



The Corporation of the City of Courtenay

# Council Agenda

**Meeting #:** R8/2026  
**Date:** April 29, 2026  
**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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9.2 Councillor Cole-Hamilton

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9.5 Councillor Hillian

9.6 Councillor Jolicoeur

9.7 Mayor Wells

**10. ADJOURNMENT**



# Council Minutes

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**Meeting #:** R7/2026  
**Date:** April 15, 2026, 4:00 p.m.  
**Location:** CVRD Civic Room, 770 Harmston Ave, Courtenay

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

**Staff Present:** G. Garbutt, City Manager (CAO)  
C. Davidson, Director of Infrastructure & Environmental Engineering  
A. Guillo, Acting Director of Corporate Services  
A. Langenmaier, Director of Financial Services  
K. Macdonald, Fire Chief  
S. Saunders, Director of Recreation, Culture & Community Services  
K. Shaw, Director of Operational Services  
J. Chan, Manager of Business Administration  
S. Hainsworth, Manager of Procurement, Risk & Real Estate (electronic)  
A. Pitcher, Manager of Capital Projects  
A. Proton, Manager of Legislative Services (CO)  
P. Janecek, Legislative Services Coordinator  
C. Tice, Culture & Events Coordinator

## 1. CALL TO ORDER

Mayor Wells called the meeting to order at 4:00 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.

Mayor Wells proclaimed April 22–29, 2026, as World Primary Immunodeficiency Week, with the proclamation recognizing the prevalence and underdiagnosis of primary immunodeficiencies, the importance of early diagnosis and timely treatment, and efforts

to raise awareness and support patients and caregivers in the community.

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

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

## **3. ADOPTION OF MINUTES**

### **3.1 Regular Council Minutes - March 25, 2026**

### **3.2 Special Council Minutes - March 27, 2026**

**Moved By** Hillian

**Seconded By** Frisch

THAT Council adopt the March 25, 2026 Regular Council minutes, and the March 27, 2026 Special Council minutes.

**CARRIED**

## **4. DELEGATIONS**

### **4.1 Courtenay Mobile Integrated Community Response**

Leslie Howie and Varina Yu of Island Health, and Scott Mercer of the RCMP, presented an overview of the pilot Mobile Integrated Crisis Response program, a collaborative mental health and policing initiative. The presentation highlighted early outcomes and the presenters requested municipal funding of one or two full-time RCMP positions to staff the program.

**Councillor McCollum arrived at 4:04 p.m.**

## **5. PRESENTATIONS**

### **5.1 Comox Valley Chamber of Commerce - Annual Update on Business Retention & Expansion Project**

Tracey Clarke of the Comox Valley Chamber of Commerce provided an annual update on the Business Retention and Expansion initiative, describing current challenges facing local businesses and how data-driven engagement is shaping programming, policy insight, and 2026 priorities.

**Moved By** Hillian  
**Seconded By** Frisch

THAT Council receive the 2026 Business Retention and Expansion project update from the Comox Valley Chamber of Commerce.

**CARRIED**

## **6. STAFF REPORTS**

### **6.1 Operational Services**

#### **6.1.1 Strategic Transportation Plan – Progress Update**

Dan Cassey, Transportation Consultant with Urban Systems, provided a progress update on the Strategic Transportation Plan. The presentation outlined the project timeline, summarized Phase 1 community engagement findings, and highlighted key themes and priorities to guide future transportation planning.

**Moved By** Hillian  
**Seconded By** McCollum

THAT Council endorse this progress update of the Strategic Transportation Plan and direct staff to continue to advance to planning phase.

**CARRIED**

**Mayor Wells called a recess at 6:26 p.m. Council reconvened at 6:45 p.m.**

### **6.2 Financial Services**

#### **6.2.1 Encroachment Agreement for Coastal Community Credit Union**

**Moved By** Frisch  
**Seconded By** Jolicoeur

THAT Council authorize the encroachment agreement associated with the laneway adjacent to the following lots:

280 3rd Street, Lot 119 Section 61 Comox District Plan 472-A;  
268 3rd Street, Lot 122, Section 61, Comox District Plan 472-A; and

291 4th Street, Lot 1, Section 61, Comox District Plan VIP56124;

AND THAT Staff proceed with the statutory notice requirements in accordance with sections 24, 26(3) and 94 of the Community Charter;

AND THAT the City Manager be authorized to execute all documentation relating to the agreements.

**CARRIED**

**Councillor Cole-Hamilton rejoined the meeting at 6:46 p.m. and was not present for the motion.**

### **6.3 Recreation, Culture and Community Services**

#### **6.3.1 Letter of Support Request – Comox Valley Pride Society**

**Moved By** Hillian

**Seconded By** Frisch

THAT Council approve endorsement for Pride Society of the Comox Valley's 2026 Building Communities Through Arts and Heritage grant application and in-kind support valued up to \$10,000 for Pride Week programming and authorize staff to provide letters of support for this and future Pride Week related grant applications until the Special Events and Hosting Policy is completed and approved by Council.

**CARRIED**

## **7. EXTERNAL REPORTS AND CORRESPONDENCE**

### **7.1 Island Coastal Economic Trust - Request for Letter of Support for Legislative Modernization and Provincial Investment**

**Moved By** Hillian

**Seconded By** Frisch

THAT Council provide a letter of support to the Minister of Jobs and Economic Growth advocating for legislative modernization of the Island Coastal Economic Trust and associated provincial investment to enable long-term, inclusive economic development across Vancouver Island and coastal communities;

AND THAT a copy of the letter be forwarded to MP Gord Johns, MP Aaron Gunn, and MLA Brennan Day.

**CARRIED**

**7.2 Comox Strathcona Hospital District Board Long Term Care Project - Request for Letter Advocating Resumption of the Facility**

**Moved By** Hillian

**Seconded By** Jolicoeur

WHEREAS the Comox Strathcona Hospital District Board has been working with Island Health for many years to have a Long Term Care Hospital built in Campbell River to address the critical need for such services in the North Island Region; and

WHEREAS the Provincial Government's recent budget has put this project on hold;

THEREFORE BE IT RESOLVED THAT Courtenay Council write to the Premier in support of the Hospital District Board's request for a meeting to advocate for the resumption of this much needed facility.

**CARRIED**

**8. INTERNAL REPORTS AND CORRESPONDENCE**

**8.1 East Courtenay Firehall Project Update**

Jason Unger of Sahuri + Associates Architecture Inc. presented a design overview of the proposed East Courtenay Fire Hall. The presentation outlined the new facility's location, functional layout, and key design features, including improved emergency response capacity, dedicated training spaces, and an all-electric, sustainable building design.

**Moved By** Hillian

**Seconded By** Jolicoeur

THAT Council receive the "East Courtenay Firehall – Project Update" briefing note.

**CARRIED**

**8.2 Changes to Provincial Home Owner Grant Program**

Without objection, Council unanimously received the “Changes to Provincial Home Owner Grant Program” briefing note.

**Moved By** Jolicoeur

**Seconded By** Cole-Hamilton

THAT Council write to the Premier and the Minister of Finance sharing concern about changes to the Provincial Home Owner Grant program and the Property Tax Deferment program.

**CARRIED**

Opposed: Councillor Frisch, Councillor McCollum

**8.3 Lake Trail Multi-Use Pathway Project Update**

**Moved By** Hillian

**Seconded By** Frisch

THAT Council receive the "Lake Trail Multi-Use Pathway Project Update" briefing note.

**CARRIED**

**9. BYLAWS**

**9.1 For First, Second, and Third Readings:**

**9.1.1 2026 Loan Authorization Bylaws**

**Moved By** Hillian

**Seconded By** Frisch

THAT Council give first, second, and third readings to “Loan Authorization Bylaw 3213, 2026 - Braidwood Road - Storm & Road”; and

THAT Council proceed to adoption of “Loan Authorization Bylaw 3213, 2026 - Braidwood Road - Storm & Road” through the Approval-free Liability Zone granted by the Municipal Liabilities Regulation, section 7.

**CARRIED**

**Moved By** Frisch

**Seconded By** Hillian

THAT Council give first, second, and third readings to “Loan Authorization Bylaw 3214, 2026 - Ryan Road Sidewalk Sandwick to Braidwood”; and

THAT Council proceed to adoption of “Loan Authorization Bylaw 3214, 2026 - Ryan Road Sidewalk Sandwick to Braidwood” through the Approval-free Liability Zone granted by the Municipal Liabilities Regulation, section 7.

**CARRIED**

**Moved By** Frisch

**Seconded By** Hillian

THAT Council give first, second, and third readings to “Loan Authorization Bylaw 3215, 2026 - Eastside Firehall”; and

THAT Council proceed to adoption of “Loan Authorization Bylaw 3215, 2026 - Eastside Firehall” through the Approval-free Liability Zone granted by the Municipal Liabilities Regulation, section 7.

**CARRIED**

**9.1.2 2026 Property Tax Rate Bylaw No. 3217, 2026**

**Moved By** Hillian

**Seconded By** Frisch

THAT Council give first, second and third reading to “2026 Property Tax Rate Bylaw No. 3217, 2026”.

**CARRIED**

**10. COUNCIL REPORTS**

**10.1 Councillor McCollum**

No report provided.

**10.2 Councillor Cole-Hamilton**

No report provided.

**10.3 Councillor Frisch**

No report provided.

**10.4 Councillor Morin**

No report provided.

**10.5 Councillor Hillian**

Councillor Hillian submitted a report of activities, see agenda.

**10.6 Councillor Jolicoeur**

No report provided.

**10.7 Mayor Wells**

The Mayor noted that he, along with representatives from the Comox Valley and members of the K'ómoks First Nation, attended the introduction of the K'ómoks Treaty Act, 2026 in the B.C. Legislature, marking the first step toward provincial ratification of the K'ómoks Treaty.

**11. IN CAMERA RESOLUTION**

**Moved By** Jolicoeur

**Seconded By** Hillian

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

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

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

**CARRIED**

**12. ADJOURNMENT**

Mayor Wells terminated the open portion of the meeting at 7:48 p.m. Following the conclusion of the In Camera portion of the meeting, Mayor Wells terminated the meeting at 7:55 p.m.

**CERTIFIED CORRECT**

Adopted by Council [MONTH] [DAY], 202X

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Mayor Bob Wells

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Corporate Officer Adriana Proton





# Welcome - Thank you - Gilakas'la - ʔimot

*Experience Comox Valley respectfully acknowledges that the land we gather on is on the  
Unceded Traditional Territory of the K'ómoks First Nation, the traditional keepers of this land.*



# Update - Regional MRDP Application

- On April 1, the Town of Comox Council voted to support an independent MRDT application for within their municipality
  - If their application is successful, Comox accommodations will collect the MRDT, but those revenues will be managed independently
- The CVRD does not require Comox's participation for a successful regional MRDT application to the Province.
  - The financial impact of Comox not joining the regional MRDT is minimal, approximately \$60k of an estimated \$900k total General MRDT
- Our budget remains robust and capable of enacting the 5-Year MRDT Strategic Business Plan and 10-Year Tourism Strategy.

# MRDT Revenue Estimates - Updated

*The following revenue estimates are based on a preliminary assessment based on the best available data and a 3% collection rate.*

- 2024 General MRDT revenue \$462,611 (10.3% increase from 2023) + OAP revenue \$107,500 = \$570,112 total
- 2025 General MRDT revenue \$515,549 (11.4% increase from 2024) + OAP revenue \$50,142 = \$565,691 total

<b>Community</b>	<b>Estimated 2027 MRDT Revenue (3%)</b>	<b>Estimated 2027 OAP Revenue* (3%)</b>	<b>2027 Estimated Total Revenue</b>
Courtenay	\$638,000	\$150,000	\$788,000
Cumberland	\$29,700	\$45,000	\$74,700
Electoral Areas (excluding Mount Washington)	\$240,000	\$85,000	\$325,000
<b>Totals</b>	<b>\$907,700</b>	<b>\$280,000</b>	<b>\$1,187,700</b>

*\* Online Accommodation Platform (OAP) revenue estimates are rough guesses based on currently available data. It should also be noted that OAP revenue is difficult to forecast due to the impact regulations on the short term rental sector.*

# Eligible Accommodations - Support

Hotels, motels, and resorts with 4 or more rooms

*\*Minimum signatures needed: 10 properties representing 389 rooms or more*

<b>Community</b>	<b>Total Accommodation Properties</b>	<b>Signed support for Regional MRDT</b>	<b>Percent of Eligible Properties Supporting</b>	<b>Percent of Total Rooms Supporting</b>
City of Courtenay	8	7	88%	89%
Village of Cumberland	3	3	100%	100%
Electoral Area A	1	0	0%	0%
Electoral Area C	6	3	50%	63%
<b>Total</b>	<b>18</b>	<b>13</b>	<b>72%</b>	<b>79%</b>

# Tourism Businesses by Community

<b>Community</b>	<b>Estimated Number of Businesses</b>
City of Courtenay	240
Village of Cumberland	55
Electoral Areas (excluding Denman & Hornby Is, Mount Washington)	Area A - 75 Area B & C - 120
<b>Total</b>	<b>490</b>



# Governance of Regional MRDT

- General MRDT to be used for Experience Comox Valley initiatives, as outlined in the 5-Year Plan
  - Enhance the Comox Valley Tourism Advisory Committee to include representation from all communities and more sectors
  - Regular check-ins with communities and regional partners to ensure alignment
  - 1-Year Tactical Plans for each following year developed with local business and partner feedback and submitted to Province each November
    - CVRD Board approval of annual tactical plans
- Online Accommodation Platform (OAP) revenue
  - CVRD to distribute funds to Municipalities to use at their discretion for eligible affordable housing initiatives
  - CVRD will coordinate with Municipalities on OAP reporting requirements to the Province

A photograph of a forest path with two people walking. The path is dirt and covered with fallen leaves and ferns. The trees are tall and thin, with a dense canopy. The lighting is soft, suggesting an overcast day. The image is partially obscured by a white overlay on the right side.

# Municipal Support

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- Need updated letters of support from each incorporated area, reflecting the new collection boundaries
  - City of Courtenay
  - Village of Cumberland
- 5-Year Regional MRDT Plan, letters of support, signatures and other documents will be submitted to the Province for review and approval



[MUNICIPAL LETTERHEAD & LOGO]

# Comox Valley Regional MRDT

## LETTER OF SUPPORT

[DATE]

Comox Valley Regional District (CVRD)  
Chair Cole-Hamilton and Directors  
770 Harmston Ave, Courtenay, BC, V9N 0G8

**Subject: Letter of Support for the expansion and increase of MRDT collection within the Comox Valley Regional District**

Dear CVRD Board of Directors,

The [MUNICIPALITY] Council at its regular meeting of [DATE] provided support to the Comox Valley Regional District's (CVRD) application to the Province of BC for the new Municipal and Regional District Tax (MRDT) application in the following designated accommodation area: Comox Valley Regional Electoral Areas A (excluding Denman & Hornby Islands), B & C (excluding Mount Washington), the City of Courtenay, and Village of Cumberland.

General MRDT, collected at a rate of 3%, will be used to support Experience Comox Valley marketing, visitor servicing, industry training, and destination development efforts. MRDT revenue collected from Online Accommodation Platforms (OAP) will be used for affordable housing initiatives.

Sincerely,

[MUNICIPALITY CONTACT NAME & CONTACT INFO]

770 Harmston Avenue, Courtenay, BC V9N 0G8  
Tel: 250-334-6000 Fax: 250-334-4358  
Toll free: 1-800-331-6007  
www.comoxvalleyrd.ca



File: 5360-30

March 27, 2026

**Sent via email only**

City of Campbell River  
City of Courtenay  
Town of Comox  
Village of Cumberland  
Village of Sayward  
Village of Gold River  
Village of Tahsis  
Village of Zeballos  
Strathcona Regional District

Dear Mayors and Councils / Chair and Board:

**Re: Draft Solid Waste Management Plan**

The Comox Strathcona Waste Management (CSWM) service is updating its Solid Waste Management Plan (the Plan) to meet provincial requirements and better address the region's evolving waste needs. After extensive engagement with community members, staff and experts over the past few years, we are pleased to share a key milestone, the draft Solid Waste Management Plan. The CSWM board adopted the following resolutions at its March 5, 2026, meeting:

*THAT the report dated February 26, 2026, regarding the draft language for the Solid Waste Management Plan renewal for the final stage of the Solid Waste Management Plan process, in preparation for public and First Nations consultation prior to submission to the Ministry of Environment and Parks this summer be received.*

*The Comox Strathcona Waste Management service area is located in the Coast Salish, Kwakwaka'wakw, and Nuu-chah-nulth territories.*

Comox Strathcona Waste Management manages over 100,000 tonnes of waste and recycled material annually and oversees a number of diversion and education programs for the Strathcona and Comox

*THAT the Comox Strathcona Waste Management Board approve the draft Solid Waste Management Plan for final public and First Nations consultation (step 4), as presented in the staff report dated February 26, 2026.*

As part of our preparation for submission to the Minister of Environment and Parks CSWM is requesting your council review the draft Plan (enclosed).

We are requesting the opportunity to have CSWM staff attend an upcoming council / board meeting to present and discuss the contents of the Plan and remaining steps towards approval, in order to ensure clarity of content and procedure, and to better facilitate this request. Please contact Krista Robertson, [CSWM@comoxvalleyrd.ca](mailto:CSWM@comoxvalleyrd.ca) and let us know if your council / board is interested, and we will coordinate a date and time for an online or in-person presentation.

Following the presentation, CSWM will be following up in May 2026 with a request to provide your support of the Plan by way of council resolution.

For general information on the Plan background and planning process please visit [engagecomoxvalley.ca/swmp](http://engagecomoxvalley.ca/swmp). If you have any questions regarding the content of the Plan, please reach out to Sarah Willie, Manager of Solid Waste Planning and Policy Development, by email at [swillie@comoxvalleyrd.ca](mailto:swillie@comoxvalleyrd.ca) or by telephone at 250-334-6065.

Sincerely,



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M. Baker  
Co-Chair, RSWAC



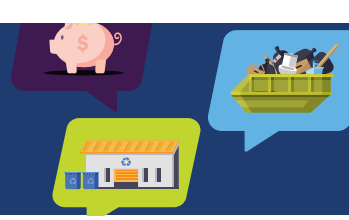
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W. Cole-Hamilton  
Co-Chair, RSWAC

Enclosure: CSWM Solid Waste Management Plan Draft

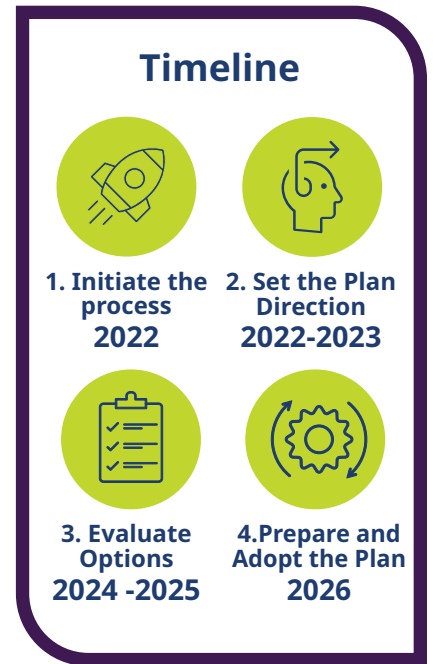
cc: Vivian Schau, Senior Manager of CSWM Services  
Sarah Willie, Manager of Solid Waste Planning and Policy Development

# CSWM Solid Waste Management Plan BACKGROUND

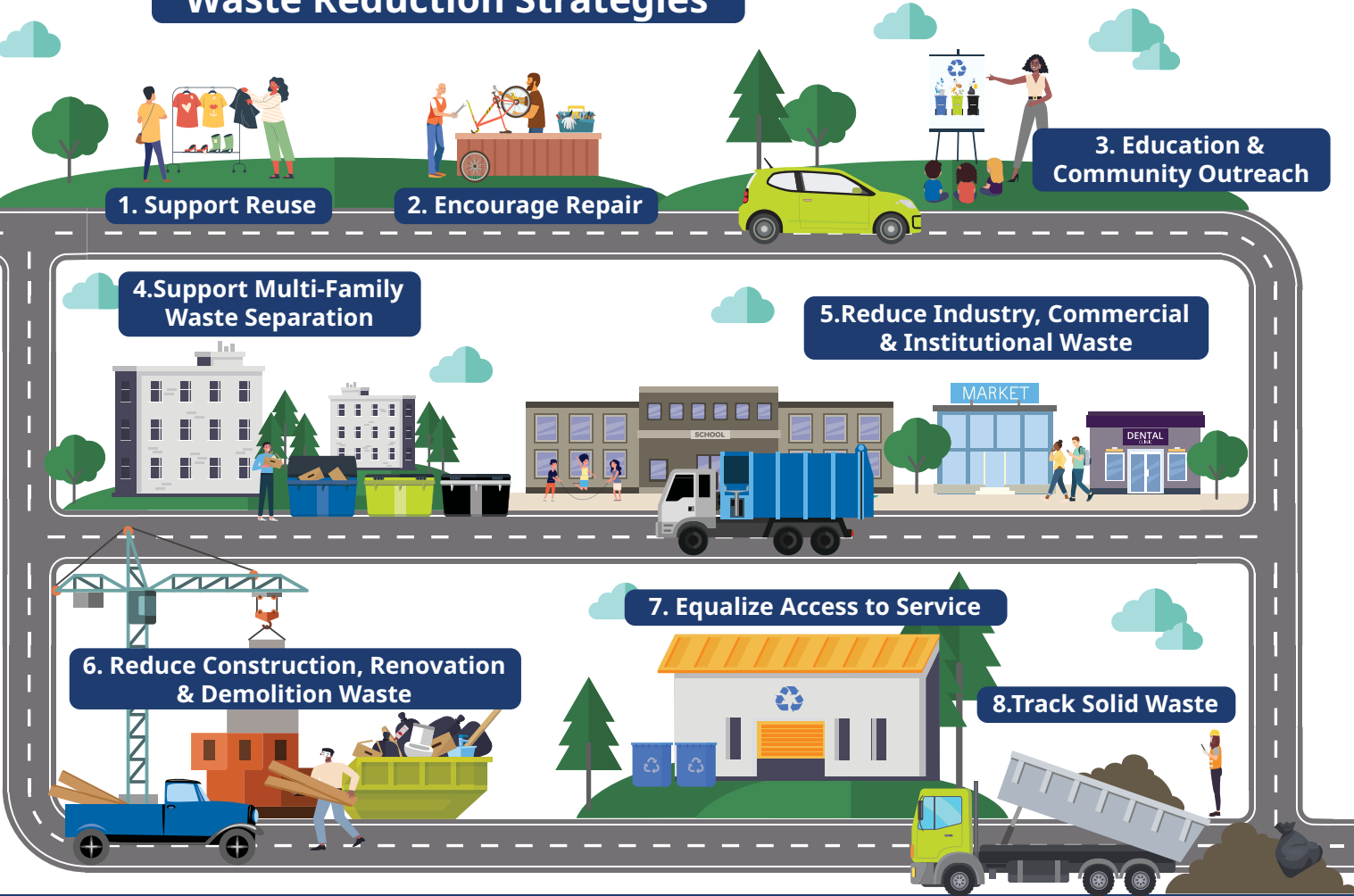


The Solid Waste Management Plan (SWMP) is the long-term vision for garbage and recycling and presents the programs, services, infrastructure, and policies that guide the design and implementation of solid waste in the Comox Strathcona Waste Management (CSWM) region.

**The Process:** In 2022, the Regional Solid Waste Advisory Committee (RSWAC) was established comprising of technical experts, First Nations, regional district staff & expert residents. Through 2022/23 they refined provincial goals to create waste management goals and guiding principles specific to our region. Between 2024/25, RSWAC developed eight strategies, each with accompanying actions, approximate costs and diversion potential. At each stage of the process, the community was consulted, feedback gathered and incorporated. In 2026, a draft Solid Waste Management Plan was ready to share, laying the path for the next 10 years of waste management in our region.



## Waste Reduction Strategies





## What is the Overarching Goal?

### Produce Less Garbage & Divert More

On average, each person in the CSWM service area generates 551 kg of waste annually. The provincial target is 350 kg per person.

## What Could This Cost?

Elected officials have directed that the costs stay within 3-5% of CSWM's annual budget. All of the proposed actions have estimated costs to implement and the resource them. Wherever possible user-pay opportunities have been identified - those benefiting from the service or program would be directly funding it. The estimated cost increase per household would be \$7.50 per year for a home with an assessed value of \$670,000.

## Diverting Waste Saves Money



Extending landfill life and delaying costly borrowing.



Reserving landfill space for true waste, not divertible organics or recycling.



Reducing methane emissions from decomposing organics in landfills.

## How are we going to measure our success?

In collaboration with the RSWAC, municipal and First Nation partners, goals and targets have been created. They are achievable, have clear timelines and will demonstrate continuous improvement towards Provincial targets. A new plan monitoring committee will be established to help see these through.

1

To support regional circular economy approaches, and to work towards a goal of zero waste.



2

To reduce and remediate environmental impacts from solid waste management activities.



3

To reduce greenhouse gas emissions and to pursue beneficial use of landfill gas.



4

To responsibly manage waste, and to minimize the amount of residual waste in landfills.



5

To have informed residents, businesses and community partners empowered to participate effectively and consistently in proper waste management practices. To use CSWM enforcement powers when necessary.



6

To ensure that the CSWM solid waste services are financially sustainable and delivered equitably across the region, recognizing and leveraging the unique challenges and cultures of our rural and remote communities.





# Comox Strathcona Waste Management

2026 Solid Waste Management  
Plan Renewal

# DRAFT



Comox Strathcona  
Waste Management

Comox Strathcona Waste Management  
2026 Solid Waste Management Plan Renewal

DRAFT

<b>DATE</b>	<b>VERSION</b>
<b>JAN 27, 2026</b>	1.0
<b>FEB 6, 2026</b>	1.1
<b>FEB 25, 2026</b>	1.2
<b>MAR 12, 2026</b>	1.3
<b>MAR 13, 2026</b>	1.4

Date Submitted to Ministry of Environment and Parks:

Date Accepted for Approval:

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Schedule A — Solid Waste Sites and Facilities

Schedule B — Accessibility to Solid Waste Services

Schedule C — Financial Plan

Schedule D — Implementation Schedule of Actions and Strategies

Schedule E — Proposed Bylaws Potential Sections

Schedule F — Plan Monitoring Advisory Committee (PMAC) Draft Terms of Reference

Schedule G — Plan Dispute Resolution Procedures

## **APPENDICES**

Appendix 1 — Amendments to Guiding Principles

Appendix 2 — Compilation of Technical Planning Reports (deferred to later submission)

Appendix 3 — Participants in the Planning Process

Appendix 4 — Summary of Plan Consultation (deferred to later submission)

Appendix 5 — Summary of First Nations Outreach (deferred to later submission)

Appendix 6 — Emergency Debris Management

Appendix 7 — Timeline of CSWM Landfill Closures and Expansion

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## Acronyms and Abbreviations

Acronyms/ Abbreviations	Definition
<b>BMEx</b>	Building Material Exchange
<b>CLS</b>	Convenience Level Standard
<b>CRD</b>	Construction, Renovation and Demolition
<b>CRWMC</b>	Campbell River Waste Management Centre
<b>CSWM</b>	Comox Strathcona Waste Management
<b>CVRD</b>	Comox Valley Regional District
<b>CVWMC</b>	Comox Valley Waste Management Centre
<b>DCC</b>	Development Cost Charges
<b>DOCP</b>	Design, Operations and Closure Plan
<b>EMA</b>	Environmental Management Act
<b>ENV</b>	BC Ministry of Environment and Parks
<b>EPR</b>	Extended Producer Responsibility
<b>HHW</b>	Household Hazardous Waste
<b>ICI</b>	Industrial, Commercial and Institutional
<b>ISC</b>	Indigenous Services Canada
<b>KCFN</b>	Ka:'yu:'k't'h'/Chek'tles7e t'h' First Nations
<b>LGA</b>	Local Government Act
<b>MSW</b>	Municipal Solid Waste
<b>MTSA</b>	Municipal Type Service Agreement
<b>OC</b>	Operating Certificate
<b>OMRR</b>	Organic Matter Recycling Regulation
<b>PMAC</b>	Plan Monitoring Advisory Committee
<b>PRO</b>	Producer Responsibility Organization
<b>qRD</b>	qathet Regional District
<b>RDMW</b>	Regional District of Mount Waddington

Acronyms/ Abbreviations	Definition
<b>RDN</b>	Regional District of Nanaimo
<b>ROCF</b>	Regional Organics Compost Facility
<b>RSWAC</b>	Regional Solid Waste Advisory Committee
<b>SRD</b>	Strathcona Regional District
<b>SWMP</b>	Solid Waste Management Plan

## EXECUTIVE SUMMARY

The 2026 Solid Waste Management Plan (SWMP or Plan) renewal is a long-term vision for solid waste management in the Comox Strathcona Waste Management (CSWM) area and builds from the work completed in developing the previous SWMP approved in 2013. This Plan presents the programs, services, infrastructure, and policies that will guide the design and implementation of solid waste services and disposal over the next decade.

The strategies and actions identified within this Plan aim to reduce the residual waste generated and focuses on increasing diversion where established best practices have demonstrated improvements can be made. The eight strategies shown in **Figure 1** were developed and supported by community members as our path forward.

The long-term target for CSWM is to achieve a municipal solid waste disposal rate of 350 kg/capita. The Plan provides for attainable interim targets to demonstrate achievements along the way.

Establishment of additional landfill disposal capacity was a significant milestone of the past ten years, as well as the implementation of landfill gas collection at the Campbell River and Pidgeon Lake landfills following the final closure of these historical facilities. Closure of the remaining natural attenuating landfills in Tahsis, Zeballos and Gold River over the next Plan's life will reduce the financial liability for the service and improve the future environmental outcomes of these facilities. Solid waste generated in the region will be further consolidated to the engineered Bevan landfill at the Comox Valley Waste Management Centre where leachate and landfill gas are managed to current provincial standards.

The actions in this Plan will be implemented through approval by the CSWM Board of Directors and the financial planning process. The funding of resources, operations and capital projects identified in this Plan are anticipated to be achieved through revenues received from tipping fees, utility fees and financial reserves.

The contents of this Plan reflect the input received from the Regional Solid Waste Management Advisory Committee (RSWAC) and input received during the many points of engagement with the community over the past three years. A special thank you is extended to all of the members of the RSWAC for their significant contributions of time and experience to help ensure that the Plan reflects the diverse collection of communities that CSWM serves.

Figure 1: Waste Reduction Strategies



# 1 INTRODUCTION

In British Columbia, each regional district is mandated under the Provincial Environmental Management Act to develop a Solid Waste Management Plan that provides a long-term vision for solid waste management, including waste diversion and disposal. Plans are updated regularly to reflect the regional district's current needs, as well as current market conditions, technologies, and regulations. The Comox Valley Regional District (CVRD) is responsible for solid waste management planning in both the CVRD and the Strathcona Regional District (SRD) geographic areas. The Service is governed by a board of directors that includes elected officials from member municipalities and electoral areas of both regional districts, and it is called “Comox Strathcona Waste Management” (CSWM) to be inclusive of all participants.

Over the past three years, CSWM has engaged in a process to update the 2012 Comox Strathcona Solid Waste Management Plan (SWMP or Plan) to reflect current and future waste management needs. The CSWM prepared its first SWMP in 1992 and has amended that plan twice, in 2003 and 2012. This draft document represents the most recent amendment or renewal of the Plan, and once approved by the Province (along with any approval conditions), it becomes a regulatory document for solid waste management and services to guide solid waste management activities and policy development in the CSWM. In conjunction with applicable regulations and operational certificates, this Plan provides the framework for regulating storage, processing, and disposal facilities that make up the region’s waste management system.

**Figure 2: Solid Waste Management Plan Development Steps**



In renewing this Plan, the CSWM has adhered to the four-step plan development process outlined in A Guide to Solid Waste Management Planning, developed by the then Ministry of Environment in 2016. The first step was to develop a public consultation strategy, including a workplan and schedule to support all steps of SWMP development. The public was consulted on their use and satisfaction with solid waste facilities and services to inform the regions waste management needs. This was complemented by the recruitment of the Regional Solid Waste Advisory Committee (RSWAC). The second step was a review of the current system and the development of proposed goals and guiding principles. This step created the baseline for the development of the new Plan. The third step was a review of options to address the region's future solid waste management needs, followed by selection of preferred options through the RSWAC. The fourth and final step has been to prepare this draft Plan and, with the support of the community and the Board of Directors, present it to the BC Ministry of Environment and Parks (ENV or Ministry) for consideration. Considerable community consultation was conducted at each step throughout the three-year process.

## 1.1 Guiding Principles

The RSWAC adapted the principles guiding the development and implementation of this Plan from the eight principles provided by the Province. While consistent, minor amendments were made to improve the local relevance; these changes are captured in **Appendix 1**.

Figure 3: Guiding Principles



## 1.2 Pollution Prevention Hierarchy

This Plan adopts the 5-R pollution prevention hierarchy as provided by the Province and illustrated in Figure 4: Pollution Prevention Hierarchy.

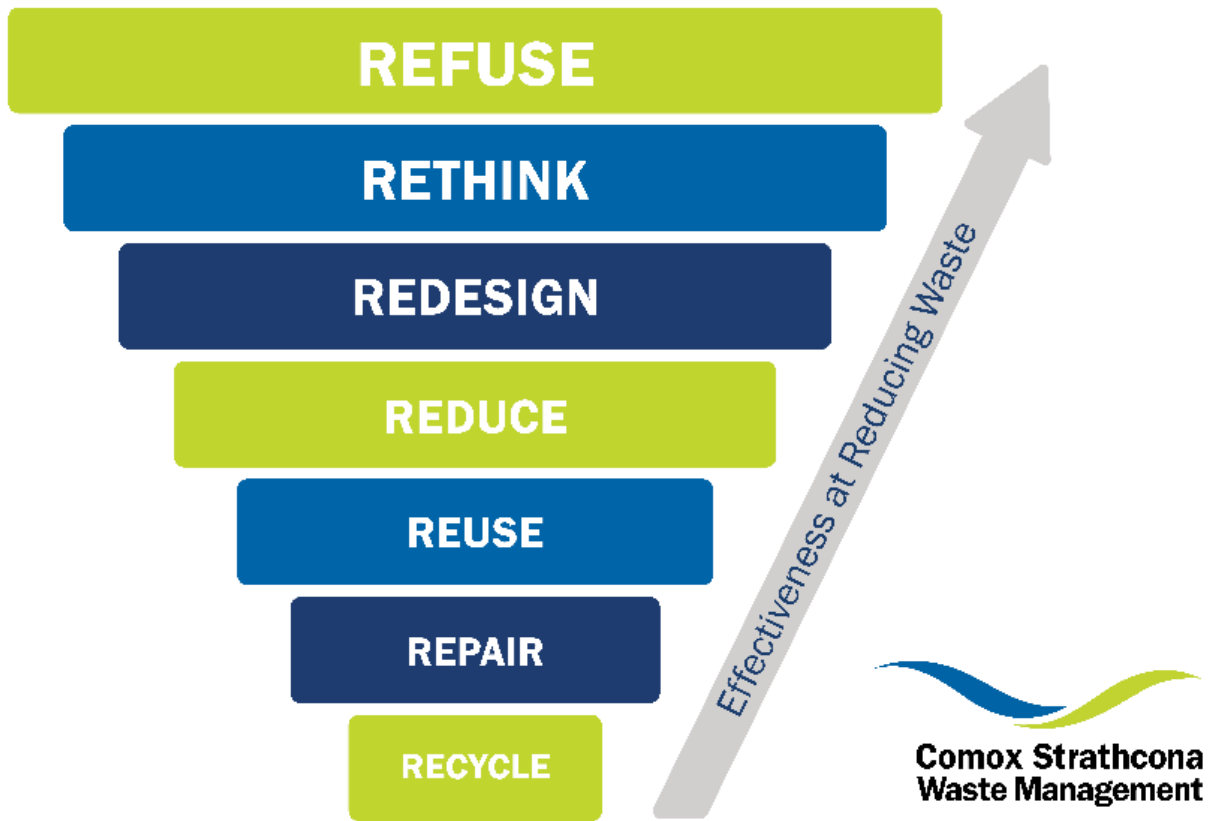
As a guiding principle, the CSWM emphasized the need for more attention to the first three 'R's with expanded language. This is reflected in the supporting strategies and actions presented in this Plan.<sup>1</sup>

**Figure 4: Pollution Prevention Hierarchy**



<sup>1</sup> Source: BC Ministry of Environment and Parks, accessed online Dec. 11, 2025

Figure 5: Seven Rs: Refuse, Rethink, Redesign, Reduce, Reuse, Repair and Recycle



## 1.3 Goals and Targets

The Ministry has established provincial solid waste management targets that set a direction for regional districts to follow and allow for performance measurement at the provincial level. These targets are adjusted from time to time to reflect current realities and public expectations. In addition to provincial targets, the CSWM set regional targets to support the goals of the SWMP. These regional targets will demonstrate continuous improvement over the life of the Plan.

Figure 6: Goals and Targets



## Goal 4

To responsibly manage waste, and to minimize the amount of residual waste in landfills.

### Targets

- To have an MSW disposal rate of 200 kg/capita from households with curbside collection of waste, recycling and organics by 2031.
- Excluding CRD waste, to have a decreasing disposal rate targeting 400 kg/capita of in-region MSW by 2037.
- The long-term target for the CSWM service is to strive to achieve an MSW disposal rate of 350 kg/capita.



## Goal 5

To have informed residents, businesses and community partners empowered to participate effectively and consistently in proper waste management practices. To use CSWM enforcement powers when necessary.

### Targets

- A 10% increase to in-person community member interactions with educators from 2024 levels by 2031.
- Year over year increases to the CSWM solid waste mobile app unique users.
- To maintain a 3% (wet weight) contamination rate within organics collected at the curbside from residents.



## Goal 6

To ensure that the CSWM solid waste services are financially sustainable and delivered equitably across the region, recognizing and leveraging the unique challenges and cultures of our rural and remote communities.

### Target

- To fund and provision solid waste services in line with the Board approved fiscal sustainability framework and strategy.



## 2 BACKGROUND

### 2.1 Plan History

The CSWM prepared its first SWMP in 1992 (approved in 1995) and completed a full amendment of that plan twice, in 2003 and 2012, and a targeted amendment in 2021. The 1992 SWMP for the region included a goal of 35% diversion by 2000, or a disposal rate of 430 kg per capita annually. This was the early days of curbside recycling, and the opportunity for growth within municipal collection programs and through depots was tremendous at the time. Extended producer responsibility (EPR) programs were limited in the Province, and revenue potential drove decision-making regarding the collection and diversion of materials.

In 2003, an update to the SWMP was prepared, shifting the service's focus to improvements in the disposal infrastructure within the system and to support expanded diversion programs for household hazardous waste (HHW) and electronics. Support for increased diversion from the industrial, commercial, and institutional (ICI) sector was also identified as a need.

The latest SWMP update occurred in 2012 and focused on long-term disposal capacity challenges and liabilities associated with natural attenuation landfills (landfills without a bottom liner). This was reflective of changing provincial regulations and directives. The 2012 plan targeted increasing the diversion rate from 51% to 70%, or a disposal rate of 380 kg per capita per year, by 2022.

A targeted amendment was passed in 2021 to support the development of infrastructure to divert organics from the landfill with the construction of a transfer station in Cumberland and a Regional Organics Compost Facility in Campbell River. This has resulted in the establishment of food and yard waste collection from over 27,000 households in the service area, representing 52% of occupied households overall and 78% of single-family households.

Not anticipated as part of the 2012 SWMP was the creation of Extended Producer Responsibility (EPR) for printed paper and packaging, and how that would influence the existing recycling facility network across the CSWM area. While supportive of financial support and the expansion of recycling materials accepted, this has resulted in a reduction in the number of drop-off locations for residents in rural areas without curbside recycling collection. Rural resident access has improved and hauling and processing costs are eliminated for the service from all areas. A five-year effectiveness review was undertaken in 2018.

## 2.2 Plan Renewal Process

This SWMP Renewal process was initiated in 2022 by CSWM staff. The first step was, gaining Board approval and establishing RSWAC, a committee comprised of members of the public, local government staff and business owners. The second step set the Plan direction and included a review of the current system. The third step was to evaluate options to address the region's future solid waste management needs. A long list of actions was presented to RSWAC for discussion and feedback.

This feedback influenced the shortlist of actions, which was presented to the RSWAC, the Board and ultimately to the public for their consideration. The fourth and last step will be the preparation of this draft SWMP and the submission of the Board-adopted Plan to the Ministry. Consultation and engagement are not shown as separate steps because they occur throughout the entire planning process.

The main drivers for this Plan renewal include:

- Consideration for policy changes in line with neighbouring jurisdictions to prevent the flow of waste in or out of the region;
- To promote equity in establishing access to diversion services across the service area; and
- To increase opportunities for diversion.

Significant work was undertaken to identify best practices for diversion across multiple sectors, while considering the unique challenges of the CSWM service area. The planning technical reports have been compiled into a single PDF for reference and provided digitally as **Appendix 2** to the Ministry for consideration.

Participants in the planning process are detailed in **Appendix 3** and include:

- **Plan Team:** CSWM staff and consultants coordinated the planning process, participated directly in the development of technical reports and conducted the consultation with interested parties;
- **Regional Solid Waste Advisory Committee:** reviewed information associated with the planning process and provided input to staff, consultants and the Board;
- **CSWM Board of Directors:** reviewed, commented and accepted documents resulting from the planning process and provided direction to staff and consultants; and
- **Interested Parties (including the public):** were kept informed during the Plan development and participated in consultation opportunities to provide input to the Plan team and Board.

Considerable consultation has taken place through each step of the SWMP renewal process. A summary of the community consultation undertaken is provided in **Appendix 4**, and a summary of the consultation and work with First Nations over the Plan renewal period is included in **Appendix 5**.

## 2.3 Plan Area

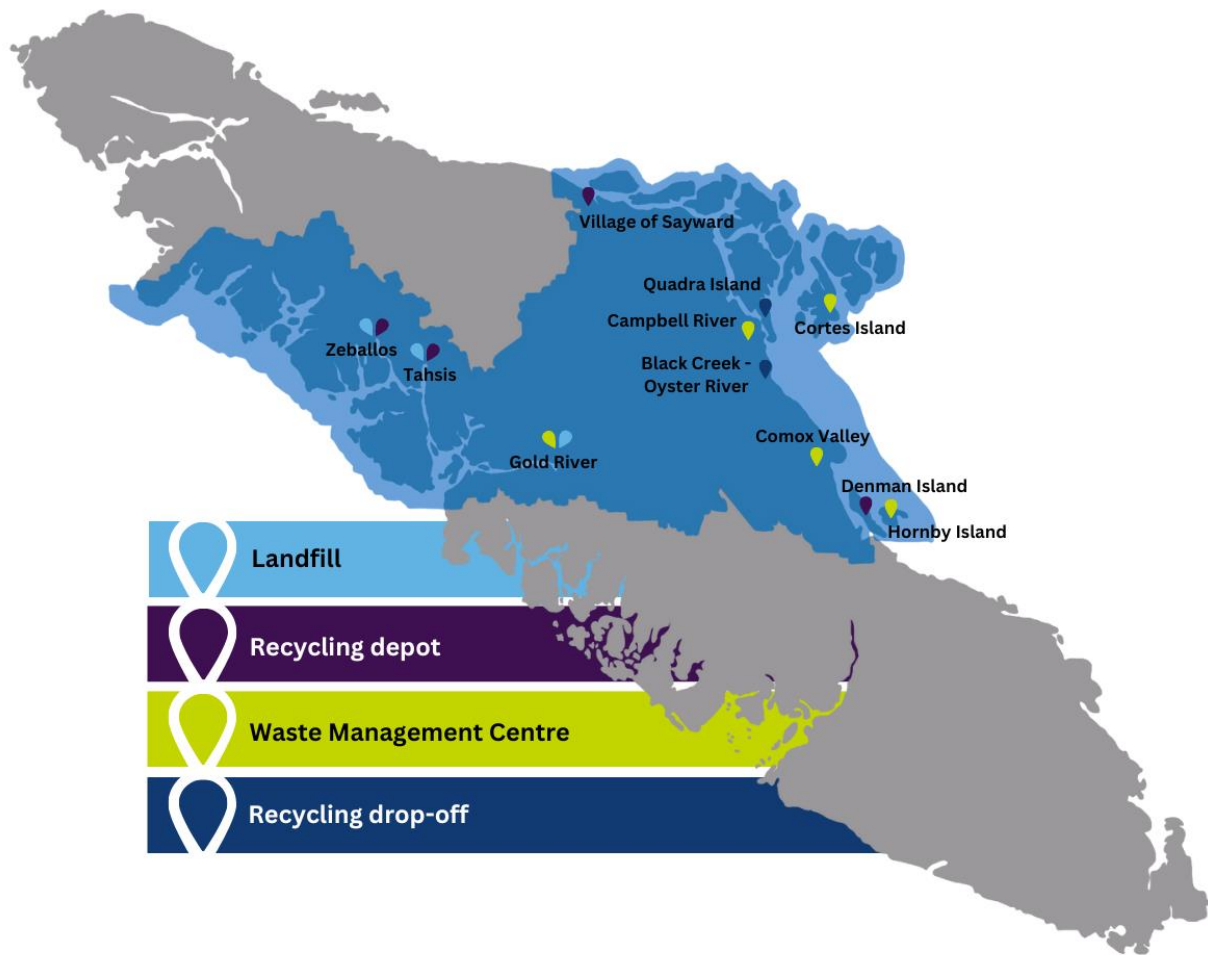
The Regional Solid Waste Management service and its establishing bylaw were directed to become part of the CVRD at the time of the restructuring and are subsequently referred to as the CSWM service. The

combined CSWM area is the defined plan area for the SWMP renewal and includes both the CVRD and the SRD. Decision-making for the service is delegated to the Comox Strathcona Waste Management Board of Directors, which includes representatives from across the SRD and the CVRD. All strategies and actions in the Plan apply to the following members of the CSWM:

- The City of Campbell River
- The Village of Gold River
- The Village of Sayward
- The Village of Tahsis
- The Village of Zeballos
- Electoral Area 'A' (Kyuquot/Nootka-Sayward)
- Electoral Area 'B' (Cortes Island)
- Electoral Area 'C' (Discovery Islands-Mainland Inlets)
- Electoral Area 'D' (Oyster Bay – Buttle Lake)
- The City of Courtenay
- The Town of Comox
- The Village of Cumberland
- Electoral Area 'A' (Baynes Sound – Denman/Hornby Islands)
- Electoral Area 'B' (Lazo North)
- Electoral Area 'C' (Puntledge Black Creek)

The SRD covers approximately 18,278 km<sup>2</sup> on Vancouver Island, the Mainland, as well as many other smaller islands. The land area on the BC mainland is significant, but it has no permanent communities with road access or BC ferry service and thus no solid waste services are provided within this part of the plan area. The CVRD covers approximately 1,697 km<sup>2</sup> on Vancouver Island, Denman and Hornby Islands. It generally has a higher population density than the SRD in the electoral areas with easier access to amenities and services in urban areas. The **Figure 7** below shows the location of CSWM-owned or operated solid waste facilities.

**Figure 7: CSWM Solid Waste Facilities**



In 2021, the Ka:'yu:'k't'h'/Chek'tles7e t'h' First Nations (KCFN) joined the SRD as part of their Treaty process; however, as of the submission of this report to the Minister, the KCFN have not elected to join the CSWM service. In addition to the KCFN, there are nine additional non-Treaty First Nations communities with a community population who generate waste destined for CSWM landfills and can access recycling facilities within the CSWM service.

First Nations have autonomy over their utility infrastructure, including solid waste. The CSWM acknowledges and supports opportunities for First Nations and the CSWM to work together to improve

solid waste management in the region. The population and economic activities of these communities are considered within the scope of the Plan renewal:

- Mowachaht/Muchalaht First Nation
- Homalco First Nation
- Nuchatlaht First Nation
- We Wai Kai Nation
- Ka:'yu:'k't'h'/Chek'tles7et'h' First Nations
- Ehattesaht/Chinehkint First Nation
- Klahoose First Nation
- Tlowitsis First Nation
- Wei Wai Kum First Nation
- K'ómoks First Nation

Thirty-eight other First Nations were identified as having treaty or established rights or assert aboriginal rights or title within the service area through a search conducted through the BC Contacts for First Nations Consultation Areas Public Map. These Nations were consulted with but are not profiled within this report.

## 2.4 Demographic Information

According to Statistics Canada 2021 census data, the combined population estimate for the CVRD and SRD in 2021 was 120,595, with 72,445 and 48,150 people, respectively. This represents a 13% growth rate for the region between 2011 and 2021 (1.3% per year), higher than the previous period between 2003 (98,885) and 2011, with a growth rate of 8% (1% per year). Looking to the future, the annual population growth rate anticipated by BC Stats for the CSWM region shown in the table below show population projections over the next 20 years beyond this Plan is about 1.2% annually.

**Table 1:** BC Stats Population Projections (Online Application) for CVRD and SRD

Year	CVRD	SRD	CSWM	% Growth
2024	78,665	52,207	130,872	-
2034	89,699	57,685	147,384	1.3%
2044	99,567	62,419	161,986	1.0%

The following **Table 2** shows the population of each community according to the 2021 Statistics Canada census data, which is the latest year available. For First Nations communities, the population provided is as reported by the Nations themselves for in-community members.

**Table 2:** Canadian Census Population of CSWM Communities

CSWM Community	% of Population	2021 Census Population	Population Change 2016-2021
<b>Municipal</b>	<i>(40%)</i>	<b>47,673</b>	
City of Courtenay		28,420	10.8%
Town of Comox		14,806	5.5%
Village of Cumberland		4,447	18.5%
<b>Electoral Area</b>	<i>(20%)</i>	<b>24,476</b>	
A - Baynes Sound - Denman/Hornby		7,926	9.9%
B - Lazo North		7,392	4.2%
C - Puntledge Black Creek		9,158	6.8%
<b>CVRD – including First Nations</b>	<i>(60%)</i>	<b>72,445</b>	<b>8.9%</b>
<b>Municipality</b>	<i>(31%)</i>	<b>37,618</b>	
City of Campbell River		35,519	7.6%
Village of Gold River		1,246	2.8%
Village of Sayward		334	7.4%
Village of Tahsis		393	58.5%
Village of Zeballos		126	17.8%
<b>Electoral Area</b>	<i>(7%)</i>	<b>8,813</b>	
A - Kyuquot/Nootka - Sayward		864	13.1%
B - Cortes Island		1,059	2.3%
C - Discovery Isl. - Mainland Inlets		2,737	12.6%
D - Oyster Bay - Buttle Lake		4,153	4.4%
<b>SRD – including First Nations</b>	<i>(40%)</i>	<b>48,150</b>	<b>7.8%</b>
<b>Self-Reported First Nations Population</b>	<i>(1%)</i>	<b>1,619</b>	
<b>TOTAL - including First Nations</b>		<b>120,595</b>	<b>8.5%</b>

## 2.5 Community Profile

The median age of the population is 50 years, with the SRD population slightly younger than the CVRD population. The average household size reflects the seniors' demographic and smaller family sizes, at 2.2 persons per household. The breakdown by household type shows a preference for single-family homes in the region at 67% of all households, but the growth of apartments has exceeded that of single-family homes between 2016 and 2021, driven by densification in urban areas and the rising cost of housing.

According to the 2021 Census, the main industries identified within both the SRD and CVRD were health care and social assistance (15%) and retail trade (13%), followed by construction (10%), education (6%), and accommodation and food services (7%). In the CVRD, public administration and professional services were slightly higher than in the SRD, while agriculture, forestry, fishing, and hunting were higher in the SRD.

Knowledge of English within the community is high, with 99.7% speaking either English or English and French.

Property values vary significantly across the region, influenced by factors such as declining resource sectors, waterfront access, retirement communities, and vacation properties.

**Table 3:** Assessed Property Values in CSWM Jurisdictions

Jurisdictional Boundary	Median Assessed Residential Property Value (2026 Completed Roll)
City of Campbell River	\$680,000
City of Courtenay	\$752,000
Town of Comox	\$838,000
Village of Cumberland	\$808,000
Village of Gold River	\$333,000
Village of Sayward	\$370,000
Village of Tahsis	\$204,000
Village of Zeballos	\$161,000
CVRD Electoral Area A	\$875,000
CVRD Electoral Area B	\$1,001,000
CVRD Electoral Area C	\$843,000
SRD Electoral Area A - SD72	\$353,000
SRD Electoral Area A – SD84	\$129,000
SRD Electoral Area B	\$656,000
SRD Electoral Area C	\$643,000

Jurisdictional Boundary	Median Assessed Residential Property Value (2026 Completed Roll)
SRD Electoral Area D	\$739,000

### 3 SOLID WASTE MANAGEMENT SYSTEM

Solid waste facilities in the CSWM include recycling depots, landfills, transfer stations, bottle depots, food banks, yard and garden waste composting, reuse organizations, repair cafes, and recycling processing facilities. This section describes the many partners involved in delivering solid waste services and operating the various facilities and programs.

#### 3.1 Existing Facilities in the CSWM

Municipal solid waste in the region can be directed for management to any authorized site or facility identified in the Plan. Facilities must be authorized under the Environmental Management Act where required. Authorized sites or facilities within the CSWM plan area are formally listed in Schedule A. The CSWM does not have authority or influence over the operation of private facilities, as there is currently no bylaw in place requiring facility licensing.

##### 3.1.1 Active Disposal Facilities

There are four active public landfills accepting Municipal Solid Waste (MSW) within the CSWM, Tahsis, Zeballos, Gold River and the main regional landfill in Cumberland called the Comox Valley Waste Management Centre (CVWMC). The Tahsis and Zeballos landfills only accept waste from their local watershed. The Gold River landfill closed as an MSW landfill, but still accepts inert construction and demolition waste and biosolids. All three landfills are scheduled for closure within the next 5 years.

The CVWMC expanded as part of the last SWMP update and now includes authorization for a 15.66 hectare engineered and lined landfill, a leachate collection and treatment system, and a landfill gas management system. As of January 2026, this landfill had approximately 27 years (2053) of capacity remaining under its current authorization.

The Environmental Management Act (EMA) authorizes four known active private disposal facilities to receive wood waste and or inert construction, demolition and land clearing waste within the CSWM plan area.

The federal Indian Reserve Waste Disposal Regulation regulates waste disposal facilities on reserves. Currently, there are no federally authorized waste management facilities on First Nations land in the region. Any future bylaws developed to regulate waste flow or facilities within the CSWM would not apply to activities on First Nations’ reserve lands or treaty lands if that nation has not elected to join the CSWM service or obligated itself to it under another mechanism, such as a service agreement.

### 3.1.2 Closed Disposal Facilities

The natural attenuating landfills in Campbell River and Cumberland were closed in 2022 and 2019, respectively, after reaching capacity. There are small, closed landfills in Sayward and on Cortes (pending), Hornby and Denman Islands. There is also a wood waste landfill, the Field Sawmill landfill, adjacent to the CVWMC, that was purchased by the CSWM and formally closed in 2022.

### 3.1.3 Transfer Stations

There are public waste transfer stations located in Campbell River, Gold River, Hornby Island, and Cortes Island. Waste from these transfer stations is hauled to the CVWMC for disposal. A transfer station for food and yard waste was established at the CVWMC in 2023 and materials are hauled to the Regional Organics Compost Facility (ROCF).

There are no known private waste transfer stations as of January 2026.

### 3.1.4 Compost Facilities

The public ROCF was commissioned in 2023 and accepts food and yard waste from single-family homes in Campbell River, Courtenay, Comox and Cumberland. The CVRD also operates a biosolids compost facility at the CVWMC that receives chipped wood and yard waste.

Private compost facilities for yard waste are located in Comox and Campbell River.

### 3.1.5 Recycling Collection Facilities

There is a mix of private and public recycling collection facilities within the CSWM area. These facilities generally do not require authorization under the EMA unless they accept quantities of household hazardous waste. The following **Table 4** identifies the recycling collection facilities open to residents as of January 2026, and identifies two future public facilities known to be opening soon. A list of facilities is included in Schedule A.

## 3.2 Residential Collection Systems

### 3.2.1 Organized Collection

The CSWM service does not currently provide any curbside collection services directly to residents. All household-level services are provided by a municipality, a residents' association, a First Nation, and/or a separate regional district service. These services are complementary to CSWM diversion initiatives and important to achieving our overall targets. Service levels vary across the region and are decided upon by the jurisdiction providing the service and its residents or users. The following is a summary of residential collection systems and their service levels by community. Approximately 31,097 households (58%) receive some form of organized collection service within the region, as well as the majority of First Nations community residents.

**Table 4:** Residential Collection Services by Community

<b>Local Government Collection</b>	<b>Waste</b>	<b>Recycling</b>	<b>Organics</b>	<b>Approximate Households</b>
<b>Campbell River</b>	Weekly Manual	Weekly Manual	Weekly Manual	10,718
<b>Courtenay</b>	Bi-weekly Carts	Bi-weekly Carts	Weekly Carts	9,862
<b>Comox</b>	Bi-weekly Carts	Bi-weekly Carts	Weekly Carts	5,017
<b>Cumberland</b>	Bi-weekly Manual	Bi-weekly Manual	Weekly Manual	1,955
<b>Royston</b>	Weekly Manual	Bi-weekly Manual	Not provided	1,134
<b>Cortes Island</b>	Weekly Manual	Weekly Manual	Not provided	683
<b>Sayward</b>	Weekly Manual	Not provided	Not provided	166
<b>Gold River</b>	Weekly Manual	Not provided	Not provided	610

Local Government Collection	Waste	Recycling	Organics	Approximate Households
Tahsis	Weekly Bear Bins	Not provided	Not provided	231
Zeballos	Weekly Bear Bins	Not provided	Not provided	71
Denman Island	Bi-Weekly/ Weekly Manual	Not provided	Not provided	650

Recycle BC has two optional collection streams: glass and plastic film. There are no communities accepting glass at the curb, and plastic film collection is just launching as of 2025, with no CSWM communities piloting it as of January 2026.

Recycle BC funding is available to eligible communities for the collection of recycling from single-family homes. At the time of the Recycle BC program launch in 2014, any community with existing curb-side waste collection was eligible to join. That eligibility has since lapsed, and current requirements make many communities in the CSWM ineligible for funding due to population-size limits set by Recycle BC in its approved program plan. First Nations communities do not have a minimum population size they have to meet to receive support from Recycle BC.

### 3.2.2 Multi-Family Collection

Multi-family residents are generally serviced by the private sector for waste and recycling services, with some limited to just waste or waste and cardboard collection. The exception applies within the Village of Cumberland, the Village of Gold River, and the Town of Comox (where accepted), where they are part of the consolidated service provided by the municipality.

The City of Campbell River has an approved Recycle BC collector for multi-family buildings through a private hauler; however, uptake is low and understood to be just four buildings receiving funding.

### 3.2.3 Non-Organized Collection

There are over 10,000 households on Vancouver Island without organized collection who have the option to subscribe to private-sector collection services for garbage, recycling, and/or organics. Services vary widely, with the majority of those subscribed receiving only waste collection. Funding for recycling collection through subscription services is not available through Recycle BC, some residents elect to pay extra for it. Many rural properties participate in backyard composting or burn yard waste when allowed. Traffic volumes at the Comox Valley Waste Management Centre (CVWMC) and Campbell River Waste Management Centre (CRWMC) indicate that many rural residents choose to self-haul garbage and recyclables to waste management centres.

### 3.3 Industrial, Commercial and Institutional Waste

The ICI sector is primarily serviced by the private sector for garbage, recycling and/or organics collection. Services vary widely, with the majority subscribing to waste collection and potentially cardboard recycling. Mixed container recycling is also broadly available on eastern Vancouver Island. Limited organics collection services are currently available to the ICI sector due to restrictions on acceptance at the ROCF. Small-volume commercial generators may choose to self-haul garbage and recyclable materials to waste management centres.

In many small communities, the ICI sector is included in a mandatory collection service and charged based on garbage bin size and volume, or business type. The two largest communities providing this service are the Village of Cumberland and the Town of Comox.

#### 3.3.1 Ocean Plastics

CSWM opened an ocean debris recycling depot in 2022 in partnership with the Ocean Legacy Foundation at the Comox Valley Waste Management Centre in Cumberland. This depot accepts materials from shoreline cleanup efforts and legacy equipment from the marine sector, providing essential infrastructure to divert these plastic resources from landfills and reduce ocean pollution.

Accepted materials are collected from across the service area and include abandoned, lost or discarded fishing gear, marine debris, and legacy equipment, including some netting and rope, polystyrene foam, hard plastic and select buoys. This material is sorted for quality and sent for recycling on the Lower Mainland.

#### 3.3.2 Agricultural Waste

Specific quantities of agricultural waste are not tracked across the scale for burial, and much is expected to be managed on the farm. Agricultural plastics are a growing challenge for farmers, but they lack access to markets and face high transportation costs. A voluntary EPR program runs every three years to collect used chemical containers from farms in our area, but no silage bags or bale wrap is accepted.

### 3.4 Education and Promotion

The CSWM service delivers a wide range of public outreach and school education programs to our over 120,000 residents and students each year. The CSWM Community Education Program objectives are focused on:

- Increasing waste diversion through recycling and composting;
- Promoting participation of the CSWM existing waste diversion programs;
- Encouraging proper participation within municipal collection programs with a focus on the organics composting program; and
- Education of and working towards a gradual enforcement of compliance with material bans at the Comox Valley and Campbell River waste management centres.

These initiatives are delivered by the CSWM operations team, with support from Communications and through two contract educators. The combination of programs delivered to rural and urban audiences,

as well as the focus in schools, help to make the most effective use of the CSWM education resources. These programs, along with their mobility, provide for the broadest reach and impact across the CSWM service area.

The community educator regularly attends public events in the community to engage on waste sorting and diversion opportunities, including targeting the home improvement sector and composting education for rural areas. Presentations are also provided to community groups on request.

The CSWM has a social media presence, a dedicated website and an engagement page for each public project. Regular posts raising awareness about changing materials, recycling opportunities and events are made. Investment in an app for 'What Goes Where' and to provide direction to residents on waste collection changes or delays. This is being done in collaboration with Municipalities.

### 3.5 Reduction, Repair and Reuse

The CSWM educators have been working with local community groups and volunteers to coordinate Repair Cafes in Campbell River and the Comox Valley, and are now expanding to include other communities where volunteers are available.

Free stores are present in a number of CSWM communities, operated by local community members and volunteers. Hornby Island, Denman Island, Cortes Island, and the Village of Tahsis all have some form of free store for household goods and clothing.

Thrift stores that accept EPR program materials and report on quantities collected are eligible for a tip fee waiver at the landfill, in support of their contribution to the circular economy.

### 3.6 First Nations and Treaty First Nations

First Nations have autonomy over their utility infrastructure, including solid waste. Although the CSWM is not responsible for solid waste from First Nations or Treaty First Nations, they currently use existing CSWM infrastructure, including landfills, waste transfer stations and recycling facilities, which demonstrates a need for collaboration. CSWM is not aware of any waste disposal being managed independently within First Nations communities.

The First Nations that have inhabited communities within the service area and use CSWM facilities for the management of their solid waste are:

1. Wei Wai Kum First Nation
2. We Wai Kai Nation
3. Mowachaht/Muchalaht First Nation
4. Homalco First Nation
5. K'ómoks First Nation
6. Ehattesaht/Chinehkint First Nation
7. Klahoose First Nation
8. Nuchatlaht First Nation
9. Tlowitsis First Nation
10. Ka:'yu:'k't'h'/Chek'tles7et'h' First Nations (Treaty)

This includes the Ka:'yu:'k't'h'/Chek'tles7et'h' First Nations, which achieved Treaty status in 2011 and became a member of the Strathcona Regional District Board in April 2021. K'ómoks First Nation members voted on March 8, 2025, to ratify their modern treaty and constitution and it is anticipated

that K'omoks will become a Treaty First Nation within the 10-year term of this Solid Waste Management Plan.

