Destination BC.

EXECUTIVE SUMMARY:

Governance of the MRDT is supported by a Tourism Advisory Committee (TAC). Under the agreement between the City of Courtenay and 4VI, 4VI is responsible for the management, delivery, and reporting of MRDT funds on the City's behalf. As part of this agreement, 4VI is required to submit an Annual Performance Report and Financial Report for City review and Council approval.

BACKGROUND:

The City of Courtenay's participation in the MRDT program was re-established in 2021 following the dissolution of the Comox Valley Economic Development Society (CVEDS). The previous MRDT regulation was repealed as of August 31, 2021, and a new application was submitted and approved by the BC Ministry of Finance, effective September 1, 2021.

On September 27, 2021, Council approved an agreement with 4VI, the official Destination Management Organization (DMO) for Courtenay, to manage, deliver, and report on MRDT-funded activities.

DISCUSSION:

As of 2024, the City of Courtenay has established a dedicated reserve to hold all Municipal and Regional District Tax (MRDT) revenues, including the portion collected from Online Accommodation Platforms (OAP). This Reserve improves financial transparency and oversight by centralizing the management of MRDT funds.

MRDT is collected from two different accommodation types and the revenue is tracked separately:

- General MRDT Revenue - collected from traditional accommodation providers, including hotels and motels, bed and breakfasts, and vacation rental reservation systems that list properties with verifiable property managers.
- Online Accommodation Platform (OAP) MRDT Revenue - collected from online marketplaces that facilitate transactions for renting short-term accommodations and typically list basement suites, individual rooms, or other forms of accommodations.

The OAP-designated portion continues to be reserved specifically for affordable housing initiatives, consistent with provincial requirements and Council's strategic objectives.

While MRDT revenue and expenses are recorded on an accrual basis, timing differences in expenditures - particularly related to OAP funds - may impact the City's annual surplus or deficit. However, the delivery of

tourism services remains cost-neutral to the City's general operations, as these services are fully funded through MRDT revenues rather than general taxation.

MRDT revenues are collected by the Province and remitted to the City on a monthly basis, then deposited into the reserve. Funds are transferred to Experience Comox Valley (4VI) upon submission and approval of eligible expenses related to tourism marketing and management.

4VI is responsible for:

- Maintaining accurate accounting records for MRDT-funded activities
- Providing timely financial reporting to the City
- Preparing and submitting the required Annual Performance Report and Financial Report

The attached 2024 reports confirm that 4VI continues to fulfill its obligations in managing and promoting tourism on behalf of the City of Courtenay.

POLICY ANALYSIS:

Section 123 of the Provincial Sales Tax Act authorizes a tax of up to 3% on short-term accommodation in designated areas; the City of Courtenay's rate is 2%. The Designated Accommodation Area Tax Regulation (B.C. Reg. 93/2013) outlines eligible uses of MRDT funds, including tourism marketing and, where approved, affordable housing initiatives.

As the designated recipient, the City is responsible for ensuring compliance with provincial requirements, including the submission of annual performance and financial reports to Destination BC.

FINANCIAL IMPLICATIONS:

In 2024, the MRDT generated \$570,112 in revenue, comprised of \$462,611 from standard MRDT sources and \$107,501 from Online Accommodation Platform (OAP) contributions. This represents a decrease from 2023 revenues of \$698,328 (MRDT: \$417,521; OAP: \$280,807), primarily due to changes in provincial legislative changes introduced in May 2024, including the new Principal Residence Requirement for short-term rentals.

As of December 31, 2024, the OAP fund balance held by the City is \$1,062,534 which is reserved for affordable housing initiatives. Planning is currently underway to develop a coordinated strategy for the use of these funds, involving the Finance, Development Services, and Recreation and Community Services departments, in collaboration with regional and provincial partners.

With the administrative support provided by 4VI, there are no direct budget implications to the City for the delivery of MRDT-funded tourism services.

2025 Outlook:

Looking ahead, MRDT revenues from traditional accommodations are expected to remain stable or grow modestly, while OAP revenues may continue to decline. The OAP portion of MRDT dropped significantly in 2024 (from ~\$280K to ~\$107K), a decline of over 60%. If the Principal Residence Requirement continues to restrict the number of eligible short-term rental listings, OAP revenue in 2025 is likely to remain low or decline further unless offset by market adaptation or compliance improvements. The City will continue to monitor these trends for financial planning and Reserve management.

ADMINISTRATIVE IMPLICATIONS:

Once Council approves the 2024 Municipal and Regional District Tax (MRDT) Annual Performance Report and Financial Report, they will be submitted to Destination BC.

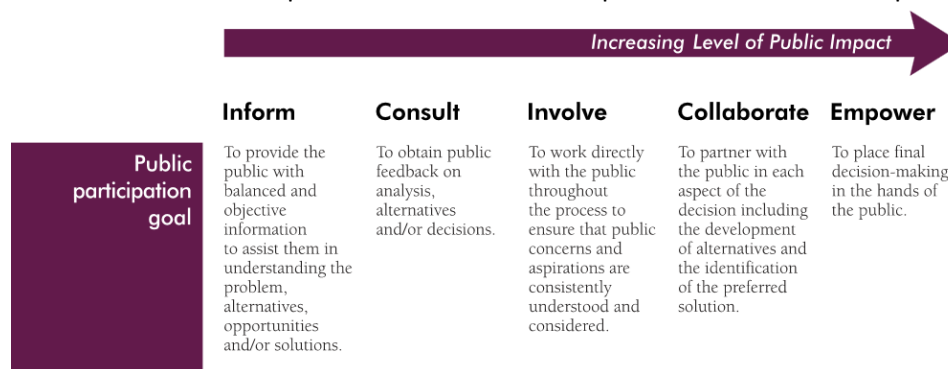
STRATEGIC PRIORITIES REFERENCE:

This initiative addresses the following cardinal direction:

- **COURTENAY WILL BE RESPONSIBLE FOR THE FUTURE** by being more thoughtful, strategic, and efficient in all resources that we use whether it be land, energy, or public infrastructure, to ensure that actions deliver on multiple goals of fiscal responsibility, economic resilience, social equity, and ecological health.

PUBLIC ENGAGEMENT:

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



© International Association for Public Participation www.iap2.org

OPTIONS:

1. THAT Council approve the 2024 MRDT Annual Performance and Financial Reports.
2. THAT Council provide alternative direction to staff.

ATTACHMENTS:

1. Appendix 2.1 - 2024 Financial Report
2. Appendix 2.2 - 2024 Annual Performance Report
3. Appendix 2.4 - 2024 Annual Affordable Housing MRDT Report

Prepared by: Krista McClintock, CPA, CGA, Manager of Finance
Reviewed by: Adam Langenmaier, CPA, CA, Director of Finance
Concurrence: Geoff Garbutt, M.Pl., MCIP, RPP, City Manager (CAO)

Appendix 2.1 Financial Report

Under the *Provincial Sales Tax Act*, all designated recipients, including designated recipients not subject to the renewal application requirement, must report back to the Province annually in the form of a Financial Report **by May 31 of each year**.

The Financial Report must show how all of the money received from the tax was spent and certify that all of the money received from the tax was used solely for approved purposes. The Financial Report must show that spending of money received from the tax was consistent with the Five-Year Strategic Business Plan. The Financial Report must also show the amounts, sources, and uses of all other tourism revenues.

Please do not add lines or customize this template as the data has to be consistently consolidated across all designated accommodation areas. Please use the "Other" sections to describe any significant items not listed.

Designated Recipient:	<u>City of Courtenay</u>
Designated Accommodation Area:	<u>City of Courtenay</u>
Date Prepared:	<u>May 9, 2025</u>
MRDT Repeal Date (if applicable):	<u>January 1, 2022 - December 31, 2026</u>
Total MRDT Funds Received:	<u>\$570,112.11</u>
Year Ending:	<u>2024</u>

Section 1: MRDT Budget Variance Report

Designated recipients must complete the table as provided below. Refer to Appendix 2.3 for further expense line item

Revenues (MRDT and Non MRDT)	Budget \$	Actual \$	Variance
Starting Carry Forward (All Net Assets Restricted and Unrestricted)	\$ 1,074,000.00	\$ 1,140,798.52	\$ 66,798.52
General MRDT (net of admin fees)	\$ 350,000.00	\$ 462,611.21	\$ 112,611.21
MRDT from online accommodation platforms (OAP)	\$ 350,000.00	\$ 107,500.90	-\$ 242,499.10
Local government contribution	\$ 337,000.00	\$ 332,740.00	-\$ 4,260.00
Stakeholder contributions (i.e. membership dues)	\$ 10,000.00	\$ 9,300.00	-\$ 700.00
Co-op funds received (e.g. CTO; DMO-led projects)	\$ 250,000.00	\$ 216,753.54	-\$ 33,246.46
Grants - Federal	\$ 25,000.00	\$ 21,538.00	-\$ 3,462.00
Grants - Provincial	\$ 20,000.00	\$ 20,226.00	\$ 226.00
Grants/Fee for Service - Municipal	\$ 50,000.00	\$ 50,000.00	\$ -
Retail Sales	\$ 10,000.00	\$ 5,916.10	-\$ 4,083.90
Interest			
Other (please describe)			
Total Revenues	\$ 1,402,000.00	\$ 1,226,585.75	-\$ 175,414.25
Expenses MRDT and Non-MRDT	Budget \$	Actual \$	Variance
Marketing			
Marketing staff – wage and benefits	\$ 165,500.00	\$ 147,879.87	-\$ 17,620.13
Media advertising and production	\$ 130,000.00	\$ 195,125.89	\$ 65,125.89
Website - hosting, development, maintenance	\$ 5,000.00	\$ 8,471.00	\$ 3,471.00
Social media	\$ 30,000.00	\$ 31,432.47	\$ 1,432.47
Consumer shows and events	\$ -	\$ -	\$ -
Collateral production and distribution	\$ 24,000.00	\$ 17,921.75	-\$ 6,078.25
Travel media relations	\$ 5,000.00	\$ 4,753.30	-\$ 246.70
Travel trade	\$ -	\$ -	\$ -
Consumer focused asset development (imagery, written content, video)	\$ 50,000.00	\$ 88,703.71	\$ 38,703.71
Other (please describe): Partnership Marketing	\$ 45,000.00	\$ 54,952.69	\$ 9,952.69
Subtotal *	\$ 454,500.00	\$ 549,240.68	\$ 94,740.68
Destination & Product Experience Management			
Destination and Product Experience Management Staff – wage and benefits	\$ -	\$ -	\$ -
Industry development and training	\$ 10,000.00	\$ 10,131.69	\$ 131.69
Product experience enhancement and training	\$ 6,000.00	\$ -	-\$ 6,000.00
Research and evaluation	\$ 30,000.00	\$ 22,974.00	-\$ 7,026.00
Other (please describe): Events & Experiences Fund	\$ 50,000.00	\$ 38,633.80	-\$ 11,366.20
Subtotal	\$ 96,000.00	\$ 71,739.49	-\$ 24,260.51
Visitor Services			
Visitor Services - wage and benefits	\$ 184,500.00	\$ 132,607.58	-\$ 51,892.42
Visitor Services operating expenses	\$ 337,000.00	\$ 332,740.00	-\$ 4,260.00
Other (please describe)			

Subtotal	\$ 521,500.00	\$ 465,347.58	-\$ 56,152.42
Meetings and Conventions			
Staff - wage and benefits	\$ -	\$ -	\$ -
Meetings, conventions, conferences, events, sport, etc.	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -
Administration			
Management and staff unrelated to program implementation - wages and benefits	\$ -	\$ -	\$ -
Finance staff – wages and benefits	\$ -	\$ -	\$ -
Human Resources staff – wages and benefits	\$ -	\$ -	\$ -
Board of Directors costs	\$ -	\$ -	\$ -
Information technology costs – workstation related costs (i.e. computers, telephone, support, networks)	\$ -	\$ -	\$ -
Office lease/rent	\$ -	\$ -	\$ -
General office expenses	\$ 30,000.00	\$ 25,780.45	-\$ 4,219.55
Subtotal	\$ 30,000.00	\$ 25,780.45	-\$ 4,219.55
Affordable Housing (if applicable)			
Funded by OAP Revenue	\$ -	\$ -	\$ -
Funded by General MRDT Revenues (if applicable)	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -
Other			
All other wages and benefits not included above	\$ -	\$ -	\$ -
Other activities not included above (please describe): 4VI Group Fee for Tourism Service		\$ 50,000.00	\$ 50,000.00
Subtotal	\$ -	\$ 50,000.00	\$ 50,000.00
Total Expenses	\$ 1,102,000.00	\$ 1,162,108.20	\$ 60,108.20
Total Revenue Less Total Expenses (Surplus or Deficit)	\$ 300,000.00	\$ 64,477.55	-\$ 235,522.45
Ending Carry Forward (Restricted and Unrestricted)	\$ 1,374,000.00	\$ 1,205,276.07	-\$ 168,723.93

Geographic Market	MRDT \$ by Market	% of Total \$ by Market
BC	\$439,392.54	80%
Alberta	\$109,848.14	20%
Ontario		
Other Canada (please specify)		
Washington State		
California		
Other USA (please specify)		
Mexico		
China		
UK		
Germany		
Australia		
Japan		
Other International (Please specify)		
Total	\$ 549,240.68	100%

By signing this form, you certify that the above information is an accurate representation of the actual tourism related expenditures for the jurisdiction defined under the terms of the Municipal and Regional District Tax. **Form MUST be signed by the Designated Recipient, not the service provider.**

Designated Recipient's Authorized Signing Authority Name

Designated Recipient's Authorized Signing Authority Title

Date

Designated Recipient's Authorized Signing Authority Signature

Appendix 2.2 Annual Performance Report

Under the *Provincial Sales Tax Act*, all designated recipients, including designated recipients not subject to the renewal application requirement, must report back to the Province annually. As such, all designated recipients (or the designated recipient's service provider), are required to complete the following Annual Performance Report as well as a Financial Report (refer to Appendix 2.1) **by May 31 of each year**.

All designated recipients are required to fill in the sections below.

Only those designated recipients that receive the three percent tax rate will be required to report out on additional metrics (as indicated below).

A description/instructions pertaining to each performance metric is provided in grey text as a guide only. Please delete the grey text and provide your response accordingly.

Designated Recipient: City of Courtenay **Report Completed:** 09-05-2025

Designated Accommodation Area: City of Courtenay **Reporting period:** Jan 1- Dec 31, 2024

*or for first year of term, indicate accordingly

1. Effective tourism marketing, programs and projects	
MRDT-funded tourism marketing, programs and projects maximize the potential for increased visitation and growth in tourism business activity, employment and incremental tourism revenue.	
Mandatory Metric	Designated Recipient Response
MRDT Revenue	\$570,112.11 (\$462,611.21 General MRDT + \$107,500.90 OAP)
MRDT activities, tactics, investment efforts and outcomes (as per your One-Year Tactical Plan)	<p>Overview</p> <p>The Comox Valley is a diverse region, located on Vancouver Island's east coast in BC, situated between the Beaufort Range and the Comox Glacier to the west and the Strait of Georgia to the east. It stretches from the ocean to the alpine, Fanny Bay in the south to Miracle Beach in the north, including the main communities of Courtenay, Comox and Cumberland. It's a vibrant mix of urban and rural, cosmopolitan and wilderness, with many attractions and activities within a 30-minute drive.</p> <p>2024 saw a strategic direct shift from previous years which focussed on pandemic recovery efforts towards a broader, more future-oriented approach on establishing Comox Valley as a year-round destination with an emphasis on sustainable growth and environmental stewardship.</p> <p>Marketing efforts focus on the region's natural beauty, diverse outdoor activities and rich culinary and cultural offerings to attract a wide range of visitors, from adventure seekers to those looking for relaxation. In 2024 the Experience Comox Valley brand was further refined to help drive more cohesive and organized brand communication.</p>

	<p>Experience Comox Valley continuously aims to create stronger seasonal and regional dispersion of visitors to the region to decrease the strains of tourism numbers in the peak seasons.</p> <p>Strategic Objectives</p> <ol style="list-style-type: none"> 1. Drive increased overnight volume and visitor expenditures from the BC and Alberta markets through a strong selling proposition; 2. Support tourism operators in developing and strengthening tourism product, in particular that appeal to visitation in the off-peak periods; 3. Create stronger regional alignment amongst industry and community partners towards a supportive eco-system that enables businesses to succeed, and a cohesiveness of messaging to occur; 4. Move consumers efficiently through the path to purchase with clear sales messages, compelling content and further enhancements to responsive website sales pages. <p>Destination Plan Goals</p> <ol style="list-style-type: none"> 1. Increase revenue from visitation 2. Manage growth and benefit through seasonal and geographical dispersion 3. Increase competitiveness of Comox Valley as a desired destination 4. Support sustainable tourism initiatives and activities <p>2024 Output Measures</p> <p><u>Print Ads</u></p> <p>Experience Comox Valley had print ads in the following publications, which reach over 400k in distribution:</p> <ul style="list-style-type: none"> • Vancouver Island Visitor Guide, full page ad & editorial • Go Vancouver Island, full page ad & editorial • BC's Guide to Arts & Culture, 2 page spread • Landmark Media Map of Comox Valley, cover page • SOAR Magazine, 2 page spread • Comox Valley Cycling Map, ad • Vancouver Island BC Backroads Mapbook, Visitor Centre listing • Explore Magazine, full page ad <p><u>Asset Collection - Images & Video</u></p> <p>300+ new images, video b-roll clips collected, plus 30+ new videos and social media reels, each with different themes (outdoor adventure, culinary experiences, events and arts and culture).</p> <p><u>Website - ExperienceComoxValley.ca</u></p> <ul style="list-style-type: none"> • Number of sessions/visits to website: 108,283 • Number of unique visitors to website: 82,283
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	<ul style="list-style-type: none"> • Number of referrals: 3,657 • Sources of website traffic: <ul style="list-style-type: none"> Organic: 33,663 (41%) Paid Search: 35,585 (31%) Direct: 9,846 (12%) Paid Social: 6,773 (8%) Organic Social: 3,113 (4%) Referral: 2,946 (4%) • Devices used for visits: <ul style="list-style-type: none"> Mobile 65k Desktop 14k Tablet 2.3k Smart TV 1 • Geographic origins of visitors: <ul style="list-style-type: none"> Canada 76K United States 2.2K United Kingdom 686 Poland 659 France 440 Mexico 291 Germany 261 <p><u>Paid Search Ads (Google)</u></p> <ul style="list-style-type: none"> • Impressions: 421,711 • Clicks: 42,793 • Click-thru rate (CTR): 10.15% • Cost per click (CPC): \$0.28 <p><u>Display Ads (Image & Video)</u></p> <ul style="list-style-type: none"> • Pre-click metric: Click-thru rate (CTR) Meta: 1.34% • Pre-click metric: Cost per click (CPC) Meta: \$0.54 • Post-click metric: Conversion rate Meta: 5.29% <p><u>Paid Social Media Ads</u></p> <p>Facebook</p> <ul style="list-style-type: none"> • Click-thru rate (CTR): 1.35% • Cost per click (CPC): \$0.54 • Conversion rate (CVR): 5.29% • Cost per action (CPA): \$0.51 <p>Instagram</p> <ul style="list-style-type: none"> • Click-thru rate (CTR): 1.30% • Cost per click (CPC): \$0.60 • Conversion rate (CVR): 5.29% • Cost per action (CPA): \$0.48 <p><u>Organic Social Media</u></p> <p>Facebook</p> <ul style="list-style-type: none"> • Followers: 20,002
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	<ul style="list-style-type: none"> Engagements: 189,797 <p>Instagram</p> <ul style="list-style-type: none"> Followers: 9,837 Engagements: 8,415 <p>Email Marketing</p> <p>Consumer e-newsletter</p> <ul style="list-style-type: none"> Number of subscribers: 8,244 Total e-newsletters delivered: 24,270 Average open rate: 38.6% Average click-thru open rate: 1.4% Average unsubscribe rate: 1.3% <p>Stakeholder e-newsletter</p> <ul style="list-style-type: none"> Number of subscribers: 347 Total e-newsletters delivered: 1,430 Average open rate: 54% Average click-thru open rate: 5.9% Average unsubscribe rate: 0.21% <p>Visitor Information Servicing</p> <p>The Comox Valley Visitor Centre was open 5 days a week, Tuesdays to Saturdays, in Fall, Winter and Spring, and 7 days a week in July and August. Also in the summer months, there were mobile visitor information servicing kiosks in the downtown centres of Courtenay, Comox and Cumberland. In 2024, staff assisted a total of 15,202 visitors (12,761 at the Visitor Centre and 2,4441 at the kiosks), providing answers, ideas and inspiration for places to visit and things to do in the Comox Valley.</p>
Key Learnings	<p>Website</p> <p>The Comox Valley's destination marketing and consumer-facing website, ExperienceComoxValley.ca is the key resource of online information for things to do, places to stay, culinary experiences, business directory, events calendar and more. This mobile friendly website has been designed to enable the improvement of marketing sales funnels and the primary objective is to drive business / bookings to stakeholder websites.</p> <p>The online events calendar offers a central location for local businesses, organizations, municipalities, and other event planners a place to list their event, festival or specific occasion. In 2024, over 250 listings were submitted.</p> <p>A new 2SLGBTQIA+ Travel in the Comox Valley landing page was created to highlight the region as a welcome and inclusive destination. By partnering with a 2SLGBTQIA+ content creator and models, new images and b-roll video were captured and used to create social media reels and 3 new blogs:</p> <ul style="list-style-type: none"> Family Adventure Beckons in Cumberland, Courtenay, and Comox Embracing Love: A Romantic Getaway in the Comox Valley

- [Exploring Inclusivity: Outdoor Adventures and Community in the Comox Valley](#)
- Other new blogs in 2024 include:
- [The Annual Herring Spawn](#)
- [Island Winter](#)
- [Comox - Kelowna Route with YQQ](#)
- [Born to Salt](#)
- [Where to See the Salmon Spawn in the Comox Valley](#)
- [Mount Washington Alpine Resort and Where to Après in the Comox Valley](#)

In 2025, we are going to be developing monthly blog posts that align with the seasons offerings, Indigenous culture and experiences, and responsible travel.

Email Marketing

Seasonal email newsletters were developed highlighting upcoming community events, seasonal offerings, and CTA's throughout for things to do, where to eat, and places to stay. We continue to build out the consumer newsletter database through the website sign up form, social media, and at consumer shows. Next year, we will try to use more catchy titles and subjects to achieve a higher open rate.

Paid Search/SEM

Experience Comox Valley continues to strengthen the presence of the ExperienceComoxValley.ca website through optimization of the content, and search engine 'always on' ads that focus on key search terms to influence a user's travel research. Search ad performance is tracked and can be modified for optimization to ensure that these ad dollars are directed towards the most effective strategies.

Paid Social Media

Targeted ads on Facebook and Instagram promoted Comox Valley's attractions, events and seasonal messaging. The ads drove engagement and conversions through compelling calls-to-action and interactive content that promotes immediate booking and enhances brand awareness. Seasonal campaigns promoting travel to Comox Valley in the Spring, Fall and Winter included social media ads. Paid social ads target short-haul markets like southern Vancouver Island residents (e.g. Victoria) and the Lower Mainland, as well as the direct flight route markets of Edmonton and Calgary.

In June of 2024 a new direct flight route was introduced between Kelowna and Comox Valley so marketing efforts were made to increase awareness of the Comox Valley as a destination to Okanagan area residents including paid social media ads, a social media contest, and influencer trips.

BC is Awesome social media influencer BC Bob visited the Comox Valley to showcase some of Comox Valley's unique attractions and activities such as BC's official fossil, the Elasmosaur at the Courtenay & District Museum. The engaging content invited viewers to experience the energy and allure of Comox Valley,

encouraging them to plan their visit and explore all that it has to offer during the shoulder season.

Display (image & video)

Display ads and sponsored content on third-party websites were utilized to drive brand awareness of Experience Comox Valley and key messages about Comox Valley as a destination. Popular sites and blogs that target the right-fit customers were chosen to place visually appealing ads designed to encourage travel and exploration of the region. A layered media strategy combining editorial and display, increased visibility and message reinforcement across platforms.

Sponsored online content examples:

- Curiosity - [Here are 13 things to do in Comox Valley based on your travel personality](#)
- Daily Hive - [15 fun things to do in Comox Valley based on your travel persona](#)
- Castanet - [Visit This Valley Region Along Vancouver Island's East Coast for Varied Adventures That Stretch from Mountains to Ocean](#)
- Vancouver Is Awesome - [This Easily Accessible BC Destination Offers Three Destinations in One](#)
- Okanagan Edge - [Experience Comox Valley](#)
- Daily Hive - [Here Are 3 Ways You Can Unwind in the Comox Valley this Fall](#)
- Curiosity - [Here's How to Make the Most of an Idyllic Weekend in the Comox Valley](#)
- Explore Magazine - [Your Shoulder Season Guide to Comox Valley's Great Outdoors](#)

Print Advertising

Although marketing strategies increasingly shift towards digital platforms, traditional print media continues to be useful for generating purchase decisions from older demographics and engaged interest groups. To encourage shoulder season visitation, we concentrate print advertising efforts during the fall and spring seasons. Print ads focus on inspirational imagery and storytelling, and include QR codes for tracking purposes.

The annual [Experience Comox Valley Guide](#) has features and content that showcase things to do, experiences to try and places to see, responsible and sustainable messaging, and includes QR codes to ExperienceComoxValley.ca and key landing pages. This guide is a primary resource for Visitor Servicing and distributed at Visitor Centres, BC Ferries, Comox Valley & Victoria airports, local accommodators and other stakeholders. In total 45,000 guides were printed, distributed, and used throughout the year.

Broadcast Marketing

Working with Bell and CTV, a 15-second commercial was created to capture the vibrant and playful essence of Comox Valley. The visuals and tone mirrored the energetic and welcoming spirit of the "Made for Play" campaign, enticing viewers to experience the dynamic fall activities available in Comox Valley. This TV spot

	<p>was broadcast on CTV Vancouver Island and CTV Vancouver. Also on CTV Vancouver, a 10-second closed captioning ad echoed the campaign's core message and call to action, serving as a concise prompt for viewers to explore the Comox Valley this fall, and to book their adventurous getaway immediately. Connected TV, pause ads, and run of network ads were also featured. 15 second commercials on CTV Bell Media reached over 2.8 Million impressions, 70% of impressions from Alberta market audience.</p> <p>Consumer Facing Asset Development</p> <p>In 2024, Experience Comox Valley prioritized capturing diverse images of the Comox Valley region during the shoulder season, showcasing unique community features and aligning with Destination BC's brand. Asset development themes included local events like the Foggy Mountain Fall Fair, Woodstove Festival, and Pride parade. Collaboration with local creators, particularly within the 2SLGBTQIA+ community, diversified representation within the image database. Experience Comox Valley is committed to diversity, equity, inclusion, and accessibility, welcoming and celebrating individual differences. Additional projects focused on highlighting unique seasonal activities, like the salmon and herring spawns, outdoor recreation and activities, indoor activities, and arts and culture. 28 images were added to the BC Content Hub.</p> <p>B-roll footage was captured for upcoming video projects, and video projects followed the same themes as the photography projects. We also developed a 60 second video commercial to use for TV, as well as 30 and 15 second cutdowns in horizontal and vertical formats. These videos can also be used for digital advertising efforts. 6 b-roll clips were added to the BC Content Hub.</p> <p>In 2025, we want to focus on continuing to include DEIA representation in our asset development projects. Regular digital audits are essential to maintaining relevant, high-quality content that reflects the current destination priorities and to identify gaps. We plan to work with more local creators to create short-form videos, empowering local voices and fostering economic growth within the Comox Valley region.</p> <p>Organic Social Media</p> <p>Experience Comox Valley's social media presence has seen steady growth and strong engagement. A combination of seasonal relevance, inclusive storytelling, stakeholder participation, and thoughtful variety in content and format contributed to the momentum across platforms. We've seen a noticeable increase in support from local businesses, many of whom regularly tag us and participate in collaborations. Still, not everyone is making full use of Instagram and Facebook features—like tagging and post collaborations—even with ongoing outreach and guidance on our part. There's a continued opportunity to strengthen shared visibility by helping more local stakeholders take advantage of these tools.</p> <p>We've also seen more businesses reaching out who may not be directly tourism-related or within the typical scope of what we share. Still, it speaks to the strength</p>
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	<p>and value of our audience that so many local companies are eager to be featured through our channels.</p> <p>User-Generated Content (UGC): Encouraging locals, visitors, and businesses to tag and share content has continued to be a powerful way to showcase the Comox Valley from multiple perspectives. This approach supported reach and authenticity across platforms, with UGC playing a role in everything from spontaneous nature, wildlife moments, and seasonal adventures to community events and business features. Sharing lived local experiences and visitor perspectives was often among our most engaging content.</p> <p>Collaborations: Partnering with local businesses and organizations has effectively boosted both reach and engagement. Instagram collaborations that extended to Facebook helped highlight local events, experiences, and stories—and these posts consistently saw stronger interaction. Collaborations continue to be a valuable tool! However, despite the clear benefits, many businesses still don't initiate collaborations or approve the ones sent out, which limits the full potential of these opportunities.</p> <p>Seasonal Relevance: While not always the top performers in terms of engagement, posts aligned with seasonal timing continue to play an important role in keeping our audience informed and engaged. Updates about special events, festivals, trail conditions, and alpine activities create a sense of urgency and relevance, helping potential visitors plan their trips around what's happening in the area. These posts also foster a sense of spontaneity, particularly among island locals who are closely monitoring things like Mount Washington's snow conditions for impromptu winter getaways. Beyond the snow-capped mountains, seasonal updates also highlight the changing landscapes, making them a valuable touchpoint for travellers seeking out new opportunities as the seasons shift. Even if these posts don't always get the highest engagement numbers, they're critical for long-term trip planning and maintaining an ongoing connection with the audience.</p> <p>Content Variety: A thoughtful mix of event coverage, nature and wildlife, stakeholder spotlights, and local outdoor and indoor experiences helped keep our feed and stories fresh. Posts that felt place-based and personal—rather than overly polished or forced—tended to draw the most engagement. Content highlighting trip itineraries (both in image format and caption listicle form), new business features, hidden gems in nature, and activities for families and different interests performed particularly well. Showcasing local businesses and various experiences ensured we resonated with a broad audience, offering something for everyone.</p> <p>Inclusion & Representation: We continued to prioritize featuring imagery and stories that reflect the diversity of our community and visitors. This included visual representation of 2SLGBTQIA+ travellers, families of all kinds, and accessible experiences for all mobilities. Posts</p>
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	<p>rooted in inclusive values received strong support through shares, comments, and messages of appreciation.</p> <p>Destination Development</p> <p>Experience Comox Valley works with 4TVI and DBC to assist hosting media when they visit on approved trips to showcase our communities and inspire ideas and stories for them to share. Participating in the annual Explore Vancouver Island event is a great opportunity to meet regional tour operators and highlight things to do in the Comox Valley that appeal to their clients.</p> <p>The Events & Experiences Fund (EEF) invests in creating or enhancing the supply of experiences, events and festivals that attract visitors to the Comox Valley. This emerging grant program aims to support the development of shoulder season (fall, winter, and spring) activities, increase length of overnight stays, and help to ensure that tourism makes meaningful contributions to the well-being of the region. In 2024, there were 10 successful applicants who utilized the funds to enhance their events and attract new visitors to our region.</p> <p>Market Research</p> <p>Experience Comox Valley partnered with the Comox Valley Airport to complete visitor intercept surveys of departing passengers to gain insights into visitor motivations, behaviours and satisfaction. Two separate collections occurred, the first during peak travel in August 2023 and the second during the shoulder season in February 2024, and then findings were consolidated in a final report in 2024.</p> <ul style="list-style-type: none"> • The majority of travelers indicated their primary reason for travel was visiting friends or relatives (45%) or pleasure/vacation (28%); • Travellers to Comox Valley enjoyed extended stays, with overnight visitors staying locally for an average of 8 nights; • 91% of visitors to Comox Valley and the surrounding region felt their trip met or exceeded expectations; • Outdoor activities formed the largest proportion of visitor activities engaged in by travelers to the region. <p>A more robust visitor intercept survey, in partnership with Vancouver Island University, was also completed in early 2024.</p> <ul style="list-style-type: none"> • Most popular activities were beach activities, shopping, hiking, sight seeing, camping, craft beverage tours, festivals, marine activities, mountain biking, fishing, and golf; • Over half of respondents ate at local restaurants and cafes, and a quarter visited a bakery/donut shop, farmers market, and/or craft brewery; • The average Net Promoter Score was 69, which is very good and sets a baseline for future market research. <p>Audience Insights</p> <p>Nature and Outdoor Enthusiasts</p> <ul style="list-style-type: none"> • A significant portion of visitors are drawn to the Comox Valley for its natural beauty and outdoor recreation opportunities. Activities like hiking,
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	<p>beach outings, wildlife viewing and marine adventures are top reasons for visiting.</p> <p>Culinary and Cultural Tourists</p> <ul style="list-style-type: none"> Visitors are also attracted by the region's vibrant food and drink scene, with many coming specifically for winery, brewery and year-round farmers' market. The presence of local culinary or cultural events and festivals adds to the appeal. <p>Family and Multi-Generational Travelers</p> <ul style="list-style-type: none"> The region is popular with families, particularly multi-generational groups, who visit to enjoy a mix of outdoor activities and family-friendly attractions. <p>Relaxation Seekers</p> <ul style="list-style-type: none"> Many visitors come to the Comox Valley to unwind and enjoy a peaceful, scenic environment. The area's overall atmosphere, with its slower pace of life, is a key draw. <p>Ongoing Challenges & Opportunities</p> <p>Seasonal visitor distribution</p> <ul style="list-style-type: none"> Like many tourist destinations, Comox Valley experiences fluctuations in visitor numbers across seasons, with dips during the fall and early spring. <p>Differentiating from nearby destinations</p> <ul style="list-style-type: none"> Comox Valley operates in a competitive regional tourism market, where nearby well-known destinations (such as Victoria and Tofino) may overshadow it, especially during the off-peak seasons with fewer distinct activities. <p>Balancing environmental sustainability with increased tourism</p> <ul style="list-style-type: none"> The challenge lies in promoting tourism in a way that does not compromise the region's residents, culture, or environment. <p>Stakeholder Outreach</p> <ul style="list-style-type: none"> Continuing to engage with local tourism and tourism-related businesses, community organizations, First Nations, and NGOs is key to ensuring that marketing and destination development tactics remain timely, relevant, and align with local values.
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2. Effective local-level stakeholder support and inter-community collaboration

Designated recipients are responsible for engaging with key stakeholders, establishing local-level support, and seeking out efficiencies through collaborative activities to inform appropriate decision-making regarding investments.