The CSWM does not currently have any Municipal Type Service Agreements (MTSAs) with First Nations or Treaty First Nations for their use of CSWM's solid waste infrastructure. All waste received from First Nations is subject to the tipping fees at the receiving facility.

Teaching waste reduction themes to school children, supporting waste diversion infrastructure at events in the community and providing education on composting initiatives are examples of collaborative community work undertaken between CSWM and First Nations. CSWM staff have also worked with operational staff from nations to launch recycling initiatives in the community at their request.

First Nations and Treaty First Nations communities together reported a population of 1,619, representing 1% of the CSWM's total population. The quantities of waste generated would reflect the population percentage.

Overall, the population of self-identifying Indigenous peoples within the CSWM is increasing, from 7,265 identifying as Indigenous in the 2006 census as compared to 11,350 in the 2021 census (56% increase).

First Nations and Treaty Nations provide population forecasts for their communities. These values can change from year to year and are provided as representative values to convey community size. Many First Nations members also live off reserve. Anecdotally, many First Nations stressed that the current housing inventory is insufficient; it is a general sentiment that additional on-reserve housing would allow more community members to return home.

**Table 5:** First Nation Communities and CSWM Facilities

First Nation Community	Treaty Status as of Dec. 31, 2025	Community Population <sup>1</sup>	Homes in Community <sup>1</sup>	Related CSWM Facilities
<b>Wei Wai Kum First Nation</b>	Non-Treaty	371	163	CRWMC
<b>We Wai Kai Nation</b>	Non-Treaty	334	222	CRWMC and Quadra Recycling Depot
<b>Mowachaht/Muchalaht First Nation</b>	Non-Treaty	223	70	Gold River Waste Management Centre
<b>Homalco First Nation</b>	Non-Treaty	218	88	CRWMC and Oyster River Recycling Depot
<b>Ka:'yu:'k't'h'/Chek'tles7et'h' First Nations</b>	Treaty	164	55	Zeballos Recycling Depot and Landfill
<b>K'ómoks First Nation<sup>2</sup></b>	Non-Treaty	110	87	CVWMC
<b>Ehattesaht/Chinehkint First Nation</b>	Non-Treaty	104	20	Zeballos Recycling Depot and Landfill
<b>Klahoose First Nation</b>	Non-Treaty	67	40	Cortes Island Waste Management Centre
<b>Nuchatlaht First Nation</b>	Non-Treaty	23	13	Zeballos Recycling Depot and Landfill
<b>Tlowitsis First Nation</b>	Non-Treaty	5	0	CRWMC and Oyster River Recycling Depot

*Community populations and housing were self-reported by communities, and data were acquired in 2023.*

<sup>2</sup> K'ómoks First Nation ratified its treaty and constitution on March 8, 2025

### 3.6.1 Roles and Responsibilities

- **Federal Government:** Provides waste management assistance to First Nations through Indigenous Services Canada (ISC).
- **First Nations:** Provide waste management services; may participate in CSWM waste management services through MTSAs.
- **Treaty First Nations:** Provide waste management services; may participate in CSWM waste management services through MTSAs; may include formal participation in CSWM service and representation on the CSWM Board.

### 3.6.2 Linkages

The CSWM is open to engaging in MTSAs with First Nations or Treaty First Nations for their use of CSWM solid waste infrastructure, while other First Nations communities may choose to continue using the services on an informal basis. There are also examples of Treaty First Nations in other regional districts that have elected to join the regional district board and participate in the solid waste service of that Board. The CSWM is open to exploring the necessary service establishment bylaw amendments and governance structures for formal representation and voting rights on the CSWM Board, including the determination of any financing mechanism.

All waste received from First Nations and Treaty First Nations will continue to be subject to the tipping fees at the receiving facility.

The CSWM will continue to coordinate solid waste promotion and education efforts to improve effectiveness and cost-efficiency across communities. These engagement efforts will be an opportunity to share ideas, discuss outreach tools, and become informed about regional and local initiatives (e.g., clean-up days) that need to be communicated to the public.

To ensure proper and cost-effective management of solid waste generated in First Nations and Treaty First Nations communities within the CSWM area, it is recommended that CSWM continually liaise with core Nations as identified within **Table 5** to:

- Identify future disposal requirements at CSWM facilities;
- Identify opportunities to work cooperatively for waste management servicing (e.g. garbage and recycling collection);
- Provide opportunities to participate in promotion, education and local solid waste programs where feasible;
- Where requested, consider development of service agreements for inclusion of First Nations communities in solid waste programs and services provided, or to be provided, by CSWM or the municipalities; and
- Where requested, consider the inclusion of Treaty First Nations within the solid waste service and CSWM Board of Directors.

### 3.7 Import and Export of Waste

Some out-of-region waste is received at private construction, renovation and demolition landfills and, as an exception, at the CVWMC, but there are no known significant quantities of MSW leaving or entering the CSWM political boundaries. As part of the closure of the Zeballos landfill, the CSWM may engage in discussions with the Regional District of Mount Waddington (RDMW) regarding the disposal of Zeballos waste at the 7 Mile Landfill in Port McNeill, which would significantly reduce the hauling distance for this material to the CVWMC.

Another area to consider for potential import or export of waste is in the event of a natural disaster or a significant interruption to the CSWM service. In the unlikely but increasingly frequent event of a natural disaster, CSWM will work with the Province to provide for the safe and efficient management of debris. Further consideration is provided in **Appendix 6**.

### 3.8 Future Facilities

The CSWM includes many water-access communities, such as Hornby Island, Denman Island, Quadra Island, Cortes Island, Read Island, Nootka Island, Kyuoquot, and Walters Cove. It also includes small communities accessed only by gravel roads, such as Tahsis and Zeballos. The majority of the population, greater than 85%, resides within urban and rural areas along the eastern shore of Vancouver Island. The population density outside the four major island communities and remote municipalities is very low. This lack of density results in higher service operating costs in these areas. To provide readily accessible diversion opportunities, a 'Convenience Level Standard' (CLS) was developed, adapted from policy work completed for the Ministry and informed by the RSWAC. Modifications considered the local context of travel times, ferries, road surfaces, access to other services, and population.

CSWM will work to align our service delivery to the CLS at a minimum, with the opportunity for higher standards to be funded through a separate service. The collection of solid waste from homes will continue to be funded directly by users, not through tipping fees. It is expected that Producer Responsibility Organizations (PRO) will work with CSWM to fund service levels supporting events, depots and collection services where appropriate in support of this standard. For more details on the CLS, refer to Schedule B.

Municipal solid waste in the region may be directed for management to any new site or facility contemplated by this Plan, provided the new site or facility follows the process for development as outlined herein. The process for development of new sites and facilities shall include, but not be limited to:

- An appropriate procurement process.
- Ensuring that authorizations (including OCs, licences and/or registration under Organic Matter Recycling Regulation (OMRR) are obtained as necessary, and that any requirements from other levels of government are also met.
- Environmental assessment, including an assessment of human health risk acceptable to the applicable health authority and public consultation, as may be required by provincial and federal regulations.

- Public consultation on new (or amended) sites or facilities that require authorization under the EMA.
- Any additional assessment as laid out in the minister's conditions for approval of this Plan.

New sites and facilities specifically contemplated in this Plan include:

### **3.8.1 Zeballos**

To improve the protection of the environment and meet the BC Landfill Criteria for MSW (2016), the Zeballos landfill will be closed and replaced with a facility to transfer waste. The recycling depot in Zeballos may be co-located with the new waste facility or remain in its current location. Consultation with RDMW will be undertaken to consider the transfer of the waste for burial in 7 Mile Landfill in Port McNeill, otherwise, the waste will be brought to the CVWMC for burial. Final closure of the landfill may consider an application to the Ministry for the installation of a biocover instead of an impermeable liner for the reduction of fugitive methane emissions from the landfill post-closure. An update to the landfill closure plan will be developed.

### **3.8.2 Tahsis**

To improve environmental protection and meet the BC Landfill Criteria (2016), the Tahsis landfill will be closed and replaced with a waste transfer facility. The recycling depot in Tahsis may be co-located with the new waste facility or remain in its current location. Waste will be brought to the CVWMC for burial either directly or via Gold River. Final closure of the landfill may consider applying to the Ministry for the installation of a biocover instead of an impermeable liner to reduce fugitive methane emissions from the landfill post-closure. An update to the landfill closure plan will be developed.

### **3.8.3 Gold River**

The Gold River landfill no longer receives municipal solid waste for disposal. To improve environmental protection and meet the BC Landfill Criteria (2016), the Gold River landfill will be closed. Once closed, the landfill site may be reused as a community waste management site. Waste will continue to be brought to the CVWMC for burial. Final closure of the landfill may consider applying to the Ministry for the installation of a biocover instead of an impermeable liner to reduce fugitive methane emissions from the landfill post-closure, depending on the planned future land use. An update to the landfill closure plan will be developed.

### **3.8.4 Quadra Island**

A recycling depot is under construction on Quadra Island to support waste diversion on the island. There is currently no location for the consolidation of waste on Quadra Island and no organized curbside collection service of waste from residents. As part of this Plan, there is consideration for the acceptance of bagged waste at recycling depots prepaid by volume and dropped directly into lidded bins.

### **3.8.5 Oyster River**

A property has been purchased for the development of a staffed recycling depot at 2185 Regent Road, Black Creek. This location will require some renovations and improvements prior to operating, and it is anticipated that service levels will increase over time. There is currently no nearby facility for the

consolidation of waste, and no organized curbside collection service of waste from residents, only a subscription service. As part of this Plan, there is consideration for the acceptance of bagged waste at recycling depots prepaid by volume and dropped directly into lidded bins.

### 3.8.6 Organics Processing

The Regional Organics Compost Facility will be at capacity within the term of this Plan. Additional processing capacity will be sought for the management of organics generated from the expansion of this material stream to multi-family and ICI generators. This capacity may be in-region or may be out of region, requiring transfer. The CVWMC property is zoned to allow for the operation of a compost facility, which could be a potential future location of a private or public facility.

### 3.8.7 Comox Valley Waste Management Centre

The engineered landfill at the CVWMC, Bevan Landfill, is currently filling 'Cell 2' of three approved cells identified within Operating Certificate 5050, making up 15.66 hectares. The estimated lifespan of these three cells is until 2052 under status quo disposal rates. The Comox Valley Waste Management Centre Master plan (AECOM, 2020) identifies the opportunity for expansion of the Bevan Landfill for additional cells to the south of the approved footprint. Upon authorization by the Board, the CSWM would consider expansion of the Bevan Landfill for cells four and five, with an engineered lined landfill with leachate and landfill gas capture and treatment. This would require engineering and environmental consultation work, consultation, authorization from the Province and an updated Design Operations and Closure Plan (DOCP).

## 4 WASTE PROFILE

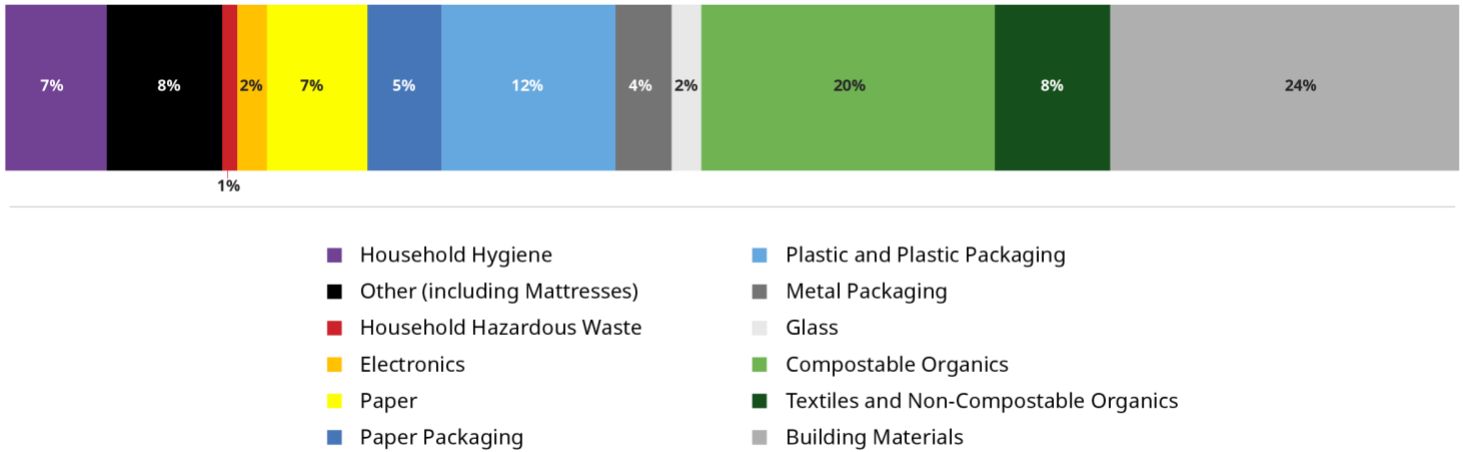
### 4.1 Waste Composition

**Figure 8** shows the estimated weight-based composition of the CSWM waste currently disposed of in landfills in the region. This data was gathered through a waste composition study completed in 2025. Based on this estimate, the total diversion potential for CSWM is around 56%, consisting of 25% organics, 15% drop-off materials, 8% depot materials and 8% recycling.

The most impactful material streams to remove from the waste stream to improve diversion are:

- Building materials – treated and painted wood, concrete and masonry
- Compostable organics – primarily food waste
- Recycling - paper, plastics, metal, packaging and paper products
- Textiles – clothing, bedding

**Figure 8: Composition of Overall Garbage Stream, 2025**



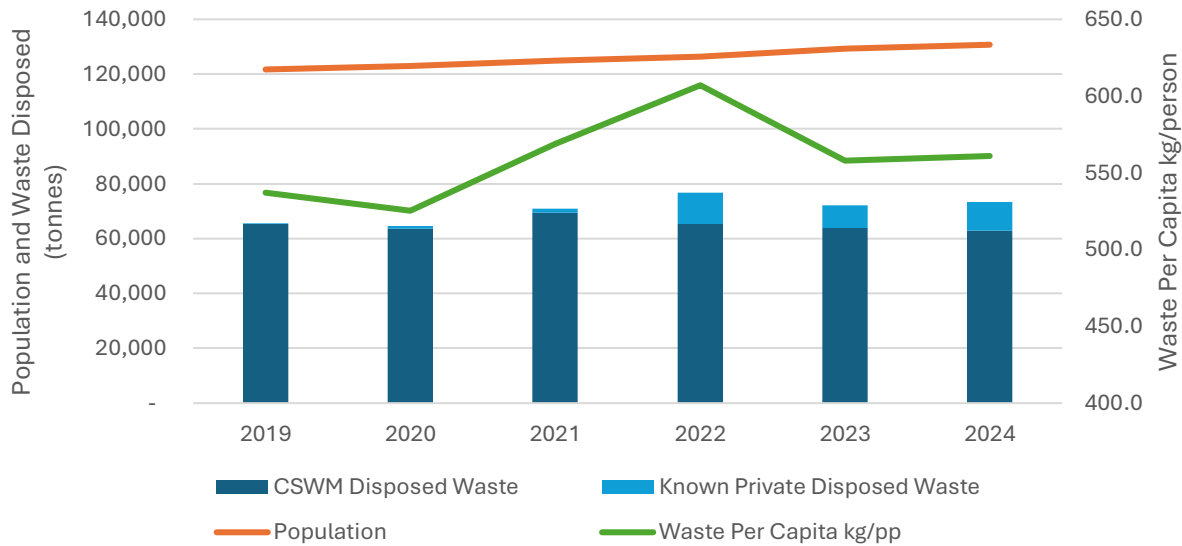
## 4.2 Waste Generated

Municipal solid waste generated from communities within the CSWM is disposed of within CSWM landfills. Land clearing, demolition and renovation waste is brought to a combination of CSWM landfills and private landfills. The **Figure 9** below provides a summary of the recent estimated waste disposed, population, and waste generated per capita. In 2024, the CSWM waste per capita value was 561 kg/person. There is some uncertainty to the data:

- Some waste may leave the CSWM boundaries in small quantities, but it is not known to be significant at this time;
- Not all private landfills publicly report their waste disposed amounts, only those available are included in these estimates; and
- Private landfills are not tracking waste origin consistently, and cannot discern between waste received from outside of the CSWM plan boundary area.

These uncertainties are expected to be reduced with introduction of facility licencing and waste hauler licencing proposed through strategy eight.

**Figure 9: 2019-2024 Waste Disposed**



The tables below provide details of the 2024 solid waste materials managed within the CSWM, including EPR materials as reported by their respective programs, food and yard waste (excluding private compost sites and backyard composting), and major streams diverted at the waste management centres (metal, drywall, etc.). A significant improvement in the 2012 SWMP data is that the amount of ICI recycling was estimated from quantities reported by private recyclers, rather than using proxy data from another community. The implementation of the Recycle BC program in 2014 has also created a clear line between ICI and residential recycling at processors. Mattress recycling is cost prohibitive at this time, and CSWM awaits expansion of the Recycling Regulation before moving forward with diverting this material stream.

Waste estimates from remote landfills are based on an annual volume survey and waste density. For the CRWMC and CVWMC, scale data is used to report waste by sector as available. Waste arriving at the CRWMC is transferred to the CVWMC for burial. For estimating diversion and MSW disposed, asbestos and controlled waste were excluded from the calculations.

**Table 6:** 2024 Recycling and Diversion Quantities

2024 EPR Program Quantities Collected	Reported Quantities		
	CVRD	SRD	CSWM
Beer Packaging	38.7	25.1	64
Beer Containers	185.7	120.6	306
Lead Acid Batteries	352.7	236.8	589
Consumer Batteries	21.0	10.9	32
Electronics	236.3	119.6	356
Small Appliances and Light Fixtures	206.7	82.2	289

2024 EPR Program Quantities Collected	Reported Quantities		
Medications	2.2	0.9	3
Oil	429.2	305.8	735
Oil Filters	62.5	42.4	105
Oil Containers	21.1	15.9	37
Antifreeze	45.8	27.2	73
Large Appliances	253.6	368.8	622
Outdoor Power Equipment	8.4	3.1	12
Paint	114.5	55.3	170
Light Bulbs	13.1	8.1	21
Smoke and CO Alarms	0.5	0.2	1
Printed Paper and Packaging	3,872.0	2,043.0	5,915
Beverage Containers	1,450.1	841.1	2,291
Thermostats	0.04	0.01	0
Tires	711.1	729.6	1,441
<b>Stewardship Program Totals Tonnes</b>	<b>8,025</b>	<b>5,037</b>	<b>13,062</b>
<b>Organics Diversion</b>	<b>CVRD</b>	<b>SRD</b>	<b>CSWM</b>
Yard Waste at WMC	2,247	1,723	3,970
Cut Grass and Rakes Leaves at WMC	277	116	393
Commingled Food and Yard Waste	7,947	3,132	11,079
Clean Wood Waste at WMC	624	768	1,392
Private Compost Facilities			0
<b>Organics Diversion Total Tonnes</b>	<b>11,095</b>	<b>5,739</b>	<b>16,834</b>
<b>Other Major Diversion Values</b>	<b>CVRD</b>	<b>SRD</b>	<b>CSWM</b>
Mattresses	0	0	0
ICI Cardboard	1180	766	1946
ICI Mixed Recycling	2424	1573	3997
Scrap Metal	1432	911	2343
Drywall	1168	454	1622

2024 EPR Program Quantities Collected	Reported Quantities		
HHW (Non-EPR)	529	0	529
Ocean Legacy	29	0	29
<b>Other Major Diversion Total Tonnes</b>	<b>6,762</b>	<b>3,704</b>	<b>10,466</b>
<b>Total Diversion Tonnage</b>	<b>25,882</b>	<b>14,480</b>	<b>40,362</b>

**Table 7: 2024 Garbage Disposed and Waste Statistics**

<b>Garbage Disposed</b>			
<b>Tonnes of Waste Disposed in Landfill</b>	<b>CVRD</b>	<b>SRD</b>	<b>CSWM</b>
Zeballos Landfill Waste Estimate	0	712	712
Tahsis Landfill Waste Estimate	0	594	594
Gold River Landfill Waste Estimate	0	244	244
<b>CV and CR Waste Management Centres</b>	<b>CVRD</b>	<b>SRD</b>	<b>CSWM</b>
Municipal Waste by Contract	6,651	4,219	10,870
ICI & Household	20,061	17,077	37,138
Construction Waste	10,589	1,681	12,270
Controlled Waste	146	0	146
Volunteer Clean Up	10	7	17
Streetside cleanup/illegal dumping	46	180	226
Invasive Species	318	206	524
Asbestos	0	5	5
Mattresses	0	221	221
Waste Transferred for Disposal SRD to CVRD	23,462		
<b>CSWM Facilities Waste Generated Tonnage</b>	<b>37,821</b>	<b>25,146</b>	<b>62,967</b>
<b>Total CSWM Facilities Disposed Tonnage</b>	<b>61,283</b>	<b>1,550</b>	<b>62,833</b>
<b>Uplands / Northwin Landfill</b>	<b>CVRD</b>	<b>SRD</b>	<b>CSWM</b>
C&D Waste	0	10,535	10,535
Asbestos Containing Material	0	266	266
<b>Total Private Disposed Tonnage</b>	<b>0</b>	<b>10,801</b>	<b>10,801</b>
<b>Total Tonnage (Diversion and All Waste)</b>	<b>63,703</b>	<b>50,427</b>	<b>114,130</b>
<b>Statistics for 2024</b>	<b>CVRD</b>	<b>SRD</b>	<b>CSWM</b>
<b>Total MSW Generated</b>	<b>37,675</b>	<b>35,676</b>	<b>73,351</b>
<b>Total MSW Generated kg Per Capita</b>	<b>475</b>	<b>693</b>	<b>561</b>
<b>Diversion kg Per Capita</b>	<b>326</b>	<b>281</b>	<b>309</b>
<b>Diversion Rate</b>	<b>40.7%</b>	<b>28.9%</b>	<b>35.5%</b>

## 5 STRATEGIES AND ACTIONS

### 5.1 Strategy 1 - Support Reuse Initiatives

The new CSWM guiding principles emphasize the first seven Rs: Refuse, Rethink, Redesign, Reduce, Reuse, Repair, and Recycle as guiding principle #2. This highlights the critical importance of enhancing the role of reuse in lowering the regional disposal rate from 561 kg per capita per year to meet the provincial target of 350 kg. Despite the presence of numerous thrift stores and online options in urban centres within the CSWM service area, there is still a considerable amount of material of value being landfilled from these communities.

1. **Advocate and promote donations to existing reuse establishments.** Continue to advocate for making smart choices when buying products to reduce waste and promote donations to existing establishments in urban areas. Leverage the CSWM website to promote charities/non-profits and list what items they accept as donations. Facilitate the redistribution of items to areas with less access to used goods.
2. **Partner with a local non-profit organization to pilot the collection of reusable items at the CVWMC from customers.** Partner with one or more local non-profits to divert material from waste streams at the CVWMC. This could include setting aside lightly used materials to be kept clean and dry, which are then picked up from the site by the partner. This will require staff resources to identify and set aside items and is proposed as a pilot for six months to understand implications.
3. **Financially support island and remote community free stores where volunteers or the local municipality construct, operate, and staff the free store.** To define roles and responsibilities for free stores or share sheds, a budget of one dollar per permanent resident of the island and remote communities will be available to the local municipality or a non-profit and their volunteers to support their capital and operational costs annually.

### 5.2 Strategy 2 – Encourage Repair

Repair Cafes were identified during public engagement in earlier consultation for the SWMP renewal process as an area that the public recognized had growth potential, and would contribute to reducing waste, curbing consumption, combating planned obsolescence, and fostering regional resilience. These events are free to attend and held in a public and accessible space that is equipped with tools and supplies where individuals, assisted by skilled volunteers, can repair or mend everyday items such as electronics, appliances, computers, bicycles, and clothing. Repair Cafes support the following two Guiding Principles approved by the community, to:

- Promote and support zero-waste approaches and a circular economy; and
  - Promote the first seven Rs – Refuse, Rethink, Redesign, Reduce, Reuse, Repair, and Recycle.
4. **Maintain Support for Repair Cafes in the Community.** CSWM will support Repair Cafes in the region with staffing and coordination. Existing support includes providing assistance through the

CSWM Community and Curriculum Educator to support five to six Repair Cafe events throughout the service area annually.

5. **Implement a grant program to support local Repair Cafe event coordination.** The CSWM will introduce grants to support local organizations hosting repair events to help expand and support repair efforts in the region. Working in collaboration with community groups and organizations will decrease the workload associated with the coordination of these events, and offering grants can increase willingness to participate.
6. **Develop Repair Cafe toolkits, including basic supplies to facilities and streamline the coordination of events.** The CSWM will develop a Repair Cafe Toolkit, which will consist of basic supplies and consumables to facilitate and streamline the coordination of events and reduce out of pocket expenses for volunteers.
7. **Advocate for the right to repair at the provincial and national level.** Continue to advocate for the provincial and national level of government to implement policies and programs related to the right to repair.

### 5.3 Strategy 3 – Encourage Waste Diversion through Education and Outreach

Community education, communication, and outreach play a pivotal role in shaping the Strategic Goals and priorities outlined in the SWMP renewal process. Supporting community education, communication, and outreach is an approach that aligns most closely with guiding principle #5 - to have informed residents, businesses and community partners empowered to participate effectively and consistently in proper waste management practices.

8. **Maintain current education and engagement levels throughout the school districts and at regional events.** The CSWM has established a robust outreach and engagement program that reaches new residents each year. This action supports maintaining support for this program in the coming decade.
9. **Increase education, outreach and communications capacity to engage with more sectors and provide regionally specific content.** This action is for the CSWM to increase education, outreach and communications capacity moving forward. This will include introducing community-specific content, further supporting new waste reduction and behaviour change initiatives by working with local champions, and expanding the current service level to target new demographics and sectors. This would be in addition to any support for sector-specific education through other actions.
10. **Establish mobile waste source separation equipment to improve waste diversion at community events.** Investing in waste diversion infrastructure for community events can support municipalities and non-profits holding events and generating economic development. Providing support and resources to facilitate source diversion for events could result in significant event waste reduction.

## 5.4 Strategy 4 - Improve Multi-family Waste Reduction and Diversion

The CSWM does not offer any waste collection services directly to multi-family buildings; however, approximately one-third of the region's residential households are multi-family based on 2021 census data. Throughout the service area, there are no standards, expectations or requirements for multi-family buildings to provide waste diversion infrastructure to enable effective source separation through municipal or regional by-laws.

11. **Implement a requirement for adequate space for waste collection in new buildings.** CSWM shall collaborate with member municipalities to integrate waste management space requirements into their respective bylaws. This encompasses updates to reflect future revisions of the BC Building Code and local development planning area guidelines. The CSWM will also advocate at the Provincial level for changes to the Building Code to consider space allocation for waste collection for areas without Building permits.
12. **Increase education and outreach to multi-family residents.** Using a multi-pronged approach and sharing from success stories, CSWM will increase education and outreach to multi-family residents. This may include aspects such as a comprehensive campaign with management and residents, training programs to build capacity within multi-family building operations, a program to equip residents as recycling champions, and more.
13. **Expand the organics collection to multi-family homes to increase diversion.** Expanding the organics collection to multi-family homes will increase diversion of an important methane generating part of the waste stream. This will also contribute to increasing equitable service provision for all residents in the CSWM area. This option would require transfer infrastructure upgrades at the CVWMC to facilitate diversion to other facilities. The service design will need to consider convenience and financial impact.

## 5.5 Strategy 5 - Improve ICI Waste Reduction and Diversion

Addressing ICI waste reduction and diversion aligns with CSWM's SWMP draft goals and guiding principles, including supporting a circular economy approach, reducing waste to landfills, encouraging participation in the solid waste system across sectors, and ensuring changes are delivered equitably while recognizing and leveraging the unique challenges and cultures of the region's rural and remote communities. The ICI sector has high waste reduction and overall diversion potential. The ICI sector materials disposed as garbage represent a significant portion of the overall waste stream.

14. **Continue to advocate for increased stewardship support to improve accessibility to recycling programs and expand materials covered under EPR for the ICI sector.** CSWM will advocate to senior levels of government and other partners for policy and program support in the management of ICI recycling. Efforts include tracking and weighing in on the development and implementation of ICI related provincial policy, including but not limited to how non-residential packaging and paper products, single-use item reduction and plastics management and updates to existing and new EPR programs.

15. **Use policy and education to incentivize waste minimization and diversion.** This action will build on the tipping fee differential success with regional disposal, including the option to introduce further landfill bans (organics) when composting options are readily available, support municipal source separation bylaws, and integrate waste reduction and diversion into business license agreements. Policy integration must be based on policy development and approval across all levels of government. It is very important that adequate education and outreach for any new policies being implemented are provided.
16. **Support businesses to reduce waste through education and collaboration.** Development of turnkey education signage and how-to toolkits by subsector (e.g., food service, retail, hospitality, education, health) for businesses and institutions. Some examples include showcasing success online, hosting an annual awards event, convene and engage key collaborators periodically for local food procurement, waste reduction, and diversion initiatives.
17. **Provide ongoing technical assistance to businesses and institutions.** Provide in-person assistance to businesses and institutions, including schools, to help reduce waste generation and measure the impact that businesses have over time. This could include site visits for audits, system setup, and periodic monitoring at business and institution points of generation. Well suited to pairing with rolling out new bylaw requirements (e.g. new landfill bans, etc).
18. **Enhance operations to promote diversion and cost recovery.** This action supports the implementation of a clear bag policy for garbage and the associated change management and communications necessary to support that. Associated activities will be supporting tipping fee differential increases to promote source separation at the Waste Management Centres, continuing to monitor rural depot commercial material management and offering ICI recycling where viable.
19. **Civic site waste minimization and diversion.** The CSWM and CVRD can lead by example and coordinate with municipalities and First Nations to showcase best practices for waste diversion. This action involves optimizing systems to minimize waste and promote diversion across regional district departments using procurement practice adjustments; promoting reusables; use of centralized zero waste stations (remove desk garbage) and collection infrastructure by facility type.

## 5.6 Strategy 6 – Improve CRD Waste Reduction and Diversion

In our region, construction, renovation and demolition (CRD) materials represent the second largest category of materials received at the CVWMC and CRWMC. The CSWM conducted a waste audit in 2025, which identified that 35% of the waste disposed was building materials. The audit reviewed the differing composition of renovation, construction and demolition waste and found the diversion potential to be between 7-16% based on materials currently accepted for diversion at waste management centres in the CSWM. Samples were assessed visually at a private landfill and the CVWMC. Materials readily available for diversion from within the CRD waste stream included: metals, durable plastics, cardboard, electronics and textiles. Opportunities for development of additional markets to address treated or painted wood, asphalt shingles, and to reduce concrete and masonry in landfills should be prioritized.

20. **Present policy recommendations to local governments to require a pre-demolition assessment to identify the opportunity for relocation or deconstruction of a building.** The CSWM will support local governments through policy recommendations to implement a pre-demolition assessment to help identify opportunities for building relocation or deconstruction upon application for building demolition. This can be through presenting policy options to local government and supporting them to implement if they choose to, or through action 21 below
21. **Require local governments to implement a pre-demolition assessment to identify the opportunity for relocation or deconstruction, and ensure that findings from the assessment are followed.** Present policy recommendations to local governments requiring that the findings from pre-demolition assessments be followed, or align policy recommendations with best practice in other jurisdictions and require that all structures of certain periods be deconstructed, subject to safety considerations. Require contractors to pay a refundable deposit, which is returned upon the contractor proving they have salvaged and reused a prescribed amount of materials.
22. **Provide a financial incentive for projects choosing to deconstruct instead of demolishing a building to promote reuse and waste salvage.** Provide a financial incentive for deconstruction projects to promote salvage and reuse over demolition and waste generation. This action is expected to help create the business economy required to sustain the reuse of building materials.
23. **Support local governments to implement expedited relocation, deconstruction, and move-on permits to promote reuse and waste salvage.** The CSWM will encourage CRD waste reduction by supporting local governments to expedite building permits for relocation and move-on, and deconstruction, to promote the reuse and salvage of CRD materials.
24. **Engage with other jurisdictions on cross-regional solutions.** The CSWM will establish pathways for material resale by engaging with other jurisdictions on cross-regional solutions. For example, local governments, First Nations, and organizations. One example is the Building Material Exchange (BMEx) on Vancouver Island, which connects construction and manufacturing businesses to increase the salvage and reuse of materials among businesses.
25. **Develop educational tools and resources to support on-site material management at CVWMC.** Develop educational materials and tools to support on-site CRD material management, which can be implemented at the CVWMC as part of action 26.
26. **Implement material separation of mixed material loads at CVWMC.** Implement a staging area at the CVWMC with a tipping pad where trucks dump their loads of mixed CRD, and regional staff sort and divert recyclable materials. This would be funded through associated increased tipping fees for mixed materials.

## 5.7 Strategy 7 – Support Equitable Access to Services

The guiding principle #8 emphasizes striving for equity and accessibility across regions and between private and public solid waste management. During public engagement and consultation, residents voiced that they would like to see an increase in the number of facilities and an improved/expanded collection service. This strategy explores opportunities to increase equitable access to services and

improve convenience in recycling, and consequently increase diversion. This strategy also aligns with guiding principles #5 and 7.

27. **Pursue development of depots or events to meet the access requirements of the CSWM Convenience Level Standard.** Implement the CSWM Convenience Level Standard, which identifies a commitment level of diversion services for each community or region and a commitment for funding to this level through the entire CSWM service. In cooperation with EPR programs, the CSWM can develop staffed depots and/or events to meet access requirements necessary to provide diversion opportunities to all CSWM residents fairly, with consideration of a community's remoteness.
28. **Increase the density of publicly funded depots to meet the service level standard and provide a user pay bag-drop off for residents without collection service.** Explore providing the option for residents to drop off garbage for a fee per bag at select recycling depots. Accepting prepaid bagged waste could be added to existing recycling facilities, and or additional ones to reduce traffic at the CVWMC and reduce travel times for self-haul customers.
29. **Introduce a mandatory waste generator source separation bylaw.** Pursue a regulation from the Province to grant the CSWM (CVRD) a service-wide authority for waste source separation, comparable to the one granted to the Regional District of Nanaimo (RDN). This would require all waste generators, including ICI and multi-family residential, to separate their waste into three streams to make recycling more convenient and increase diversion. This action relies on the successful implementation of waste hauler licencing and waste facility licencing.
30. **Implement regional garbage and recycling collection for households through a contractor.** Provide region-wide single-family residential bi-weekly garbage and recycling collection to electoral area residents, with the option of organics collection in areas that are operationally accessible. This service would be delivered through private contractors to an estimated 10,000 households in CVRD Electoral Areas A, B, C and SRD Electoral Area D, with the potential for service to an additional 2,700 households on Hornby and Quadra islands if feasible.

## 5.8 Strategy 8 – Advance Solid Waste Tracking

Increasing tracking of solid waste management in the region through various measures, such as waste facility and hauler licencing, can contribute to reducing environmental impacts, providing better services to residents, levelling the playing field, and providing quality data on waste volumes to help the CSWM make educated decisions for waste management in the region. This strategy contributes to multiple Guiding Principles, including 3, 6 and 8.

31. **Implement waste facility licencing for all facilities except public-facing facilities with no diversion targets.** To improve reporting and diversion statistics, the CSWM will license waste management facilities. Public-facing facilities such as recycling depots, return-to-retail stores and thrift stores will be exempt to reduce burden and prevent overlap with EPR reporting. No enforcement of diversion requirements, but will require reasonable efforts to divert reusable and recyclable items.

32. **Implement waste hauler licencing.** Consider the development of a regulatory tool for the licencing of waste haulers, in line with what the Regional District of Nanaimo has implemented. Designed to promote diversion through financial incentives and to encourage the flow of waste through the waste industry with transparency, not flow control. Any haulers operating in the region would be subject to this licencing and benefit from reduced tipping fees in exchange for data and enforcing source separation.
33. **Adopt the waste hauler incentive model.** Adopt a waste collector incentive model (comparable to the Capital Regional District), which would give CSWM commercial customers a rebate to voluntarily self-report waste collection data. To promote multi-stream collection and diversion and shift the flow of waste to industry, similar to waste hauler licencing.

## 6 FINANCE AND ADMINISTRATION

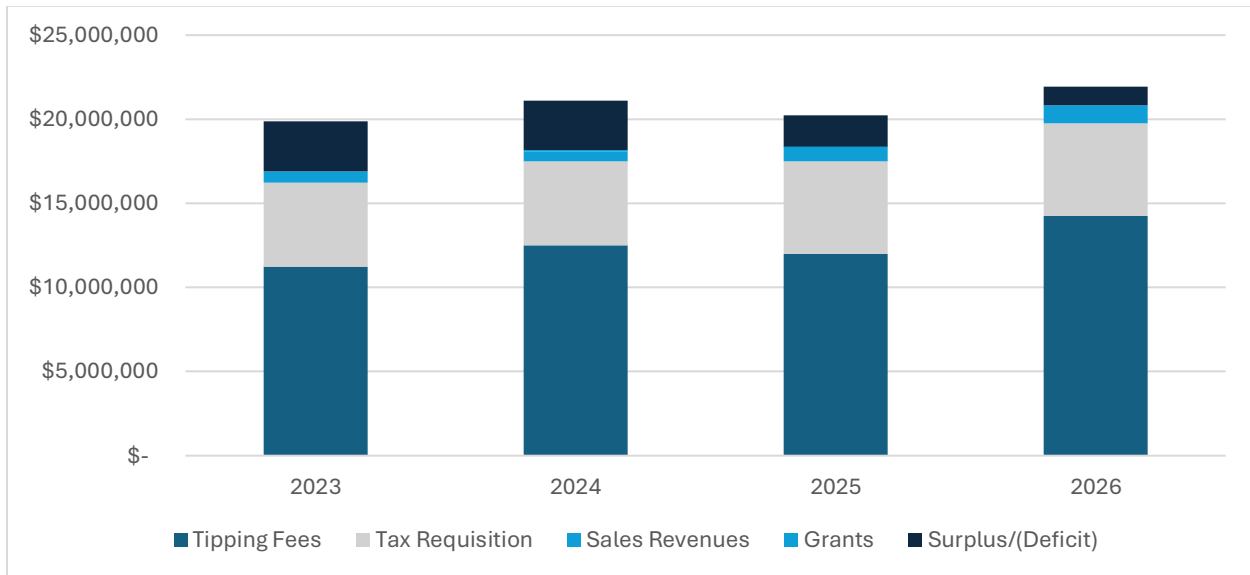
### 6.1 Plan Funding

Funding to implement the actions identified in this Plan is provided by residents and businesses predominantly through tipping fees, with some funding anticipated through taxation, licencing and or utility fees (fees paid for a collection service for example). The following breakdown is based on the best available information at the time of the Plan's development. All approved funding mechanisms for the Service are described below:

- **Tipping Fees:** applied at CSWM facilities based on waste generated (CVRD Bylaw No. 720);
- **Tax Requisition:** includes occupied landowners within the Service allocated based on assessed property value;
- **Sales revenues:** scrap metal sales, EPR revenue, compost sales, etc.;
- **Reserve funds:** most often used to fund capital projects or support unexpected operational demands;
- **Collection fees:** typically applied for delivery of a curbside collection service, these are not part of the current funding model for the Service, but are approved as such; and
- **Grants:** when available.

The following **Figure 10** shows the breakdown of the value of each of the revenue streams captured in support of the delivery of the Service between 2023 and 2026.

**Figure 10: CSWM Revenue Sources Actual, Projected and Proposed**



It is the Board’s desire to adhere to “user pay” principles and policy work is in progress to contemplate use of variable tipping rates and incentive based pricing in line with the above strategies to achieve greater diversion. However, there is recognition that policy for “user pay” principles may have to deviate at times from this approach due to the following considerations:

1. Tipping fees cannot be set so high that they drive waste away to alternative disposal locations, rather than produce the intended result of waste minimization.;
2. There are some costs, such as debt repayment, that cannot be attributed to those who generated the waste in the past, and must be borne by all current users.
3. The decision by the Service to regionalize waste disposal to the CVWMC in Cumberland reduced overall disposal costs for the Service but imposed an uneven cost to communities generating waste further away. That inequity is managed through the Universal Transportation Model, and costs are shared by all users.
4. Alternative private disposal facilities could be developed and impact revenue in a significant way; and
5. As waste diversion is more successful, there is less revenue generated through tipping fees for waste to support programs under the Plan, which are not revenue generating.

Development Cost Charges (DCC) are a relatively new potential source of revenue for solid waste services with the passing of *Bill 46 – 2023: Housing Statutes (Development Financing) Amendment Act*, which made amendments to the *Local Government Act* providing local governments with new categories to which DCCs could be applied, including Solid Waste Facilities. The Service is considering the potential for revenue generation from the application of DCCs, but has not included any analysis as part of this financial plan at this time.

No grant funding is ever guaranteed, so these are not included in any proposed funding. When available, staff will review and apply for Federal and Provincial grants and funding opportunities as applicable to reduce the cost burden on users.

## 6.2 Cost Implications and Expenditures

The strategies, actions and costs associated with meeting the targets have been discussed in previous sections and represent significant changes and improvements to take the solid waste service into the future. This section of the Plan presents a summary of the annual representative costs expected for the Service under the proposed strategies and actions, as well as for the maintenance of existing service levels.

**Table 8:** Summary of Ten-Year Financial Plan

Plan Year	Capital	New Capital	Operating Expenditures	New Operating Expenditures
2027 - Y1	\$2,776,338	\$525,000	\$21,754,501	\$490,000
2028 - Y2	\$3,716,211	\$-	\$22,830,686	\$597,500
2029 - Y3	\$2,187,513	\$-	\$23,109,626	\$675,500
2030 - Y4	\$4,859,098	\$-	\$23,689,000	\$913,500
2031 - Y5	\$908,097	\$-	\$24,281,100	\$1,000,500
2032 - Y6	\$517,358	\$500,000	\$24,888,003	\$1,175,500
2033 - Y7	\$288,701	\$-	\$25,510,078	\$1,145,500
2034 - Y8	\$2,243,682	\$-	\$26,147,705	\$1,050,500
2035 - Y9	\$18,250,000	\$-	\$26,801,273	\$1,005,500
2036 - Y10	\$1,000,000	\$-	\$27,471,180	\$1,005,500

**Table 8** above provides a summary of the ten-year financial plan reflecting the proposed programs and existing expenditures as developed by CSWM and CVRD staff. A detailed table is provided in Schedule C. This analysis was built with the assumption that some existing staff would contribute to the programs and policies developed and would be supported by the addition of 3.75 staff over the Plan period. These increased staffing costs are included in the above operational costs.

It is understood that any increase to the overall Service will be borne by the residents of the service, and on the direction of the Board, costs should be prioritized to be user pay over increased taxation.

## 6.3 Asset Management

The CSWM service has an asset management plan that provides a financial and technical road map for the sustainable operation and management of CSWM assets well into the future. This asset management plan was based on numerous best practice guidelines, such as ISO 55000:2014 and the International Infrastructure Management Manual. CSWM and the CVRD are working towards implementation of a

fulsome asset management program as part of the financial planning process to ensure CSWM can maintain our level of service and regulatory compliance while protecting our assets.

## 6.4 Authority to Borrow Funds

The *Environmental Management Act (Section 24(7))* states that once the Plan is approved by the Minister, funds that have been identified in the Plan for its implementation do not require any additional public approvals, such as a referendum, to borrow funds to implement the Plan. However, as with all borrowing for capital projects by local governments, the borrowing of funds to implement a SWMP requires the preparation of a bylaw that must be approved by the inspector of municipalities.

Regional Districts are established and governed under the *Local Government Act (LGA), Part 11, Division 6 (sections 402-412)* of the LGA prescribes the authority, conditions and procedures under which a Regional District may undertake borrowing on behalf of a service and its participating area.

The language in Part 6 of the Community Charter places restrictive conditions on both contract terms and a limit on borrowing for expenditures, which can limit a local government's ability to access optimal financial terms through an agreement in the interest of providing operational excellence.

The *Environmental Management Act* recognizes this limitation and acknowledges that a bylaw adopted for implementing a Waste Management plan does not require a petition, the assent of the electors or the approval of the electors. However, such a bylaw does require written prior approval from the Minister of Environment and Parks.

The CSWM anticipates relying on this provision during the ten-year planning horizon for the Services and Programs identified in the Plan. It is impossible to be entirely predictive of circumstances where these provisions may be advantageous. This includes but is not limited to:

- Capital upgrades or contingency measures related to CSWM facilities, mitigating an environmental hazard.
- Provision of equipment ancillary to a facility's operation, such as landfill heavy equipment or curbside collection equipment.
- Establishment of a collection service, including the provision of collection containers.
- Advancement of alternative technologies that are consistent with the SWMP goals and guiding principles.

## 7 PLAN IMPLEMENTATION

### 7.1 Implementation Schedule

A time frame for implementing each Plan strategy and action for 2027 to 2037 is included in Schedule D. A schedule for the anticipated expansion of the Bevan landfill, and closure of the Zeballos, Tahsis and Gold River landfills is included in **Appendix 7**. These schedules are flexible and may respond to changes in technology, waste volumes, natural disasters, or available resources. Program development and

planning time have been considered within the implementation schedule, as well as resourcing, assuming staff complements are adjusted according to planned execution.

## 7.2 Bylaws

For the purpose of implementing the approved Plan, the CSWM intends to develop and consult on a number of new bylaws and consider any necessary refinements in support of existing bylaws.

### 7.2.1 Existing Bylaws

The CSWM is authorized under Bylaw No. 1822, Regional Solid Waste Plan Local Service Area Establishment Bylaw 1996, for the establishment of a local service for the local service of collection, removal and disposal of waste, noxious, offensive or unwholesome substances. It also extends to provide for the regulation, storage and management of municipal solid waste and recyclable material, including the regulation of facilities and commercial vehicles.

Regulatory bylaws supporting this establishment bylaw are:

- CSWM Illegal Dumping Regulation Bylaw No. 470, 2017;
- CSWM Facilities Scavenging and Trespassing Bylaw No. 396, 2015; and
- CSWM Service Tipping Fee and Solid Waste Disposal Regulation Bylaw No. 720, 2022.

Bylaws developed for the enforcement and ticketing of offences related to solid waste services, programs and facilities:

- CSWM Municipal Ticket Information Bylaw No. 460, 2017; and
- CSWM Bylaw Adjudication Ticketing Bylaw No. 687, 2021.

To ensure the effectiveness of the Plan, CSWM shall implement enforcement measures as necessary for mandatory source separation and licencing. This encompasses the use of all powers provided via the EMA and the LGA to implement the Plan and ensure compliance.

### 7.2.2 Proposed Bylaws

The *Environmental Management Act* provides regional districts with the authority to create bylaws to better manage municipal solid waste and recyclable materials. This includes the ability to issue a number of different licences, under the authority of a bylaw made under subsection 25(3)(h)(i). Three licences identified in the *Environmental Management Act* are:

- Waste Stream Management Licence
- Hauler licence; and
- Recycler licence.

These licences can be used by regional districts as a tool for achieving operational and administrative jurisdiction over sites, facilities and haulers managing recyclable material and municipal solid waste. As part of the strategies for diversion within this Plan, the CSWM has identified moving forward to expand into these areas.

CSWM shall develop and implement regulatory bylaws as required to manage the regional waste stream. This authority encompasses the ability to mandate waste hauler licencing, mandatory source separation and waste hauler licencing for any material stream contemplated under the definition of municipal solid waste within the EMA. The Waste Facility Licencing, Mandatory Waste Source Separation Bylaw and Waste Haulers Licencing Bylaw will be developed following the approval of this Plan and granting authority from the Province, where required to deal with financial and operational control issues of concern to the CSWM and the community.

In addition, the CSWM will prepare a regulatory bylaw for the creation of a regional collection service, under the establishment of Bylaw No. 1822, Regional Solid Waste Plan Local Service Area Establishment Bylaw. This will support the development of a defined service area as well as utility fees for the delivery of this service to residents. Pursuant to Section 263 of the LGA, CSWM shall have the broad authority to enter into agreements/contract the collection of waste as contemplated within the Plan.

As per the implementation schedule discussed above in Schedule D, the CSWM will conduct planning, bylaw development and public consultation prior to full implementation of these new bylaws. Potential sections of the proposed bylaws are included in Schedule E. CSWM shall utilize the regulatory authorities provided by the Community Charter to mandate source separation and facility standards which encompasses current and future waste streams contemplated for diversion. In accordance with the Community Charter and/or the *Local Government Act*, the bylaws will be written to “avoid uncertainty and any potential for arbitrary decision-making”<sup>3</sup>.

### 7.3 Operational Certificates and Licences

At this time, the CSWM has no bylaws in place to enforce operational or administrative requirements on private solid waste facilities. It is anticipated that the approval of future operating certificates (OCs) by the Province will be based on the detailed operating and environmental protection measures for the solid waste management facilities specified in the Plan. Where amendments to an OC may require an amendment to the Plan requiring minister approval, it is expected that the Province will consult and engage with the CSWM. The approved Plan, together with the required OCs, form the basis of the authority to operate solid waste facilities in the region. It is thus important to achieve the right balance between ensuring the site will be operated in accordance with standards agreed to in the approval process and providing sufficient flexibility to make minor changes easily.

A list of solid waste facilities with OCs or permits issued by the Province for the management of municipal solid waste within the CSWM boundaries is detailed in Schedule A.

### 7.4 Plan monitoring

A Plan Monitoring Advisory Committee (PMAC) will monitor the implementation of the Plan and make recommendations to increase its effectiveness. A description of the PMAC tasks and composition is included in the terms of reference, which can be found in Schedule F.

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<sup>3</sup> UBCM, “Fact Sheet #6: Bylaws”, 2014

## 7.5 Reporting

Reporting is important because it will help to keep workplans and resources focused, as well as assess whether the Plan is achieving its goals and targets. The CSWM will provide annual reporting to the Ministry regarding diversion, waste disposed and other requested information via the Ministry's preferred tool.

In addition, the CSWM will prepare a biennial report to the CSWM Board in relation to the Plan. Key performance indicators may change, but topics that will be considered include:

- Programs delivered each year and how they support the waste management hierarchy;
- Economic development related to solid waste management in the region;
- Challenges or opportunities identified by the Plan Monitoring Advisory Committee;
- Environmental monitoring data;
- Any challenges or opportunities identified within the waste management system;
- Compliance activities;
- Greenhouse gases emitted and avoided (through capture and reuse) at facilities; and
- Spills, leaks and leachate collected at facilities.

## 7.6 Five-year Effectiveness Review

The CSWM will carry out a review and report on the Plan's implementation and effectiveness following Plan approval by the Ministry. As many initiatives require Plan approval or subsequent bylaw approval from the Province, it will be too soon to initiate this work 5 years from submission. A link to the report will be provided on the CSWM website. The review will be conducted either in-house or by a third party and will include:

- Overview of all programs or actions undertaken in the first five years to support the Plan goals and objectives – status (started, progress, complete); actual budget for each;
- Description of all programs or actions not yet started and reason (delayed start and why, initiation planned for next five years, circumstances or decisions affecting the need for or feasibility of undertaking the actions at all); budget allocated for each;
- Five-year trend information for waste disposal per person;
- Five-year trend of landfill gas capture and reuse; and
- Any significant changes related to the regional growth strategy or changes to large industry and businesses operating in the area that might impact the solid waste management system over the next five years.

## 8 PLAN AMENDMENTS

The Plan represents the current understanding and approach of the solid waste management challenges being faced by the CSWM service. The Plan is a “living document” that may be amended to reflect new considerations, technologies and issues as they arise.

Due to changing circumstances and priorities that may evolve over time, and with the input of the PMAC and interested parties, all major actions identified in the Plan will be reviewed for appropriateness before implementation. This will generally occur on an annual basis. The Plan’s implementation schedule will be flexible enough to reflect the availability of technologies that may arise over time, as well as the potential changes in regional issues and priorities. In addition, it will also take into account the financial priorities of the CSWM, its member municipalities and other partners, the availability of funding to undertake plan activities, and the availability of contractors and service providers.

The plan amendment procedure applies to major changes to the solid waste management system, which would include:

- a) The opening (or changes to the location or status) of a site or facility:
  - That is included in the regional district’s Solid Waste Management Plan and requires an authorization under the EMA,
  - or any other facility that could have an adverse impact on human health or the environment;
- b) Waste import/export options which would significantly impact the regional district’s or neighbouring solid waste systems, or not conform to provincial legislation, goals and/or targets;
- c) Changing disposal target or reductions in programs supporting the first three Rs in the pollution prevention hierarchy;
- d) A change in the boundary of the Plan, which would significantly change the amount of solid waste to be managed under the Plan or significantly change the population of the Plan area;
- e) The addition, deletion or revision of policies or strategies related to the conditions outlined in the Minister’s approval letter; and
- f) Major financial changes that warrant seeking the elector's assent.

Any program, facility or policy that was contemplated and consulted on in development of this Plan and is in line with the Guiding Principles of this Plan as a means to achieve the regional disposal target is not anticipated to trigger a requirement for a minor or major amendment. When a plan amendment is necessary, the CSWM will conduct a public consultation process and submit an amended plan to the Minister of Environment and Parks for approval, along with a detailed consultation report.

The schedules identified as part of this Plan contain information that is not considered a major change listed above but could change during the 10-year lifespan of the Plan. Each schedule will include a process for engaging the public, ranging from notification to a robust public consultation process. Schedule amendments may require approval from the Minister, but may not require submission of the

entire Plan for review and approval. Schedules that contain purely administrative provisions are identified as not forming a part of the Plan, and updates to these provisions do not require Minister approval.

Notwithstanding, the contents of this Plan and schedules are subject to legal requirements and, as a result, guidance and direction from the Ministry will be sought in regards to the level of flexibility, as appropriate. For direction on Plan disputes and the process for initiating a dispute, please refer to Schedule G.

## 9 APPROVALS

This Plan has been informed by and subject to public consultation in advance of its approval by the Comox Strathcona Waste Management Board. Upon receiving Board approval, it will be submitted to the BC Ministry of Environment and Parks for consideration and approval. As authorized by section 37 of EMA, the approved Plan shall serve as the governing regulatory document for all waste storage, processing and disposal within the CSWM service area.

# SCHEDULES

## Schedule A — Solid Waste Sites and Facilities

## Schedule A: Solid Waste Sites and Facilities

The following facilities are integral to the support of diversion in the regional waste management system.

Summary of Solid Waste Facilities within CSWM with Provincial Authorizations								
Facility	Location	Status	Waste Received	Permit Holder	Provincial Authorization #	Authorization Type	Issued	Last Revised Date
Comox Valley WMC	Cumberland	Active	MSW	Comox Valley Regional District	MR-05050	Operational Certificate	1978	Jan 27, 2026
Sawmill Landfill	Cumberland	Closed	Wood	Comox Valley Regional District	PR-04865	Permit Abandoned (2022)	1973	Nov 26, 2012
Campbell River WMC	Campbell River	Inactive	MSW	Comox Valley Regional District	MR-02401	Operational Certificate	1973	May 19, 2020
Tahsis Landfill	Tahsis	Active	MSW	Comox Valley Regional District	PR-04278	Permit	1976	Mar 8, 1988
Zeballos Landfill	Outside Zeballos	Active	MSW	Comox Valley Regional District	PR-07496	Permit	1987	Jan 6, 1987
Gold River Landfill	Gold River	Active	MSW	Comox Valley Regional District	PR-03825	Permit	1974	Sep 29, 1992
Sayward Landfill	Sayward	Closed	MSW	Comox Valley Regional District	PR-04917	Permit Cancelled (2017)	1978	Sep 24, 1985
Cortes Island Landfill	Cortes Island	Inactive	1995	Comox Valley Regional District	PR-01696	Permit	1973	Feb 17, 2014
Organics Compost Facility	Campbell River	Active	N/A	Comox Valley Regional District	110236	Permit	2023	Aug 10, 2023
Northwin Landfill	Campbell River	Active	DLC	Upland Excavating Ltd.	107689	Operational Certificate	1992/2019	Apr 26, 2022
Giese Holdings	Campbell River	Active	DLC	Giese Holdings Ltd.	PR-09081	Permit	1991	May 9, 1991
Surgenor Landfill	CVRD Area C	Inactive	DLC	George Edward Surgenor	MR-08834	Operational Certificate	1998	Jul 15, 2014
West Shore Aggregates Ltd.	Campbell River	Inactive	DLC	West Shore Aggregates Ltd.	PR-07730	Permit	1987	Sep 12, 2006

Summary of Solid Waste and Diversion Facilities										
Regional District	Facility Owner	Facility Operator	Solid Waste Facility	Summary of Services	Hours of Operation	Hours per Week Open	Days per Week Open	Community Type	Accepts Garbage?	
			CSWM Funded Facilities							
SRD	CSWM	Contracted Public	Tahis Landfill	MSW landfill, limited bulky recycling	Wed 8:00 am - 3:30 pm Sat 10:00 am - 3:30 pm	13	2	Remote	Yes	
SRD	CSWM	Contracted Public	Tahis Recycling Depot	Multi-product recycling depot	Tue to Sat 8:00 am - 3:30 pm <i>Contamination Management</i>	37.5	5	Remote	No	
SRD	CSWM	Contracted	Zeballos Landfill	MSW landfill, limited bulky recycling	Wed 1:00 pm - 3:00 pm Sat 12:00 pm - 3:00 pm	5	2	Remote	Yes	
SRD	CSWM	Contracted	Zeballos Recycling Depot	Multi-product recycling depot	Mon to Sat 8:30 am - 4:30 pm <i>Contamination Management</i>	48	6	Remote	No	
SRD	CSWM	Contracted Public	Gold River Waste Management Centre	MSW transfer station, multi-product recycling depot, scrap metal	Wed to Sun 9:00 am - 3:45 pm	33.75	5	Less Accessible	Yes	
SRD	CSWM	Contracted	Quadra Island Recycling Drop-off	Single-stream recycling drop-off	Currently Accessible All the Time 4 d, 30 hr a week proposed	30	4	Less Accessible	No	
SRD	CSWM	Contracted	Cortes Island Waste Management Centre	MSW transfer station, multi-product recycling depot, scrap metal	Thu to Sun 9:00 am - 1:00 pm	16	4	Less Accessible	Yes	
SRD	CSWM	Contracted	Sayward Recycling Depot	Multi-product recycling depot	Thu to Sun 9:00 am - 5:00 pm <i>Contamination Management</i>	32	4	Less Accessible	No	
CVRD	CSWM	Non-Profit	Denman Island Recycling Depot	Multi-product recycling depot, bottle depot	Wed and Thu 2:00 pm - 6:00 pm Sat 9:00 am - 5:00 pm	16	3	Less Accessible	No	
CVRD	CSWM	Non-Profit	Hornby Island Recycling Depot	MSW transfer station, multi-product recycling depot, scrap metal	Fri to Sun 9:00 am - 1:00 pm Summer Thu 9:00 am - 1:00 pm	12 - 16	3 - 4	Less Accessible	Yes	
SRD	CSWM	Contracted	Campbell River Waste Management Centre	MSW transfer station, multi-product recycling depot, bulky divertables	Mon to Sun 8:30 am - 5:30 pm Closed on Stats	63	7	Accessible	Yes	
CVRD/SRD	CSWM	Contracted	Oyster River Recycling Drop-off	Single-stream recycling drop-off	Currently Accessible All the Time	168	7	Accessible	No	

Summary of Solid Waste and Diversion Facilities									
Regional District	Facility Owner	Facility Operator	Solid Waste Facility	Summary of Services	Hours of Operation	Hours per Week Open	Days per Week Open	Community Type	Accepts Garbage?
CVRD	CSWM	Public	Comox Valley Waste Management Centre	MSW landfill, multi-product recycling depot, bulky divertables, organics transfer station	Mon to Sun 8:00 am - 5:30 pm Closed on Stats	66.5	7	Accessible	Yes
			Private Facilities						
SRD	Private	Private	Island Return-It Campbell River	Multi-product recycling depot, bottle depot	Tue to Sat 9:30 am - 5:00 pm Closed on Stats	37.5	5	Accessible	No
SRD	Private	Retailer	Heriot Bay Tru-Value	Bottle depot	Tue to Sat 9:30 am - 4:30 pm Closed on Stats and lunch	32.5	5	Less Accessible	No
CVRD	Private	Private	Courtenay Return-It Depot	Multi-product recycling depot, bottle depot	Mon to Sat 9:00 am - 5:00 pm Closed on Stats	48	6	Accessible	No
CVRD	Encorp	Contracted	Encorp Express & Go - Comox	Bottle drop-off (with deposit)	Mon to Sun 7:00 am - 10:00 pm Unstaffed	105	7	Accessible	No

## Schedule B — Accessibility to Solid Waste Services

CSWM Convenience Level Standard		CSWM Very Remote Communities			
Grouping of Communities	Material or Product	Depot	Suggested Local Government Curbside Collection	Collection Event or Special Curbside Service	Other
<b>Very Remote Communities</b>	Household Garbage	-	-	Annual Collection	Transport from consolidated point.
	Packaging and Paper	-	-	Annual Collection	-
SRD Elec. Area C - Discovery Isl.	Yard Waste	-	-	-	Backyard Composting
SRD Elec. Area A - West	Food Scraps	-	-	-	Backyard Composting
	Clean Wood Waste	-	-	-	-
<b>Remote Communities</b>	Drywall	-	-	-	-
	Major Appliances	-	-	Biennial Collection	-
Village of Zeballos	Mattresses	-	-	Biennial Collection	-
Village of Tahsis	Scrap Metal	-	-	Biennial Collection	-
	Tires	-	-	Biennial Collection	-
<b>Less Accessible Communities</b>	Cooking Oil	-	-	Biennial Collection	-
	Fire Extinguishers	-	-	Biennial Collection	-
Cortes Island	Household Hazardous Waste	-	-	Biennial Collection	-
Cortes Island	Large Lithium Batteries	-	-	-	Return to Retailer/Dealer
Quadra Island	Lead Acid Car Batteries	-	-	Biennial Collection	-
Denman Island	Motor Oil, Antifreeze and Containers	-	-	Biennial Collection	-
Hornby Island	Propane Tanks (inc. single use)	-	-	Biennial Collection	-
SRD Elec. Area A - Sayward Valley	Beer Containers (with a deposit)	-	-	Annual Collection	No deposit provided.
Village of Sayward	Beverage Containers (with a deposit)	-	-	Annual Collection	No deposit provided.
Village of Gold River	Clothing and Textiles	-	-	-	-
	Electronics, Cell Phones, Modems etc.	-	-	Biennial Collection	-
<b>Accessible Communities</b>	Film Plastics	-	-	Annual Collection	-
	Foam	-	-	Annual Collection	-
CVRD Electoral Area A (VI)	Glass Jars	-	-	Annual Collection	-
CVRD Electoral Area B	Household Batteries	-	-	Annual Collection	-
CVRD Electoral Area C	Light Bulbs and Fixtures	-	-	Biennial Collection	-
SRD Electoral Area D	Small Appliances	-	-	Biennial Collection	-
Village of Cumberland	Smoke and CO Alarms	-	-	Biennial Collection	-
Town of Comox	Thermostats	-	-	Biennial Collection	-
City of Courtenay	Outdoor Power Equipment	-	-	Biennial Collection	-
City of Campbell River	Pesticides	-	-	Biennial Collection	-
	Flammables	-	-	Biennial Collection	-
	Paint	-	-	Biennial Collection	-
	Prescription Medications	-	-	-	Return to Pharmacy
	Books	-	-	-	-
	Marine Debris - Added	-	-	Biennial Collection	If supported by Ocean Legacy
	Little Lithium Ion Batteries - Added	-	-	-	-
	Bulky Items - Added	-	-	-	No vehicles, solar panels
<u>Additional Group Comments</u>					

CSWM Convenience Level Standard		CSWM Remote Communities			
Grouping of Communities	Material or Product	Depot	Suggested Local Government Curbside Collection	Collection Event or Special Curbside Service	Other
<b>Very Remote Communities</b>	Household Garbage	-	Bi-Weekly	-	-
	Packaging and Paper	20 minutes	Bi-Weekly	-	-
	SRD Elec. Area C - Discovery Isl.	-	-	Annual Collection	Backyard Composting
	SRD Elec. Area A - West	20 minutes	-	-	Backyard Composting
	Clean Wood Waste	-	-	-	-
<b>Remote Communities</b>	Drywall	-	-	-	-
	Major Appliances	-	-	Annual Collection	-
	Village of Zeballos	-	-	Annual Collection	-
	Village of Tahsis	20 minutes	-	-	-
	Scrap Metal	20 minutes	-	-	-
	Tires	-	-	Annual Collection	-
<b>Less Accessible Communities</b>	Cooking Oil	-	-	Annual Collection	-
	Fire Extinguishers	-	-	Annual Collection	-
	Cortes Island	-	-	Annual Collection	-
	Cortes Island	-	-	-	Return to Retailer/Dealer
	Quadra Island	20 minutes	-	-	Return to Retailer/Dealer
	Denman Island	20 minutes	-	-	Return to Retailer/Dealer
	Hornby Island	-	-	Annual Collection	-
	SRD Elec. Area A - Sayward Valley	20 minutes	-	Annual Collection	*No deposit. If no depot access
	Village of Sayward	20 minutes	-	Annual Collection	*No deposit. If no depot access
	Village of Gold River	For Donation	-	-	Free Stores, Charity Collection
<b>Accessible Communities</b>	Electronics, Cell Phones, Modems etc.	20 minutes	-	-	-
	Film Plastics	20 minutes	-	-	-
	Foam	20 minutes	-	-	-
	Glass Jars	20 minutes	-	-	-
	CVRD Electoral Area A (VI)	20 minutes	-	-	-
	CVRD Electoral Area B	20 minutes	-	-	-
	CVRD Electoral Area C	-	-	Annual Collection	-
	SRD Electoral Area D	20 minutes	-	-	-
	Village of Cumberland	20 minutes	-	-	-
	Town of Comox	20 minutes	-	-	-
City of Courtenay	20 minutes	-	-	-	
<b>Accessible Communities</b>	City of Campbell River	-	-	Annual Collection	-
	Pesticides	-	-	Annual Collection	-
	Flammables	-	-	Annual Collection	-
	Paint	-	-	Annual Collection	-
	Prescription Medications	Pharmacies Only	-	-	Return to Pharmacy
	Books	For Donation	-	-	Charity Collection and Free Stores
	Marine Debris - Added	-	-	-	Ocean Legacy
Little Lithium Ion Batteries - Added	-	-	-	-	
Bulky Items - Added	-	-	-	-	

<u>Additional Group Comments</u>	
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CSWM Convenience Level Standard		CSWM Less Accessible Communities				
Grouping of Communities	Material or Product	Depot	Suggested Local Government Curbside Collection	Collection Event or Special Curbside Service	Other	
<b>Very Remote Communities</b>	Household Garbage	-	Bi-Weekly	-	-	
	Packaging and Paper	20 minutes	Bi-Weekly	-	-	
	SRD Elec. Area C - Discovery Isl.	60 minutes	-	-	Backyard Composting	
	SRD Elec. Area A - West	20 minutes	-	-	Backyard Composting	
	Clean Wood Waste	60 minutes	-	-	-	
<b>Remote Communities</b>	Drywall	60 minutes	-	-	-	
	Major Appliances	60 minutes	-	Twice a Year*	*If no depot access	
	Village of Zeballos	60 minutes	-	-	-	
	Village of Tahsis	20 minutes	-	Twice a Year*	*If no depot access	
	Scrap Metal	20 minutes	-	Twice a Year*	*If no depot access	
	Tires	60 minutes	-	Twice a Year*	*If no depot access	
<b>Less Accessible Communities</b>	Cooking Oil	60 minutes	-	-	-	
	Fire Extinguishers	60 minutes	-	Twice a Year*	*If no depot access	
	Cortes Island	60 minutes	-	Annual Collection*	*If no depot access	
	Cortes Island	Large Lithium Batteries	-	-	Return to Retailer/Dealer	
	Quadra Island	Lead Acid Car Batteries	20 minutes	-	Twice a Year*	*If no depot access
	Denman Island	Motor Oil, Antifreeze and Containers	20 minutes	-	Twice a Year*	*If no depot access
	Hornby Island	Propane Tanks (inc. single use)	20 minutes	-	-	-
	SRD Elec. Area A - Sayward Valley	Beer Containers (with a deposit)	20 minutes	-	Twice a Year*	*No deposit. If no depot access
	Village of Sayward	Beverage Containers (with a deposit)	20 minutes	-	Twice a Year*	*No deposit. If no depot access
	Village of Gold River	Clothing and Textiles	For Donation	-	-	Reuse
<b>Accessible Communities</b>	Electronics, Cell Phones, Modems etc.	20 minutes	-	Twice a Year*	*If no depot access	
	Film Plastics	20 minutes	-	Twice a Year*	*If no depot access	
	Foam	20 minutes	-	Twice a Year*	*If no depot access	
	CVRD Electoral Area A (VI)	Glass Jars	20 minutes	-	Twice a Year*	*If no depot access
	CVRD Electoral Area B	Household Batteries	20 minutes	-	Twice a Year*	*If no depot access
	CVRD Electoral Area C	Light Bulbs and Fixtures	60 minutes	-	Twice a Year*	*If no depot access
	SRD Electoral Area D	Small Appliances	20 minutes	-	Twice a Year*	*If no depot access
	Village of Cumberland	Smoke and CO Alarms	20 minutes	-	Twice a Year*	*If no depot access
	Town of Comox	Thermostats	20 minutes	-	Twice a Year*	*If no depot access
	City of Courtenay	Outdoor Power Equipment	20 minutes	-	Twice a Year*	*If no depot access
	City of Campbell River	Pesticides	60 minutes	-	Annual Collection*	*If no depot access
		Flammables	60 minutes	-	Annual Collection*	*If no depot access
		Paint	60 minutes	-	Annual Collection*	*If no depot access
		Prescription Medications	Pharmacies Only	-	-	Pharmacy
		Books	For Donation	-	-	Reuse
	Marine Debris - Added	-	-	-	Ocean Legacy	
	Little Lithium Ion Batteries - Added	20 minutes	-	-	-	
	Bulky Items - Added	-	-	-	-	

Additional Group Comments

All local depot items should be at the regional as well.

CSWM Convenience Level Standard		CSWM Accessible Communities			
Grouping of Communities	Material or Product	Depot	Suggested Local Government Curbside Collection	Collection Event or Special Curbside Service	Other
<b>Very Remote Communities</b>	Household Garbage	-	Bi-Weekly	-	-
	Packaging and Paper	20 minutes	Bi-Weekly	-	-
	SRD Elec. Area C - Discovery Isl.	30 minutes	Weekly (Muni's Only)	-	Backyard Composting
	SRD Elec. Area A - West	20 minutes	Weekly	-	Backyard Composting
		Clean Wood Waste	30 minutes	-	-
<b>Remote Communities</b>	Drywall	30 minutes	-	-	-
	Major Appliances	30 minutes	-	-	-
	Village of Zeballos	30 minutes	-	-	Return to Retailer
	Village of Tahsis	20 minutes	-	-	Private Collectors
		Scrap Metal	20 minutes	-	-
	Tires	30 minutes	-	-	Return to Retailer
<b>Less Accessible Communities</b>	Cooking Oil	30 minutes	-	-	-
	Fire Extinguishers	30 minutes	-	-	-
	Cortes Island	30 minutes	-	-	-
	Cortes Island	Large Lithium Batteries	-	-	-
	Quadra Island	Lead Acid Car Batteries	20 minutes	-	-
	Denman Island	Motor Oil, Antifreeze and Containers	20 minutes	-	-
	Hornby Island	Propane Tanks (inc. single use)	30 minutes	-	-
	SRD Elec. Area A - Sayward Valley	Beer Containers (with a deposit)	20 minutes	-	-
	Village of Sayward	Beverage Containers (with a deposit)	20 minutes	-	-
	Village of Gold River	Clothing and Textiles	For Donation	-	-
<b>Accessible Communities</b>		Electronics, Cell Phones, Modems etc.	20 minutes	-	-
		Film Plastics	20 minutes	-	-
		Foam	20 minutes	-	-
	CVRD Electoral Area A (VI)	Glass Jars	20 minutes	-	-
	CVRD Electoral Area B	Household Batteries	20 minutes	-	-
	CVRD Electoral Area C	Light Bulbs and Fixtures	30 minutes	-	-
	SRD Electoral Area D	Small Appliances	20 minutes	-	-
	Village of Cumberland	Smoke and CO Alarms	20 minutes	-	-
	Town of Comox	Thermostats	20 minutes	-	-
	City of Courtenay	Outdoor Power Equipment	20 minutes	-	-
	City of Campbell River	Pesticides	30 minutes	-	-
		Flammables	30 minutes	-	-
		Paint	30 minutes	-	-
		Prescription Medications	Pharmacies Only	-	-
		Books	For Donation	-	-
	Marine Debris - Added	-	-	-	Ocean Legacy
	Little Lithium Ion Batteries - Added	30 minutes	-	-	Return to Retailer
	Bulky Items - Added	-	-	-	-
<u>Additional Group Comments</u>		Garbage convenience should match diversion. Relative danger to the size of the items (i.e. batteries) Convenience for smaller high toxic/HHW items			

## Schedule C — Financial Plan

**CSWM Projected and Estimated Revenue, Operating and Capital Financial Plan 2023 to 2035**

REVENUE	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
(Data Source)	Actual	Actual	Projected	Proposed	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
Tipping Fees	\$ 11,227,695	\$ 12,508,234	\$ 11,984,512	\$ 14,255,051	\$ 15,165,188	\$ 16,141,436	\$ 16,420,376	\$ 16,999,750	\$ 17,424,744	\$ 17,860,362	\$ 18,306,871	\$ 18,764,543	\$ 19,233,657	\$ 19,714,498
Tax Requisition	\$ 5,000,000	\$ 5,000,000	\$ 5,500,000	\$ 5,500,000	\$ 5,500,000	\$ 5,500,000	\$ 5,500,000	\$ 5,500,000	\$ 5,637,500	\$ 5,778,438	\$ 5,922,898	\$ 6,070,971	\$ 6,222,746	\$ 6,378,315
Sales Revenues	\$ 626,030	\$ 593,120	\$ 876,647	\$ 1,051,000	\$ 1,084,313	\$ 1,184,250	\$ 1,184,250	\$ 1,184,250	\$ 1,213,856	\$ 1,244,203	\$ 1,275,308	\$ 1,307,190	\$ 1,339,870	\$ 1,373,367
Grants	\$ 62,933	\$ 62,745	\$ 18,412	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Utility User Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Development Cost Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer from Operating Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Surplus/(Deficit)	\$ 2,956,589	\$ 2,932,374	\$ 1,838,346	\$ 1,140,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

<b>TOTAL EXISTING OPERATING REVENUE</b>	<b>\$ 19,873,247</b>	<b>\$ 21,096,473</b>	<b>\$ 20,217,917</b>	<b>\$ 21,951,051</b>	<b>\$ 21,754,501</b>	<b>\$ 22,830,686</b>	<b>\$ 23,109,626</b>	<b>\$ 23,689,000</b>	<b>\$ 24,281,100</b>	<b>\$ 24,888,003</b>	<b>\$ 25,510,078</b>	<b>\$ 26,147,705</b>	<b>\$ 26,801,273</b>	<b>\$ 27,471,180</b>
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PROPOSED Additional Revenue Needed	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Tipping Fees					\$ 280,800	\$ 358,200	\$ 414,360	\$ 585,720	\$ 590,760	\$ 576,360	\$ 569,160	\$ 515,160	\$ 497,160	\$ 497,160
Tax Requisition					\$ 109,200	\$ 139,300	\$ 161,140	\$ 227,780	\$ 229,740	\$ 224,140	\$ 221,340	\$ 200,340	\$ 193,340	\$ 193,340
Utility User Fees					\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ 270,000	\$ 250,000	\$ 230,000	\$ 210,000	\$ 210,000

<b>TOTAL PROPOSED NEW REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 390,000</b>	<b>\$ 497,500</b>	<b>\$ 575,500</b>	<b>\$ 813,500</b>	<b>\$ 900,500</b>	<b>\$ 1,070,500</b>	<b>\$ 1,040,500</b>	<b>\$ 945,500</b>	<b>\$ 900,500</b>	<b>\$ 900,500</b>
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EXPENDITURES	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Existing Expenditures	Actual	Actual	Projected	Proposed	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
Capital Costs	\$ 19,164,592	\$ 618,665	\$ 2,385,552	\$ 9,227,753	\$ 2,776,338	\$ 3,716,211	\$ 2,187,513	\$ 4,859,098	\$ 908,097	\$ 517,358	\$ 288,701	\$ 2,243,682	\$ 18,250,000	\$ 1,000,000
Debt Charges	\$ 2,053,041	\$ 2,736,105	\$ 2,778,361	\$ 2,756,194	\$ 2,756,194	\$ 2,756,194	\$ 2,756,194	\$ 2,756,195	\$ 2,756,194	\$ 2,756,194	\$ 2,756,194	\$ 2,756,194	\$ 2,756,194	\$ 2,756,194
Transfer to Reserves	\$ 3,208,930	\$ 2,608,549	\$ 2,174,842	\$ 2,324,149	\$ 2,368,158	\$ 3,089,584	\$ 2,852,018	\$ 2,969,831	\$ 3,112,858	\$ 3,190,679	\$ 3,270,446	\$ 3,352,208	\$ 3,436,014	\$ 3,590,694
Support Services	\$ 885,684	\$ 999,614	\$ 1,152,741	\$ 1,461,306	\$ 1,532,849	\$ 1,546,396	\$ 1,597,525	\$ 1,648,948	\$ 1,690,172	\$ 1,801,206	\$ 1,915,016	\$ 2,031,671	\$ 2,151,242	\$ 2,205,023
Personnel Costs	\$ 3,195,887	\$ 3,192,576	\$ 3,508,372	\$ 4,215,491	\$ 4,646,590	\$ 4,961,689	\$ 5,145,708	\$ 5,336,858	\$ 5,470,279	\$ 5,607,036	\$ 5,747,212	\$ 5,890,893	\$ 6,038,165	\$ 6,189,119
Grants to Other Organizations	\$ 855,645	\$ 934,124	\$ 720,769	\$ 763,500	\$ 772,242	\$ 781,178	\$ 790,310	\$ 780,899	\$ 800,421	\$ 820,432	\$ 840,943	\$ 861,966	\$ 883,516	\$ 905,603
Materials, Supplies and Utilities	\$ 2,241,086	\$ 2,905,039	\$ 2,752,536	\$ 3,010,932	\$ 2,927,602	\$ 3,003,049	\$ 3,080,607	\$ 3,130,182	\$ 3,208,437	\$ 3,288,647	\$ 3,370,864	\$ 3,455,135	\$ 3,541,514	\$ 3,630,051
Contract and General Services	\$ 4,288,256	\$ 5,793,807	\$ 5,643,721	\$ 6,782,672	\$ 6,644,582	\$ 6,647,280	\$ 6,842,165	\$ 7,021,172	\$ 7,196,701	\$ 7,376,619	\$ 7,561,034	\$ 7,750,060	\$ 7,943,812	\$ 8,142,407
Transfer to Other Services	\$ 5,000	\$ 5,859	\$ 5,280	\$ 71,007	\$ 71,284	\$ 10,316	\$ 10,099	\$ 9,915	\$ 10,163	\$ 10,417	\$ 10,677	\$ 10,944	\$ 11,218	\$ 11,498
Minor Capital	\$ 207,344	\$ 82,454	\$ 377,641	\$ 565,800	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,875	\$ 36,772	\$ 37,691	\$ 38,633	\$ 39,599	\$ 40,589

<b>TOTAL EXISTING OPERATING EXPENDITURES</b>	<b>\$ 16,940,873</b>	<b>\$ 19,258,127</b>	<b>\$ 19,114,263</b>	<b>\$ 21,951,051</b>	<b>\$ 21,754,501</b>	<b>\$ 22,830,686</b>	<b>\$ 23,109,626</b>	<b>\$ 23,689,000</b>	<b>\$ 24,281,100</b>	<b>\$ 24,888,003</b>	<b>\$ 25,510,078</b>	<b>\$ 26,147,705</b>	<b>\$ 26,801,273</b>	<b>\$ 27,471,180</b>
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<b>TOTAL EXISTING EXPENDITURES</b>	<b>\$ 36,105,465</b>	<b>\$ 19,876,792</b>	<b>\$ 21,499,815</b>	<b>\$ 31,178,804</b>	<b>\$ 24,530,839</b>	<b>\$ 26,546,897</b>	<b>\$ 25,297,139</b>	<b>\$ 28,548,098</b>	<b>\$ 25,189,197</b>	<b>\$ 25,405,361</b>	<b>\$ 25,798,779</b>	<b>\$ 28,391,387</b>	<b>\$ 45,051,273</b>	<b>\$ 28,471,180</b>
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<b>PROPOSED Expenditures</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027 - Y1</b>	<b>2028 - Y2</b>	<b>2029 - Y3</b>	<b>2030 - Y4</b>	<b>2031 - Y5</b>	<b>2032 - Y6</b>	<b>2033 - Y7</b>	<b>2034 - Y8</b>	<b>2035 - Y9</b>	<b>2036 - Y10</b>
				<i>Proposed</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>
New Capital Costs					\$ 525,000					\$ 500,000				
<b>SWMP Strategies</b>														
					<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Year 4</i>	<i>Year 5</i>	<i>Year 6</i>	<i>Year 7</i>	<i>Year 8</i>	<i>Year 9</i>	<i>Year 10</i>
1. Support Reuse					\$ 105,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
2. Encourage Repair					\$ -	\$ 12,500	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500
3. Education and Outreach					\$ 40,000	\$ 40,000	\$ 65,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000
4. Multi-Family Initiatives					\$ -	\$ -	\$ -	\$ 25,000	\$ 100,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
5. ICI Initiatives					\$ 10,000	\$ 10,000	\$ 35,000	\$ 218,000	\$ 170,000	\$ 200,000	\$ 100,000	\$ 125,000	\$ 100,000	\$ 100,000
6. Construction, Renovation and Demo					\$ 85,000	\$ 155,000	\$ 185,000	\$ 205,000	\$ 225,000	\$ 345,000	\$ 355,000	\$ 255,000	\$ 255,000	\$ 255,000
7. Equitable Access					\$ 100,000	\$ 100,000	\$ 110,000	\$ 110,000	\$ 150,000	\$ 220,000	\$ 360,000	\$ 340,000	\$ 320,000	\$ 320,000
8. Solid Waste Tracking					\$ 50,000	\$ 160,000	\$ 150,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
<b>Total PROPOSED Operating Expenses</b>		\$ -	\$ -	\$ -	\$ 390,000	\$ 497,500	\$ 575,500	\$ 813,500	\$ 900,500	\$ 1,070,500	\$ 1,040,500	\$ 945,500	\$ 900,500	\$ 900,500
<b>TOTAL PROPOSED NEW EXPENDITURES</b>	\$ -	\$ -	\$ -	\$ -	\$ 915,000	\$ 497,500	\$ 575,500	\$ 813,500	\$ 900,500	\$ 1,570,500	\$ 1,040,500	\$ 945,500	\$ 900,500	\$ 900,500
	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>	<b>2032</b>	<b>2033</b>	<b>2034</b>	<b>2035</b>	<b>2036</b>
<b>ALL Capital Expenditures</b>	\$ 19,164,592	\$ 618,665	\$ 2,385,552	\$ 9,227,753	\$ 3,301,338	\$ 3,716,211	\$ 2,187,513	\$ 4,859,098	\$ 908,097	\$ 1,017,358	\$ 288,701	\$ 2,243,682	\$ 18,250,000	\$ 1,000,000
<b>ALL Transfer from Reserves</b>				\$ 9,227,753	\$ 3,301,338	\$ 3,716,211	\$ 2,187,513	\$ 4,859,098	\$ 908,097	\$ 1,017,358	\$ 288,701	\$ 2,243,682	\$ 10,600,000	\$ 1,000,000
<b>Debt Funding</b>													\$ 7,650,000	
<b>ALL Operating Revenue</b>	\$ 19,873,247	\$ 21,096,473	\$ 20,217,917	\$ 21,951,051	\$ 22,144,501	\$ 23,328,186	\$ 23,685,126	\$ 24,502,500	\$ 25,181,600	\$ 25,958,503	\$ 26,550,578	\$ 27,093,205	\$ 27,701,773	\$ 28,371,680
<b>ALL Operating Expenditures</b>	\$ 16,940,873	\$ 19,258,127	\$ 19,114,263	\$ 21,951,051	\$ 22,144,501	\$ 23,328,186	\$ 23,685,126	\$ 24,502,500	\$ 25,181,600	\$ 25,958,503	\$ 26,550,578	\$ 27,093,205	\$ 27,701,773	\$ 28,371,680

# Schedule D — Implementation Schedule of Actions and Strategies

## CSWM Strategy Implementation Plan

		Prelim. Work	Year									
			1	2	3	4	5	6	7	8	9	10
<b>STRATEGY 1: Support Reuse</b>												
1	Within the CSWM continue to advocate and promote donations to existing reuse establishments		■	■	■	■	■	■	■	■	■	■
2	Partner with a local non-profit to pilot collection of reuse items at CVWMC to divert materials from landfill		■									
3	Financially support island and remote share sheds where volunteers or the local municipality can construct, operate and staff the share sheds		■	■	■	■	■	■	■	■	■	■
<b>STRATEGY 2: Encourage Repair</b>												
4	Maintain current Repair Café support											
5	Implement a grant program to support local Repair Café event coordination			■	■	■	■	■	■	■	■	■
6	Develop Repair Café toolkits including basic supplies to facilities and streamline the coordination of events			■	■	■	■	■	■	■	■	■
7	Advocate for the right to repair at the provincial and national level											
<b>STRATEGY 3: Encourage Waste Diversion through Increased Education and Outreach</b>												
8	Maintain current education and engagement levels throughout the school districts and at regional events											
9	Increase education, outreach and communications capacity to engage with more sectors and provide regionally specific content		■	■	■	■	■	■	■	■	■	■
10	Establish mobile waste source separation equipment to improve waste diversion at community events				■	■	■	■	■	■	■	■
<b>STRATEGY 4: Improve Multi-family Waste Reduction and Diversion</b>												
11	Implement requirement for adequate space for waste collection in new buildings	■										
12	Increase education and outreach to multi-family residents				■	■	■	■	■	■	■	■
13	Expand organics collection to multi-family homes to increase diversion					■	■	■	■	■	■	■
<b>STRATEGY 5: Improve ICI Waste Reduction and Diversion</b>												
14	Continue to advocate for increased stewardship support to improve accessibility to recycling programs and expand materials covered under EPR for the ICI sector											
15	Use policy and education to incentivize waste minimization and diversion [Disposal to Landfill Bans and Mandatory Source Separation]				■	■	■	■	■	■	■	■
16	Support businesses to reduce waste through education and collaboration			■								
17	Provide ongoing technical assistance to businesses and organizations				■	■	■	■	■	■	■	■
18	Enhance operations to promote diversion and cost recovery									■	■	■
19	Civic Site Waste Minimization and Diversion	■	■	■	■	■	■	■	■	■	■	■

## CSWM Strategy Implementation Plan

	Prelim. Work	Year										
		1	2	3	4	5	6	7	8	9	10	
<b>STRATEGY 6: Improve CRD Reduction and Diversion</b>												
20	Present policy recommendations to local governments to require a pre-demolition assessment to identify the opportunity for relocation or deconstruction of a building											
21	Require local governments to implement a pre-demolition assessment to identify the opportunity for relocation or deconstruction and that findings from the assessment are followed											
22	Provide a financial incentive for projects choosing to deconstruct instead of demolishing a building to promote reuse and waste salvage											
23	Support local governments to implement expedited relocation, deconstruction, & move-on permits to promote reuse & waste salvage											
24	Engage with other jurisdictions on cross-regional solutions											
25	Develop educational tools and resources to support on-site material management at CVWMC											
26	Implement material separation of mixed material loads at CVWMC											
<b>STRATEGY 7: Support Equitable Access to Services</b>												
27	Review the Convenience Level Standard & pursue development of depots/events to meet necessary access requirements											
28	Increase density of publicly funded depots & provide user pay bag-drop off for residents without collection service											
29	Introduce mandatory waste generator source separation bylaw											
30	Implement regional garbage and recycling collection for households through a contractor											
<b>STRATEGY 8: Advance Solid Waste Tracking</b>												
31	Implement waste facility licensing for all facilities except public-facing facilities with no diversion targets											
32	Implement waste hauler licensing											
33	Adopt the hauler incentive model											

Implementation or start of action, one time costs often included here.

Ongoing action, or work in support of action development with cost implications.

Ongoing benefit from action, with limited cost implications.

# Schedule E — Proposed Bylaws

## Potential Sections

# **SCHEDULE E: PROPOSED BYLAWS POTENTIAL SECTIONS**

## **Mandatory Waste Source Separation Bylaw**

- Definitions
- Interpretation
- General
- Waste generator requirements
- Inspections and investigations
- Offences and penalties
- Severability

## **Waste Hauler Licencing Bylaw**

- Definitions
- General
- Hauler licence requirements
- Hauler license applications
- Hauler license issuance and refusal
- Licencee reporting
- Fees
- Transition
- Inspection
- Records
- Disposal Levy
- Licence suspension and cancellation
- Offences
- Expiry

## **Waste Facility Licencing Bylaw**

- Definitions
- Interpretation
- Facilities requiring licences
- Facility licence application
- Facility operating requirements
- Codes of practice
- Illegal dumping
- Amendments
- Security and risk insurance
- Operating plans
- Fees and monthly statements
- Duty to report
- Investigation, inspection and records
- Suspension and cancellation
- Offences and penalties
- Appeals
- General

## **Solid Waste Collection Service Bylaw**

- Definitions
- Interpretation
- Curbside collection area
- Unserviceable premises
- Service level requirement
- Duties of owner and occupiers
- Litter management
- Agreements and subcontracts
- Rates for providing service
- Right of entry
- Violations and penalties
- Board policies to govern the collection service
- Severability
- Transition period

**Schedule F — Plan Monitoring Advisory Committee  
(PMAC) Draft Terms of Reference**

# Plan Monitoring Advisory Committee (PMAC) Draft Terms of Reference

## Purpose

The purpose of the CSWM Plan Monitoring Advisory Committee (PMAC) is to provide input, from a variety of perspectives, on the implementation of the Solid Waste Management Plan (Plan).

In accordance with the Ministry of Environment’s Guide to the Preparation of Regional Solid Waste Management Plans, the PMAC’s mandate is to advise the CSWM on all matters involving monitoring the implementation of the Plan and evaluating its effectiveness. There is a desire for continuity between the PMAC and the Regional Solid Waste Advisory Committee, the single public and technical advisory committee that was integral in the development of the Plan.. The PMAC should reflect the geography, demography and political organization of the plan area and balance technical and non-technical interests. The CSWM Board remains the final authority on decisions, but the PMAC will report to the Board on Plan implementation progress and provide recommendations. The PMAC will remain in existence for the duration of the approved Plan.

## Roles and Responsibilities

In accordance with the Ministry of Environment and Climate Change Strategy’s Guide to the Preparation of Regional Solid Waste Management Plans, a single public and technical advisory committee will act as a “sounding board” of community interests. It will provide advice to the CSWM Board and staff on the implementation of the Plan.

- Provide advice on the delivery of programs under the Plan;
- Review information related to implementation of the Plan, including waste quantities, populations, and diversion rates for each plan component;
- Advise on each major plan review, which will occur every five years;

- If requested by the Board, provide recommendations regarding disputes arising during implementation of the plan that pertain to:
  - Interpretation of a statement of provision in the plan; or
  - Any other matter not related to a proposed change to the actual wording of the Plan or an operational certificate;
  - Advise on the adequacy of proposed public consultation in matters affecting the public related to Plan implementation; and
  - Review and provide feedback on regular reporting regarding Plan execution or diversion.
- Evaluate programs and policies through a lens that they be in the best interests of all residents of the CSWM, balancing both community and industry needs, as well as technical and operational limitations.

The PMAC is a monitoring and advisory body. Operational troubleshooting and inter-municipal staff coordination are handled through the separate CSWM Collaboration Forum to ensure the PMAC remains focused on high-level Plan performance.

The PMAC's role is to advise the CSWM Board. No votes will be held to determine the group's position on issues or recommendations to the Board. Where consensus exists, it will be noted; minority opinions will be considered to have merit and will be noted.

## Term

Membership on the PMAC is for a term of two years, with the opportunity for up to two additional terms. Interested members may apply for reselection at the end of their term. Technical membership from municipalities may be exempt from the term limitation due to staff availability. Members should be staggered so that not all terms expire in the same year.

Lack of attendance may result in the revocation of a member's membership at the discretion of the Board. If a member:

- Misses three consecutive meetings without prior notification to the Chair, their position may be deemed vacant, or
- Resign from the PMAC.

Their position will be filled by invitation and with the Board's approval.

## Composition and Chair

1. The Chair and Vice Chair of the CSWM Board will be the Chair and the Vice Chair of PMAC.
2. The CSWM will provide a Recording Secretary to maintain formal minutes.
3. Appointed Members:

General Membership: The PMAC membership will be selected to represent a broad sector of those interested in solid waste management in our community, including individuals and organizations.

- Public Advisory Members – up to six members:
  - One member of the public residing in the City of Campbell River;

- One member of the public residing in either the City of Courtenay, the Town of Comox or the Village of Cumberland;
- Two members residing in the Strathcona Regional District (excluding the City of Campbell River); and
- Two members residing in the Comox Valley Regional District (excluding the City of Courtenay, the Town of Comox or the Village of Cumberland).
- *Technical Advisory Members* – up to twelve members:
  - One person involved in the operation of solid waste facilities;
  - One person with experience in the collection of solid waste;
  - One person with experience in public education relating to solid waste;
  - One person with experience in recycling or organics management;
  - One member of a local non-profit group with interests in solid waste;
  - One union member of the CVWMC staff, and
  - Up to 4 members of local government staff, and alternates (Members of the CSWM Collaboration Forum are encouraged to participate here to ensure technical continuity between the two bodies).

First Nations Membership – up to ten members: Representatives of the ten First Nations with community members within our CSWM area who are our partners in achieving our diversion goals will be invited to participate in committee meetings at their preference through a representative or designated alternate of their choosing. Their participation is in addition to selected committee members, and they will not be required to attend meetings to maintain their status on the PMAC, with the understanding that representatives may choose not to attend, or not be able to attend all meetings. The First Nations to be invited to each send one representative at a time to the PMAC are:

- Ehattesaht/Chinehkint First Nation;
- Homalco First Nation;
- Ka:'yu:'k't'h'/Che:k:tles7et'h' First Nations;
- Klahoose First Nation;
- K'omoks First Nation;
- Mowachaht/Muchalaht First Nation;
- Nuchatlaht Tribe;
- Tlowitsis First Nation;
- We Wai Kai First Nation; and
- Wei Wai Kum First Nation.

## Selection Process

Public advisory PMAC members (excluding First Nations representatives, technical advisory members, Chair and vice-chair) will be filled through a public call for applications. Selection of members will

attempt to create a committee with a balance of representation geographically, demographically, and with a variety of perspectives and experience, lived or technical, as it relates to solid waste.

Committee members will be appointed by the CSWM Board of Directors (the Board) through an application process. Applicants will be reviewed by CSWM staff, and a full list of respondents and rationale for each of the recommended committee members for selection will be provided to the Board.

Non-government technical advisory members will be invited to complete an application summarizing their experience and role, and will be appointed by the Board. First Nations members will be designated by their respective Nation.

## Meetings and Administration

The following outlines the meeting structure, frequency, and administrative procedures for the PMAC:

- The PMAC will meet one or two times per year, once the Plan has been approved, with a provision for workshops or other presentations at the PMAC's discretion;
- Meeting dates and times will be determined by the Chair and vice-chair in consultation with CSWM staff and committee members, and will be scheduled at intervals relevant to the implementation of the Plan;
- Meetings may be held during business hours, or weekday evenings as needed;
- The Chair and vice-chair will draft meeting agendas and coordinate meeting materials with CSWM staff, which will be circulated to the PMAC in advance of meetings;
- Members will provide advance written notice to the Chair. Alternates will only be available for the Chair and Vice-Chair roles, which will be appointed by the Board;
- The meetings will be structured to encourage dialogue and collaboration on relevant issues within the constraints of the planned agendas;
- Meeting minutes and action trackers will be kept for each meeting. Minutes shall not reflect the names of individual speakers or their stance on issues; rather, they shall reflect the issues discussed, significant points of view on the issues and the resolutions or actions to be taken;
- Meetings will be held virtually or in person at Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC. If unable to attend a meeting in person, a member may participate via teleconference or videoconference unless in-person attendance is deemed necessary, for example, for tours of facilities;
- A meeting quorum will be 50%+1 of public and technical advisory members. First Nations members will not count towards obtaining a quorum;
- Meetings will be open to any individual who wishes to observe the discussions either in person or through videoconference. However, only committee members will be provided standing to participate in the discussion. Non-members may request an opportunity to present to the PMAC through two weeks advance written submission for consideration by the Chair and vice-chair;
- The PMAC may invite groups and subject matter experts to present and provide advice and feedback on specific agenda items, at the discretion of the Chair and vice-chair;
- All committee agendas will be published and publicly available in advance of meetings, and presentations and meeting minutes posted thereafter on the CSWM website;

- CSWM staff or designate will coordinate the venue and meeting logistics, invitations, notetaker, refreshments, and all requests received for the PMAC; and
- The PMAC will act in accordance with the CVRD Board Code of Conduct.

## **Honorarium**

In acknowledgement of the volunteer nature of the representatives on the PMAC from the First Nations and public, and to encourage participation through to the end of the process, Public Advisory members and First Nations committee members will be entitled to claim an honorarium of \$125 per PMAC meeting. The amount of the honorarium will increase by the BC consumer price index for the prior year beginning in January of the year following initiation. Committee members will be required to submit a claim in writing or via email to receive the honorarium.

In recognition of the fact that some members will incur more travel time than others to attend a meeting, each technical, public or First Nations PMAC member who attends a duly authorized PMAC meeting or facility tour which requires attendance in person, and is convened more than 60 kilometers distance or one-hour travel time, one way, from the member's home shall be paid \$20 for each hour of travel to attend the meeting in accordance with schedule 'E' of CVRD Bylaw No. 236. Costs for ferry travel, or water taxis, will also be eligible for reimbursement with receipts. Committee members will be responsible for all other travel expenses.

## Code of Conduct

This code is intended to serve as a framework to guide the spirit and intent of how Members are expected to deliver on the PMAC purpose, objectives, and intent in an ethical and respectful manner.

**Respect and Collaboration:** Discussions and debates shall take place in an atmosphere of mutual respect and solutions-oriented collaboration, recognizing the value of different perspectives and seeking to understand the interests and needs of all affected parties.

**Transparency:** It is expected that all members speak honestly and transparently, engaging in good faith dialogue and sharing information openly to encourage fact-based dialogue.

**Treatment of other Members:** Members of the PMAC have a duty to treat other members with respect during meetings. Specifically, members have a duty to avoid:

- i. Disrupting meetings by making continual interruptions or whispered asides;
- ii. Making offensive, derogatory, or abusive remarks directed at other members or attendees;
- iii. Making statements to the PMAC known to the member to be false;
- iv. Disputing the motives of other members or supporting staff;
- v. Ignoring the legitimate direction of the Chair; and  
Acting to discriminate, intimidate, harass, or verbally abuse other members of the committee.

**Conflict of Interest:** Committee members must declare any conflicts of interest, real or perceived, at the outset of the process or as soon as it becomes known to the member. The member involved should excuse themselves from proceedings that relate to the conflict unless explicitly requested to speak.

Members who object to the behaviour of another member, as identified in this code of conduct, are asked to identify their concerns immediately to the Chair.

## Administration

Administrative matters related to the PMAC will be conducted by CSWM staff. Direct meeting expenses, such as costs related to the provision of a meeting facility, snacks, beverages, photocopying and other related activities, will be covered and coordinated by CSWM Staff. Any additional funding for special projects or studies requested by the PMAC is subject to CSWM Board approval.

## Membership Dismissal

Members must recognize the importance of their commitment through active participation, regular attendance and adherence to the Terms of Reference. The following are potential reasons for membership dismissal:

- A public advisory committee member failing to attend three or more consecutive meetings; or
- Lack of adherence to the Terms of Reference, specifically including the CODE OF CONDUCT, and MEDIA PROTOCOL.

At the agreement of both the Chair and Vice Chair, members who have committed one or more of the potential reasons for losing membership may be dismissed from the PMAC by way of written notification. The dismissed member is ineligible for reinstatement at a future call for membership.

## Membership Resignation

Members wishing to resign from the PMAC membership should provide written notice of their intent to resign, including the effective date of their resignation, addressed to the Chair.

## Media Protocol

Individual Committee members will not speak on behalf of the PMAC unless it has been approved by the Chair in advance. Media releases and interviews will typically be directed to the CSWM Senior Manager. For high profile issues, the role of spokesperson rests with the CSWM Board Chair. On technical matters or in cases where an initiative is still at the staff proposal level, a CSWM staff member is an appropriate spokesperson

**Schedule G — Plan Dispute  
Resolution Procedures**

## Schedule G: Plan Dispute Resolution Procedures

The parties will make all reasonable efforts to attempt to resolve the dispute in an amicable manner without outside intervention. The province does not become involved in resolving or making a decision in a dispute. The initiating party shall address their dispute in writing to the Chair of the CSWM Board and shall state the details of the dispute and the remedy requested.

This dispute resolution process may apply during the Plan development as well as to the following types of conflicts that could arise during the Plan implementation:

1. Administrative decisions made by regional district staff;
2. Interpretation of a statement, bylaw, policy or provision in the Plan; and
3. Any other matter not related to a proposed change to the wording of the Plan or an OC.

The following principles will be followed:

- i. The parties will make all reasonable efforts to attempt to resolve the dispute in an amicable manner without outside intervention;
- ii. Disputes will be attempted to be resolved as early and at the lowest administrative level as possible; every effort will be made to avoid disputes requiring a formal resolution process;
- iii. The formal process is not intended to deal with inconsequential or frivolous disputes;
- iv. The cost of mediation or adjudication will be shared by the parties to the dispute
- v. Information or data related to the dispute will be shared by the parties; and
- vi. Rules of confidentiality and freedom of information will apply.

<b>Negotiation</b>	<ul style="list-style-type: none"> <li>• Parties involved in the dispute make all efforts to resolve the dispute on their own through non-facilitated communication. If necessary, the parties will provide each other with a written summary of their position and any relevant supporting documentation.</li> <li>• Parties may make use of a facilitator.</li> </ul>
--------------------	---

<i>If this is unsuccessful</i>	
<p><b>Plan Monitoring Advisory Committee</b>  (if appropriate)</p> <p><i>If this is unsuccessful</i></p>	<ul style="list-style-type: none"> <li>• Parties involved in the dispute will have the opportunity to speak to the Committee.</li> <li>• The Committee will review, consider and provide recommendations to the Board.</li> </ul>
<p><b>Board</b></p> <p><i>If the Board is unable to settle the dispute</i></p>	<ul style="list-style-type: none"> <li>• Parties involved in the dispute will have the opportunity to speak to the Board.</li> <li>• The Board will receive recommendations from the Committee and settle the dispute; or, recommend mediation.</li> </ul>
<p><b>Mediation</b></p> <p><i>If this is unsuccessful</i></p>	<ul style="list-style-type: none"> <li>• A neutral, impartial third-party facilitator who is acceptable to all the parties to the dispute will be selected. Using appropriate mediation techniques, the facilitator will attempt to develop a solution which satisfies all parties. The facilitator has no decision-making authority. If the parties cannot agree on a mediator, the matter shall be referred to the BC Mediation Roster Society or equivalent roster organization for the selection of a mediator.</li> <li>• All efforts will be made to reach an agreement through mediation.</li> <li>• Costs of mediation are shared by the parties in dispute.</li> </ul>
<p><b>Independent Arbitrator</b></p>	<ul style="list-style-type: none"> <li>• If the dispute cannot be resolved by a mediator, the matter will be referred to arbitration, and the dispute will be arbitrated in accordance with the <i>Local Government Act</i> or <i>BC Commercial Arbitration Act</i>. A neutral, impartial third-party arbitrator who is acceptable to all the parties in the dispute will be selected.</li> <li>• The arbitrator hears each party's evidence and arguments and shall make a final, binding decision.</li> <li>• Costs for arbitration shall be apportioned at the discretion of the arbitrator</li> </ul>

# APPENDICES

# Appendix 1 — Amendments to Guiding Principles

# Comox Strathcona Waste Management Solid Waste Management Plan

## Guiding Principles

The Regional Solid Waste Advisory Committee (RSWAC) reviewed the guiding principles provided in the Ministry of Environment and Climate Change Strategy's (Ministry) *A Guide to Solid Waste Management Planning*. The RSWAC proposed the following modifications in support of local context to the Ministry's guiding principles with the additions **BOLDED in BLUE** and deletions **STRUCKOUT in RED**.

1. Promote **and support** zero waste approaches and support a circular economy **in urban and rural areas**.

### Rationale

- To provide the resources necessary to promote zero waste efforts
  - To reflect the regional differences in CSWM vast geography.
2. Promote the first 7  $\exists$  Rs (**Refuse, Rethink, Redesign**, Reduce, Reuse, **Repair** and Recycle).  
Rationale

- To reflect and elevate the importance of waste prevention by prioritizing refuse, rethink, redesign and repair prior to disposal.

3. Maximize beneficial **and best** use of waste materials, and manage residuals appropriately.  
Rationale

- To reflect the 'best' use of resources.

4. Support polluter and user-pay approaches and manage incentives to maximize behaviour outcomes.

No change

5. Prevent organics and recyclables from going into the garbage ~~wherever practical~~.

### Rationale

- The term "wherever practical" implies practical limitations or constraints that could prevent the complete implementation of an organics and recycling ban at the landfill. While it is understood absolute adherence may not always be realistic, it is important to emphasize the importance of making genuine efforts to fulfill the intended objective of removing these two important waste streams from final residual disposal at the landfill.

6. Collaborate with other regional districts, **municipalities, First Nations, services providers, institutions and associations both private and public** ~~wherever practical~~.

#### Rationale

- To reflect the need to collaboration with all stakeholders and our first nation partners to support the most efficient and effective overall municipal solid waste system. See above for the rationale for removal of “wherever practical”.
7. **Build and support** ~~Develop~~ collaborative partnerships ~~with interested parties~~ to achieve regional targets set in plans”

#### Rationale

- Recognizing the CSWM service has existing partnerships in the solid waste, compost and recycling arena, it is important to continue to foster and provide the necessary support to build on these relationships.
8. ~~Level the playing field~~ **Strive for equity** within regions for private and public solid waste management facilities **to achieve or exceed regional targets set in plans**

#### Rationale

- Removal of the sports analogy and replacing with everyday language with the aims to use language that is more relatable and accessible to a broader audience, allowing for clearer comprehension.
  - Added language to reflect regional targets for greater accountability.
-

## Goals

1. To support regional circular economy approaches, and to work towards a goal of zero waste.
2. To reduce and remediate environmental impacts from solid waste management activities.
3. To reduce greenhouse gas emissions and to pursue beneficial use of landfill gas.
4. To responsibly manage waste, and to minimize the amount of residual waste in landfills.
5. To have informed residents, businesses and community partners empowered to participate effectively and consistently in proper waste management practices. To use CSWM enforcement powers when necessary.
6. To ensure that the CSWM solid waste services are financially sustainable and delivered equitably across the region, recognizing and leveraging the unique challenges and cultures of our rural and remote communities.

**Appendix 2 — Compilation of Technical Planning  
Reports  
(deferred to later submission)**

## **Appendix 3 — Participants in the Planning Process**

## Appendix 3 Plan Development Participants

Support for community consultation efforts was provided by many partners along the way including:

- Comox Valley Regional District communications staff;
- Strathcona Regional District First Nations Liaison staff;
- Trapeze Communications Inc.;
- Tavola Strategy Group;
- Let's Talk Trash;
- Global Affinity Communications Inc.; and
- Zinc Communication Strategies.

Preparation of technical reports was undertaken by CSWM staff with support from contracted experts in their respective fields and presented to the RSWAC and CSWM Board of Directors. The following experts were collaborators in the generation of strategies and actions to reduce waste in the region:

- Let's Talk Trash, Abby McLennan;
- Lighthouse, Gil Yaron;
- Larry Gardner;
- Tamara Shulman and Associates, Meimee Consulting inc.;
- Tetra Tech, Wilbert Yang; and
- Stantec, Veronica Bartlett and Alex Velsink.

Stantec (then Morrison Hershfield) staff were contracted in 2025 to support the compilation of all of the initiatives identified and work with the RSWAC and Board to short-list strategies and actions to bring forward to the public.

## **Appendix 4 — Summary of Plan Consultation (deferred to later submission)**

## **Appendix 5 — Summary of First Nations Outreach (deferred to later submission)**

## Appendix 6 — Emergency Debris Management

## Appendix 6: Emergency Debris Management

An emergency disposal agreement was in place for the qathet Regional District (qRD) to have the CSWM assist in the event of a disruption to their waste disposal system, which relies on exporting waste to out of region (United States) landfills. The CSWM Board previously entered into an agreement with the qRD on October 27, 2016, to accept their waste in the event of an emergency for a term of five years, but has since expired.

A debris generating emergency is rare and usually related to some form of natural disaster. In the case of the qRD contingency agreement, an emergency is defined as a significant occurrence with circumstances outside the control of the qRD's third party disposal which render the company unable to provide service under its contract, including events such as the closing of the United States border, terrorist attacks and embargos. An agreement like this may be reconsidered by the Board in the future. Conversely, the CSWM will consider the identification of an emergency disposal facility in the event that the CVWMC is not accessible or operating, as the reliance on this regional disposal facility is significant.

As part of the preliminary development of the Disaster Debris Management Plan, staff are exploring a reciprocal contingency service agreement for solid waste disposal with the Regional District of Nanaimo (RDN) to provide an alternate disposal option in the event that access to the CVWMC is impeded. Subject to approval from both Boards, such an agreement could reduce risk for both regions by creating redundancy for MSW disposal while minimizing transportation.

# Appendix 7 — Timeline of CSWM Landfill Closures and Expansion

## Appendix 7: Timeline of CSWM Landfill Closures and Expansion

The regional landfill in Cumberland, the Bevan Landfill, is a modern landfill with groundwater protection, leachate treatment and landfill gas collection. This landfill is estimated to support the management of residual waste for the region until 2052. This estimated lifespan of the approved cells one, two and three of the Bevan Landfill is based on the status quo diversion, filling rate and population growth estimates. Filling of cell 3 is anticipated to begin in 2037 in advance of cell 2 reaching capacity in 2039.

The following is the estimated timing of works to be completed in remote communities across the region to close landfills and upgrade facilities to support the shipment of waste and recyclables out of region. These timelines are subject to change due to fluctuations in waste volumes, operational need or available resources.

- Zeballos – 2028 transfer station online, 2029 landfill closed
- Gold River – 2029 transfer station online, 2030 landfill closed
- Tahsis - 2030 transfer station online, 2031 landfill closed

# Solid Waste Management Plan

Step 4 Presentation to  
City of Courtenay

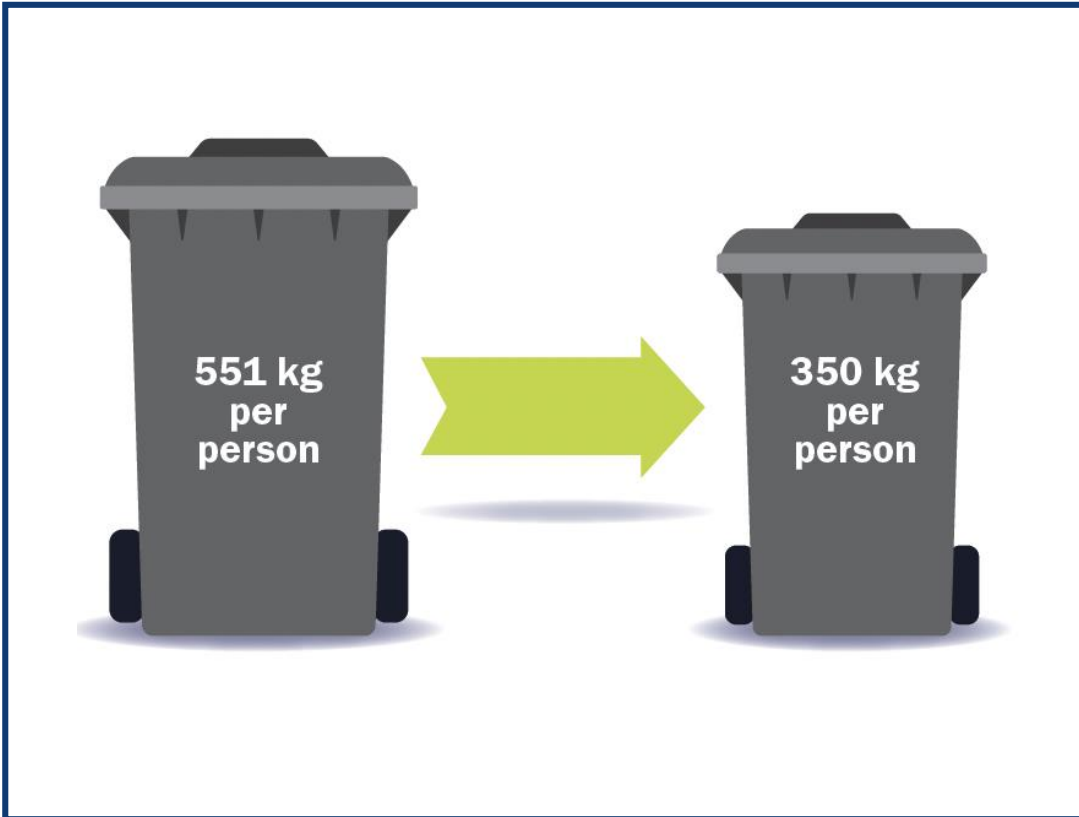
April 29, 2026

Sarah Willie, CSWM  
Manager of Solid Waste Planning & Policy Development

**Weigh In  
On Waste**



## What is the Goal of an SWMP?



**The goal is to produce less garbage.**

On average, each person in the service area generates 551 kg of waste annually. The provincial target is 350 kg per person.

SWMP presents the programs, services, infrastructure and policies that guide the design and implementation of CSWM solid waste for the next decade.

# Step 3 – Evaluate Options 2024-2025

① Support reuse



② Encourage repair



③ Educate and reach out to communities



④ Support multi-family waste separation



⑤ Reduce industry, commercial and institutional waste



⑥ Reduce construction, renovation and demolition waste



⑦ Equalize access to services

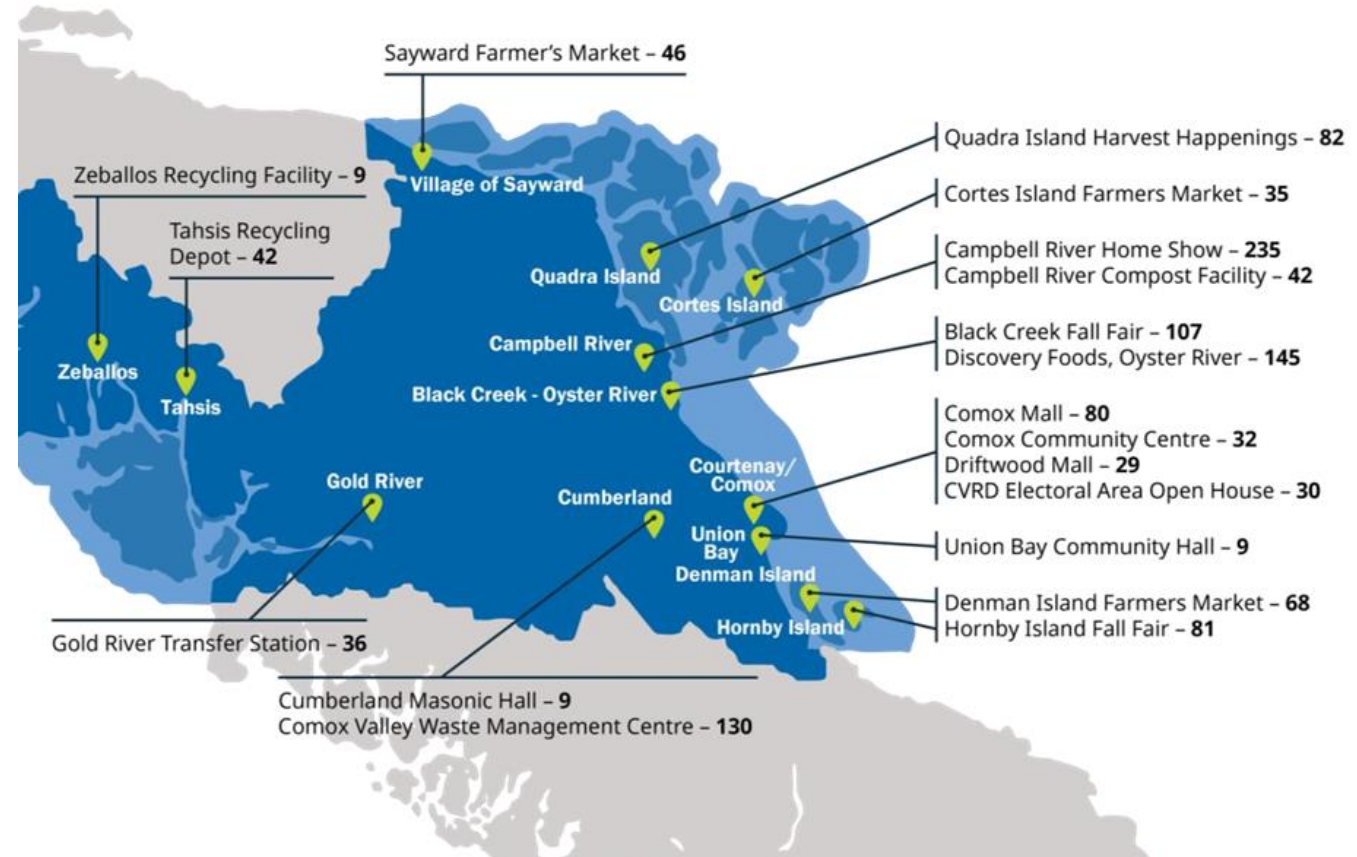


⑧ Track solid waste



## 2025 - Step 3 Engagement on Strategies and Actions

- 1,247 people at 19 events in September and October 2025
- Promoted online survey, offered paper surveys to complete
- Captured themes of the conversations
  - Expand collection and drop-off
  - Improve communication
  - Fairness and consistency



# Online Survey on Strategies and Actions

11. Require new multi-family buildings to have space for recycling and organics bins and pickup.



14. Advocate to increase access to recycling programs and expand materials accepted under the provincial regulations for waste producers.



13. Start organics collection in multi-family buildings.



Do not support
  Low support
  Neutral
  More support
  Strongly support

- 624 responses
- 85% residents of single family or duplex
- Consistently finished the survey
- All actions were supported by CSWM Board to include in Draft

# You're Up to Speed!

Provided with CSWM Solid Waste Management Plan  
Backgrounder with agenda package

Link to our [Engagement Page](#) and the complete version  
of the [Draft Plan](#)

YouTube [Video](#) for Step 4



**1.**  
**Initiate the  
Process**  
**2022**



**2.**  
**Set the Plan  
Direction**  
**2022-2023**



**3.**  
**Evaluate  
Options**  
**2024-2025**



**4.**  
**Prepare and  
Adopt the Plan**  
**2026**

## Step 4 – Draft SWMP 2026

- Developed targets to support goals over the plan life
- An implementation schedule was provided on when actions will be initiated and funded
- Committee structure outlined



# Targets

Regional targets should be achievable, have clear timelines and results, and show continuous improvement towards the Provincial targets.

- Have 80% of B.C.'s population covered by organic waste disposal restrictions

## Goal 1

To support regional circular economy approaches, and to work towards a goal of zero waste.

### Target

- A 10% increase in participation at repair cafés from 2024 levels by 2031.



## Goal 2

To reduce and remediate environmental impacts from solid waste management activities.

### Target

- By 2035 to have all waste generated from within the region disposed of within a landfill with leachate capture and treatment, or a comparable modern waste management facility approved within this Plan.



## Goal 3

To reduce greenhouse gas emissions and to pursue beneficial use of landfill gas.

### Targets

- That all new multi-family developments constructed after 2030 have adequate space for waste, recycling and organics containers and implement collection.
- 80% of the CSWM population covered by an organic waste disposal restriction by 2036.
- 75% of landfill gas captured at the CVWMC to be used beneficially by 2031.



## Goal 4

To responsibly manage waste, and to minimize the amount of residual waste in landfills.

### Targets

- To have an MSW disposal rate of 200 kg/capita from households with curbside collection of waste, recycling and organics by 2031.
- Excluding CRD waste, to have a decreasing disposal rate targeting 400 kg/capita of in-region MSW by 2037.
- The long-term target for the CSWM service is to strive to achieve an MSW disposal rate of 350 kg/capita.



Lower the MSW disposal rate to 350 kg per person per year

## Goal 5

To have informed residents, businesses and community partners empowered to participate effectively and consistently in proper waste management practices. To use CSWM enforcement powers when necessary.

### Targets

- A 10% increase to in-person community member interactions with educators from 2024 levels by 2031.
- Year over year increases to the CSWM solid waste mobile app unique users.
- To maintain a 3% (wet weight) contamination rate within organics collected at the curbside from residents.



## Goal 6

To ensure that the CSWM solid waste services are financially sustainable and delivered equitably across the region, recognizing and leveraging the unique challenges and cultures of our rural and remote communities.

### Target

- To fund and provision solid waste services in line with the Board approved fiscal sustainability framework and strategy.

## Plan Monitoring Advisory Committee (PMAC)

**Purpose:** Review and provide feedback on regular reporting regarding SWMP implementation and diversion.

- Desire for some continuity between PMAC and RSWAC
- Expecting one to two meetings per year
- Diverse geography, demography and political organization of the plan area and balance technical and non-technical interests
- Two-year term, optional renewal for two additional terms. Staggered expiry of terms
- Continue with financial support for participation and travel
- The CSWM Board remains the final authority on decisions

## PMAC: Composition

- Public Members – up to 6 members,
  - One member of the public residing in either the City of Courtenay, the Town of Comox or the Village of Cumberland
- Technical Members – up to 12 members, specified experience or employment
  - Inclusive of up to 4 members of local government staff
- First Nations – up to 10 members, one per nation
- The Co-Chairs of the CSWM Board will be the Co-Chairs of PMAC

## Next Steps

- Public and First Nations consultation on draft SWMP language April 7 to April 24, 2026
- CSWM will be seeking a letter of endorsement by June 1, 2026
- Return to the Board with consultation results and final package for submission to the Ministry in June
- When ready, submit to the minister for review. Review anticipated to take 6-18 months
- Establishment of PMAC following SWMP approval



Thank you.





The Corporation of the City of Courtenay

# Staff Report

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**To:** Council

**File No.:** 5640-07

**From:** Director of Operational Services

**Date:** April 29, 2026

**Subject:** 1st Street Traffic Calming – Community Survey Results and Recommended Actions

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**PURPOSE:** To advise Council of the community survey results for the 1st Street traffic calming study and to situate those results within the broader intent of the City’s Traffic Calming Policy.

**EXECUTIVE SUMMARY:**

The Traffic Calming Policy provides a structured and evidence-based framework to assess neighbourhood traffic concerns and guide decision-making. Technical evaluation of the 1st Street corridor identified multiple segments with high scores (above 80), indicating strong alignment with policy criteria and suitability for traffic calming measures.

Community engagement included multiple open houses and a formal survey distributed to approximately 470 properties. The survey achieved a strong response rate of 66%, exceeding the Policy’s minimum requirement of 51%. However, support for the proposed traffic calming measures fell marginally below the required 60% threshold in both priority areas.

Despite not meeting the formal support threshold, the results indicate a high level of community engagement and a narrow gap in support, particularly in the Menzies Avenue to Wood Avenue segment. Qualitative feedback suggests that concerns were primarily related to cost, scale, and proportionality of proposed measures, rather than opposition to improving road safety. Supporting data also indicates that perceived road safety improves when traffic calming measures are considered.

The corridor has also been identified through the City’s Safe and Active Schools program as an area of interest for improving pedestrian and cyclist safety, reinforcing the technical findings of the Traffic Calming Program.

Taken together, the results suggest that 1st Street represents a corridor with strong technical merit and general community recognition of safety concerns, but where the scale and cost of interventions require careful consideration. In response, staff recommend implementing targeted, low-cost, traffic calming measures in the priority areas. These measures will provide interim safety benefits, allow for further community feedback, and inform future decision-making prior to any permanent capital investment.

**BACKGROUND:**

The City’s Traffic Calming Policy (see Attachment 4) provides a structured and evidence-based framework for evaluating neighbourhood traffic concerns and identifying appropriate responses. The Policy is intended to balance resident concerns related to speed, traffic volumes, and neighbourhood livability with broader transportation objectives, emergency access requirements, equity across neighbourhoods, and responsible use of public funds.

## 1st Street Traffic Calming – Community Survey Results and Recommended Actions

In early 2025, residents along 1st Street submitted a formal request under the Traffic Calming Policy. Following initial screening by City staff, an independent traffic engineer was retained to undertake detailed data collection, technical analysis, and preliminary design work in accordance with Policy requirements. The evaluation results from this analysis are demonstrated in Attachment 1.

Once evaluated, the Traffic Calming policy provides guidance on the level of intervention to be considered, as demonstrated in Attachment 2. With multiple sections of 1<sup>st</sup> Street scoring high evaluation results, an open house was held in October 2025 to present potential traffic calming options at four intersections along the corridor. Feedback received through this engagement informed refinements to the proposed concepts, ensuring that designs reflected both technical considerations and community input prior to advancing further within the Policy framework. These initial results are demonstrated in Attachment 3.

### **DISCUSSION:**

The Traffic Calming Policy establishes minimum participation and support thresholds to guide decision-making and ensure that physical changes to local streets proceed only where there is demonstrable community backing. These thresholds are intended to confirm neighbourhood support, maintain consistency and fairness across the City, and provide a defensible basis for prioritizing limited resources. Under the Policy, advancement to final design and implementation requires a minimum response rate of 51 percent and a minimum support level of 60 percent from responding households.

Through the initial consultation process on 1st Street, staff identified two priority areas for further consideration: the corridor between Menzies Avenue and Wood Avenue and the Keeneland Avenue frontage. In February 2026, staff returned to the 1st Street community with an open house to present refined traffic calming concepts for these areas, accompanied by a formal community survey. The intent of this engagement was to determine whether there was sufficient community support to proceed to the final stages of design and potential implementation under the Traffic Calming Policy.

The 1st Street corridor includes approximately 470 properties. To support broad participation, staff contacted all property owners twice via courier during the survey period and extended the deadline once to maximize response.

### **Survey Results**

The survey achieved a strong response rate, exceeding the minimum participation requirement set out in the Policy. Of the 470 properties within the corridor, 313 surveys were completed, resulting in a response rate of 66 percent.