Mandatory Metric	Designated Recipient Response
Extent of Local-level Stakeholder Engagement	<p>Experience Comox Valley is the operating and consumer-facing name of the Comox Valley Regional District's Regional Tourism Service, which is administered by the 4VI Group. Since its inception in September 2021, the City of Courtenay and 4VI have had a service agreement for the management and expenditure of the Municipal Regional District Tax (MRDT) monies, in funding Destination Marketing, Visitor Information Services, and Stakeholder Engagement. The Comox Valley Regional District (CVRD), City of Courtenay, and 4VI Group have a tripartite Memorandum of Understanding to ensure full coordination of all tourism activities. A team of marketing and development professionals at the 4VI Group lead destination management tactics to leverage continued growth in this region.</p> <p>The Comox Valley Tourism Advisory Committee (TAC), established in 2022, guides the work of Experience Comox Valley, including advising, reviewing and making recommendations for the annual marketing plans and Comox Valley Destination Plan. The TAC is composed of 11 members from various tourism sectors including accommodations, arts & culture, food & beverage, tour operators, transportation, and indigenous tourism.</p> <p>Experience Comox Valley and Visitor Centre staff continue to encourage stakeholders and partners to utilize the free promotion available through the Experience Comox Valley website events calendar, business listings, and social media amplification of posts and messaging on Facebook and Instagram. Through social media we've made a point of connecting with new and existing businesses, sharing our stakeholder resources and encouraging participation not only through listings on the site but also through involvement on Instagram and Facebook. This includes guidance on tagging, using the right hashtags, and participating in collaborations to help increase their visibility. We also continue to promote our events calendar as a key tool, both online and in DMs, to ensure local organizers and businesses know where to share their updates and how we can amplify their efforts. This behind-the-scenes support helps strengthen our local network and ensures we're representing the full spectrum of experiences in the Comox Valley.</p> <p>Other Experience Comox Valley Stakeholder Engagement:</p> <ul style="list-style-type: none"> Stakeholder e-newsletters are sent out approximately once a month throughout the year.

	<ul style="list-style-type: none"> • Collaboration with the Comox Valley Record (Black Press Media) to provide editorial content and images for the 2024/25 Comox Valley Guide. • In Spring and early Summer, Visitor Centre staff participated in familiarization tours of local tourism and tourism-related businesses across all communities. • In Summer 2024, Experience Comox Valley partnered with the Comox Valley Chamber of Commerce for a stakeholder appreciation day, where Chamber members and their families were invited to gather, network and participate in a local agritourism experience. <p>Comox Valley Tourism Strategy Planning Workshops & Engagements</p> <p>The Comox Valley Regional District (CVRD) embarked on a comprehensive tourism strategy planning initiative and partnered with Experience Comox Valley and the 4VI Group to administer the process. Throughout 2024, Experience Comox Valley engaged with local residents, businesses, stakeholders and Rights Holders to collaboratively design a 10-year scope tourism strategy that aligns with the region's values, sustains its natural resources and maximizes economic benefits. A Tourism Strategy Steering Committee consisting of 12 stakeholders was created to guide this work and provide essential feedback on the draft plan.</p> <p>The engagement process unfolded through a series of tailored engagement activities, including workshops, focus groups conversations, and targeted group and 1:1 interviews which transpired from November 2023 to Fall of 2024, engaging over 120 people. The goal of this process was to capture the unique concerns and aspirations of different community members, stakeholders and organizations and to use these varied insights to inform a Tourism Strategy Plan that is deeply rooted in the community's values and aspirations.</p> <p>The key findings from the engagement activities reflect a comprehensive understanding of the diverse needs and aspirations within the Comox Valley region. The engagements revealed critical challenges, opportunities, and priorities that will shape the future of tourism in the area. These insights helped build the foundation for a draft tourism strategy that is both inclusive and responsive to the unique voices and expertise within the community. The draft tourism strategy plan will undergo a final round of revisions, seeking input from First Nations, local government, the Tourism Strategy Steering Committee, stakeholders and residents in 2025.</p>
Stakeholder Satisfaction	<i>Only for designated recipients collecting 3% tax:</i> Not applicable for City of Courtenay
Community Collaboration	<i>Only for designated recipients collecting 3% tax:</i> Not applicable for City of Courtenay

Mandatory Metric	Designated Recipient Response
Community Collaboration	<p>Experience Comox Valley and the Comox Valley Airport continued their partnership agreement in 2024 for collaborative efforts to achieve aligned goals surrounding inbound marketing, increasing awareness of direct flight options (particularly in the Alberta market), market research, and increasing customer satisfaction.</p> <p>In Spring 2024, Experience Comox Valley participated in the annual Explore Vancouver Island travel trade show event. This event provides an opportunity for suppliers to network with receptive Tour Operators and travel agencies that are looking to expand their business in the Vancouver Island area. We engaged with over 25 tour operators who were keen to learn about activities and attractions in Comox Valley that appeal to their client demographics.</p> <p>In Fall 2024, Experience Comox Valley partnered with other central Vancouver Island community DMOs for a culinary-based marketing campaign, the Island Taste Trail. This digital campaign encouraged dining out at restaurants, pubs, breweries, wineries and cafes that offered small plate pairings. In Comox Valley there were 30 participating businesses across the region (36% increase from 22 businesses in 2023).</p> <p>The Comox Valley School District 71 began planning for a new tourism and hospitality high school course, to be added to curriculum in the school year 2025/26. In 2024, representatives from SD17 met with Experience Comox Valley to discuss potential resources and opportunities that align with the creation of this new sampler course, which will be geared towards grade 11/12 students and include a work experience component alongside in-class learning.</p> <p>Ongoing Community Collaboration:</p> <ul style="list-style-type: none"> • Experience Comox Valley and 4VI Group staff give presentations to community officials and Council at Town of Comox, Village of Cumberland and City of Courtenay Council meetings and Comox Valley Regional District meetings throughout the year. • Monthly meetings with 4TVI and Vancouver Island DMOs; Southern Gulf Islands, Cowichan Valley, Nanaimo, Parksville/Qualicum, Tofino, Ucluelet, Campbell River, Vancouver Island North Tourism. • Work in partnership with the Comox Valley Chamber of Commerce, Downtown Courtenay BIA, Comox BIA, and/or Cumberland BA on various projects. • Experience Comox Valley staff also participate in partner mixers, networking, AGM's and business after business meetings. • Visitor Centre staff participated in career days at local high schools and North Island College to raise awareness of job opportunities in tourism.

3. Marketing Efforts Are Coordinated and complementary to provincial marketing strategies and tactics:

Designated recipients are responsible for ensuring their marketing efforts complement and do not duplicate those of Destination British Columbia to avoid overlap at the community level and dilution of BC's marketing message in key domestic and international markets.

Mandatory Metric	Designated Recipient Response
Provincial Alignment	<p>Experience Comox Valley has been fortunate to receive Co-op Marketing Program grants from Destination BC the past couple of years. As a part of the program, Experience Comox Valley meets with DBC staff a couple times a year and submits interim and post project reporting.</p> <p>Experience Comox Valley aligns with DBC's Global Marketing Strategy by supporting sustainable tourism initiatives, Indigenous tourism, educating visitors and residents about mindful travel and leave no trace behaviours, and attracting value-aligned travellers that will have a positive impact on the local environment and tourism economy. Experience Comox Valley actively works to increase industry collaboration, leverage marketing efforts, and connect to the content commonwealth. The Comox Valley's new tourism strategy applies local values-led guiding principles and focuses on strategies and tactics that benefit the local economy, environment, culture, and communities.</p> <p>Visual assets collected by Experience Comox Valley have tier 1 alignment with Destination BC brand elements and are shared to the BC Content Hub to further help Destination BC promote geographical dispersion to lesser-known destinations in BC. All content production briefs include information on brand alignment with the Super Natural BC brand and insist producers follow the guidelines closely. Links to the BC Brand Guidelines are throughout, and a succinct version of the key points are listed, including safety & responsibility, photography guidelines highlighting the three tiers of images, and additional considerations.</p> <p>Other provincial and regional alignment:</p> <ul style="list-style-type: none"> ● Attendance at the Impact Sustainability Travel & Tourism Conference ● Attendance at the BC Tourism Industry Conference ● Attendance at 4TVI's Annual General Meeting ● Destination BC & Go2HR SuperHost Service For All training ● Destination BC sector consortiums participation: BC Ale Trail, Ride Island, Ahoy BC, Golf VI, BC Farmers' Markets, Paddle BC ● 4TVI industry e-newsletter subscription ● Destination BC industry e-newsletter subscription
Coordinated with Destination British Columbia on Travel Media and Travel Trade Activities	<p><i>Only for designated recipients collecting 3% tax:</i></p> <p>Not applicable for City of Courtenay</p>

4. Fiscal prudence and accountability

All designated recipients must be accountable, transparent, and make fiscally prudent investments in community tourism marketing.

Mandatory Metric	Designated Recipient Response
Effective Financial Management	See Appendix 2.1 Financial Report
Streamlined Administrative Costs	See Appendix 2.1 Financial Report
Leveraging of Other Marketing Funds	See Appendix 2.1 Financial Report

By signing this form, you certify the accuracy and completeness of the information provided above.

Designated Recipient's Authorized Signing Authority Name	Designated Recipient's Authorized Signing Authority Title
Date	Designated Recipient's Authorized Signing Authority Signature

Appendix 2.4 Annual Affordable Housing MRDT Report

The following table must be completed if the designated recipient wishes to use MRDT revenues on affordable housing initiatives, regardless of whether revenues are solely from online accommodation platforms or from general MRDT revenues. If you have submitted a previous report through your annual reporting requirements, only provide details on changes in the categories below. This report must be submitted by May 31 of every year.

Project Name and Address
City of Courtenay – Building Courtenay’s Affordable Housing Projects
Project Rationale and Details
<p>The project timeline has been impacted by recent legislative changes in British Columbia, particularly those related to development regulations and the introduction of policies supporting small-scale, multi-unit housing. As a result of these evolving legislative requirements, the City of Courtenay's housing needs analysis—an essential foundation for the development of our Housing Action Plan—has been delayed. Despite this, the City remains committed to completing the housing needs assessment, which will directly inform the strategic and effective use of Online Accommodation Platform (OAP) funds.</p> <p>What progress/milestones have been made on the measurements of success outlined in your Affordable Housing MRDT Plan?</p> <p>While the housing needs assessment is still underway, the City has made meaningful progress toward the long-term goals identified in the Affordable Housing MRDT Plan:</p> <ul style="list-style-type: none">• OAP Fund Accrual: The City continues to accrue OAP revenues in a dedicated affordable housing reserve fund, ensuring future readiness to invest in purpose-built affordable housing projects.• Ongoing Support for Affordable Housing Partners: Funding from the City’s Affordable Housing Reserve has been previously allocated to support M’akola Housing Society and Habitat for Humanity projects. These initiatives demonstrate the City’s proactive approach to leveraging municipal resources to address housing needs.• Partnership Development: The City is actively seeking new partnership opportunities to support the development of purpose-built affordable housing. OAP funds are positioned to enhance these efforts by supplementing existing reserves and strengthening project viability.• Strategic Planning in Progress: The forthcoming Housing Action Plan, funded by OAP revenues for the 2024 fiscal year, remains a central component of the City’s affordable housing strategy. This plan will establish clear priorities and guide the allocation of OAP funding toward impactful housing solutions once completed. <p>The City remains dedicated to addressing the affordable housing crisis and ensuring that the use of OAP funds aligns with community needs and strategic objectives. Despite the delays, these foundational efforts will support more sustainable and impactful housing outcomes in the long term.</p>

MRDT Contribution
<ul style="list-style-type: none"> No change to MRDT contributions: Only OAP funds received will be used to support affordable housing
Housing Provider/Project Owners/Project Lead
<p>The City has previously partnered with M'akola Housing Society and Habitat for Humanity to support affordable housing projects. Moving forward, the City is actively seeking new opportunities to collaborate with these and other organizations, including BC Housing, to develop purpose-built affordable housing. OAP funds may be used to supplement existing City reserves, helping to increase the total funding available for future housing initiatives. By building strong partnerships, the City aims to make affordable housing projects more financially viable and responsive to local needs.</p>
Funding Partner(s)
<ul style="list-style-type: none"> N/A - There are no funding partners at this time
Contribution from Funding Partner(s)
<ul style="list-style-type: none"> N/A - Not applicable at this time.
Estimated Completion Date
<ul style="list-style-type: none"> The estimated completion date for the housing needs assessment has been delayed. This is due to recent changes in provincial legislation related to development, including new requirements for small-scale, multi-unit housing. These changes have required additional time to assess and incorporate into the City's planning process. The housing action plan is expected to be completed by the end of 2025.
Number of Housing Units Completed
<ul style="list-style-type: none"> N/A - Not applicable at this time.





Welcome - Thank you - Gilakas'la - ʔimot

A photograph of a family of four walking along a rocky riverbank. The father and mother are walking towards the right, holding hands, while two young boys walk ahead of them. The river is shallow and flows over rocks. The background is a dense forest of evergreen trees under a blue sky with scattered white clouds.

Brand Strategy

- The Comox Valley's compelling uniqueness lies in its combination of diverse outdoor activities, rich culinary experiences and a welcoming community atmosphere.
- The strategic focus is on articulating this uniqueness in a cohesive, charming, and organized way, ensuring all marketing activities are aligned with a central theme that resonates with potential visitors.



Comox Valley Tourism Advisory Committee (TAC)

- Established in 2022
- 11 members from various sectors
 - Plus CVRD liaison & 4 VI staff representatives
- Advise, review and recommend annual marketing and Destination Plan & budgets
- Work collaboratively and represent the best interests of tourism stakeholders in the Comox Valley

Strategic Objectives



1. Increase revenue from visitation
 - Generate leads for businesses
2. Manage growth and benefit through seasonal and geographical dispersion
 - Build and position destination drivers
 - Invest in market research
3. Increase competitiveness of Comox Valley as a desired destination
 - Improve the visitor experience
 - Increase collaboration with & amongst stakeholders
4. Support sustainable tourism initiatives and activities
 - Amplify messaging from local tourism businesses who are actively pursuing objectives that increase positive impacts and decrease negative impacts of tourism for humans, the economy and/or the environment
 - Advance Vancouver Island's Biosphere program locally and commit to advancing the UN's Sustainable Development Goals as a DMO and destination



Target Markets

Affluent, frequent travelers who are focused on touring and exploring new destinations. Individuals who seek to immerse themselves in local culture, nature and unique experiences.

- Explorer Quotient (EQ):
 - Rejuvenators, Authentic Experiencers, and Cultural Explorers
 - Free Spirits
- Geographic Locations:
 - Southern Vancouver Island, Lower Mainland
 - Alberta (Calgary, Edmonton), **Okanagan (Kelowna)**
 - Washington State
- Demographics:
 - Age 30+ couples and small groups
 - Families, particularly multi-generational groups

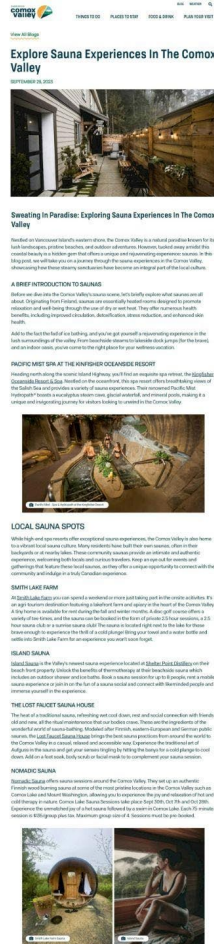




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Consumer Website Content ExperienceComoxValley.ca

- Optimized for conversion to stakeholder websites
 - Free business listings
- Events & festivals calendar
 - Submit events for free
 - 250+ events submitted
- Photo & b-roll collection
 - 300+ new images
- 9 new blogs
- Unique visits: 82k
- Sources: organic (41%), paid search (31%), direct (12%), paid social (8%), organic social (4%), referral (4%)
- Origin: Canada, US, UK, Poland, France, Mexico, Germany



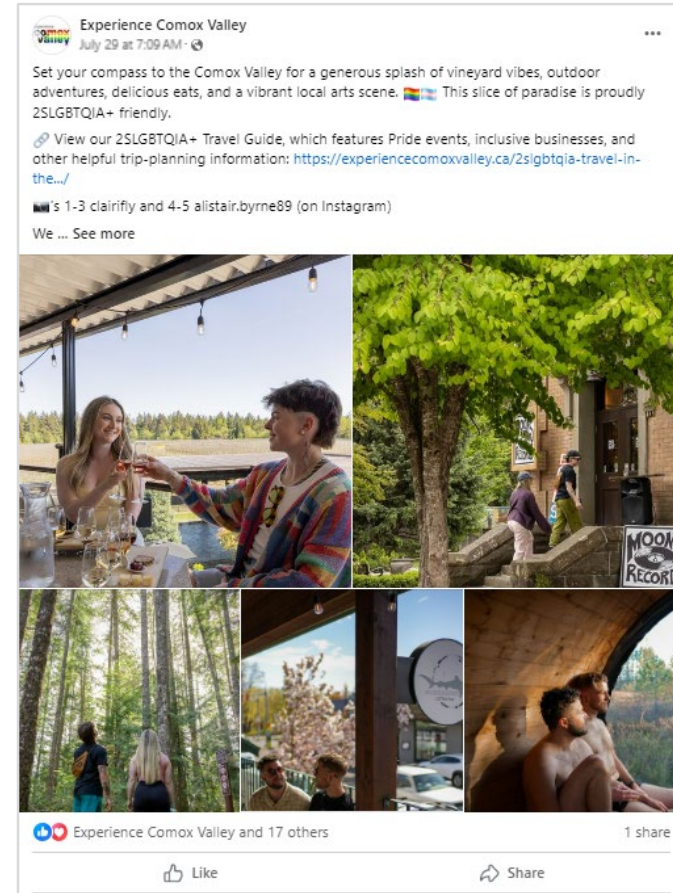
2 SLGBTQIA+ Travel

- New landing page
- 3 blogs
 - [Family Adventure Beckons in Cumberland, Courtenay, and Comox](#)
 - [Embracing Love: A Romantic Getaway in the Comox Valley](#)
 - [Exploring Inclusivity: Outdoor Adventures and Community in the Comox Valley](#)
- Images & b-roll video captured
- Social Media reels & posts



Social Media

- User generated content
 - Real visitors & locals sharing their stories & experiences
- Daily posts of new content & responding to questions/comments about this destination
 - Facebook: @experiencecomoxvalley
 - Instagram: @tourismcomoxvalley
- Amplify stakeholder content & events
- Building an engaged audience
- Facebook
 - 20k followers, 190k engagements
- Instagram
 - 9.8k followers, 8.4k engagements
- 2 Influencer trips in 2024
 - BC Bob
 - Jensen Kental





Promotional Campaigns

- Partner campaigns:
 - Island Taste Trail
- DBC consortiums
 - BC Ale Trail, Ride Island, Ahoy BC, Golf VI, BC Farmers' Market, Paddle BC
- ECV's seasonal digital campaigns
 - Display ads
 - Paid Social Media ads
 - Consumer emails
- 'Always on' digital/search ads
 - 422k impressions, 43k clicks, 10% CTR



Display ads & Sponsored content

- Curiosity - [Here are 13 things to do in Comox Valley based on your travel personality](#)
- Daily Hive - [15 fun things to do in Comox Valley based on your travel persona](#)
- Castanet - [Visit This Valley Region Along Vancouver Island's East Coast for Varied Adventures That Stretch from Mountains to Ocean](#)
- Vancouver Is Awesome - [This Easily Accessible BC Destination Offers Three Destinations in One](#)
- Okanagan Edge - [Experience Comox Valley](#)
- Daily Hive - [Here Are 3 Ways You Can Unwind in the Comox Valley this Fall](#)
- Curiosity - [Here's How to Make the Most of an Idyllic Weekend in the Comox Valley](#)
- Explore Magazine - [Your Shoulder Season Guide to Comox Valley's Great Outdoors](#)

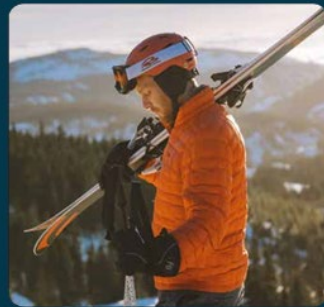
2024 Print Advertising

- 2024/25 Comox Valley Vacation Guide
 - 45,000 distribution
 - Full content, new brand alignment
- BC's Guide to Arts & Culture
 - 75,000 distribution, 2-page spread
- Go Vancouver Island magazine
 - 100,000 distribution, full page ad
- Vancouver Island Visitor Guide
 - 50,000 distribution, full page ad
- SOAR Magazine
 - 40,850 distribution, 2 page ad
- Landmark Media Comox Valley Map
 - Cover page
- Vancouver Island Backroad Mapbooks
 - Visitor Centre listing

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**ski,
savour
and settle
in to winter**



From thrilling runs down Mount Washington to cozy winter moments in town, Comox Valley brings you the perfect island winter getaway.



To start planning your trip, visit experiencecomoxvalley.ca



Broadcast Marketing

- 15 sec promotional videos on CTV
- 10 second closed captioning
- Connected TV, run of network ads, pause ads
- Geo-targeted to Calgary, Edmonton, and Metro Vancouver
- Results:
 - Ad impressions: 2.8 million
 - Click Through Rate: 0.18%



Destination Development

- Industry engagement
 - Comox Valley Tourism Strategy planning
- Market research
 - Visitor intercept surveys
- Travel trade & media
 - Hosting media
 - Explore VI event
- Events & Experiences Fund grant program
 - 10 successful applicants in 2024
 - \$65k





Visitor Information Services

- Visitor Centre
 - Open 5 days a week, Tuesday to Saturday, 9:30 am-4:30 pm in Winter, Spring & Fall
 - Open 7 days a week in Summer
- Mobile Visitor Information Kiosks
 - Comox Marina
 - Downtown Courtenay
 - Cumberland
- Advertising opportunities for tourism stakeholders
- Consignment gift shop of local goods
 - 50+ local artisans
- Community Outreach
 - NIC, local high schools, engagement workshops, Chamber business after business

Visitor Centre Statistics

Comox Valley visitors over the last 4 years

	2024	2023	2022	2021
January - March	1,978	2,032	1,944	585
April - June	3,418	3,206	2,899	943
July - September	5,675	6,507	4,692	6,888
Summer Mobile Kiosks	2,441	2,398	2,017	1,940
October - December	1,690	1,823	1,689	1,631
Total	15,202	15,966	13,241	11,987

2024 other communities:
Nanaimo - 9,730
Duncan - 18,294
Victoria - 180,200
Vancouver Island - 460,599

2024 Financials

- \$1,226,586 Revenue
 - 2024 General MRDT increased by 10.8% over 2023
 - Other sources include: Destination BC co-op marketing grant, local government contributions, Visitor Servicing grant, Canada Summer Jobs grant, VC retail & advertising revenue
- \$1,162,108 Expenses
 - Marketing \$549,241 (47%)
 - Visitor Servicing \$491,128 (42%)
 - Destination Development \$71,739 (6%)
 - Contract services fee \$50,000 (4%)
- \$1,205,276 Carry-forward to 2025
 - \$142,743 General MRDT
 - \$1,062,534 OAP (affordable housing)

2025 Upcoming

- New member of Fishing BC
- Arts & Culture campaign
- Enhanced events calendar with calendar grid view
- Slow Coast bikepacking
- Short form video storytelling
- Community & shareholder open house engagements





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Questions?



The Corporation of the City of Courtenay

Staff Report

To: Council

File No.: 1760-05

From: Director of Finance

Date: May 21, 2025

Subject: Fall 2025 Municipal Security Issuing Resolution

PURPOSE:

To seek council approval for a municipal security issuing resolution (MSIR) to secure long term debt through the Municipal Finance Authority (MFA) in the Fall 2025 long term debt issue for loan authorization bylaws "Sewer Infrastructure Projects 2023 Loan Authorization Bylaw No. 3093, 2023" and "Loan Authorization Bylaw No. 3136 - Strategic Land Acquisition 2024"

BACKGROUND:

1st Street Lift Station

Council adopted "Sewer Infrastructure Projects 2023 Loan Authorization Bylaw No. 3093, 2023" on June 28, 2023 for a maximum loan amount of \$2,500,000 towards the 1st Street Lift Station Sewer project. The project saw the majority of work completed in 2024, however planning and design started in 2018 with some final touches completed in 2025. The total cost of the project was \$4,334,606 funded through the following:

- Debt - \$2,500,000
- Sewer Asset Management Reserve - \$1,364,325
- Sewer User Fees and Frontage tax - \$470,281

Council adopted "Temporary Borrowing Bylaw 3104, 2023" which was used to provide interim funding for the project.

2024 Strategic Land Acquisition

Council adopted Loan Authorization Bylaw 3136, 2024 - Strategic Land Acquisition 2024 on January 24, 2024 for a maximum loan amount of \$2,176,000 towards strategic land acquisitions. Strategic Land Acquisitions completed in 2024 consisted of the following properties:

- 426 Anderton Ave (Anderton Arms)
- 440 Anderton Ave (Cona Hostel)
- 971 Cumberland Rd

The total project cost was \$2,884,115 and funded through debt the following:

- Debt - \$2,176,000
- Land Sale Reserve - \$708,115

Council adopted Temporary Borrowing Bylaw 3148, 2024 which was used to provide interim funding for the project.

DISCUSSION:

Borrowing Process:

Section 179 of the Community Charter provides Council with the authority to incur a liability by borrowing funds for any purpose of a capital nature. The local government borrowing process is highly regulated and closely monitored by the Province. All loan authorization bylaws must be approved by the Inspector of Municipalities and approval of the electors is required before adoption of the bylaw. In addition, sections 623 and 760 of the Local Government Act require a one-month quashing period after approval of the electors has been received, where an application can be made to the Supreme Court to set aside the loan authorization bylaw before final approval will be provided by the Inspector of Municipalities.

The Section 179 portion of the borrowing process has been completed as the City has been granted the authority by the Province to adopt the Loan Authorization Bylaws.

Finally, Section 182 of the Community Charter restricts local governments to financing long term debt with their local regional district through the Municipal Finance Authority of British Columbia (MFA). Once a certificate of approval has been received by the Inspector of Municipalities, Council must then pass a Municipal Security Issuing Resolution and forward it to the Comox Valley Regional District to be included in the next Regional District Security Issuing Bylaw that will go through further adoption at the regional level.

The MSIR must be submitted to the Regional District by June 12, 2025 to provide adequate time for the Region District to process and pass the required bylaws and resolutions. The MFA has set an August 8th deadline for regional districts to be included in the Fall 2025 debt issue.

POLICY ANALYSIS:

The 2023-2027 Consolidated Financial Plan Bylaw No. 3096, 2024-2028 Consolidated Financial Plan Bylaw No. 3130, 2024 and the 2025-2029 Financial Plan Bylaw No. 3165, 2025 contain the authorizations for spending on projects and accompanying funding sources.

FINANCIAL IMPLICATIONS:

The MFA 10-year loan rate as at May 1, 2025 was 3.91%, this rate represents the interest rate that will be charged on the loans for the first 10 years. After 10 years the loans will have their interest rate updated for 5-year periods until the loans are paid off (maximum of 30 total years).

Project	Current Interest rate	Annual Interest	Principal 20 Years	Total
1st Street	3.91%	\$ 97,750	\$ 88,403	\$ 186,153
Strat Land	3.91%	\$ 85,082	\$ 76,946	\$ 162,028
		\$ 182,832	\$ 165,349	\$ 348,181

In the 2025-2029 Financial Plan debt interest rates were updated from 5% to 3.8% which represented the interest rate at the time of Financial Plan preparation. The expected interest rate of 3.91% will result in 2025's interest expense being over budget by \$2,752 (\$1,375 + \$1,197).

A loan amortization period of 20 years is being recommended as it provides an affordable annual debt payment and spreads the life of the loan over a portion of the expected life of the asset.

If we reduce the amortization period of the loan, the annual principal payments will increase, there will be no changes to the annual interest payment however, we will see interest savings over the life of the loan.

The total cost of borrowing is reduced when a shorter amortization period is used however the annual principal loan payments are higher.

Project	Current Interest Rate	Annual Interest	Principal 15 Year	Total
1st Street	3.91%	\$ 97,750	\$ 130,522	\$ 228,272
Strat Land	3.91%	\$ 85,082	\$ 113,606	\$ 198,688
		\$ 182,832	\$ 244,128	\$ 426,960

Moving to a 15-year amortization period would increase annual debt servicing costs by \$78,779 (\$348,181 to \$426,960) but save \$559,218 in interest (\$298,980 + \$260,238) over the life of the loans.

It is not recommended to move to a 10, 25, or 30-year amortization period for these loans as the annual debt servicing payments substantially vary from budget and the overall cost to borrow becomes higher and not representative of the projects.

ADMINISTRATIVE IMPLICATIONS:

If Council passes the MSIR, staff will forward the request to the Comox Valley Regional District and they will start their process of issuing a Security Issue Bylaw. The Security Issue Bylaw is then forwarded onto the MFA.

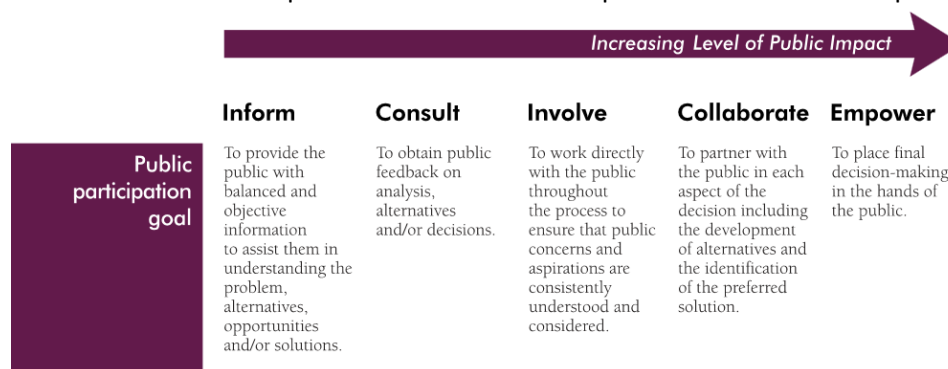
STRATEGIC PRIORITIES REFERENCE:

These items meet the following cardinal points of the City of Courtenay

- COURTENAY WILL BE RESPONSIBLE FOR THE FUTURE by being more thoughtful, strategic, and efficient in all resources that we use whether it be land, energy, or public infrastructure, to ensure that actions deliver on multiple goals of fiscal responsibility, economic resilience, social equity, and ecological health.

PUBLIC ENGAGEMENT:

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



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OPTIONS:

1. THAT Council approve borrowing from the Municipal Finance Authority of British Columbia, as part of the 2025 Fall Borrowing Session, \$2,500,000 as authorized through "Sewer Infrastructure Projects

2023 Loan Authorization Bylaw No. 3093, 2023” and that the Comox Valley Regional District be requested to Consent to our borrowing over 20-year term and include the borrowing in a Security Issuing Bylaw.

and

THAT Council approve borrowing from the Municipal Finance Authority of British Columbia, as part of the 2025 Fall Borrowing Session, \$2,176,000 as authorized through “Loan Authorization Bylaw 3136, 2024 - Strategic Land Acquisition 2024” and that the Comox Valley Regional District be requested to Consent to our borrowing over 20-year term and include the borrowing in a Security Issuing Bylaw.

2. THAT Council approve borrowing from the Municipal Finance Authority of British Columbia, as part of the 2025 Fall Borrowing Session, \$2,500,000 as authorized through “Sewer Infrastructure Projects 2023 Loan Authorization Bylaw No. 3093, 2023” and that the Comox Valley Regional District be requested to Consent to our borrowing over 15-year term and include the borrowing in a Security Issuing Bylaw.

and

THAT Council approve borrowing from the Municipal Finance Authority of British Columbia, as part of the 2025 Fall Borrowing Session, \$2,176,000 as authorized through Loan Authorization Bylaw 3136, 2024 - Strategic Land Acquisition 2024 and that the Comox Valley Regional District be requested to Consent to our borrowing over 15-year term and include the borrowing in a Security Issuing Bylaw.

3. THAT Council provide alternative direction to staff.

ATTACHMENTS:

Appendix 1 - MFABC Historical Long Term Interest Rates

Prepared by: Adam Langenmaier BBA, CPA, CA, Director of Finance
Concurrence: Geoff Garbutt, M.Pl., MCIP, RPP, City Manager (CAO)

Appendix 1 - MFABC Historical Long Term Interest Rates

Year	Season	Issue #	5 yr	10 yr		5 yr	10 yr
2025	Spring	165	-	3.88%	Average	4.42%	4.81%
2024	Fall	162	-	3.83%	Min	0.91%	0.91%
2024	Spring	161	4.05%	4.44%	Max	10.07%	10.07%
2023	Fall	160	4.73%	4.97%			
2023	Spring	159	3.90%	4.15%	5 yr rolling average	2.55%	3.55%
2022	Fall	158	3.82%	4.09%			
2022	Spring	157	3.07%	3.36%			
2021	Fall	156	1.25%	1.98%	Note - 5 year rates are used after the initial 10 year period is complete, up to a maximum of 30 years		
2021	Summer	154	1.47%	2.41%			
2021	Spring	153	1.53%	2.41%			
2020	Fall	152	0.91%	0.91%	Note - 10 year rate is used for the first 10 year period only.		
2020	Summer	151	1.28%	1.28%			
2020	Spring	150	1.99%	1.99%			
2019	Fall	149	1.97%	2.24%			
2019	Spring	147	2.31%	2.66%			
2018	Fall	146	2.90%	3.20%			
2018	Spring	145	2.65%	3.15%			
2017	Fall	142	2.80%	3.15%			
2017	Spring	141	1.90%	2.80%			
2016	Fall	139	1.50%	2.10%			
2016	Spring	137	1.75%	2.60%			
2015	Fall	133	1.70%	2.75%			
2015	Spring	131	1.45%	2.20%			
2014	Fall	130	2.05%	3.00%			
2014	Spring	127	2.30%	3.30%			
2013	Fall	126	2.75%	3.85%			
2013	Spring	124	2.15%	3.15%			
2012	Fall	121	2.05%	2.90%			
2012	Spring	118	2.40%	3.40%			
2011	Fall	117	2.15%	3.25%			
2011	Spring	116	3.25%	4.20%			
2010	Fall	112	2.52%	3.73%			
2010	Spring	110	3.35%	4.50%			
2009	Fall	106	3.23%	4.13%			
2009	Spring	105	3.55%	4.90%			
2008	Fall	104	4.35%	5.15%			
2008	Spring	103	4.25%	4.65%			
2007	Fall	102	4.82%	4.82%			
2007	Spring	101	4.52%	4.52%			
2006	Fall	99	4.24%	4.43%			
2006	Spring	97	4.56%	4.66%			
2005	Fall	95	3.87%	4.17%			
2005	Spring	92/93	4.25%	4.55%			
2004	Fall	85	4.53%	4.98%			
2004	Spring	81	4.15%	4.86%			
2003	Fall	80	4.06%	4.78%			
2003	Spring	79	5.49%	5.49%			
2002	Fall	78	5.37%	5.37%			
2002	Spring	77	5.80%	6.06%			
2001	Fall	75	5.10%	5.69%			
2001	Spring	74	5.93%	5.93%			
2000	Fall	73	6.36%	6.36%			
2000	Spring	72	6.45%	6.45%			
1999	Fall	71	5.84%	5.99%			
1999	Spring	70	5.49%	5.49%			
1998	Fall	69	5.55%	5.55%			
1998	Spring	68	5.46%	5.46%			
1997	Fall	66	5.50%	5.85%			
1997	Spring	65	6.90%	6.90%			
1996	Fall	64	7.42%	7.42%			
1996	Spring	63	7.75%	7.75%			
1995	Fall	61	7.90%	7.90%			
1995	Spring	60	8.30%	8.66%			
1994	Fall	59	9.35%	9.35%			
1994	Spring	58	8.75%	8.85%			
1993	Fall	56	7.80%	7.95%			
1993	Spring	55	7.00%	7.63%			
1992	Fall	54	8.05%	8.05%			
1992	Spring	53	9.63%	9.63%			
1991	Fall	51	9.50%	9.50%			
1991	Spring	50	10.07%	10.07%			



The Corporation of the City of Courtenay

Staff Report

To: Council

File No.: 7320-20

From: Fire Chief

Date: May 21st, 2025

Subject: 2025 UBCM Community Emergency Preparedness Fund Applications

PURPOSE:

The purpose of this report is to inform Council of the UBCM Community Emergency Preparedness Fund (CEPF) grant programs and seek a resolution approving a joint application for both the Emergency Support Services (ESS) Equipment and Training and the Emergency Operations Centres (EOC) Equipment and Training grants. This application is made in partnership with the Comox Valley Regional District (CVRD), Town of Comox, Village of Cumberland, and K'ómoks First Nation (KFN).

EXECUTIVE SUMMARY:

The Community Emergency Preparedness Fund is a suite of funding programs supported by the Province of British Columbia and administered by the Union of BC Municipalities (UBCM). The City of Courtenay, together with regional partners, seeks to submit a joint funding application to support projects that enhance local capacity in both Emergency Support Services and Emergency Operations Centres.

The 2025 application will include the following initiatives:

EOC Equipment and Training stream by supporting:

- Multi-agency EOC Flood Exercise Plan with discussion-based tabletop exercises (d-TTX), simulated flood scenario drills, and full-scale functional exercises.
- Upgrading shared EOC equipment and resources for optimal readiness
- Portion of generator costs for back-up power supply designated emergency operations site in Town of Comox
- Courses for EOC Finance and Logistics section staff; foundational training in EOC Essentials and Critical Incident Stress Management.
- After-action reviews designed to integrate new legislation, protocols and learning outcomes for crisis communication and operational procedures, that support seamless local-to-regional EOC integration and interoperability.

Total amount for grant - \$200,000

ESS Equipment and Training stream by supporting:

- Maintaining compliance with the legislative requirement under the *Emergency and Disaster Management Act* (EDMA) to provide emergency support services and each jurisdiction's ability to provide temporary support to evacuees.
- Continuous integration of the Provincial Evacuee Registration Assistance (ERA) system and other notification tools with community and government process and practices.
- Essential supplies and equipment upgrades —laptops, portable monitors, charging stations, and reflective vests—to support ESS operations and reception centers.

2025 UBCM Community Emergency Preparedness Fund Applications

- Comprehensive training: mutual aid, virtual reception centers, cultural safety, trauma-informed care, ICS 100, mental health, and digital literacy, reinforced by exercises and participation in the NESST conference.
- Public, staff and volunteer engagement, recruitment and recognition events, seasonal readiness activities to build and sustain a motivated, skilled multi-jurisdictional ESS structure.

Total amount for grant - \$150,000

Both streams each include Additional Eligible Costs and Activities:

- Incremental applicant staff and administration costs;
- Consultant Costs;
- Public Information Costs.

DISCUSSION:

The CEPF program is designed to help communities prepare for and mitigate risks associated with disasters and climate change. If successful, grant funding will be used to:

- Procure essential ESS and EOC equipment
- Deliver training that enhances regional response capacity
- Support trauma-informed and culturally safe practices
- Strengthen volunteer recruitment and retention
- Improve EOC knowledge and multi-year training delivery

POLICY ANALYSIS:

The Emergency and Disaster Management Act (EDMA), which came into force on November 8, 2023, introduces updated standards aligned with the Sendai Framework for Disaster Risk Reduction and the UN Declaration on the Rights of Indigenous Peoples. This grant directly supports compliance with the Act through equipment purchases and training initiatives.

FINANCIAL IMPLICATIONS:

The joint application will request a total of \$350,000 in grant funding:

- \$200,000 for the EOC Equipment and Training stream
- \$150,000 for the ESS Equipment and Training stream

The Comox Valley Regional District will serve as the primary applicant and administer the funds.

ADMINISTRATIVE IMPLICATIONS:

N/A

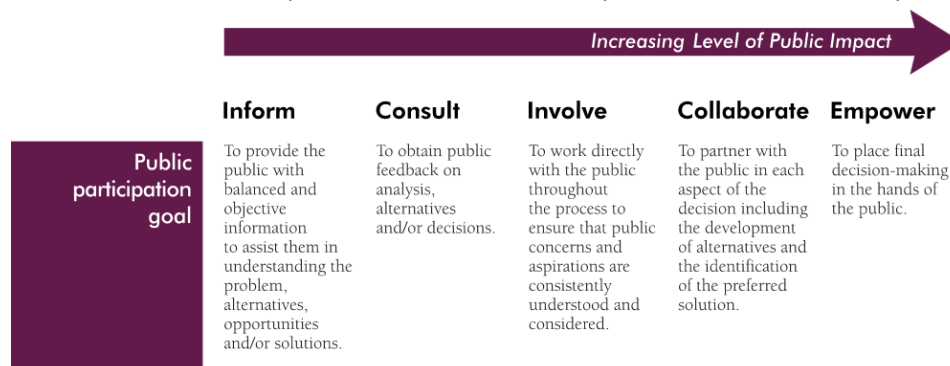
STRATEGIC PRIORITIES REFERENCE:

This initiative addresses the following strategic priorities:

- Public Safety - Build capacity for emergency planning and local response

2025 UBCM Community Emergency Preparedness Fund Applications**PUBLIC ENGAGEMENT:**

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



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OPTIONS:

1. THAT Council approve the submission of a regional application to the Union of BC Municipalities Community Emergency Preparedness Fund for up to \$200,000 under the Emergency Operations Centres Equipment and Training stream, and up to \$150,000 under the Emergency Support Services Equipment and Training stream to enhance local capacity in both Emergency Support Services and Emergency Operations Centres ; and

THAT the Comox Valley Regional District be designated as the fiscal host, responsible for receiving and managing any resulting grant funding on behalf of the City of Courtenay.

2. THAT Council provide alternative direction to staff.

Prepared by: Kurt MacDonald, ECFO, Fire Chief

Concurrence: Kate O'Connell, Director of Corporate Services (Acting City Manager)



The Corporation of the City of Courtenay

Staff Report

To: Council

File No.: 2380-20

From: Director of Recreation, Culture, and Community Services

Date: May 21, 2025

Subject: Extreme Weather Response Shelter – End of Season Report

PURPOSE: To provide Council with a summary report on the provision of an Extreme Weather Response shelter (EWR) at 971 Cumberland Road for the 2024/2025 season and seek direction on the distribution of the report to local government partners and K'ómoks First Nation.

BACKGROUND:

The 2023 Point-in-Time (PiT) Count in the Comox Valley unveiled a worrying escalation in homelessness, with a recorded 272 individuals experiencing homelessness—more than doubling the 132 individuals identified in 2020. This data, gathered nearly two years ago, underscores the urgent need for targeted interventions and community support, especially in times of extreme weather that poses health and safety risks to those individuals living unsheltered in the community.

In the summer of 2024, the City requested and was granted authority and funding from the Comox Valley Regional District to lead the development and implementation of a Winter Shelter Strategy on behalf of the region to address the urgent need to identify and activate locations for winter shelter services, including for the 2024/2025 winter season. Since 2023, in partnership with other local governments, K'ómoks First Nation, social service agencies, and other government entities, over 60 properties were investigated for potential activation as winter shelter locations. Despite this effort, a location had not yet been identified well into the beginning of the 2024/2025 winter shelter season.

Following the City's acquisition of 971 Cumberland Road in December 2024, the vacant, City-owned property was identified as the most promising option to deliver winter shelter services for the 2024/2025 season. Due to the need to activate winter shelter services urgently, at the December 11, 2024 Council meeting, it was resolved:

To temporarily defer strict enforcement of the Zoning Bylaw at 971 Cumberland Road so as to facilitate the operation of the temporary winter shelter up to April 30, 2025, subject to the following:

a) the City of Courtenay entering into an agreement with an operator for the provision of winter shelter services;

b) The Fire Chief and Manager of Business Services inspecting 971 Cumberland Road and concluding that there are no immediate life safety concerns with the proposed use.

Following the resolution to temporarily allow the property's use for sheltering purposes, Council directed staff to enter into the necessary agreement(s) with Lookout Housing and Health Society (Lookout) in order to allow Lookout to operate a winter shelter at 971 Cumberland Rd. Lookout was funded through BC Housing's Extreme Weather Response (EWR) Program.

Both the CVRD, through function 451 - Homelessness Supports Services, and the Town of Comox provided funding towards shelter activation, including the cost of capital renovations required to address building and fire code compliance, as well as additional staffing to support increased site and neighbourhood security and engagement. Renovations started in December of 2024, and the site was opened in February 2025.

With the conclusion of the EWR season as of April 15, 2025, this report provides an overview of the outcomes and impacts of the Extreme Weather Response shelter and provides considerations to inform planning for future winter shelter activations in the Comox Valley that will be included in the development of the final, regional Winter Shelter Strategy.

DISCUSSION:

Lookout Housing and Health Society (Lookout) was funded through BC Housing to provide an Extreme Weather Response (EWR) shelter at 971 Cumberland. Lookout and the City entered into a License of Occupation Agreement outlining the terms and conditions under which Lookout would operate the EWR at this City-owned property. The EWR operated from February 6 to April 15, 2025 on nights when weather thresholds were met from 8:30 pm to 7:00 am.

Extreme Weather Response shelters are activated based on predetermined weather thresholds as outlined in the EWR Community Plan and approved by BC Housing. The Coordinator for the Comox Valley Coalition to End Homelessness (CVCEH) led the development of the Community Plan, as well as coordinated the activation and deactivation of EWR alerts which enabled the opening and closing of the shelter and alerted community members and partners about the shelter's activation status.

The identification and activation of 971 Cumberland Road, including completion of necessary building renovations, was done quickly and with urgency, as outlined in the December 11, 2024 report to Council regarding Emergency Conditions. The public was notified of the activation through a letter from Lookout to residents within 100m radius of the shelter, as well as through a Notice of Assistance in the local paper. The letter provided information on the program, answers to frequently asked questions, and contact information for the City, Lookout, and CVCEH Coordinator. Lookout staff engaged directly with business owners, neighbours, and local service providers over the course of the EWR season. To ensure neighbouring residents had an opportunity to provide feedback on the EWR, residents within 150m were invited to a community conversation on May 1st, 2025 where representatives from the City, Lookout, RCMP and the Coordinator for CVCEH were present.

This report provides an overview of the outcomes and impacts of the EWR shelter operation as well as a summary of the feedback received from neighbouring businesses and residents, shelter guests, RCMP, Bylaw Services, and local service providers. This information will help inform future winter shelter activations as well as inform recommendations in the development of the regional Winter Shelter Strategy. Feedback from the operator, service agencies, and shelter guests demonstrate that the overall experience and services provided for people experiencing homelessness were effective and met critical sheltering needs despite being assembled on a short time line. Future activations of winter shelters would benefit from greater community engagement and planning to address the concerns of neighbours.

Overview of Operations

Operated by Lookout, the space at 971 Cumberland Road emphasized flexibility and low-barrier access, offering overnight shelter, secure personal belonging storage, and the ability to come and go during the night. The EWR was open from 8:30 pm to 7:00 am and offered 18 beds when weather thresholds were met.

As part of the License agreement, Lookout provided the City with an End of Season Report describing the shelter operations and impacts (see Attachment 1), some of which is summarized below:

Usage Statistics:

- 46 (of 66 potential) nights of activation/operation from February 6th to April 13th, 2025 (69% of potential operating nights)
- 668 individual stays*
 - 257 women
 - 404 men
 - 118 Indigenous individuals
 - 65 people with a disability
 - 18 seniors over the age of 65
- Average occupancy of 14.5 people (80% of 18 bed capacity)

* This number represents the total number of guest stays, not individual guests.

Additional Staffing Support

To support the operations of the shelter, an additional support position was funded through the CVRD function 451. The EWR program as funded by BC Housing provides funding for two staff, limited to the hours and days of shelter operation. The supplemental staffing is necessary in order to provide additional security of the site, ability to work beyond shelter hours to maintain site cleanliness and ensure that guests had left the premises after closing as well as offering individual support to guests. This support position also went by the site on days that the service was not operating to maintain a presence at the location for security and inform guests if the site was open or not that day. The position was also able to be a representative in the community and connected with local businesses and neighbours. They responded to four calls for support to local businesses.

During the season, this additional staff person was also able to provide individual support to guests that is not funded through the EWR model. This support resulted in:

- 6 supportive housing applications submitted
- 30 guests completing BC Housing applications
- 1 M'akola Housing application completed
- Numerous individuals assisted with ID recovery, income assistance, and navigating complex systems

Partner Feedback

Partners in this section include:

- Lookout Housing
- City of Courtenay Bylaw Services
- Courtenay Fire
- Comox Valley Coalition to End Homelessness / Community Representative
- Other local service providers

Overall, partners felt the EWR shelter ran well this winter, especially considering the short timeline from approval to activation. Communication with people using the shelter went smoothly, and the shelter was full most nights it was open. Some factors contributing to the success of the shelter were that people were allowed to go in and out for smoking, there was storage for belongings (including carts in the covered area), involvement of peers in the shelter, and regular communication with other service providers. A key sentiment from community is that there is relief that a space was found and activated for this season. Having

the service available was of great benefit to the community and provided life-saving supports for people who are experiencing homelessness.

Some challenges however included confusion amongst the community around weather activation thresholds, difficulty convening shelter staff with same-day notice, and three property breaches whereby individuals attempted to gather or sleep in the outdoor covered area on days that the shelter was not open. While some of these challenges can be addressed with stronger communication mechanisms around opening hours, activation criteria, and internal communications between the Community Representative, staff, and relevant partners, the inconsistency of EWR programs will continue to contribute to confusion and frustration among shelter users, service providers, and neighbours.

Site improvements were completed to improve site security in response to the property breaches, however EWR program locations often see gathering of individuals around the property on nights the EWR isn't open as guests look for shelter overnight. An option for addressing the issues associated with weather-based shelter activation is to consider seeking Temporary Winter Shelter (TWS) funding whereby shelter services are offered every night between October and April, regardless of weather, removing any confusion or sudden changes in when the service is open. In some locations, depending on the facility and the space available, Temporary Winter Shelters are able to offer the EWR program in the same location by adding additional staff and sleeping spaces when EWR weather thresholds are met.

Courtenay Bylaw Services observed increased pedestrian traffic and congregation in the area. Since the shelter has closed for the season, this activity has moved away from the immediate area and is now concentrated around the Connect Centre as it was prior to the site opening. Bylaw Services took a proactive approach to this expected increase in congregation by adding morning patrols in the neighbourhood which was helpful in moving people along who were sheltering in the area. The proactive approach builds relationships and prevents complaints through early intervention and interactions. Bylaw Services did not receive any negative complaints and no reports were opened in direct relation to the shelter. Staff are aware of a few incidents in the surrounding area, including one break in at the corner of Cumberland and McPhee and some incidents of difficulty moving people along from businesses.

The fire department noted that there was only one call for service related to an activated alarm but no fire.

Partners agree that more community and peer collaboration would be positive in opening a future winter shelter space. One suggestion is to have peer staff as part of operations to facilitate peer conversations with guests during the season to help guests take more initiative related to maintaining neighbourhood relationships. These meetings can build comradery and agreements to build a peer driven plan for the site, ultimately resulting in peer enforcement of guidelines in and out of the shelter site.

Partners also noted that community and neighbourhood engagement and communication was limited at times. Coupled with peer support and conversation, greater community collaboration and connection could alleviate some of the neighbour concerns raised and support shelter users to be good neighbours. More fulsome and ongoing opportunities for neighbour and community feedback were priorities identified by all the partners.

Staff want to acknowledge the significant collaboration and support provided by local partner service agencies in bringing the winter shelter to fruition this year. Many service providers, as well as partnering local governments and K'ómoks First Nation, participated in the Winter Shelter Working Group from fall 2024 through to winter 2025. This Working Group collectively identified and reviewed locations, offered resources

and funding, and supported important community conversations regarding shelter provision. In particular, staff would like to recognize Wachiay Friendship Centre and SOLID Outreach Society for their financial and peer support during the EWR season.

Community Feedback

Feedback from Residents

Due to the emergency activation of this space to address risks related to sheltering outside in extreme weather, engagement with neighbours surrounding 971 Cumberland Road prior to opening was limited. The EWR Community Representative is appointed as a point of contact in public communications, with social media posts and press releases related to EWR activation being released by the CVCEH and reposted by local government and service provider partners. Based on social media comments and letters/ phone calls received by the City prior to the site opening, key public sentiments about the EWR included:

- Concerns around lack of transparency / engagement / information regarding the site selection
- Concerns around City spending and tax dollars
- Confusion about whether the space was open or not, due to limited visible activity
- Lack of clarity around definitions of extreme weather, activation criteria, and opening hours
- Concern about how the site was selected and whether it was compatible with existing neighbouring land uses in the area (residential and childcare being specifically noted as concerns).

It is noteworthy that despite several individuals raising concerns through email and phone calls to the City prior to opening, the site did not receive any direct phone calls or emails from individuals in the neighbourhood after opening nor did City staff. Like the challenges identified by partners, these sentiments highlight a need for strengthened communications that support education around the definition of an EWR, how it is activated, and what community members can expect when a site like this opens in their neighbourhood.

Petition

There was a petition circulated online in late 2024 / early 2025 through change.org that opposed the selection of 971 Cumberland as a site for shelter services. The concerns raised included: community impacts, the interim measure of this service rather than long-term planning to address homelessness, the zoning not being compatible, and concerns regarding extension of the shelter without due process. The request of this petition was that the City limit use of 971 Cumberland to its temporary EWR designation, develop and invest in long-term, well planned and properly zoned solutions for addressing homelessness, to consult with the community, and to uphold transparency and community engagement in future planning processes related to shelter and supportive services. The final request of this petition was that the site not be continued for shelter use past April 15, 2025, and that the service remain EWR only between January and April 2025.

Neighbourhood Open House

In order to hear from neighbours of 971 Cumberland regarding any impacts they experienced, an open house was hosted at 971 Cumberland on May 1st, 2025. Notification of the event was provided via letter to all addresses within a 150m radius of the site. Approximately twelve residents and or business owners in the area attended the event and one person provided feedback via email as they were unable to attend. Some of the attendees represented the strata or other housing in the area.

The most often repeated concerns were regarding the location's proximity to schools and a daycare, that the service was unpredictable, and a sense that there is a lack of transparency about the City's plans for the site. Attendees noted that Cumberland Road is a main walking route for families and children going to

nearby schools, in addition to the site being very close to daycare services. Open substance use was also raised as a nuisance and concern, especially when done in areas where it could be witnessed by children. Unpredictability of services created uncertainty and neighbours observed an increase in people sheltering in the area, especially on nights that the service was closed.

Attendees also noted other general concerns regarding the impact of substance use and homelessness on both their neighbourhood and the community at large. Examples of residences thought to be involved in potential criminal activities were noted as places that raised safety concerns in the neighbourhood and contributed to higher levels of congregation and negative behaviour. Other impacts in the neighbourhood over the winter season noted by attendees were finding drug paraphernalia, vehicles being tampered with, people sleeping in nearby areas, shouting at night, people sheltering at Woodcote Park, and aggressive behaviour near children. It was suggested that increased visible patrols of peers, RCMP, and Bylaw Services could help in resolving some of these concerns.

One often repeated concern was the belief that the Connect Centre was being relocated to 971 Cumberland Rd. It is unclear where this misinformation came from, but it was mentioned by 10 of the 11 people who attended. One person also raised a concern that the Braidwood BC Housing project had been cancelled and no permanent shelter or supportive housing was being developed. City staff clarified and confirmed with attendees that there has been no discussion of the Connect Centre relocating to 971 Cumberland Rd and that the Braidwood shelter and supportive housing project was proceeding.

Beyond the concerns, attendees also stated repeatedly that the shelter service is needed and that people generally support shelters being in the City. While this location was not preferred by many attendees, many people shared that they feel there is a need for services and that they would like to see “something nice” built. The Campbell River tiny home community was provided as an example.

Some concerns about the site were specifically related to the fact that the EWR program leads to uncertainty and unpredictability for both service users and neighbours. Many people expressed support for a Temporary Winter Shelter rather than an EWR as this program has more opportunity to build relationships and it reduces the impacts of people seeking refuge nearby the site when not in operation. Some other suggestions for improving the services and possibly minimizing impact on the neighbourhood were increasing the visibility of staff, clear communication (preferably directly with neighbours) about the program, and operating the program consistently rather than on a night-to-night basis.

Feedback from Service Users

Guests of the shelter shared that they benefited from the sense of community, purpose and belonging at the shelter. One guest took care to clean the shelter daily and stated, “when I have something to do I stay out of trouble”, showing the benefit of peer roles in shelter services. Outreach staff support was able to connect guests with housing providers through applications, and support with tasks such as getting identification.

An issue identified by service users was that the closing hours of the shelter did not align with opening hours of other services or places to be, such as the library. The shelter closed at 7:00 am and Connect day services do not open until 8:00 am. This left an hour where there was nowhere to go. When the weather was particularly cold and wet, this led to people seeking a place to hunker down and may have contributed to loitering in the area around the shelter. The closing hours of the EWR however were structured to ensure the shelter was closed prior to the opening of nearby daycare centre (opening hours of 7:30 am).

EWR Program Challenges

The nature of the EWR program being based on weather condition criteria means there is inconsistency in when the services are open. Activation must be determined based on weather predictions, and what is

predicted and the actual weather may be different. The instances of persons breaching the fence and settling into the covered area all occurred when the shelter could have been activated based on actual weather but wasn't because weather predictions did not meet criteria. Some instances of fires or camping nearby may be related to this situation as well. Despite significant communication efforts, guests would sometimes travel to the shelter site only to find the services closed. Finding the service closed, people were likely to stay in the neighbourhood and find a place to shelter from the weather. This likely resulted in increased sheltering in the immediate area of the shelter on nights that it was closed. Neighbours reiterated this concern, noting that there was increased sheltering in the area when the EWR was not open. A Temporary Winter Shelter program rather than an EWR program may address these concerns by providing more consistent and dependable services, thereby reducing confusion, increasing stability for guests, and decreasing sheltering in the associated neighbourhood.

The EWR model is designed for emergency relief and does not provide the level of services or supports required in the community to effectively respond to winter sheltering needs, especially when provided as the only winter shelter service in the community. Additionally, the limited budget provided by BC Housing for EWR programs inhibits the ability of the operator to dedicate resources to building relationships and collaborative solutions with the neighbourhood and partners.

Winter Shelter Future Considerations

Outcomes from the 2024/2025 season provide several lessons for future planning of winter shelter supports in the Comox Valley. Key insights that will be included in the development of the Winter Shelter Strategy are listed below:

- Feedback from all parties indicate opportunities to strengthen the Extreme Weather Response (EWR) program through enhanced planning, coordination, and communication.
- Challenges with the program were largely related to the emergency and weather-based activation of the site, which could be remedied by offering a different service type (Temporary Winter Shelter) that is open for the whole winter season.
- A major consideration for the future is how to prepare for and communicate about any winter shelter services (especially EWR) so as to maintain clarity regarding operations and responsibility.
- Selecting a site and creating a site plan which includes partners, neighbours, and strategies to minimize impact, should be done early in the year.
- Involvement of peers in program planning, preparing site usage guidelines, and supporting with monitoring guests is beneficial to overall operations of the site, including facilitating good neighbour agreements and commitments. Peers should be involved early and in an ongoing manner for any shelter services.

Actions to respond to key insights could include:

- Identifying potential winter shelter locations early in the year to allow time for greater public engagement .
- Review radius of notification requirements for winter shelters with local government development services departments, including the possibility of expanding notification requirements to within 150m where appropriate.
- Develop the EWR plan earlier with broader input from more partners. Collaboratively determining activation criteria and processes should include RCMP, Bylaw, service providers, and people with lived and living experience so that roles and responsibilities during activation and criteria are clearly understood.

- Creation and distribution of communication materials for the program in addition to the standard activation notification template to provide plain language explanations of the program, what to expect, and when to expect it to be open.
- Align service hours with other services in the community or work with services providers to see how hours of operation among services may be coordinated to reduce gaps.
- Increase involvement of people with lived/living experience in planning and operation of shelter.
- Offer outreach to nearby residents and businesses ahead of the next season and engage early and often.
- Work with BC Housing to secure funding for a Temporary Winter Shelter service to address guest, neighbour and service provider concerns and challenges associated with the EWR program.
- Work with key partners to establish a community safety plan in advance of any shelter opening, identifying strategies to use throughout the season including meeting regularly and convening at the end of the season to review how it went.
- Ensure that adequate staffing levels are funded (either by BC Housing or other partners) to make sure outreach and site security support is available daily and in hours outside of the shelter operations to support guests with referrals, address neighbour concerns, meet with partners, and ensure daytime needs.

POLICY ANALYSIS:

OCP, 2022

Affordable Housing

- AH 13: Identify undeveloped and underdeveloped municipal sites for future affordable housing projects with emphasis on providing a mix of tenures including supportive housing.
- AH 18: Advocate for senior government funding for affordable housing projects and initiatives. Social Infrastructure

Social Infrastructure

- SI 6: 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.
- SI 8: Continue to support regional partners on program administration and delivery for homelessness, poverty prevention, mental health, addiction, and overdose prevention programs.
- SI 16: Provide sufficient, high-quality public spaces that promote social connectedness. Include amenities to support all ages and abilities such as public washrooms, seating areas, and drinking fountains.
- SI 17: Develop a strategy to address community need for public washrooms, including hand washing stations and access to secure potable water.
- SI 21: Support volunteers, organizations, and other social assets to continue undertaking their work within the community

Zoning

Zoning for 971 Cumberland Road site is Industrial 2. This site was permitted to operate temporarily without strict enforcement of the Zoning Bylaw in accordance with Section 20(2) of the Community Charter, Emergency Powers, via Council resolution until April 15th, 2025.

FINANCIAL IMPLICATIONS:

In summer 2024, the CVRD authorized the City to lead the development and implementation of a Winter Shelter Strategy on behalf of the region. The CVRD provided \$91,000 from function 451 to initiate this work with \$50,000 earmarked for development and implementation of the Winter Shelter Strategy and \$41,000 to be used to support site activation and operation.

The City requested funding from the CVRD towards renovation costs associated with the necessary building and fire code improvements required to activate 971 Cumberland Rd for shelter purposes, as well as foregone lease revenue. The CVRD approved \$200,000 in funding in December 2024.

In winter 2025, the Town of Comox provided an additional \$80,000 to the City of Courtenay to support the site activation at 971 Cumberland Rd.

The total funding provided to the City to enable the activation of 971 Cumberland Rd and support the development of a regional Winter Shelter Strategy is \$371,000. The original estimated budgets with amounts spent to date and estimated totals are provided in Table 1.

Table 1: Winter Shelter Strategy and EWR Activation Budget and Estimated Totals

Description	Budget	Estimated Total
Shelter Operations (site security and neighbourhood support)	\$50,000	\$39,300
Building Improvements	\$150,000	\$178,728
Other services rendered (architect fees, hazardous materials, etc.)	\$30,000	\$16,735
Foregone Lease Revenue	\$35,100	\$18,661
Winter Shelter Strategy & Implementation	\$91,000	\$55,000
Staff Time Contribution (est. 560 hours)	-	\$53,175
Total	\$356,100	\$378,333
Funding Received (CVRD, Town of Comox)		\$371,000
Estimated Net Surplus (Deficit)		\$(7,333)

The total estimated direct costs specifically related to the activation of 971 Cumberland Road as an Extreme Weather Response shelter is \$283,424 including construction costs for building improvements, shelter operation support, other services rendered, foregone lease revenue, and project management.

ADMINISTRATIVE IMPLICATIONS:

Securing a site and doing the work required to activate it for this EWR season was a significant undertaking. The work was led by Recreation, Culture, and Community Services with support from several other departments including Planning, Building, Civic Facilities, Communications, and Corporate Services. While the City secured the services of Urban Matters CCC to support this work, the leadership and activation of winter shelter services on behalf of the region has required significant City of Courtenay staff time. It is important to note that this is City staff time above and beyond what would typically be provided by a municipality to support the activation of shelter services (i.e. review of building permits, temporary use approvals, etc) and is resulting in delays to other City strategic priorities.

The City's in-kind contribution of staff time is estimated at a total of \$53,175 as follows:

- August to November 2024 estimated at 250 hours for total of \$23,750

- December 2024 and January 2025 estimated at 150 hours for total of \$14,250
- February to April 2025 estimated at 95 hours for total of \$9,000
- May to July 2025 estimated at 65 hours for a total of \$6,175

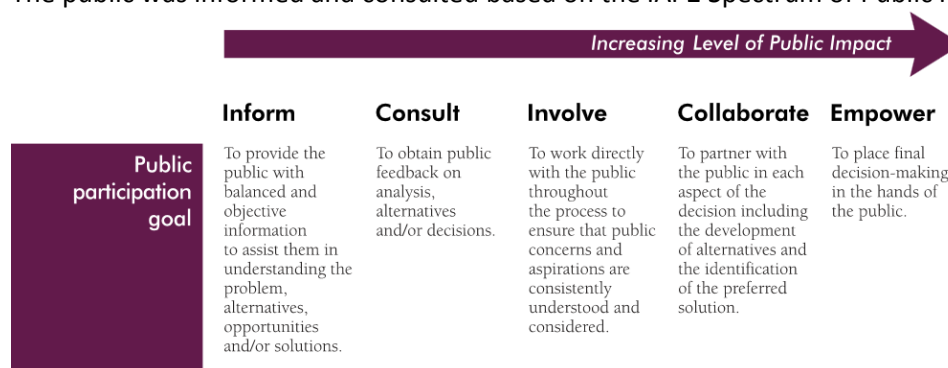
STRATEGIC PRIORITIES REFERENCE:

This initiative addresses the following strategic priorities:

- Social Infrastructure - Continue working with community agencies to deliver day services. Explore role in the provision of social support services, including future of Connect Centre.
- 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 Safety - Build capacity for emergency planning and local response
- Affordable Housing - Explore approaches to develop affordable housing: Review potential of city property for housing partnerships with BC Housing

PUBLIC ENGAGEMENT:

The public was informed and consulted based on the IAP2 Spectrum of Public Participation:



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RECOMMENDATION:

1. THAT Council receive the “Extreme Weather Response Shelter – End of Season Report”; and

THAT Council direct staff to send the “Extreme Weather Response Shelter – End of Season Report” to the Town of Comox, Village of Cumberland, Comox Valley Regional District, and K’ómoks First Nation; and

THAT Council direct staff to make a delegation request to the Comox Valley Regional District to make a presentation of the “Extreme Weather Response Shelter – End of Season Report”.