- **Total properties:** 470
- **Surveys completed:** 313
- **Response rate:** 66% (minimum required: 51%)

Support levels for the proposed traffic calming measures did not meet the required 60% threshold in either priority area:

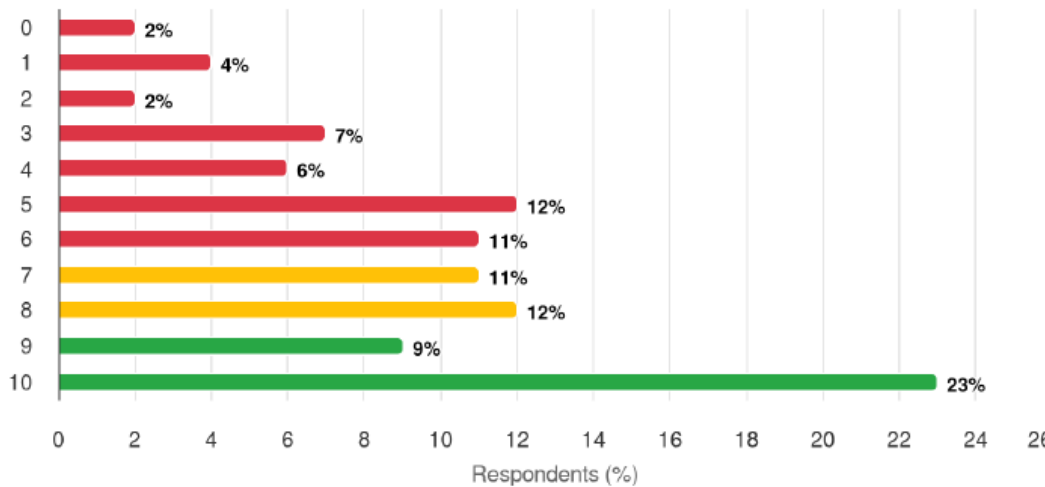
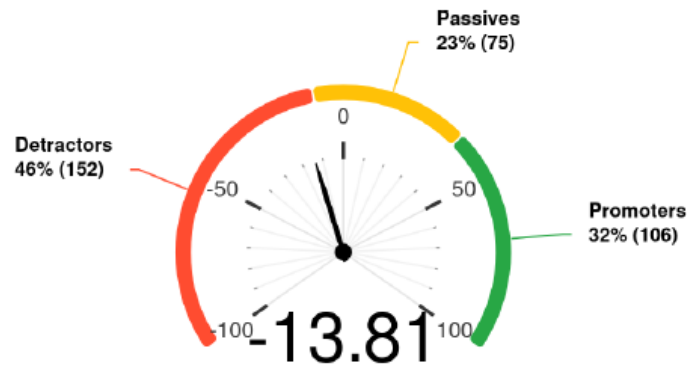
1st Street Traffic Calming – Community Survey Results and Recommended Actions

- **1st Street (Menziess Avenue to Wood Avenue):**  
Support required: 187  
Support received: 185
- **1st Street (Keeneland Avenue frontage):**  
Support required: 187  
Support received: 170

While the support threshold was not achieved, the results, particularly in the Menziess Avenue to Wood Avenue segment, represent a marginal shortfall rather than a clear absence of community support.

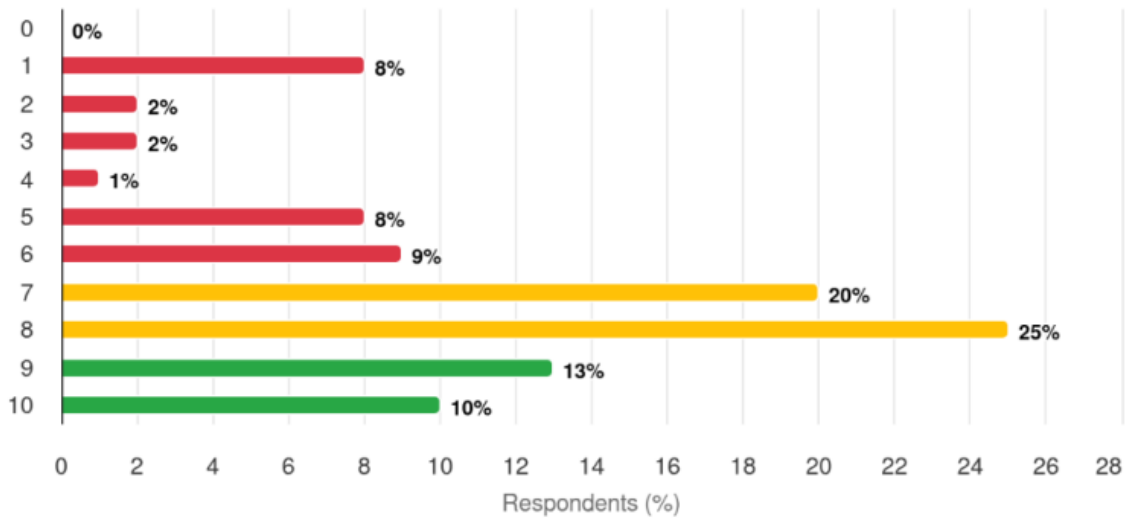
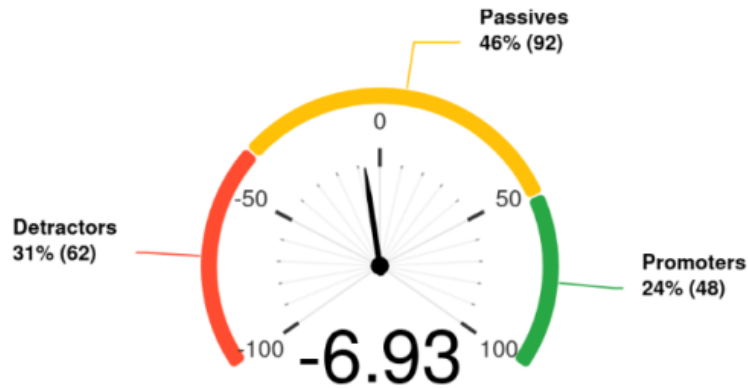
To support the survey and to understand the public sentiment towards road safety before claiming solutions (from the October 2025 engagement results) and after the solutions were proposed, the following demonstrates the questions asked and corresponding results:

**Figure 1** –October 2025 – Question: From a transportation perspective, how safe do you currently feel when using this area? (n= 333)



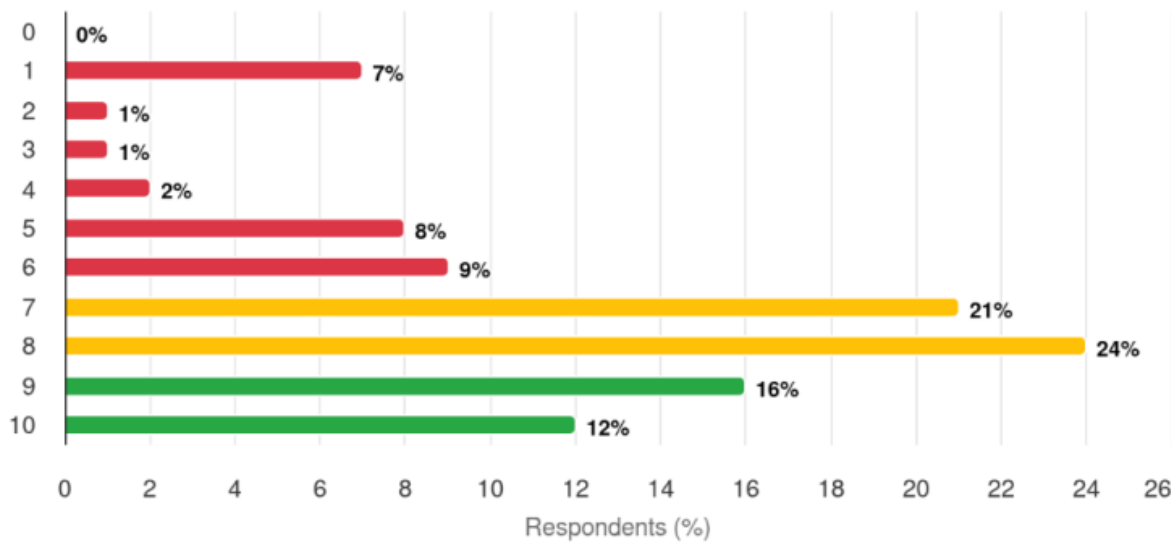
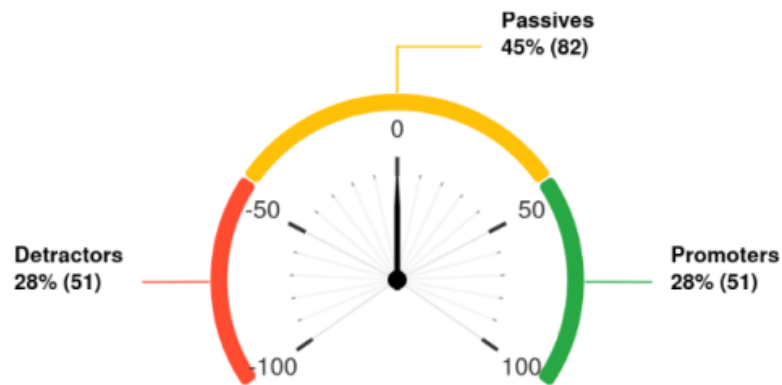
1st Street Traffic Calming – Community Survey Results and Recommended Actions

**Figure 2-** March 2026 - For 1st Street from Woods to Menzies Avenue, if your #1 ranked solution was implemented, how would you score the corridor for road safety? (n=177)



1st Street Traffic Calming – Community Survey Results and Recommended Actions

**Figure 3-** March 2026 - For 1st Street and Keeneland Avenue, if your #1-ranked solution was implemented, how would you score the corridor for road safety? (n=160)



As demonstrated from these results, in both corridors, the net prompter score related to road safety improved when traffic calming solutions were considered.

From a technical perspective, both priority areas on 1st Street performed strongly within the City’s traffic calming evaluation framework, achieving scores above 80 out of 100. These scores place the corridor at the upper end of the review spectrum and indicate strong alignment with Policy criteria such as traffic volumes, operating speeds, roadway function and neighbourhood context. In this respect, 1st Street exhibits many of the conditions the Traffic Calming Policy is designed to identify as suitable for traffic calming consideration.

## 1st Street Traffic Calming – Community Survey Results and Recommended Actions

A review of the qualitative survey comments provides important additional context to the voting results. Across both open-ended comment fields, respondents who expressed support consistently linked traffic calming to improved safety outcomes, particularly for pedestrians, children, and park users in areas where speeding and downhill acceleration are most evident. Where respondents expressed concern or non-support, the primary drivers were cost, scale, and perceived proportionality, rather than opposition to traffic calming objectives or disagreement that traffic behaviour is an issue along the corridor. The non-response category was interpreted as neutrality or a preference for simpler, more targeted interventions. Taken together, the feedback suggests that the survey outcome reflects sensitivity to cost, scale, and clarity of intervention rather than a rejection of traffic calming principles. This outcome reinforces the importance of clearly communicating traffic calming as a proportionate, safety-focused response to specific, observable risks.

At the same time, the traffic calming work on 1st Street is occurring alongside initiatives under the City's Safe and Active Schools program. This work applies a complementary policy lens focused on pedestrian safety, active transportation and student travel patterns in school-influenced areas. Preliminary findings from this initiative have also identified locations in the vicinity of Keeneland Avenue and Woods Avenue where traffic behaviour and roadway conditions warrant closer attention to support safe walking and cycling routes.

While the Safe and Active Schools initiative follows its own assessment framework and reporting process, the emergence of similar locations through multiple, independent reviews reinforces that the issues identified in the 1st Street area are not isolated to a single program or engagement outcome. Rather, they reflect overlapping technical and safety considerations viewed through different policy objectives.

At the end of March 2026, the survey results were shared with the 1<sup>st</sup> Street community. Staff only received two service requests requiring only minor clarification of details.

### **POLICY ANALYSIS:**

Taken together, the 1st Street results demonstrate a corridor that clearly meets the technical intent of the Traffic Calming Policy while narrowly missing the prescribed community support threshold. Evaluation scores exceeding 80 place multiple segments of 1st Street well within the upper range of the City's assessment framework, indicating consistent alignment with the policy's safety-based criteria, including traffic speeds, operating conditions, land use context, and exposure of vulnerable road users.

As the City's Traffic Calming Program continues to mature, cases such as 1st Street highlight an important policy consideration: situations where strong technical merit and clear safety rationale are present, but where community feedback reflects concern with the scale, cost, or permanence of proposed measures rather than disagreement with the underlying safety objective. In these circumstances, a strict pass/fail application of support thresholds may limit the City's ability to respond proportionately to identifiable safety risks.

The Traffic Calming Policy is fundamentally a road safety instrument. While community support thresholds remain essential for ensuring transparency, equity, and consistency, the Policy does not preclude the use of professional judgment, particularly where evaluation scores significantly exceed minimum thresholds and where independent technical analysis confirms elevated risk conditions. In such cases, the application of

## 1st Street Traffic Calming – Community Survey Results and Recommended Actions

targeted, lower-cost, and incremental measures represents a balanced approach that preserves policy integrity while advancing public safety objectives.

Allowing staff intervention in corridors achieving evaluation scores above 80 supports a risk-based, safety-first approach that aligns with broader transportation best practices. Importantly, such interventions need not be permanent or capital-intensive. Temporary or modular measures can provide immediate safety benefits, support data-driven decision-making, and allow additional time for community understanding and refinement before committing to long-term infrastructure changes.

In this context, 1st Street represents an appropriate candidate for a refined application of the Policy; one that preserves Council oversight, maintains community engagement, and enables staff to respond to demonstrable safety needs in a timely and proportionate manner.

### **NEXT STEPS:**

As outlined above, staff recommend that the Traffic Calming Policy be amended to explicitly support the application of professional judgment in corridors where evaluation scores exceed 80 points. This refinement would clarify that, in cases of strong technical merit, staff may implement targeted traffic calming or safety measures during the engagement phase where such measures are consistent with approved budgets and Council priorities.

Should Council support this direction, the following actions are recommended:

#### **1. Policy Refinement**

Amend the Traffic Calming Policy to clearly articulate that corridors scoring above 80 may be eligible for staff-driven, targeted traffic calming or safety interventions where justified by road safety risk, technical analysis, and professional judgment. Council would retain oversight of any broader policy changes or permanent capital investments.

#### **2. Targeted Safety Improvements – Keeneland Avenue**

Implement a new marked pedestrian crosswalk with a Rectangular Rapid Flashing Beacon (RRFB) along the Keeneland Avenue frontage. This location has been consistently identified through multiple assessment processes as an area of heightened pedestrian activity, including park access and school-related movements. An RRFB represents a proven, cost-effective measure to improve driver yielding behaviour and pedestrian visibility without altering roadway geometry.

#### **3. Targeted Park Access and Speed Management – Puntledge Park Frontage**

Implement simple park access improvements in the vicinity of the Urquhart Ave., including but not limited to:

- Minor parking layout adjustments to better define access and sightlines
- Lane narrowing or visual edge treatments to reinforce lower operating speeds
- Installation of a larger, more visible speed reader board to reinforce driver awareness and compliance

## 1st Street Traffic Calming – Community Survey Results and Recommended Actions

These measures are intended to address downhill speeding behaviour and informal park access patterns while remaining consistent with a low-cost, reversible approach.

#### 4. **Monitoring and Community Feedback**

Following implementation, staff would monitor vehicle speeds, driver behaviour, and pedestrian usage, and seek targeted community feedback over a defined evaluation period. Results would inform any future recommendations regarding permanent infrastructure or further policy refinement.

This approach enables the City to deliver immediate, proportionate safety improvements while preserving flexibility, fiscal responsibility, and ongoing community involvement.

#### **FINANCIAL IMPLICATIONS:**

The project is being delivered within the existing 2026 Financial Plan. Any additional capital improvements identified through the program will be brought forward to Council for consideration and approval prior to implementation.

#### **ADMINISTRATIVE IMPLICATIONS:**

Program delivery is being managed within existing staff and consultant work plans. No additional administrative resources are required at this time to complete the current or next phase of work.

#### **STRATEGIC PRIORITIES REFERENCE:**

The Strategic Transportation Plan supports Council's priorities by advancing improvements to transportation infrastructure, strengthening accessibility across the community, and improving road safety.

This initiative addresses the following strategic priorities:

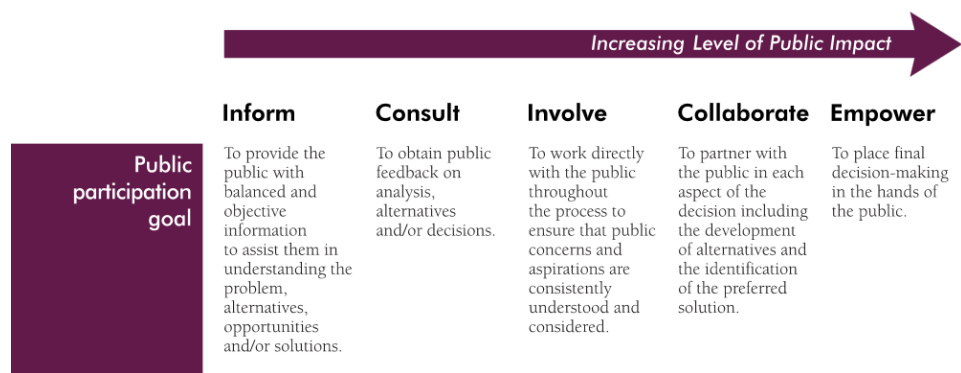
- Streets and Transportation - Develop traffic calming plans, related policies, and specific implementation when and where, speed limits, school zones, cycling education/awareness

#### **PUBLIC ENGAGEMENT:**

Public engagement to date has included open houses, surveys, and interest holder meetings. The next phase of engagement would include a couriered letter to inform the community on councils' direction.

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

1st Street Traffic Calming – Community Survey Results and Recommended Actions



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**OPTIONS:**

1. THAT Council direct staff to amend the Traffic Calming Policy to support the application of professional judgment in corridors achieving traffic calming evaluation scores exceeding 80 points, including the use of targeted, low-cost traffic calming or safety measures where justified by technical analysis and road safety considerations; and,

THAT Council support the implementation of targeted safety improvements on 1st Street, including:

- I. The installation of a marked pedestrian crosswalk with a Rectangular Rapid Flashing Beacon (RRFB) along the Keeneland Avenue frontage; and,
  - II. The implementation of simple park access and speed management improvements in the vicinity of Urquhart Avenue, including parking refinements, lane narrowing, and an upgraded speed reader board.
2. THAT Council not amend the Traffic Calming Policy and that Council not support the implementation of targeted safety improvements on 1st Street.
  3. THAT Council provide alternative direction to staff.

**ATTACHMENTS:**

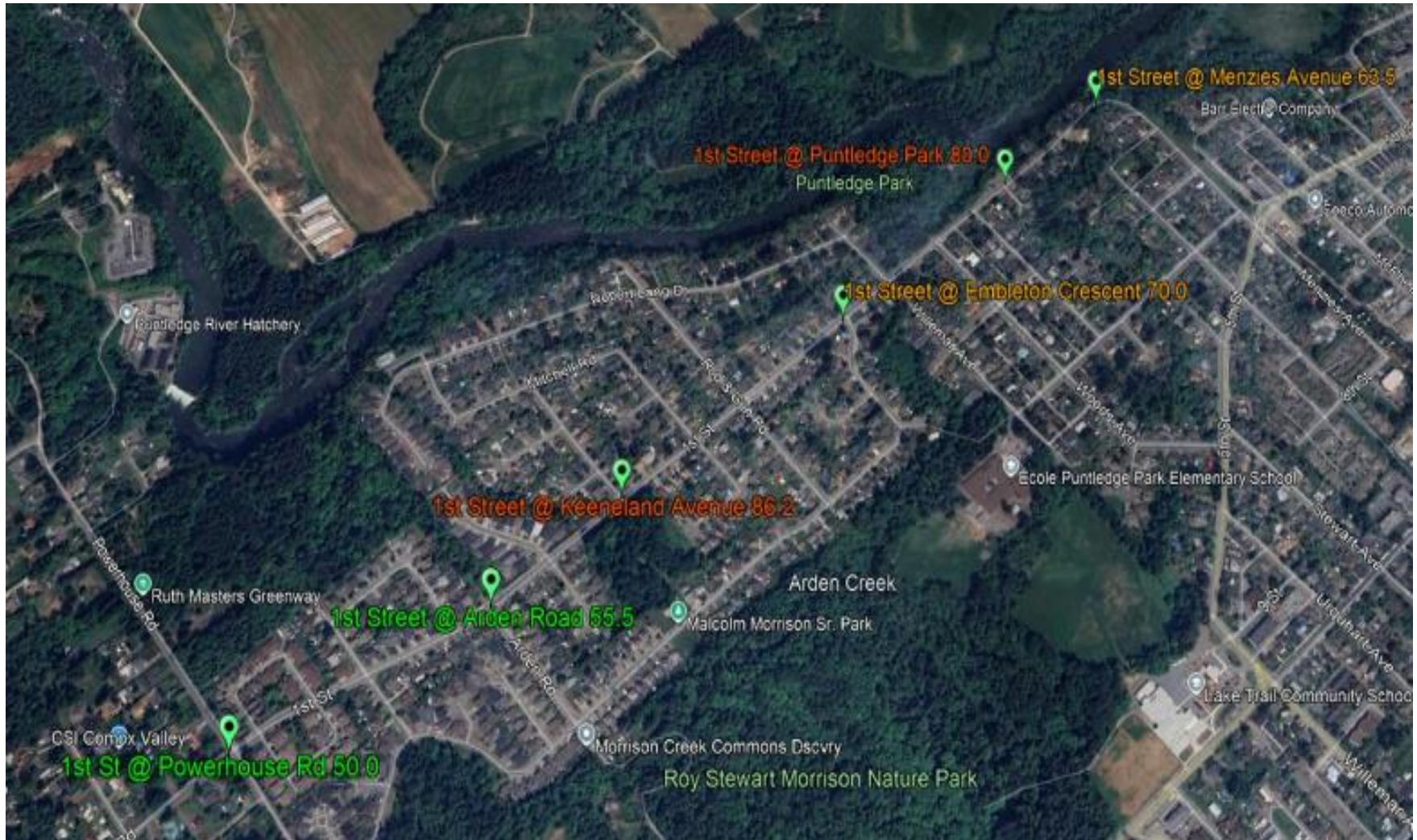
1. 1st Street Traffic Calming Scoring
2. Traffic Calming Point Assessment Priority Categories
3. 1<sup>st</sup> Street Engagement Results – October 2025
4. City of Courtenay Traffic Calming Guide and Policy

Prepared by: Matthew Brown, Manager of Transportation Services  
 Reviewed by: Deva Muthukumaran, Transportation Technologist  
 Kyle Shaw, Director of Operational Services

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

1st Street Traffic Calming – Community Survey Results and Recommended Actions

Attachment 1 - 1<sup>st</sup> Street Traffic Calming Scoring



Attachment 2

**City of Courtenay Traffic Calming Point Assessment Priority Categories**

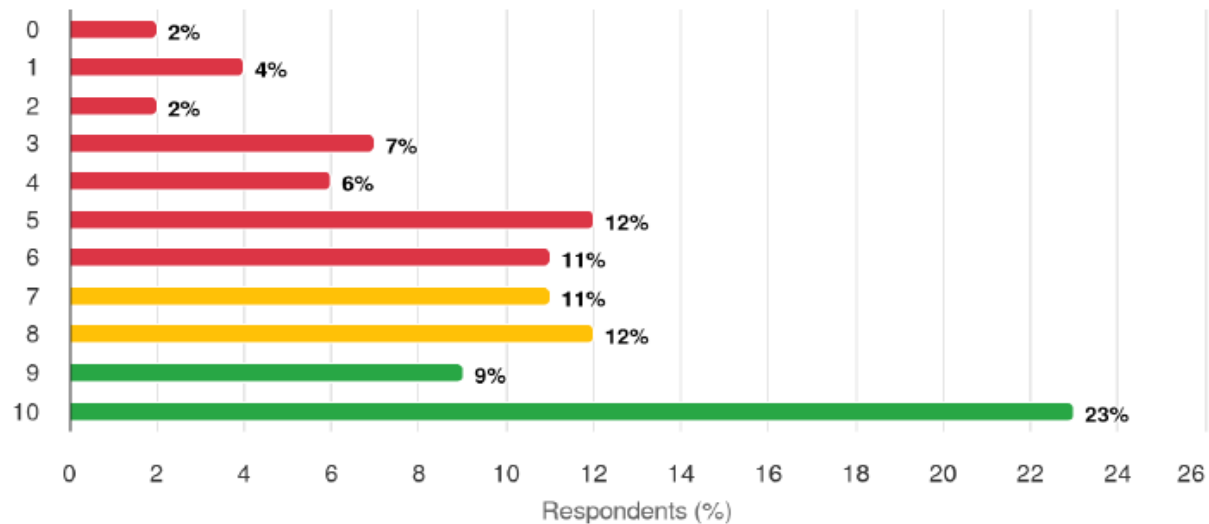
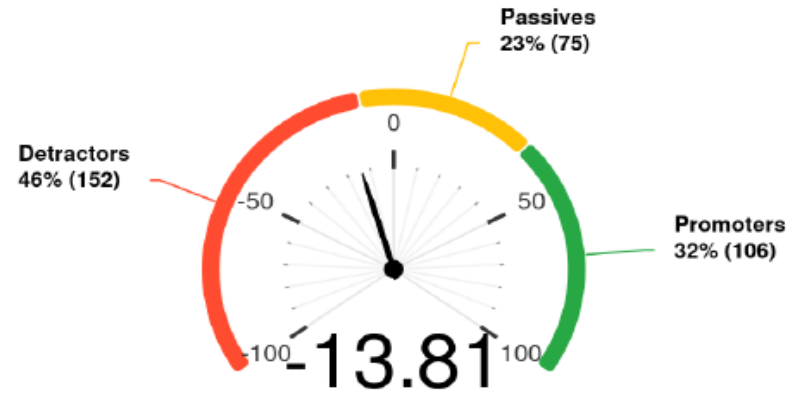
Traffic Calming Prioritization Category	Traffic Calming Point Assessment Score*	Recommended Traffic Calming Treatment(s)**
I	0-60	No traffic calming action is needed.
II	61-70	Only simple traffic calming measures without physical alternation of the roadway, i.e., signage and/or pavement markings should be applied.
III	71-80	Low traffic calming priority - only traffic calming treatments with minimal impact on traffic movement and accessibility should be considered.
IV	81-90	Medium traffic calming priority - traffic calming treatments that affect traffic movement and accessibility could be considered.
V	91-100	High traffic calming priority - road safety should take precedence over traffic movement and accessibility. A combination of various traffic calming measures could be explored. Extensive traffic calming measures, such as road closures, could be implemented.

\* The priority category score threshold may be updated in the future as needed to effectively reflect the traffic calming needs of various locations across Courtenay as more traffic calming candidates are included in the assessment.

\*\* The specific traffic calming measure(s) to be implemented will be based on the case-by-case analysis of the traffic issues, road characteristics, and context of the assessed location.

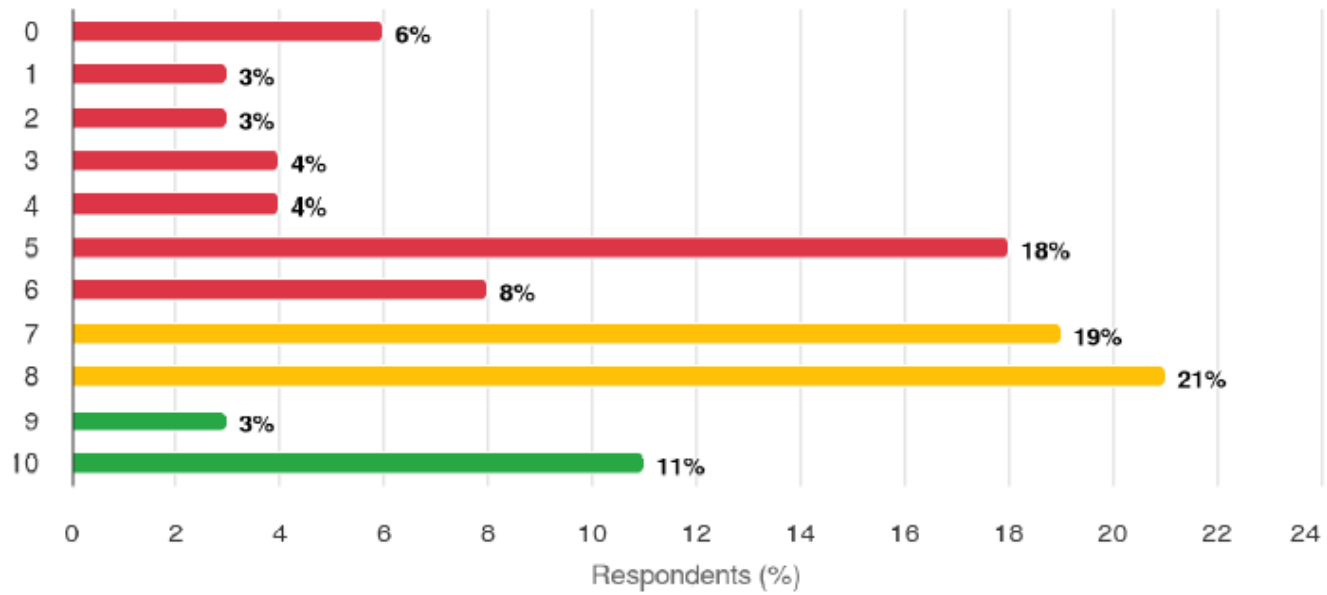
1st Street Traffic Calming – Community Survey Results and Recommended Actions

Attachment 3 - 1<sup>st</sup> Street Engagement Results – October 2025 - Question: From a transportation perspective, how safe do you currently feel when using this area? (n= 333)



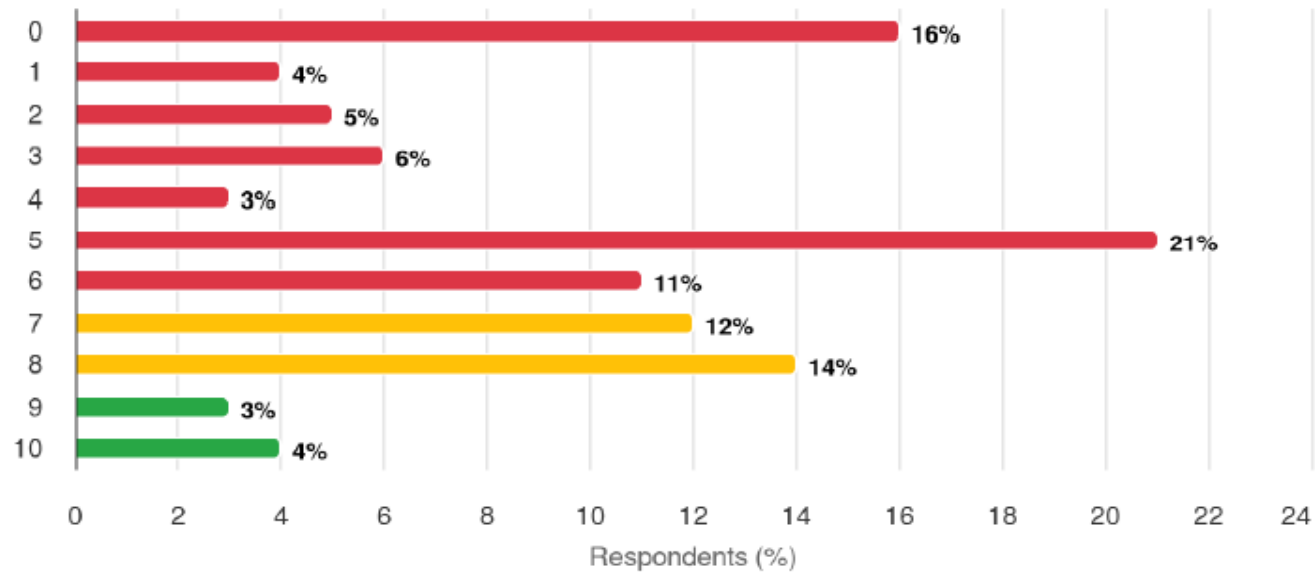
1st Street Traffic Calming – Community Survey Results and Recommended Actions

Attachment 3 – Continued – Pedestrian Safety (n=239)



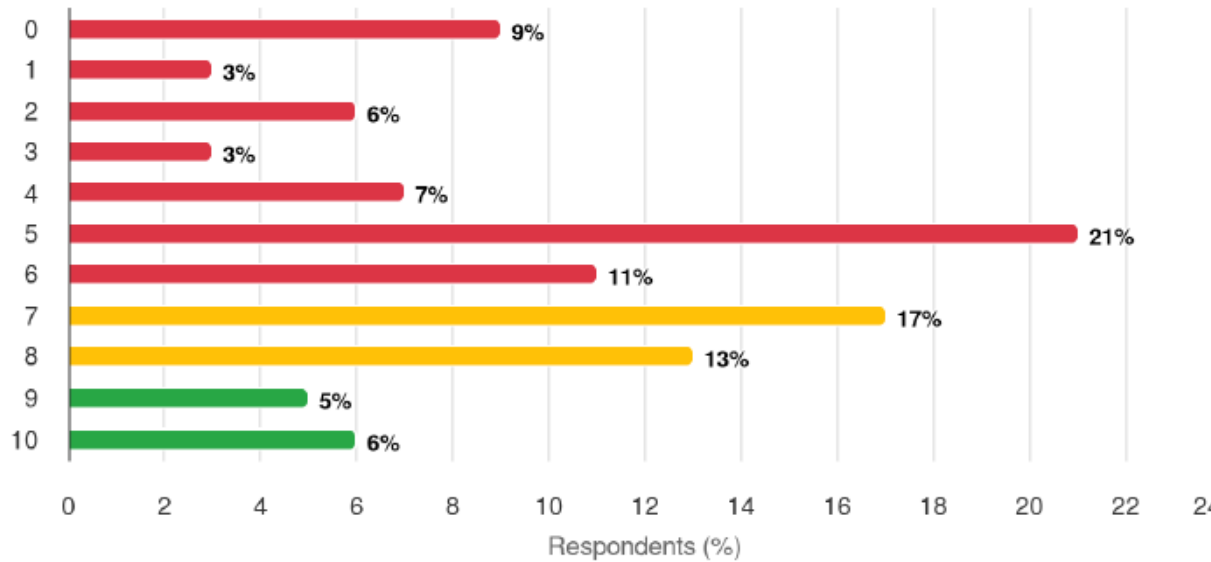
1st Street Traffic Calming – Community Survey Results and Recommended Actions

Attachment 3 – Continued – Vehicle Traffic Flow (n=239)



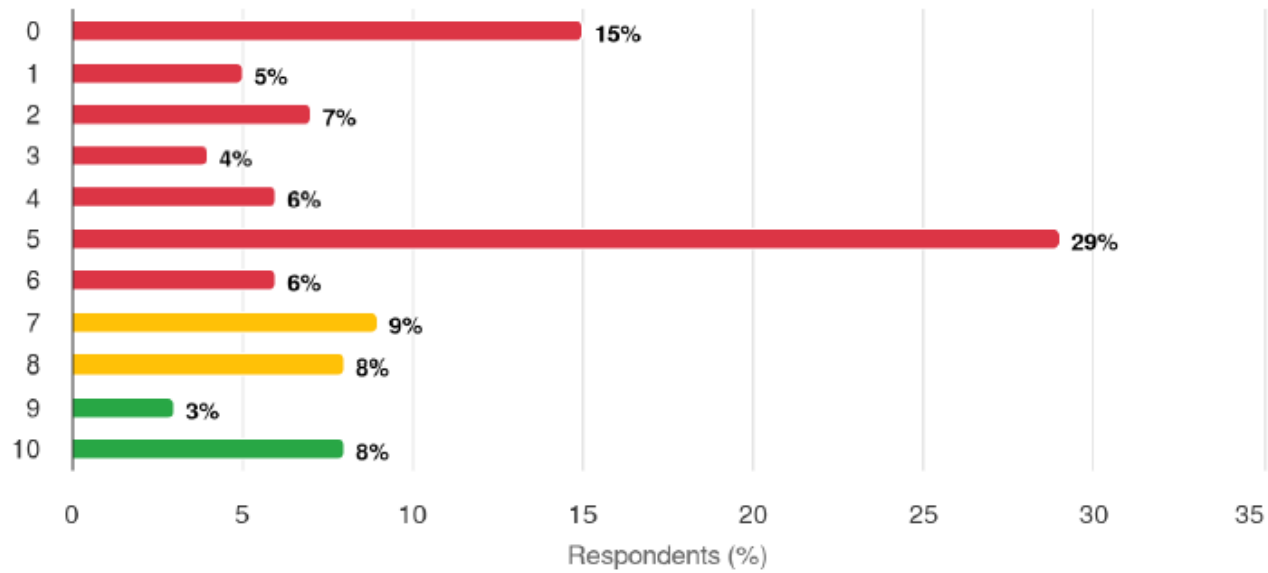
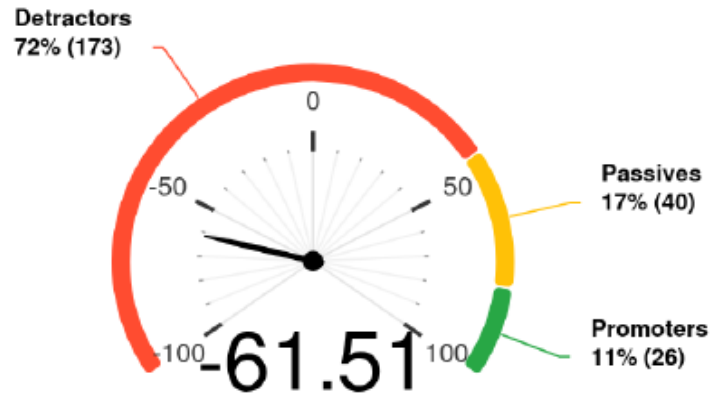
1st Street Traffic Calming – Community Survey Results and Recommended Actions

Attachment 3 – Continued – Cyclist Comfort (n=239)



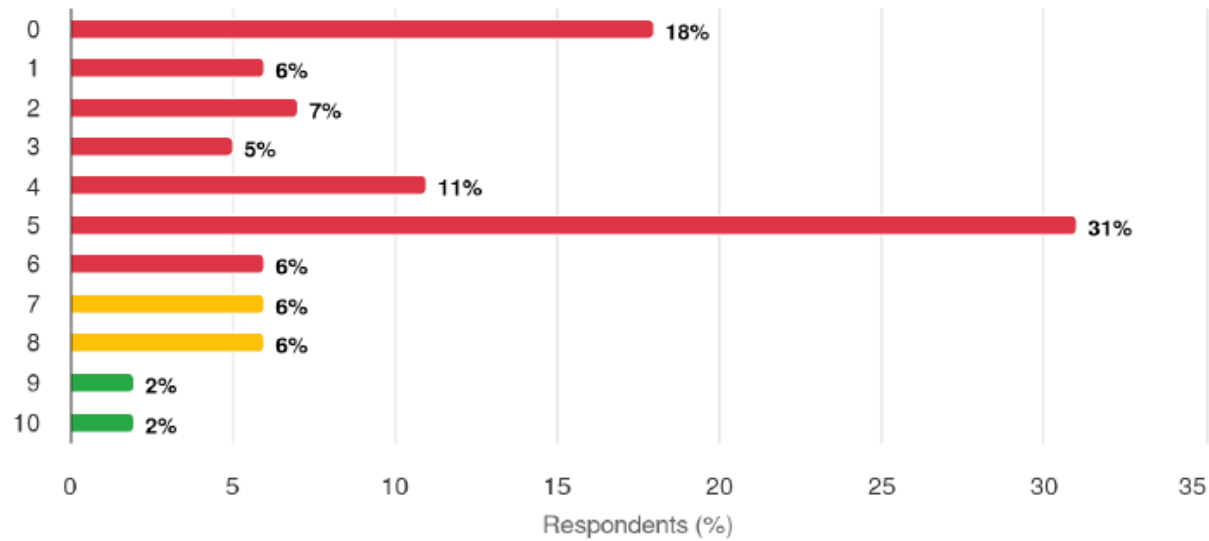
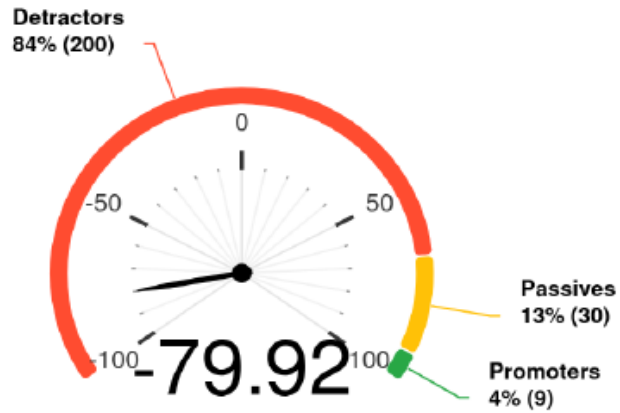
1st Street Traffic Calming – Community Survey Results and Recommended Actions

Attachment 3 – Continued - Emergency Vehicle Access(n=239)



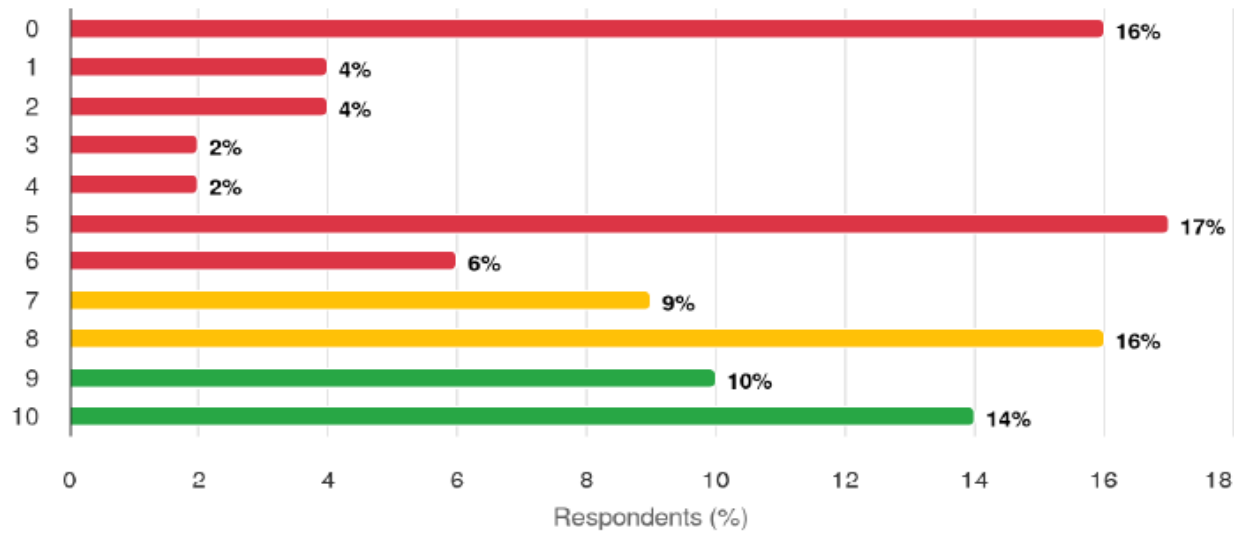
1st Street Traffic Calming – Community Survey Results and Recommended Actions

Attachment 3 – Continued – Parking Availability(n=239)



1st Street Traffic Calming – Community Survey Results and Recommended Actions

Attachment 3 – Continued – Neighbourhood Liveability(n=239)



1st Street Traffic Calming – Community Survey Results and Recommended Actions



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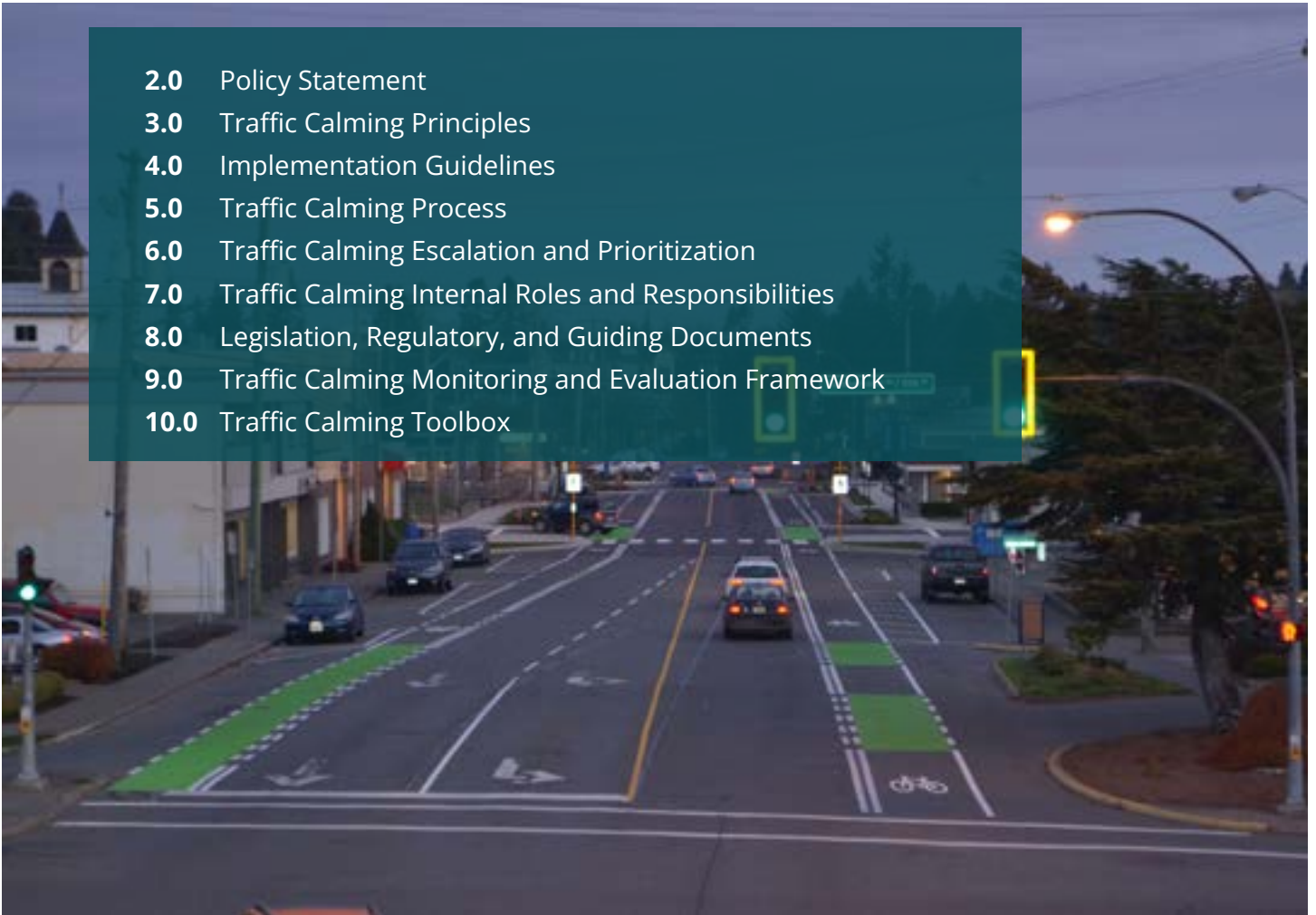
## 1.0 Introduction

According to Transportation Association of Canada (TAC), traffic calming is the broad term used to describe the process and measures applied by road authorities to address concerns about the behaviour of motor vehicle drivers travelling on streets within their jurisdictions. The purpose of traffic calming is to restore streets to their desired function, achieve a balance between creating a secure neighbourhood and fulfilling mobility requirements. In essence, the prevailing belief is that traffic calming installations should give top priority to public safety.

Courtenay is a vibrant and growing city experiencing an increase in motor traffic volumes, leading to traffic challenges and safety concerns in the community, such as speeding and shortcutting. Acknowledging the emerging traffic issues, the City of Courtenay (the City) recognizes the necessity of establishing a comprehensive Traffic Calming Policy. It is essential for the City to establish a transparent and unambiguous process for planning, evaluating, and implementing traffic calming measures.

This Traffic Calming Guide and Policy Report (the Policy) aims to provide guidance to the City in developing and implementing traffic calming plans and measures. The goal is to ensure enhance the safety of all road users and promote secure and accessible streets for Courtenay residents. The policy comprises the following key chapters:

- 2.0 Policy Statement
- 3.0 Traffic Calming Principles
- 4.0 Implementation Guidelines
- 5.0 Traffic Calming Process
- 6.0 Traffic Calming Escalation and Prioritization
- 7.0 Traffic Calming Internal Roles and Responsibilities
- 8.0 Legislation, Regulatory, and Guiding Documents
- 9.0 Traffic Calming Monitoring and Evaluation Framework
- 10.0 Traffic Calming Toolbox





## 2.0 Policy Statement

This traffic calming policy provides combination of physical measures strategically designed to alleviate the adverse impacts of motor vehicle use, alter driver behavior, and improve conditions for non-motorized street users. Infrastructure modifications and improvements will strive to reduce vehicle speed, address excessive traffic volume, and foster improvements to neighbourhood safety, equity, and quality of life.

The objectives of the traffic calming policy are to:

- Enhance the safety of neighbourhoods to enable increased confidence and minimized collision risks for all road users when travelling on streets, especially pedestrians, cyclists, as well as young and elderly individuals.
- Support a deeper dive into traffic safety impacts on equity-deserving groups to achieve calm, safe, and environmentally improved conditions on streets.
- Elevate the livability of neighbourhoods to cultivate calm, peaceful, undisturbed, and attractive environment. This encourages community interaction, supports healthier lifestyles, and contributes to the overall well-being of residents.
- Encourage public participation and community support throughout a streamlined traffic calming implementation process.

## 3.0 Traffic Calming Principles

The consideration of requests for the traffic calming and the designation of a study area will be guided by the following **traffic calming principles**:

- **Allow emergency and service access.** Traffic calming should not unduly impede the access of emergency, maintenance, operations, and transit services.
- **Facilitate active transportation modes.** Traffic calming should promote, rather than impede, non-motorized and active modes of transportation and be designed to minimize the negative impacts on pedestrian and cycling traffic.
- **Preserve reasonable road accessibility.** Traffic calming should strive to maintain reasonable automobile access to City roads and preserve reasonable access and egress for the neighbourhood.
- **Address the real problem.** Often there is a vast difference between the perceived problem and the actual neighbourhood traffic issues. It is important to have real data to objectively quantify the problem and to develop the right solutions.





## 4.0 Implementation Guidelines

The following will be taken into consideration when investigating, selecting, and implementing traffic calming measures. This enables a comprehensive evaluation of all alternatives and minimizes potential negative impacts. Adhering to these guidelines not only enhances the effectiveness of traffic calming but also promotes community acceptance and support for the final recommendations.

- Traffic calming will be considered exclusively on local and collector roads. Traffic calming will not be considered for higher classification roads like arterials and highways.
- Traffic calming is limited to two lane roadways or less (one lane of through traffic in each direction) with a posted speed limit not exceeding 50 km/h.
- It is important to evaluate whether an area-wide plan versus a street-specific plan is more suitable. An area wide traffic calming strategy should be considered if a street-specific plan would likely divert traffic onto adjacent streets.
- Prior to implementing traffic calming measures, a thorough examination should be determined whether traffic issues arise from congestion and spill-over effects from adjacent higher-class roadways, such as arterials and highways. If identified as the root cause, addressing and resolving issues on those primary roadways, such as signal timing optimization, should take precedence.
- Traffic calming is not a universal solution to all neighbourhood transportation problems. It should only be considered when there is a demonstrated safety, speed, noise (caused by excessive traffic speed or volume) or short-cutting traffic concern and acceptable alternative measures (e.g., education, enforcement, and other alternative efforts) have been exhausted.

## 5.0 Traffic Calming Process

The following process is recommended to be employed when submitting a request for traffic calming in Courtenay. The process is structured into three major phases, each containing specific procedures under the respective phase:

- **Phase 1:** Traffic Calming Initiation and Assessment.
- **Phase 2:** Traffic Calming Plan Development.
- **Phase 3:** Traffic Calming Approval, Implementation and Evaluation.

This established and formalized process for examining roads guarantees uniformity and fairness in determining traffic calming measures.





## 5.1 Traffic Calming Initiation and Assessment

### 1) Traffic Calming Process Initiation

Residents experiencing traffic-related issues are encouraged to complete a Traffic Calming Request Form (Appendix A) and submit it to the City for an investigation into the need for traffic calming within their neighbourhood. City staff will conduct a primary review to assess whether the identified roadway aligns with the initial screening criteria (Section 6.1, Table 1).

City staff will communicate with residents regarding the alignment of their location with the initial screening criteria. Those whose requests meet these criteria will be provided with details about the traffic calming process. For roadways that do not satisfy the specified criteria, the proponent will be notified that traffic calming is not warranted.

### 2) Traffic Calming Neighborhood Petition

After it has been determined that the requested location meets the initial screening criteria, the proponent is required to complete and submit a Petition Form (Appendix B) to the City. The focus of the petition is assessing whether there is enough neighbourhood support for traffic calming on the requested roadway.

To proceed the traffic calming process, the petition must obtain support from at least 51% of the residential units, in all single-family or multi-family dwellings, with direct frontage or flankage (the frontage of a property is its front or facing side, while the flankage refers to the side boundaries or edges of a property) onto the section of roadway identified for potential implementation of traffic calming measures. Each residential unit is represented by one signature, regardless of the number of people in the unit. Failure to meet the 51% support level will result in the termination of the process, and residents will be notified.

### 3) Data Collection

If the requested location meets the initial screening criteria and petition results indicate that there is at least 51% support, data collection will commence when City staff are reasonably able to accommodate the request. City staff will conduct necessary traffic studies to quantify and qualify the traffic concerns within the subject location. The data collection and summarization will lay the basis for the next point assessment step and pertain to speed profiles, motor traffic volume, collision history, vulnerable road user generators, sidewalks, and other site-specific information, as well as the origin/destination study if shortcutting traffic is a concern.

If the implementation of traffic calming could result in undesirable traffic displacement onto parallel roadways, traffic volume data will also be collected for those roadways as deemed necessary by City staff before works are coordinated. The data will be utilized to determine if corrective action is required on parallel streets after comparing the traffic volume 'before' and 'after' specific traffic calming measure is implemented.

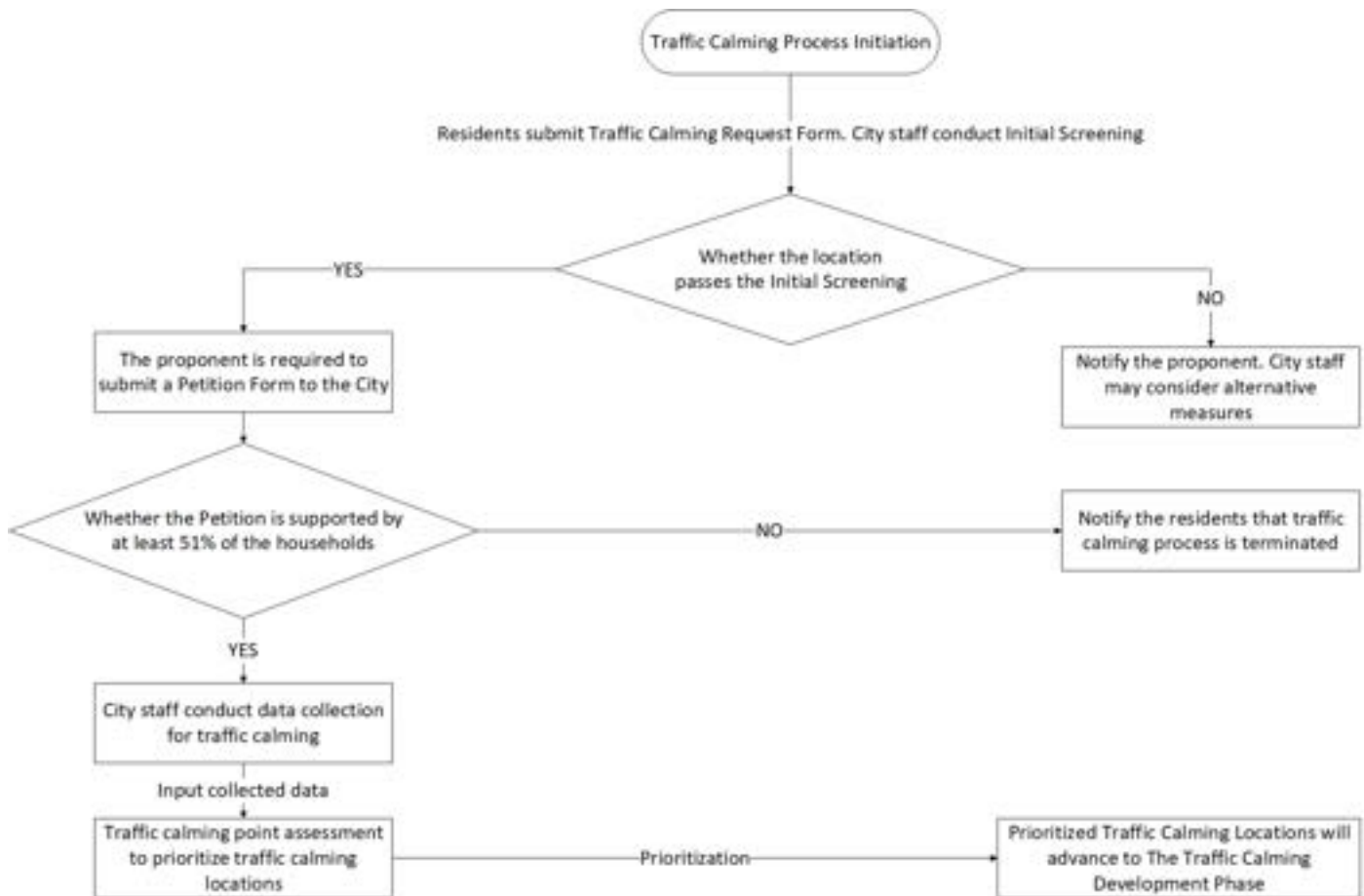




#### 4) Traffic Calming Point Assessment

Point assessment (Section 6.2, Table 2) is a screening process focusing on various attributes of a roadway in order to quantify and prioritize its need for traffic calming. Based on the point assessment score, a location will be categorized into one of five levels, ranging from “no action needed” to “high traffic calming priority”, “behind priority” (Section 6.2, Table 3). Depending on funding availability, traffic calming locations will be selected based on the point system, prioritizing those with higher scores for construction.

**FIGURE 1. TRAFFIC CALMING PROCESS PHASE 1 - TRAFFIC CALMING INITIATION AND ASSESSMENT**





## 5.2 Traffic Calming Development

### 5) Selection and Design of Traffic Calming Plan

Appropriate traffic calming measures will be selected and determined based on the list of traffic calming measures outlined in Section 10 of this policy. The selection of traffic calming measures will comprehensively consider the collected data combined with site visits, historical information, future maintenance and construction plans, as well as resident feedback.

The City's traffic calming design could include one or more different types of traffic calming techniques. The proposed traffic calming measures will be in accordance with the design guidelines outlined in the Canadian Guide to Neighbourhood Traffic Calming and the engineering judgment and experience of City staff.

### 6) Traffic Calming Opinions from Key Stakeholders

The preferred design will be presented to emergency, transit, maintenance services and other key stakeholders. Comments from the potentially affected services will be solicited and their feedback regarding possible impacts of the traffic calming design will be encouraged.

The traffic calming design will be appropriately modified based on key stakeholder inputs. In the case that modifications are not able to remedy concerns, the traffic calming process could be discontinued for the roadway(s) under consideration and residents will be notified.

### 7) Traffic Calming Public Meeting and Public Inputs

Prior to the public meeting, notifications will be appropriately delivered to the public through different means, (e.g., City's website, social media, local newspaper) regarding the meeting date, time, and location.

The public meeting will be hosted by City staff to present the purpose, objectives, and the implementation process of traffic calming in general, as well as the rationale behind the specific traffic calming design.

The meeting will also provide residents and business owners with an important opportunity to get involved in the traffic calming process, learn more about the proposed traffic calming treatments, and to provide their feedback.

Traffic calming contents could also be published online to provide important information and solicit comments from a wider range of residents and business owners.

The City may elect to provide a specific fixed number of public meetings each year where all traffic calming requests would be addressed (e.g., two per year).





## 8) Traffic Calming Community Support Survey

Based on the comments received from key stakeholders and the public, the preferred traffic calming plan will be appropriately modified. The objective of the community support survey is to determine the level of support for the subject traffic calming plan and to provide another opportunity for the most directly affected residents to oppose any modifications to the road.

The survey canvas area will be defined by City staff and as a minimum, includes all residential units, in single-family or multi-family dwellings, with direct frontage onto the roadway to be implemented with traffic calming measures. Residential units on surrounding roads may also be identified as part of the survey.

The survey will be delivered by mail and may contain the following information:

- A brief description of traffic calming, including its advantages and disadvantages with costs.
- The results of the traffic studies undertaken by City staff.
- A survey question asking if residents are in favour, opposed or neutral to the implementation of traffic calming measures in the identified location(s).
- Introduction of the preferred traffic calming plan.
- A request for comments and feedback.
- An indication that this is the final opportunity to modify and improve the traffic calming design to address any outstanding concerns and to incorporate resident input.

## 9) Finalize the Preferred Traffic Calming Plan and a Detailed Design

In accordance with established engineering and technical standards, taking into consideration input from stakeholders and the community, and aligning with the objectives and principles outlined in this policy, City staff will finalize the preferred traffic calming plan with a detailed design

In finalizing the preferred plan and design, key factors will be considered and documented, such as:

- Objectives, specifically outlining the traffic issues or concerns to be addressed through traffic calming.
- Relevant traffic data, including volumes, speeds, and collision records.
- Surround land use context and urban design principles.
- Design details of the layout, placement, specifications, dimensions, and materials of the chosen traffic calming measure(s).
- In addition, considerations will be given to the various aspects of road design such as geometry, utility placement, landscaping, signage requirement, lighting, and drainage needs.



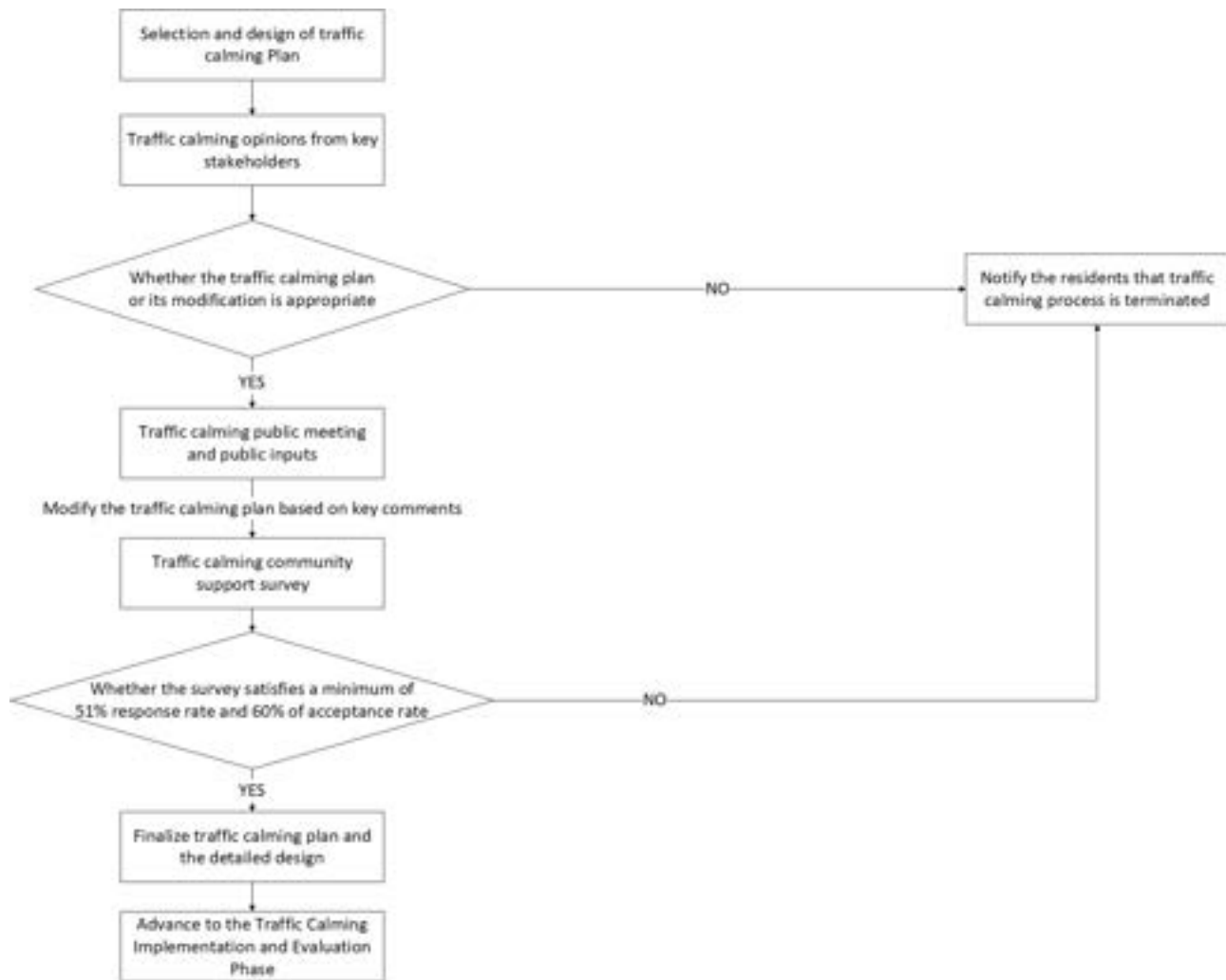


During the detailed design stage, if limitations are identified which challenge the feasibility of the plan, alternatives will need to be considered. This may include alterations or a re-development of the preferred plan. If significant or major changes to the plan are required due to design constraints, agencies and residents on the mailing list will be consulted and notified of any changes.

If City staff finds the required modifications to create the detailed design result in a significantly different final design from that which was presented to residents as part of the survey, City staff may recommend additional agency consultation, another survey and/or public meeting.

Figure 2 illustrates the process of traffic calming plan development.

**FIGURE 2. TRAFFIC CALMING PROCESS PHASE 2 - TRAFFIC CALMING PLAN DEVELOPMENT**





## 5.3 Traffic Calming Approval, Implementation and Evaluation

### 10) Approval of Council and Resident Notification

If the finalized traffic calming design is such that additional budget or changes to bylaws are required to implement, then a report and recommendation will be submitted to City Council for consideration and approval. In this case, City staff will mail notices to the affected residents to inform them that traffic calming has been either approved or not approved by City Council on the subject roadway.

Notification of the upcoming traffic calming implementation will be sent to the same mailing list used to deliver the Traffic Calming Community Support Survey and any other stakeholders having requested the notification. The notice could include information about the traffic calming review and decision process for the subject roadway and the following details:

- Copy of the preferred traffic calming plan showing locations and treatments.
- Information about where residents may review the detailed traffic calming design drawings.
- Implementation timeframe of the traffic calming plan.

### 11) Implementation of Traffic Calming

Upon approval and sufficient funding, traffic calming measures will be implemented. Where feasible, City staff may decide whether it is beneficial to phase in the traffic calming plan through the use of temporary or removable traffic calming measures. This will allow time to examine the impact of the measures and their effectiveness before committing funding to permanent treatments.

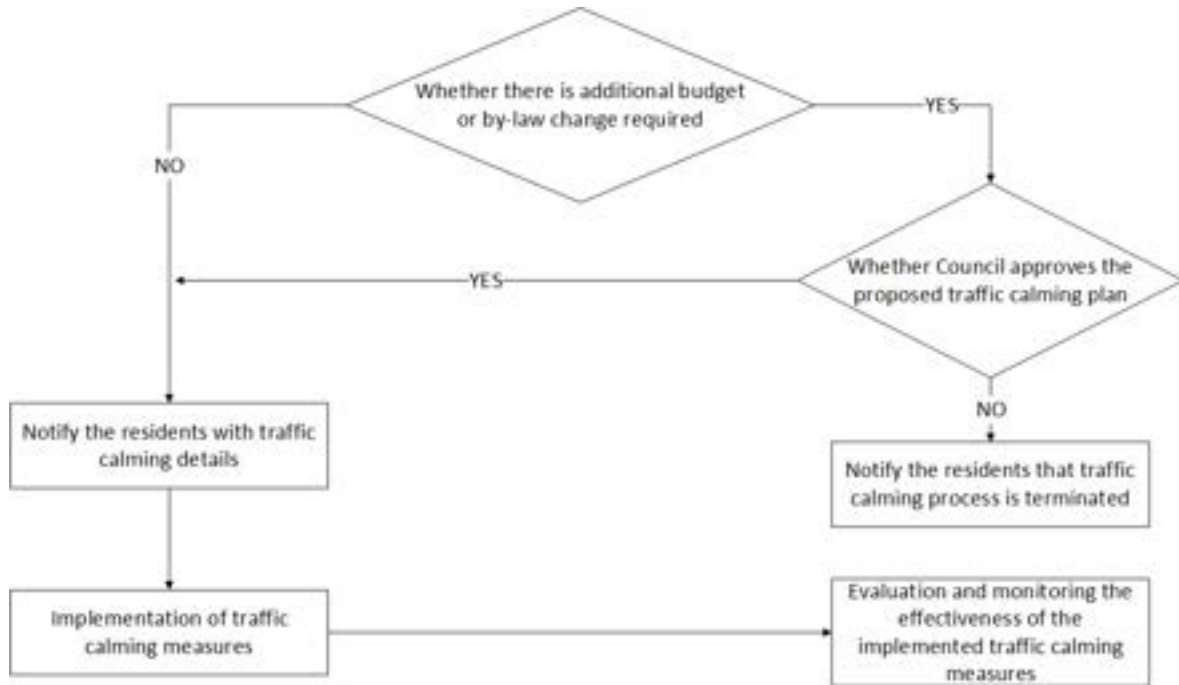
### 12) Evaluation and Monitoring

City staff will monitor and evaluate the effectiveness of the utilized traffic calming measures and their impact on the surrounding road network. The evaluation outcomes will be used in recommending similar measures in the future. In addition to evaluating the impacts of the implemented traffic calming measures on the subject roadway, City staff will also analyze whether the traffic calming plan has led to a notable diversion of traffic to neighboring parallel streets. If so, City staff will explore corrective action opportunities to remedy the situation and/or mitigate the impact.





**FIGURE 3. TRAFFIC CALMING PROCESS PHASE 3 - TRAFFIC CALMING APPROVAL, IMPLEMENTATION AND EVALUATION**





## 6.0 Traffic Calming Escalation and Prioritization

In Courtenay, a two-step framework is utilized for the escalation and prioritization of traffic calming measures, including initial screening and point assessment.

### 6.1 Initial Screening

The initial screening step involves a screening process to assess the eligibility of roadways for traffic calming. To pass the initial screening, the analyzed roadway must satisfy all the specified warrants.

**TABLE 1. CITY OF COURTENAY TRAFFIC CALMING INITIAL SCREENING WARRANT**

**Note:** The assessed roadway must pass all the criteria to clear the traffic calming initial screening.

Criteria	Pass / Fail
Roadway must be a local or collector, featuring no more than two travel lanes (one lane for each direction).	
Roadway must have a minimum of 500 annual average daily traffic (AADT).	
The posted speed limit shall not be greater than 50 km/h.	
85th percentile speed of the roadway should be greater than the posted speed limit.	
Roadway section should be longer than 150 metres.	
Roadway must be assumed and maintained by the City of Courtenay.	
Zoning should be residential in nature.	
Traffic calming initiatives must not have already been implemented in the past 36 months, and there are no scheduled capital projects within the next 36 months that would address the traffic issues.	
<b>Overall</b>	

### 6.2 Point Assessment

The second step involves a point assessment to allocate weighted points based on the characteristics of the roadways for traffic calming. The criteria encompass speed, volume, collisions, the presence of generators for vulnerable road users, and the availability of active transportation facilities.





**TABLE 2. CITY OF COURTENAY TRAFFIC CALMING POINT ASSESSMENT SYSTEM**

Location:				Data Compiled:	
Roadway Type		Local Road		Collector Road	
Feature			Criteria	Maximum Points	Total Points
1	Vehicle Speed	85 <sup>th</sup> Percentile Speed	General speeding - 1 point for every 1 km/h of 85 <sup>th</sup> percentile speed over the posted speed limit*.	25	
			Excessive Speeding - 5 points for 10% of excessive speeding (10km/h over the posted speed limit) and an additional 5 points for every 5% of excessive speeding.		
2	Volume	Annual Average Daily Traffic (AADT)	5 points for every 500 AADT on local roads; 5 points for first 1250 AADT and 5 points for every 750 after on collector roads.	20	
3	Collisions	Collision History	5 points for every collision not involving vulnerable road users within the past 3 years or a longer period.	25	
			20 points for every collision involving vulnerable road users (VRU)** within the past 3 years or a longer period.		
4	Vulnerable Road User Generators	Pedestrian/ Cyclist Activity	5 points for each pedestrian / cyclist-oriented facility nearby,*** e.g., elderly housing, parks / playgrounds, community or retail centres, churches, libraries, schools, childcare centres, etc.	20	
5	Active Transportation	Presence of Active Transportation Facilities	10 Points for lacking sidewalks on both sides of the roadway with pedestrians; 5 points for lacking sidewalk on one side of the roadway with pedestrians; 10 points for lacking cycling lane for the roadway with cyclists.	10	
<b>Total Score</b>					
<b>Which traffic calming priority category (I to V) does this location belong to? (Refer to Table 3)</b>					<b>#</b>

\* For roadways that have recently undergone a speed limit reduction (e.g., from 50 km/h to 40 km/h), it is recommended to use the original posted speed limit prior to the reduction. "Recently" denotes a grace period of 6 to 12 months.

\*\* A vulnerable road user refers to an individual who is at a higher risk of traffic injury when travelling on roadways, typically due to a lack of physical protection in the event of a collision. This includes pedestrians, cyclists, children, seniors, and other individuals relying on active transportation modes.

\*\*\* Nearby means the facility must have direct connection to subject roadway.





Based on the point assessment scores, the traffic calming locations will be classified into five priority levels, as detailed in Table 3 below.

**TABLE 3. City of Courtenay Traffic Calming Point Assessment Priority Categories**

Traffic Calming Prioritization Category	Traffic Calming Point Assessment Score*	Recommended Traffic Calming Treatment(s)**
I	0-60	No traffic calming action is needed.
II	61-70	Only simple traffic calming measures without physical alteration of the roadway, i.e., signage and/or pavement markings should be applied.
III	71-80	Low traffic calming priority - only traffic calming treatments with minimal impact on traffic movement and accessibility should be considered.
IV	81-90	Medium traffic calming priority - traffic calming treatments that affect traffic movement and accessibility could be considered.
V	91-100	High traffic calming priority - road safety should take precedence over traffic movement and accessibility. A combination of various traffic calming measures could be explored. Extensive traffic calming measures, such as road closures, could be implemented.

\* The priority category score threshold may be updated in the future as needed to effectively reflect the traffic calming needs of various locations across Courtenay as more traffic calming candidates are included in the assessment.

\*\* The specific traffic calming measure(s) to be implemented will be based on the case-by-case analysis of the traffic issues, road characteristics, and context of the assessed location.





## 7.0 Traffic Calming Internal Roles and Responsibilities

To facilitate the seamless progression of the traffic calming process, it is essential to establish clarity regarding the internal roles and responsibilities within the City. This entails assigning specific roles and responsibilities to different departments within the City across various stages of the traffic calming progress, concerning analysis, decision-making, planning, design, implementation, and monitoring of traffic calming measures.

### City Council will

- Adopt the policy objectives and ensure sufficient resources are applied to manage traffic calming program.

The **Operational Services Department** plays the central role in traffic calming initiatives, carrying out a range of responsibilities, including:

- Receiving, addressing, and responding to traffic calming requests and petitions .
- Conducting Initial Screenings to identify potential traffic calming locations.
- Performing necessary data collection to assess traffic calming locations.
- Developing the point assessment and prioritization for traffic calming locations.
- Engaging with key stakeholders to gather insights and opinions on proposed traffic calming measures.
- Facilitating public communications and meetings to engage the community, share traffic calming knowledge and information, and gather inputs on proposed traffic calming measures\*.
- Conducting surveys to gauge public support for proposed traffic calming measures\*.
- Notifying residents of planned traffic calming measures to be implemented\*.
- Maintaining the implemented traffic calming measures.
- Conducting ongoing evaluation and monitoring of the effectiveness of implemented traffic calming measures.
- Facilitating collaboration among different City departments and internal and external stakeholders to streamline the traffic calming process effectively.
- Overseeing the development and implementation of asset and risk management plans for all asset classes within the study area for integrated capital renewal plans including drainage needs.

Regarding the implementation of specific traffic calming measures, in general, Operational Services Department assumes responsibility for the traffic calming measures characterized by a temporary nature, without demanding extensive engineering work and resources, or involving significant infrastructure modifications. The specific traffic calming measures implemented by Operational Services could include speed tables, speed cushions, on-street parking, signage, pavement markings, etc.

\* It is advisable to establish a Community Working Group, which is led by the Operational Services Department and involving active participation from the Engineering Works Department. This group will be tasked with addressing traffic calming requests and petitions, engaging with the public, conducting and analyzing surveys, and delivering key information to the affected neighborhoods.





The **Infrastructure and Environmental Engineering Services Department** is responsible for the planning, design, and implementation of traffic calming measures:

- Proposing and determining the appropriate traffic calming measures for specific locations.
- Developing and finalizing the traffic calming plan and detailed engineering design for traffic calming locations.
- Constructing and installing the preferred traffic calming measures within neighbourhoods.
- Conducting necessary modifications and renewals to road and drainage facilities on segments where traffic calming measures are to be implemented.

With respect to implementation, in general, Engineering Services Department takes on the responsibility for traffic calming measures characterized by a permanent nature, requiring more extensive engineering work and resources and potentially involving infrastructure modifications. Examples of such traffic calming measures include traffic circles, roundabouts, raised crosswalks, corner extensions, curb bulges, road closures, etc.\*\*

The **Financial Services Department** is responsible for the sound financial management of Courtenay's traffic calming initiatives. This includes formulating the financial plan for traffic calming and related projects, subject to review and approval by the City Council.

The **Courtenay Fire Department** offers informed perspectives on whether the proposed traffic calming measures significantly affect the efficiency and timeliness of their response to emergencies.

The **Legislative and Corporate Services Department** is responsible for the management and administration of City's Traffic Regulation Bylaw enforcement pertaining to matters related to traffic calming.

## 8.0 Legislation, Regulatory, and Guiding Documents

**BC Motor Vehicle Act - [RSBC 1996] CHAPTER 318 (MVA)** is the primary legislation that governs road usage, traffic safety, and vehicle operation in BC. While the MVA sets out general rules and regulations, it also provides the legal authority for municipalities to create additional bylaws and regulations to address specific traffic issues such as speeding and road safety concerns. Traffic calming measures concerns physical modifications to roadways and fall under the scope of the traffic bylaw and policy of municipalities. The design and implementation of traffic calming measures in Courtenay will be in accordance with the powers granted by the MVA and consistent with the broader regulations outlined in the MVA to guarantee legal validity and align with the overarching goals of road safety and traffic management.

\*\* Certain permanent traffic measures may be temporarily implemented to conserve budget and resources.





**City of Courtenay Traffic Regulation Bylaw (No. 1926, 1996)** regulates traffic within the municipality. The Bylaw is divided into different divisions, covering a range of aspects of traffic regulation, encompassing general regulations, traffic control devices, pedestrian traffic, vehicle traffic, bicycle traffic, highway use permits, offence, penalties, and enforcement, etc. The Bylaw also mentions traffic calming and provides a list of devices under the division of traffic calming devices. The implementation of traffic calming in Courtenay will be in accordance with the provisions outlined in the Bylaw to facilitate a harmonized and effective traffic calming strategy and enable a consistent and compliant traffic management within the municipality.

**Canadian Guide to Traffic Calming - Second Edition (2018)** was published by Transportation Association of Canada (TAC). The Guide presents traffic calming as a method to reduce the speed and/or volume of non-local traffic infiltrating into neighbourhoods. This City of Courtenay Traffic Calming Policy conforms to the fundamental principles, traffic calming measures, introduction and implementation processes, engineering designs and other significant guidelines outlined within the Guide. This can guarantee that the municipality adheres to nationally recognized standards and best practices.

**Manual of Uniform Traffic Control Devices for Canada, Sixth Edition (MUTCD)** published in 2021 guides the uses of road signs, traffic signals, pavement markings and other devices that inform travellers about road regulations, hazards, and temporary conditions. The design and placement of traffic calming devices in Courtenay will adhere to the relevant guidance in MUTCD, ensuring conformity with prescribed standards for the design, dimensions, and application of such devices.

**Manual of Standard Traffic Signs & Pavement Markings (2020)** was published by BC Ministry of Transportation and Highways and is in general conformance with the MUTCD and MVA Regulation. The Manual is a document that outlines the policies, specifications, standards, and guidelines for traffic signs utilized in the province. The design and implementation of traffic calming measures in Courtenay will adhere to the Manual guidelines such as design, placement, sign posts and bases, overhead signs, maintenance, sign supply, regulatory signs, warning signs, guide signs, school and pedestrian signs, information signs and pavement markings. This adherence to the Manual enables a standardized and consistent traffic calming policy and strategy in Courtenay.





**BC Active Transportation Design Guide – 2019 Edition** was developed under the direction of BC Ministry of Transportation and Infrastructure. The Guide is a comprehensive set of planning and engineering guidelines offering recommendations for the planning, selection, design, implementation, and maintenance of active transportation facilities across the province, concerning pedestrian facilities, cycling facilities, multi-use facilities, intersections & crossings and amenities, etc. The Guide emphasizes the importance of designing streets that prioritize the safety and comfort of all road users. The guide underscores the significance of traffic calming as a strategy to facilitate active transportation and offers guidance on the implementation of various traffic calming techniques.

**Vision Zero and the Safe System Approach: A Primer for Canada (2023)** was published by TAC to establish clear definitions and principles to promote greater understanding of key concepts, and to support the development, identification and sharing of Canadian best practices. Vision Zero is the philosophy that road fatalities and serious injuries can and should be eliminated while providing safe, healthy, and equitable mobility for all road users. Vision Zero and the Safety System Approach involves safe speeds, safe road users, safe vehicles, safe road design, post-crash care and safe land use planning. In alignment with the Vision Zero and Safe System Approach, implementing traffic calming measures in Courtenay could effectively mitigate the underlying causes of local traffic collisions. By cultivating a road environment that is inherently forgiving and places a paramount emphasis on safety, the implementation of traffic calming in Courtenay will help realize the Vision Zero goal of eliminating fatalities and serious injuries in road traffic for the community.

**Complete Streets: Making Canada’s Roads Safer for All (2009)** was released by Government of Canada at the federal level. A set of guidelines on Complete Streets have been developed by different municipalities. Complete Streets are streets for everyone, designed and operated to enable safe access for all users and create better communities for people to move, live, play, work, and shop. As an important concept tied to traffic calming, Complete Streets incorporate many of the key principles and features of traffic calming such as traffic speed and volume reduction, collision mitigation and overall road safety improvement. The goal of implementing complete streets and traffic calming is to establish a well-balanced and multi-modal transportation environment that caters to various modes of transportation, including pedestrians, cyclists, public transit users, and motorists of all ages and abilities, while promoting safe and convenient mobility for all residents and visitors in Courtenay.





## 9.0 Traffic Calming Monitoring and Evaluation Framework

The City will continue to monitor and examine the traffic calmed area for a few years following implementation of the traffic calming plan by collecting 'before' and 'after' data and information.

The designated Traffic Calming Evaluation Framework (Table 4) serves as a tool for assessing the effectiveness of various traffic calming measures, rather than functioning as a definitive warrant on their success. It is designed to compile records detailing the efficacy of different measures. These evaluation records will serve as important future references, helping to identify which traffic calming measures are more effective in addressing specific traffic calming issues within the context of Courtenay. Meanwhile, the evaluation framework can inform decisions on potential modifications of the implemented traffic calming measures and the need for additional complementary measures or remedies.

In addition, for traffic calming plans that suggest a phased approach with different levels of treatments implemented as required, this monitoring will allow the City to confirm when the volumes and speeds have returned to an acceptable level.

City staff will evaluate the implemented traffic measures based on the following framework as required and as resources allow. It is important to emphasize that the framework offers broad guidance and ought to be tailored and crafted on a case-by-case basis, taking into account the unique characteristics of the traffic calming location and the availability of data.





**TABLE 4. CITY OF COURTENAY TRAFFIC CALMING EVALUATION FRAMEWORK**

Feature	Criteria	Measurement	Preferred Long Term Effects
Traffic Performance	85 <sup>th</sup> percentile speed change	Whether there is a reduction in vehicle's 85 <sup>th</sup> percentile speed on the subject traffic calmed roadway and the reduction magnitude calculated from the collected speed data. <ul style="list-style-type: none"> <li>• 'Before' 85<sup>th</sup> percentile speed: ___ km/h.</li> <li>• 'After' 85<sup>th</sup> percentile speed: ___ km/h.</li> <li>• 85<sup>th</sup> percentile speed reduction: ___ km/h ('Before' minus 'After').</li> </ul>	Reduced and refined speed profiles, characterized by a lower 85 <sup>th</sup> percentile speed, diminished percentages of high-end speeders, and increased compliance with the posted speed limit will lead to enhanced road safety in the traffic calmed neighbourhood. It is expected to result in a decrease in both the frequency and severity of collisions, contributing to improved safety of all road users, especially pedestrians and cyclists. In the long term, the neighbourhood will enjoy a more enjoyable and livable environment and sustained health improvements through traffic speed reduction.
	High-end speeder percentage change	Whether there is a reduction in the percentage of high-end speeders (i.e., driving more than 10 km/h over the posted speed limit) on the subject traffic calmed roadway and the reduction magnitude calculated from the collected speed data. <ul style="list-style-type: none"> <li>• 'Before' high-end speeder percentage: ___ %.</li> <li>• 'After' high-end speeder percentage: ___ %.</li> <li>• High-end speeder percentage reduction: ___ % ('Before' minus 'After').</li> </ul>	
	Speed limit compliance percentage change	Whether there is an increase in the percentage of drivers complying with the posted speed limit (i.e., driving equal to or below the posted speed limit) on the subject traffic calmed roadway and the increase magnitude calculated from the collected speed data. <ul style="list-style-type: none"> <li>• 'Before' speed limit compliance percentage: ___ %.</li> <li>• 'After' speed limit compliance percentage: ___ %.</li> <li>• Speed limit compliance increase: ___ % ('After' minus 'Before').</li> </ul>	





Feature	Criteria	Measurement	Preferred Long Term Effects
Traffic Performance	Traffic volume change (subject roadway)	<p>Whether there is a reduction in motor vehicle volume (daily or specific hours of the day) on the subject traffic calmed roadway and the reduction magnitude calculated from the collected volume data.</p> <ul style="list-style-type: none"> <li>• 'Before' traffic volume: ____.</li> <li>• 'After' traffic volume: ____.</li> <li>• Traffic volume reduction: ____ ('Before' minus 'After').</li> </ul>	<p>Reducing traffic volume and deterring shortcutting can enhance road safety by minimizing motor traffic exposures in the neighborhood.</p> <p>It not only lessens the negative environmental impacts of motor traffic but also promotes active transportation in the long-term, contributing to the improved health and well-being of the community.</p> <p>Furthermore, it makes streets more accessible to people of all ages and abilities, fostering a safer and inclusive community.</p>
	Traffic volume change (adjacent street)	<p>Whether there is a significant increase in motor vehicle volume (daily or specific hours of the day) on the adjacent roadway. If that is the case, the implemented traffic calming measures may have triggered a traffic displacement effect, leading to an increase in traffic on the surrounding roadways.</p> <ul style="list-style-type: none"> <li>• 'Before' traffic volume: ____.</li> <li>• 'After' traffic volume: ____.</li> <li>• Traffic volume change: ____ ('Before' minus 'After').</li> </ul>	
	Shortcutting traffic percentage change	<p>Whether there is a reduction in shortcutting traffic percentage on the subject traffic calmed roadway and the reduction magnitude calculated from the collected volume data.</p> <ul style="list-style-type: none"> <li>• 'Before' shortcutting traffic percentage: ____ %</li> <li>• 'After' shortcutting traffic percentage: ____ %</li> <li>• Shortcutting traffic percentage reduction: ____ % ('Before' minus 'After').</li> </ul>	





Feature	Criteria	Measurement	Preferred Long Term Effects
Traffic Safety	Collisions involving motor vehicles only	<p>Whether there is a reduction in motor vehicle collisions on the subject traffic calmed roadway and the number of collisions reduced in a specific period (e.g., yearly, 3 years, 5 years).</p> <ul style="list-style-type: none"> <li>• 'Before' motor vehicle collision frequency: ____.</li> <li>• 'After' motor vehicle collision frequency: ____.</li> <li>• Motor vehicle collision frequency reduction: ____ ('Before' minus 'After').</li> </ul>	<p>The decrease in road collisions, particularly those involving VRUs, directly correlates with the enhancement of traffic safety in the neighborhood due to traffic calming measures.</p> <p>This, in turn, establishes an environment more friendly to active transportation. These benefits collectively contribute to the long-term well-being and improved quality of life for residents in the community.</p>
	Collisions involving vulnerable road user (VRU)	<p>Whether there is a reduction in vehicle-VRU collisions on the subject traffic calmed roadway and the number of collisions reduced in a specific period (e.g., yearly, 3 years, 5 years).</p> <ul style="list-style-type: none"> <li>• 'Before' vehicle-VRU collision frequency: ____.</li> <li>• 'After' vehicle-VRU collision frequency: ____.</li> <li>• Vehicle-VRU collision frequency reduction: ____ ('Before' minus 'After').</li> </ul>	





Feature	Criteria	Measurement	Preferred Long Term Effects
<p>People Friendly and Liveable Community</p>	<p>Environmental impacts &amp; public health impacts</p>	<p>Whether the survey residents perceive an overall improvement in community livability and quality of life subsequent to the implementation of traffic calming measures.</p>	<p>The survey results are considered preferable if they indicate a perceived improvement in the neighborhood attributed to traffic calming measures, including:</p> <ul style="list-style-type: none"> <li>• Enhancement in livability and quality of life.</li> <li>• Improvement in traffic safety.</li> <li>• Decrease in traffic noise level.</li> <li>• Improvement in air quality with reduced traffic pollution.</li> <li>• A more friendly environment for active transportation.</li> <li>• A greater preference for alternative transportation modes other than motor vehicles.</li> </ul>
		<p>Whether the surveyed residents agree that they feel safer in terms of traffic safety following the implementation of the specified traffic calming measure.</p>	
		<p>Whether the surveyed residents agree that the implemented traffic calming measure has helped decrease the traffic noise level within the community.</p>	
		<p>Whether the surveyed residents perceive that the air quality (e.g., less gasoline smells) is improved following the implementation of traffic calming.</p>	
		<p>Whether the surveyed residents agree that the community has a more friendly environment for active transportation, e.g., walking and cycling, after the implementation of traffic calming measures.</p>	
		<p>Whether the surveyed residents express a greater preference for alternative transportation modes, such as walking, cycling, and public transportation, after the implementation of traffic calming measures.</p>	





## 10.0 Traffic Calming Toolbox

The traffic calming toolbox of the City encompasses a wide range of broadly applied and proven traffic calming measures in five categories, horizontal deflection, vertical deflection, roadway narrowing, obstruction, and signage and pavement markings. The City will carefully assess, choose, and implement appropriate traffic calming measures for specific traffic calming locations. Specifications regarding each traffic calming measure incorporated in the toolbox can be found in Appendix C.

TABLE 5. CITY OF COURTENAY TRAFFIC CALMING TOOLBOX

TRAFFIC CALMING MEASURES	POTENTIAL INFLUENCES				
	Speed Reduction	Volume Reduction	Collision Reduction	Traffic Movement Disruption	Cost Per Measure
<b>1. HORIZONTAL DEFLECTION</b>					
Chicane	●	◐	○	◑	Medium-High
Lateral Shift	●	○	○	◑	High
Traffic Circle	●	◐	●	●	Medium-High
Mini Roundabout	●	○	●	●	High
Corner Extension	◐	○	○	◑	Medium-High
<b>2. VERTICAL DEFLECTION</b>					
Speed Table	●	◐	●	●	Low
Speed Cushion	●	◐	●	◑	Low
Speed Kidney	●	○	○	◑	Low-Medium
Raised Crosswalk	●	◐	●	◑	Low-Medium
Raised Intersection	◐	○	●	◑	High
<b>3. ROADWAY NARROWING</b>					
Curb Bulge	●	○	○	◑	Medium-High
Raised Median Island	●	○	○	◑	High
Lane Narrowing	◐	○	○	◑	Low
On-Street Parking	◐	◐	○	◑	Low





TRAFFIC CALMING MEASURES	POTENTIAL INFLUENCES				
	Speed Reduction	Volume Reduction	Collision Reduction	Traffic Movement Disruption	Cost Per Measure
<b>4. OBSTRUCTION</b>					
Half Street Closure	◐	●	●	○	Low-High
Diagonal Diverter	◐	●	●	○	Medium
Median Barrier & Forced Right-In/Right-Out Island	○	●	●	○	Low-High
Intersection	○	●	●	○	High
<b>5. SIGNAGE AND PAVEMENT MARKING (SHOULD BE SUPPLEMENTED WITH ENFORCEMENT)</b>					
Traffic Calming Sign	◐	○	○	○	Low
Pavement Treatment and Marking	◐	○	○	○	Low
Speed Display Device	◐	○	○	○	Low-Medium
	● Major Reduction			○ Major Disruption	
	◐ Minor Reduction			◑ Minor Disruption	
	○ Neglectable Impact				

Note: The effects of traffic calming measures outlined in this table serve as broad guidelines. The actual impact of each traffic calming measure at a particular location may vary based on distinct characteristics and contextual factors. It is advisable to conduct case-specific analyses to assess the influence of traffic calming measures when implementing them.

The Traffic Movement Disruption column considers pedestrian and cyclist movement, emergency response, and roadway maintenance.

Road gradient should not exceed 6% for traffic calming measures to be applicable.





# APPENDIX A – Traffic Calming Request Form





# CITY OF COURTENAY TRAFFIC CALMING REQUEST FORM

The goal of traffic calming is to make our streets safer for people to bike, walk and drive. Traffic calming makes physical changes to the roadway, such as horizontal shifts (curb extensions, chicanes) and vertical shifts (raised crosswalks and intersections). It helps reduce speeding and enhances the quality of life by making the street more comfortable for all users. If you would like to get more information about traffic calming in Courtenay, such as a more detailed description of traffic calming and the various tools and techniques available, please visit our website at [www.courtenay.ca](http://www.courtenay.ca). For questions, please call: Tel: 250-338-1525, Fax: 250-338-1526 or email: [operations@courtenay.ca](mailto:operations@courtenay.ca).

Traffic Calming Request Form Directions: Please fill out this form, then mail to the City of Courtenay, Operational Services. This form can also be filled out online by going to the traffic calming section of our website at [operations@courtenay.ca](mailto:operations@courtenay.ca). By using this form, you could help us discover, review, and address the traffic issues or concerns you are having within your neighbourhood. We will then gather necessary data such as speed and volume. If your request passes the City's initial review, we will proceed the traffic calming process for the specific location.

City staff will evaluate the implemented traffic measures based on the following framework as required and as resources allow. It is important to emphasize that the framework offers broad guidance and ought to be tailored and crafted on a case-by-case basis, taking into account the unique characteristics of the traffic calming location and the availability of data.

1. Please provide your contact information. The contact person will be kept informed of the status of the traffic calming.

Full Name:	Street Address:
Email Address:	Phone: Day: Night: Cell:

2. Please specify the street location that concerns you most regarding traffic problems. ( \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_ )



3. At what time of day is your concerns most noticeable?

4. Please check applicable item(s) that aligns with your concerns on the specified street:

Speeding     Traffic Volume     Cut-through Traffic     Oversize Vehicles

Collision Concerns     Aggressive Driver/Driving Behaviour

Bicycle Safety     Pedestrian Safety     Children & Elder Safety

Noise     Air Pollution

Other: \_\_\_\_\_

Brief Description of Concerns:



5. Are you aware of others who live on the same street in your neighbourhood who share your concerns?

6. Any perceived risks and hazards to pedestrians, cyclists, residents or property as the result of the traffic problem?

7. Please use this space to provide additional information that you feel will be helpful. It may be useful to draw a picture (or provide a photo) to more clearly identify the issues you would like to see addressed.

8. Is a petition attached:     Yes             No



Please return completed form to:  
City of Courtenay, Operational Services

Address: 1000 Piercy Avenue,  
Courtenay, BC, V9N 3E6

Phone: 250-338-1525

Fax: 250-338-1526

Email: [operations@courtenay.ca](mailto:operations@courtenay.ca)



# APPENDIX B – Traffic Calming Petition Form





## CITY OF COURTENAY TRAFFIC CALMING PETITION LETTER

Please read before signing petition

The City of Courtenay has supplied this petition to a concerned resident who is interested in initiating a traffic calming review at the following location:

---

street name and extends (from/to)

To initiate a review of whether or not the above-noted street warrants traffic calming, a petition, indicating the community support, is required. The City of Courtenay has provided the attached copy of the traffic calming petition and the City's Traffic Calming Policy to the resident initiating the request for a review. The focus of the petition is to determine if there is enough support from adjacent residents for City staff to proceed the traffic calming process on the above-noted roadway.

By signing this petition,

- You agree to have traffic calming measure(s) installed in front your residence/business if deemed the most appropriate solution for the investigated traffic problems.
- Your signature here counts as a "yes" vote.
- You will have additional opportunities in the future to voice your opinions on the City's proposed traffic calming measure(s) through our Public Meeting & Public Inputs and Community Support Survey process.

#	Print Name	Sign (agree to statements above)	Address (only one signature is required per unit)	Contact (phone/email address)

Please return completed form to:

City of Courtenay, Operational Services

Address: 1000 Piercy Avenue,  
Courtenay, BC, V9N 3E6

Phone: 250-338-1525

Fax: 250-338-1526

Email: operations@courtenay.ca





# APPENDIX C – Traffic Calming Toolbox





## Traffic Calming Toolbox

### 1. Horizontal Deflection

#### ***Chicane***

A chicane is a series of alternating curves or lane shifts that are located in a position to force a motorist to steer back and forth out of a straight travel path. The purpose of a chicane is to discourage shortcutting or through traffic can reduce overall speeds by forcing the lateral shifting of vehicles through the chicane. The chicane curves can be created with a curb extension that alternates from one side of the street to the other.



Figure 1. Sample Application of Chicane<sup>1, 2</sup>

The potential application effects of chicanes include:

- **Vehicle Speed:** Slow traffic by encouraging a motorist to moderate vehicle speed through a series of horizontal deflections; amount of speed reduction (or the final speed) depends on the length of the alignment shift, as well as the volume and distribution of traffic.
- **Traffic Volume:** Minor traffic diversion effect from the street.
- **Collision Reduction:** Not directly contribute to collision reduction.
- **Active Transportation:** Narrow the travel way and force cyclists and motor vehicles to share travel lane. No impact on the pedestrian movement.
- **Emergency Services:** Minor negative impact on emergency services by slowing down response time.
- **Road Maintenance:** May create minor constraints and challenges for snow plowing and removal, street sweeping, and drainage elements.

#### ***Lateral Shift***

A lateral shift is a realignment of an otherwise straight street that causes travel lanes to shift in one direction. Lateral shifts can be created by pavement markings or curb extensions. This effect can also be achieved with the use of a central island. A lateral shift forces drivers to negotiate the alignment and increase drivers' awareness to reduce vehicle speeds. To be noted, chicanes can be treated as a variation of a lateral shift that shifts alignment more than once.

<sup>1</sup>Traffic Calming Fact Sheets - Chicane (ite.org)

<sup>2</sup> Module 3: Toolbox of Individual Traffic Calming Measures Part 1 | FHWA (dot.gov)





Figure 2. Sample Application of Lateral Shift<sup>3</sup>

The potential application effects of lateral shifts include:

- **Vehicle Speed:** Slow traffic by encouraging drivers to reduce speed through the horizontal deflection. The amount of speed reduction (or the final speed) depends on the length of the alignment shift, as well as the volume and distribution of traffic.
- **Traffic Volume:** Negligible traffic diversion effect from the street.
- **Collision Reduction:** Not directly contribute to collision reduction.
- **Active Transportation:** The shift may have a negative impact on the movement of cyclists. There is no impact on pedestrian movement.
- **Emergency Services:** Minor negative impact on emergency services by slowing down response time.
- **Road Maintenance:** May create minor constraints and challenges for snow plowing and removal, street sweeping, and drainage elements.

### **Traffic Circle**

A traffic circle is a raised island, placed within an unsignalized intersection, around which traffic circulates in a counterclockwise direction. A circle forces a motorist to use reduced speed when entering and passing through an intersection, whether the vehicle path is straight through or involves a turn onto an intersecting street. A traffic circle can have stop signs or yield signs on the intersection approaches. The primary benefit of a traffic circle is an expected reduction in the number of angle and turning collisions. An additional benefit is that it can slow high-speed traffic at the intersection. A traffic circle can simply be a painted area, but it is most effective when it is defined by a raised curb and landscaped to further reduce the open feel of a street. A traffic circle can be landscaped with ground cover, flowers, and street trees.

<sup>3</sup> Module 3: Toolbox of Individual Traffic Calming Measures Part 1 | FHWA (dot.gov)





Figure 3. Sample Application of Traffic Circle<sup>4</sup>

The potential application effects of traffic circles include:

- **Vehicle Speed:** Slow traffic entering and passing the traffic circle.
- **Traffic Volume:** Could reduce traffic volume on a street especially when placed in series.
- **Collision Reduction:** Can help reduce vehicle-vehicle conflicts at intersections.
- **Active Transportation:** May force motor vehicle into pedestrian crossing area. Cyclists and motor vehicles may be forced to share travel lane within the traffic circle.
- **Emergency services:** Emergency response could be delayed by the traffic circle when passing through the traffic circle.
- **Road Maintenance:** Can create minor constraints and challenges for snow plowing, snow removal and street sweeping.

### ***Mini Roundabout***

A roundabout is an intersection design that contrasts with designs that require traffic signal control or stop control. A roundabout is often used as a replacement for a signalized intersection. It requires approaching motorists yield to motorists already in the roundabout and slow down to a speed that allows them to comfortably maneuver around.

Roundabouts are also expected to help reduce the number of angle and turning collisions. A mini roundabout, sometimes called traffic button, is appropriate at the intersection of lower classification streets (i.e., collector and local streets) for traffic calming purposes. A traffic button is a raised island, placed within an unsignalized intersection, around which traffic circulates. The center island of a traffic button is usually fully traversable.

<sup>4</sup> City of Courtenay



Figure 4. Sample Application of Mini-Roundabout<sup>5,6</sup>

The potential application effects of mini roundabouts include:

- **Vehicle Speed:** Slow traffic entering and passing the roundabout.
- **Traffic Volume:** Negligible traffic diversion from the street when applied as a single traffic calming treatment.
- **Collision Reduction:** Can help reduce vehicle-vehicle conflicts at intersections.
- **Active Transportation:** May force motor vehicle into pedestrian crossing area. Cyclists and motor vehicles may have to share travel lane within the roundabout.
- **Emergency Services:** Negligible effect on emergency response time as islands are traversable. It is important to design mini roundabouts to accommodate the turning radius of the Fire Department's largest piece of apparatus (Tower 12), as shown on the following page.
- **Road Maintenance:** Can create minor constraints and challenges for snow plowing, snow removal and street sweeping.

### **Corner Extension**

A curb extension is a horizontal extension of the sidewalk into the street resulting in a narrower roadway section and reduced turning radius. This device may be used at intersection corners (a curb extension located midblock is called a curb bulge). Its primary purpose is to "pedestrianize" an intersection and slow down right-turning vehicles.

<sup>5</sup> Traffic Calming Fact Sheets - Mini Roundabout / Small Modern Roundabout (ite.org)

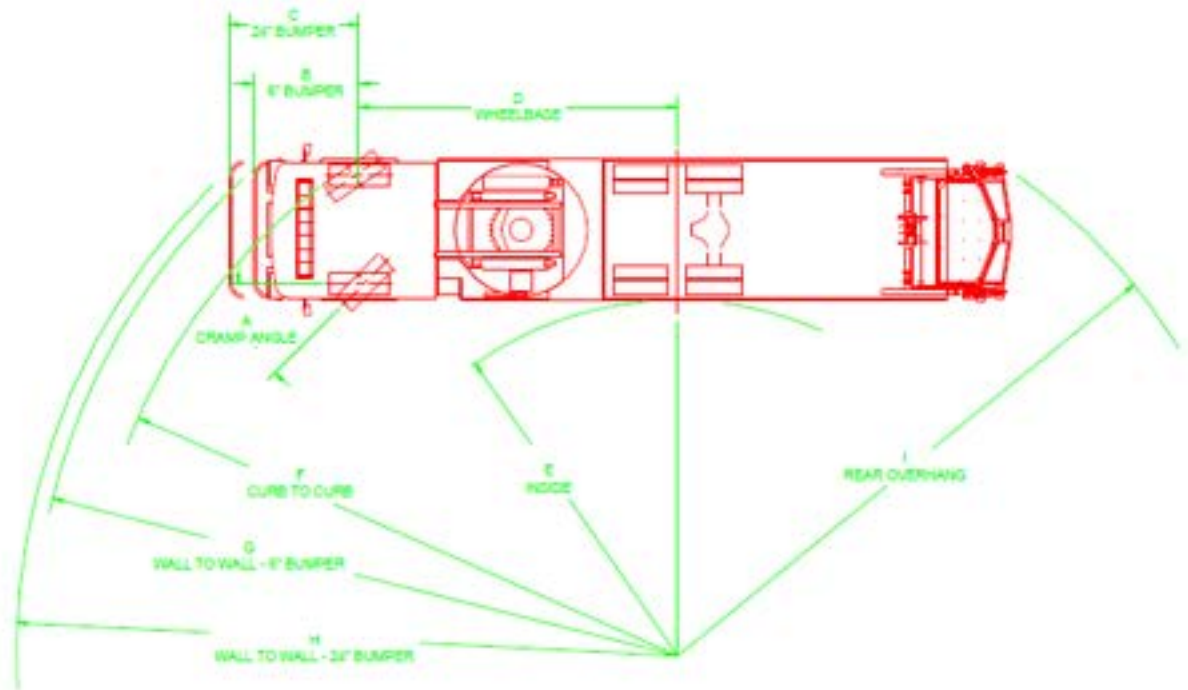
<sup>6</sup> City of Courtenay

## Aerial Tower - 236" Wheel Base

### Components

Chassis Sutphen 2011 Aerial Tower

CTB-1510 TURNING RADIUS DATA



### Parameters

A	Cramp Angle (maximum)	42 deg. 425 Tires
B	Front Overhang 6" Bumper	76"
C	Front Overhang 24" Bumper	94"
D	Wheelbase	236"

### Calculated Results

E	Inside Turning Radius	20'-11"
F	Curb to Curb	34'-4"
G	Wall to Wall 6" Bumper	39'-3"
H	Wall to Wall 24" Bumper	40'-3"
I	Rear Overhang Swing	35'

Cramp Angle may vary due to vehicle configuration.  
Curb to Curb based on a 9" curb





Figure 5. Sample Application of Curb Extension<sup>7</sup>

The potential application effects of corner extensions include:

- **Vehicle Speed:** Can slow traffic by funneling through narrower street opening. The shorter curb radius can also help slow turning vehicles.
- **Traffic Volume:** Has negligible effect on traffic volumes.
- **Collision Reduction:** Not directly contribute to collision reduction.
- **Active Transportation:** Enhance pedestrian mobility and safety by shortening crossing distance, providing additional queuing space, and improving line-of-sight. May impede cyclists and should not extend into a bicycle lane.
- **Emergency Services:** Sufficient width is required to allow for continued easy flow of emergency vehicles. Shortened curb radius may require emergency vehicle turning at intersection to swing across centerline.
- **Road Maintenance:** Can create constraints and challenges for snow plowing, snow removal, and street sweeping. Relocation of curbing and pedestrian queuing area may require relocation of drainage features.

## 2. Vertical Deflection

Traffic calming measures, such as speed humps, speed tables, speed cushions, raised crosswalks, and raised intersections, are designed to reduce vehicle speeds and enhance safety for pedestrians and cyclists in residential and urban areas. These features alter road geometry to encourage drivers to slow down and pay closer attention to their surroundings. However, it is important to note that if a road has a gradient exceeding 6%, vertical deflection measures will not be installed. This condition ensures that emergency response vehicles can navigate the area safely and efficiently, preventing potential delays in critical situations.

### ***Speed Hump / Speed Table***

A speed hump is an elongated mound in the roadway pavement surface extending across the travel way at a right angle to the traffic flow. At typical travel speeds along a residential street or in a small commercial business district, a speed hump produces sufficient discomfort to a motorist driving above the speed hump design speed to discourage speeding. It encourages the motorist to travel at a slow speed both upstream and downstream of as well as over the speed hump. Speed humps should be used for local roads facing excessive short cutting and/or speeding.

<sup>7</sup> Module 3: Toolbox of Individual Traffic Calming Measures Part 2 | FHWA (dot.gov)



Figure 6. Sample Application of Speed Hump<sup>8,9</sup>

A speed table is a raised area placed across the roadway designed to physically limit the speed at which a vehicle can traverse it. Like a speed hump, it extends across the travel way. Unlike a speed hump, a speed table has a long enough flat top, typically 3 metres to accommodate the entire wheelbase of most passenger cars. The longer longitudinal depth in the direction of travel enables comfortable and safe vehicle operating speeds that are faster than for a speed hump. It is worth noting that when a speed table is designated as a crosswalk through the use of striping, it is known as a raised crosswalk.



Figure 7. Sample Application of Speed Table<sup>10,11</sup>

The potential application effects of speed humps and tables include:

- **Vehicle Speed:** Speed humps and tables can help reduce vehicle speed effectively.
- **Traffic Volume:** As single installation, there is minor traffic diversion from the street. A series of speed humps and/or speed tables could be more effective in reducing traffic volume.
- **Collision Reduction:** Demonstrated overall effectiveness in reducing collisions.
- **Active Transportation:** Not directly correlated to pedestrian movement. Negative impact on the movement of cyclists especially when travelling at high speeds.
- **Emergency Services:** Negative impact on emergency services by significantly slowing down response time and impacting the comfort of patients being transported. It is important to highlight that speed humps/tables are typically not approved by the City's emergency services.
- **Road Maintenance:** Can create constraints and challenges for street sweeping, snow plowing and snow removal. Drainage elements needs to be properly designed to avoid flooding.

<sup>8</sup>Traffic Calming Fact Sheets - Speed Hump (ite.org)

<sup>9</sup>City of Courtenay

<sup>10</sup>Traffic Calming Fact Sheets - Speed Table/Raised Crosswalks (ite.org)

<sup>11</sup>Module 3: Toolbox of Individual Traffic Calming Measures Part 2 | FHWA (dot.gov)

## **Speed Cushion**

A speed cushion consists of two or more raised areas placed laterally across a roadway. The height and length of the raised areas are comparable to the dimensions of a speed hump. The primary difference is that a speed cushion has gaps (often referred to as “cutouts”) between the raised areas to enable a vehicle with a wide track (e.g., a large emergency vehicle, some trucks, some buses) to pass through the feature without any vertical deflection. A speed cushion is often a preferred alternative to a speed hump on a primary emergency response route or on a transit route with frequent service. The cutouts in the speed cushions are also positioned such that a passenger vehicle cannot pass it without travelling over a portion of the raised pavement. Installation of speed cushions should be limited to commercial areas, parks, and school zones.



Figure 8. Sample Application of Speed Cushion<sup>12</sup>

The potential application effects of speed cushions include:

- **Vehicle Speed:** Speed cushions can help reduce vehicle speeds effectively.
- **Traffic Volume:** As single installation, there is minor traffic diversion from the street. A series of speed cushions could be effective in reducing traffic volume.
- **Collision Reduction:** Demonstrated overall effectiveness in reducing collisions.
- **Active Transportation:** Not directly correlated to pedestrian movement. No significant impact on the movement of cyclists as they can pass through the speed cushion gaps.
- **Emergency Services:** Compared to speed humps, speed cushions are more friendly to firetrucks as larger vehicles can straddle the cushions. Speed cushions can still pose challenges for police cars and ambulances, as their vehicles are narrower and require them to slow down when crossing them.
- **Road Maintenance:** Can create constraints and challenges for street sweeping, snow plowing and snow removal. Drainage elements needs to be properly designed to avoid flooding.

<sup>12</sup> Module 3: Toolbox of Individual Traffic Calming Measures Part 2 | FHWA (dot.gov)

## **Raised Crosswalk**

A raised crosswalk is a variation of a flat-topped speed table. A raised crosswalk is marked and signed as a pedestrian crossing. The height of a raised crosswalk is typically 7.5-15.0 cm above the street level, and it is common for a raised crosswalk to be level with the street curb. This height increases the visibility of a pedestrian in a crosswalk to a motorist and it also improves the line of sight for a pedestrian toward an oncoming vehicle. The 3-metre flat top on a typical speed table conforms to a desired crosswalk width. A raised crosswalk can improve pedestrian safety by decreasing motorist speed at the crossing.



Figure 10. Sample Application of Raised Crosswalk<sup>14, 15</sup>

The potential application effects of raised crosswalks include:

- **Vehicle Speed:** Like speed table, raised crosswalks can help reduce vehicle speed effectively.
- **Traffic Volume:** As single installation, there is minor traffic diversion from the street. A series of raised crosswalks could be more effective in reducing traffic volume.
- **Collision Reduction:** Could be effective in reducing vehicle-pedestrian/cyclist collisions.
- **Active Transportation:** Pedestrian movement and safety improved because vehicle speed is lowered at crosswalk, pedestrian in a raised crosswalk is more visible to an oncoming motorist and pedestrian has an elevated view of oncoming traffic. Cyclists are not anticipated to be affected.
- **Emergency Services:** Negative impact on emergency services by slowing down response time and impacting the comfort of patients being transported.
- **Road Maintenance:** Can create constraints and challenges for street sweeping, snow plowing and snow removal. Drainage elements needs to be properly designed to avoid flooding.

<sup>14</sup> City of Courtenay

<sup>15</sup> Module 3: Toolbox of Individual Traffic Calming Measures Part 2 | FHWA (dot.gov)



## ***Raised Intersection***

A raised intersection is a flat, raised area covering the entire intersection with ramps on all approaches. A raised intersection reinforces the need for a motorist to drive cautiously and be wary of crossing pedestrians. A raised intersection typically rises to sidewalk level. It is essentially a speed table that covers an entire intersection, including the crosswalks. A raised intersection is especially applicable in a dense urban area, with the advantage of calming two streets at once. A typical installation is at a signal-controlled or all-way stop-controlled intersection with a large volume of street-crossing pedestrians.



Figure 11. Sample Application of Raised Intersection<sup>16,17</sup>

The potential application effects of raised intersections include:

- **Vehicle Speed:** Can help reduce the speed of vehicles driving through intersection.
- **Traffic volume:** There is negligible impact on traffic volume.
- **Collision Reduction:** Could be effective in reducing vehicle-pedestrian/cyclist collisions.
- **Active Transportation:** Crossing pedestrians and cyclists' safety is improved.
- **Emergency Services:** May have a minor negative effect on emergency service response time.
- **Road Maintenance:** Negligible impact on street sweeping, snow plowing or snow removal. But may cause the need to relocate drainage elements.

<sup>16</sup> Traffic Calming Fact Sheets - Raised Intersection (ite.org)

<sup>17</sup> Module 3: Toolbox of Individual Traffic Calming Measures Part 2 | FHWA (dot.gov)



### 3. Roadway Narrowing

#### ***Curb Bulge (Choker)***

A curb bulge is the narrowing of a roadway through the use of curb extensions or roadside islands. It can be created by a pair of curb extensions at a midblock location that narrows the street by widening the sidewalk or planting strip at that location. This narrowing is intended to discourage motorist speeding and to reduce vehicle speeds in general.

A curb bulge can be combined with on-street parking to create a protected parking bay. Landscaping on a curb bulge can make the traffic calming feature attractive and can make it more visible to the motorist. In addition, a curb bulge may be a good location to place a midblock crosswalk (either level with the roadway or as a raised crosswalk) because it shortens the distance pedestrian walking on the travel way.



Figure 12. Sample Application of Curb Bulge<sup>18, 19</sup>

The potential application effects of curb bulges include:

- **Vehicle Speed:** Slow traffic by providing a narrower street.
- **Traffic Volume:** Has negligible effect on traffic volumes.
- **Collision Reduction:** Not directly contribute to collision reduction.
- **Active Transportation:** Shorten crossing distance for pedestrians which could improve pedestrian safety. May reduce travel way width and force cyclists and motor vehicles to share the same travel lane.
- **Emergency Services:** Negligible impact on emergency service response.
- **Road Maintenance:** Can create some constraints and challenges for snow plowing, snow removal, street sweeping and drainage elements.

<sup>18</sup> Traffic Calming Fact Sheets - Choker (ite.org)

<sup>19</sup> City of Courtenay

### ***Raised Median Island***

A median island is a raised island located along the street centerline that narrows the travel lanes to encourage a motorist to slow. A median island is most effective when it is defined by a raised curb and landscaped to further reduce the open feel of a street. A raised median island can often be treated as a pedestrian refuge island if a cut in the island is provided along a marked crosswalk. When placed at or near to the entrance of a neighborhood, a median island provides a visual cue to motorists about the preferred vehicle speed and if a median island has a monument sign or textured pavement on either side, it can serve as a gateway or entry feature.



Figure 13. Sample Application of Median Island (Mid-Block – Left, Neighbourhood Entrance – Middle, With Crosswalk – Right)<sup>20, 21</sup>

The potential application effects of raised median islands include:

- **Vehicle Speed:** Can slow traffic by narrowing roadway width.
- **Traffic Volume:** Has negligible effect on traffic volumes.
- **Collision Reduction:** Not directly contribute to collision reduction.
- **Active Transportation:** Can shorten crossing distance for pedestrians and serve as pedestrian refuge island. May force cyclists to share travel lane with motor vehicles.
- **Emergency Services:** Sufficient roadway width is required; otherwise, emergency vehicles could be obstructed.
- **Road Maintenance:** Can create some constraints and challenges for snow plowing, snow removal, and street sweeping.

<sup>20</sup> Module 3: Toolbox of Individual Traffic Calming Measures Part 3 | FHWA (dot.gov)

<sup>21</sup> City of Courtenay

## ***Lane Narrowing***

Lane narrowing is the process of reducing lane widths using pavement markings or other features, for example, bicycle lanes, street beautification programs, pavement texture, delineators. The intention is for drivers to perceive the roadway to be less comfortable at higher speeds due to the narrowing of the lanes and ultimately reduce operating speeds.



Figure 14. Sample Application of Lane Narrowing<sup>22, 23</sup>

The potential application effects of lane narrowing include:

- **Vehicle Speed:** Can help slow traffic by reducing travel lane width.
- **Traffic Volume:** Has negligible effect on traffic volumes.
- **Collision Reduction:** Not directly contribute to collision reduction.
- **Active Transportation:** No impact on pedestrians. May force cyclists to share travel lane with motor vehicles.
- **Emergency Services:** Negligible impact on emergency service response.
- **Road Maintenance:** Negligible impact on roadway maintenance operations.

## ***On-Street Parking***

On-street parking can effectively narrow the roadway travel lanes by adding side friction to the traffic flow, which can help reduce speeds and short-cutting traffic. On-street parking can be allowed on one or both sides of a roadway (parking zones can also be strategically located on alternate sides of a roadway to create a chicane effect). Whether on-street parking can be an appropriate traffic calming measure is a direct function of its actual or potential usage (i.e., parking demand). It is worth noting that angled parking is not appropriate as a traffic calming measure, due to the increased potential for conflicts.

<sup>22</sup> Countermeasures | FHWA (dot.gov)

<sup>23</sup> City of Courtenay



Figure 15. Sample Application of On-Street Parking<sup>24</sup>

The potential application effects of on-street parking include:

- **Vehicle Speed:** Slow traffic by reducing effective travel lane width. The speed reduction effect depends on the utilization of on-street parking.
- **Traffic Volume:** Has a minor effect in reducing traffic volumes.
- **Collision Reduction:** Not directly contribute to collision reduction.
- **Active Transportation:** Overall negative impacts on pedestrians and cyclists. The visibility of pedestrians walking around parked vehicle and crossing the street could be reduced. The hazard of cyclists riding around opened car doors could also be a problem.
- **Emergency Services:** Parked cars, particularly lining both sides of a narrow street, can pose challenges for the fire department when extending the tower from the firetruck's bed.
- **Road Maintenance:** Can create some constraints and challenges for roadway maintenance operations because parked vehicles may obstruct street sweeping, catch basin cleaning, and snow removal.

<sup>24</sup> Module 3: Toolbox of Individual Traffic Calming Measures Part 3 | FHWA (dot.gov)



## 4. Obstruction

### ***Half Street Closure (Directional Closure)***

A half street closure is a physical barrier that blocks vehicle travel in one direction (i.e., creates a one-way street) for a short distance on an otherwise two-way street. A half closure can block either traffic entering the side street (i.e., the traffic calmed street) or exiting the side street, depending on its placement. The traffic movement that is obstructed by the half closure is rerouted along an alternative path. A half closure is designed to deter illegal maneuvers around the measure. A typical application has the half closure extend to the street centerline, leaving a relatively tight opening for a wrong-way motorist. In some applications, bicyclist and pedestrian traffic can be accommodated through the closure on a path built behind the vehicle barrier.



Figure 16. Sample Application of Half Street Closure<sup>25, 26</sup>

The potential application effects of half street closures include:

- **Vehicle Speed:** Reduce traffic speed due to the narrowed pavement width through road closure.
- **Traffic Volume:** All traffic in one direction is prevented from using the street and is diverted to parallel streets.
- **Collision Reduction:** Could be effective in reducing vehicle-pedestrian/cyclist collisions by mitigating exposures.
- **Active Transportation:** The safety and mobility of pedestrians and cyclists improves with the restriction of motor vehicle access.
- **Emergency Services:** There could be a minor negative impact on emergency vehicles. Emergency response vehicles can maneuver around a half closure when responding to an emergency providing sufficient road width is maintained.
- **Road Maintenance:** May complicate road maintenance, but in general, maintenance vehicles can maneuver around a half closure.

<sup>25</sup> City of Courtenay

<sup>26</sup> Module 3: Toolbox of Individual Traffic Calming Measures Part 3 | FHWA (dot.gov)



### ***Diagonal Diverter***

A diagonal diverter is a physical barrier placed diagonally across a four-legged intersection. The barrier creates two unconnected intersections. Traffic approaching the intersection is restricted to one receiving leg, rather than three. A strategically placed diagonal diverter can reduce traffic volume by preventing straight-through traffic movements at an intersection. A cutout, gap, or channel can be provided in the diagonal diverter to allow at-grade cyclist movement between all four legs of the intersection. Pedestrians can and should be accommodated by pass-throughs or walkways across or through the diverter.



Figure 18. Sample Application of Diagonal Diverter<sup>27, 28</sup>

The potential application effects of diagonal diverters include:

- **Vehicle Speed:** Forces motorist to slow to negotiate the diversion curve.
- **Traffic Volume:** Forces all traffic that otherwise could pass straight through the intersection to divert to another path.
- **Collision Reduction:** Could be effective in reducing collisions by obstruct short-cutting or through traffic.
- **Active Transportation:** Benefit pedestrian and cyclist movements by reducing vehicle volume and speed.
- **Emergency Services:** Emergency vehicles' accessibility and response time are negatively affected.
- **Road Maintenance:** Road maintenance routes could be blocked and subject to change.

### ***Median Barrier / Forced Right-In/Right Out Island***

Median barrier and forced turn island are two variations of physical turn restrictions at an intersection that can be used to eliminate specific traffic flows (in particular, cut-through traffic) from entering or exiting a side (minor) street.

<sup>27</sup> Module 3: Toolbox of Individual Traffic Calming Measures Part 3 | FHWA (dot.gov)

<sup>28</sup> Traffic Calming Fact Sheets - Diagonal Diverter (ite.org)

- A median barrier is a raised island placed through an intersection, along the centerline of a roadway (often the higher-order roadway), preventing a motorist from traveling straight through the intersection on the side street. A median barrier can be designed to allow turns to and from the main street, while preventing through traffic from the side street from crossing the main roadway. Depending on its design, a median barrier can also reduce vehicle speed on the main street through lane narrowing. Gaps between median barriers may be used to accommodate pedestrians and cyclists.



Figure 19. Sample Application of Median Barrier<sup>29</sup>

- A forced turn island is a raised island that blocks certain movements on approaches to an intersection. It can force a motorist to turn right from the side street (by blocking left-turn and through movements). A forced turn island is a raised traffic island, typically triangular in shape, placed at the mouth of an intersection. It channels traffic to the right and blocks left and through movements.



Figure 20. Sample Application of Forced Turn Island<sup>30, 31</sup>

<sup>29</sup> Module 3: Toolbox of Individual Traffic Calming Measures Part 3 | FHWA (dot.gov)

<sup>30</sup> Module 3: Toolbox of Individual Traffic Calming Measures Part 3 | FHWA (dot.gov)

<sup>31</sup> Forced Turn Islands (sanantonio.gov)

The potential application effects of median barriers and forced turn islands include:

- **Vehicle Speed:** Not expected to reduce vehicle speed directly.
- **Traffic Volume:** Can help reduce short-cutting and through traffic volume onto the minor street.
- **Collision Reduction:** Could be effective in reducing vehicle-pedestrian/cyclist collisions by obstructing shortcutting and through traffic and reducing conflict points.
- **Active Transportation:** Benefit pedestrian and cyclist movements by reducing vehicle volume.
- **Emergency Services:** Restricts emergency vehicles from passing straight through or turning left from the minor street and from turning left into the minor street. Emergency vehicles' accessibility and response time is negatively affected.
- **Road Maintenance:** Road maintenance routes could be blocked and subject to change.

### **Intersection**

Intersection channelization is the use of raised islands or bollards located in an intersection to obstruct specific traffic movements and physically direct traffic through an intersection. Intersection channelization can improve pedestrian crossing safety by reducing crossing distances and providing refuge areas. Bicycles are typically permitted to make all movements, including those which motor vehicles are prevented from making.

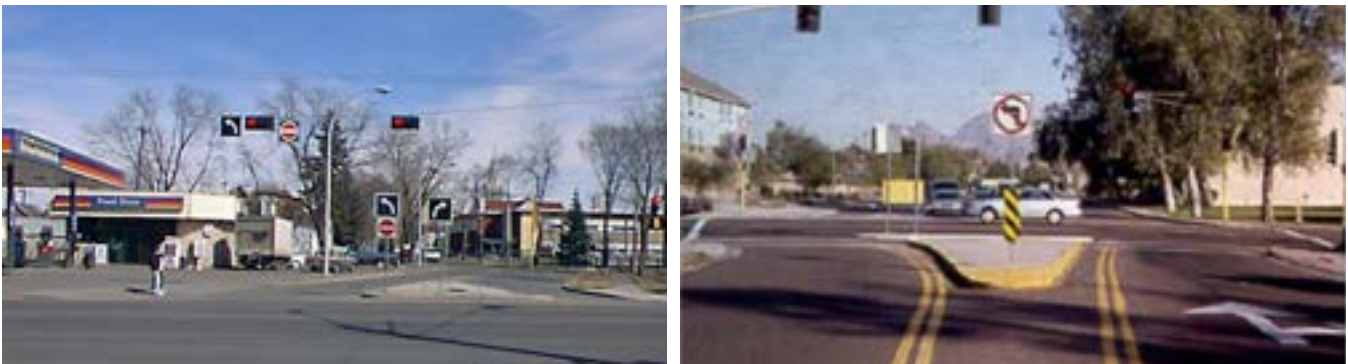


Figure 21. Sample Application of Intersection Channelization<sup>32, 33</sup>

The potential application effects of intersection channelization include:

- **Vehicle speed:** Not expected to reduce vehicle speed directly.
- **Traffic Volume:** Can help reduce short-cutting and through traffic volume onto the minor street.
- **Collision Reduction:** Could be effective in reducing vehicle-pedestrian/cyclist collisions by obstructing shortcutting and through traffic and reducing conflict points.
- **Active Transportation:** Benefit pedestrian and cyclist movements by reducing vehicle volume. Reduce the crossing distance and provide refuge areas for pedestrians.
- **Emergency Services:** Restricts emergency vehicles from proceeding in the closed direction at an intersection. Emergency vehicles' accessibility and response time is negatively affected.
- **Road Maintenance:** Road maintenance routes could be blocked and subject to change.