2. THAT Council provide alternative direction to staff.

ATTACHMENTS:

1. Lookout Housing & Health Society: EWR 971 Cumberland Rd Shelter Report

Prepared by: Susie Saunders, Director of Recreation, Culture, and Community Services
Reviewed by: Marianne Wade, Director of Development Services
Adam Langenmaier, Director of Financial Services
Kate O'Connell, Director of Corporate Services
Concurrence: Geoff Garbutt, M.Pl., MCIP, RPP, City Manager (CAO)

EWR Cumberland Shelter Report



This document serves as the comprehensive final report prepared by Bailey McKay, detailing the activities, outcomes, and reflections from the EWR Cumberland Shelter season.

INTRODUCTION

The EWR Cumberland Shelter opened its doors on February 6, 2025, and operated for a total of 46 nights, concluding on April 13, 2025. During this time, we welcomed 668 unique individuals, serving a wide range of demographics and needs.

Our mission was simple yet powerful: to offer guests the best possible end to their day and a dignified start to the next. Each evening, we provided a warm meal, and each morning, a healthy breakfast. These daily moments created opportunities for staff to build meaningful connections with guests and lay the foundation for trust and support.

As the nights went on, guests began to take pride not only in the shelter space but also in the community it fostered. They helped keep the environment clean and supported one another, turning the shelter into more than just a place to sleep — it became a shared space of dignity, care, and community.



DEMOGRAPHIC

During the reporting period, the Shelter supported a total of 668 guests, including 257 women and 404 men. Of these, 118 identified as Indigenous, and 65 were living with a disability.

Age Group

The general age group of 19–64 years consists of 650 individuals, while there are 18 individuals aged 65 and older.

To better understand the shelter population, recent data was compared with the 2023 Comox Valley Point-in-Time (PIT) Count.

Demographics Overview:

- **Gender:**
61% of shelter guests were male, closely aligning with the 2023 PIT Count (59%). This indicates consistency in gender trends among the precariously housed population.
- **Indigenous Identity & Disability:**
17% of guests identified as Indigenous, and 10% reported a disability. These figures are lower than the PIT Count, which reported 28% Indigenous and 93% living with some form of disability. It's important to note that disclosure is voluntary, and actual numbers may be higher.
- **Age Distribution:**
A significant 97% of guests fell within the 19–64 age range, compared to only 65% in the PIT Count. Seniors (65+) represented just 3% of shelter guests, well below the 27% reported in the PIT Count. This suggests seniors may face additional barriers to accessing shelter services.

Outreach Insights:

- Many **women** expressed safety concerns related to past shelter experiences.
- Individuals with **disabilities** reported feeling vulnerable or unsafe in shelter settings.
- Some **Indigenous** guests felt pressure to suppress cultural identity to access services.
- Despite these challenges, increased outreach efforts led to more Indigenous individuals accessing the shelter.

Conclusion:

While not all data is fully verifiable, trends suggest that certain populations—particularly women, Indigenous individuals, people with disabilities, and seniors—may be underrepresented due to barriers in accessing services. Outreach has proven effective in reducing some of these barriers, but ongoing efforts are needed to improve accessibility and safety for all.



Community & Peer Collaboration

The effort

We worked in close collaboration with a range of community partners — including IHOST, SOLID Outreach, ACT, and local emergency services — to ensure that individuals facing complex challenges received timely, compassionate, and comprehensive support. These partnerships were instrumental in creating a coordinated response that centered the dignity and needs of each individual. At The Junction, Outreach provided consistent access to essential services such as food, safe supply, medical care, housing applications, and outreach supports. The Junction served as a reliable and welcoming space where community members could access what they needed without judgment or barriers, helping to build trust and long-term engagement.

One of our most meaningful initiatives this year was the launch of our Peer Program, developed in partnership with SOLID Outreach. This program was designed to empower individuals with lived and living experience by offering opportunities to contribute to the community in valuable and visible ways. Participants played key roles in outreach activities, harm reduction supply distribution, and regular community cleanups — all while receiving compensation that acknowledged their work and leadership. The Peer Program not only created pathways for personal growth and stability but also fostered a stronger sense of ownership and pride within the community. By recognizing and uplifting the expertise of those with lived experience, we helped to build a more inclusive and responsive system of care.



Business

Weekly visits to local businesses aimed to foster open communication and strengthen trust between the unhoused population and the broader community.



Peer Program

Empower individuals to give back to their community, develop essential life skills, and take ownership of the places they live, fostering a stronger, more connected community.



What We Seen

Our guest took pride in the community, giving back through clean-up efforts and meaningful peer-to-peer interactions.

INSIGHT

Business Check-Ins:

Checking in with local businesses around the shelter proved to be beneficial. Several businesses appreciated the outreach and expressed that they felt supported, knowing they could reach out if any issues arose.

However, not all businesses were equally receptive. Some showed little interest in ongoing communication and did not fully engage with the process.

Additionally, a couple of businesses raised concerns regarding the shelter's operating hours. They mentioned that the shelter appeared to be open at times inconsistent with the schedule they were originally provided, leading to some confusion and frustration.

Peer Program Impact:

The Peer Program had a positive impact. It provided our guests with a sense of pride and purpose, equipping them with tools to contribute to their community and build a sense of belonging. Notably, some guests went above and beyond by using part of their compensation to purchase items for their peers, demonstrating a strong desire to give back.

Take away

Local Businesses

To enhance future collaborations, more structured planning around business check-ins would be beneficial. Ongoing education and engagement with local businesses to better understand the demographics we serve can significantly improve mutual understanding and compassion. Regular meetings and consistent check-ins between Lookout and local businesses will help nurture these relationships and support continued growth moving forward.

Peer Program

Additionally, the Peer Program at the EWR Cumberland Shelter would have greatly benefited from earlier planning and a clearly defined framework. Establishing a solid plan from the outset would help foster the program's development and ensure its success.



Incident Reports

EWR Incident Summary Report

Duration: 46 Nights of Operation

Total Incident Reports: 17

Incident Types:

- Abuse to Guest: 1
- Abuse to Staff: 1
- Guest Injuries: 5
- Guest Assault: 1
- Overdoses: 2
- Aggression to Staff: 1
- Other: 6

Resolver

Severity Breakdown:

- Critical Incidents: 2
- Non-Critical Incidents: 13
- Standard Follow-Up Reports: 2 (due to unannounced Police/Paramedic presence)

Notes:

- The majority of incidents stemmed from events occurring off-site. In these cases, staff provided appropriate follow-up and guest support in coordination with emergency services.
- Paramedics were called in both overdose cases. Guests were transported to hospital, treated, released, and returned safely to the shelter.

EWR REPORT

- All incidents were handled with a compassionate and trauma-informed approach, and appropriate supports were provided throughout.



Staff Training

Staff received comprehensive training through an Operation Guide, organizational policies, peer-to-peer shadowing, weekly follow-ups, and an 8-hour Mental Health First Aid course—equipping them to respond to crises with calm, kindness, and meaningful connection.

Recommendations

While it is noted that staff have received initial training, it is recommended that EWR (Extreme Weather Response) staff be provided dedicated time to complete shadow shifts prior to the official opening of the EWR site. This will help ensure familiarity with site operations, protocols, and expectations.

In addition to the current training, the following areas are recommended for further staff development:

- Naloxone Administration: Refresher training to ensure all staff are confident and prepared in overdose response.
- Lookout Society Policies: A more in-depth review of organizational policies to ensure alignment and understanding.
- Emergency Drills: Regularly scheduled drills to prepare staff for fire, medical, or behavioral emergencies.
- Written Reporting: Training on proper documentation practices to ensure accurate, consistent, and professional incident reporting.

These steps will enhance staff readiness and contribute to a safer, more supportive environment for both clients and team members.



Lookout
Housing + Health Society

TAKE AWAY STORIES

Stories That Stayed with Us

- One guest showed up early every morning — sweeping floors, handing out blankets, and greeting staff with a “good morning” and a smile. “When I’ve got something to do, I stay out of trouble,” they told us — and they meant it.
- Another guest, previously restricted in the community after a serious incident, proved their commitment to change by supporting their peers, connecting people to services, and partnering with SOLID. With their consent, Outreach worked with their probation officer — and those efforts resulted in reduced limitations and a second chance at rebuilding community ties.
- And then there was the guest who used to sleep rough before the shelter opened. Not only did they begin cleaning camps each morning after leaving the shelter, they also repaired a broken fence gate at The Junction — saving repair costs — and became a word-of-mouth ambassador, spreading shelter info to others who needed it most.



The Corporation of the City of Courtenay

Staff Report

To: Council

File No.: 6100-05

From: Director of Recreation, Culture, and Community Services

Date: May 21, 2025

Subject: Woodcote Park Playground Replacement and What We Heard Report

PURPOSE: To update Council on the status of the Woodcote Park Playground Replacement Project and endorse the Preferred Concept Plan to proceed to detailed design and construction.

BACKGROUND:

Woodcote Park is a four-acre community park located in West Courtenay, located at 1281 17th Street bounded by Cumberland Road, Willemar Avenue, 17th Street, 16th Street and Tull Avenue. The adjacent properties are mostly single-family residential properties. Current features in the park include mature hedging and trees on the perimeter of the park, a washroom building, an aged playground and basketball court, and a playing field. The park is within a ten-minute walk to two schools (K-9), one of which currently does not have a playground, the Wachiy Friendship Centre, and a 40-unit affordable housing complex prioritizing Indigenous Elders and individuals and people living with disabilities with low to moderate incomes.

Based on the City's condition assessment and asset management registry, Woodcote is a priority for playground replacement. The existing playground is thirty years old and at the end of its useful life.

On September 11, 2024, Council adopted the *Let's Play, Courtenay!* Park Playground Design Standards. These standards provide guiding principles and best practices for improving Courtenay's new and replacement park playgrounds.

At the January 15, 2025 Council Meeting, Council resolved the following in response to the Comox Valley Masters Soccer Club's request to collaborate on a timber frame pavilion in Woodcote Park.

THAT Council direct staff to consider the location for the proposed timber frame pavilion through the Woodcote Park Playground Upgrade design process; and

THAT Council delegate authority to the Director of Recreation, Culture and Community Services to determine the terms and conditions of the agreements to be entered into for the project; and

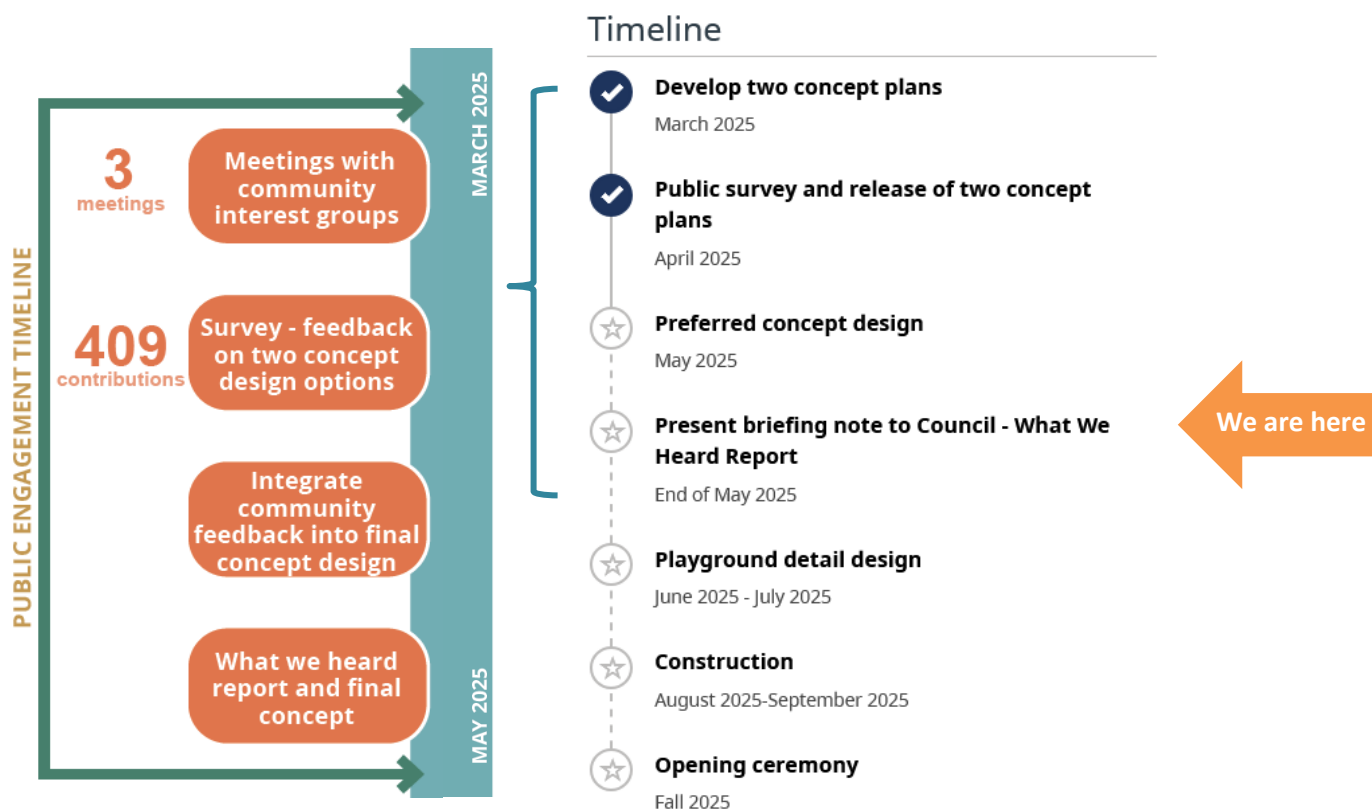
THAT the Director of Recreation Culture, and Community Services be authorized to execute the agreement(s) on behalf of the City; and

THAT the City contribute up to \$30,000 towards the project through Partners In Parks funding, subject to the Comox Valley Masters Soccer Club agreeing to the location of the proposed timber frame pavilion through the Woodcote Park Playground Replacement Design process.

DISCUSSION:

In February 2025, staff kicked off the Woodcote Park Playground Replacement and Upgrade Project - the first community park to be designed utilizing the *Let's Play, Courtenay!* Park Playground Design Standards. PWL Partnership Landscape Architects was engaged to deliver the park playground plan for this project. The project includes the following key project milestones as illustrated in the following timeline (Figure 1).

Figure 1: Public Engagement Timeline and Project Timeline



The process included a review of the City's strategic planning documents such as the Official Community Plan (2022), Parks and Recreation Master Plan (2019), *Let's Play, Courtenay!* Park Playground Design Standards (2024), Urban Forest Strategy (2019), and Strategic Cultural Plan (2025). These documents informed the development of the two draft concept plans presented to the public for feedback.

Timber Frame Pavilion

Due to an April 1st project completion deadline for the Canadian Dermatology Association grant of \$7,500 for the proposed timber frame pavilion, staff requested PWL to prioritize determining the best location for the timber frame structure that would benefit all users in the park. PWL identified two potential locations (see orange stars in Figure 2):

1. Past the existing basketball court at the northeast corner of the sports field, or
2. Between the playground and the sports field.

Figure 2: Proposed locations for Timber frame pavilion



PWL recommended these locations, between the field and the playground or field and basketball court as they would offer the greatest use to the most park users (i.e. playground, field, basketball court, and park users alike). It could serve as a gathering spot for multi-generational family picnics and children's birthday parties and be closer to the park's supporting amenities, such as the new playground and the washrooms, while also offering sports groups a gathering place before and after games and practices.

Comox Valley Master's Soccer Club (the Club) decided not to proceed with the project as their preferred location remained mid-field on the north side of the sports field (blue star in Figure 1). The Club preferred a structure located close to both teams, where players could gather and take shelter during and after games. They believed the proposed locations were not ideal for the soccer teams.

Staff relayed to the Club that although the City and the Club weren't able to collaborate on this project, the City would continue to include the Comox Valley Master's Soccer Club as an interest holder in future sport field planning projects.

It's important to note that there was feedback through the project survey regarding the need for a pavilion that was close to the playground to support gatherings. As such, a separate optional line item has been included in the budget for a pavilion for consideration in future park development initiatives at Woodcote Park.

Public Engagement Process

The engagement strategy for the development of the concept plan for the Woodcote Park Playground replacement was customized to reflect the recent extensive community engagement conducted to create the *Let's Play, Courtenay!* Park Playground Design Standards.

Utilizing the recommendations from the *Let's Play, Courtenay!* Park Playground Design Standards PWL developed two concept plans to share with the public for feedback:

- Option 1: Playing Among the Clouds - see Attachment 1, and
- Option 2: Playing Among the Trees – See Attachment 2.

Both concept plans were posted on the Engage Comox Valley project page, and a supporting survey was open between April 8 – April 28. In addition, two public information boards displaying the concept plans with a QR survey code were installed on site at the park, adjacent to the existing playground. The two concept plans were also posted at the Lewis Centre and the LINC Youth Centre. After scanning the QR code, participants were directed to the Engage Comox Valley project page, where they could complete an online survey. Hard copies of the survey were also available at City Hall, the Courtenay Library, the Lewis Centre, and the LINC Youth Centre. The survey collected demographic data, presented each concept option, and included a series of questions to prioritize play equipment themes, identify the preferred option, and gather open-ended feedback on any missing elements or additional considerations. The City received 409 survey responses—408 submitted online and 1 in hard copy.

The engagement strategy also included online discussions with key focus groups:

- Principals from two local elementary/middle schools (2 participants),
- A representative from the Wachiay Friendship Centre (including a child), and
- Representatives of the Comox Valley Child Development Society (2 participants).

The following is a summary of the engagement results and feedback, with more fulsome information and details in the What We Heard Report (Attachment 3).

Survey Results Demographics

Residency:

- 82% of the respondents lived in the City of Courtenay of which:
 - 33% were within a 5-minute walk,
 - 21% were within a 10-minute walk, and
 - 28% were more than a 10-minute walk.
- 17% of the remaining respondents lived either in the Town of Comox (6%), Village of Cumberland (2%) or the Comox Valley Regional District Electoral Areas A, B or C (9%).

Age Breakdown

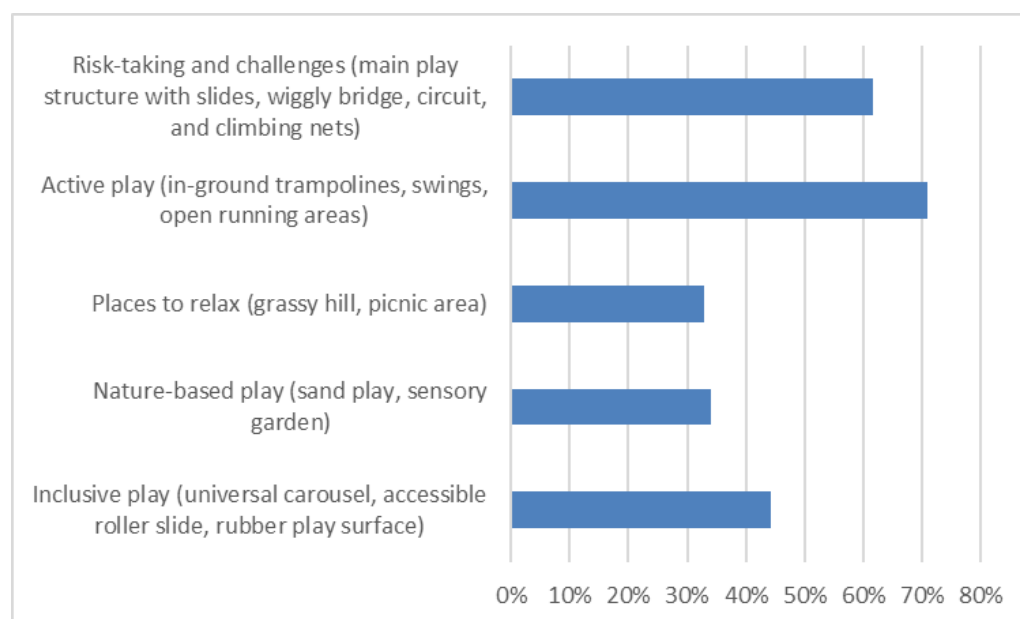
- 75% of the respondents were 18 and older
- 13% of the respondents were 17 years old or younger, and
- 12% were 12 years old or under.
- 63% of respondents indicated they were a parent or caretaker of a child under 12.

Survey Respondent Feedback on the Concept Plans

Feedback on Option 1: Playing Among the Clouds (Figure 3):

- The top three key themes preferred by respondents in Option 1 were:
 - Active play elements with 71% of the responses,
 - Risk-taking and challenges with 62%, and
 - Inclusive play with 44% of the responses.
- When asked what was missing from Option 1, the highest responses included:
 - Nothing! (27%),
 - More risk taking (24%), and
 - More space for gathering (14%).
 - Monkey bars and shade were common responses when asked what other things were missing.

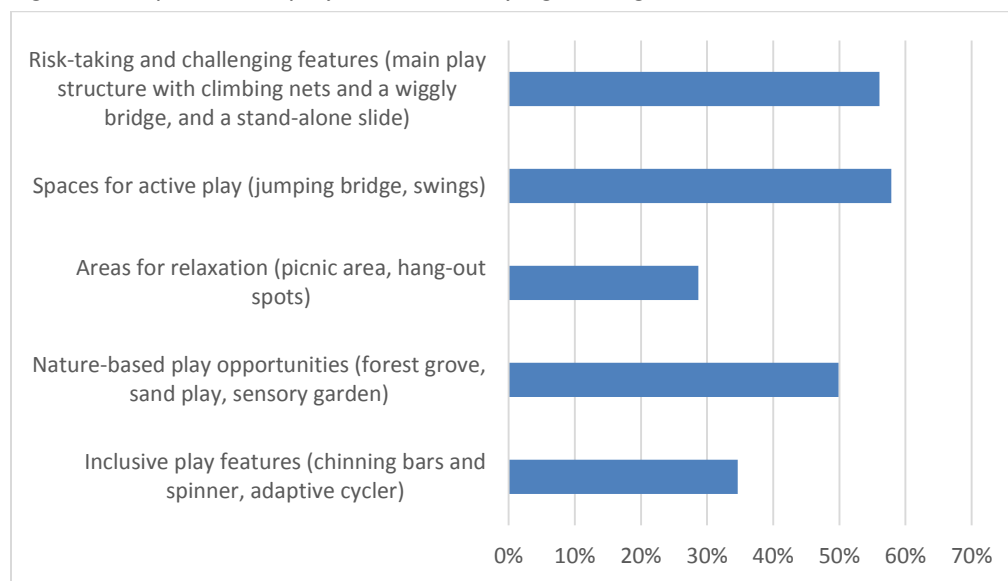
Figure 3: Top 3 chosen play themes in Playing Among the Clouds



Feedback on Option 2- Playing Among the Trees (Figure 4)

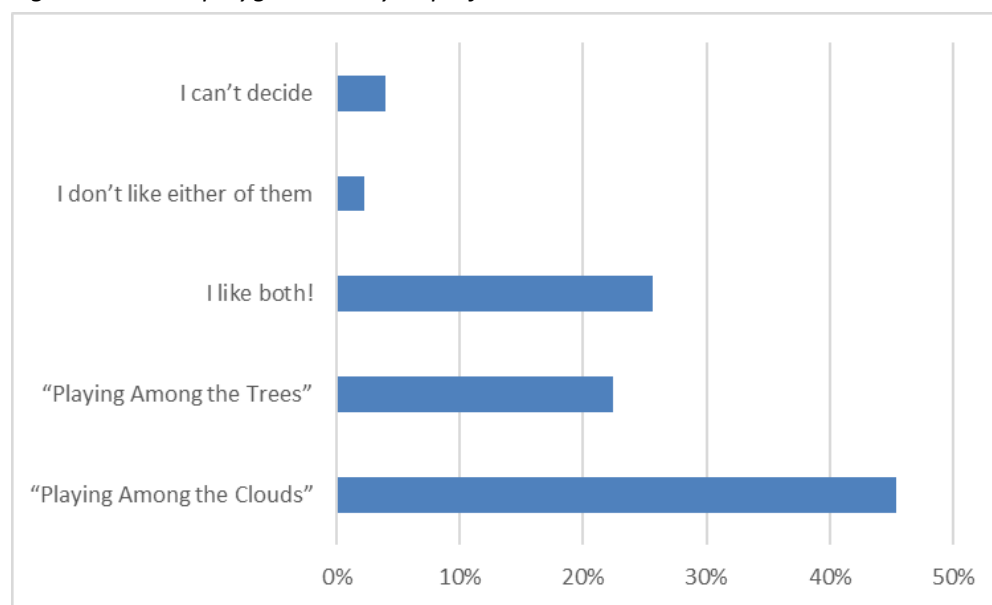
- The top three key themes preferred by respondents in Option 2 were:
 - Spaces for active play with 57% of the responses,
 - Risk-taking and challenges with 55%, and
 - Nature play with 49% of the responses.
- When asked what was missing from Option 2, the highest responses included:
 - More risk taking (28%),
 - Nothing! (21%), and
 - More space for gathering (12%).
 - Zip lines, water park/water play elements, and monkey bars were common responses when asked what other things were missing.

Figure 4: Top 3 chosen play themes in Playing Among the Trees



When asked which option was preferred (Figure 5), Option 1 – Playing Among the Clouds was the most popular response at 46%, followed by both options at 26%, then Option 2 – Playing Among the Trees at 22%.

Figure 5: Which playground do you prefer?



Respondents also expressed a strong preference for a blended playground concept that combines the natural elements of Playing Among the Trees—such as trees, boulders, and logs—with the inclusive play features and rubber surfacing of Playing Among the Clouds, which was praised for its accessibility and suitability for all ages and abilities. There was consistent concern about visibility and safety, particularly near park exits and adjacent roads, with requests for better separation and fewer hidden areas. Many respondents emphasized the importance of multi-generational spaces with accessible pathways, seating, shade, picnic

areas, and water play (spray park or wading pool). Playing Among the Trees was especially appreciated for its toddler-friendly features, though respondents called for more comfortable, shaded, and safe play areas for young children, including play elements designed to support children with neurodiversity. Additionally, a significant number of respondents raised concerns regarding the safety and cleanliness of sand features.

Interest Holder Focus Group Feedback

Below is a summary of feedback received through the online focus groups sessions with the two schools, Wachiya Friendship Centre, and the Comox Valley Child Development Association:

- To enhance accessibility and engagement, the playground should incorporate natural (wood) and sensory elements such as logs, boulders, music features, and tree stump circles, along with cultural additions like Indigenous language scavenger cards.
- Prioritizing all-resilient rubber surfacing throughout the area will eliminate barriers caused by uneven transitions and wood chip overflow.
- To better serve older children, additional basketball hoops should be installed to accommodate small group play, as the basketball courts are a popular feature.
- The playground's current poor condition has led to underuse by nearby schools, but upgrades would significantly increase usage.
- Inclusive design is essential, with equipment accessible from the ground for children of all abilities.
- Adding more shade and a variety of upper-body and active play features—such as ziplines, monkey bars, slide poles, Gaga ball pits and inclusive swings—will broaden the playground's appeal.
- Consider incorporating Indigenous artwork in the playground design.

Next Steps

Based on the significant and valuable feedback received in the engagement process, staff recommend the playground design to proceed with the "Playing Among the Clouds" concept, incorporating popular elements from the "Playing Among the Trees" concept. Key features are expected to include inclusive play equipment usable from the ground, monkey bars, a net swing, nature-based sensory play elements, and expanded resilient rubber surfacing for better accessibility. The sand play area will be smaller and relocated for safety. The final concept design will include consideration for additional trees, a possible shade structure, informal seating, fencing for safety, and a new water play runnel. These adjustments and recommendations are reflected in the preferred concept plan (Attachment 4).

The scope of the Woodcote Park Playground Replacement Project is limited to playground equipment and amenities, as such proposed improvements to the basketball court (improvement to the current surfacing and replacement of the current and addition of two new hoops) and the installation of a new pavilion or picnic shelter are recommended for future consideration as time and resources allow. The project will include costing for these elements to support the City's consideration of these recommendations for inclusion in future financial plans.

It is important to note that the current playground replacement design focuses on amenities for toddlers, children, and pre-teens up to age twelve. The engagement with community partners and survey results demonstrate a need and interest to explore further park improvements that respond to the needs of youth ages 13 and over. Engagement with this demographic should be conducted to inform the future design of the basketball court and pavilion/shelter, with a particular focus on the needs of teenage girls as studies

have shown that teenage girls frequently outgrow standard playground equipment and are not typically drawn to basketball courts, which are often designed with teen boys and men in mind.¹

It is recommended that the playground replacement project now proceed to detailed design, including a cost estimate update, based on the preferred concept plan. Following the update to the cost estimate coming out of detailed design, a final design will be confirmed, and the project is expected to proceed to procurement in June, with construction expected to begin in summer for a fall completion and grand opening ceremony. Minor changes to the final concept plan may occur following detailed design based on finalized costs to ensure the project remains within the allotted budget; should the design change significantly due to budget constraints staff would return to Council for direction.

POLICY ANALYSIS:

Official Community Plan (OCP), 2022

Building and Landscapes:

- Objective 6: Municipal buildings and site design demonstrate leadership in building performance, accessibility, and design.

Parks and Recreation:

- Objective 1: Parkland in the form of natural areas, open spaces, and outdoor recreation is of sufficient amounts, is well-connected, equitably distributed, and is of high quality to enhance liveability throughout the city.
- Objective 2: Recreation amenities, services, and programming are expanded and enhanced to support increased health, wellness, and social connections for all residents.
- Objective 4: The parks and recreation system exemplifies leadership in reconciliation, climate action, equity, and community well-being through its services, programs, and partnerships.
- Objective 5: Partnerships are in place to achieve parks and recreation objectives.

Social Infrastructure

- Objective 1: All Courtenay residents experience equitable access to services.
- Objective 3: Physical spaces are designed with the needs for social connection and accessibility in mind.

Parks and Recreation Masterplan, 2019

3.2.1 Apply the design guidelines below to the design of new and upgraded parks:

- Use universal design principles to welcome all park visitors, including some pathway loops that are fully accessible in City-wide parks, and other parks where possible
- Encourage parks to include gathering places, with seating and spaces appropriate for picnics and group activities according to the type and size of the park
- Plant trees in parks to the degree possible for shade and as a contribution to the urban forest
- Use Crime Prevention through Environmental Design (CPTED) principles, balancing these with the need to protect and enhance habitats
- Provide seating in all parks with significant levels of use
- Design parks with the goal of increasing creativity and interest, e.g., more interactive play

¹ [womeninurbanism.ca – How to Build Public Spaces for Teen Girls: Case Study 19 – Sharee Hochman](https://womeninurbanism.ca/how-to-build-public-spaces-for-teen-girls-case-study-19-sharee-hochman)

environments and equipment, allow children to experience more nature in parks, and provide options for all ages of children, youth and adults

- When planning and designing new parks, consider life cycle cost analysis and water and energy consumption
- Celebrate local artists in parks, with more public art such as murals, mosaics, and sculptures

FINANCIAL IMPLICATIONS:

The project is funded through the Province of BC Growing Communities Fund (GCF) with a total project budget of \$575,000: \$75,000 design and \$500,000 for playground supply, install and construction (the project construction budget). Staff also applied and were successful for a grant through Tire Stewardship BC for \$30,000. The \$30,000 grant will be applied towards expanding the resilient rubber surfacing as per public feedback, effectively increasing the project construction budget to \$530,000. Additional funding opportunities through community contributions may also be possible as staff are in active discussions with community partners about potential funding in support of this project.

The current Class D cost estimate for project construction is:

Total cost before civil works:	\$460,274
Contingency @ 30%:	<u>\$138,082</u>
Total Class D Cost Estimate:	<u>\$598,356</u>

The contingency is in place as cost estimates for civil works are not yet complete and will be done through the detailed design process. Through the costing of the final detailed design, some changes may be needed to reduce the scope of the design to address budget constraints.

ADMINISTRATIVE IMPLICATIONS:

The Woodcote Park Playground Replacement project is part of the 2025 Recreation, Culture, and Community Services work plan. RCCS will be the strategic lead on the project, with Operational Services providing project management oversight and contract administration over the delivery of this capital work.