<sup>32</sup> Neighbourhood Traffic Concerns | City of Edmonton

<sup>33</sup> Traffic-calming Measures (nacto.org)

## 5. Signage & Pavement Marking

It should be noted that signage and pavement markings are not physical measures and are not considered traffic calming measures. However, they can be used in conjunction with physical measures to help drivers understand the purpose of the measures and to encourage them to drive more slowly.

### ***Traffic Calming Neighbourhood Sign***

Signs delivering the information of entering the neighbourhood and driving slowly is intended to serve as a reminder to motorists that they are entering a residential area where the residents are concerned about the safety and integrity of their neighbourhood. Motorists are advised to disengage the highway driving mode and exercise caution as they approach a residential area and should be mindful of the potential presence of pedestrians and other active transportation users.



Figure 22. Sample Application of Traffic Calming Neighbourhood Signs<sup>34, 35</sup>

The potential application effects of neighbourhood signs include:

- **Vehicle Speed:** The impact of neighbourhood signs on speed reduction may be limited without being used in conjunction with other physical traffic calming measures.
- **Traffic Volume:** Negligible effect on traffic volumes.
- **Collision Reduction:** Not directly contribute to collision reduction.
- **Active Transportation:** Not directly correlated to pedestrian and cyclist movements.
- **Emergency Services:** Minimal impact on emergency vehicle response.
- **Road Maintenance:** Minimal impact on road maintenance.

<sup>34</sup>A91jv0dnl\_1ocb1x5\_4po.tmp (midland.ca)

<sup>35</sup>Microsoft Word - 2005-10-17-Final Nanaimo TC Guidelines.doc

## ***Pavement Treatment and Marking***

The on-road pavement markings often provide information that would typically be communicated to drivers through posted signage but are instead painted on the roadway to provide a larger image directly in the driver's line of sight. These markings may be used as a gateway to alert drivers they are entering a school zone, school crossing, or traffic calmed neighbourhood. The pavement markings can be in various forms, including:

- Transverse lane markings. Transverse pavement markings usually consist of transverse bars or chevrons. The transverse bars are typically spaced to give drivers the perception that they are speeding up. This perception encourages drivers to be aware of their speeds and to slow down. Lane markings can also be used as a way to alert drivers that they are entering a different area such as a community. The most common lane markings include:
  - **Dragon's Teeth.** Dragon's teeth are a series of triangular pavement markings along the edge of the travelled lanes. They may be painted with increasing size to give the impression of roadway narrowing. They provide a visual change of the roadway.
  - **Transverse Bars.** Transverse bars are a series of parallel pavement markings which extend across the majority of the travelled lane width or only appear along the edge of the lane. The series of markings may be placed closer together with distance to create the illusion that a vehicle's speed is increasing, to alert the driver of the need to reduce speed.
  - **Converging Chevrons.** The converging chevron pavement marking pattern involves installing a series of white chevrons on the road surface. The spacing width of the chevrons and the space between them decreases as the driver travels through the pattern. This pattern creates the illusion that the vehicle is traveling faster than the vehicle's actual speed and that the road is narrowing, which causes the driver to slow down.





Figure 23. Sample Application of Transverse Lane Markings (Dragon Teeth – Left<sup>36</sup>, Transverse Bars<sup>37</sup> – Middle, Converging Chevrons<sup>38</sup> – Right)

- **Surface Treatments.** Coloured surface dressings or textured surfaces are common speed management treatments and are often used in conjunction with other traffic-calming measures to emphasize the presence of traffic-calming features. Surface treatments can be done with pavement markings or textured pavement. Figure 24.



Figure 24. Sample Application of Surface Treatments<sup>39, 40, 41</sup>

- **Rumble Strips.** Rumble strips are grooves placed in the roadway surface that transmit sound and vibration to alert drivers to changing conditions. Many municipalities have used temporary rumble strips, which consist of strips of durable tape, rather than permanent installation. Traverse rumble strips can be placed perpendicular to the direction of traffic and used to alert drivers of a change in upcoming conditions and the need for stopping or reducing speed. Rumble strips are particularly used in rural roads as opposed to urban roads as they can cause a noise issue.

<sup>36</sup> Dragon teeth | Pavement graffiti (meganix.net)

<sup>37</sup> Pavement Markings: Transverse Lane Markings | Center for Transportation Research and Education (iastate.edu)

<sup>38</sup> Ruidoso Traffic Calming Guide (bhinc.com)

<sup>39</sup> European-style traffic-calming treatment used in Dexter, Iowa | Download Scientific Diagram (researchgate.net)

<sup>40</sup> Traffic Calming Devices | Pavement Surface Coatings<sup>5</sup>

<sup>41</sup> Bringing Awareness To 30 km/hr Speed Limit With: SCHOOL ZONE SYMBOLS AND TEXTS - Sutton Road Marking



Figure 25. Sample Application of Rumble Strips<sup>42, 43</sup>

The potential application effects of pavement treatment and markings include:

- **Vehicle Speed:** The impact of pavement treatment and marking on speed reduction may be limited without being used in conjunction with other physical traffic calming measures.
- **Traffic Volume:** Negligible effect on traffic volumes.
- **Collision Reduction:** Not directly contribute to collision reduction.
- **Active Transportation:** Not directly correlated to pedestrian and cyclist movements.
- **Emergency Services:** Minimal impact on emergency vehicle response.
- **Road Maintenance:** Minimal impact on road maintenance. But road treatment and markings need regular maintenance and could be less effective in winter months due to snow/ice cover.

### ***Speed Display Device***

A speed display device is a pole-mounted device equipped with radar speed detector and an LED display. The devices can detect the speed of an approaching vehicle and display it back to the driver. The objective of the speed display device is to improve road safety by making drivers aware of their speed, evoking voluntary speed compliance.

Speed display devices are most effective on single lane roads and can be used upstream of staffed speed enforcement.

<sup>42</sup> Transverse Rumble Strips: Another Tool for Rural Road Safety? | Crossroads (mntransportationresearch.org)

<sup>43</sup> Rumble Strips: safety-enhancing and winter-proof | SWARCO



Figure 26. Sample Application of Speed Display Devices<sup>44, 45</sup>

The potential application effects of speed display devices include:

- **Vehicle Speed:** Can be considered as an effective way of reducing vehicle speed. But the efficacy may diminish over time without being used in conjunction with other physical traffic calming measures.
- **Traffic volume:** Negligible effect of traffic volumes.
- **Collision Reduction:** Not directly contribute to collision reduction.
- **Active Transportation:** Not directly correlated to pedestrian and cyclist movements.
- **Emergency Services:** Little effect on emergency vehicle response.
- **Road Maintenance:** No impact on road maintenance.

<sup>44</sup> Radar Speed Signs - Kalitec

<sup>45</sup> Smile for the speed board: New additions to calm traffic in Fernie - The Free Press



# City of Courtenay





City of  
Courtenay

ZOOM window space

# 1st Street Traffic Calming

Community Survey Results and  
Recommended Actions

Presented by:  
Matthew Brown, City of Courtenay  
April 29, 2026

# Introduction

## How we got here:

How we got here:

- Received a traffic request and petition in February/March 2025
- Completed traffic analysis and preliminary review April to July 2025
- Survey and Open House in the fall of 2025
- Completed survey review and preliminary design options winter 2025/2026

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# Traffic Data Results

ZOOM Window Space

## Evaluation

- Roadway Characteristics
- Roadway Facilities
- Collision Data
- Property Use
- Traffic Data

Criteria	Conditions	Pass / Fail
Roadway must be a local or collector, featuring no more than two travel lanes (one lane for each direction).	1st Street is a collector road with one lane for either direction.	Pass
Roadway must have a minimum of 500 annual average daily traffic (AADT).	AADT data is calculated for the following traffic speed/count locations: 1. 1st Street @ Menzies Avenue: 3273 2. 1st Street @ Puntledge Park: 3743 3. 1st Street @ Embleton Crescent: 4097 4. 1st Street @ Keeneland Avenue: 4430 5. 1st Street @ Arden Road: 4711 All locations pass this criterion.	Pass
The posted speed limit shall not be greater than 50 km/h.	The posted speed limit on 1st Street is recently set at 40 km/h, except near Puntledge Park, where a playground zone reduces the speed limit to 30 km/h.	Pass
85 <sup>th</sup> percentile speed of the roadway should be greater than the posted speed limit.	85 <sup>th</sup> percentile speed data is collected and calculated from the following traffic speed/count locations: 1. 1st Street @ Menzies Avenue: 52 km/h 2. 1st Street @ Puntledge Park: 46 km/h (WB, the posted speed limit here is 30 km/h) 3. 1st Street @ Embleton Crescent (WB): 55 km/h 4. 1st Street @ Keeneland Avenue (WB): 58 km/h 5. 1st Street @ Arden Road (WB): 45 km/h All road segments on 1st Street have an 85 <sup>th</sup> percentile speed exceeding the posted speed limit (note that some of the data was collected prior to the speed limit change from 50 km/h to 40 km/h).	Pass
Roadway section should be longer than 150 metres.	1st Street from Menzies Avenue to Powerhouse Road is about 1.7 km in length.	Pass
Roadway must be assumed and maintained by the City of Courtenay.	1st Street is under the jurisdiction of the City of Courtenay.	Pass
Zoning should be primarily residential in nature.	1st Street corridor is predominantly lined with residential units, mainly single-family homes.	Pass
No traffic calming initiatives have been implemented in the past 36 months, and there are no scheduled capital projects within the next 36 months that would address the traffic issues.	No traffic calming measures have been implemented previously, and there are currently no capital projects planned for traffic calming.	Pass
<b>Overall</b>		<b>Pass</b>

# Evaluation Results

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# Engagement Results

## October 2025

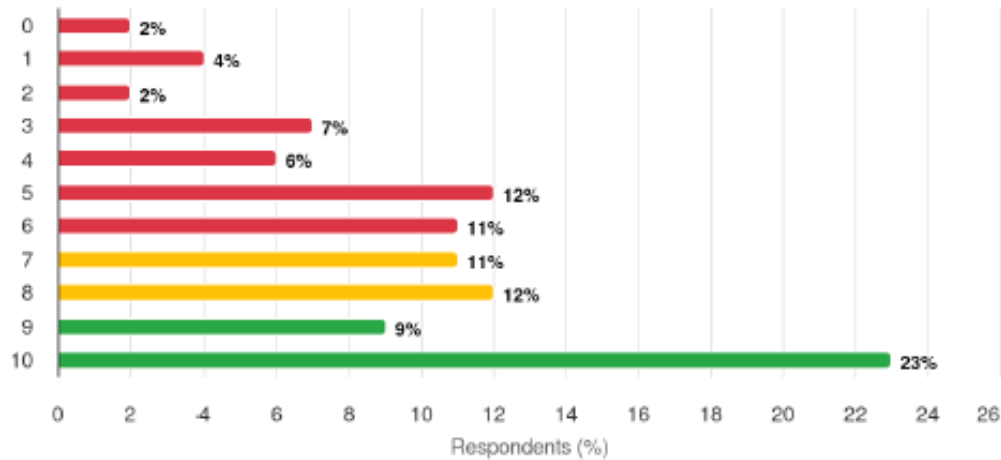
# Engagement Results – October 2025

From a transportation perspective, how safe do you currently feel when using this area?

333 respondents



333 respondents



ZOOM Window Space

# Engagement Results – October 2025

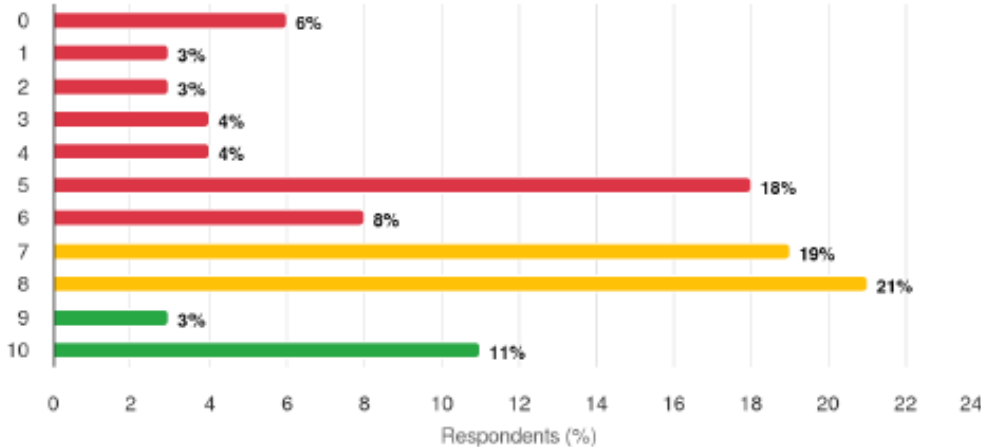
ZOOM Window Space

## Pedestrian safety

239 respondents



239 respondents



# Engagement Results – October 2025

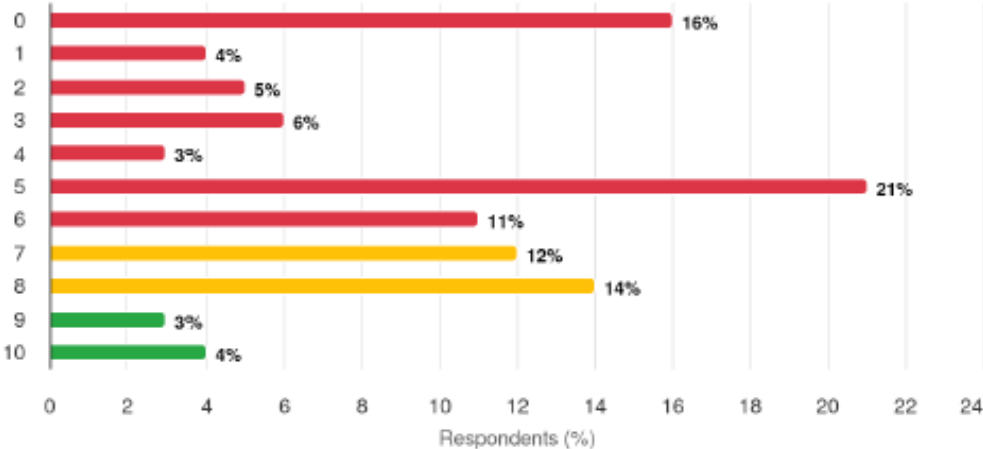
ZOOM Window Space

## Vehicle traffic flow

239 respondents



239 respondents



# Engagement Results – October 2025

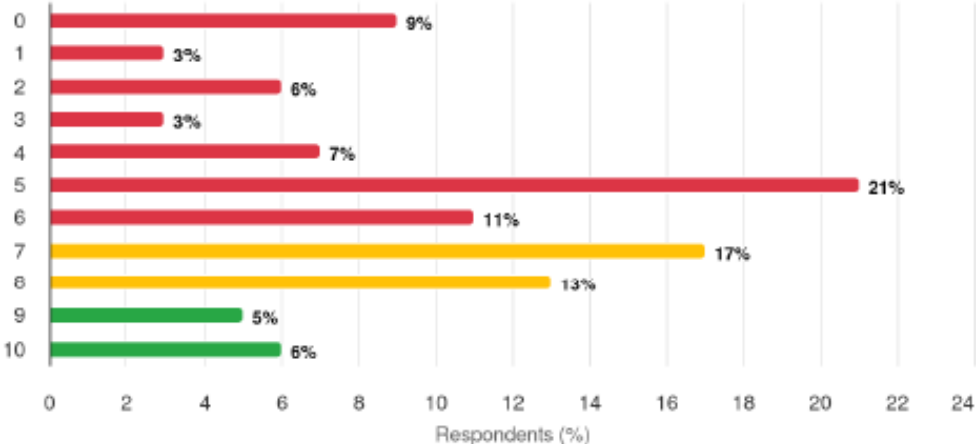
ZOOM Window Space

## Cyclist comfort

239 respondents



239 respondents



# Engagement Results – October 2025

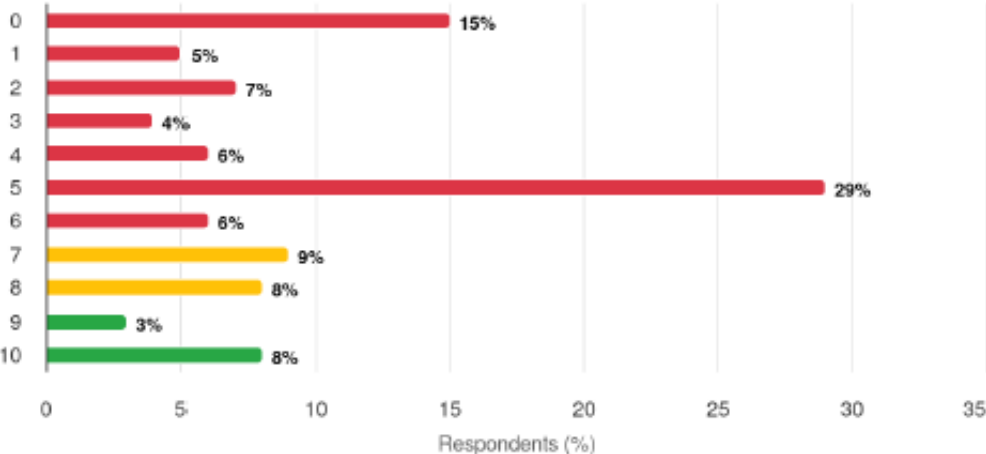
ZOOM Window Space

## Emergency vehicle access

239 respondents



239 respondents



# Engagement Results – October 2025

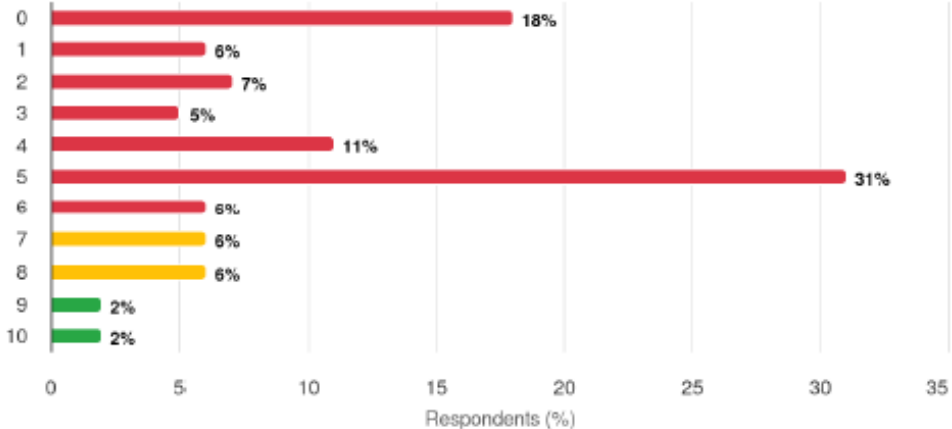
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## Parking availability

239 respondents



239 respondents



# Engagement Results – October 2025

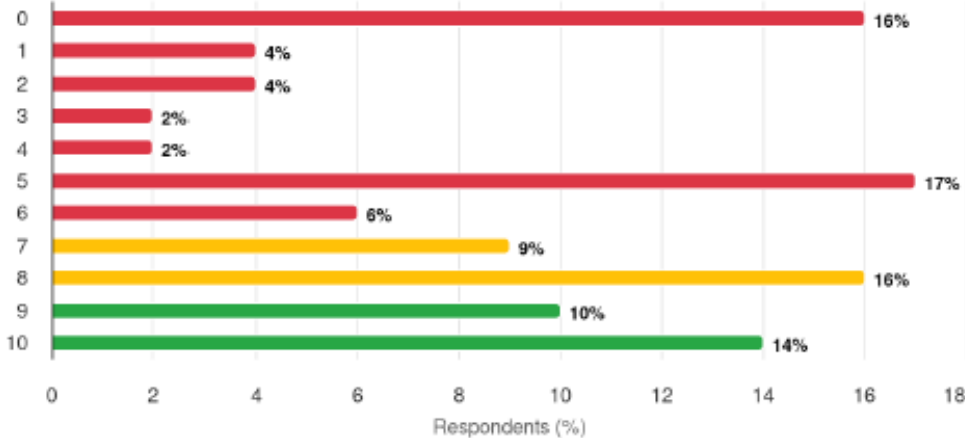
ZOOM Window Space

## Neighbourhood livability

239 respondents



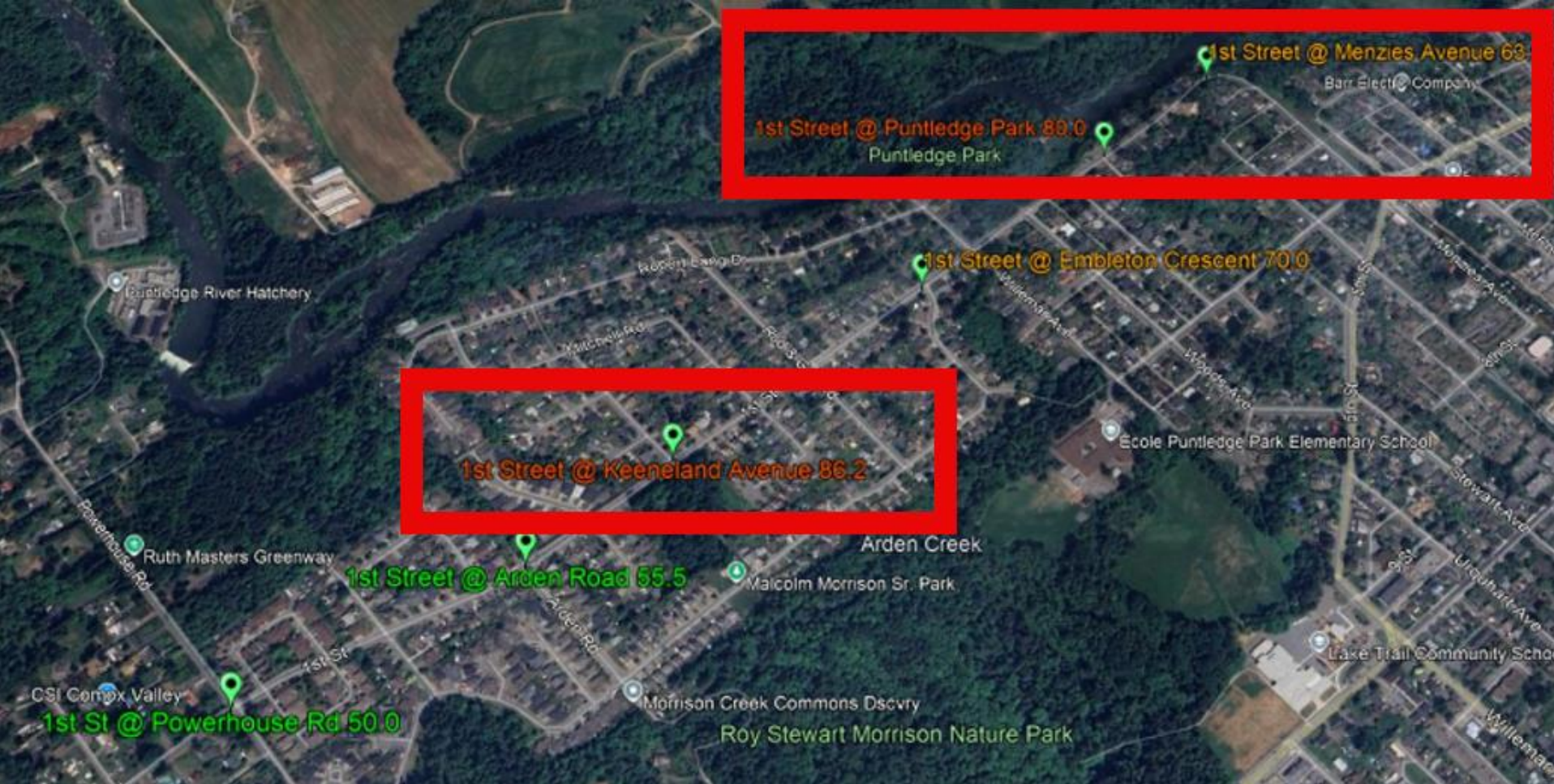
239 respondents



# Engagement Results – October 2025

ZOOM Window Space

## Consultation Priority Locations



# Engagement Results

## March 2026

# Engagement Results – March 2026

ZOOM Window Space

Under the Traffic Calming Policy, require 51 % response rate and 60 % support:

- Total properties: 470
- Surveys completed: 313
- Response rate: 66% (minimum required: 51%)

# Engagement Results – March 2026

ZOOM Window Space

Support levels for the proposed traffic calming measures did not meet the required 60% threshold in either priority area:

## **1st Street (Menzies Avenue to Wood Avenue):**

Support required: 187

Support received: 185

## **1st Street (Keeneland Avenue frontage):**

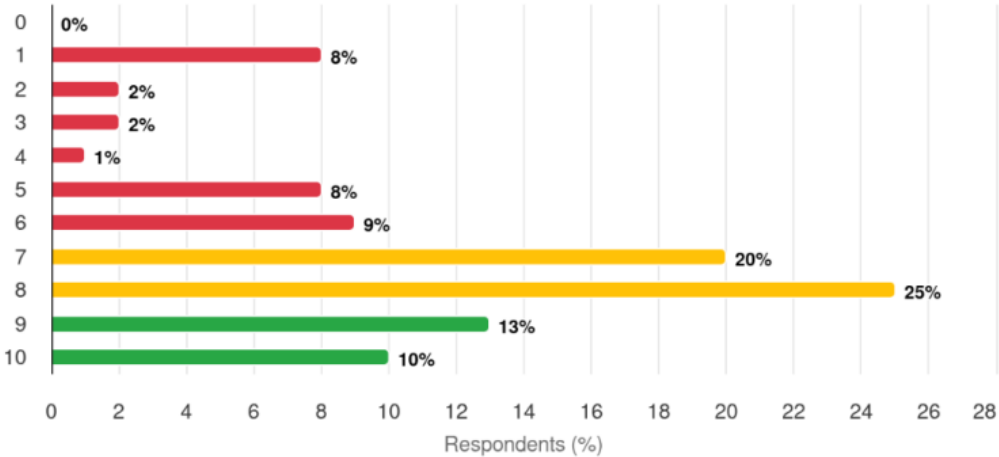
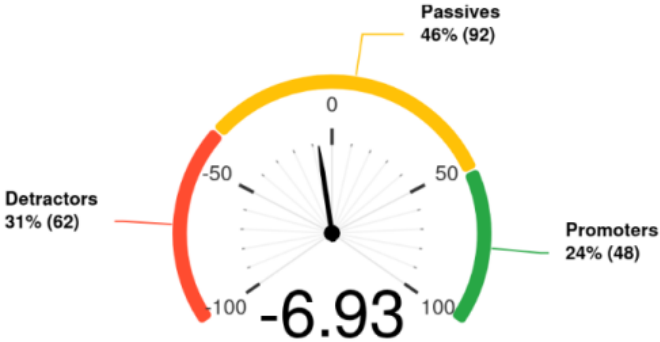
Support required: 187

Support received: 170

# Engagement Results – March 2026

ZOOM Window Space

For 1st Street from Woods to Menzies Avenue, if your #1 ranked solution was implemented, how would you score the corridor for road safety? (n=177)

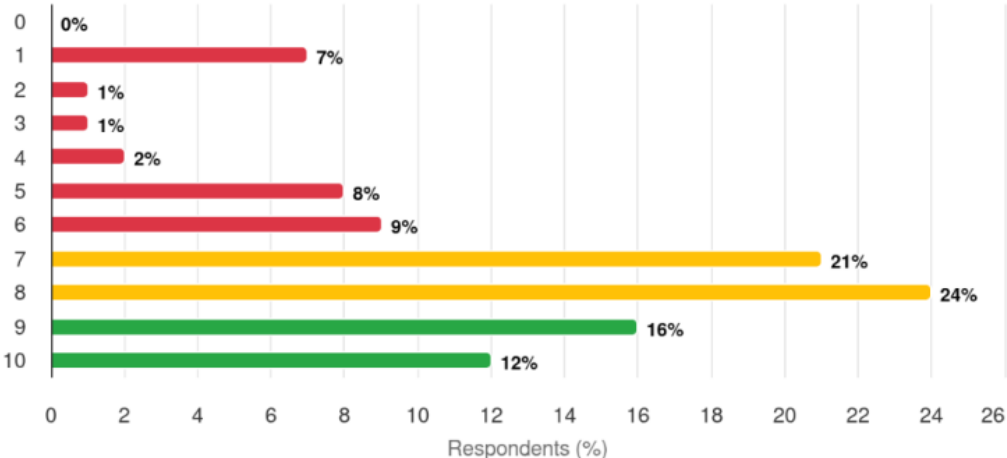
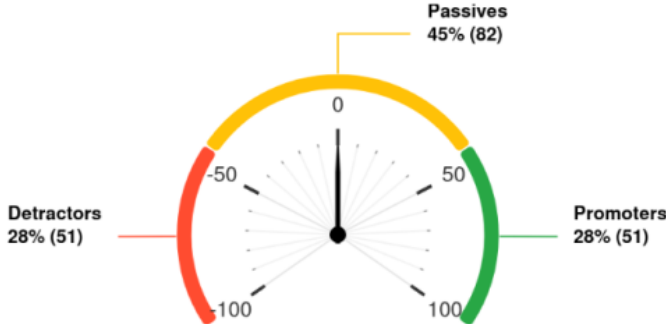


# Engagement Results – March 2026

ZOOM Window Space

For 1st Street and Keeneland Avenue, if your #1 ranked solution was implemented, how would you score the corridor for road safety?

(n=160)



# Next Steps – Guiding Policy Evaluation

- Safe and Active Schools Program
- Strategic Transportation Plan
  - ❖ Road Safety / Vision Zero
  - ❖ Congestion / delay
  - ❖ Sustainable Transportation

# Next Steps

ZOOM Window Space

- Amend the Traffic Calming Policy to support the application of professional judgment in corridors achieving traffic calming evaluation scores exceeding 80 points, including the use of targeted, low-cost traffic calming or safety measures where justified by technical analysis and road safety considerations
- The installation of a marked pedestrian crosswalk with a Rectangular Rapid Flashing Beacon (RRFB) along the Keeneland Avenue frontage.
- The implementation of simple park access and speed management improvements in the vicinity of Urquhart Avenue, including parking refinements, lane narrowing, and an upgraded speed reader board.

# Thank you and Questions



The Corporation of the City of Courtenay

# Briefing Note

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**To:** Council

**File No.:** 5335-20

**From:** City Manager (CAO)

**Date:** April 15, 2026

**Subject:** Management Reports –Finance, Fire, Ops

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**PURPOSE:**

To provide Council Management Reports from Financial Services, Fire, and Operational Services. Please see Management reports attached.

**ATTACHMENTS:**

1. Management Report – Financial Services
2. Management Report – Fire Department
3. Management Report – Operational Services

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

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

**CITY OF COURTENAY  
MANAGEMENT REPORT**



<b>DEPARTMENT</b>	FINANCIAL SERVICES
<b>DIRECTOR</b>	ADAM LANGENMAIER

INITIATIVE	DETAILS	ANTICIPATED COMPLETION DATE	% OF TASK COMPLETE	UPDATE & COMMENTS
<b>Operational Projects</b>				
2025 Parcel Tax Review Panel	Annual - Statutory	April 30, 2026	100%	Annual Statutory Process, meeting date sent Mar 11 but no meeting held as no complaints received. notification letters sent, public notification be published.
2026-2030 Financial Plan Bylaw	Annual - Statutory	May 14, 2026	100%	2026-2030 Financial Plan Bylaw adopted Feb 25, 2026
2026 Tax Rate Bylaw	Annual - Statutory	May 14, 2026	80%	Task mostly complete as the Financial Plan bylaw and Council tax direction has already been approved and given. Waiting on BC Assessment and other taxing authorities to provide information prior to City tax rate bylaw being put to Council
2025 Year End Audit and Financial Statements	Annual - Statutory	May 14, 2026	70%	Auditors on site March 23-27, 2025. Council presentation scheduled for May 13, 2026
2025 Local Government Data Entry (LGDE)	Annual - Statutory	May 14, 2026	10%	Annual Provincial Reporting. Report complete once Financial Statements complete
2025 Statement of Financial Information (SOFI)	Annual - Statutory	June 30, 2026	10%	Annual Provincial Reporting. Report complete once Financial Statements complete
2026 Tax Levy and Collection	Annual - Statutory	July 2, 2026	10%	Involves entire Finance Department. May-July.
2025 Tax Sale Auction, Monday September 29	Annual - Statutory	September 29, 2025	100%	Tax sale held Sept 29th as there were 2 properties that qualified. Both properties sold and as of date of report writing the properties have not been redeemed. Staff have been in contact with former owner on the redemption process.
2026 Tax Sale Auction, Monday September 28 (if needed)	Annual - Statutory	September 28, 2026	0%	A tax sale may be held if required on Monday September 28th. Historically the sale is avoided as staff work hard to encourage tax payment prior to the tax sale.
2026 Permissive Tax Exemption Process	Annual - Statutory	October 31, 2026	20%	Council has given direction on updates to the permissive tax exemption policy. Staff are actively working on the policy. Key highlight of the policy change is a focus on type of service dictating exemption vs historical and geographical parameters.
2026/2027 Approval in Principal RCMP Contract	Annual - Statutory	June 30, 2025	100%	2026/27 approval in principal completed with maintained RCMP FTE at 31.4 members
2027/2028 Approval in Principal RCMP Contract	Annual - Statutory	June 30, 2026	10%	Approval in principal not yet due, information released by RCMP re: 2027 costs arrive early June, report to council late June.
2027-2031 Financial Planning	Annual - Statutory	May 14, 2027	10%	Financial Planning process starts in summer however staff are already working on rolling forward the 2026-2030 to 2027-2031. Council budget meetings set for November 25, 26, 27, 2026.
<b>Strategic Initiatives</b>				
Grant in Aid Agreement with Comox Valley Community Foundation	Move administration of Grant in Aid Program to 3rd Party	June 30, 2023	100%	Current 3 year agreement to expire after 2026 grant program completed.
Budget software	Implementation of budget software. Operating module brought in for budget 2024, Capital module brought in for budget 2025. Fund manager module (reserves) partially implemented for budget 2025.	on going	90%	Budget information has historically been held in excel. Increases in complexity, size and sophistication of budgeting software have lead to the decision to switch from Excel to a specific budget software to improve the budgeting process and gain efficiencies. Work continues to implement portions of budget software. 2025-2029 Financial plan is the first to be completed using the budget software solution from start to finish. Prior years (2024) capital portion of budget was still managed in excel. Key reserves have been setup in the Fund manager module that aids in forecasting of reserve balances. 2026-2030 Financial Plan saw greater use of fund manager to fund the capital plan. The time efficiencies and accuracy gains will continue to pay off. Staff can focus more on the content of the Financial Plan vs the processing of the plan.
Review of City Financial Policies	Establish and update Financial Policies: - Investments - 2022 - ARO/TCA - 2023 - Procurement (include Social) - 2023 - Reserves/Surplus (Asset Management plans required) - 2026 - Permissive tax 2026	December 31, 2026	67%	Investment policy adopted 2022, Procurement (including social and indigenous) policy adopted 2023, TCA and Reserve to be brought forward in 2025-26. RCMP, Snow and Ice, and solid waste reserves established/updated in 2024. Work will continue on updating and focusing of reserves in parallel with the Budget Software's' Fund manager. Staff anticipate bringing reserve and permissive tax policies to council Q2 of 2026.

<b>DEPARTMENT</b>	FIRE DEPARTMENT
<b>FIRE CHIEF</b>	Kurt MacDonald



INITIATIVE	DETAILS	ANTICIPATED COMPLETION DATE	% OF TASK COMPLETE	UPDATE & COMMENTS
<b>Capital Projects</b>				
<b>Chevy Silverado Replacement</b>	Vehicle used by training division for both emergency and non emergency calls, and for daytime work duties	5/31/2026	50%	March 1 2026 - Truck is still at the outfitters, waiting on delivery.
<b>Auto Extrication Hydraulic Tool Replacement</b>	Gas powered auto extrication tools (18 years old) are being replace with electric ones.	12/31/2025	100%	December 1 2025 - Tools received and put into service.
<b>Operational Projects</b>				
<b>2025-2026 Recruit class</b>	Recruit Training Program	9/30/2026	50%	March 1 2026 - Training continues to be on schedule, recruits performing very well to date.
<b>Strategic Initiatives</b>				
<b>Emergency and Disaster Management Act (EDMA) - Implementation</b>	Working with CVEM to understand,advise and develop a plan to implement new EDMA regulations	TBD	10%	March 1 2026 - Still waiting on the Province for regulations that will guide the CVEM, no timeline for this has been made available.
<b>Long Term Staffing Plan for Fire Services</b>	Develop plan for staffing second fire station, meet FUS requirements and maintain service levels	TBD	25%	March 1 2026 - Volunteer firefighter recruitment strategy in development; targeted east Courtenay campaign planned.

Department	Operational Services Department
Director	Kyle Shaw



Initiative	Details	Status	Completion Date	% Task Complete	Update & Comments
<b>Capital Projects</b>					
Parks - Pedestrian Bridge Replacement	Simms Pedestrian Bridge	On Track	26-Jun-2026	20%	Environmental Permitting started, Quote for Bridge in, need for more funding due to the size of the bridge.
Parks - Cemetery Niche Wall Design	Design & Construct New Columbarium Area	On Track	31-Oct-2026	10%	75% Construction Drawings reviewed, Full construction drawings in by April 23.
Parks - Cemetery Irrigation	Infrastructure Improvements	On Track	26-Jun-2026	0%	Move irrigation sub-main to make room for new Columbarium area
Parks - Urban Canopy Program	Tree Voucher / Request Program	On Track	1-Sep-2026	10%	RFP out to two Consultants.
Public Works - Fleet - Light Vehicles	Electric Vehicles (8 Trucks, 1 Transit Van)	On Track	1-Jun-2026	85%	Upfitting required on 4 units
Public Works - Fleet - Heavy Vehicles	F550 \$120k, F550 Garbage Truck \$290k, EV Off Road UV	On Track	30-Dec-2026	75%	F550 Van arrived, upfitting in May, Garbage Truck Ordered, Off Road unit in progress.
Public Works - Fleet - Heavy Vehicles (2025)	3-Ton Dump & Plow Truck	On Track	30-Jun-2026	85%	Delivery in June 2026
Public Works - Fleet Charging Stations (2025)	1 Public Charger added, Fleet Capacity increased by +3 chargers	Complete	30-Apr-2026	100%	Installs complete April 2026
Public Works - PCRP Paving Renewal Program - Cumberland Rd	Cumberland Rd - Arden Rd to Piercy Trail	On Track	31-Jul-2026	10%	Cumberland Rd - May 2026
Public Works - PCRP Paving Renewal Program - 8th Street	Cliffe Ave to Fitzgerald Ave	On Track	30-Sep-2026	0%	8th St - Summer 2026
Public Works - PCRP Paving Renewal Program - Cliffe Ave	3rd St to 6th St	On Track	31-Oct-2026	0%	Cliffe Ave - Summer/Fall 2026
Public Works - PCRP Paving Renewal Program - England Ave	3rd St to 4th St	On Track	31-Oct-2026	0%	Cliffe Ave - Summer/Fall 2026
Public Works - SWRP - Sidewalk Renewal Program - Dingwall Rd	McLauchlin Dr to Stafford Ave	On Track	30-Jun-2026	15%	Dingwall Road - April / May
Public Works - Gateway Signage	Ryan Rd at Anderton	On Track	30-Jun-2026	17%	Contractor fabricating sign; concrete base install
Transportation - Cycling Network Plan	Implementation of the 5 year CNP	On Track	30-Dec-2026	40%	Procurement completed and starting implementation; Arden bridge construction awarded.
Transportation - EOL Traffic Signal Renewal Program	Signal Infrastructure Renewal	On Track	30-Dec-2026	25%	Procurement completed and starting implementation
Transportation - Transit Service Expansion	BC Transit Upgrades	On Track	30-Dec-2026	15%	Confirming scope and locations with regional level.
Transportation - EOL Street Light Renewal	End of Service Life Street Light Renewal	On Track	30-Dec-2026	10%	Finalising locations and ordering materials for 2026.
Transportation - Safe & Active School Program	Improve the Safety of Students in Courtenay	On Track	30-Jun-2027	25%	The 2026/2027 program is at 25% with the program to launch summer 2027.
Utilities - Sanitary Main Relining (SARLE)	First phase of sanitary relining	On Track	30-Sep-2026	20%	Tender package expected by 4/17
Utilities - DMZ & ICI Water Meter Program	Parent Program	On Track	31-Oct-2026	50%	2 sites installed and completed awaiting paving restorations; 2 sites to be RFQ'd 5/1
<b>Operational Projects</b>					
Logistics - Public Works Week	Open Community Event	On Track	23-May-2026	40%	Shool Tours planned - Main Event 5/23/2026
Parks - Volleyball Net and Post Replacement	Standard Park	On Track	28-May-2026	50%	Posts and nets have arrived, Contractor secured to install foundations.
Public Works - Vanier Dr & North Island Hwy - Ditching	Installation of ditch and landscaping at North Entrance frontage	On Track	30-Jun-2026	65%	Location being evaluated
Public Works - Back Rd - 10th St E to Valley View	Guard Rails	On Track	30-Dec-2026	5%	Location being evaluated
Public Works - 10th St E Glen Urquhart Creek	Guard Rails	On Track	28-Aug-2026	35%	Survey April, Install May / June
Transportation - Intelligent Intersection	AI Supported Traffic Management Tool for Support	Complete	30-Dec-2026	100%	Pilot launched at Cliffe Avenue and 5th Street. More intersections will be added this summer.
Transportation - Safe & Active School Program	Improve the Safety of Students in Courtenay	On Track	30-Jun-2026	75%	2025/2026 program is at 75% with the final report to be presented at the end of June.
Transportation - School Pavement Markings	Pavement Markings and Symbols in School Zones	On Track	30-Aug-2026	40%	Material delivered and we are waiting for the street heater for install.
Transportation - Fitzgerald Crosswalk Improvements	Implement Plan from 2025 Evaluation	On Track	30-Aug-2026	25%	Design ready, procurement underway and install this summer.
Transportation - Street Infrared Heater	Tool Designed to Apply Linear Materials Efficiently	On Track	30-Aug-2026	25%	Procurement complete, waiting on delivery.
Transportation - Traffic Signal Equipment Renewal	Replace 2 Controllers in 2026	On Track	30-Aug-2026	70%	One completed at Lerwick and Water, and one planned at Cliffe Avenue and 6th Street. Material is in stock.
Transportation - Strategic Transportation Plan	Guide the Development of Safe, Efficient Trans Options	On Track	28-Feb-2027	45%	First three phases completed, moving to planning stage.
Transportation - 1st St Traffic Calming Improvements	Menzies - Powerhouse along 1st Street	On Track	30-Apr-2026	80%	Engagement process completed. Staff report going to council at the end of April.
Transportation - 6th St Active Transportation Improvements	6th St AT improvements from Anderton to Harmston	Delayed		0%	Provincial level funding on hold.
Utilities - Water - Water Smart Action Plan	Universal Meter Study - Options/Cost Review	On Track	30-Oct-2026	60%	Developing Implementation & Capital Plans and Bylaw Rate Structures



# Staff Report

To: Council

File No.: 3360-20-2507/RZ000096

From: Acting Director of Development Services

Date: April 29, 2026

Subject: Zoning Amendment Bylaw No. 3219 (4680 and 4694 Headquarters Road)

## PURPOSE:

For Council to consider first, second and third reading of *Zoning Amendment Bylaw No. 3219 (4680 and 4694 Headquarters Road)* – to rezone two properties from Residential Small-Scale Multi-Unit Housing (R-SSMUH) to Medium-Density Residential Multi-Residential (RM-1) for the purpose of building a residential development of 131 residential units that are primarily townhomes. The two properties are 4680 and 4694 Headquarters Road, and are legally described as:

1. [Lot 2, Section 17, Comox District, Plan 3015, PID 006-336-370]
2. [Lot A, Section 17, Comox District, Plan 2556, Except Part in Plan 3173, PID 000-542-466]

## EXECUTIVE SUMMARY:

The subject properties are proposed for a medium-density development consisting primarily of townhomes. The proposed rezoning aligns with the OCP and the Housing Needs Report by increasing housing units, densities and typologies that are supported in priority locations. The applicant has completed all requirements for the rezoning application, and this report proposes that certain conditions are met prior to adoption of the bylaw, including a Development Agreement that outlines certain details, such as Community Amenity Contributions, intersection upgrades and protection of a conservation area.

## BACKGROUND:

The owner of the properties at 4680 and 4694 Headquarters Road submitted a rezoning application in October 2025. The application was for the two parcels identified in **Figure 1** be rezoned to the RM-1 zone to permit a proposed development of 131 residential units that are primarily townhomes, to a maximum height of 3-storeys.

Figure 1: Location of Properties



An application was previously approved for an Environmental Development Permit (DPA-4) on 4694 Headquarters in October 2023, prior to this rezoning application. This DPA-4 addresses aquatic and terrestrial environmentally sensitive areas (ESAs) and includes a dedication of 1.08 hectares of land (23% of total development) for permanent conservation (conservation area). The conservation area is currently being monitored as a part of the DPA-4 approval and will be protected by a covenant as a part of the Development Agreement.

#### Current Site

The subject properties are located in East Courtenay and total approximately 4.38 hectares in area. These properties are located between Headquarters Road to the southwest and Island Highway North to the northeast. Properties directly to the northwest (Glacier Road) are primarily single detached homes on large (typically over 0.5 hectare) rural residential lots, while properties to the southeast include a church and the Casa Loma Seniors Village, which is a higher density residential development.

The development slopes from the high point along the property line at Old Island Hwy North to its lowest elevations along Headquarters Road. Existing mature trees currently run the length of the subject properties along the Island Highway North frontage and will be retained and maintained through a development agreement to enhance the development's landscaping and screening.

#### Site History

The subject lots have been maintained for residential purposes and historical agricultural uses for over 70 years. Following the end of agricultural uses in the late 1980s to early 1990s, the properties have become a mix of fallow field, grassy area, and sedge/alder meadow/forested wetland.

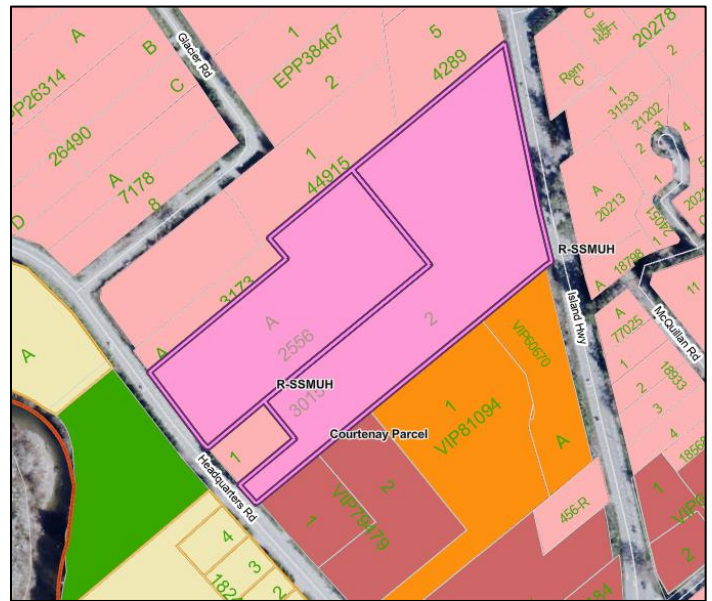
In 2023, 4694 Headquarters Road underwent extensive restoration as a part of the Environmental Development Permit (EDP) phase, including channelizing a new stream, and replacing existing marginal wetland area on the northern part of the property with larger, higher-value wetlands on the southern part of the property. 4694 Headquarters Road is a vacant lot, which previously housed a residence that was removed during the EDP phase. 4680 Headquarters Road has an existing residence, a single detached home, that will be removed to accommodate the new development.

### Zoning and Land Use Designation

The subject properties are designated 'Multi-Residential' in the Official Community Plan Bylaw No.3070, 2022, which permits mid-rise buildings up to 6 storeys. The proposed use is consistent with the Official Community Plan.

The properties are zoned Residential Small-Scale Multi-Unit Housing (R-SSMUH) under Zoning Bylaw No. 3203, 2026. The properties immediately adjacent are a mix of residential, agricultural and public use zoning including Residential Three (R-3), Public Use and Assembly One (PA-1), Residential One A (R-1A) and Agricultural One (A-1) to the south and R-SSMUH to the north, as illustrated in **Figure 2**.

**Figure 2: Zoning map**



### Transportation and Walkability

The immediate area is serviced by public transit bus stops (for Routes 5, 12 and 99) located approximately 150m from the properties, at the Comox Valley Seniors Village. There is a sidewalk along Headquarters that ends at 4680 Headquarters. This sidewalk connects these properties to the Ryan Road commercial area to the south, which is within the 15-minute walking radius. A painted bike lane along Headquarters Road that would connect to Island Highway North to the southeast and Vanier Drive to the northwest is proposed in the 2023 Cycling Network Plan.

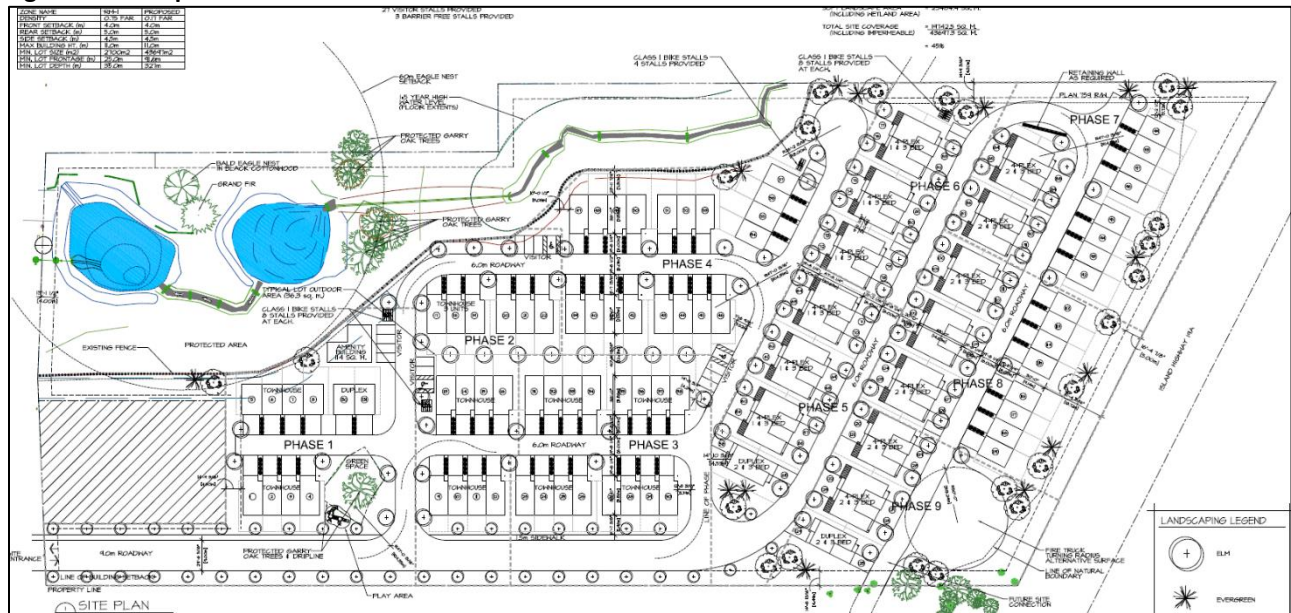
### Proposed Development

The application proposes to rezone the subject properties from from Residential Small-Scale Multi-Unit Housing (R-SSMUH) to Medium-Density Residential Multi-Residential (RM-1) pursuant to City of Courtenay Zoning Bylaw No. 3203, 2026 (see **Attachment No. 1** for Proposed Zoning Amendment Bylaw No. 3219). The purpose of this application is for a proposed residential development of 131 residential units that are primarily townhomes. The application is proposed as a Building Strata development. The unit mix has not yet been confirmed but will likely consist of 2 to 3-bedroom units. The applicant has also proposed a

shared amenity building for residents that may be used for communal activities. The applicant has provided a conceptual site servicing plan (**Attachment No. 2**), as well as a preliminary site plan (**Attachment No. 3**).

The applicant will be consolidating 4680 and 4694 Headquarters Road into a single property, as well as providing a road dedication along Headquarters Road. These will be requirements of rezoning.

Figure 3: Conceptual Site Plan



Vehicle parking for each unit is provided both within garages, as well as within driveways. The development is also proposing 34 visitors parking spaces, for a total supply of 235 parking spaces, which is 107 spaces above the bylaw requirement. Long-term bicycle parking is provided within the garages of each unit, while short-term visitor bicycle parking will be provided near unit clusters, ensuring that all bicycle parking requirements will be met.

The proposed site plan shows access to the site from Headquarters Road, with a proposed emergency access through the neighbouring property addressed 4657 Island Highway North, which will be secured through an easement. The access will be gated, and the Courtenay Fire Department will have a key.

**DISCUSSION:**

Official Community Plan

The subject properties are designated Urban Residential in the Official Community Plan (OCP). This designation supports duplexes, townhomes and small apartments up to four storeys in height. The proposed rezoning would allow duplexes and townhomes up to 11m (three storeys) in height, which is consistent with the Land Use Designation and would not require an OCP Amendment.

Zoning Bylaw

The application is to rezone the lands from Residential Small-Scale Multi-Unit Housing (R-SSMUH) to Medium-Density Residential Multi-Residential (RM-1). The RM-1 zone is a new medium-density zone that was adopted by Council on May 21, 2025. The intent of the RM-1 zone is to mirror the R-SSMUH zone by supporting medium density “gentle infill” development, such as duplexes and townhouses, but adapt this zoning to larger lots without requiring a site-specific Comprehensive Development zone. The RM-1 zone has

similar height, setbacks and uses as the R-SSMUH zone, but allows for developments over 4 units and instead controls density through floor area ratio and lot coverage. The current R-SSMUH zone, the proposed RM-1 zone and the proposed development (based on the consolidated lot) are compared in **Table 1** below.

**Table 1: Zoning Comparison – Requirements**

Regulation		Current (R-SSMUH)	Proposed (RM-1)	Proposed
Use		<ul style="list-style-type: none"> <li>• Single residential dwelling</li> <li>• Duplex</li> <li>• Townhouse dwelling</li> <li>• Secondary suite</li> <li>• Accessory buildings and structures</li> <li>• Home Occupation</li> <li>• Accessory Dwelling Unit</li> </ul>	<ul style="list-style-type: none"> <li>• Duplex</li> <li>• Townhouse dwelling</li> <li>• Secondary suite</li> <li>• Accessory buildings and structures</li> <li>• Home Occupation</li> </ul>	Duplex Townhouse dwelling Secondary suite
Density		4 dwelling units/ lot	No Maximum	131 units
Lot Dimensions (Min)	Lot Size	280m <sup>2</sup>	2,700m <sup>2</sup>	43,697m <sup>2</sup>
	Lot Frontage	10 -13m	25m	91.6m
	Lot Depth	25m	35m	327m
Lot Coverage for impermeable surfaces		70%	70%	18%
Floor area ratio		N/A	0.75	0.18
Setbacks	Front	4m, 6m for garage or carport	4m, 6m for garage or carport	4m
	Rear	5m  Accessory Dwelling Units: <ul style="list-style-type: none"> <li>• 1.5m</li> <li>• 3.0m where lot flanks a street</li> </ul>	5m	5m
	Side	1.5m 3.0m where lot flanks a street	4.5m total (2 sides) and 1.5m min per side.	4.5m
Height		11m  Accessory Dwelling Units: 6.5m	11m	11m
Vehicle Parking	Standard Stalls	1 stall/ unit – 1 stall per parcel (in walkable area) = <b>3 stalls per parcel</b>	1.2 stalls/unit, reduced by 25% (in walkable area) = <b>118 stalls</b>	235 stalls
	Accessible Stalls	N/A	1 for first 20 stalls, plus 1 for each additional 75 stalls = <b>2 stalls</b>	3 stalls
	Visitor Stalls	N/A	10% minimum retained for visitor parking = <b>12 stalls</b>	27 stalls
Bicycle Parking	Long Term Parking	N/A	0.75 per bachelor and one bedroom unit 1 per two bedroom unit 1.5 per 3+ bedroom unit	264 stalls

	Short Term Parking	N/A	10% of the long term bicycle parking stalls	28 stalls
Useable open space		None, 20m <sup>2</sup> of private amenity space per secondary suite or accessory dwelling unit	20m <sup>2</sup> per dwelling unit	28m <sup>2</sup> to 73m <sup>2</sup>
Accessory Building and structure	Height	4.5m	4.5m	4.5m
	Side and rear Setbacks	1.5m 3.0m where lot flanks a street	1.5m 3.0m where lot flanks a street	1.5m

Notable changes from existing R-SSMUH to proposed RM-1 are:

- Increase in density allowance from a 4 unit maximum to no maximum.
- Larger minimum lot size from 280m<sup>2</sup> to 2,700m<sup>2</sup>.
- Added a floor area ratio of 0.75 to help regulate density.
- Increased requirements for vehicle parking (accessible stalls, visitor stalls), bike parking and useable open space.

Height, lot coverage and Density (Floor Area Ratio)

The RM-1 zone has the same maximum building height (11m), lot coverage of (70%) and setbacks as the R-SSMUH Zone but applies to larger lots by having no maximum number of units. Instead, the RM-1 zone uses a Floor Area Ratio (FAR) of 0.75 to regulate density. The proposed application will meet these requirements, with lot coverage and FAR well below the RM-1 maximum (18% and 0.17 FAR).

Parking

*Vehicle Parking*

The RM-1 zone requires 118 stalls, of which 2 must be accessible stalls and 12 must be visitor stalls. The applicant has proposed 235 stalls, of which 34 will be visitor stalls. The applicant has indicated that accessible stalls will also be provided to meet the bylaw requirement. The applicant is able to provide this amount of parking due to the proposed garages for each unit, which accommodate a parking space in addition to driveway parking. The applicant indicated that residents typically use garages for storage and still require driveway parking.

*Bicycle Parking*

The bicycle parking is determined by unit type (number of bedrooms). As the final design of the buildings has not been completed, the unit type has not yet been finalized by the applicant and the bicycle parking has not yet been determined. The applicant has indicated that the development will meet the bicycle parking requirements. This will be confirmed at Development Permit stage.

Landscaping and Useable Open Space

The landscaping is impacted by the established Environmentally Sensitive Areas (ESAs). The landscaping within the Environmentally Sensitive Area has been prescribed through a restoration and enhancement plan as a requirement of the Environmental Development Permit, which is currently being monitored by a registered professional biologist and were bonded separately from the rest of the site’s landscaping.



**Figure 5: DPA-4 - 4694 Headquarters - Site Photos as built**



*Riparian Setbacks*

The City of Courtenay guideline in Development Permit Area 4 (Guideline 34) requires a 30m setback from Riparian Areas but defers to the Riparian Areas Protection Regulation (RAPR) in the case where a property is not developable under these setback requirements. The approach taken by staff has been to defer to the Provincial RAPR requirements. In the case of this application, the RAPR approval allowed for a 15 – 30 m wetland buffers and a minimum 10 m stream buffer for the proposed replacement and enhancement features. The city confirmed that these setbacks meet the DPA-4 requirements.

*Fisheries*

A Department of Fisheries and Oceans (DFO), Request for Review is not required as the subject channel is non-fish bearing resulting from a 1-2 m drop over riprap at the confluence between the subject tributary and the mainstream of the Tsolum River, and a 100 m piped section in City stormwater infrastructure under Headquarters Road. Despite this, the applicant sent in a Request for Review to the DFO, who confirmed that no DFO permits were required for this project.

*4680 Headquarters*

An updated Environmental Impact Assessment (EIA) was completed in January 2026. This EIA covers both 4694 and 4680 Headquarters Road. The applicant may be required to submit a DPA-4 for 4680 Headquarters Road at the Development Permit stage.

Transportation Impact Assessment

A Transportation Impact Assessment (TIA) has been provided to support staff with understanding the impacts to the City's transportation networks and to provide potential mitigation recommendations where impacts exist.

The two intersections that were studied for this proposal included:

- Headquarters Road & Vanier Drive
- Highway 19A & Headquarters Road

Overall, the TIA indicated the proposed development would have negligible impacts on traffic conditions in the study area, with trips noted as follows:

“The proposed development is anticipated to generate approximately 62 vehicle trips (15 inbound, 47 outbound) in the AM peak hour and 67 vehicle trips (38 inbound, 29 outbound) in the PM peak hour based on ITE rates. The additional traffic generated from the site would increase the volumes in the intersections of Highway 19A & Headquarters Road and Headquarters Road & Vanier Drive from 1% to less than 1%. These increases to the road network are considered low.”

Notably, all intersections continued to operate within an acceptable performance range with the additional traffic generated from the development currently (opening day). The study however did find future operation (+10 years) the intersection at Highway 19A & Headquarters Road would exceed theoretical performance thresholds. During the Opening Day + 10 Years background and total scenarios, the intersection of Headquarters Road & Vanier Drive is also expected to experience long delays with level of service LOS F and operate above capacity. Proposed mitigation interventions include:

- Provide protected-permissive phasing for the northbound and southbound left turns at Highway 19A & Headquarters Drive.
- Provide a 30 metre right turn bay for the westbound movement at Headquarters Road & Vanier Drive.
- Monitor the intersection at Headquarters Road & Vanier Drive closer to the Opening Day + 10 Years date (2038) and consider alternative intersection control or design such as full signal if warranted at that time.
- Marketing Materials for residents to promote active transportation and alternative transportation modes. Highlight nearby amenities that can be reached by active transportation modes.
- Providing a weather protected Class I bicycle shelter and a bicycle repair station with built in tools in a central area on-site.

Street network improvements will be further detailed in the Development Agreement to be required prior to adoption of this zoning amendment bylaw. The Development Agreement will also outline financial contributions towards any future intersection upgrades.

#### Community Amenity Contributions (CACs), Amenity Cost Charges (ACCs) and Development Cost Charges (DCCs)

A Development Agreement adopted by Council prior to adoption of the proposed zoning amendment bylaw and registered on title will outline contributions to CACs. The OCP’s CAC policy seeks to secure an \$8,000 contribution per net increase in units to the affordable housing fund and \$1,000 contribution per residential lot to the Parks, Recreation, Culture and Senior Facilities Reserve Fund. The applicant has proposed meeting the \$8,000 per unit contribution plus \$1,000 per lot, which will be charged at the Building Permit Stage.

For clarity, because the application will be considered “in-stream”, the payment timeline for CACs, ACCs and DCCs is outlined below:

- If the building permits for the subject development are **approved within 12 months** of the ACC and new DCC adoption, the applicant will pay CACs and the old DCC rates.
- If the building permits for the subject development are **approved 12 months after the** ACC and new DCC adoption date, the applicant will pay the new ACC and DCC rates.
- The ACC rates are expected to be adopted on April 29, 2026.
- The new DCC rates are expected to be adopted on April 29, 2026.

### Archaeological and Floodplain

The subject properties falls within a K'ómoks First Nation Area of High Archeological Potential (AOP). These properties received a Cultural Heritage Investigation Permit (CHIP) on October 14, 2025, which expires on October 14, 2027. According to current digital mapping information the site is not located within a floodplain.

### Tree Cutting Permit

A tree-cutting permit is required under Tree Protection and Management Bylaw No. 2850, 2016. This will require that the properties meet the Tree Density Target of 50 trees per developable hectare – where a developable hectare does not include ESAs. A tree cutting permit was approved for 4694 Headquarters on October 17, 2023, as a part of the works associated with DPA-4.

Based on the developable area of 4680 Headquarters Road, the applicant will be required to meet a tree density target of 165 trees. A Tree Management Plan was completed for 4680 Headquarter Road in January 2025 (**Attachment No. 4**). The report identified 208 trees that contribute to the tree density target (TDT). Of these, 51 trees are proposed for retention that would count towards the TDT. Based on this retention amount, the applicant would be required to meet the TDT through replanting, which requires a 3:1 replacement ratio. The applicant would be expected to replant 342 trees on site or contribute towards the Tree Replacement Fund.

The applicant identified 7 Garry Oak trees (protected species) within the property boundaries or having 10m tree protection zones that are within the property boundaries. These trees are proposed for retention by the applicant.

### **SERVICING INFRASTRUCTURE:**

#### Sewer, Water and Storm

The properties are already connected to city sewer. The properties will be required to connect to city water and storm water services as a part of the Building Permit. Development Engineering confirmed that based on a desktop review, modeling for sanitary and water flow will not be required at the rezoning stage. Modelling will, however, be required at the Development Permit stage to determine if any off-site infrastructure improvements are necessary to permit the development.

### **POLICY ANALYSIS:**

#### Regional Growth Strategy

The rezoning and development proposal align with the Comox Valley Regional Growth Strategy (RGS) Bylaw No. 120, 2010 and help advance the RGS shared vision for managing growth and impacts on the region's diverse communities. This includes diversity of affordable housing options (Goal 1), transportation (Goal 4) and growth management principles (Part 4) and the following supporting polices:

- Housing Policy 1A-2: "The focus of higher density and intensive developments shall be within the existing Municipal Areas. Within the Municipal Areas, densification and intensification of development is required, including infill and redevelopment."
- 4A-1: "Implement the growth management strategy, as outlined in Part 4, as an overall framework for transit-supportive land-use planning throughout the Comox Valley."
- 4.4 (7): "Promote intensification, compact growth, and supportive public transit services throughout Municipal Areas as the primary means of accommodating population and employment growth."

### Official Community Plan (OCP)

These properties are recognized in the OCP as a secondary growth centre due to proximity to existing community and commercial services within established neighbourhoods.

Along with location, its affordable housing commitment and its environmentally protected area, this development supports the realization of the following OCP policies:

- *Land Use Objective 2* which strategically guides the majority of community growth to growth centres to create more *10-minute neighbourhoods* (OCP, Pg. 53),
- *Land Use Policy 1 (LU-1)* which allocates growth consistent with the Land Use Designation Map to meet Courtenay's GHG emission target and support compact urban form (OCP, Pg. 53),
- *Affordable Housing Policy 10 (AH-10)* which seeks to implement *Residential Rental Tenure Zoning* to protect rental housing stock (OCP, Pg. 118),
- *Affordable Housing Policy 16 (AH-10)* which seeks below market units as priority amenities when negotiating CACs in rezoning's for multi-residential projects (OCP, Pg. 118),
- *Natural Environment Objective 1* which seeks to protect sensitive ecosystems and restore lost ecosystems (p.123),
- *Natural Environment Objective 5* which seeks to ensure that development practices meet ecosystem health and site design objectives (p. 127), and *Natural Environment Policy 25 (NE-25)* which seeks to avoid impact to sensitive ecosystems by providing clustered housing zones to allow for a tighter grouping of homes on the most buildable portions of the property in exchange for retaining larger portions of the land in a natural state.

### **FINANCIAL IMPLICATIONS:**

If the rezoning advances as proposed by the applicant and detailed in this report, Community Amenity Contributions and Development Cost Charges will be required to be paid by the applicant prior to building permit approval. Depending on when the building permits are issued, Amenity Cost Charges may be required.

### **ADMINISTRATIVE IMPLICATIONS:**

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

Should the Zoning Bylaw amendment receive third reading, a Section 219 covenant will be registered on title for Community Amenity Contributions and road improvements. Should the Zoning Bylaw amendment be approved by Council, a form and character development permit application (DPA-1) will be applied for and processed separately and considered by the Director of Development Services. An environmental Development Permit (DPA-4) may also be required for

### **STRATEGIC PRIORITIES REFERENCE:**

This initiative addresses the following strategic priorities:

- Affordable Housing - Explore approaches to develop affordable housing: Develop strategy for housing amenity fund
- Parks and Recreation - Optimize active public spaces to respond to density increases and increased park use
- Natural Environment - Promote and communicate the Urban Forest Strategy & Tree Protection Bylaw and review Bylaw

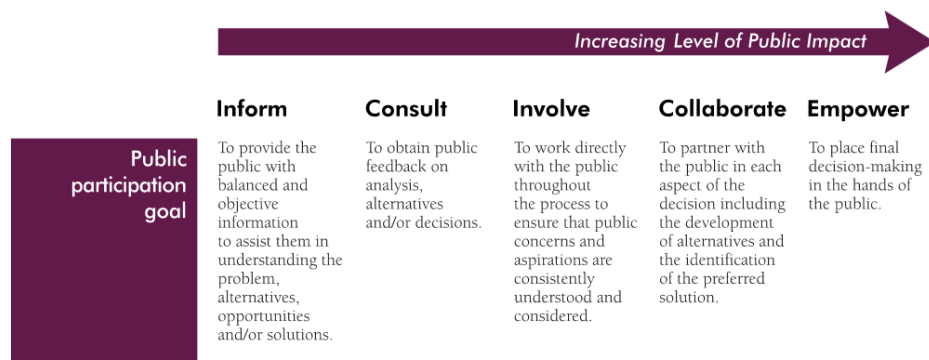
- Parks and Recreation - Optimize active public spaces to respond to density increases and increased park use

**PUBLIC ENGAGEMENT:**

Public participation for this project has been conducted in stages, beginning at the **Consult** level and transitioning to the **Inform** level to align with provincial legislation as follows:

- **Consult:** A Community Information Meeting (CIM) provided a forum for residents to learn about the proposal, ask questions, and provide direct input. This feedback informed the final application presented to Council.
- **Inform (Current Stage):** In accordance with the **Local Government Act (s. 464)**, a public hearing for this OCP-consistent residential rezoning is now prohibited. The City's approach has therefore shifted to the **Inform** level of the IAP2 Spectrum. The public was formally notified that a hearing would not be held through newspaper ads, social media, website updates, and direct mail to nearby residents.

This two-stage approach balances the importance of public input, which was gathered appropriately and in alignment with the City's obligation to comply with the intent of provincial legislation. While the City is not actively soliciting feedback in a manner that would replicate a public hearing, any written submissions received will be considered by staff.



Community Information Meeting

The applicant held a Community Information Meeting (CIM) pursuant to Part 7 of the City of Courtenay Development Procedures Bylaw No. 3202, 2025, at the Meeting Room in the Lewis Centre on February 13, 2026, from 5:30pm to 7:30pm. The event was advertised through a mailout to property owners and tenants whose parcel is within 100m of the parcels that are subject to the proposed bylaw. Ten (10) members of the public attended the event, most of whom occupied neighbouring properties.

Three representatives for the applicant attended the meeting and one Planner from the City of Courtenay attended the meeting and prepared a Summary Report (**Attachment No. 5**). Printed conceptual site plans were posted around the room to show the proposal in detail. A slideshow presentation and formal question and answer period began at 6:00pm. In general, most attendees supported the proposed design and density of the development and appreciated the ponds and forested buffers the applicant provided on the property. Attendees overall had a few specific concerns regarding the application:

- **Stormwater/Drainage concerns:** Attendees had concerns regarding offsite drainage of stormwater. These concerns were noted and it was communicated that drainage will be addressed through a drainage plan at the Development Permit stage. The applicant will also be required to meet drainage requirements in the Subdivision and Development Servicing Bylaw.
- **Process:** Attendees had concerns about having minimal involvement in the application review process, including not being involved in the Development Permit process and not having a Public Hearing. It was clarified that the Development Permit does not include a review by the general public and that a Public Hearing is prohibited under the Local Government Act.
- **Riparian Areas:** Attendees had concerns about development in proximity to riparian areas. Setbacks from riparian areas have been addressed through the DPA-4 at 4680 Headquarters.  
**General Neighbourly Disturbance:** Attendees had concerns about density, as well as lighting and how this would fit the current neighbourhood. The applicant has proposed density that is below the allowable amount in the OCP, while lighting is addressed at the Development Permit stage, with recommendations for full cutoff lighting.

### Notification

Notification that a public hearing is not being held in accordance with 464 (3) was given in advance of first reading of the proposed Zoning Amendment Bylaw No. 3219 in accordance with section 467 of the *Local Government Act*. Notification consisted of advertisements posted on the City's website and social media channels for two consecutive weeks in advance of bylaw reading, a mailout to residents within 100 metres and run in the Comox Valley Record on April 15, 2026.

### **PROPOSED CONDITIONS FOR REZONING:**

As part of the rezoning application the following conditions must be met prior to consideration of final reading and adoption of this bylaw:

- **Lot consolidation** of 4680 and 4694 Headquarters into a single lot.
- **A registered site survey** that includes road dedications.
- **A Development Agreement** registered as a Section 219 covenant on title for Community Amenity Contributions, intersection improvements, protection of the conservation area and protection of a treed buffer.
- **Zoning amendment bylaw approval by the Ministry of Transportation and Transit** as the subject properties are located within 800 m of the intersection with Highway 19A, a controlled access highway. In accordance with Section 52(3) of the *Transportation Act* the Ministry of Transportation and Transit must grant its approval prior to adoption of the bylaw.

### **OPTIONS:**

1. THAT Council receive for information the proposed rezoning which aligns with the Official Community Plan and a public hearing is prohibited per the Local Government Act section 464 (3) and the public notice has been given. THAT Council give first, second and third readings to "Zoning – Amendment Bylaw No. 3219 (4680 and 4694 Headquarters Road)."
2. THAT Council request additional information from staff through a resolution.
3. THAT Council not proceed with the application. THAT Council provide alternative direction to staff.

**ATTACHMENTS:**

1. Attachment No. 1 - Proposed Zoning Amendment Bylaw No. 3219
2. Attachment No. 2 – Conceptual Site Servicing Plan and DPA-4 as Built
3. Attachment No. 3 - Preliminary Site Plan with Open Space Calculations, dated January 23, 2026
4. Attachment No. 4 –Tree Management Plan for 4680 Headquarters, dated January 21, 2025
5. Attachment No. 5 – Community Information Meeting Summary Report, dated February 13, 2026

Prepared by: Andrew Stewart-Jones, Planner 2

Reviewed by: Pat Maloney, RPP, FCIP, Acting Director of Development Services

Nancy Gothard, RPP, MCIP, Manager of Community & Sustainability Planning

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



The Corporation of the City of Courtenay

# Bylaw No. 3219

## A bylaw to amend Zoning Bylaw No. 3203, 2026

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. 3219– (4680 and 4694 Headquarters)”.

### Amendment

2. “Zoning Bylaw No. 3203, 2026” is amended as follows:

- a) By rezoning:

Lot 2, Section 17, Comox District, Plan 3015, PID 006-336-370

Lot A, Section 17, Comox District, Plan 2556, Except Part in Plan 3173, PID 000-542-466

as shown in bold outlined on **Attachment A** which is attached hereto and forms part of this bylaw, from Residential Small-Scale Multi-Unit Housing (R-SSMUH) to Medium-Density Residential Multi-Residential (RM-1); and

- b) That Schedule No. 8. Zoning Map be amended accordingly.

3. This bylaw shall come into effect upon final adoption hereof.

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

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

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

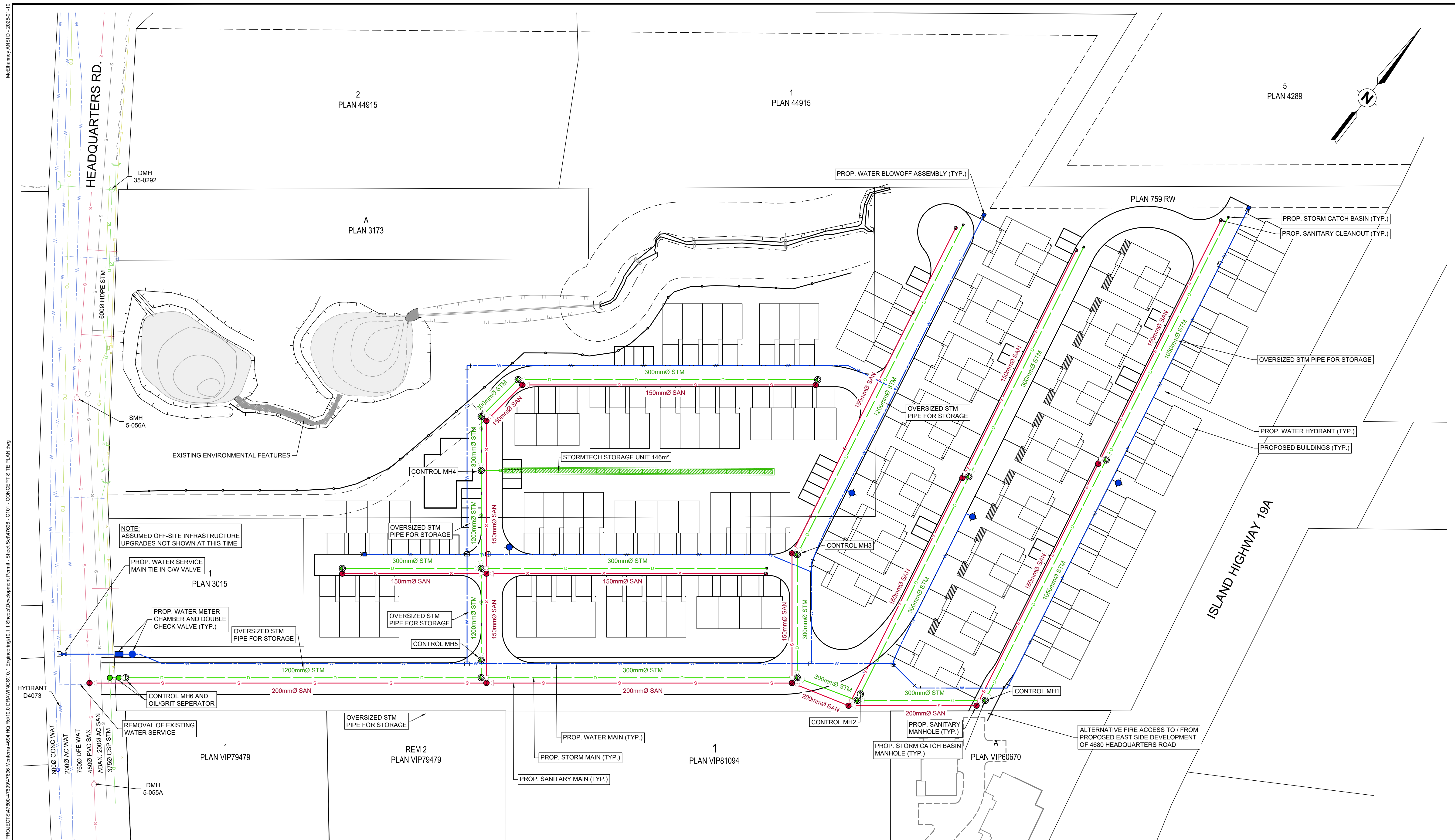
Approved by the Ministry of Transportation and Infrastructure this [day] day of [month], [year]

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

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

\_\_\_\_\_  
Corporate Officer





PROJECT: 2025-10-08\_18:11 FILE: A:\21\112 - PROJECTS\47600-47699\47699-7699-11\_Sheets\Development\Permit - Sheet Set\47699 - C101 - CONCEPT SITE PLAN.dwg  
 DATE: 2025-10-08\_18:11 FILE: A:\21\112 - PROJECTS\47600-47699\47699-7699-11\_Sheets\Development\Permit - Sheet Set\47699 - C101 - CONCEPT SITE PLAN.dwg  
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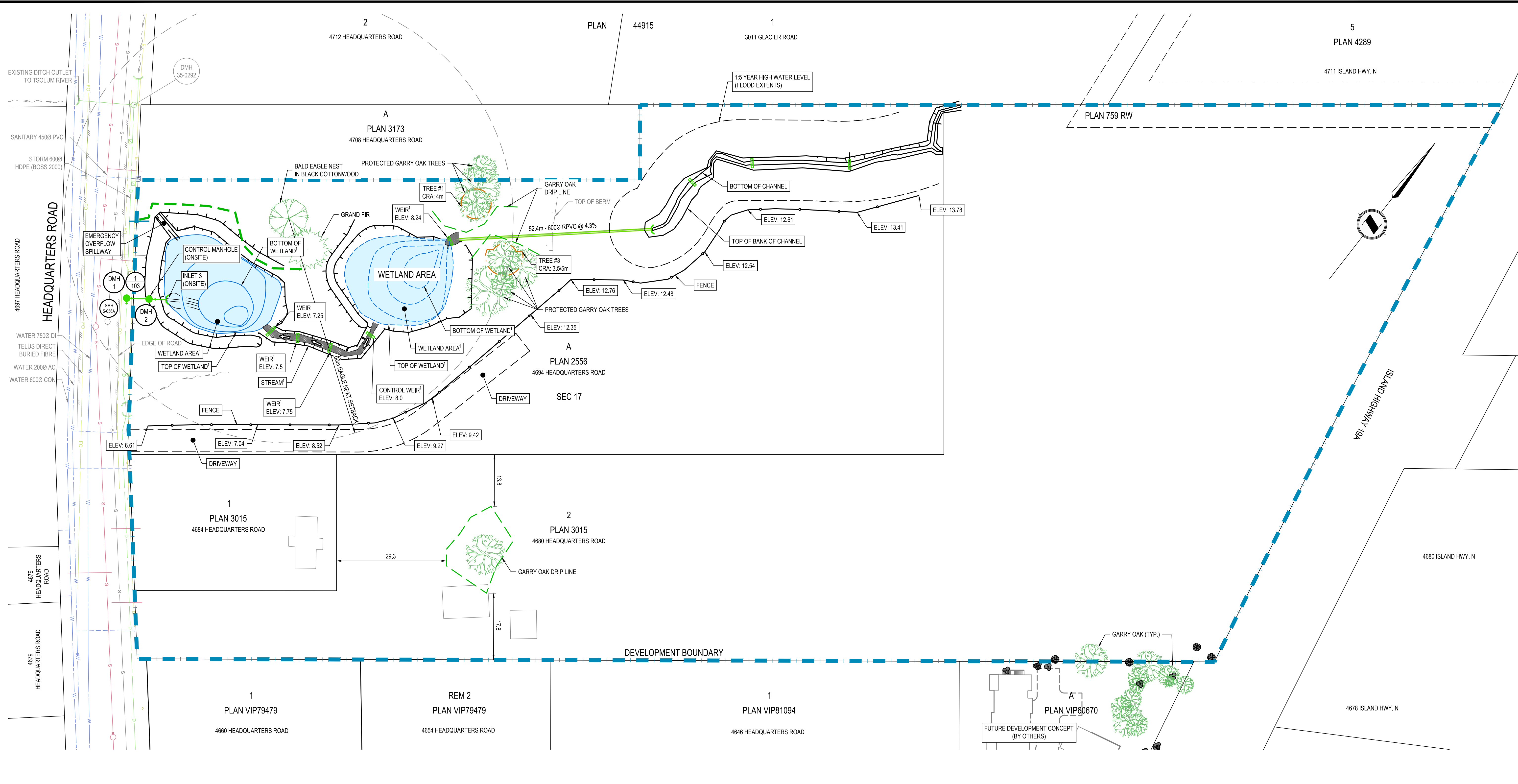
**4694 HEADQUARTERS ROAD**  
CONCEPT SITE SERVICING PLAN

LOT 2, SECTION 17, COMOX DISTRICT, PLAN VIP79479 EXCEPT PART IN PLAN VIP81094, & LOT 1, SECTION 17, COMOX DISTRICT, PLAN VIP81094

Drawing No.	<b>C101</b>
Project Number	2211-47696-00
Rev.	0

DESTROY ALL PRINTS BEARING PREVIOUS REVISION

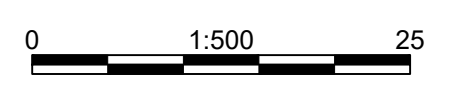
DATE: 2024-12-09 12:09 FILE: X:\2110\_PROJECTS\37600-4694\4694\_101\101\DRAWINGS\01\_ENGINEERING\01\_1\_SitePlan\37600-4694\_101\_Proposed\_Site\_Plan\_101.dwg  
McElhanney (ANSI D - 2019-04-16)



**NOTE 1:**  
\*WETLAND AND STREAM DESIGN AS PER MURDOCH de GREEF INC. LANDSCAPE ARCHITECTS. SEE DRAWINGS L1.01 - L3.01, 2023-01-23

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McElhanney Ltd.  
PERMIT NUMBER: 1003299  
  
Engineers and Geoscientists  
of British Columbia  
  
Approved Sealed

**MONTERRA PROJECTS LTD.**  
515 DUNCAN AVE, COURTENAY, BC  
**4694 HEADQUARTERS ROAD**  
**SITE PLAN**

City File Number  
**3060-20-2218**  
Drawing No.  
**101**  
Project Number  
2211-47696-00  
Rev.  
0

LEGAL DESCRIPTION

LOT: A1 & 2  
 SECTION: 17  
 PLAN: 2556 & 3015  
 ADDRESS: 4680/ 4694 HEADQUARTERS RD. COURTENAY, BC  
 PROPOSED ZONING: RM-1

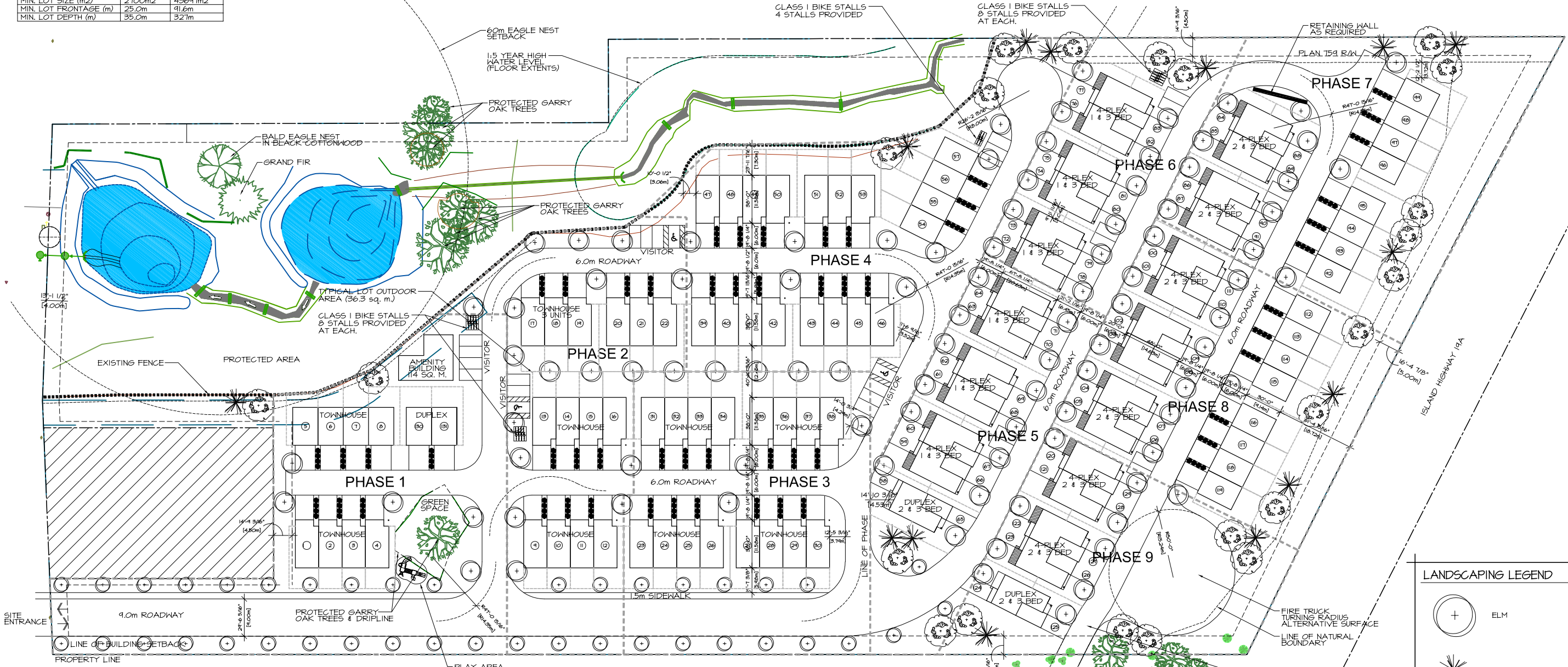
**SITE INFORMATION:**  
 TOWNHOUSE W/ GARAGE  
 4-FLEX (261.3 sq. m.) = 13 UNITS  
 4-FLEX (222.9 sq. m.) = 7 UNITS  
 3-FLEX (149.3 sq. m.) = 3 UNITS  
 DUPLEX (111 sq. m.) = 1 UNIT  
 TOWNHOUSE W/ GARAGE  
 4 UNIT = 13 UNITS  
 DUPLEX W/ GARAGE = 2 UNITS  
 OVERALL UNIT COUNT FOR SITE = 131 UNITS  
 AMENITY BUILDING = 114 SQ. M.

**PARKING REQUIREMENTS:**  
 OFF STREET PARKING REQUIREMENTS PER COURTENAY LAND-USE BYLAW PART 2 SECTION 7.2 SCHEDULE 7A  
 MULTI-RESIDENTIAL DWELLING  
 1.2 STALLS PER DWELLING  
 10% OF TOTAL PARKING REQ'D TO BE RESERVED FOR VISITOR PARKING  
 RESIDENTIAL UNITS:  
 158 PARKING STALLS REQ'D  
 262 PARKING STALLS PROVIDED  
 VISITOR PARKING:  
 14 VISITOR STALLS REQ'D  
 27 VISITOR STALLS PROVIDED  
 3 BARRIER FREE STALLS PROVIDED

**BIKE PARKING REQUIREMENTS:**  
 BICYCLE PARKING TO BE PROVIDED WITHIN DWELLING UNIT GARAGES. TWO CLASS 2 SPACES TO BE PROVIDED PER DWELLING UNIT.  
 131 UNITS x 2 BICYCLE STALLS = 264 STALLS PROVIDED  
 ONE CLASS 1 STALL TO BE PROVIDED PER EVERY 5 DWELLING UNITS.  
 131 UNITS / 5 = 27 STALLS REQUIRED  
 = 28 STALLS PROVIDED

**SITE AREAS:**  
 OVERALL SITE AREA = 436917.3 SQ. M. (10.79 ACRES)  
 TOTAL BUILD-ABLE AREA = 32834.9 SQ. M. (8.11 ACRES)  
 WETLAND AREA (EDP) = 10862.4 SQ. M.  
**FLOOR AREA RATIO (FAR) ALLOWABLE**  
 PROPOSED = 0.75 FAR  
 = 22870.5 SQ. M.  
 436917.3 SQ. M.  
 = 0.52 FAR  
**SITE AREA**  
 TOTAL BUILDING AREA = 436917.3 SQ. M. (4.37 HECTARES)  
 WETLAND AREA = 8652.9 SQ. M.  
 IMPERMEABLE SURFACES = 10862.4 SQ. M.  
 SOFT LANDSCAPE AREA (INCLUDING WETLAND AREA) = 11560 SQ. M.  
 = 23484.4 SQ. M.  
**TOTAL SITE COVERAGE (INCLUDING IMPERMEABLE)**  
 = 19742.5 SQ. M.  
 436917.3 SQ. M.  
 = 45%

ZONE NAME	RM-1	PROPOSED
DENSITY	0.75 FAR	0.77 FAR
FRONT SETBACK (m)	4.0m	4.0m
REAR SETBACK (m)	5.0m	5.0m
SIDE SETBACK (m)	4.5m	4.5m
MAX BUILDING HT. (m)	11.0m	11.0m
MIN. LOT SIZE (m <sup>2</sup> )	2700m <sup>2</sup>	436917m <sup>2</sup>
MIN. LOT FRONTAGE (m)	25.0m	91.6m
MIN. LOT DEPTH (m)	35.0m	327m



**SITE PLAN**  
 SCALE 1:1000

Lot No.	Yard Area	16	31	46	61	76	91	106	121
1	51 sq. m.	64 sq. m.	64 sq. m.	35 sq. m.	42 sq. m.	42 sq. m.	29 sq. m.	29 sq. m.	43 sq. m.
2	28 sq. m.	35 sq. m.	35 sq. m.	32 sq. m.	47	50 sq. m.	92	73 sq. m.	107
3	28 sq. m.	35 sq. m.	33	35 sq. m.	48	35 sq. m.	63	42 sq. m.	78
4	51 sq. m.	19	64 sq. m.	34	64 sq. m.	49	35 sq. m.	64	42 sq. m.
5	38 sq. m.	20	64 sq. m.	35	64 sq. m.	50	64 sq. m.	65	60 sq. m.
6	34 sq. m.	21	35 sq. m.	36	35 sq. m.	51	64 sq. m.	66	47 sq. m.
7	50 sq. m.	22	64 sq. m.	37	35 sq. m.	52	35 sq. m.	67	33 sq. m.
8	42 sq. m.	23	51 sq. m.	38	64 sq. m.	53	64 sq. m.	68	33 sq. m.
9	28 sq. m.	24	28 sq. m.	39	64 sq. m.	54	39 sq. m.	69	47 sq. m.
10	28 sq. m.	25	28 sq. m.	40	35 sq. m.	55	58 sq. m.	70	47 sq. m.
11	28 sq. m.	26	51 sq. m.	41	35 sq. m.	56	35 sq. m.	71	47 sq. m.
12	51 sq. m.	27	51 sq. m.	42	64 sq. m.	57	50 sq. m.	72	42 sq. m.
13	35 sq. m.	28	28 sq. m.	43	64 sq. m.	58	50 sq. m.	73	42 sq. m.
14	35 sq. m.	29	28 sq. m.	44	35 sq. m.	59	42 sq. m.	74	42 sq. m.
15	35 sq. m.	30	51 sq. m.	45	35 sq. m.	60	42 sq. m.	75	42 sq. m.

CONSULTANTS

---

REVISIONS

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**PROJECT TITLE**  
 HEADQUARTERS  
 COURTENAY, BC

**CLIENT**  
 MONTERRA DEVELOPMENTS

**DRAWING TITLE**  
 SITE PLAN

DATE JULY 2025  
 SCALE AS SHOWN  
 DRAWN BY JMV  
 CADD FILE 3421\_SITE\_P3.DWG  
 PROJECT NO. 3421

**SHEET NO.**  
 A1

**LANDSCAPING LEGEND**

- ELM
- EVERGREEN
- GREEN ASH
- DOGWOOD
- JUNIPER
- ROCK

# TREE MANAGEMENT PLAN

4680 HEADQUARTERS ROAD

COURTENAY, BC



January 21, 2025

***Prepared for:***

Garry Renkema  
Monterra Projects Ltd.  
PO Box 3734  
Courtenay, BC  
V9N 7P1

***Prepared by:***

Aaron Tutt – Consulting Arborist  
ISA Certified # PN-8757A  
Tree Risk Assessment Qualified  
Current Environmental Ltd.  
558 England Ave.  
Courtenay, B.C., V9N 2N3



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---

## 1 INTRODUCTION

This Tree Management Plan (TMP) was prepared by Current Environmental Ltd. (CEL) on behalf of Monterra Projects Ltd. (the Client) at 4680 Headquarters Road, Courtenay, BC (the Property) as part of an Environmental Development Permit application. The greenfield Property is 2.65 hectares in size and extends northeast of Headquarters Road. This TMP includes the results and discussion of a tree inventory and limited visual assessment (level 1) risk assessment conducted on all trees greater than 20 cm diameter at breast height (DBH) on the Property.

This report includes a Level 1 TRAQ assessment and is intended to supplement and reinforce the initial *Arborist Assessment and Inventory of Trees at: 4680 & 4694 Headquarters Road* conducted by Aaron Salt of Grow Tree Care (2022)<sup>1</sup>, wherein red alder, cottonwood, and the majority of bitter cherry trees were not inventoried nor assessed at that time. This assessment also considers the Client's conceptual development plans and provides recommendations for retention of existing trees on the periphery of the development footprint to help maintain ecological functions on the site where possible. Tree management recommendations made herein will correspond with related measures to protect the environment described in the project Environmental Impact Assessment (EIA) and Construction Environmental management Plan (CEMP).

---

## 2 METHODS

The following sub-sections outline methods utilized during the 2024 inventory and risk assessment.

### 2.1 TREE INVENTORY

Numerical metal tags were attached to individual trees for identification in the field. GPS points were taken and are represented on Figures 2-7. For the purposes of this report, the following information was recorded: Tree ID, species, diameter at breast height (DBH), height, number of stems, tree condition, live crown ratio (LCR), and general comments.

#### 2.1.1 Definitions

Diameter at Breast Height (DBH): diameter of trunk, measured in centimetres at 1.4 m above ground level. For trees with multiple stems, DBH is the sum of 100% of the diameter of the largest stem and 60% of the diameter of the next two largest stems.

Tree Condition: refers to the overall tree health. It is a rating system developed by the Council of Tree and Landscape Appraisers<sup>2</sup>. This system takes into account the tree's vigor, presence of pest issues, and any stress symptoms. Tree structure and form are also considered. Ratings are out of 100 with trees rated below 70% having a below-average life expectancy for the species.

Live Crown Ratio (LCR): measurement to indicate tree vigor. The percentage of a tree's total height that has foliage.

---

<sup>1</sup> Aaron Salt (May 11, 2022). *Arborist Assessment and Inventory of Trees at: 4680 & 4694 Headquarters Road*, Courtenay, BC.

<sup>2</sup> <https://www.extension.purdue.edu/extmedia/FNR/FNR-473-W.pdf>

**Tree Protection Zone (TPZ):** A calculated radial measurement in metres from the trunk of the tree. It is the optimal size of tree protection zone and is calculated by multiplying the DBH of the tree by 12 and dividing by 100, which is the industry Best Management Practice.

Note these measurements do not consider factors such as restricted root growth, limited soil volumes, age, crown spread, health, or structure. Tree Protection Zones laid out in the field will be based on tree specific knowledge and the findings of the assessment found in Tables 2 and 3.

Only protected species, as defined by the City of Courtenay Tree Protection Bylaw No. 2850<sup>3</sup>, trees found within 3 m of the stream SPEA setback, and trees proposed for retention received TPZ calculations.

## 2.2 TREE RISK ASSESSMENT

A limited visual assessment (Level 1) was conducted on each tree, in accordance with Tree Risk Assessment Qualification (TRAQ) methods<sup>4</sup> and International Society of Arboriculture (ISA) Best Management Practices in conjunction with the tree inventory on November 15 and 18, 2024, on the context of the existing land use. Table 1 outlines 2 targets considered within the existing land use.

**Table 1.** Targets for existing land use.

Target	Occupancy Rate
Users of Old Island Highway (Vehicles and Pedestrians)	Frequent
Existing House	Frequent

Consideration was also given to future targets resulting from proposed development activities. However, because the exact location and nature of these targets are currently unknown, they were not classified as a formal target for this risk assessment.

## 3 RESULTS

The development area contains a mixture of coniferous and deciduous native tree species and is considered to be part of the eastern variant of the very dry maritime subzone of the Coastal Western Hemlock biogeoclimatic Zone (Figure 1). Understorey species observed include: salmonberry, American skunk-cabbage, slough sedge, oceanspray, and maple saplings. Invasive species such as holly and Himalayan blackberry have a significant presence on site.

Results of the tree inventory and tree risk assessment can be found in Sections 3.1 and 3.2, respectively.

<sup>3</sup> City of Courtenay. (2016). *Tree Protection and Management Bylaw No. 2850*. Accessed from: [BYLAW NO. 2850 CONSOLIDATED VERSION \(courtenay.ca\)](#)

<sup>4</sup> 2017. *Tree Risk Assessment Manual, Second Edition*. Dunster et. al.



Figure 1. 4680 Headquarters - Site Overview

### 3.1 TREE INVENTORY

On November 15<sup>th</sup> and 18<sup>th</sup>, 2024, an inventory of trees greater than 20 cm diameter at breast height (DBH) was conducted at 4680 Headquarters Road. 166 trees were inventoried in 2024 and are provided in Table 1, while 150 trees were inventoried by Grow Tree Care in 2022 and are provided in Table 2. Three hundred and sixteen (316) trees were inventoried in total. Trees inventoried in 2022 were re-assessed in 2024 and found to be in equal condition.

Tree inventory results can be found in Table 2 (2024 results) and Table 3 (2022 results). Of significance there were 68 bitter cherry (22 %), 100 Douglas fir (32 %), 102 red alder (32 %), and 7 Garry oak (2%), with the remaining 39 trees (7%) comprised of native and non-native species. Native tree species found in this area include: Garry oak, black hawthorn, grand fir, Sitka spruce, Douglas fir, bitter cherry, red alder, and black cottonwood. Non-native tree species observed on the subject property include: sycamore maple, weeping willow, Lombardy poplar, cypress, and black pine.

The steep slope extending up the back of the property toward the Old Island Highway is characterized by three different forest communities. Red alder dominates the lower areas of site toward the neighbouring property at 4694 Headquarters as shown on Figures 4 and 5. These alders are in various states of health, ranging from moderate to standing dead. Mid-slope is characterized by bitter cherry and red alder, while the upper slope closest to the highway is dominated by mature second-growth Douglas fir (Figures 4, 6, and 7). The bitter cherry and Douglas fir forests are in moderate to good health. The understory of the forest is sparsely vegetated or colonized by invasive species.

### 3.2 TREE RISK ASSESSMENT

There were no trees observed to be moderate, high, or extreme risk within the context of existing land use. Therefore, given present conditions, no trees would require hazard abatement to eliminate present and/or future risk within a 1-year period from the time of this assessment. It is recommended that retained trees be reassessed at 3-year and 5-years post construction and following any significant disturbance from the development.

### 3.3 PROTECTED TREES AND ENVIRONMENTALLY SENSITIVE AREAS

As mentioned previously, there were 7 Garry oaks inventoried on the subject property. This tree species is protected within the *City of Courtenay Tree Protection and Management Bylaw No. 2850*<sup>5</sup> and detailed in Section 4.1.

**There is an unnamed stream tributary to the Tsolum River in the west corner of site, adjacent 3011 Glacier Road and 4694 Headquarters Road (Figure 5). This stream flows into the constructed channel and wetlands on 4694 Headquarters Road completed summer 2024 and requires further biological assessment to confirm setbacks. For this report, Streamside Protection and Enhancement Area (SPEA) setbacks are estimated to be 10 m, which is consistent with previous calculations at 4694 Headquarters. The SPEA is an estimated 0.10 hectares and contains approximately 27 trees with DBH > 20 cm: 4 bitter cherry and 23 red alder (Table 4). Trees within 3 m of the stream SPEA are included in Table 4 due to variable GPS accuracy. Further discussion is found in Section 4.2.**

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<sup>5</sup> City of Courtenay. (2016). *Tree Protection and Management Bylaw No. 2850*. Accessed from: [BYLAW NO. 2850 CONSOLIDATED VERSION \(courtenay.ca\)](#)

**Table 2.** 2024 tree inventory results at 4680 Headquarters Road (Current Environmental).

Tree ID	Species		DBH (cm)	Height (m)	Number of Stems	Protected (Y/N)	Tree Condition (%)	Live Crown Ratio (LCR)	TPZ (m)	Comments
	Common	Scientific								
020	Western Redcedar	<i>Thuja plicata</i>	72.2	20	3	N	80	90		
022	Red alder	<i>Alnus rubra</i>	48.2	28	2	N	70	70	5.8	Member of potential retention stand.
028	Western Redcedar	<i>Thuja plicata</i>	38	20	1	N	80	90		
029	Douglas fir	<i>Pseudotsuga menziesii</i>	38	27	1	N	80	90		
030	Western Redcedar	<i>Thuja plicata</i>	46	25	1	N	80	70		
031	Douglas fir	<i>Pseudotsuga menziesii</i>	40	30	1	N	70	70		
033	Douglas fir	<i>Pseudotsuga menziesii</i>	37	27	1	N	70	70		
034	Garry oak	<i>Quercus garryana</i>	75	30	1	Y	70	60	9.0	Retain
035	Grand fir	<i>Abies grandis</i>	63	30	1	N	70	70	7.6	Member of potential retention stand.
036	Garry oak	<i>Quercus garryana</i>	62	27	1	Y	70	60	7.4	Retain
037	Garry oak	<i>Quercus garryana</i>	65	32	1	Y	70	80	7.8	Retain
038	Malus sp.	<i>Malus sp.</i>	35	10	1	N	80	80		
040	Douglas fir	<i>Pseudotsuga menziesii</i>	30	26	1	N	60	60		
041	Bitter cherry	<i>Prunus emarginata</i>	29	22	1	N	60	60	3.5	Member of potential retention stand.
042	Garry oak	<i>Quercus garryana</i>	42	25	1	Y	70	70	5.0	Retain
044	Douglas fir	<i>Pseudotsuga menziesii</i>	45	30	1	N	80	80		
045	Bitter cherry	<i>Prunus emarginata</i>	24	21	1	N	70	40		
049	Red alder	<i>Alnus rubra</i>	48	30	1	N	70	80	5.8	Member of potential retention stand.
050	Garry oak	<i>Quercus garryana</i>	47	27	1	Y	70	70	5.6	Retain
051	Garry oak	<i>Quercus garryana</i>	28	15	1	Y	50	50	3.4	Retain
059	Grand fir	<i>Abies grandis</i>	43	30	1	N	80	50		
060	Red alder	<i>Alnus rubra</i>	25	28	1	N	50	50		
061	Western Redcedar	<i>Thuja plicata</i>	57.8	20	2	N	70	90		
062	Red alder	<i>Alnus rubra</i>	35	16	1	N	50	50		
064	Red alder	<i>Alnus rubra</i>	73.4	26	4	N	60	60		
065	Red alder	<i>Alnus rubra</i>	46.6	30	2	N	70	60		
066	Black cottonwood	<i>Populus trichocarpa</i>	46	22	1	N	70	70		

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Tree ID	Species		DBH (cm)	Height (m)	Number of Stems	Protected (Y/N)	Tree Condition (%)	Live Crown Ratio (LCR)	TPZ (m)	Comments
	Common	Scientific								
068	Bitter cherry	<i>Prunus emarginata</i>	24	23	1	N	60	60		
069	Red alder	<i>Alnus rubra</i>	88.8	30	4	N	80	80		
070	Red alder	<i>Alnus rubra</i>	40	26	1	N	70	70		
071	Red alder	<i>Alnus rubra</i>	23	17	1	N	70	60		
072	Bitter cherry	<i>Prunus emarginata</i>	25	17	1	N	60	70		
073	Red alder	<i>Alnus rubra</i>	81	31	3	N	70	70		
074	Red alder	<i>Alnus rubra</i>	26	25	1	N	60	70		
076	Red alder	<i>Alnus rubra</i>	28	25	1	N	60	60		
078	Bitter cherry	<i>Prunus emarginata</i>	27	25	1	N	60	70		
080	Red alder	<i>Alnus rubra</i>	29	26	1	N	70	80		
081	Red alder	<i>Alnus rubra</i>	48.2	15	2	N	60	70		
082	Red alder	<i>Alnus rubra</i>	48	30	1	N	60	70		
083	Bitter cherry	<i>Prunus emarginata</i>	40	29	1	N	70	60		
084	Red alder	<i>Alnus rubra</i>	45	30	1	N	70	80		
085	Douglas fir	<i>Pseudotsuga menziesii</i>	40	25	1	N	80	80		
086	Red alder	<i>Alnus rubra</i>	22	27	1	N	40	40		
087	Bitter cherry	<i>Prunus emarginata</i>	36	23	1	N	70	80		
092	Red alder	<i>Alnus rubra</i>	51.2	28	2	N	60	60		
093	Red alder	<i>Alnus rubra</i>	88	30	3	N	50	80		Large lateral failure. In decline.
094	Bitter cherry	<i>Prunus emarginata</i>	27	25	1	N	60	70		
095	Red alder	<i>Alnus rubra</i>	25	27	1	N	60	40		
096	Black cottonwood	<i>Populus trichocarpa</i>	48	23	1	N	70	80		
097	Red alder	<i>Alnus rubra</i>	65	20	1	N	50	80		In decline, missing large lateral. Missing top.
098	Red alder	<i>Alnus rubra</i>	58	30	2	N	80	60		
100	Red alder	<i>Alnus rubra</i>	24	12	1	N	40	20		Broken off top.
303	Red alder	<i>Alnus rubra</i>	31	30	1	N	60	60		
304	Bitter cherry	<i>Prunus emarginata</i>	24	20	1	N	70	80		
305	Bitter cherry	<i>Prunus emarginata</i>	32	20	1	N	70	60		

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Tree ID	Species		DBH (cm)	Height (m)	Number of Stems	Protected (Y/N)	Tree Condition (%)	Live Crown Ratio (LCR)	TPZ (m)	Comments
	Common	Scientific								
306	Bitter Cherry	<i>Prunus emarginata</i>	50	25	2	N	50	40	6.0	Heavy ivy infestation. Within 3 m of approximate stream SPEA.
307	Red alder	<i>Alnus rubra</i>	28	30	1	N	60	30		
308	Red alder	<i>Alnus rubra</i>	44		1	N			5.3	Within 3 m of approximate stream SPEA.
311	Bitter cherry	<i>Prunus emarginata</i>	24	26	1	N	70	70		
325	Red alder	<i>Alnus rubra</i>	26		1	N				Previously included as a removal on TCP2414.
330	Red alder	<i>Alnus rubra</i>	26		1	N				Previously included as a removal on TCP2414.
351	Red alder	<i>Alnus rubra</i>	40	25	1	N	50	40	4.8	Within 3 m of approximate stream SPEA.
384	Red alder	<i>Alnus rubra</i>	27		1	N				
385	Red alder	<i>Alnus rubra</i>	21		1	N				
386	Red alder	<i>Alnus rubra</i>	34		1	N				Previously included as a removal on TCP2414.
390	Red alder	<i>Alnus rubra</i>	24	27	1	N	60	50		
394	Red alder	<i>Alnus rubra</i>	30	31	1	N	50	40		
395	Red alder	<i>Alnus rubra</i>	35	25	1	N	70	70		
401	Red alder	<i>Alnus rubra</i>	33	29	1	N	60	50		
402	Bitter Cherry	<i>Prunus emarginata</i>	33	26	1	N	60	40		
403	Red alder	<i>Alnus rubra</i>	30	27	1	N	60	50		
404	Red alder	<i>Alnus rubra</i>	53	27	1	N	50	60	6.4	Root rot, ivy in canopy.
405	Red alder	<i>Alnus rubra</i>	72	23	2	N	60	50		
406	Red alder	<i>Alnus rubra</i>	21	18	1	N	60	40		
407	Red alder	<i>Alnus rubra</i>	40	28	1	N	60	50	4.8	Within 3 m of approximate stream SPEA.
408	Red alder	<i>Alnus rubra</i>	29	30	1	N	60	40		
409	Red alder	<i>Alnus rubra</i>	57	25	2	N	80	60		
410	Bitter cherry	<i>Prunus emarginata</i>	27	26	1	N	70	50		
411	Bitter cherry	<i>Prunus emarginata</i>	24	28	1	N	70	50		
412	Red alder	<i>Alnus rubra</i>	25	22	1	N	60	50	3.0	Within 3 m of approximate stream SPEA.
413	Red alder	<i>Alnus rubra</i>	28	20	1	N	80			Standing dead.
414	Red alder	<i>Alnus rubra</i>	46	28	1	N	50	50	5.5	Heavy ivy infestation. Within 3 m of approximate stream SPEA.

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Tree ID	Species		DBH (cm)	Height (m)	Number of Stems	Protected (Y/N)	Tree Condition (%)	Live Crown Ratio (LCR)	TPZ (m)	Comments
	Common	Scientific								
415	Bitter cherry	<i>Prunus emarginata</i>	22	27	1	N	60	50		
416	Red alder	<i>Alnus rubra</i>	50	30	1	N	80	70		
417	Red alder	<i>Alnus rubra</i>	48	28	1	N	70	70		
418	Red alder	<i>Alnus rubra</i>	21	20	1	N	40	50		
419	Red alder	<i>Alnus rubra</i>	23	20	1	N	40	40		
420	Red alder	<i>Alnus rubra</i>	33	25	1	N	40	60		In decline.
421	Red alder	<i>Alnus rubra</i>	28	22	1	N	40	20		
422	Red alder	<i>Alnus rubra</i>	32	24	1	N	70	70		
423	Red alder	<i>Alnus rubra</i>	32	24	1	N	60	30		
424	Red alder	<i>Alnus rubra</i>	23	20	1	N	40	80		In decline.
425	Bitter cherry	<i>Prunus emarginata</i>	23	22	1	N	60	40		
426	Bitter Cherry	<i>Prunus emarginata</i>	39.4	21	2	N	70	60		
427	Bitter cherry	<i>Prunus emarginata</i>	28	26	1	N	60	40		
428	Bitter cherry	<i>Prunus emarginata</i>	36	28	1	N	60	60		
429	Bitter cherry	<i>Prunus emarginata</i>	41	32	1	N	70	60		
430	Red alder	<i>Alnus rubra</i>	35	21	1	N	50	60		
431	Red alder	<i>Alnus rubra</i>	38	17	1	N	40	40		Root plate lifting, uncorrected lean, hung up on adjacent tree.
432	Bitter cherry	<i>Prunus emarginata</i>	34	23	1	N	70	60		
433	Red alder	<i>Alnus rubra</i>	51.2	27	2	N	50	40	6.1	Heavy ivy infestation. Within 3 m of approximate stream SPEA.
434	Bitter cherry	<i>Prunus emarginata</i>	27	25	1	N	70	60		
435	Bitter cherry	<i>Prunus emarginata</i>	31	22	1	N	50	80		Cavity at base.
436	Bitter cherry	<i>Prunus emarginata</i>	29	24	1	N	70	60		
437	Red alder	<i>Alnus rubra</i>	29	27	1	N	60	40		
438	Bitter cherry	<i>Prunus emarginata</i>	24	25	1	N	60	50		
439	Red alder	<i>Alnus rubra</i>	61.2	32	2	N	20	30	7.3	Two types of fruiting bodies on trunk/roots. Within 3 m of approximate stream SPEA.
440	Red alder	<i>Alnus rubra</i>	53.8	27	2	N	60	60	6.5	Within 3 m of approximate stream SPEA.
441	Red alder	<i>Alnus rubra</i>	37	26	1	N	70	50		

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Tree ID	Species		DBH (cm)	Height (m)	Number of Stems	Protected (Y/N)	Tree Condition (%)	Live Crown Ratio (LCR)	TPZ (m)	Comments
	Common	Scientific								
442	Bitter cherry	<i>Prunus emarginata</i>	27	23	1	N	80	80		
443	Red alder	<i>Alnus rubra</i>	28	30	1	N	70	50		
444	Red alder	<i>Alnus rubra</i>	25	24	1	N	60	40		
445	Red alder	<i>Alnus rubra</i>	52	28	1	N	80	60		
446	Red alder	<i>Alnus rubra</i>	52	30	1	N	50	60		
447	Red alder	<i>Alnus rubra</i>	47	24	1	N	60	40	5.6	Within 3 m of approximate stream SPEA.
448	Red alder	<i>Alnus rubra</i>	45	20	1	N				Standing dead.
449	Bitter Cherry	<i>Prunus emarginata</i>	26	25	1	N	70	60	3.1	Within 3 m of approximate stream SPEA.
450	Bitter cherry	<i>Prunus emarginata</i>	28	28	1	N	70	60		
451	Red alder	<i>Alnus rubra</i>	40	30	1	N	80	70	4.8	Within 3 m of approximate stream SPEA.
452	Red alder	<i>Alnus rubra</i>	27	23	1	N	50	40	3.2	Large cavity @ 2 m above ground surface. Within 3 m of approximate stream SPEA.
453	Red alder	<i>Alnus rubra</i>	37	22	1	N	50	40	4.4	Within 3 m of approximate stream SPEA.
454	Red alder	<i>Alnus rubra</i>	21	22	1	N	60	30		
455	Red alder	<i>Alnus rubra</i>	31	30	1	N	60	40		
456	Bitter cherry	<i>Prunus emarginata</i>	21	23	1	N	70	40		Next to dug well/old foundation.
457	Bitter cherry	<i>Prunus emarginata</i>	29	25	1	N	70	50		
458	Bitter cherry	<i>Prunus emarginata</i>	33.2	24	5	N	70	50		Next to dug well/old foundation.
459	Red alder	<i>Alnus rubra</i>	35	17	1	N	70	60		
460	Red alder	<i>Alnus rubra</i>	24	25	1	N	30	80		In decline.
461	Red alder	<i>Alnus rubra</i>	34	30	1	N	70	60		
462	Red alder	<i>Alnus rubra</i>	31	28	1	N	60	40		
463	Bitter cherry	<i>Prunus emarginata</i>	20	20	1	N	40	50		
465	Red alder	<i>Alnus rubra</i>	27	25	1	N	40	70		
466	Bitter cherry	<i>Prunus emarginata</i>	20	22	1	N	70	70		
467	Bitter cherry	<i>Prunus emarginata</i>	24	24	1	N	60	30		
468	Red alder	<i>Alnus rubra</i>	30	27	1	N	70	40		
469	Red alder	<i>Alnus rubra</i>	33	27	1	N	50	50		
470	Red alder	<i>Alnus rubra</i>	25	25	1	N	70	20		

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Tree ID	Species		DBH (cm)	Height (m)	Number of Stems	Protected (Y/N)	Tree Condition (%)	Live Crown Ratio (LCR)	TPZ (m)	Comments
	Common	Scientific								
471	Red alder	<i>Alnus rubra</i>	40	28	1	N	60	70	4.8	Within 3 m of approximate stream SPEA.
472	Red alder	<i>Alnus rubra</i>	34	28	1	N	70	50	4.1	Corrected lean. Within 3 m of approximate stream SPEA.
473	Red alder	<i>Alnus rubra</i>	25	25	1	N	70	60	3.0	Within 3 m of approximate stream SPEA.
474	Red alder	<i>Alnus rubra</i>	30	28	1	N	60	50		
475	Red alder	<i>Alnus rubra</i>	32	30	1	N	60	50		
476	Bitter cherry	<i>Prunus emarginata</i>	27	23	1	N	60	60		
477	Red alder	<i>Alnus rubra</i>	34	31	1	N	80	60		
478	Red alder	<i>Alnus rubra</i>	48	22	1	N	10	60		Actively failing, root/trunk decay, hung up on adjacent tree.
479	Red alder	<i>Alnus rubra</i>	41.6	22	2	N	70	60		
480	Red alder	<i>Alnus rubra</i>	21	21	1	N	60	40		
481	Red alder	<i>Alnus rubra</i>	36	25	1	N	70	60		
482	Red alder	<i>Alnus rubra</i>	23	22	1	N	60	40		
483	Red alder	<i>Alnus rubra</i>	32	25	1	N	70	40		
484	Red alder	<i>Alnus rubra</i>	53	30	1	N	70	60		
485	Bitter cherry	<i>Prunus emarginata</i>	20	25	1	N	60	30		
486	Red alder	<i>Alnus rubra</i>	36	26	1	N	60	60	4.3	Within 3 m of approximate stream SPEA.
487	Red alder	<i>Alnus rubra</i>	51	30	1	N	60	50	6.1	Heavy ivy infestation. Within 3 m of approximate stream SPEA.
488	Bitter Cherry	<i>Prunus emarginata</i>	50.8	20	3	N	60	60	6.1	Within 3 m of approximate stream SPEA.
489	Bitter Cherry	<i>Prunus emarginata</i>	33.4	21	2	N	80	60	4.0	Within 3 m of approximate stream SPEA.
490	Red alder	<i>Alnus rubra</i>	35	20	1	N	60	40	4.2	Within 3 m of approximate stream SPEA.
491	Red alder	<i>Alnus rubra</i>	26	22	1	N	60	50		
492	Red alder	<i>Alnus rubra</i>	27	22	1	N	40	20		
493	Red alder	<i>Alnus rubra</i>	23	18	1	N	40	80		
494	Bitter cherry	<i>Prunus emarginata</i>	21	25	1	N	60	30		
495	Bitter cherry	<i>Prunus emarginata</i>	22	25	1	N	70	80		
496	Bitter cherry	<i>Prunus emarginata</i>	28	26	1	N	70	50		
497	Red alder	<i>Alnus rubra</i>	29	22	1	N	40	20		
498	Sycamore maple	<i>Acer pseudoplatanus</i>	24	15	1	N	60	80		

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Tree ID	Species		DBH (cm)	Height (m)	Number of Stems	Protected (Y/N)	Tree Condition (%)	Live Crown Ratio (LCR)	TPZ (m)	Comments
	Common	Scientific								
499	Red alder	<i>Alnus rubra</i>	36	24	1	N	60	40	4.3	Within 3 m of approximate stream SPEA.

**Table 3.** 2022 tree inventory results at 4680 Headquarters Road (Grow Tree Care).

Tree ID	Species		DBH (cm)	Protected (Y/N)	TPZ (m)	Health	Comments
	Common	Scientific					
542	Black hawthorne	<i>Crataegus douglasii</i>	24	N		Good	
546	Weeping willow	<i>Salix babylonica</i>	62	N		Good	
547	Douglas fir	<i>Pseudotsuga menziesii</i>	80	N	9.6	Good	Member of potential retention stand.
548	Douglas fir	<i>Pseudotsuga menziesii</i>	98	N	11.8	Good	Member of potential retention stand.
549	Douglas fir	<i>Pseudotsuga menziesii</i>	78	N	9.36	Good	Member of potential retention stand.
550	Douglas fir	<i>Pseudotsuga menziesii</i>	55	N	6.6	Fair	Member of potential retention stand.
551	Douglas fir	<i>Pseudotsuga menziesii</i>	75	N	9	Fair	Member of potential retention stand.
552	Douglas fir	<i>Pseudotsuga menziesii</i>	50	N	6	Fair	Member of potential retention stand.
553	Douglas fir	<i>Pseudotsuga menziesii</i>	22	N	2.64	Poor	Member of potential retention stand.
554	Malus sp.	<i>Malus sp.</i>	22	N	2.64	Fair	Member of potential retention stand.
555	Douglas fir	<i>Pseudotsuga menziesii</i>	70	N	8.4	Good	Member of potential retention stand.
556	Malus sp.	<i>Malus sp.</i>	32	N		Fair	
557	Malus sp.	<i>Malus sp.</i>	40	N		Fair	
558	Malus sp.	<i>Malus sp.</i>	35	N		Poor	
559	Black hawthorn	<i>Crataegus douglasii</i>	32	N		Good	
560	Black hawthorn	<i>Crataegus douglasii</i>	32	N		Good	
561	Black hawthorn	<i>Crataegus douglasii</i>	40	N		Good	
562	Bitter cherry	<i>Prunus emarginata</i>	22	N		Fair	
563	Douglas fir	<i>Pseudotsuga menziesii</i>	83	N	9.96	Good	Member of potential retention stand.
564	Douglas fir	<i>Pseudotsuga menziesii</i>	140	N	16.8	Fair	Member of potential retention stand.
565	Malus sp.	<i>Malus sp.</i>	35	N	4.2	Fair	Member of potential retention stand.
566	Malus sp.	<i>Malus sp.</i>	24	N	2.88	Fair	Member of potential retention stand.
567	Malus sp.	<i>Malus sp.</i>	44	N	5.28	Poor	Member of potential retention stand.
568	Douglas fir	<i>Pseudotsuga menziesii</i>	35	N	4.2	Fair	Member of potential retention stand.
569	Bitter cherry	<i>Prunus emarginata</i>	30	N	3.6	Fair	Member of potential retention stand.
570	Bitter cherry	<i>Prunus emarginata</i>	20	N	2.4	Fair	Member of potential retention stand.
571	Bitter cherry	<i>Prunus emarginata</i>	22	N		Fair	
572	Bitter cherry	<i>Prunus emarginata</i>	32	N	3.84	Fair	Member of potential retention stand.
573	Bitter cherry	<i>Prunus emarginata</i>	35	N	4.2	Fair	Member of potential retention stand.
574	Bigleaf maple	<i>Acer macrophyllum</i>	83	N	9.96	Good	Member of potential retention stand.
575	Bitter cherry	<i>Prunus emarginata</i>	35	N	4.2	Fair	Member of potential retention stand.
576	Bitter cherry	<i>Prunus emarginata</i>	30	N	3.6	Fair	Member of potential retention stand.
577	Bitter cherry	<i>Prunus emarginata</i>	38	N	4.56	Fair	Member of potential retention stand.
578	Bitter cherry	<i>Prunus emarginata</i>	24	N	2.88	Fair	Member of potential retention stand.