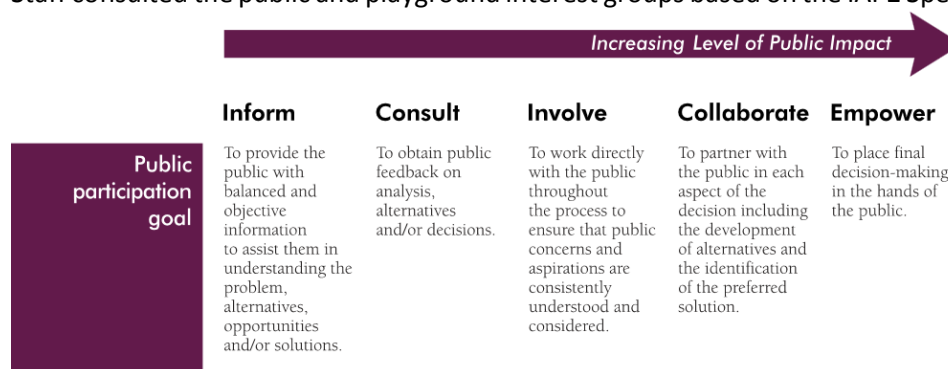
STRATEGIC PRIORITIES REFERENCE:

This initiative addresses the following strategic priorities:

- Parks and Recreation - Optimize active public spaces to respond to density increases and increased park use
- Parks and Recreation - Review recreation programs and engage with community on current and future needs, changing demographics
- Good Governance - Explore and establish a partnership approach with SD71 on mutual interest topics: active travel and traffic planning, shared facilities, community use of schools, climate, reconciliation, child care and youth engagement

PUBLIC ENGAGEMENT:

Staff consulted the public and playground interest groups based on the IAP2 Spectrum of Public Participation:



© International Association for Public Participation www.iap2.org

OPTIONS:

1. THAT Council receive the “Woodcote Park Playground Replacement and What We Heard Report” staff report; and
THAT Council endorse the Preferred Concept Plan (Attachment 4), with minor changes to be approved by staff as required.
2. THAT Council provide alternate direction to staff.

Prepared by: Joy Chan, Manager of Business Administration

Reviewed by: Susie Saunders, Director of Recreation, Culture, and Community Services

Stuart Carmichael, Manager of Parks Services

Kyle Shaw, Director of Operational Services

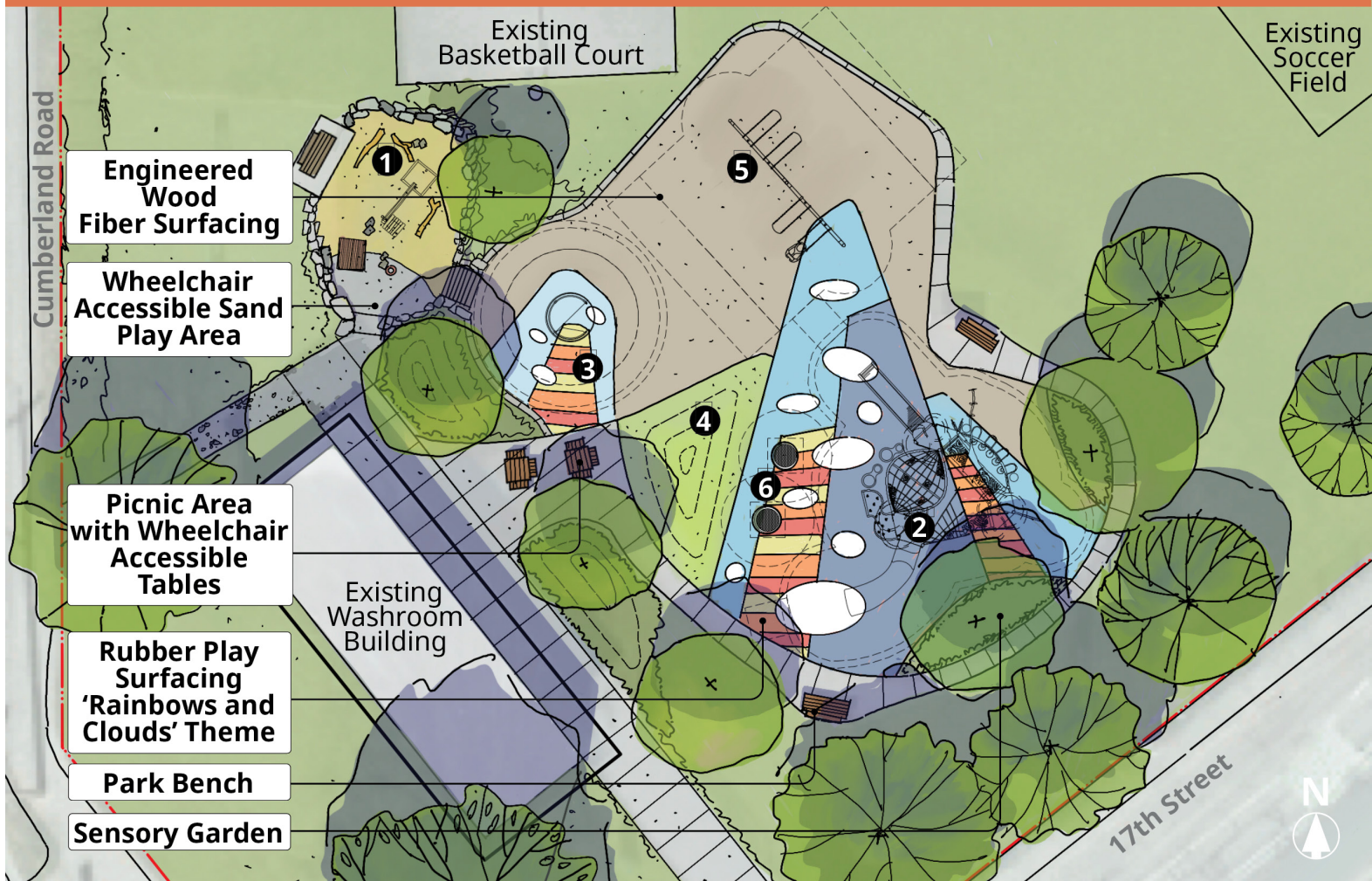
Concurrence: Geoff Garbutt, M.Pl., MCIP, RPP, City Manager (CAO)

Attachments:

1. Option 1 - Playing Among the Clouds
2. Option 2 - Playing Among the Trees
3. Woodcote Park Playground Replacement Project - What We Heard Report
4. Preferred Concept Plan

Playing Among The Clouds

0 5 15 25m



Legend

Tots
 3-5yrs
 5-12yrs
 Wheelchair Accessible
 Accessible (Requires Wheelchair Transfer)



1 Sand Play

Water Pump; Mud Kitchen; Toddler Play Hut



2 Play Structure

Roller Slide; Wiggly Bridge; Climbing net; Circuit



3 Universal Carousel



4 Grassy Knoll



5 Swing Set

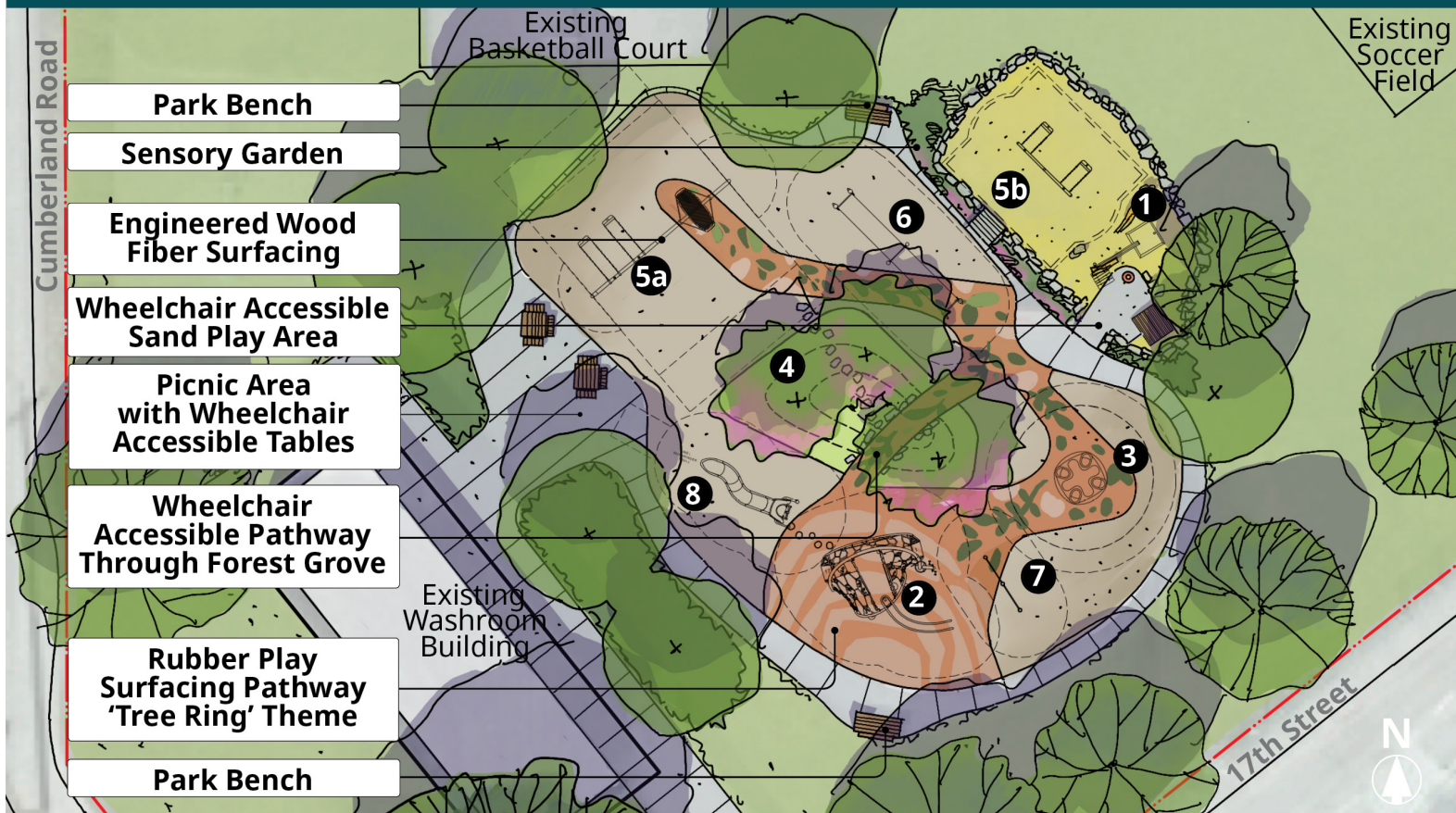
2 Belt Swings; 1 Toddler Swing; 1 Adaptive Swing



6 In-ground Trampoline

Playing Among The Trees

0 5 15 25m



Legend

Tots
 3-5yrs
 5-12yrs
 Wheelchair Accessible
 Accessible (Requires Wheelchair Transfer)



1 Sand Play

Water Pump; Mud Kitchen; Toddler Play Hut



2 Play Structure

Wiggle Bridge; Climbing net; Hang Out



3 Spinner

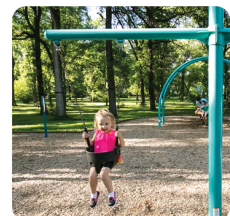


4 Forest Grove + Stepping Logs



5a Swing Set

2 Belt Swings; 1 Accessible Net



5b Toddler Swing



6 Jumping Bridge



7 Chinning Bars



8 Stand-alone slide

Woodcote Park Playground Replacement - What We Heard Report

May 21st 2025



Introduction

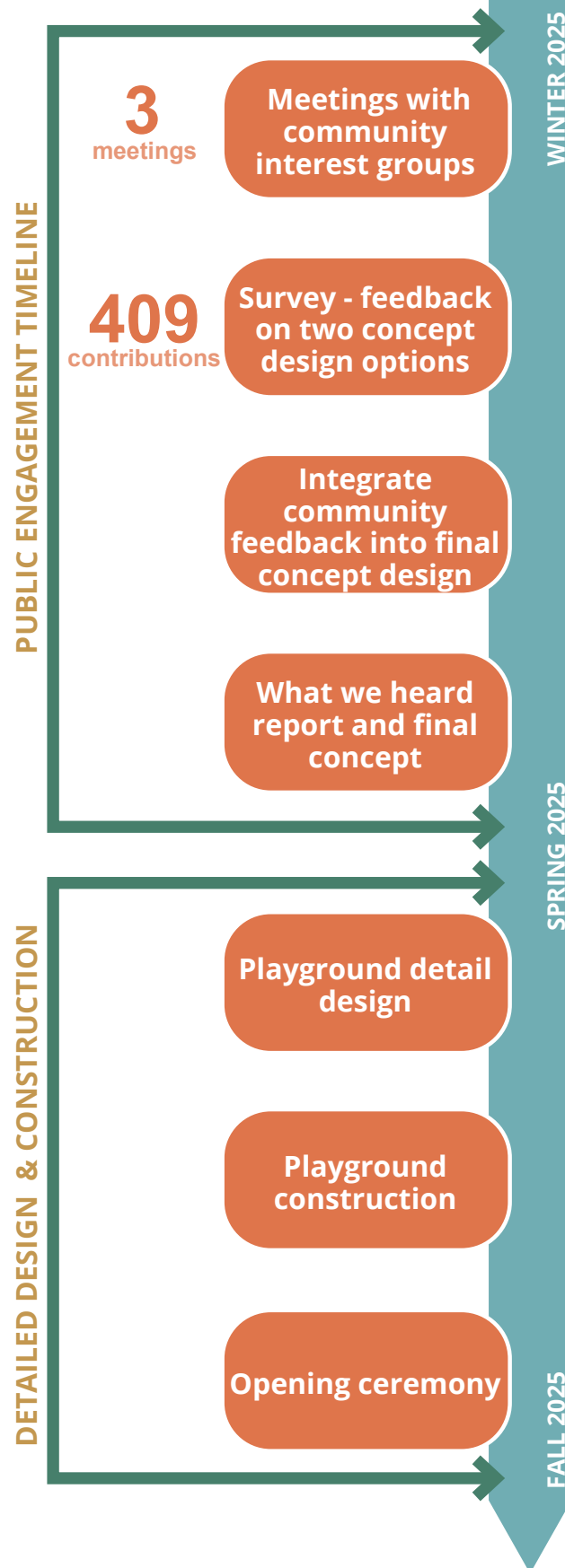
The Woodcote Park playground replacement project aligns with the City's newly adopted *Let's Play, Courtenay!* playground design standards, which were developed through extensive public consultation. The Woodcote Park Playground Replacement Project underwent one round of public engagement. The public engagement took place through March and April 2025, and included the following:

- One online survey with paper copies available at select locations.
- Project boards displaying the proposed concept designs as well as a QR code linked to the online survey, located at the Woodcote Park Playground.
- Several community interest group meetings.

The primary objective of the engagement process was to ensure the final concept design accurately reflects the aspirations of park users and the community.

Project updates and public outreach initiatives were promoted through the project website at engagecomoxvalley.ca/woodcote and the City of Courtenay's social media platforms.

The following pages provide a summary of the feedback received throughout the public engagement process, highlighting the efforts made to gather input and how the feedback directly impacted the final concept design for the Woodcote Park Playground Replacement.



409
people
participated in
the survey



ONLINE SURVEY - What we Learned

The online survey was open to the public from April 9th 2025 to April 28th 2025, with a total of 409 respondents. Majority of respondents lived in the City of Courtenay, with 132 respondents living within a 5-minute walk to Woodcote Park and 84 living within a 10 minute walk. 257 respondents were caretakers for children under the age of 12 between the ages of 25 and 49. 105 respondents were 17 and younger. Paper copies of the survey were available at City Hall, the Lewis Centre, and Courtenay Library.

The first section of the online survey presented two concept design options for the proposed Woodcote Park Playground Replacement: ***Playing Among the Clouds*** and ***Playing Among the Trees***. Each concept design was followed by a series of questions that sought specific input on what respondents liked or felt was missing from each concept. The final questions had people select their preferred concept. The second section of the survey focused on specific play equipment to inform the final selection of play elements for the new playground.

Playing Among the Clouds Feedback:

Significant themes and results for the Playing Among the Clouds concept design questions are summarized below. Refer to the appendices for the comprehensive report of the survey results. *The number in () refers to the number of respondents who selected each answer.*



Majority of respondents liked **'Active Play' (287), 'Risk Taking and Challenges' (250), and 'Inclusive Play' (178)**



Majority of respondents thought the design concept was missing **'More Risk-Taking' (93) Elements.**



**City of
Courtenay**

Themes Derived from Respondent Comments for Plating Among the Clouds

- Opportunity to relocate the sand play further away from the busy intersection at Cumberland Road and Willemar Avenue
- Desire to include monkey bars as a play element

Playing Among the Clouds Feedback:

Significant themes and results for the Playing Among the Trees concept design questions are summarized below. Refer to the appendices for the comprehensive report of the survey results. *The number in () refers to the number of respondents who selected each answer.*



Wander. Leap. Connect

Majority of respondents liked **'Active Play' (225), 'Risk Taking and Challenges' (217), and 'Nature Play' (194)**



Majority of respondents thought the design concept was missing **'More Risk-Taking' (108) Elements.**



Themes Derived from Respondent Comments for Playing Among the Trees

- Desire for a more comprehensive play structure
- Concern that the older kid and toddler swing set are in two separate locations
- Desire to include in-ground trampolines

Overall majority of respondents preferred the 'Playing Among the Clouds' (174) concept design over 'Playing Among the Trees' (86). Many respondents liked both concepts (96).

Overall Themes Applying to both Concepts Derived from Respondent Comments

- Many respondents preferred a blended concept combining nature-based elements from Among the Trees (e.g., trees, boulders, logs) with the inclusive play features and rubber surfacing from Among the Clouds.
- Among the Clouds was seen as more accessible and inclusive for all ages and abilities.
- Among the Trees was favored for its toddler-friendly play options.
- Concerns were raised about visibility and safety; respondents requested stronger separation from adjacent roads and fewer hidden areas near park exits.
- There was concern about the safety of the sand and risk of contamination
- Interest was expressed in improving the connection between the playground and the basketball court to as well as between the toddler play area and the sports field to the north.
- Respondents requested multi-generational spaces with seating, shade, and accessible pathways, such as picnic areas and rest zones.
- Desire for more comfortable play areas for toddlers
- Include play areas or elements that are inviting for neurodiverse kids
- There is a lack of shade in the park.

Play Equipment Feedback

Significant themes and results from the play equipment questions are summarized below. Refer to the appendices for the comprehensive report of the survey results. *The number in () refers to the number of respondents who selected each answer.*

Respondents liked both the '**Universal Carousel**' (163) and the '**Accessible Spinner**' (163) for inclusive spinner play elements.



Majority of respondents liked '**In-Ground Trampolines**' (280) for jumping and active play elements.



Other Specific Play Features Requested

- More substantial water play features
- Shade structure
- Monkey bars or alternative climbing structures
- Additional swings
- Increased area of resilient rubber surfacing
- Additional sensory play features

COMMUNITY INTEREST GROUP MEETINGS - What we Learned

Woodcote Park Playground is highly valued and frequently used by a range of community groups and organizations. To ensure the new playground reflects the needs of those who use the park the most, the City facilitated three virtual engagement sessions with key community interest groups: Lake Trail Community School and Courtenay Elementary on March 20, 2025; the Comox Valley Child Development Association on April 3, 2025; and the Wachiay Friendship Centre on April 10, 2025.

Each group was invited to share their vision for the future of the Woodcote Park Playground. The sessions included a brief presentation summarizing site observations, opportunities and constraints, and findings from the *Let's Play, Courtenay!* engagement sessions. Participants provided valuable feedback on current usage patterns and offered insights into how the space could be improved to better serve the diverse needs of children and families in the area.

3 Community Interest Groups

participated in
collaborative meetings



Community Interest Group Feedback Themes

- Include natural and sensory elements like logs, boulders, music features, and tree stump circles; add cultural features like Indigenous language scavenger cards
- All-resilient surfacing is preferred over having specific resilient pathways to eliminate barriers; wood chips spilling onto resilient rubber surfacing pathways make areas inaccessible.
- Add more upper-body and active play features like ziplines, monkey bars, slide poles, and swings with broader appeal (e.g., net swings)
- The playground is underused by nearby schools due to poor condition; upgrades would increase usage by large groups
- Prioritize inclusive play by ensuring equipment is usable from the ground for kids with varied abilities.
- Provide adequate shade. There were requests to provide a large pavilion or picnic shelter that could accommodate gatherings and social activities, in close proximity to the playground.
- Improve connection between the playground and the basketball court. There were requests to improve the surfacing and add more hoops or introduce multi-use court lines to the basketball court to support smaller group play; courts are a major draw for older kids



Community members provided thoughtful and constructive feedback that has directly informed revisions to the concept design. The updated concept aims to reflect this input through the following refinements:

- Thank you to all the community members who generously shared your ideas, insights, and experiences. To stay informed about project updates and key milestones, please visit engagecomoxvalley.ca/woodcote



Appendices

1. Comment Themes not Directly Related to the Playground Concept
2. Survey Results - Comprehensive Report



COMMENT THEMES NOT DIRECTLY RELATED TO THE PLAYGROUND CONCEPT

Shade, Gathering, and Community Spaces

- Emphasis on shade via trees or gazebos, especially while waiting or gathering.
- Desire for picnic/gathering areas, seating with good visibility, and family gathering spaces.
- Interest in community edible gardens.

Court and Sports Facility Requests

- Suggestion to add multi-use courts: basketball, pickleball (lines on court pad), and hockey nets.
- Requests for soccer nets and a multi-sport court instead of single-use ones.
- Mention of football field use and needing visibility across spaces for parents.
- Need for regulation outdoor basketball courts; current options are limited and outdated.

Safety, Security, and Cleanliness

- Concerns about the unhoused population, drug use, and finding needles in sand.
- Requests for security patrols, fencing, and well-lit areas to prevent vandalism.
- Requests for cameras to deter drug use and vandalism.
- Health concerns about cats using sand pits as litter boxes.
- Need for safe pedestrian infrastructure, including traffic calming near park areas.

Broader Park and Neighborhood Context

- Support for paths and loops for biking, rollerblading, and walking around the park.
- Comments on lack of nearby inclusive recreation options, especially on their side of town.
- Suggestions to improve nearby parks, e.g., Muir Rd & Alderwood Place.
- Suggestions to include local Indigenous culture through art, education, and native plants.



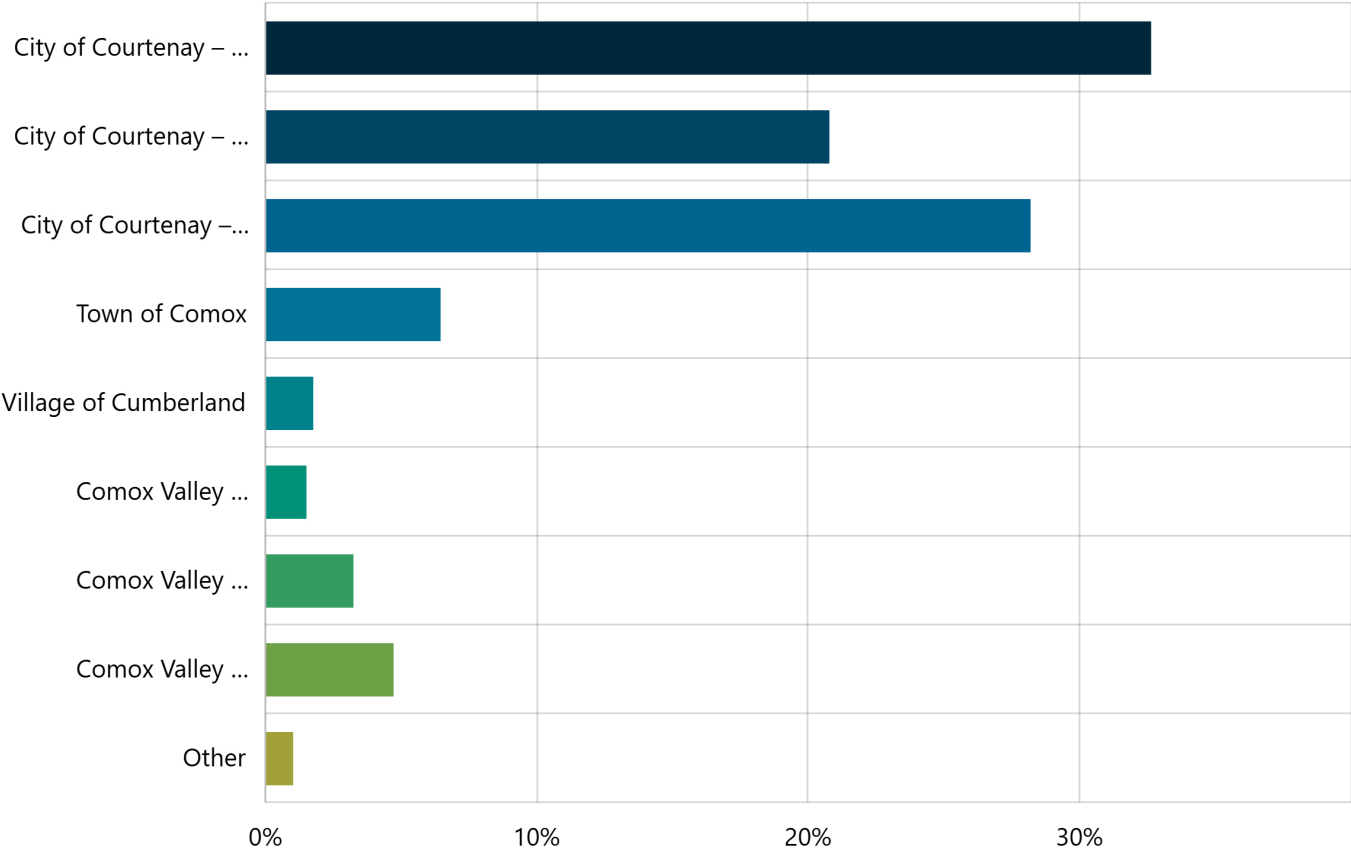
Closed

Woodcote Park playground concepts survey
Woodcote Park Playground Replacement Project

279 Contributors
409 Contributions

Contribution Summary

1. 1. Where do you live?
Multi Choice | Skipped: 4 | Answered: 405 (99%)

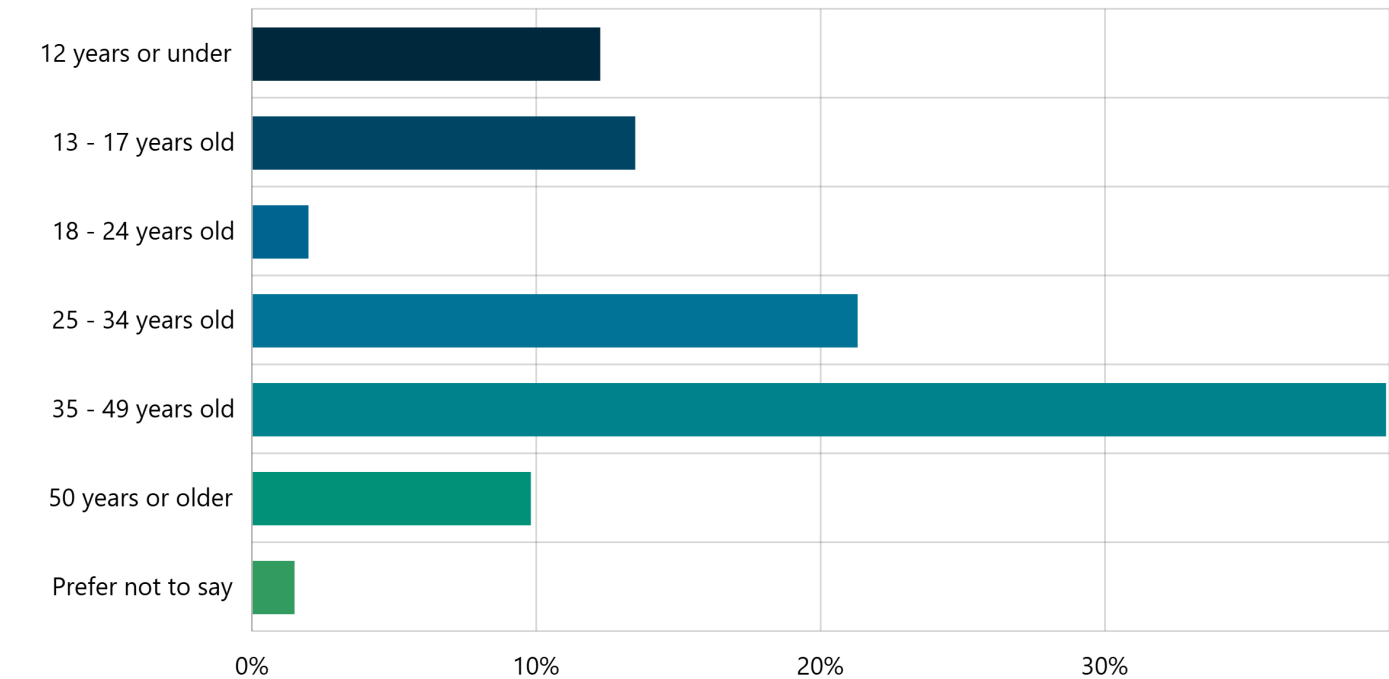


Answer choices	Percent	Count
City of Courtenay – Within a 5-minute walk to Woodcote Park	32.59%	132
City of Courtenay – Within a 10-minute walk to Woodcote Park	20.74%	84
City of Courtenay – More than a 10-minute walk to Woodcote Park	28.15%	114
Town of Comox	6.42%	26
Village of Cumberland	1.73%	7
Comox Valley Regional District Electoral District A	1.48%	6

Comox Valley Regional District Electoral District B	3.21%	13
Comox Valley Regional District Electoral District C	4.69%	19
Other	0.99%	4
Total	100.00%	405

2. 2. What is your age?

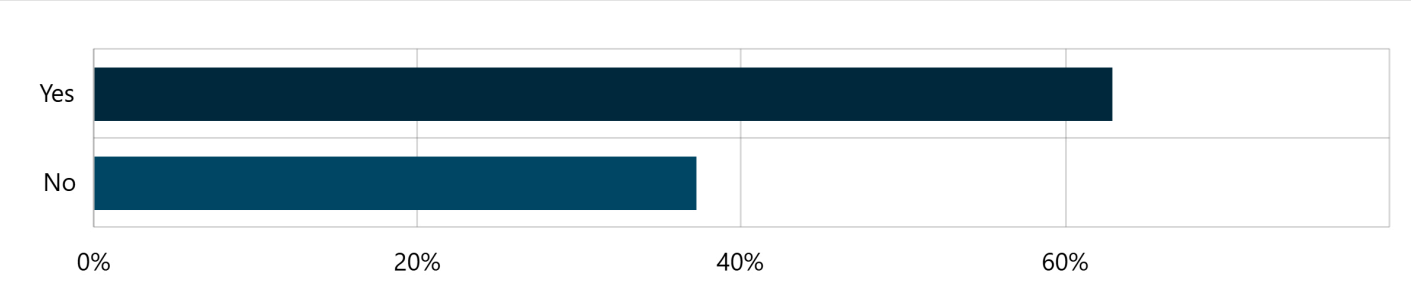
Multi Choice | Skipped: 0 | Answered: 409 (100%)



Answer choices	Percent	Count
12 years or under	12.22%	50
13 - 17 years old	13.45%	55
18 - 24 years old	1.96%	8
25 - 34 years old	21.27%	87
35 - 49 years old	39.85%	163
50 years or older	9.78%	40
Prefer not to say	1.47%	6
Total	100.00%	409

3. 3. Are you a parent or caretaker of a child under 12 years old?

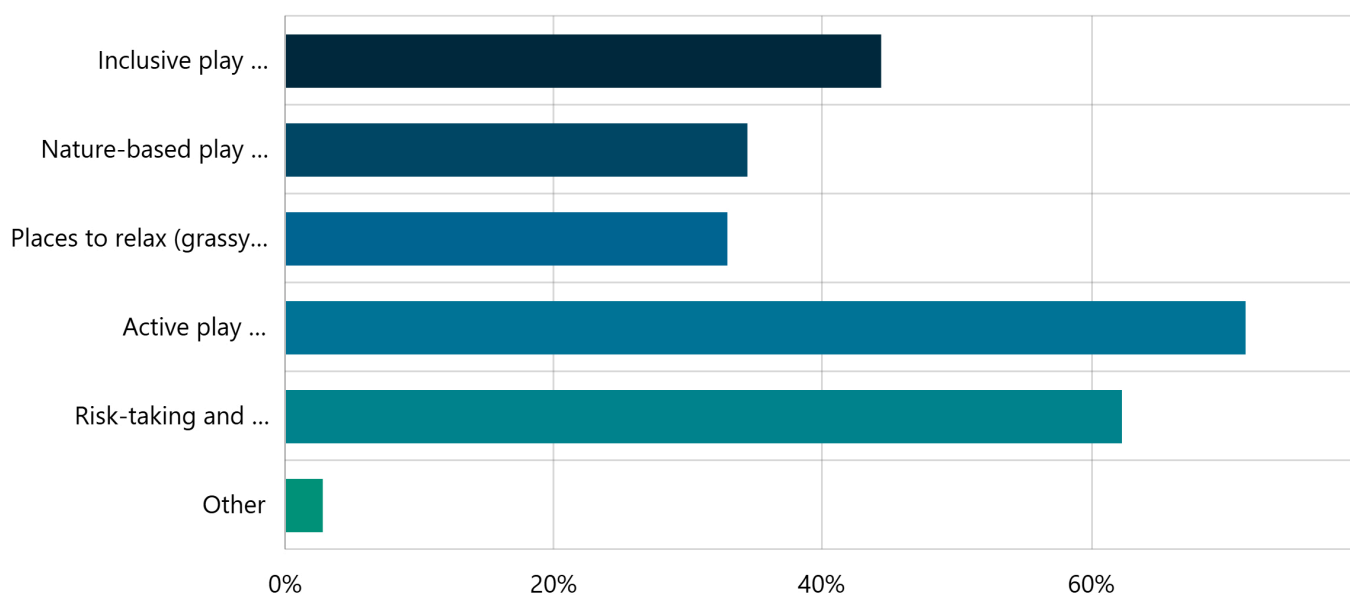
Multi Choice | Skipped: 0 | Answered: 409 (100%)



Answer choices	Percent	Count
Yes	62.84%	257
No	37.16%	152
Total	100.00%	409

4. 4. What do you like most about "Playing Among the Clouds?" Choose up to three things.

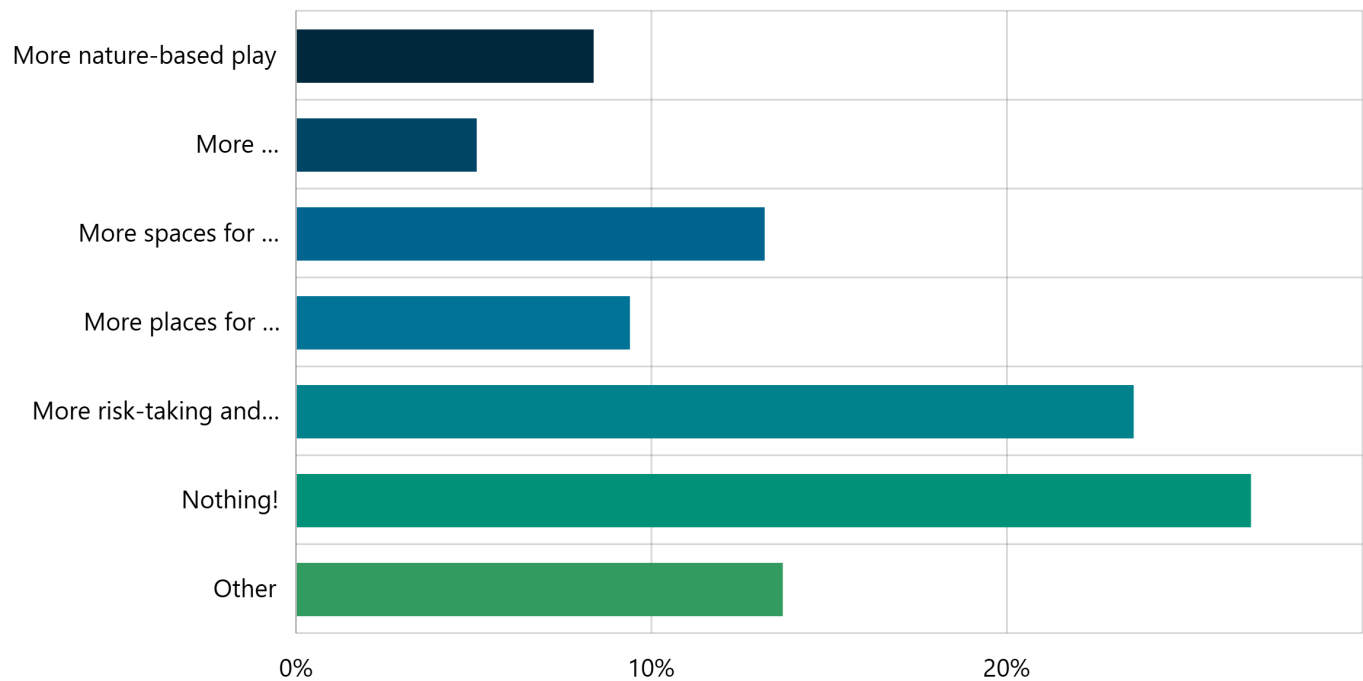
Multi Choice | Skipped: 7 | Answered: 402 (98.3%)



Answer choices	Percent	Count
Inclusive play (universal carousel, accessible roller slide, rubber play surface)	44.28%	178
Nature-based play (sand play, sensory garden)	34.33%	138
Places to relax (grassy hill, picnic area)	32.84%	132
Active play (in-ground trampolines, swings, open running areas)	71.39%	287
Risk-taking and challenges (main play structure with slides, wiggly bridge, circuit, and climbing nets)	62.19%	250
Other	2.74%	11

5. 5. What, if anything, do you feel is missing from “Playing Among the Clouds?” Choose one thing.

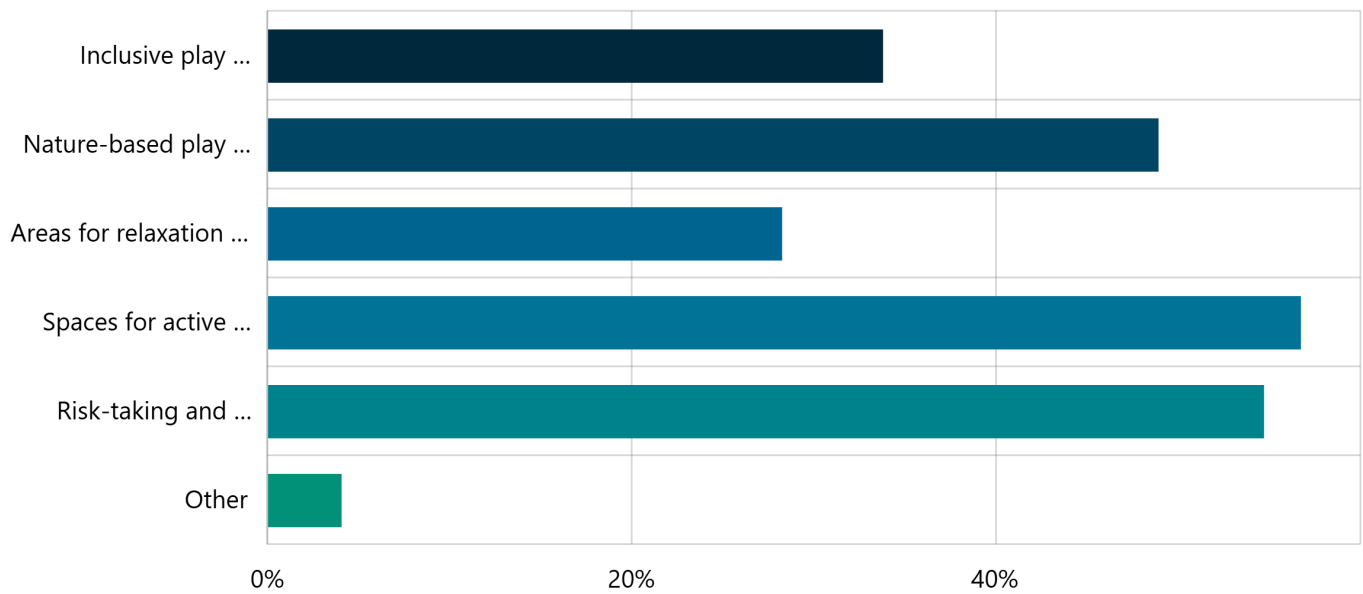
Multi Choice | Skipped: 14 | Answered: 395 (96.6%)



Answer choices	Percent	Count
More nature-based play	8.35%	33
More wheelchair-accessible play	5.06%	20
More spaces for gathering with friends and family	13.16%	52
More places for running and jumping	9.37%	37
More risk-taking and challenges	23.54%	93
Nothing!	26.84%	106
Other	13.67%	54
Total	100.00%	395

6. 6. What do you like most about “Playing among the trees?” Choose up to three things.

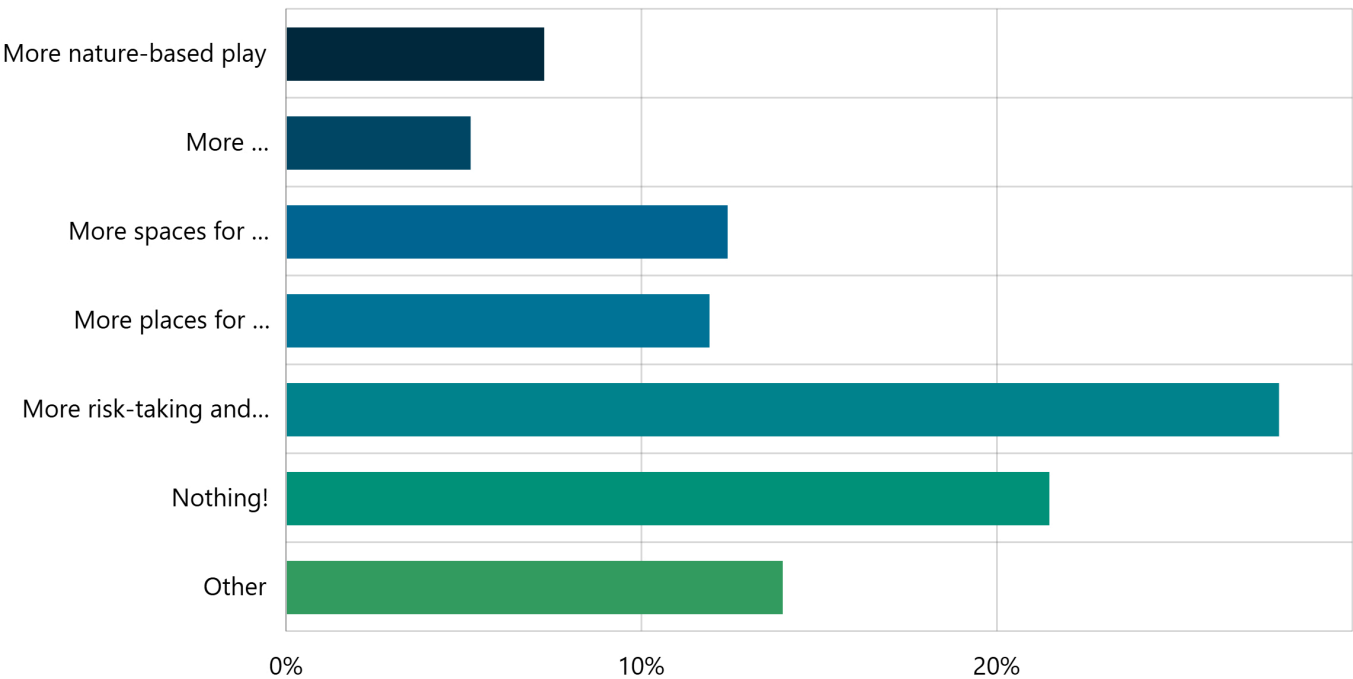
Multi Choice | Skipped: 12 | Answered: 397 (97.1%)



Answer choices	Percent	Count
Inclusive play features (chinning bars and spinner, adaptive cycler)	33.75%	134
Nature-based play opportunities (forest grove, sand play, sensory garden)	48.87%	194
Areas for relaxation (picnic area, hang-out spots)	28.21%	112
Spaces for active play (jumping bridge, swings)	56.68%	225
Risk-taking and challenging features (main play structure with climbing nets and a wiggly bridge, and a stand-alone slide)	54.66%	217
Other	4.03%	16

7. 7. What, if anything, do you feel is missing from “Playing Among the Trees?” Choose one thing.

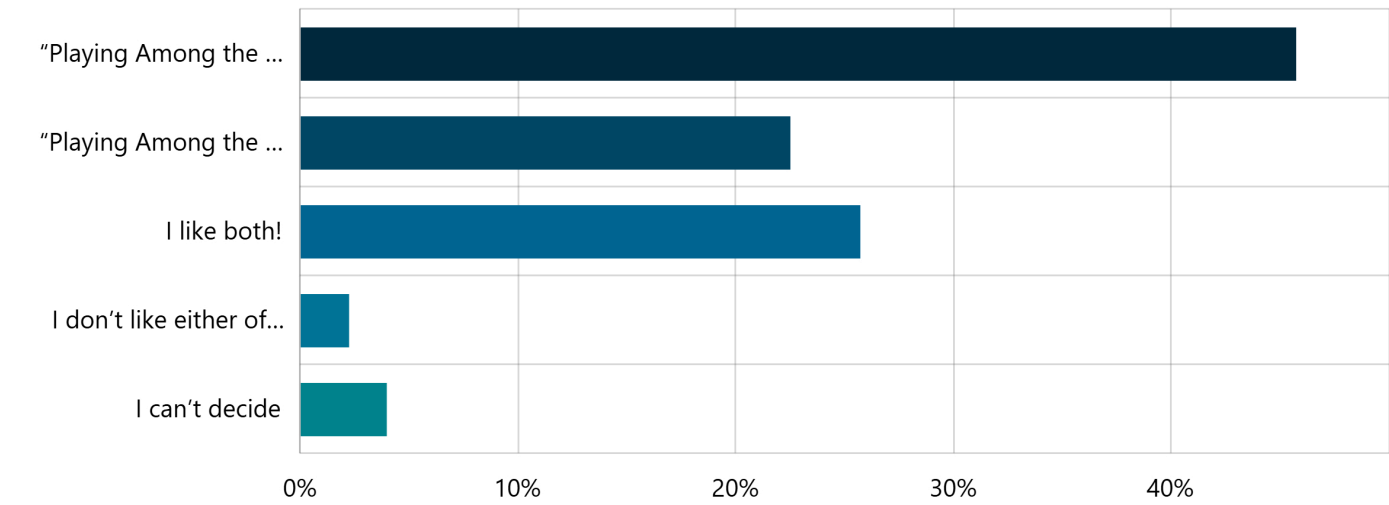
Multi Choice | Skipped: 22 | Answered: 387 (94.6%)



Answer choices	Percent	Count
More nature-based play	7.24%	28
More wheelchair-accessible play	5.17%	20
More spaces for gathering with friends and family	12.40%	48
More places for running and jumping	11.89%	46
More risk-taking and challenges	27.91%	108
Nothing!	21.45%	83
Other	13.95%	54
Total	100.00%	387

8. 8. Which playground concept do you prefer? Please select one and specify why.

Multi Choice | Skipped: 4 | Answered: 405 (99%)



Answer choices	Percent	Count
"Playing Among the Clouds"	45.68%	185
"Playing Among the Trees"	22.47%	91
I like both!	25.68%	104
I don't like either of them	2.22%	9
I can't decide	3.95%	16
Total	100.00%	405

9. Please tell us more about your choice of playground concept:

Long Text | Skipped: 191 | Answered: 218 (53.3%)

Sentiment

No sentiment data

Tags

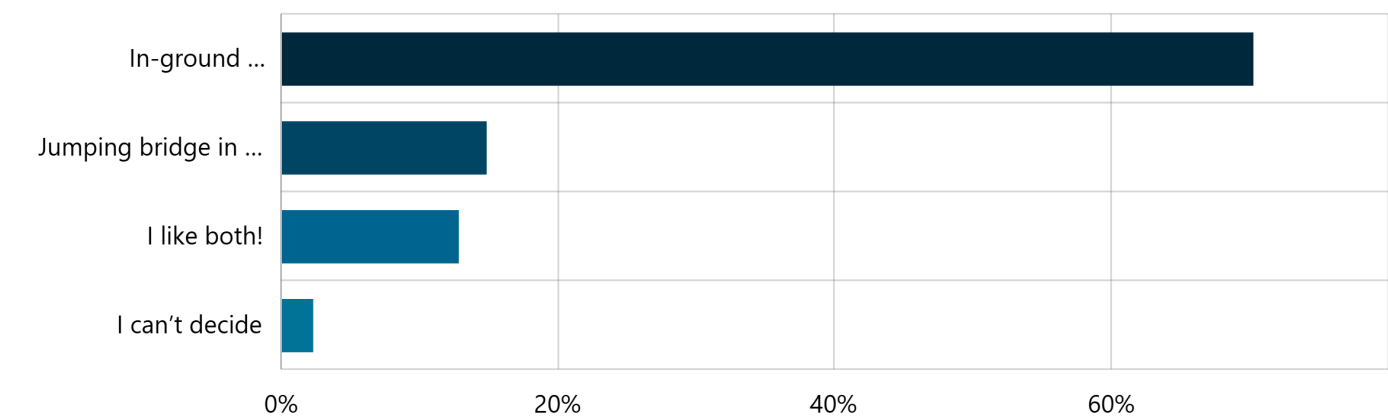
No tag data

Featured Contributions

No featured contributions

10. 9. For jumping and active play, which do you like better?

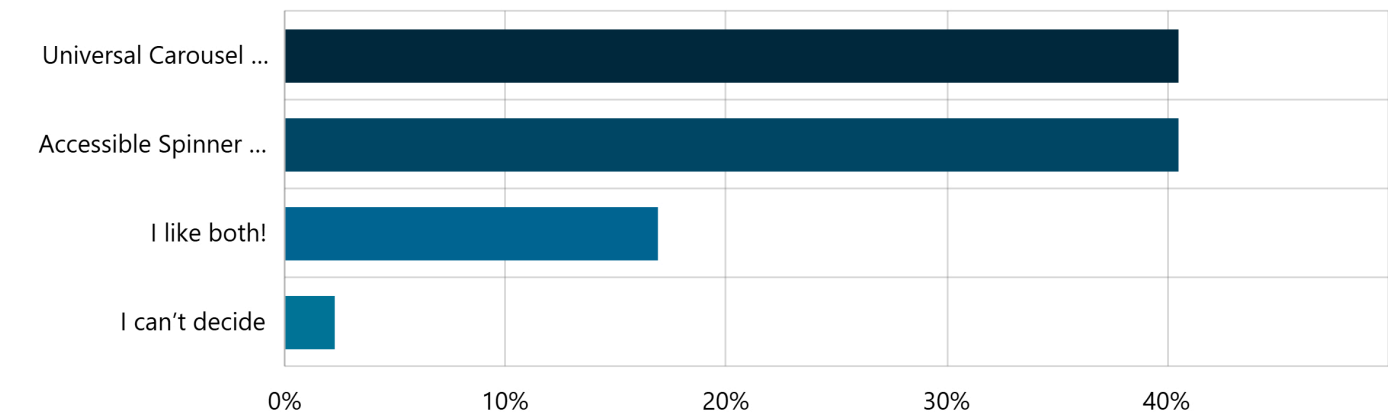
Multi Choice | Skipped: 10 | Answered: 399 (97.6%)



Answer choices	Percent	Count
In-ground trampoline in "Playing Among the Clouds"	70.18%	280
Jumping bridge in "Playing Among the Trees"	14.79%	59
I like both!	12.78%	51
I can't decide	2.26%	9
Total	100.00%	399

11. 10. For inclusive spinners, which do you prefer?

Multi Choice | Skipped: 6 | Answered: 403 (98.5%)



Answer choices	Percent	Count
Universal Carousel in "Playing Among the Clouds"	40.45%	163
Accessible Spinner in "Playing Among the Trees"	40.45%	163
I like both!	16.87%	68
I can't decide	2.23%	9
Total	100.00%	403

12. 11. Is there anything else you would like to share?

Long Text | Skipped: 253 | Answered: 156 (38.1%)

Sentiment

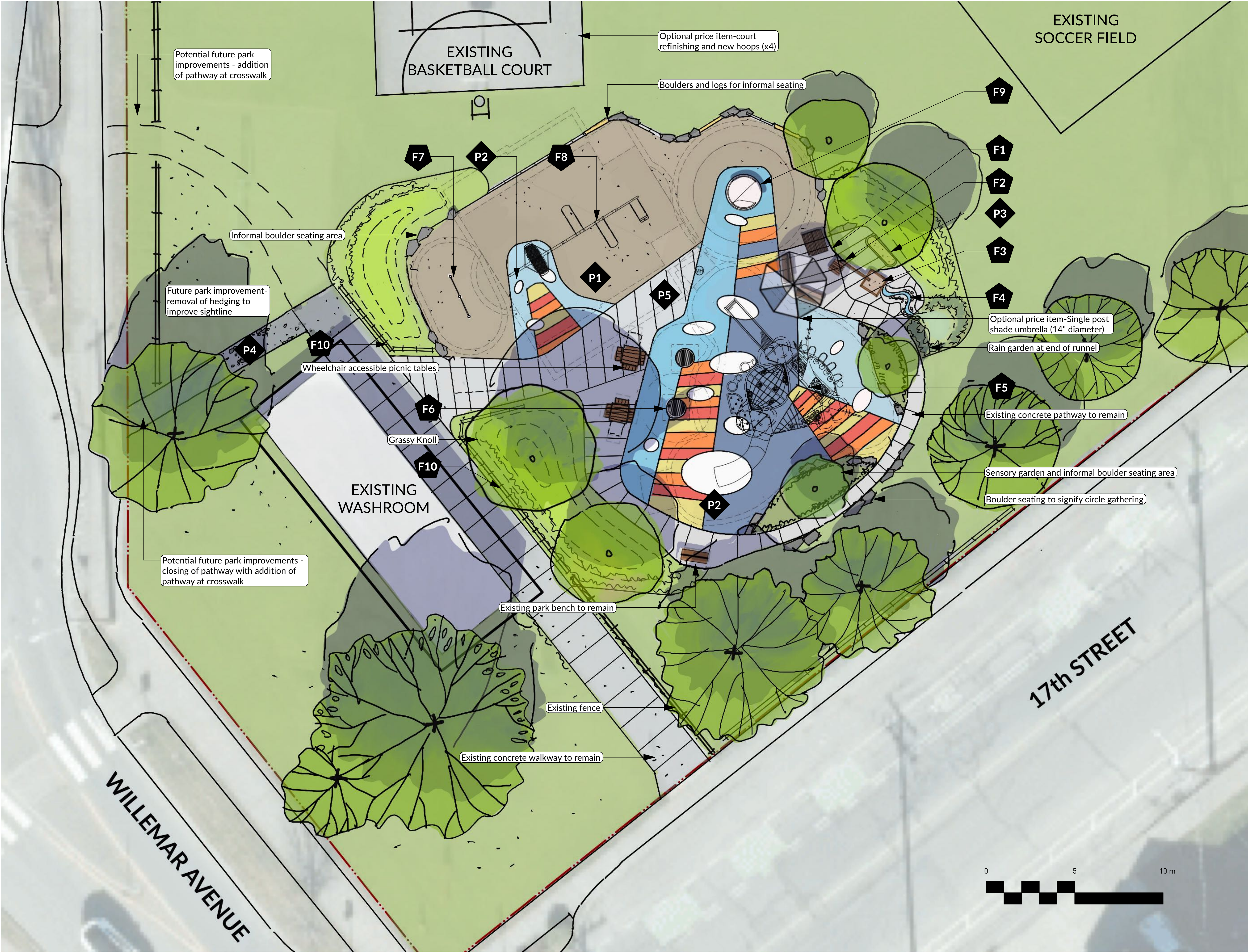
No sentiment data

Tags

No tag data

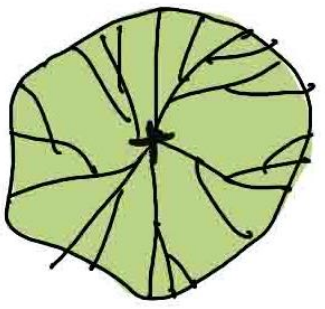
Featured Contributions

No featured contributions

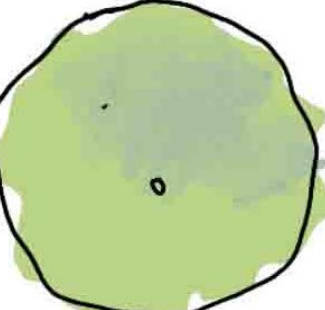


SITE FURNISHING MATERIALS LEGEND	
KEY	DESCRIPTION
F1	FURNISHING TYPE: Toddler Playhut PRODUCT NAME: Custom COLOUR AND FINISH: N/A
F2	FURNISHING TYPE: Water Tap PRODUCT NAME: Supplier: Parkworks; Manufacturer: Kompan COLOUR AND FINISH: N/A
F3	FURNISHING TYPE: Splash Table PRODUCT NAME: Supplier: Parkworks; Manufacturer: Kompan COLOUR AND FINISH: N/A
F4	FURNISHING TYPE: Water Runnel-Flap Gates PRODUCT NAME: Supplier: Habitat; Manufacturer: Goric COLOUR AND FINISH: N/A
F5	FURNISHING TYPE: Billows Play Structure PRODUCT NAME: Supplier:Habitat; Manufacturer: Landscape Structures COLOUR AND FINISH: N/A
F6	FURNISHING TYPE: In-ground Trampoline PRODUCT NAME: Supplier: Parkworks; Manufacturer: Eurotrampoline COLOUR AND FINISH: N/A
F7	FURNISHING TYPE: Double Monkey Bars PRODUCT NAME: Supplier: Parkworks; Manufacturer: Jambette COLOUR AND FINISH: N/A
F8	FURNISHING TYPE: Two Bay Swing Set-2 Belts-1 Flexx-1 Tot Side Arm PRODUCT NAME: Supplier: Habitat; Manufacturer: COLOUR AND FINISH: N/A
F9	FURNISHING TYPE: Universal Carousel PRODUCT NAME: Supplier: Parkworks; Manufacturer: Kompan COLOUR AND FINISH: N/A
F10	FURNISHING TYPE: Low Timber Fence PRODUCT NAME: Custom COLOUR AND FINISH: N/A

PAVING MATERIALS LEGEND	
KEY	DESCRIPTION
P1	PAVING TYPE: Engineered Wood Surfacing PRODUCT NAME: Wood Chips COLOUR AND FINISH: Colour: Natural; Finish: N/A
P2	PAVING TYPE: Rubber Play Surfacing PRODUCT NAME: Resilient Surfacing COLOUR AND FINISH: Rainbow and Clouds Theme Colors
P3	PAVING TYPE: Play Sand PRODUCT NAME: Play Sand COLOUR AND FINISH: N/A
P4	PAVING TYPE: Granular Aggregate Pathway with Binder PRODUCT NAME: N/A COLOUR AND FINISH: Natural
P5	PAVING TYPE: CIP Concrete PRODUCT NAME: N/A COLOUR AND FINISH: N/A



Existing Trees



Proposed/ Relocated Trees

Playing Among the Clouds Play Equipment Images

Accessibility Legend

 Tots  3-5yrs  5-12yrs  Wheelchair Accessible  Accessible (Requires Wheelchair Transfer)



F1 Toddler Playhut



F2 Water Tap



F3 Splash Table



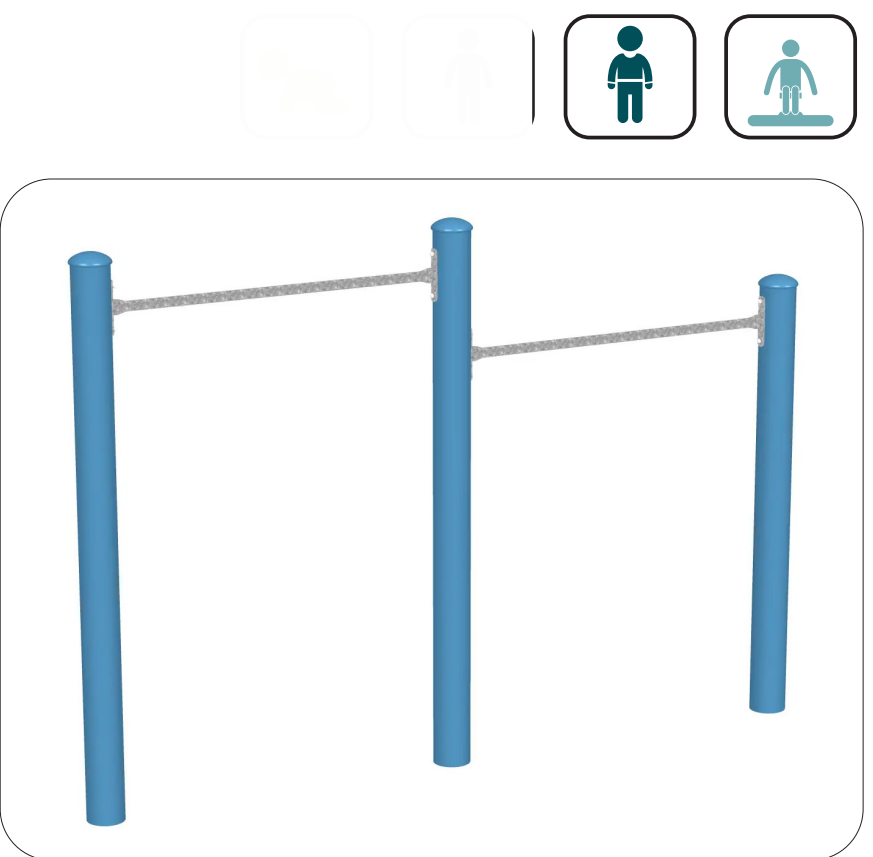
F4 Water Runnel



F5 Billows Play Structure



F6 In-Ground Trampoline



F7 Chin-Up Bars



F8 Swing Set
Two bay Single post swing
with 2 belts, 1 Flexx & 1
Tot side arm



F9 Universal Carousel



Grassy Knoll



City of
Courtenay

ZOOM Window Space

Woodcote Park Playground Replacement Project

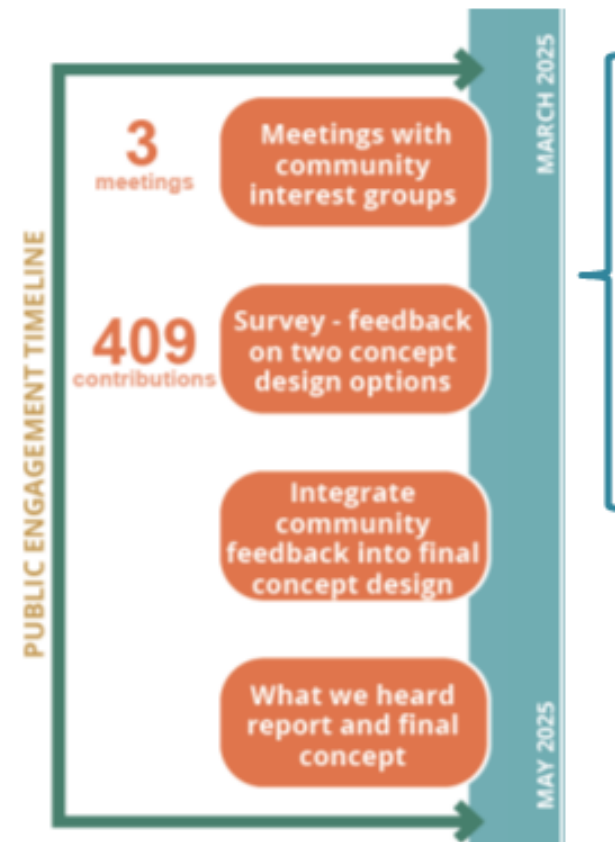
What We Heard Report & Preferred Concept Plan

Presented by: Recreation, Culture, and
Community Services
May 21, 2025 Council Meeting

Woodcote Park Playground Replacement Project

ZOOM Window Space

- 30 year old playground at end of useful life
- 1st Community Park to be designed with the *Let's Play, Courtenay!* Park Playground Design Standards (PPDS)
- 3 community interest group meetings
- Online survey with two concept designs



Timeline

- ✓ **Develop two concept plans**
March 2025
- ✓ **Public survey and release of two concept plans**
April 2025
- ☆ **Preferred concept design**
May 2025
- ☆ **Present briefing note to Council - What We Heard Report**
End of May 2025 **We are here**
- ☆ **Playground detail design**
June 2025 - July 2025
- ☆ **Construction**
August 2025-September 2025
- ☆ **Opening ceremony**
Fall 2025

Woodcote Park Playground Replacement Project

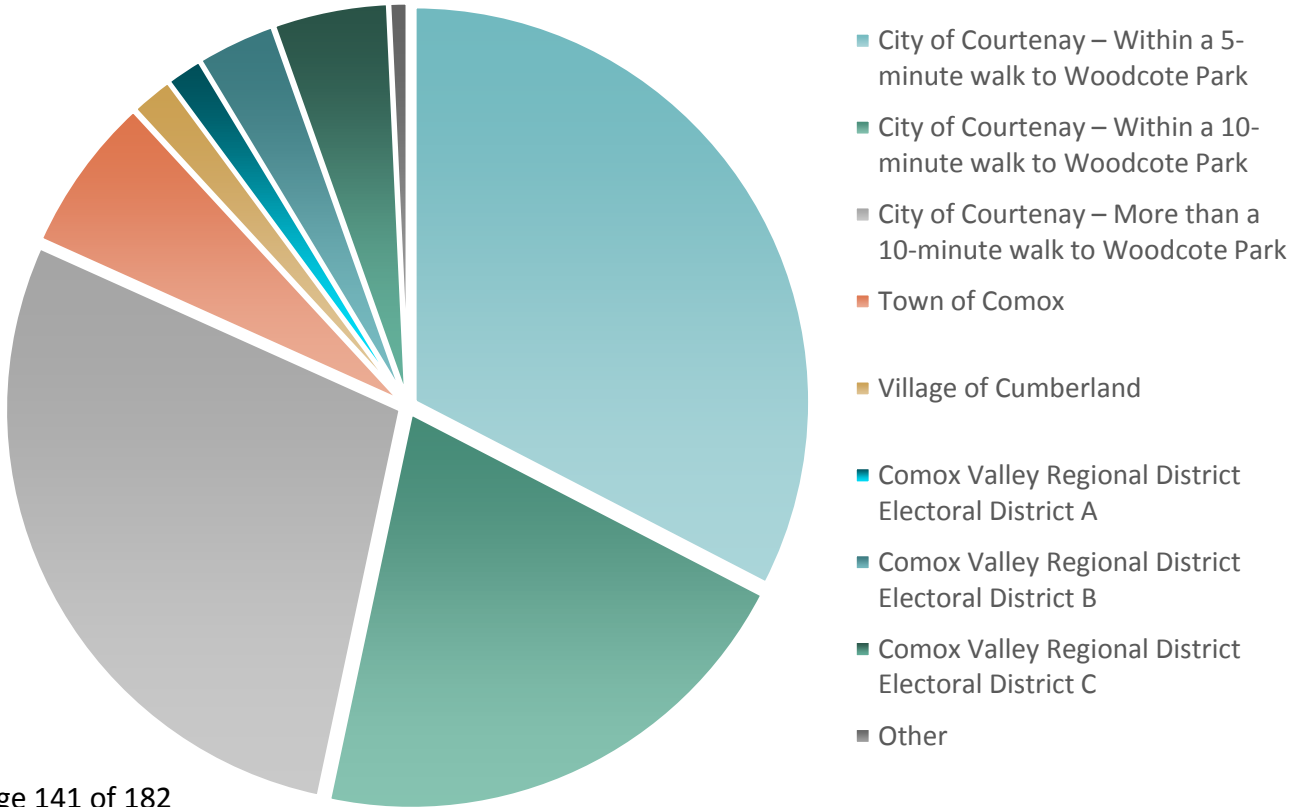
ZOOM Window Space

What We Heard

409 Survey Respondents

- 82% live in the City of Courtenay
- 75% were 18 and older
- 25% were 17 years old or younger
- 62% indicated they were a parent or caretaker of a child under 12

Where do you live?

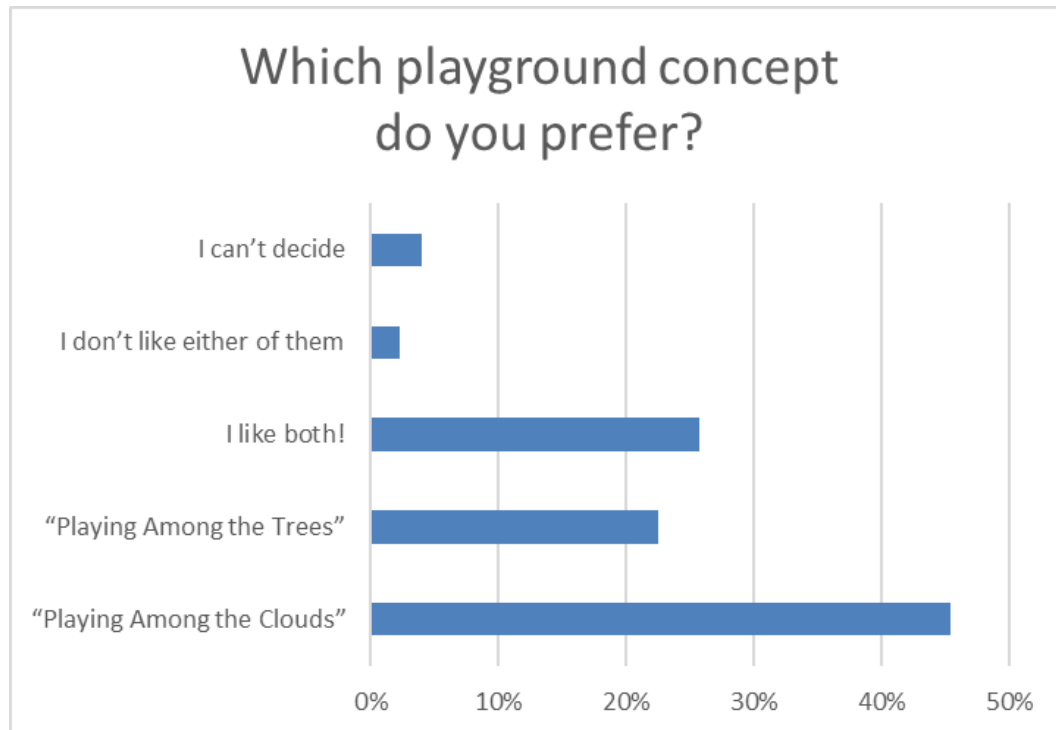


Woodcote Park Playground Replacement Project

What We Heard

ZOOM Window Space

Survey
Comments



- “Playing Among the Clouds” is the preferred option
- Suggestions to combine the natural elements in Option 2 with inclusion and accessibility elements in Option 1.
- Concern with visibility and safety near exits and adjacent roads.
- Concerns with safety and cleanliness of sand
- Importance of multi-generational spaces, accessible pathways, seating, shade, picnic areas and water play.
- Safe play areas for young children and neurodivergent children.

Woodcote Park Playground Replacement Project

ZOOM Window Space

What We Heard



Community
Interest
Groups
Feedback

- Natural wood elements, sensory items, and Indigenous language and artwork.
- Prioritize all rubber surfacing to remove barriers from wood chip overflow.
- Consider more basketball hoops – encourage play for older children.
- Current playground currently under utilized due to poor condition
- Inclusive design: multi-level play and self-directed play

Woodcote Park Playground Replacement Project

Preferred Concept Plan

ZOOM Window Space



- Concept 1- Playing Among the Clouds
- Inclusive play equipment accessible from the ground, chin up/monkey bar, net swing, nature-based sensory items, and expanded resilient rubber surfacing.
- Smaller sand play area, informal seating, and new water play runnel.
- Inclusive design: multi-level play and self directed play
- Basketball court improvements and pavilion/shelter for future consideration.

Woodcote Park Playground Replacement Project

ZOOM Window Space

Next Steps

- Detailed design to inform updated costing.
- Continued discussion with community partners for potential funding.
- Final design will be confirmed with minor changes to ensure project stays within budget.
- If significant changes are required due to budget, staff will return to Council for direction.

Woodcote Park Playground Replacement Project

Recommendation

THAT Council receive the “Woodcote Park Playground Replacement and What We Heard Report” staff report; and

THAT Council endorse the Preferred Concept Plan (Attachment 4), with minor changes to be approved by staff as required.



The Corporation of the City of Courtenay

Briefing Note

To: Council

File No.: 1480-01

From: Director of Operational Services

Date: May 21, 2025

Subject: Public Works Week 2025 – School Tours, Open House & Council Invitation

PURPOSE:

To inform Council of the Operational Services Department's planned activities in recognition of National Public Works Week, including a public Open House Event and school outreach initiatives, and to warmly invite members of Council to attend the Public Works Week Open House Event on May 24, 2025.

BACKGROUND:

Public Works Week (PWW) is recognized across North America to celebrate the essential role that public works play in our communities' daily lives. This year, PWW takes place from May 18 to May 24, 2025. The theme of this year's events is People, Purpose, Presence—the three cornerstone ideals that motivate public service professionals to serve their communities every day.

To celebrate and raise awareness of the important work carried out by the City of Courtenay's Operational Services Department, the Department is organizing a series of community engagement activities, culminating in a public Open House Event. Operational Services is pleased to welcome the participation of the City of Courtenay Fire Department, further highlighting the collaborative efforts across City departments that contribute to public safety and well-being.

Public Open House Event

- **Date:** Saturday, May 24, 2025 -- 10:00 a.m. to 2:00 p.m.
- **Location:** Operational Services Center
- **Planned Activities:**
 - Heavy equipment displays and live demonstrations
 - Interactive displays showcasing the work of City Operations
 - Facility tours
 - Tree (sapling) / plant giveaways
 - Free hot dogs for visitors
- City of Courtenay Fire Department
 - Display Fire Truck
 - Fire Safety House
- Display of painted snow plow blades created by local elementary school students
- Children's colouring contest entries display.

School Visits

Staff in collaboration with SD71 Educators will host several local elementary school classes at the Operations Centre (Yard) for guided tours and interactive displays.

- **Dates:** Tuesday, May 20th to Friday, May 23rd.
- **Target Audience:** Grade 6 and 7 students
- **Participation:** All available spots have been filled, and we are looking forward to welcoming approximately 180 students throughout the week.
- **Educational Tie-In:** These visits may complement curriculum topics such as Civics, Career Planning, and Environmental Awareness.

Snow Plow Painting Initiative

This initiative offers a creative way for local students to connect with the City's public works efforts. Snow plow blades were delivered to three local elementary schools in late April. Students have since painted them with designs that reflect school spirit, community pride, and environmental themes.

The painted blades will be on display at the Public Open House for families and community members to enjoy. Each blade will also be installed on a snow plow truck during the winter season, providing functional art on the streets near the students' schools.

Children's Colouring Contest

A colouring contest will be offered to children. Colouring sheets will be distributed to local schools and the community prior to PWW. Completed entries can be submitted during school visits or at the Open House event, where they will be displayed, and prizes will be awarded to children in different age group categories.

Operations Cup – Staff Engagement Event

To encourage staff engagement and teamwork, the Department will host the first-ever Operations Cup, a lighthearted competition for City equipment operators. The event will include skill-based challenges with heavy equipment, and the top operator will earn recognition from their peers and "bragging rights" within the Operations Yard.

Proclamation

Mayor Wells has officially proclaimed May 18–24, 2025, as National Public Works Week in the City of Courtenay. The proclamation is posted on the City's website and further supports recognizing and celebrating the essential services provided by public works professionals.

RECOMMENDATION: THAT Council receive this briefing note for information and as a formal invitation to attend the Public Works Week Event, hosted by the Operational Service Department at the Operational Services Centre on May 24, 2025, from 10:00 a.m. – 2:00 p.m.

ATTACHMENTS:

1. Proclamation – National Public Works Week, May 18-24, 2025
2. Community Invitation
3. Operations Colouring Contest
4. Courtenay Elementary Snow Plow Painting Participation
5. Courtenay Elementary Winning Design

Prepared by: Matthew Brown, Manager of Transportation Services

Mike Kearns, Manager of Operational Logistics

Reviewed by: Kyle Shaw, Director of Operational Services

Kurt McDonald, Fire Chief

Concurrence: Kate O'Connell, Director of Corporate Services (Acting City Manager)

Attachment 1. - Proclamation – National Public Works Week, May 18-24, 2025



**City of
Courtenay**

**Proclamation
National Public Works Week
May 18-24, 2025**

- WHEREAS: public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to public health and high quality of life; and
- WHEREAS: these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our residents; and
- WHEREAS: it is in the public interest for the residents, civic leaders, and children in British Columbia to gain knowledge and understanding of the importance of public works and public works programs in their respective communities; and
- WHEREAS: the year 2025 marks the 65th annual National Public Works Week sponsored by the Canadian Public Works Association.
- NOW
THEREFORE: I, Bob Wells, Mayor of the City of Courtenay, do hereby proclaim May 18-24, 2025 as National Public Works Week as in Courtenay, BC.

Mayor Bob Wells

Attachment 2. – Community Invitation

**City of
Courtenay**



Public Works Week Open House

**FREE
Family
Event!**

**Saturday, May 24
10:00 a.m. - 2:00 p.m.**

Located at our Operations Centre:
1000 Piercy Avenue, Courtenay, BC

Event Details
Contact the following for more information:
Tel: 250-338-1525

Activities:

- FREE Hot Dogs
- Heavy Equipment Demonstrations
- Snow Plow Painting
- Interactive Displays of City Operations
- Facility Tours
- Plant Giveaway...and much more!

courtenay.ca/operations

Attachment 3. – Operations Colouring Contest



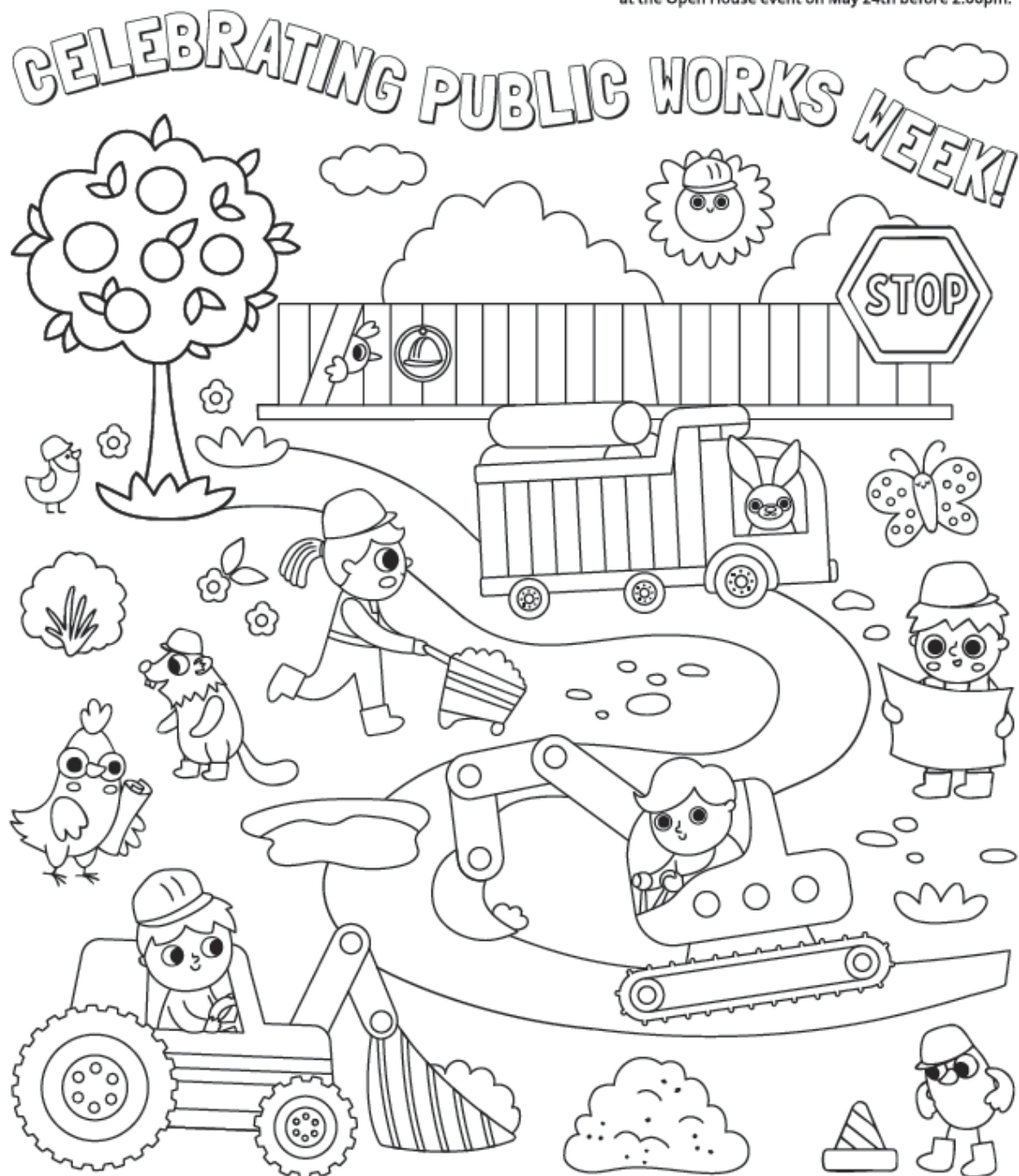
City of
Courtenay

Name: _____

Age: _____

Phone or Email: _____

Drop completed sheet off at the Operations Centre
at the Open House event on May 24th before 2:00pm.



Attachment 4. - Courtenay Elementary Snow Plow Painting Participation



Attachment 5. - Courtenay Elementary Winning Design





The Corporation of the City of Courtenay

Briefing Note

To: Council

File No.: 0470-20

From: Director of Corporate Services

Date: May 21, 2025

Subject: Support for National Indigenous Peoples Day 2025

PURPOSE: To provide an overview of the City of Courtenay's commitment to supporting National Indigenous Peoples Day (NIPD) community celebration in 2025 and beyond, hosted by K'ómoks First Nation.

BACKGROUND:

On April 24, 2024, Council approved an annual grant of \$25,000 from the City's Gaming Funds to support K'ómoks First Nation in organizing National Indigenous Peoples Day celebrations. The resolution also included ongoing in-kind contributions, including transportation and parking management plans, signage, staff time, and traffic control for the event.

"THAT Council approve a \$25,000 grant to the K'ómoks First Nation in support of the 2024 National Indigenous Peoples Day Celebration to be paid from the City's Gaming Funds; and

THAT \$25,000 be allocated from the City's Gaming Funds annually to provide long-term support to the K'ómoks First Nation for National Indigenous Peoples Day Celebration; and

FURTHER THAT the City provide an ongoing in-kind contribution to K'ómoks First Nation for National Indigenous Peoples Day Celebrations in the form of transportation and parking management plans, signage, staff time, and traffic control for the event."

The 2025 celebration will be held on **Saturday, June 21, 2025**, at the Comox Valley Exhibition Grounds.

A letter of request was received on **April 3, 2025**, from K'ómoks First Nation Deputy CAO Jordan Templeman on behalf of Chief Nicole Rempel (Attachment 1).

DISCUSSION:

National Indigenous Peoples Day is an important opportunity to honor and celebrate the culture, contributions, and resilience of First Nations, Inuit, and Métis peoples. In this context, long-term funding for the event reflects the City's commitment to recognizing its significance and supporting a platform for this meaningful celebration. By investing in this event, the City demonstrates solidarity with Indigenous peoples and actively contributes to preserving and promoting their rich histories and diverse perspectives. City staff will coordinate with event organizers to provide the required in-kind support, consistent with 2024 contributions. No further Council action is required unless adjustments to the scope or budget are proposed.

FINANCIAL IMPLICATIONS:

- The \$25,000 grant will be allocated from the City's Gaming Funds, as approved in the 2024 Council resolution.
- No additional funding is requested at this time.

ADMINISTRATIVE IMPLICATIONS:

Staff from multiple departments, including Operational Services, Communications, and Corporate Services, will provide coordination and support in areas such as transportation planning, signage, traffic control, and event logistics. These tasks are aligned with existing responsibilities and fall within the scope of annual community event support.

No significant impact on departmental workplans is anticipated; however, staff will monitor any required adjustments should unplanned demands arise.

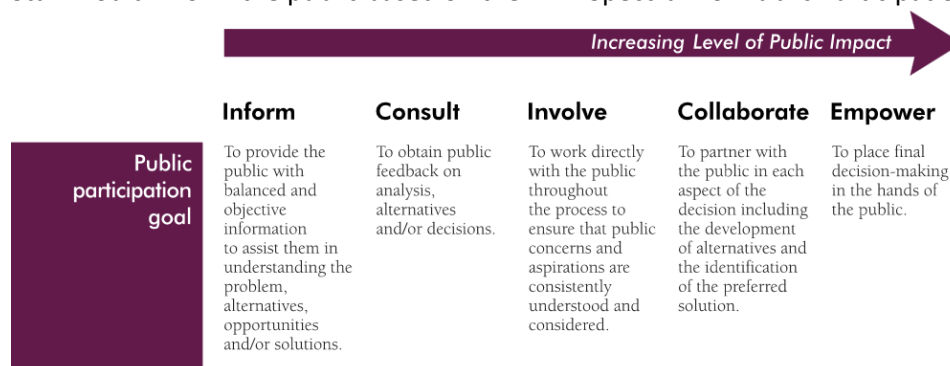
STRATEGIC PRIORITIES REFERENCE:

This initiative addresses the following strategic priorities:

- Support and encourage initiatives that reflect the City's commitment to truth and reconciliation.
 - Strengthen relations with K'ómoks First Nation and regional partners.
- This initiative fosters meaningful community engagement and supports inclusive cultural recognition through collaborative partnership.

PUBLIC ENGAGEMENT:

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



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RECOMMENDATION: THAT Council receive the briefing note titled "Support for National Indigenous Peoples Day 2025" for information.

ATTACHMENTS:

1. Letter of Request from K'ómoks First Nation – April 3, 2025

Prepared by: Lisa Bourgeois, Deputy Corporate Officer

Reviewed by: Adriana Proton, Manager of Legislative Services

Kate O'Connell, Director of Corporate Services

Concurrence: Geoff Garbutt, City Manager (CAO)



K'ómoks First Nation

3330 Comox Rd., Courtenay BC, V9N 3P8 | Ph: 250.339.4545 | F: 250.339.7053 | E: reception@komoks.ca

March 31st, 2025

Geoff Garbutt
Chief Administrative Officer
City of Courtenay
830 Cliffe Ave, Courtenay, B.C. V9N 2J7

Sent by Email: ggarbutt@courtenay.ca

Confirming Support and Partnership: National Indigenous Peoples Day Celebrations

Dear Geoff Garbutt,

On Saturday June 21, K'ómoks First Nation will again be presenting a large-scale National Indigenous Peoples Day celebration at the Comox Valley Exhibition Grounds. This event will offer an opportunity to celebrate and honour all Indigenous communities, recognizing our strength, sharing cultural knowledge and diversity, and celebrating our resilience.

We are excited to welcome the Comox Valley for workshops and knowledge sharing, food and craft vendors, children and youth programs, environmental walks at the Tsolum River, cultural presentations and live music from acclaimed Indigenous artists. K'ómoks First Nation is honoured by the collaboration currently underway with local governments, community and cultural organizations, and business networks of the Nation to make this year's event another great success.

Thank you so much for your generous support for our event in 2024 and your commitment to annual support for this celebration of the diversity of First Nations, Inuit and Métis culture and people across Canada and right here in the Comox Valley. We have exciting plans underway for 2025 and are grateful for your \$25,000 sponsorship contribution toward our June 21st event.

If you have any questions or if you would like to connect with our event team please message Jordan Templeman, Deputy Chief Administrative Officer at jordan.templeman@komoks.ca or by calling 250-339-4545 ext. 116.

This event is only possible through collaboration with, and support from, our community. We hope to continue to work with you to celebrate National Indigenous Peoples Day for many years ahead, to strengthen community connections, promote cross-cultural awareness and understanding, and move forward together.

With thanks,

Nicole Rempel, Elected Chief Councillor
K'ómoks First Nation



The Corporation of the City of Courtenay

Staff Report

To: Council

File No.: 1760-02

From: Director of Finance

Date: May 21, 2025

Subject: Loan Authorization Bylaw – 6th Street Bridge 2025

PURPOSE:

To seek first, second and third reading of Loan Authorization Bylaw No. 3184 – 6th Street Bridge 2025.

BACKGROUND:

Council provided the following direction at the March 12, 2025 Council meeting:

THAT Council direct staff to amend the 6th Street Bridge Capital Budget in the 2025-2029 financial plan to \$11,165,100, and award the construction contract, and proceed with construction of the project; and

THAT Council direct staff to prepare a loan authorization bylaw for \$4,300,000.

Council provided the following direction at the April 23, 2025 Council meeting:

THAT Council direct staff to prepare a report assessing the feasibility and financial implications of reallocating any unspent Growing Community Funds from the following 2025-2029 Financial Plan capital projects to the 6th Street Bridge project:

- *East Side Fire Hall*
- *McPhee Meadows*
- *Playgrounds*
- *Parks and Recreation Master Plan Implementation*
- *Small Tool Electrification*
- *Renewable Energy Options*
- *Affordable Housing*

The amended 2025-2029 Five Year Financial Plan (adopted May 7, 2025) includes an additional \$4,300,000 in borrowing towards the 6th Street active transportation bridge project. Council adopted Loan Authorization Bylaw No. 3137, 2024 - 6th Street Bridge on July 17, 2024 with a loan value of \$2,500,000. Loan Authorization Bylaw No. 3184 – 6th Street Bridge 2025 is looking to authorize an additional \$4,300,000 of borrowing to bring the total borrowing authorization to \$6,800,000.

DISCUSSION:

Borrowing Process:

Section 179 of the *Community Charter* provides Council with the authority to incur a liability by borrowing funds for any purpose of a capital nature. The local government borrowing process is highly regulated and closely monitored by the Province. All loan authorization bylaws must be approved by the Inspector of Municipalities and approval of the electors is required before adoption of the bylaw. In addition, sections

623 and 760 of the Local Government Act require a one-month quashing period after approval of the electors has been received, where an application can be made to the Supreme Court to set aside the loan authorization bylaw before final approval will be provided by the Inspector of Municipalities.

Finally, Section 182 of the *Community Charter* restricts local governments to financing long term debt with their local regional district through the Municipal Finance Authority of British Columbia (MFA). Once a certificate of approval has been received by the Inspector of Municipalities, Council must then pass a Municipal Security Issuing Resolution and forward it to the Comox Valley Regional District to be included in the next Regional District Security Issuing Bylaw that will go through further adoption at the regional level.

The borrowing process can take several months to complete; therefore, it is recommended to begin the process early to ensure appropriate approvals are in place before significant project spending occurs.

Elector Approval:

Section 180 of the *Community Charter* requires elector approval of a loan authorization bylaw before it can be adopted. The two options available to gain elector approval are through referendum or the alternative approval process. However, the City has the option to use the approval-free zone that does not require electoral approval per Part 2 Section 7 of the Municipal Liabilities Regulation. The approval-free zone is for municipalities with annual debt servicing costs below 5% of the annual calculation revenue which is \$65,453,269 for 2023 that would limit annual debt servicing costs to \$3,272,663.

At December 31, 2024 the City has consumed 76% of its approval-free limit.

The 2025-2029 Financial plan contains two projects that are funded from debt:

- 6th Street Bridge (2025) for \$4.3M
- Strategic Land Acquisition 2025 for \$1.8M

The total consumption of the approval-free limit will increase to 87% if all proposed loans are taken in 2025 (\$2.83M principal and interest payments). Although the City is consuming more of the approval-free limit there is an expected \$438,686 of annual debt servicing capacity available to be utilized through the approval-free limit. The remaining approval-free capacity represents \$7.3 million in additional borrowing capacity.

2026 Capital plan has several projects funded by debt and will push the City beyond its approval free limit thus requiring an elector approval. Elector approval can be sought through a referendum or the alternative approval process.

- East side fire hall \$23M
- Ryan Road Sidewalk Sandwich to Braidwood \$2M
- Braidwood Road Design – Storm & Road \$3M
- South Courtenay Sewer System \$6M
- Anderton Sanitary Lift Station \$4M

POLICY ANALYSIS:

Council adopted the 2025-2029 Financial Plan Amendment Bylaw No. 3180, 2025 at the May 7, 2025 Council meeting which includes the additional \$4,300,000 in borrowing towards the 6th Street active transportation bridge project along with the anticipated annual debt servicing costs.

FINANCIAL IMPLICATIONS:

Per the 2025-2029 Amended Financial Plan, the 6th Street active transportation bridge project is budgeted at \$11,105,000 (this varies from March 12, 2025 Council motion as it has been updated based on actual spending in 2024). The anticipated debt servicing cost to borrow \$4,300,00 at 4% over 30 years is \$255,297 annually, this consist of \$83,297 principal and \$172,000 interest.

The existing debt servicing cost for the \$2,500,000 loan at 4% over 30 years is \$148,428 annually, this consists of \$48,428 principal and \$100,000 interest. The combined debt servicing cost of \$6.8M (\$2.5M + \$4.3M) at 4% over 30 years would be \$403,725 annually consisting of \$131,725 principal and \$272,000 interest.

The table below outlines the annual debt servicing costs of proposed borrowing:

	Loan Debt Servicing		
Borrowed	\$2.5M	\$4.3M	Total (\$6.8M)
Principal	\$ 48,428	\$ 83,297	\$ 131,725
Interest	100,000	172,000	272,000
Total	\$ 148,428	\$ 255,297	\$ 403,725

When the project is completed and the loan is ready to be finalized Council will be presented with a report and recommendations on total amount of money to go to long term debt and the choice of amortization periods (10-30 years).

The total anticipated annual debt servicing cost of borrowing \$6.8M is \$403,725 which represents 1.1% of the City's 2025 property tax levy. The existing \$2.5M loan is already included in the 2025-2029 Financial Plan Bylaw No. 3165, 2025 (adopted March 12, 2025), this portion represents 0.4% of the 2025 property tax levy. The additional \$4.3M loan has been included in the 2025-2029 Financial Plan Amendment Bylaw No. 3180, 2025 (adopted May 7, 2025), this portion represents 0.7% of the 2025 property tax levy. The total one-time property tax impact of the combined \$6.8M loan based on 2025 property tax levy is 1.1% of which 0.7% will need to be funded through an increase to property taxation.

Alternative Funding Options

Growing Communities Fund

In March 2023, Union of British Columbia Municipalities received a \$1-billion boost through one-time funding to address the needs of growing communities. Grants where distributed to municipalities and regional districts using a funding formula that reflects population size and growth. The City received \$7,655,000 and funding was allocated in the 2023-2027 Financial plan as follows:

Capital Project	Allocation
6th St Bridge	1,000,000
Eastside Fire Hall	2,000,000
McPhee Meadows	1,500,000
Playgrounds	1,000,000
Implementation Parks Rec Mstr Pln	1,000,000
Small Tool Electrification	100,000
Renewable Energy options	400,000
Affordable housing	655,000
Total	7,655,000

6th St Bridge

This project was originally allocated \$1,000,000 of GCF funds. In 2025, this project has seen \$545,300 of spending. The table below outlines funding amounts by source per the 2025-2029 Amended Financial Plan.

6th Street Bridge Funding		
Debt	\$	6,800,000
Grant		2,502,200
Reserve		802,800
GCF		1,000,000
<hr/>		
Total	\$	11,105,000

Eastside Fire Hall

This project was originally allocated \$2,000,000. In 2024 and 2025 this project has seen a total spend from GCF of \$32,125. This project is 100% funded by GCF through the planning and design stage. Construction is funded 100% through debt at a current budget of \$23,000,000 commencing in 2026. Staff plan on using the currently allocated GCF funds to bring the project to a near finalized design that can be used in a procurement package. Without these funds the project would have to be stopped or an alternative funding source used. Reallocation of funding is not recommended as GCF is the single source of funding for this project at this time.

McPhee Meadows

Phase 1 of this project was originally allocated \$1,500,000 of GCF funds. In 2024 and 2025 this project has seen no spending from GCF. This project sees the majority of funding coming from GCF however \$375,100 is coming from the following sources: current year taxation (\$261,500), RFE (\$63,600) and parks amenity reserve (\$50,000).

The total budget included in the financial plan for all phases of this project is \$4,979,600, with Phase 1 to be completed in 2025 at \$1,875,100, Phase 2 & 3 to occur 2026-2027 at \$3,104,500 (no GCF). Phase 2 & 3 see the majority of spending occur in 2027 and is funded by \$2.8M in debt. Environmental constraints will impact the ability to achieve the desired level of park activation and accessibility in Phase 1, therefore a reduction in budget is expected. Given current expected project scope Phase 1 could return \$400,000 of committed GCF funds.

Playgrounds

These projects were originally allocated \$1,000,000 of GCF funds. In 2023 and 2024 these projects saw GCF funded spending on the Riverside Fit Park Project (2023) and the Let's Play Courtenay, Park Playground Design Standards (2024) for \$215,202 committed and spent funds. 2025 has \$318,918 of committed and spent funds to date, leaving \$535,820 available. Planning and design for the replacement of Woodcote Park playground has begun, with the first phase of community engagement complete. Purchasing of equipment and services is expected to be initiated shortly in order to achieve an installation date of late summer or early fall. This project will use the entire remainder of GCF funds allocated in 2025. Courtenay's playground condition assessment identifies three playgrounds in current poor condition, eleven in fair to good condition, and eight in good to excellent condition. Reallocation of these funds is not recommended.

Implementation of Parks and Recreation Master Plan

\$1,000,000 in GCF was originally allocated to support the implementation of the Parks and Recreation Master Plan (PRMP,2019), and as per the PRMP Implementation Strategy adopted by Council in 2023. The Implementation Strategy identified high priority parks and recreation capital projects to be addressed in the short term including, but not limited to, key park development projects (Harmston, Bill Moore, Lewis / Simms), pickleball courts, and dog parks. Partial funding for Harmston Park and Bill Moore Park developments is provided through GCF.

Harmston Park design and development has a total estimated project budget of \$775,000 from 2024 through 2026 with \$625,000 funded through GCF and \$150,000 funded from the Park Amenity Reserve. Concept design planning is underway as part of the Downtown Vitalization Local Area Plan (CVLAP) process, with detailed design expected to occur in fall 2025, and construction to begin in 2026.

Bill Moore Park design and development has a total estimated project budget of \$1,150,000 from 2024 through 2027 with \$650,000 funded through GCF (\$150,000-2025, \$500,000-2027) and \$250,000 funded from general taxation and \$250,000 from Park Amenity Reserve. Bill Moore Park Plan and Playground Replacement project design services will be issued for tender at the end of May, with detailed design expected in 2026, and construction to begin in 2027.

Part of the plan's implementation included work surrounding Harmston Park and Bill Moore Park. 2025 through 2027 sees \$1,275,000 spend towards these projects, however given anticipated timing of the majority of spending, it is reasonable to rely on current and future GCF interest earnings to fund the additional work towards these projects

It is important to note that the project budgets for both Harmston and Bill Moore are estimates until such time more refined estimates are available through the concept and detailed design processes. Based on early concept designs for Harmston Park, it is likely the proposed construction budget is not sufficient and will need to be increased to reflect a service level informed through the community engagement process. With construction expected to begin in 2026 and the potential for additional project costs, reallocation of GCF funds from Harmston Park is not recommended.

It is expected that the Bill Moore Park development project will be a multi-phase project due to the size and scope of the park and the opportunities its development will present to meet the growing demand for parks and recreation spaces in Courtenay. It is likely that the current project budget estimate is not sufficient and will need to be increased to reflect community-informed phased park improvements over time. Reallocation of GCF funds allocated in 2027 to the Bill Moore project could be considered as the City will have 1.5 years to identify alternative funding sources. However, it is important to note that both Bill Moore Park and Harmston Park represent significant investments in parks and recreation infrastructure in Courtenay that have not occurred in over a decade and will serve the west side of the City which is experiencing growth and density increases. Reallocation of GCF funds from Bill Moore Park is not recommended.

Small Tool Electrification

This project was originally allocated at \$100,000. In 2024 this project saw spending of \$75,000 with the remaining \$25,000 set to be spent in 2025. The rationale for this delay in spend was to spread-out the purchase of batteries and to provide time for the new tools to be put into operation to see if additional pieces might be needed. GCF is the sole source of funding for this project. Reallocation of the remaining \$25,000 is not recommended.

Renewable Energy Options

This project was originally allocated at \$400,000. No spending to date has occurred. Staff are currently scoping energy upgrade projects at a number of City facilities as part of the Corporate Facility Energy Management Plan. Staff are working to align energy upgrades with planned maintenance such as roof replacements, and HVAC equipment upgrades as much as possible. The boiler at Native Sons hall is failing, and it is expected that it will need to be replaced before next winter. It is likely that we will need to access a portion of these funds to support the replacement of this boiler, with a system that can achieve GHG reduction targets. Staff will have further information about the scope, and budget required for this work in the next couple months. Reallocation of these funds is not recommended.

Affordable housing

This project was originally allocated \$655,000. Since 2023 there have been changes in the approach to affordable housing through the expected creation of a housing corporation at a regional level. Additional changes occurred at the provincial level with substantial broad sweeping land use changes. Furthermore, the City has gained access to online accommodation platform (OAP) MRDT funds that are eligible to be used on affordable housing initiatives. The OAP funds December 31, 2024 balance is \$1,062,534. Access to OAP funds required specific steps and the completion of a housing needs assessment. The City's Affordable Housing Amenity Reserve that holds amenity contributions received over the years has continued to grow at a rate above affordable housing initiative spending with a balance of \$1,542,742 as of December 31, 2024. The City's total available funds towards affordable housing initiatives is \$2,605,276, this does not include the GCF funding allocation of \$655,000.

The \$655,000 of GCF allocated to affordable housing could be reallocated as the City has access to substantially more affordable housing funding than in 2023 and further the developments of a regional housing corporation will likely shift affordable housing funding through to the regional level.

Projects Allocated after 2023

Other projects have had GCF allocated through the annual financial planning process and utilize the actual and anticipated interest earnings of the GCF.

Lake Trail MUP

This project has \$250,000 of GCF funds allocated to it of the \$1,647,900 total project cost. This project is currently underway and reallocation of these funds is not recommended.

Playing courts / Pickle Ball Court

This project has \$250,000 of GCF funds allocated to it of the \$350,000 total project cost. \$100,000 of this project is anticipated to be provide by an outside organization. Further funding towards this project, if required, could be sourced from the City's Partner in Parks program that matches up to \$50,000 of third-party contributions towards City projects within parks. Partners in Parks program funding is carried forward each year until utilized with property taxation as the source of funds. The project is currently in options analysis and feasibility study, with anticipated detailed design to occur in 2025 and construction in late 2025 or 2026. Reallocation of these funds is not recommended.

Park Improvements

This project has \$100,000 of GCF funds allocated to it to address ongoing park improvement projects including at sports fields. Approximately \$25,000 is currently committed to improve a backstop at Lewis

Park to address safety concerns, with additional projects expected to be identified through the Sports Field Allocation and Fee Policy Project currently underway. Reallocation of these funds is not recommended.

Growing Communities Fund Summary

Total GCF funds available for reallocation are \$1,055,000 comprised of \$655,000 of affordable housing funds and \$400,000 from McPhee Meadows Phase 1.

Gaming Funds

Gaming funds could be allocated to the 6th Street Bridge project as they meet Gaming's spending criteria. The December 31, 2024 year end balance in the Gaming Fund is \$2,162,988, there is \$1,310,000 of budgeted revenue and \$1,827,500 of budgeted spending, bringing the December 31, 2025 year end balance to an expected \$1,763,988. Revenue and expense from 2026 through 2029 produce an expected combined annual deficit of \$341,000, bringing the December 31, 2029 gaming fund balance to \$1,422,988.

The table below outlines revenue and expense for the gaming fund 2025 through 2029 per the 2025-2029 Financial Plan:

City of Courtenay

2025 - 2029 Gaming Funds Distribution

Gaming Funds	\$	2,162,988	Per 2024 Financial Statements (Year End Balance)				
Distribution: Major Categories		2025	2026	2027	2028	2029	
Estimated Annual Revenue		1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	
Estimated Annual Interest		60,000	60,000	60,000	60,000	60,000	
Support Downtown Arts and Culture	Annual Grants:						
	CV Art Gallery	65,000	65,000	65,000	65,000	65,000	
	Ctny & Dist Historical Society	50,000	50,000	50,000	50,000	50,000	
	Sid Williams Theatre Society	130,000	130,000	130,000	130,000	130,000	
	Downtown cultural events	5,000	5,000	5,000	5,000	5,000	
		250,000	250,000	250,000	250,000	250,000	
Council Initiatives & Projects	LUSH Community Garden Annual Grant	12,000	13,000	13,000	13,000	13,000	
	Comox Valley Naturalist Society - Garry Oak Restoration	4,000	4,000	4,000	4,000	-	
	Courtenay Recreation Association - Evergreen Club	48,000	48,000	48,000	48,000	48,000	
	Annual Grants-in-Aid	50,000	50,000	50,000	50,000	50,000	
	Management Fee to Comox Valley Community Foundation for Annual Grants-in-Aid program	2,500	2,500	2,500	2,500	2,500	
	Other Council Initiatives/Projects	75,000	75,000	75,000	75,000	75,000	
	National Indigenous Peoples Day Celebrations	25,000	25,000	25,000	25,000	25,000	
	KFN Guardian Program	25,000	25,000	25,000	25,000	25,000	
		241,500	242,500	242,500	242,500	238,500	
Public Safety / Security	RCMP Contract Funding for 2 members	516,000	542,000	569,000	597,000	627,000	
Infrastructure Works	Capital Contributions	820,000	320,000	320,000	320,000	320,000	
Total Annual Distribution		1,827,500	1,354,500	1,381,500	1,409,500	1,435,500	
Projected Gaming Fund Balance		1,763,988	1,719,488	1,647,988	1,548,488	1,422,988	
Annual (Deficit) / Surplus		(517,500)	(44,500)	(71,500)	(99,500)	(125,500)	

It has become the practice to keep 1 year's worth of gaming revenue (about \$1,250,000) in the reserve to provide a cushion in the event of an unforeseen disruption in gaming revenue. Given the projected annual

ending balances in the gaming fund, the fund is set to be over the targeted balance by \$513,988 (\$1,763,988 - \$1,250,000) at the end of 2025, thus it would be reasonable to reallocate approximately \$500,000 of gaming funds to the 6th street bridge project.

Canada Community Building Fund (Gas Tax)

The 6th Street bridge project would be eligible for funding through the City's Canada Community Building Fund (CCBF) as it meets the active transportation eligible project category. Similar to the Gaming fund it has been the practice to keep at least 1 year's worth of CCBF funds on hand. The expected balance at December 31, 2025 CCBF is \$2,230,288 which exceeds the annual CCBF contribution of \$1,350,000. Budget 2026 through 2029 is set to bring the CCBF balance down to \$1,531,288. Currently the only projects funded by CCBF is the annual Cycling Network Plan Improvements (\$200,000 - \$350,000) and the Pedestrian Cycling and Pavement Remediation Program (PCRP) (\$1,300,000). It could be reasonable to allocate approximately \$500,000 of CCBF to the 6th street bridge project.

Prior Year Surplus

Prior years surplus could be used as an alternative source of funding for the 6th Street bridge project. With the completion of the 2024 Audit and the approval of 2024 Financial statements we have a solidified surplus figure for December 31, 2024. The surplus figure per the financial statements must be adjusted to reflect committed spending from the surplus as authorized through the 2025-2029 Financial plan. The table below provide detail on the available surplus:

Prior years Surplus per F/S Dec 31, 2024	\$	20,190,000
Less		
Reserve for future expenditure 2025	\$	1,812,500
Surplus used to reduce 2025 Taxation		1,616,000
Carry forward items from 2024 to 2025		609,900
Special projects funded from 2024 surplus		2,876,800
Total 2025 committed funds	\$	6,915,200
 2025 Available surplus	\$	 13,274,800

Considerations for how much surplus an organization should have on hand can vary based on frequency of earnings, alternative funds on hand and total annual spending. The approach that was taken during the 2025-2029 Financial planning process was based on the expected total spending. The table below outlines the total general fund spending for 2025 from the 2025-2029 Financial plan.

2025 Total operating spending	\$	74,075,200
add - General tax funded capital		1,462,300
Total spending	\$	75,537,500
Less		
Sewer operations	\$	(9,779,700)
Water operations		(11,009,000)
Total removed	\$	(20,788,700)
 Total General Fund Spending	 \$	 54,748,800
 Monthly spend	 \$	 4,562,000
Weekly spend	\$	1,053,000
Daily spend	\$	150,000

The City expects to spend just shy of \$55 million dollars for the year, this works out to \$4.5 million per month, \$1 million per week or \$150,000 per day (365). The following table outlines possible surplus balances to hold given various amounts of cash on hand based on annual spending.

Reserve Scenarios	Reserve Balance
10% of annual spending	\$ 5,475,000
5.2 weeks of cash on hand	
1.2 months of cash on hand	
 15% of annual spending	 \$ 8,212,000
7.8 weeks of cash on hand	
1.8 months of cash on hand	
 20% of annual spending	 \$ 10,950,000
10.4 weeks of cash on hand	
2.4 months of cash on hand	
 25% of annual spending	 \$ 13,687,000
13.0 weeks of cash on hand	
3.0 months of cash on hand	

Through the financial planning process Council did not provide specific direction on what % of annual spending should be the target however the taxation and surplus use scenario that was adopted trended towards the 20% of annual spending as the surplus target. Using a similar approach, the current surplus balance exceeds the 20% target by about \$2,325,000.

If Council provide direction to use \$2,325,000 of surplus towards the 6th Street bridge it would leave no additional surplus on hand beyond the 20% target for use on other items or to reduce 2026 property taxation. The 2026 taxation increase currently sits at 9.6%, this figure does not include the debt servicing costs of the proposed \$4.3M loan authorization bylaw (0.7% tax increase 2026). If \$2,325,000 were to be used to reduce 2026 tax increase it would represent a reduction of about 6.3%.

\$1,000,000 in borrowing at 4% over 30 years costs \$59,000 annually and represents a 0.16% tax change.
\$1,000,000 in borrowing at 4% over 20 years costs \$75,000 annually and represents a 0.20% tax change.

Alternative Funding (Recommendation 2)

The analysis done on possible reallocation of GCF, Gaming, Canada Community Building Fund and Surplus it has resulted in options to reduce the overall debt load for the 6th Street Bridge project. Given that this project is a net new addition consideration could be given to the funding mixture, when the City uses reserves and surpluses to fund project it puts the burden of payment on past tax payors, while the use of debt puts the burden of payment on future tax payors. While there is no set policy on how the City funds new projects an approach is to balance the use of debt and reserves. Therefore, a target of about 50% debt to reserves is being recommended.

Reallocation of \$1,800,000 from the following funds is recommended to offset debt:

- \$655,000 from affordable housing - GCF
- \$500,000 from Bill Moore Park - GCF
- \$400,000 from McPhee Meadows Phase 1 – GCF
- \$245,000 Surplus

The originally proposed total borrowing required to fund the 6th street bridge project is \$6,800,000, with the proposed reallocation this would bring the total borrowing down to \$5,000,000 which represents about 45% of the total project value. By balancing debt and reserves the City limits the current impact of depleting reserves by supplementing this project with debt, this provides a balance of current and future residents paying for and utilizing the bridge.

By reducing the total proposed borrowing by \$1,800,000 the City will reduce annual debt payments by \$135,650 (\$63,650 principal and \$72,000 interest @ 4% over 20 years). The anticipated annual borrowing cost of \$5,000,000 is \$376,800 (\$176,805 principal and \$200,000 interest @ 4% over 20 years). By relying on debt, the City continues to hold reasonable reserve balances.

ADMINISTRATIVE IMPLICATIONS:

Once Council gives first three readings to the proposed borrowing bylaw, the bylaw and liability servicing limit certificate are sent to the Inspector of Municipalities for approval. Once the approval is given then Council can adopt the loan authorization bylaw and move to adopt a temporary borrowing bylaw to allow the City to access funds. The typical approval time from the Province is 8 weeks.

STRATEGIC PRIORITIES REFERENCE:

This initiative addresses the following strategic priorities:

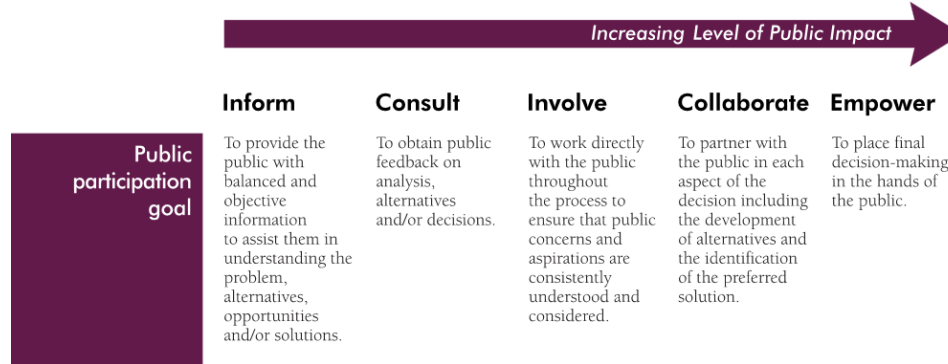
- Streets and Transportation - 6th Street Bridge construction

This initiative addresses the following cardinal direction:

- COURTENAY WILL BE RESPONSIBLE FOR THE FUTURE by being more thoughtful, strategic, and efficient in all resources that we use whether it be land, energy, or public infrastructure, to ensure that actions deliver on multiple goals of fiscal responsibility, economic resilience, social equity, and ecological health.

PUBLIC ENGAGEMENT:

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



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OPTIONS:

1. THAT Council give first, second, and third readings to “Loan Authorization Bylaw No. 3184, 2025 – 6th Street Bridge 2025”;
and
THAT Council proceed to adoption of “Loan Authorization Bylaw No. 3184, 2025 – 6th Street Bridge 2025” through the Approval-free Liability Zone granted by the Municipal Liabilities Regulation, section 7.
2. To be made as 2 separate motions:
 - 1) THAT Council amend Loan Authorization Bylaw No. 3184, 2025 – 6th Street Bridge 2025 to authorize borrowing a maximum of \$2,500,000 and give first, second, and third readings to “Loan Authorization Bylaw No. 3184, 2025 – 6th Street Bridge 2025” as amended;
and
THAT Council proceed to adoption of “Loan Authorization Bylaw No. 3184, 2025 – 6th Street Bridge 2025” as amended through the Approval-free Liability Zone granted by the Municipal Liabilities Regulation, section 7.
 - 2) THAT Council reallocate \$1,555,000 from the Growing Communities Fund to the 6th Street Bridge from the following projects:
 - \$655,000 from affordable housing,
 - \$500,000 from Bill Moore Park Development (2027), and
 - \$400,000 from McPhee Meadows Phase 1
 and
THAT Council allocate \$245,000 from prior year surplus to the 6th Street Bridge Project.
and
THAT Council allocate \$500,000 towards Bill Moore Park Development project in 2027 from the Gaming Fund.
3. THAT Council provide alternative direction to staff.

ATTACHMENTS:

1. Loan Authorization Bylaw No. 3184, 2025 – 6th Street Bridge 2025

Prepared by: Adam Langenmaier, BBA, CPA, CA, Director of Finance
Concurrence: Geoff Garbutt, M.P.I., MCIP, RPP, City Manager (CAO)



The Corporation of the City of Courtenay

Bylaw No. 3184

A bylaw to authorize the borrowing of the estimated cost of 6th Street.

WHEREAS it is deemed desirable and expedient to construct a pedestrian bridge at 6th Street

AND WHEREAS the estimated cost of pedestrian bridge including expenses incidental thereto is the sum of \$11,105,000 of which the sum of \$4,300,000 is the amount of debt intended to be borrowed by this bylaw;

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

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the 6th street bridge project generally in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
 - a) To borrow upon the credit of the Municipality a sum not exceeding four million three hundred thousand dollars (\$4,300,000).
 - b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with bridge project.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is thirty years.

Citation

3. This Bylaw shall be cited as "Loan Authorization Bylaw No. 3184, 2025 - 6th Street Bridge 2025".

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 [day] day of May, 2025

Read a second time this [day] day of May 2025

Read a third time this [day] day of May 2025

Received the approval of the Inspector of Municipalities this ____ day of ____, 2025

Assent of the elector of the City of Courtenay is not required as per Section 7 of the Municipal Liabilities

Regulation (approval-free liability zone).

Adopted this [day] day of ____, 2025

Mayor Bob Wells

Corporate Officer Adriana Proton



The Corporation of the City of Courtenay

Staff Report

To: Council

File No.: 1760-02

From: Director of Finance

Date: May 21, 2025

Subject: Loan Authorization Bylaw 3183, 2025 – Strategic Land Acquisition 2025 Amendment

PURPOSE:

To seek amendment to “Loan Authorization Bylaw 3183, 2025 – Strategic Land Acquisition 2025” that was given first, second and third readings at the April 23, 2025 Council meeting to correct a clerical error.

BACKGROUND:

Council gave first, second and third readings to “Loan Authorization Bylaw 3183, 2025 – Strategic Land Acquisition 2025”. In the Loan Authorization Bylaw template that was used, section 1 that references to the project being borrowed for was not updated. Section 1 should reference **Strategic Land Acquisition 2025** and not **bridge**. This error was identified by the Province during their review. The Province has required that the bylaw have third reading rescinded, the bylaw be amended and third reading be given.

POLICY ANALYSIS:

Council adopted “2025-2029 Financial Plan Bylaw No. 3165, 2025”, on March 12, 2025 which included the strategic land acquisition capital project.

FINANCIAL IMPLICATIONS:

No financial implications from this amendment.

ADMINISTRATIVE IMPLICATIONS:

Once Council gives third reading to the amended borrowing bylaw, the bylaw will be sent to the Inspector of Municipalities for approval. Once the approval is given then Council can adopt the loan authorization bylaw and move to adopt a temporary borrowing bylaw to allow the City to access funds. The typical approval time from the Province is 8 weeks.

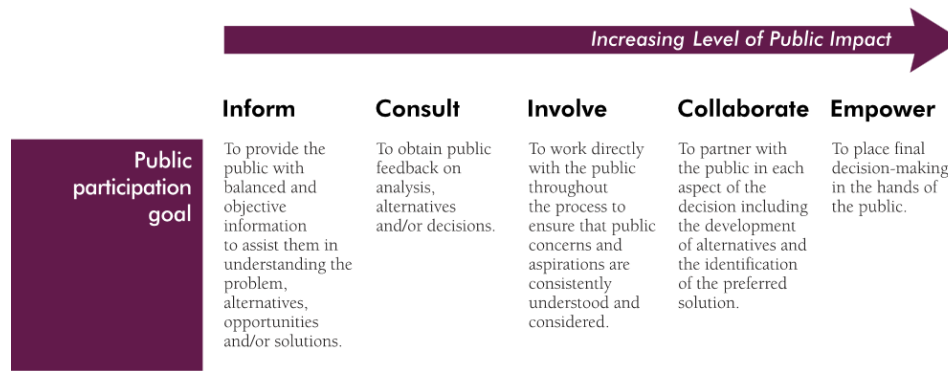
STRATEGIC PRIORITIES REFERENCE:

This initiative addresses the following cardinal direction:

COURTENAY WILL BE RESPONSIBLE FOR THE FUTURE by being more thoughtful, strategic, and efficient in all resources that we use whether it be land, energy, or public infrastructure, to ensure that actions deliver on multiple goals of fiscal responsibility, economic resilience, social equity, and ecological health.

PUBLIC ENGAGEMENT:

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



© International Association for Public Participation www.iap2.org

OPTIONS:

1. THAT Council THAT Council rescind third reading of "Loan Authorization Bylaw 3183, 2025 – Strategic Land Acquisition 2025"

THAT Council amend "Loan Authorization Bylaw 3183, 2025 – Strategic Land Acquisition 2025" by removing the word "bridge" in section 1 and replace with "strategic land acquisition 2025",
AND

THAT Council give "Loan Authorization Bylaw 3183, 2025 – Strategic Land Acquisition 2025" new third reading as amended.

2. THAT Council provide alternative direction to staff.

ATTACHMENTS:

- 1 - Loan Authorization Bylaw 3183, 2025 – Strategic Land Acquisition 2025

Prepared by: Adam Langenmaier BBA, CPA, CA, Director of Finance
Concurrence: Geoff Garbutt, M.PI., MCIP, RPP, City Manager (CAO)



The Corporation of the City of Courtenay

Bylaw No. 3183

A bylaw to authorize the borrowing of the estimated cost of the Strategic Land Acquisition 2025 Capital Project.

WHEREAS it is deemed desirable and expedient to purchase Strategic Lands within the Municipality.

AND WHEREAS the estimated cost of lands including expenses incidental thereto is the sum of \$1,800,000 of which the sum of \$1,800,000 is the amount of debt intended to be borrowed by this bylaw;

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

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the **bridge strategic land acquisition 2025** project generally in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
 - a) To borrow upon the credit of the Municipality a sum not exceeding one million eight hundred thousand dollars (\$1,800,000).
 - b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with strategic land acquisitions.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is thirty years.

Citation

3. This Bylaw shall be cited as “Loan Authorization Bylaw 3183, 2025 – Strategic Land Acquisition 2025”.

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 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

Received the approval of the Inspector of Municipalities this ____ day of ____, 2025

Assent of the electors of the City of Courtenay is not required as per Section 7 of the Municipal Liabilities Regulation (approval-free liability zone).

Adopted this [day] day of ____, 2025

Mayor Bob Wells

Corporate Officer



The Corporation of the City of Courtenay

Staff Report

To: Council

File No.: 3360-20-2406/RZ000085

From: Director of Development Services

Date: May 21, 2025

Subject: Zoning – Amendment Bylaw No. 3157 – Medium Density Multi-Residential (RM-1)

PURPOSE:

For Council to consider adoption of *Zoning – Amendment Bylaw No. 3157 – Medium Density Multi-Residential (RM-1)* to amend Zoning Bylaw No. 2005, 2007, to establish a new Multi-Residential (RM-1) zone, that permits the “gentle infill” contemplated in the areas designated as Urban Residential in the City’s Official Community Plan (OCP). Concurrently, the bylaw proposes to rezone the property addressed as 1655 20th Street, legally described as PARCEL “C” (DD 401114I) OF LOT B, DISTRICT LOT 230, COMOX DISTRICT, PLAN 12188, from Residential Small-Scale Multi-Unit Housing (R-SSMUH) to the newly established RM-1 to permit a 12-unit townhouse development.

BACKGROUND:

Council gave first, second and third reading to *Zoning – Amendment Bylaw No. 3157 – Medium Density Multi-Residential (RM-1)* at the Regular Council meeting on May 7, 2025.

The May 7, 2025 Staff Report proposed that the following conditions be met prior to consideration of adoption of rezoning:

- Section 219 covenant for the Owner to provide cash-in-lieu for frontage improvements up to the centreline on the full frontage of 20th Street, including removal and replacement of pavement, curb, gutter and sidewalk, in the amount approved by the City’s authorized delegate, payable prior to building permit issuance.
- Section 219 covenant for contribution to the Affordable Housing Amenity Reserve Fund, payable prior to building permit issuance for the 5th and subsequent dwelling units in the amount of \$32,000.

DISCUSSION:

In the interest of streamlining processing time, rather than requiring Section 219 covenants, the proposed conditions are addressed through the following:

- Frontage improvements or cash-in-lieu for frontage improvements noted above are required by Subdivision and Development Servicing Bylaw No. 2919, 2018, prior to building permit issuance. Although detailing specific requirements in a covenant on title can clarify responsibilities for developers, the covenant is not required to ensure the payment prior to building.
- The developer has provided a Letter of understanding (**Attachment 2**) that commits the developer to paying \$32,000 in full prior to issuance of the second building permit for the project, which will include the fifth unit.

RECOMMENDED OPTION:

1. THAT Council adopt “Zoning – Amendment Bylaw No. 3157 – Medium Density Multi-Residential (RM-1)”.

ALTERNATIVE OPTIONS:

2. THAT Council provide alternative direction to staff.
3. THAT Council not proceed.

ATTACHMENTS:

1. Zoning – Amendment Bylaw No. 3157 – Medium Density Multi-Residential (RM-1)
2. Letter of Understanding for Affordable Housing Community Amenity Contribution

Prepared by: Mike Grimsrud, RPP, MCIP, Planner III

Reviewed by: Marianne Wade, MCIP, RPP, Director of Development Services

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



The Corporation of the City of Courtenay

Bylaw No. 3157

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;

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

Citation

1. This Bylaw shall be cited as “Zoning – Amendment Bylaw No. 3157 – Medium Density Multi-Residential (RM-1)”.

Amendment

2. “Zoning Bylaw No. 2500, 2007” is amended as follows:
 - a) Inserting the “Part 3 – Medium Density Multi-Residential (RM-1)” attached as **Schedule A**, which is attached hereto and forms part of this bylaw, immediately following “Part 3 - Residential Three B Zone (R-3B)” in Division 8 – Classification of Zones.
 - b) Rezoning from Residential Small-Scale Multi-Unit Housing (R-SSMUH) to Medium Density Multi-Residential (RM-1) a parcel with the legal description PARCEL "C" (DD 401114I) OF LOT B, DISTRICT LOT 230, COMOX DISTRICT, PLAN 12188 (1655 20th Street) as shown in bold outlined on **Schedule B**, which is attached hereto and forms part of this bylaw.
 - c) That Schedule No. 8. Zoning Map be amended accordingly.
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 7th day of May, 2025

Read a second time this 7th day of May, 2025

Read a third time this 7th day of May, 2025

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

Mayor Bob Wells

Corporate Officer

Schedule A to Zoning – Amendment Bylaw No. 3157**Part 3 – Medium Density Multi-Residential (RM-1)****8.3.31 Intent**

The RM-1 zone is intended to provide appropriate zoning to support low- to medium-density residential uses on lots greater than 2700 m².

8.3.32 Permitted Uses

In the RM-1 Zone, the following uses are permitted and all other uses are prohibited except as otherwise noted in this bylaw:

- (1) *Duplex*
- (2) *Townhouse dwelling*
- (3) *Secondary suite*
- (4) *Accessory buildings and structures*
- (5) *Home Occupation*

8.3.33 Minimum Lot Size

A lot shall have an area of not less than 2,700 m².

8.3.34 Minimum Frontage

A lot shall have a frontage of not less than 25.0 m.

8.3.35 Minimum Lot Depth

A lot shall have a depth of not less than 35.0 m.

8.3.36 Floor Area Ratio

Providing all other applicable size, shape and siting conditions are met the maximum floor area ratio shall not exceed 0.75.

8.3.37 Lot Coverage

The maximum coverage for buildings, structures and impermeable surfaces is 70%.

8.3.38 Setbacks

Except where otherwise specified in this bylaw the following minimum *building setbacks* shall apply:

- (1) *Front yard:* 4.0 m except that the minimum front yard setback for garages or carports shall be 6.0 m.
- (2) *Rear yard:* 5.0 m
- (3) *Side yard:* The *side yard* setbacks shall total 4.5 m with a minimum *side yard* setback on one side of 1.5 m except that:
 - (a) Where a *side yard* flanks a street or is adjacent to or faces the back of a building the minimum shall be 3.5 m.

8.3.39 Height of Building

- (1) The *height* shall not exceed 11.0 m.

8.3.40 Useable Open Space

- (1) *Useable open space* shall be provided on a lot in the amount of 20.0 m² per dwelling unit.

8.3.41 Accessory Buildings and Structures (Not including Accessory Dwelling Units)

- (1) Shall not exceed 4.5 m in height;
- (2) Shall be permitted in the side yard and rear yard provided they shall conform to all relevant siting regulations of this bylaw;
- (3) Shall be permitted in front of a principal residence provided they shall conform to all relevant siting regulations of this bylaw; and
- (4) Shall not be located within 1.5 m from the side and rear lot line except where the side or rear yard flanks a street, excluding a lane, in which case the minimum yard distance shall be 3.0 m.

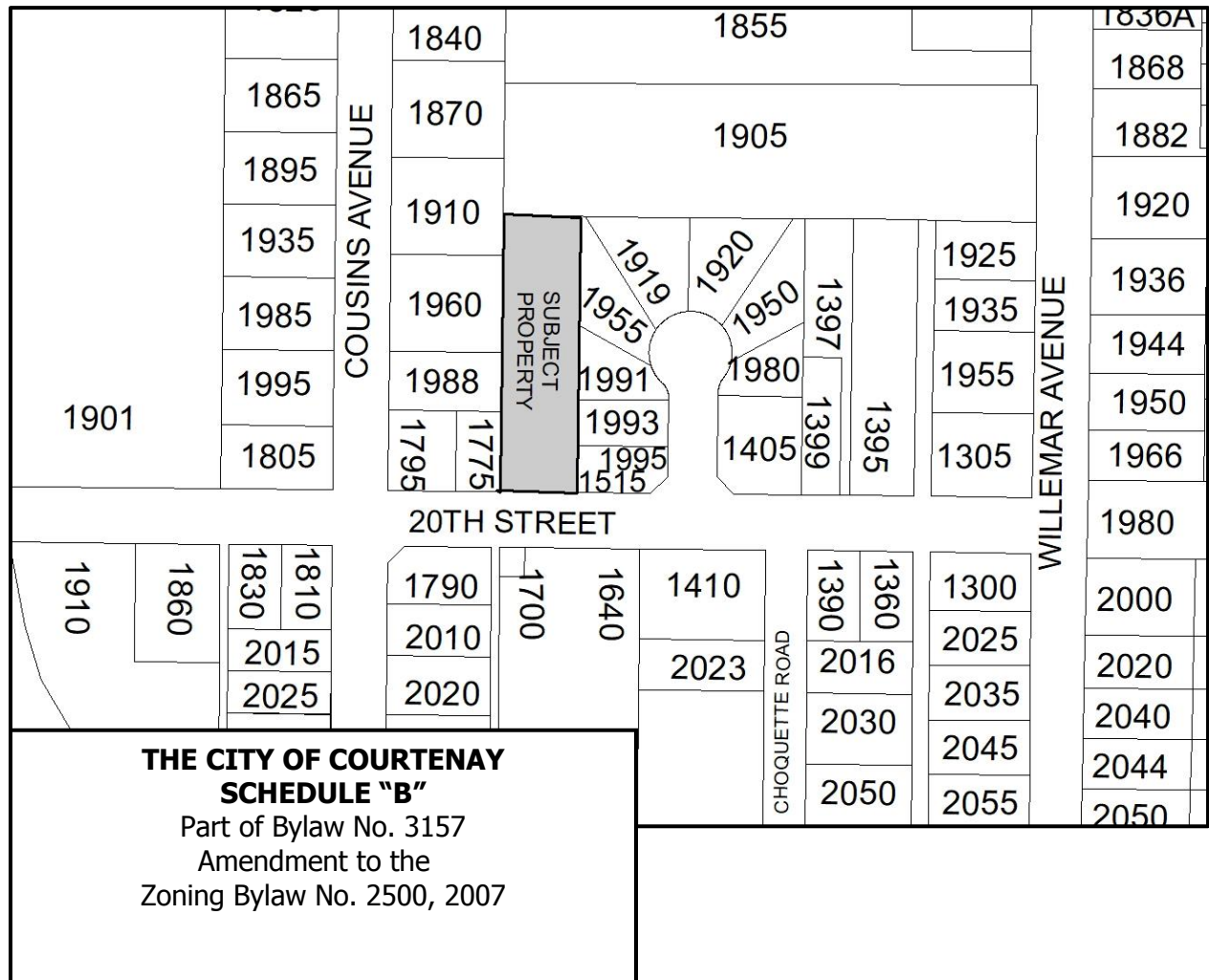
8.3.42 Off-Street Parking and Loading

- (1) Except as provided in this section, off-*street* parking shall be provided and maintained in accordance with the requirements of Division 7 of this bylaw.
- (2) Properties located within the estimated walking distance shown in Schedule 7F may have the total amount of parking required on a property reduced by 25%.
- (3) Each dwelling unit shall be provided with roughed-in infrastructure capable of providing, at minimum, Level 2 charging, except:
 - (a) Properties located within the estimated walking distance shown in Schedule 7F may reduce by 25% the number of parking spaces with roughed-in infrastructure capable of providing, at minimum, Level 2 charging.
- (4) Where parking aisle is a strata or private road, the minimum parking aisle width shall be 6.0 m for 90-degree parking.
- (5) Division 7 Bicycle Parking Requirements do not apply.
- (6) Where a property has three (3) or more *dwelling units*:
 - (a) Two (2) *class II bicycle parking spaces* must be provided per dwelling unit with two (2) or more bedrooms on the property;
 - (b) One (1) *class II bicycle parking space* must be provided per dwelling unit with fewer than two (2) bedrooms; and
 - (c) *Class I bicycle parking spaces* must be provided at a rate of one (1) per five dwelling units.

8.3.43 Landscaping and Screening

- (1) Shall meet the Landscaping Requirements identified in Division 6, Part 14 of this bylaw.

Schedule B to Zoning – Amendment Bylaw No. 3157





Letter of Understanding

Date: May 9, 2025

To: Marianne Wade
Director of Development Services
830 Cliffe Avenue, Courtenay, BC
V9N 2J7

RE: 1655 20th Street Courtenay, BC - Affordable Housing CAC

Dear Ms. Wade,


This letter serves as a formal understanding between The City of Courtenay (hereafter referred to as "the Municipality") and Don Cameron (hereafter referred to as "the Applicant") regarding the requirement for a Community Amenity Contribution (CAC) related to development activities under your responsibility.

As part of the conditions associated with the development project located at 1655 20th Street, a **CAC in the amount of \$32,000** is required. It is hereby understood and agreed that **this amount must be paid in full prior to the issuance of the second building permit** for the project.

This payment is to meet the City's Affordable Housing Community Amenity Contributions policy and support affordable housing development within the City.

Acknowledgment and Agreement

I, Don Cameron, acknowledge and agree to the terms outlined in this Letter of Understanding, specifically the payment of the Community Amenity Contribution in the amount of \$32,000 prior to the issuance of the second building permit.

Signature: 
Name: Don Cameron
Date: May 13, 2025