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Tree ID	Species		DBH (cm)	Protected (Y/N)	TPZ (m)	Health	Comments
	Common	Scientific					
579	Bitter cherry	<i>Prunus emarginata</i>	60	N	7.2	Fair	Member of potential retention stand.
580	Bitter cherry	<i>Prunus emarginata</i>	30	N	3.6	Fair	Member of potential retention stand.
581	Bitter cherry	<i>Prunus emarginata</i>	22	N	2.64	Good	Member of potential retention stand.
582	Bitter cherry	<i>Prunus emarginata</i>	20	N	2.4	Good	Member of potential retention stand.
583	Cascara	<i>Frangula purshiana</i>	24	N	2.88	Good	Member of potential retention stand.
584	Cascara	<i>Frangula purshiana</i>	32	N	3.84	Poor	Member of potential retention stand.
585	Bitter cherry	<i>Prunus emarginata</i>	50	N	6	Poor	Member of potential retention stand.
586	Douglas fir	<i>Pseudotsuga menziesii</i>	44	N	5.28	Good	Member of potential retention stand.
587	Malus sp.	<i>Malus sp.</i>	40	N	4.8	Good	Member of potential retention stand.
588	Malus sp.	<i>Malus sp.</i>	44	N	5.28	Good	Member of potential retention stand.
589	Bitter cherry	<i>Prunus emarginata</i>	35	N		Good	
590	Bitter cherry	<i>Prunus emarginata</i>	32	N		Good	
591	Bitter cherry	<i>Prunus emarginata</i>	27	N		Good	
592	Bitter cherry	<i>Prunus emarginata</i>	22	N		Fair	
593	Bitter cherry	<i>Prunus emarginata</i>	27	N		Fair	
594	Bitter cherry	<i>Prunus emarginata</i>	22	N		Fair	
595	Douglas fir	<i>Pseudotsuga menziesii</i>	55	N		Fair	
596	Douglas fir	<i>Pseudotsuga menziesii</i>	40	N		Fair	
597	Douglas fir	<i>Pseudotsuga menziesii</i>	60	N		Good	
598	Douglas fir	<i>Pseudotsuga menziesii</i>	70	N		Good	
599	Douglas fir	<i>Pseudotsuga menziesii</i>	62	N		Good	
600	Douglas fir	<i>Pseudotsuga menziesii</i>	52	N		Good	
601	Douglas fir	<i>Pseudotsuga menziesii</i>	70	N		Good	
602	Douglas fir	<i>Pseudotsuga menziesii</i>	104	N		Good	
603	Douglas fir	<i>Pseudotsuga menziesii</i>	83	N		Good	Tree tag fell off. Retagged as 464.
604	Sycamore maple	<i>Acer pseudoplatanus</i>	48	N		Fair	Previously assessed as a bigleaf maple.
605	Sitka spruce	<i>Picea sitchensis</i>	75	N		Fair	
606	Sycamore maple	<i>Acer pseudoplatanus</i>	75	N		Good	Tree tag fell off. Retagged as 099. Previously assessed as a bigleaf maple.
607	Douglas fir	<i>Pseudotsuga menziesii</i>	50	N		Fair	
608	Douglas fir	<i>Pseudotsuga menziesii</i>	57	N		Fair	
609	Douglas fir	<i>Pseudotsuga menziesii</i>	62	N		Good	
610	Douglas fir	<i>Pseudotsuga menziesii</i>	70	N		Good	
611	Douglas fir	<i>Pseudotsuga menziesii</i>	80	N		Good	
612	Douglas fir	<i>Pseudotsuga menziesii</i>	78	N		Good	

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Tree ID	Species		DBH (cm)	Protected (Y/N)	TPZ (m)	Health	Comments
	Common	Scientific					
613	Douglas fir	<i>Pseudotsuga menziesii</i>	91	N		Good	
614	Douglas fir	<i>Pseudotsuga menziesii</i>	44	N		Fair	
615	Douglas fir	<i>Pseudotsuga menziesii</i>	70	N		Good	
616	Douglas fir	<i>Pseudotsuga menziesii</i>	24	N		Poor	
617	Douglas fir	<i>Pseudotsuga menziesii</i>	71	N		Good	
618	Douglas fir	<i>Pseudotsuga menziesii</i>	91	N		Good	
619	Douglas fir	<i>Pseudotsuga menziesii</i>	160	N		Fair	
620	Douglas fir	<i>Pseudotsuga menziesii</i>	120	N		Good	
621	Douglas fir	<i>Pseudotsuga menziesii</i>	52	N		Fair	
622	Douglas fir	<i>Pseudotsuga menziesii</i>	35	N		Fair	
623	Douglas fir	<i>Pseudotsuga menziesii</i>	64	N		Poor	
624	Douglas fir	<i>Pseudotsuga menziesii</i>	27	N		Poor	
625	Douglas fir	<i>Pseudotsuga menziesii</i>	91	N		Good	
626	Douglas fir	<i>Pseudotsuga menziesii</i>	24	N		Fair	
627	Grand fir	<i>Abies grandis</i>	64	N		Good	
628	Douglas fir	<i>Pseudotsuga menziesii</i>	55	N		Good	
629	Douglas fir	<i>Pseudotsuga menziesii</i>	55	N		Fair	
630	Douglas fir	<i>Pseudotsuga menziesii</i>	35	N		Fair	
631	Douglas fir	<i>Pseudotsuga menziesii</i>	35	N		Fair	
632	Douglas fir	<i>Pseudotsuga menziesii</i>	24	N		Fair	
633	Douglas fir	<i>Pseudotsuga menziesii</i>	63	N		Good	
634	Douglas fir	<i>Pseudotsuga menziesii</i>	57	N		Good	
635	Douglas fir	<i>Pseudotsuga menziesii</i>	55	N	6.6	Good	Member of potential retention stand.
636	Douglas fir	<i>Pseudotsuga menziesii</i>	55	N	6.6	Good	Member of potential retention stand.
637	Douglas fir	<i>Pseudotsuga menziesii</i>	68	N		Good	
638	Douglas fir	<i>Pseudotsuga menziesii</i>	75	N	9	Good	Member of potential retention stand.
639	Douglas fir	<i>Pseudotsuga menziesii</i>	24	N		Fair	
640	Douglas fir	<i>Pseudotsuga menziesii</i>	64	N	7.68	Good	Member of potential retention stand.
641	Douglas fir	<i>Pseudotsuga menziesii</i>	80	N	9.6	Good	Member of potential retention stand.
642	Douglas fir	<i>Pseudotsuga menziesii</i>	57	N	6.84	Good	Member of potential retention stand.
643	Douglas fir	<i>Pseudotsuga menziesii</i>	71	N	8.52	Good	Member of potential retention stand.
644	Douglas fir	<i>Pseudotsuga menziesii</i>	62	N		Fair	
645	Douglas fir	<i>Pseudotsuga menziesii</i>	75	N		Good	
646	Douglas fir	<i>Pseudotsuga menziesii</i>	48	N		Fair	
647	Douglas fir	<i>Pseudotsuga menziesii</i>	55	N		Fair	

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Tree ID	Species		DBH (cm)	Protected (Y/N)	TPZ (m)	Health	Comments
	Common	Scientific					
648	Douglas fir	<i>Pseudotsuga menziesii</i>	75	N		Good	
649	Douglas fir	<i>Pseudotsuga menziesii</i>	80	N		Good	
650	Douglas fir	<i>Pseudotsuga menziesii</i>	52	N		Good	
651	Douglas fir	<i>Pseudotsuga menziesii</i>	57	N		Good	
652	Douglas fir	<i>Pseudotsuga menziesii</i>	60	N		Fair	
653	Douglas fir	<i>Pseudotsuga menziesii</i>	68	N		Good	
654	Douglas fir	<i>Pseudotsuga menziesii</i>	63	N		Good	
655	Douglas fir	<i>Pseudotsuga menziesii</i>	60	N		Good	
656	Douglas fir	<i>Pseudotsuga menziesii</i>	60	N		Fair	
657	Douglas fir	<i>Pseudotsuga menziesii</i>	70	N		Good	
657.1	Douglas fir	<i>Pseudotsuga menziesii</i>	70	N		Good	
658	Douglas fir	<i>Pseudotsuga menziesii</i>	52	N		Good	
659	Douglas fir	<i>Pseudotsuga menziesii</i>	80	N		Fair	
660	Douglas fir	<i>Pseudotsuga menziesii</i>	64	N		Good	
661	Douglas fir	<i>Pseudotsuga menziesii</i>	50	N		Good	
662	Douglas fir	<i>Pseudotsuga menziesii</i>	78	N		Good	
663	Douglas fir	<i>Pseudotsuga menziesii</i>	63	N		Good	
664	Douglas fir	<i>Pseudotsuga menziesii</i>	78	N		Good	
665	Douglas fir	<i>Pseudotsuga menziesii</i>	70	N		Good	
666	Douglas fir	<i>Pseudotsuga menziesii</i>	50	N		Good	
667	Douglas fir	<i>Pseudotsuga menziesii</i>	60	N		Good	
668	Douglas fir	<i>Pseudotsuga menziesii</i>	44	N		Good	
669	Douglas fir	<i>Pseudotsuga menziesii</i>	78	N		Good	
670	Douglas fir	<i>Pseudotsuga menziesii</i>	57	N		Good	
671	Douglas fir	<i>Pseudotsuga menziesii</i>	55	N		Good	
672	Cascara	<i>Frangula purshiana</i>	40	N		Good	
673	Lombardy poplar	<i>Populus nigra 'Italica'</i>	60	N		Good	
674	Lombardy poplar	<i>Populus nigra 'Italica'</i>	104	N		Good	
675	Malus sp.	<i>Malus sp.</i>	30	N		Good	
677	Black hawthorn	<i>Crataegus douglasii</i>	22	N		Good	
678	Douglas fir	<i>Pseudotsuga menziesii</i>	88	N		Good	
679	Bitter cherry	<i>Prunus emarginata</i>	55	N		Good	
680	Garry oak	<i>Quercus garryana</i>	81	Y	9.72	Good	Retain
681	Douglas fir	<i>Pseudotsuga menziesii</i>	156	N		Good	
682	Cypress	<i>Cupressaceae sp.</i>	98	N		Good	

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Tree ID	Species		DBH (cm)	Protected (Y/N)	TPZ (m)	Health	Comments
	Common	Scientific					
683	Black pine	<i>Pinus nigra</i>	68	N		Good	
684	Bitter cherry	<i>Prunus emarginata</i>	27	N		Good	
685	Bitter cherry	<i>Prunus emarginata</i>	24	N		Good	
686	Douglas fir	<i>Pseudotsuga menziesii</i>	44	N		Good	
687	Douglas fir	<i>Pseudotsuga menziesii</i>	32	N		Poor	
688	Douglas fir	<i>Pseudotsuga menziesii</i>	27	N		Poor	
689	Douglas fir	<i>Pseudotsuga menziesii</i>	50	N		Fair	
690	Douglas fir	<i>Pseudotsuga menziesii</i>	32	N		Fair	
691	Bigleaf maple	<i>Acer macrophyllum</i>	20	N		Good	
692	Bitter cherry	<i>Prunus emarginata</i>	60	N		Good	
693	Bitter cherry	<i>Prunus emarginata</i>	55	N		Good	
694	Douglas fir	<i>Pseudotsuga menziesii</i>	40	N	4.8	Good	Member of potential retention stand.

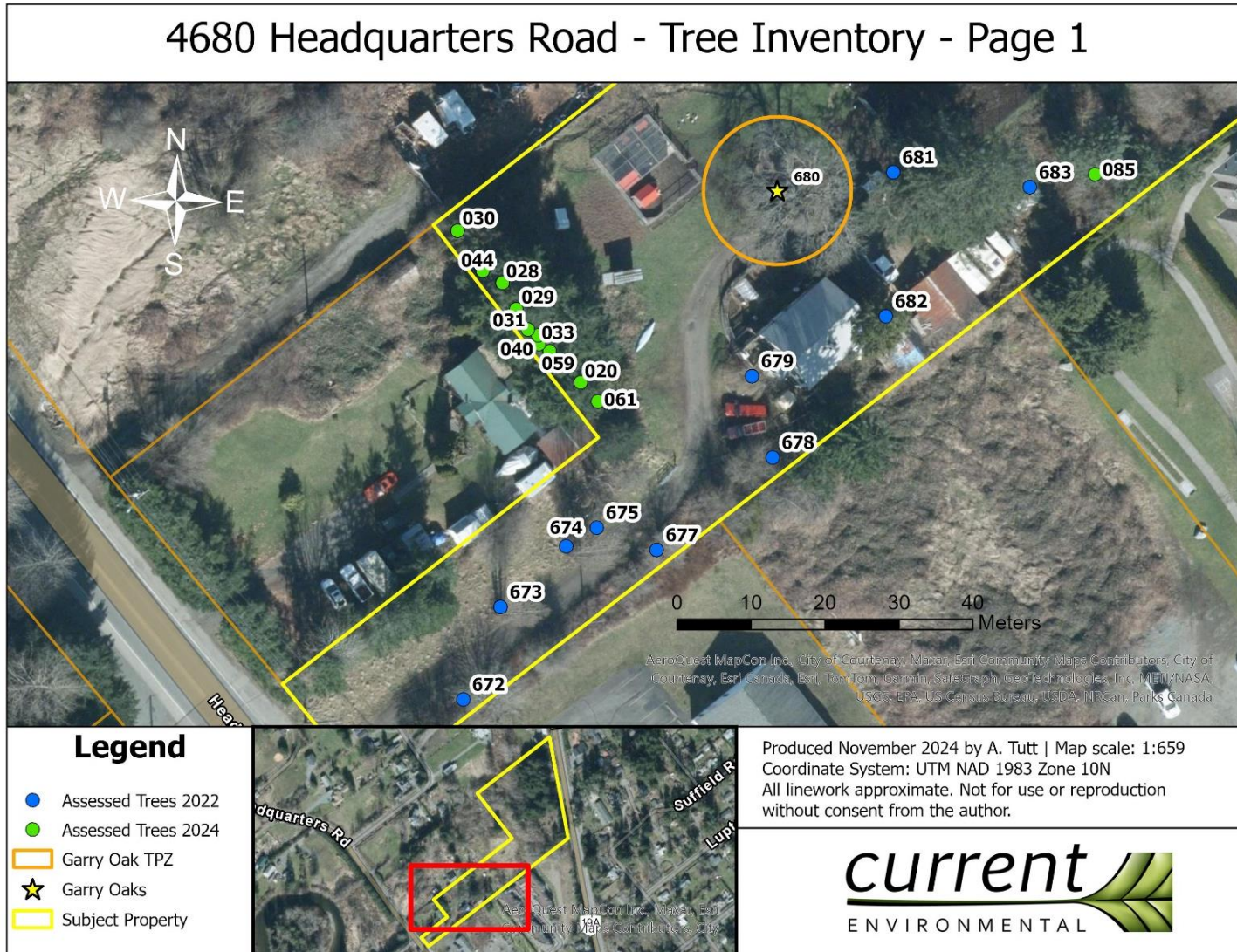


Figure 2. Tree Inventory Results - 4680 Headquarters - Page 1

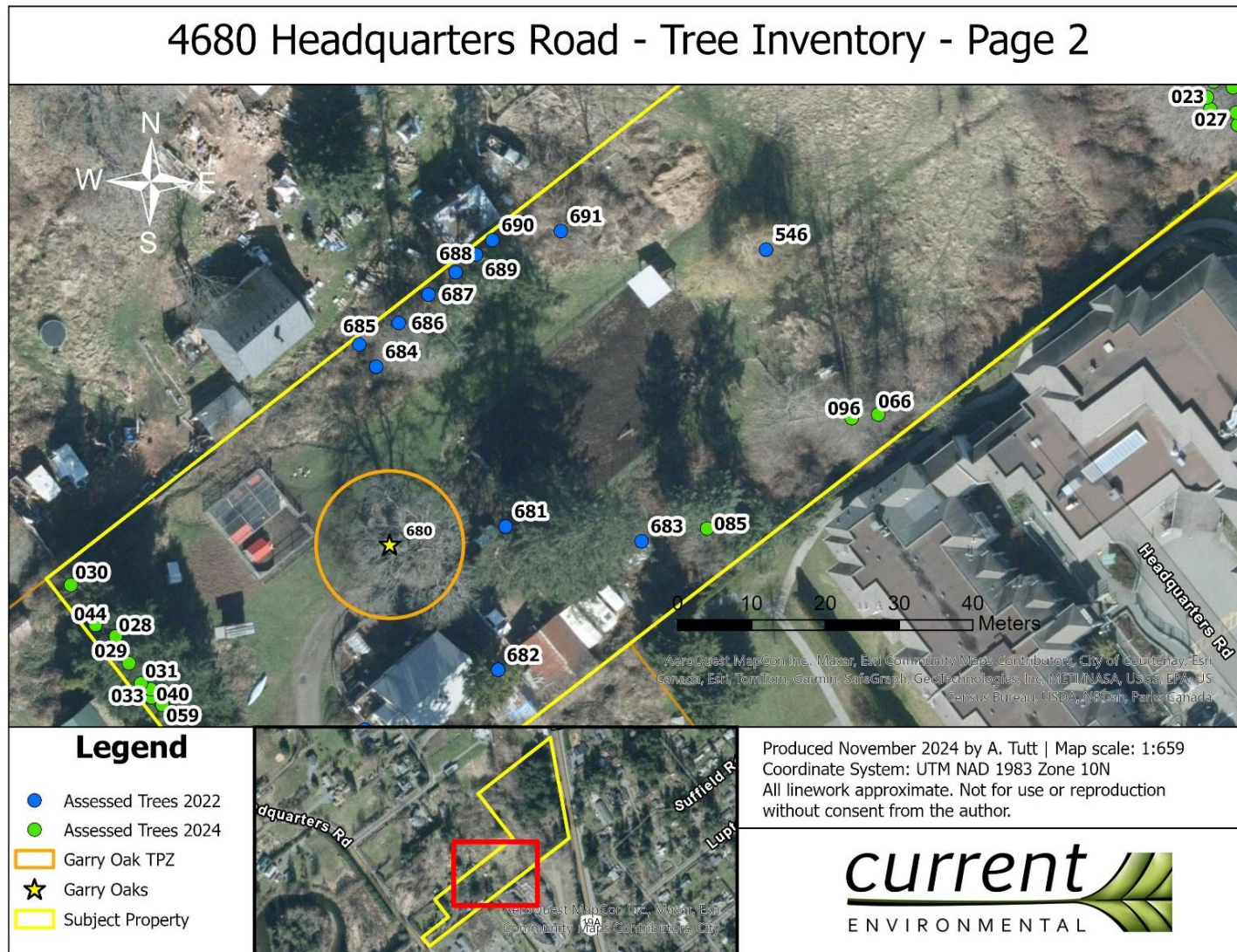


Figure 3. Tree Inventory Results - 4680 Headquarters - Page 2

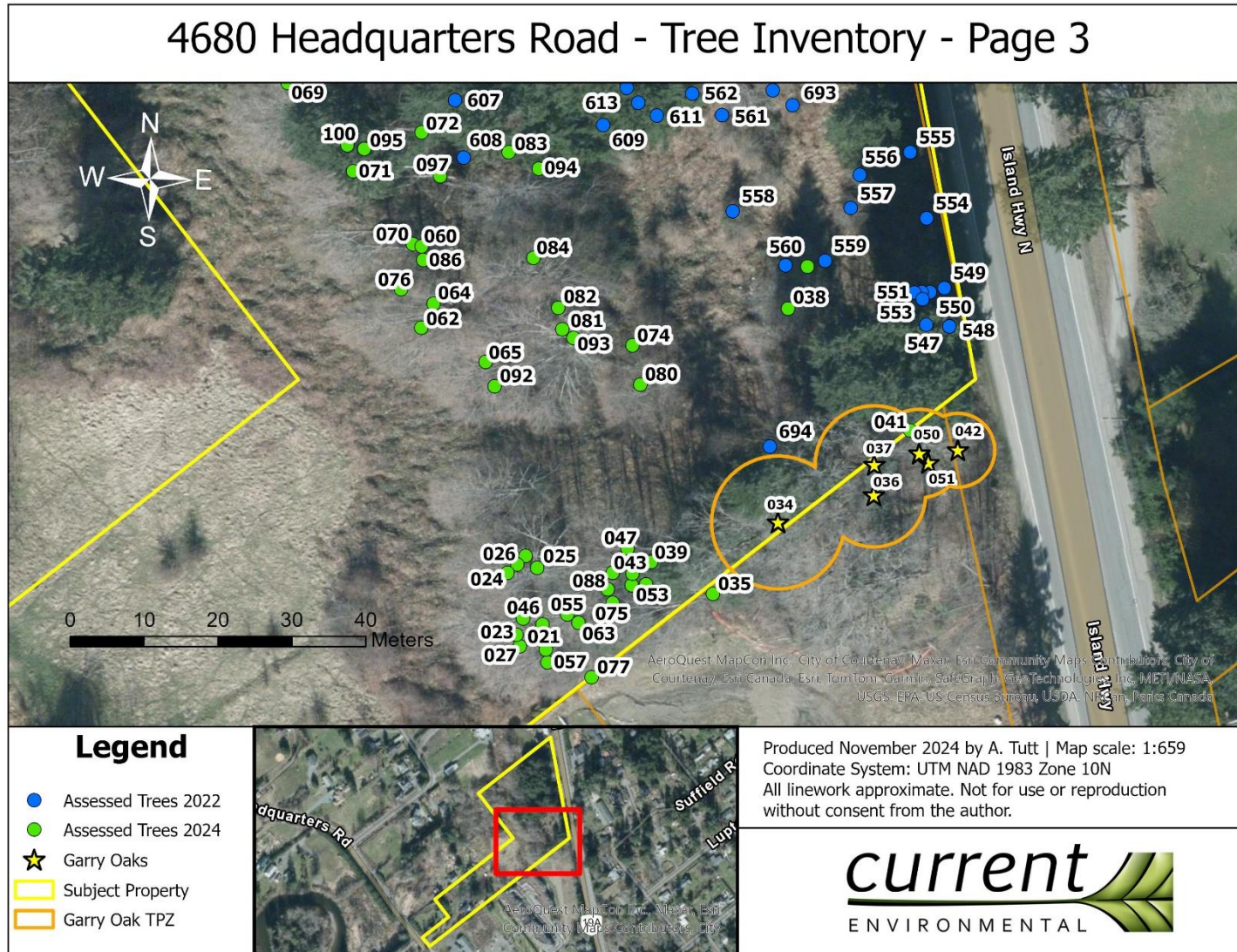


Figure 4. Tree Inventory Results - 4680 Headquarters - Page 3

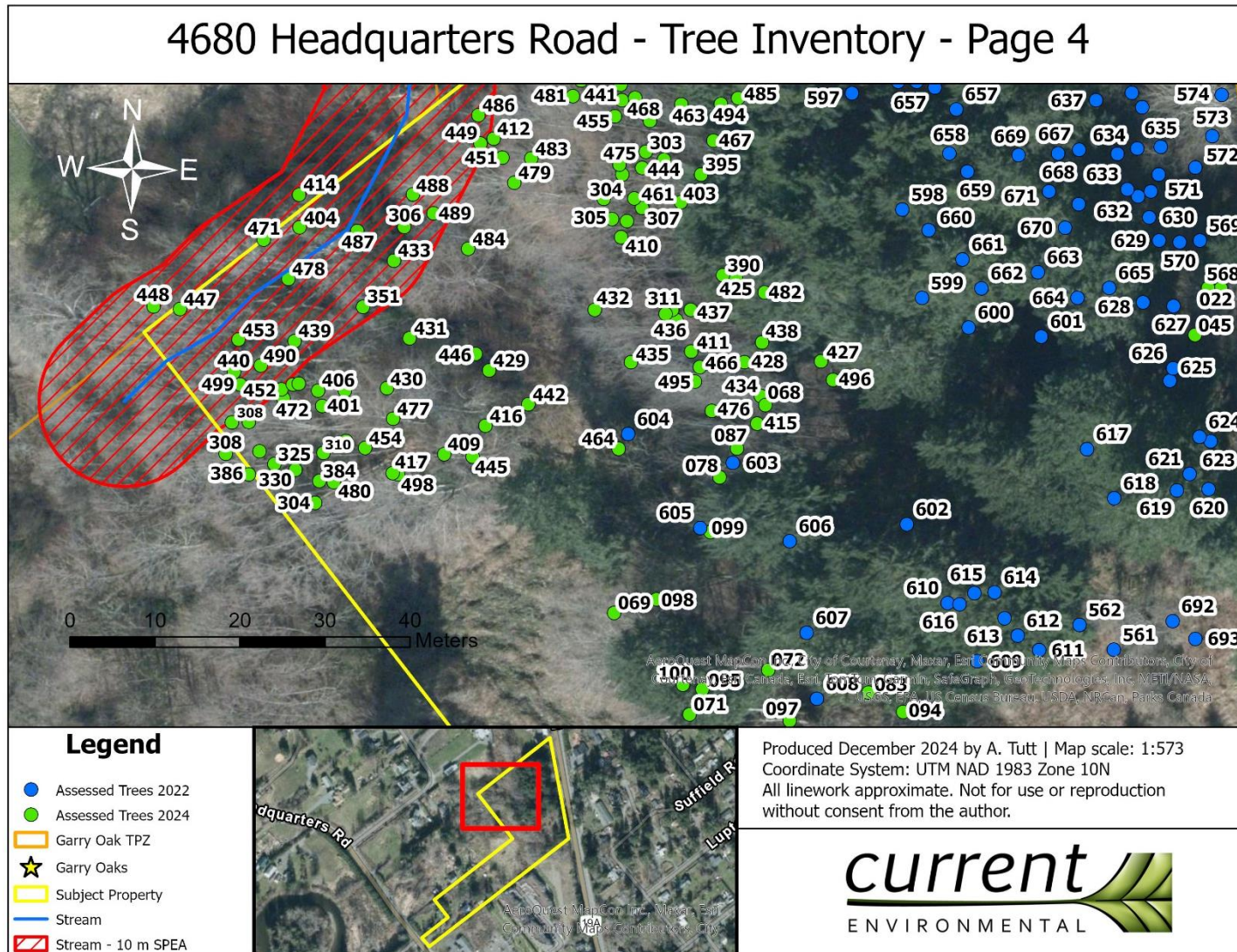


Figure 5. Tree Inventory Results - 4680 Headquarters - Page 4

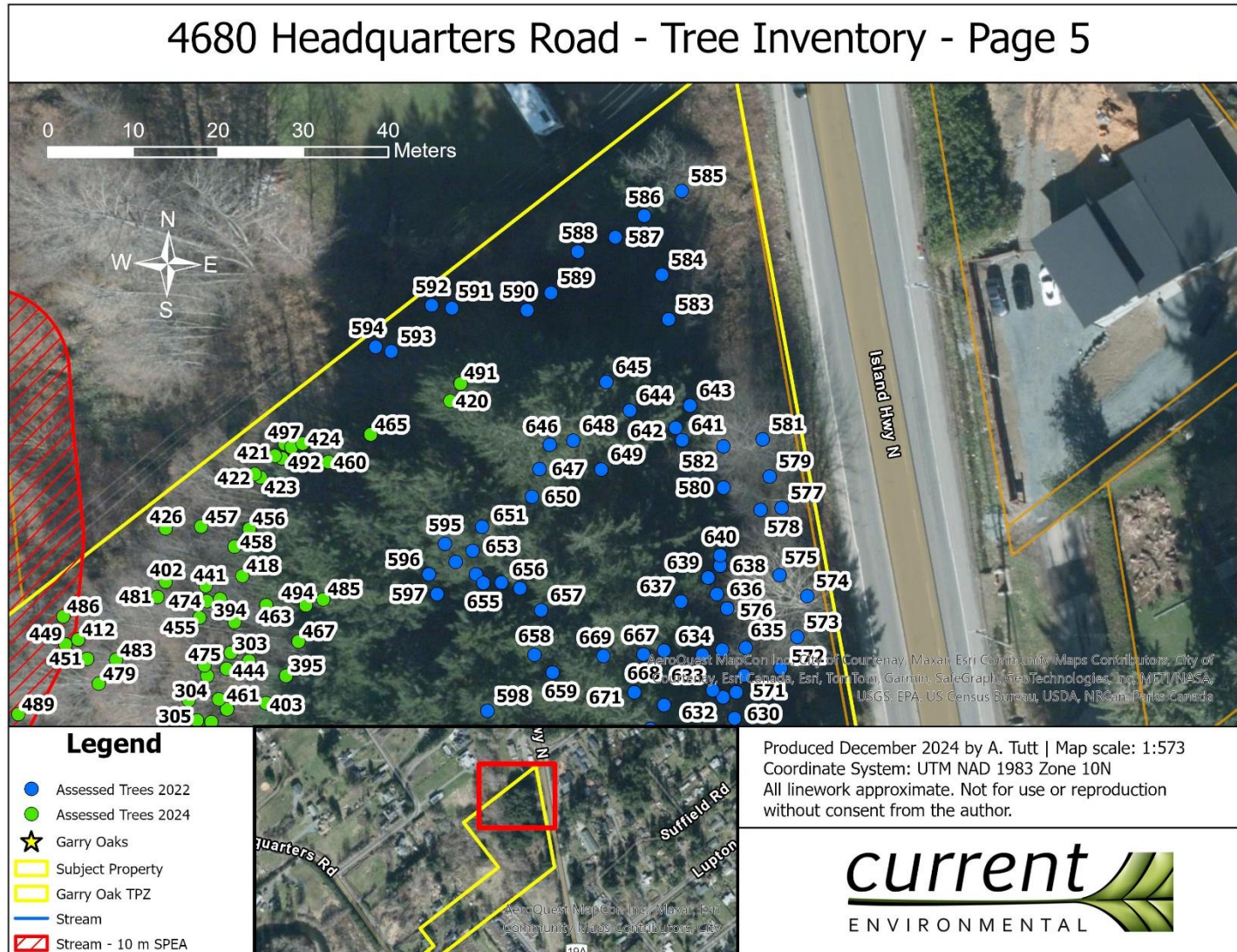


Figure 6. Tree Inventory Results - 4680 Headquarters - Page 5

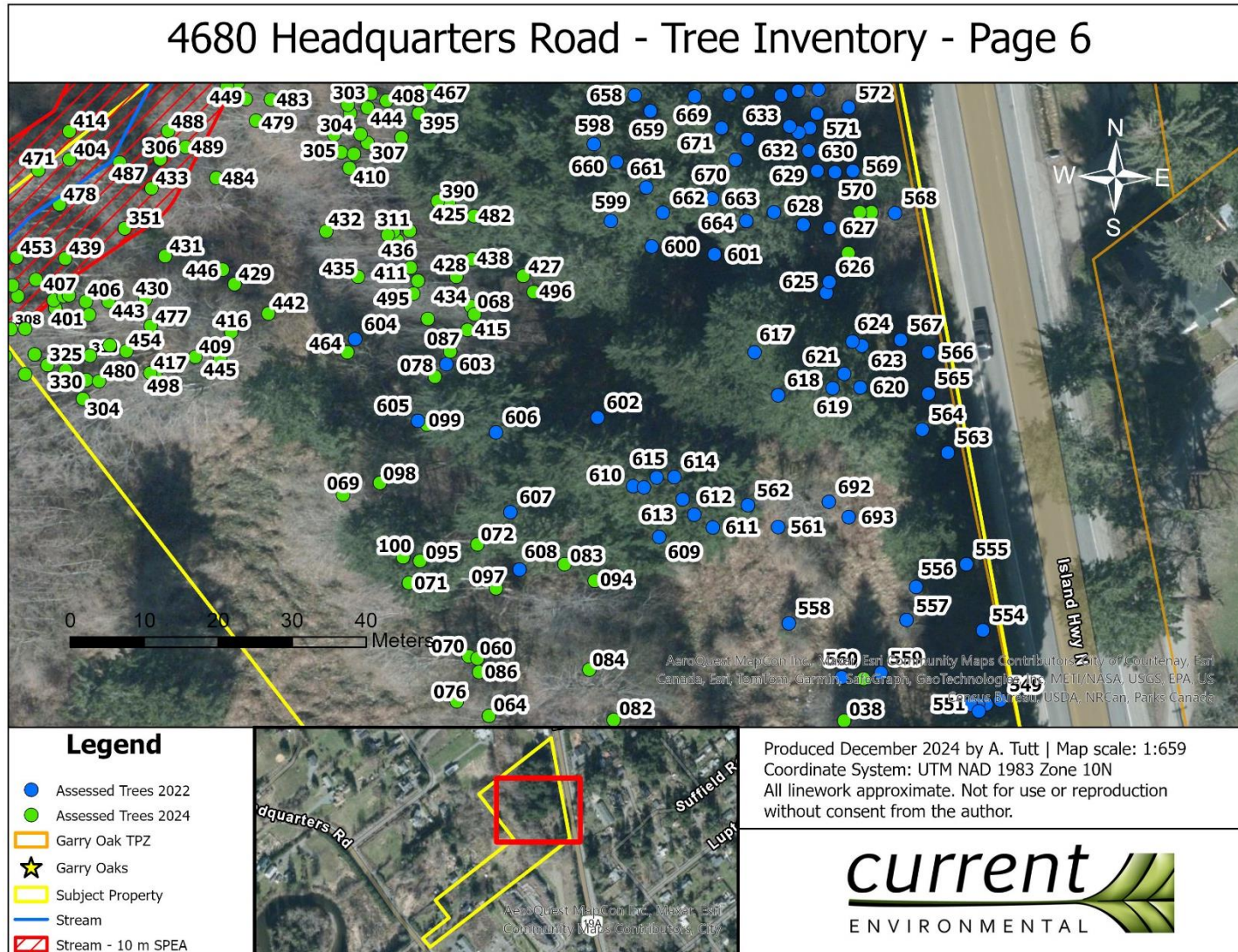


Figure 7. Tree Inventory Results - 4680 Headquarters - Page 6

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## 4 DISCUSSION

### 4.1 PROTECTED TREES

An isolated stand of Garry oak trees is present in the eastern corner of the property, adjacent to the Old Island Highway and 4657 Island Highway North (Figure 4, Photo 3). There are 6 oak trees growing in a stand with bitter cherry, Douglas fir, and invasive English holly. The seventh oak introduced in Section 3.1 stands alone adjacent to the existing residence on the subject lot (Figure 3; Tree Tag #680). The isolated stand of Garry oak in the northeast corner is not part of an intact Garry oak meadow ecosystem, but the individual trees are protected; Garry oak is listed as a protected species under the *City of Courtenay Tree Protection and Management Bylaw No. 2850*<sup>6</sup>. These regionally uncommon trees are also highly valued by members of the Comox Valley stewardship community. Note that the City requires a \$1,000 security deposit for working within 10 m of the dripline of a protected species.

### 4.2 UNNAMED TRIBUTARY OF THE TSOLUM RIVER

Trees within the SPEA setback in the northwestern corner of the property do not contribute to City Tree Density Target for the property, while the area of the setback (0.10 ha) does have an influence on the TDT, as discussed in Section 4.4.

Tree Protection Zone (TPZ) calculations for trees within the stream SPEA are included in Table 4. Note trees within this area may have roots extending beyond the calculated SPEA and will therefore require protection measures greater than the calculated SPEA. These tree protection measures will be established in the field under the supervision of the Project Arborist.

### 4.3 WINDTHROW

Where forest edge trees are proposed to be removed, it is recommended that trees that may experience an increase in wind exposure be re-examined, once tree clearing has taken place, to ensure that they are structurally stable, and suitable for retention as leading-edge trees. This assessment can be timed for when the final project layout, including clearing boundaries, has been established and accepted by the City.

### 4.4 TREE DENSITY TARGET

As per the City of Courtenay's Tree Density Target (TDT) interactive map<sup>7</sup>, the TDT for this property is 132 trees. However, the "non-developable" unnamed tributary SPEA setback in the west corner of site (Figure 4) encompasses 0.10 ha, leaving a remaining 2.55 ha "net developable area" for the property. Considering the 50:1 (Trees:Hectares) TDT for the City of Courtenay, the site specific TDT is 128 trees.

The property currently supports 316 trees greater than 20 cm DBH. Red alder and cottonwood trees, which comprise 104 trees on the property, do not contribute to the TDT. In addition, there are 4 cherry trees contained within the unnamed tributary SPEA setback that also do not contribute. Therefore, 208 existing trees currently contribute to the property's 128 TDT.

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<sup>6</sup> City of Courtenay. (2016). *Tree Protection and Management Bylaw No. 2850*. Accessed from: [BYLAW NO. 2850 CONSOLIDATED VERSION \(courtenay.ca\)](#)

<sup>7</sup> <https://courtenay.maps.arcgis.com/apps/View/index.html?appid=36b80ad823ac4c90994dd2ac09a3df3f>

**Table 4.** Inventoried trees within 3 m of the unnamed tributary of the Tsolum River and associated SPEA, including TPZ calculations.

Tree ID	Species		DBH (cm)	TPZ (m)
	Common	Scientific		
306	Bitter Cherry	<i>Prunus emarginata</i>	50	6.0
308	Red alder	<i>Alnus rubra</i>	44	5.3
351	Red alder	<i>Alnus rubra</i>	40	4.8
404	Red alder	<i>Alnus rubra</i>	53	6.4
407	Red alder	<i>Alnus rubra</i>	40	4.8
412	Red alder	<i>Alnus rubra</i>	25	3.0
413	Red alder	<i>Alnus rubra</i>	28	Dead
414	Red alder	<i>Alnus rubra</i>	46	5.5
433	Red alder	<i>Alnus rubra</i>	51.2	6.1
439	Red alder	<i>Alnus rubra</i>	61.2	7.3
440	Red alder	<i>Alnus rubra</i>	53.8	6.5
447	Red alder	<i>Alnus rubra</i>	47	5.6
448	Red alder	<i>Alnus rubra</i>	45	Dead
449	Bitter Cherry	<i>Prunus emarginata</i>	26	3.1
451	Red alder	<i>Alnus rubra</i>	40	4.8
452	Red alder	<i>Alnus rubra</i>	27	3.2
453	Red alder	<i>Alnus rubra</i>	37	4.4
471	Red alder	<i>Alnus rubra</i>	40	4.8
472	Red alder	<i>Alnus rubra</i>	34	4.1
473	Red alder	<i>Alnus rubra</i>	25	3.0
478	Red alder	<i>Alnus rubra</i>	48	N/A, Actively Failing
486	Red alder	<i>Alnus rubra</i>	36	4.3
487	Red alder	<i>Alnus rubra</i>	51	6.1
488	Bitter Cherry	<i>Prunus emarginata</i>	50.8	6.1
489	Bitter Cherry	<i>Prunus emarginata</i>	33.4	4.0
490	Red alder	<i>Alnus rubra</i>	35	4.2
499	Red alder	<i>Alnus rubra</i>	36	4.3

#### 4.5 TREE RETENTION

The following section outlines preliminary details and concepts that are currently under consideration. Please note that these plans are subject to change as development progresses and further decisions are made. As such, the information presented here should be viewed as provisional and may be adjusted once the final development plans are confirmed.

Along with protected Garry oaks and the unnamed tributary of the Tsolum River SPEA setback, a strip of trees along the Old Island Highway has been proposed for retention (Figure 8, Table 5). The relatively steep slope in this area and the desire for screening along the busy highway make this an attractive retention

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stand. There are 53 trees proposed for retention, 2 of which are red alders, resulting in 51 potential retention trees that would count towards the TDT.

In general terms, it is often more beneficial to preserve groups of trees rather than isolated ones because they share root space and have less exposed edges. Maintaining a variety of ages, species, and groundcover within a stand helps support a resilient landscape. Trees with a low live-crown ratio (<50%) are not ideal candidates for retention as they lack the capacity to withstand wind gusts as they have not grown in open conditions, and therefore often lead to failure.

**Table 5.** Proposed Retention Trees for 4680 Headquarters Road, including Tree Protection Zone calculations.

Tree ID	Species		DBH (cm)	TPZ (m)
	Common	Scientific		
022	Red alder	<i>Alnus rubra</i>	48.2	5.8
034	Garry oak	<i>Quercus garryana</i>	75	9.0
035	Grand fir	<i>Abies grandis</i>	63	7.6
036	Garry oak	<i>Quercus garryana</i>	62	7.4
037	Garry oak	<i>Quercus garryana</i>	65	7.8
041	Bitter cherry	<i>Prunus emarginata</i>	29	3.5
042	Garry oak	<i>Quercus garryana</i>	42	5.0
049	Red alder	<i>Alnus rubra</i>	48	5.8
050	Garry oak	<i>Quercus garryana</i>	47	5.6
051	Garry oak	<i>Quercus garryana</i>	28	3.4
547	Douglas fir	<i>Pseudotsuga menziesii</i>	80	9.6
548	Douglas fir	<i>Pseudotsuga menziesii</i>	98	11.8
549	Douglas fir	<i>Pseudotsuga menziesii</i>	78	9.4
550	Douglas fir	<i>Pseudotsuga menziesii</i>	55	6.6
551	Douglas fir	<i>Pseudotsuga menziesii</i>	75	9.0
552	Douglas fir	<i>Pseudotsuga menziesii</i>	50	6.0
553	Douglas fir	<i>Pseudotsuga menziesii</i>	22	2.6
554	Malus sp.	<i>Malus sp.</i>	22	2.6
555	Douglas fir	<i>Pseudotsuga menziesii</i>	70	8.4
563	Douglas fir	<i>Pseudotsuga menziesii</i>	83	10.0
564	Douglas fir	<i>Pseudotsuga menziesii</i>	140	16.8
565	Malus sp.	<i>Malus sp.</i>	35	4.2
566	Malus sp.	<i>Malus sp.</i>	24	2.9
567	Malus sp.	<i>Malus sp.</i>	44	5.3
568	Douglas fir	<i>Pseudotsuga menziesii</i>	35	4.2
569	Bitter cherry	<i>Prunus emarginata</i>	30	3.6
570	Bitter cherry	<i>Prunus emarginata</i>	20	2.4
572	Bitter cherry	<i>Prunus emarginata</i>	32	3.8
573	Bitter cherry	<i>Prunus emarginata</i>	35	4.2
574	Bigleaf maple	<i>Acer macrophyllum</i>	83	10.0
575	Bitter cherry	<i>Prunus emarginata</i>	35	4.2
576	Bitter cherry	<i>Prunus emarginata</i>	30	3.6
577	Bitter cherry	<i>Prunus emarginata</i>	38	4.6
578	Bitter cherry	<i>Prunus emarginata</i>	24	2.9
579	Bitter cherry	<i>Prunus emarginata</i>	60	7.2
580	Bitter cherry	<i>Prunus emarginata</i>	30	3.6
581	Bitter cherry	<i>Prunus emarginata</i>	22	2.6
582	Bitter cherry	<i>Prunus emarginata</i>	20	2.4
583	Cascara	<i>Frangula purshiana</i>	24	2.9
584	Cascara	<i>Frangula purshiana</i>	32	3.8
585	Bitter cherry	<i>Prunus emarginata</i>	50	6.0
586	Douglas fir	<i>Pseudotsuga menziesii</i>	44	5.3
587	Malus sp.	<i>Malus sp.</i>	40	4.8
588	Malus sp.	<i>Malus sp.</i>	44	5.3
635	Douglas fir	<i>Pseudotsuga menziesii</i>	55	6.6
636	Douglas fir	<i>Pseudotsuga menziesii</i>	55	6.6
638	Douglas fir	<i>Pseudotsuga menziesii</i>	75	9.0
640	Douglas fir	<i>Pseudotsuga menziesii</i>	64	7.7
641	Douglas fir	<i>Pseudotsuga menziesii</i>	80	9.6
642	Douglas fir	<i>Pseudotsuga menziesii</i>	57	6.8
643	Douglas fir	<i>Pseudotsuga menziesii</i>	71	8.5
680	Garry oak	<i>Quercus garryana</i>	81	9.7
694	Douglas fir	<i>Pseudotsuga menziesii</i>	40	4.8

#### 4.6 TREE CUTTING PERMIT

Given the current development plan, a Tree Cutting Permit would be required for the removal of approximately 263 trees, of which 161 are species other than red alder and cottonwood.

#### 4.7 REPLACEMENT TREES

According to direction provided by the City of Courtenay Planning Department, the number of non-cottonwood and alder trees remaining after clearing that are below the TDT require replacement at a 3:1 ratio<sup>8</sup>. As the subject property has a TDT of 128 trees and 51 non-cottonwood and alder trees are proposed for retention, that results in 77 trees requiring replacement at a 3:1 ratio. As a result (77\*3) 231 replacement trees are required. These trees are bonded to the City at \$300/tree, which is \$69,300. The final replacement and bonding calculations are subject to change and City input and will be dependent on an accepted layout and design approved by the City, contrasted against the location and condition of trees inventoried in this assessment. There may be an opportunity to retain additional existing trees in strategic location around the periphery of the development footprint that could result in reducing the number of required replacement trees.

Note that retained red alder and cottonwood trees do not contribute to Tree Density Targets but do require a Tree Cutting Permit (TCP). Also note that the City of Courtenay Tree Cutting Permit application form<sup>9</sup> states that for greenfield properties, the number of trees remaining on the property after clearing must not be lower than 25 trees per net developable hectare (25:1 tree:hectare). Under the current development plan, the minimum tree retention number is achieved with 58 trees that would remain that contribute to TDT (23:1 tree:hectare).

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<sup>8</sup> Personal communication (August 22, 2024). Nancy Gothard, Manager of Community and Sustainability Planning, City of Courtenay.  
Personal communication (January 20, 2025). Jacob Cramer, Planner, City of Courtenay.

<sup>9</sup><https://www.courtenay.ca/assets/Departments/Documents/2023/~New~Forms~and~Applications/Tree%20Permit%20Application%20Form-fillable.pdf>



**Figure 8.** Protected Garry oaks and potential retention stands for 4680 Headquarters Road.

## 5 RECOMMENDATIONS

The following list summarizes recommendations made earlier in the report:

1. There were no trees observed to be moderate, high, or extreme risk within the context of existing land use. Therefore, given present conditions, no trees would require hazard abatement to eliminate present and/or future risk within a 1-year period from the time of this assessment.
2. It is recommended that retained trees be reassessed at 3-year and 5-years post construction and following any significant disturbance from the development.
3. An unnamed stream tributary to the Tsolum River in the west corner of site flows into the constructed channel and wetlands on 4694 Headquarters Road that will require an updated RAPR assessment to confirm setbacks.
4. A \$1,000 security deposit is required for working within 10 m of the dripline of a protected species. Seven Garry oaks are present on the property and a security calculation will be required once proximity to project components has been determined.
5. 161 trees (see Section 4.6) multiplied by 3 results in 483 trees requiring replacement. These trees are bonded to the City at \$300/tree, which is \$144,900. The final replacement and bonding calculations are subject to change and City input and will be dependent on an accepted layout and design approved by the City.

### 5.1 MITIGATION MEASURES

The following recommendations are made to ensure retained trees survive construction and continue to provide ecosystem services to future residents and maintain conditions necessary to support a functioning ecology.

#### 5.1.1 Tree Protection Zones (TPZ)

Tree Protection Zones (TPZ) (see Table 4 and 5) are a critical step to avoiding impacts to trees assessed to be viable for retention and involves preserving and protecting tree health by avoiding damage to tree roots, trunks, or crowns. This involves physical protective barriers and is generally required for any site disturbance that may impact retained trees. The following list describes activities that are not permitted within a Tree Protection Zone:

1. Stockpile construction materials or debris,
2. Park vehicles or equipment,
3. Pile soil and/or mulch,
4. Change soil grade by cutting or filling,
5. Damage roots by grading, tearing, or grubbing. Tree stumps within the TPZ are to be retained,
6. Compact soil with equipment, vehicles, material storage, and/or foot traffic,
7. Contaminate soil from washing out equipment (especially concrete) and vehicle maintenance,
8. Install impervious parking lots, driveways, and walkways,
9. Attach anything to trees using nails, screws, and/or spikes,
10. Wound or break tree trunks or branches through contact with vehicles and heavy equipment,
11. Wound trunks with string weed trimmers and lawn mowers,
12. Cause injury by fire or excessive heat.

The following is critical to the successful implementation and monitoring of a TPZ during and after development:

1. Show TPZs and tree protection notes on site plans/design sheets associated with site prep. and construction,
2. Educate all site workers about tree protection during pre-construction meetings
3. Establish TPZs early, during site planning, and install physical delineation/protection measures prior to construction,
4. Monitor compliance with tree protection requirements regularly during construction,
5. Have an ISA Certified arborist inspect trees annually for at least 3-5 years post development to look for changes in condition, potential issues, and to determine maintenance needs,
6. The Project Arborist must be consulted before this fencing is removed or moved for any purpose.

TPZs are provided for protected species and potential retention trees (Tables 2 and 3). Note that TPZ calculations are solely mathematical calculations that do not consider factors such as restricted root growth, limited soil volumes, age, crown spread, health, or structure.

A tree's root system is typically able to withstand up to 25% removal before irreversible consequences are incurred. Tree's ability to withstand root damage is dependent on the species, age, condition, live crown ratio (LCR), and previous modifications of a given tree. In general, younger trees are better able to recover from serious root disturbance compared to more mature trees. As such, TPZs installed in the field will be based on tree specific knowledge and the findings of the assessment. Any excavation within the TPZ is to be supervised by the Project Arborist. Specifications for tree protection fencing design and materials can be found in APPENDIX A.

### 5.1.2 Arborist Supervision

It is the responsibility of the client or his/her representative to contact the Project Arborist for the purpose of:

1. Installing/approving the TPZ fencing,
2. Reviewing this TMP with the Project foreman or site supervisor prior to the start of work,
3. Supervising any construction activities within the TPZ of trees to be retained,
4. Reviewing and advising of any pruning requirements for machine clearances,
5. Assessing whether mitigation measures for work around trees identified for retention have been effectively implemented.

## 5.2 REASSESSMENT

Construction activities will contribute additional stress and/or direct physical impacts to trees, potentially resulting in a decline in tree health. Especially trees that have root zones affected by the proposed development. It is recommended that retained trees be reassessed at 3-year and 5-years post construction.

## 5.3 TREE RETENTION AND REPLACEMENT

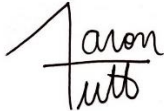
Based on the final development layout, a new forest edge will require field-verification by an Arborist to ensure the exposed trees are well protected, safe, and suitable for retention. For instance, realignment of the proposed forest edge may be required to avoid trees with low live-crown ratios, suppressed or partially suppressed crowns, codominant trunks, or structural defects.

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**6 CONCLUSION**

With protected Garry oaks located within the subject lot, implementation of tree protection measures will be of utmost importance during development. The heaviest impact will be initial clearing and the creation of a new forest edge for retained trees. If the mitigation measures prescribed herein are implemented in a diligent manner it is expected that healthy inventoried trees chosen for retention will survive.

Prepared by:



Aaron Tutt, B.Sc.,  
I.S.A. Certified Arborist PN-8757A  
ISA Tree Risk Assessment Qualified (TRAQ)  
Current Environmental Ltd.

Reviewed by:



Dusty Silvester, R.P.Bio., Project Manager  
Current Environmental Ltd.

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**7 DISCLAIMER**

This report was prepared exclusively for Monterra Projects Ltd. by Current Environmental Ltd. The quality of information, conclusions and estimates contained herein is consistent with the level of effort expended and is based on: i) information available at the time of preparation; ii) data collected by the authors and/or supplied by outside sources; and iii) the assumptions, conditions and qualifications set forth in this report. This report is intended to be used by Monterra Projects Ltd. only, subject to the terms and conditions of its contract or understanding with Current Environmental Ltd. Other use or reliance on this report by any third party is at that party's sole risk.

## 7.1 LIMITATIONS AND TIME FRAME OF TREE RISK ASSESSMENT

Limitations of tree risk assessment arise from uncertainties related to trees, defects and the loads to which they are subjected. Tree risk assessment limitations include:

- Considers only known significant targets and visible or detectable tree conditions.
- Represents the condition of the tree(s) and site at the time of inspection.
- The time frame of this assessment is one year. This is the length of time for which the assessor is deciding whether a specific failure is likely to occur. The time frame should not be considered a guarantee period for the risk assessment.
- Any tree(s), whether it has visible weaknesses or not, will fail if the forces applied exceed the strength of the tree or its parts.
- Only those trees specified in the scope of work were assessed, and assessments were performed within the additional limitations specified below.

Additional limitations include:

- During the tree risk assessment, the Project footprint had not been marked on site, therefore the boundaries used for the purposes of this report are to be considered approximate,
- Tree canopies could not always be fully viewed due to the density of the forested stand and foliage which can obscure visibility of a tree's structure.

## 7.2 ARBORIST DISCLOSURE STATEMENT

Arborists are tree specialists who use their education, knowledge, training and experience to examine trees, recommend measures to enhance the beauty and health of trees, and attempt to reduce the risk of living near trees. Clients may choose to accept or disregard the recommendations of the arborist, or seek additional advice.

Arborists cannot detect every condition that could possibly lead to the structural failure of a tree. Trees are living organisms that fail in ways we do not fully understand. Conditions are often hidden within trees and below ground. Arborists cannot guarantee that a tree will be healthy or safe under all circumstances, or for a specified period of time. Likewise, remedial treatments, like any medicine, cannot be guaranteed.

Treatment, pruning, and removal of trees may involve considerations beyond the scope of the arborist's services such as property boundaries, property ownership, site lines, disputes between neighbors, landlord-tenant matters, etc. Arborists cannot take such issues into account unless complete and accurate information is given to the arborist. An arborist should then be expected to reasonably rely upon the completeness and accuracy of the information provided.

Trees can be managed, but they cannot be controlled. To live near a tree is to accept some degree of risk. The only way to eliminate all risks is to eliminate all trees.

Retained trees should be reviewed for any evidence of soil heaving, cracking, lifting or other indicators of root plate instability following land clearing, grade changes or severe weather events. Current Environmental Ltd. should be requested to re-evaluate the conclusions of this report and to provide amendments if new information is discovered during such events or other activities.

**PHOTOS**



**Photo 1.** The subject property is relatively flat with a large slope along the eastern edge up to the Old Island Highway. Dense red alder, English holly, and salmonberry characterize the bottom of the sloped area, in particular trees found on Figures 4, 5, and 6.



**Photo 2.** Dense English holly and alders characterize the lower slope area.



**Photo 3.** A stand of Garry oaks along the Old Island Highway in the eastern corner of the subject property. These are protected trees under the City of Courtenay Tree Protection and Management Bylaw No. 2850.



**Photo 4.** Basal decay on a red alder in the lower slope area to the west of the subject property. Basal decay was commonly observed in this area and may indicate a disease center.



**Photo 5.** Tree #604. A sycamore maple previously identified as a bigleaf maple with saplings having grown from seed.



**Photo 6.** A historic dug well or foundation that was observed on November 15, 2024.



**Photo 7.** Heavy invasive pressure, in this case Himalayan blackberry, is common along the lower slope area in particular toward the south.



**Photo 8.** Typical mid-slope forest composition, showing a hazelnut tree and a young bitter cherry tree in the left foreground. This area can be seen on Figures 4, 6, and 7.



**Photo 9.** Mature second-growth Douglas fir trees line the upper slope area adjacent to the Old Island Highway, as on Figures 4, 6, and 7.

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**APPENDIX A – TREE PROTECTION BARRIER AND SIGNAGE SPECIFICATIONS<sup>10</sup>****Barrier structure and material:**

Tree protection *barriers* should generally be a minimum of 1.2 meters high, and consist of snow fencing or an equivalent, supported by poles at sufficiently close intervals to ensure the integrity of the fence, or supported by wooden frames.

In instances where *development* is not expected to occur near the *root protection area*, poles strung with multiple bands of flagging tape may be sufficient, subject to approval by an *Arborist* and/or the *Director*.

**Barrier distance from tree(s):**

Tree protection *barriers* must be of a sufficient size to protect the *root protection area* of the tree. The *root protection area* refers to the area of land surrounding the trunk of the tree that contains the bulk of the critical root system of the tree, as defined on a plan prepared by an *Arborist*, that the *Director* reasonably approves.

**Barrier protection sign:**

Where *retained trees* require protection barriers, a tree protection informational sign in the format provided in this Schedule, must be affixed to the *barrier* at intervals of every 30 metres unless waived as a requirement by the *Director*. The sign must be able to withstand weather conditions for prolonged periods of time.

**Barrier duration:**

The *barrier* must be in place throughout the entire duration of the *development* activities that are taking place around the *tree* and until written approval of its removal is obtained from the *City*.

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<sup>10</sup> City of Courtenay. (2016). *Tree Protection and Management Bylaw No. 2850*. Accessed from: [BYLAW NO. 2850 CONSOLIDATED VERSION \(courtenay.ca\)](#)



## Tree Protection Zone (TPZ)

No grade changes, trenching, storage of materials or equipment, liquid disposal, hard surfacing or vehicular traffic are permitted within this area.

The tree protection barrier and sign must not be removed, without authorization of City of Courtenay, Development Services Department. Failure to comply may result in fines.

If you see this sign or protection barriers being tampered with, please report to the number listed below.

For more information call the Development Services Department at 250 334 4441



The Corporation of the City of Courtenay

# Community Information Meeting Summary Report

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**To:** Council

**File No.:** 3360-20-2507/RZ000096

**From:** Andrew Stewart-Jones, Planner 2

**Date:** February 13, 2026

**Subject:** Community Information Meeting for Zoning Amendment Bylaw No. 3219 - (4680 and 4694 Headquarters Road)

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## **PURPOSE:**

A Community Information Meeting (CIM) is an information meeting to provide residents with an opportunity to learn more about a development application, ask questions and share their insights and feedback aligned with City of Courtenay's "Development Procedures Bylaw No. 3202".

## **BACKGROUND:**

- Application: Zoning Amendment Application for 4680 and 4694 Headquarters Road.
- Date, time, location:
  - February 13, 2026, 5:30 -7:30pm,
  - Meeting Room, Lewis Centre, 489 Old Island Hwy
- Number of attendees:
  - 10 members of the public - Those in attendance indicated they were neighbours to the property and had received the mailout (within 100m).
  - 3 representatives of the applicant
  - 1 Planner representing the City of Courtenay
- Meeting format – In-person format:
  - Open House from 5:30pm – 6:10pm
  - Formal presentation with a question-and-answer period from 6:10pm – 7:10pm - note copy of presentation slides attached.
  - Post-presentation Open House from 7:10pm – 7:30pm
- Notification methods used:
  - Mailout to owners and occupants whose property lines are within the 100m mailout distance.

## **WHAT WE HEARD:**

Questions were raised on topics noted below, before, during and after the presentation by the developer. These questions were answered by both the developer and city staff. Attendees overall had a few specific concerns, especially regarding drainage and notification process. In general, most attendees supported the proposed design and density of the development and appreciated the ponds and forested buffers the applicant provided on the property.

## **General Questions and Design Questions**

The applicant spent time at the event answering questions about the proposed development from members of the public. Questions related to: tenure, number of units, type of units, if the powerlines would be underground, how strata associations work and how to communicate with these associations, etc. The

applicant answered these questions, while also emphasizing that many details would be confirmed at Development Permit stage.

### **Stormwater/Drainage**

There were concerns about drainage and surface runoff. City staff indicated that the applicant will be required to complete a drainage plan, which will take place at Development Permit stage. Staff highlighted numerous ways of addressing drainage, including holding tanks/ storm storage unit and permeable surfaces (parking, landscaping, bioswales, etc.), among others. Staff spoke to how drainage would be required to meet Subdivision and Development Servicing (SDS) Bylaw, which requires that drainage offsite is the same post-development as pre-development

There were some concerns about floodplain. Staff communicated that the property is outside of floodplain and is not subject to floodplain regulations.

### **Environmentally Sensitive Areas**

One member of the public asked why the applicant is not required to meet the 30m setback requirement for Riparian Areas in the Official Community Plan (OCP). Staff responded that the 30m setback is a guideline in the OCP but is not binding. The city aims for a 30m setback but will default to the province and the Riparian Areas Protected Regulation (RAPR). In the case of this application, the applicant used a biologist to complete an assessment of the required setbacks and applied to RAPR with 10m setbacks for the stream. The 10m setbacks were approved by the province and accepted by the city.

### **Landscaping**

Members of the public generally had a positive view of the proposed landscaping, including the greenspace provided and ponds. Many mentioned of how the forested buffers were large and made the site attractive. One person asked about the trees along the Island Highway and how these would be affected. Staff answered that a treed buffer would be kept along the east (Island Highway) side of the property, which would be secured at the Development Permit stage.

### **Process**

Members of the public questioned why they could not be involved in the Development Permit process. Staff explained that the Development Permit process is not a public process and involves technical analysis of the application by qualified professionals. Staff clarified that the Community Information Meeting (CIM), as well as written comments provided prior to the Council meeting, were the best way for the public to provide feedback.

There was general concern about a lack of engagement with the public. Staff clarified that as per Local Government Act requirements, the city is prohibited to hold a public hearing on this application as the land is designated for Multi-Residential in the city's Official Community Plan (OCP). Staff explained that the CIM is intended to provide an opportunity for engagement. Staff mentioned that the public will receive a mailout prior to the 1<sup>st</sup> reading of the bylaw and that the public is welcome to attend the meeting, although there will not be an opportunity for the public to speak.

**Density**

There were some concerns about density and the number of units proposed, with some members of the public mentioning that they had purchased their property under the assumption that the neighbourhood would stay rural and did not want to see higher densities.

**Lighting**

Members of the public were concerned about lighting and asked if there is a DarkSky policy. Staff answered that the DarkSky policy is a policy used by the Comox Valley Regional District and does not apply to the City of Courtenay. Instead, there are several policies regarding lighting in the Development Permit Guidelines that encourage low glare lighting that faces downward, rather than upwards (full cutoff lighting). Applicant mentioned most lighting will be using bollards.

**Timeline**

Residents had questions about the timeline of the application. The applicant responded that they estimated a 3–5-year timeline for the entire buildout, depending on market conditions.

**Transportation**

Some concerns about traffic and parking. The applicant shared the details of the traffic study findings, as well as parking, which is proposed to exceed the zoning requirements.

One person asked about how the site fits into the active transportation plan and what type of infrastructure upgrades would be required to active transportation. Staff said that frontage upgrades, such as sidewalks and bike lanes, would be required at the Building Permit stage of the development, as determined by the Subdivision and Development Servicing Bylaw.

**Written Feedback**

Written comments were received from five members of the public. One member was in support, three were opposed or recommended significant changes to the proposed development (limit development to outside of 30m riparian area, propose lower density development, etc.) and one was neither for nor against but recommended that the applicant conduct a hydrogeological report.

Those who were against the development mentioned environmental concerns regarding development within a Riparian Area. Riparian area setbacks were previously addressed through an application to the Riparian Areas Protected Regulation (RAPR) with the province as a part of the Environmental Development Permit for 4694 Headquarters Road. There were also concerns about drainage on the property, which will be addressed at the Development Permit stage.

**SCHEDULES:**

**Schedule 1: Community Information Meeting Presentation Slides**

**Schedule 2: Community Information Meeting 100 m Mailout Notice**

**Schedule 3: Written Responses**

Prepared by: Andrew Stewart-Jones, Planner II – Development

Reviewed by: Patricia Maloney, Acting Manager of Development Planning



**Monterra Projects LTD -  
R7 Properties**

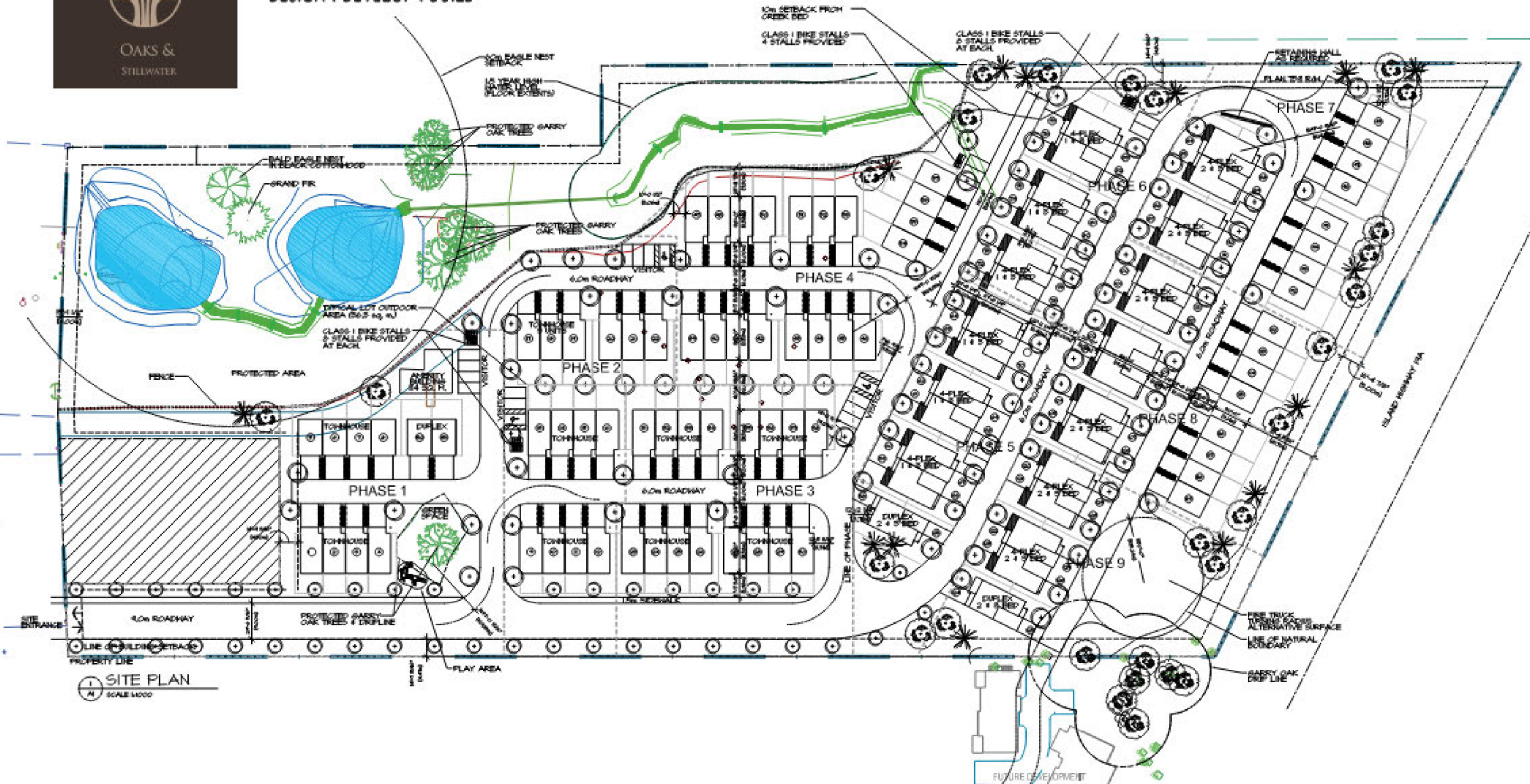
# 4680 HEADQUARTERS REZONING

## COMMUNITY INFORMATION MEETING

Welcome and thank you for joining us today. We are excited to present our latest development project



OAKS &  
STILLWATER

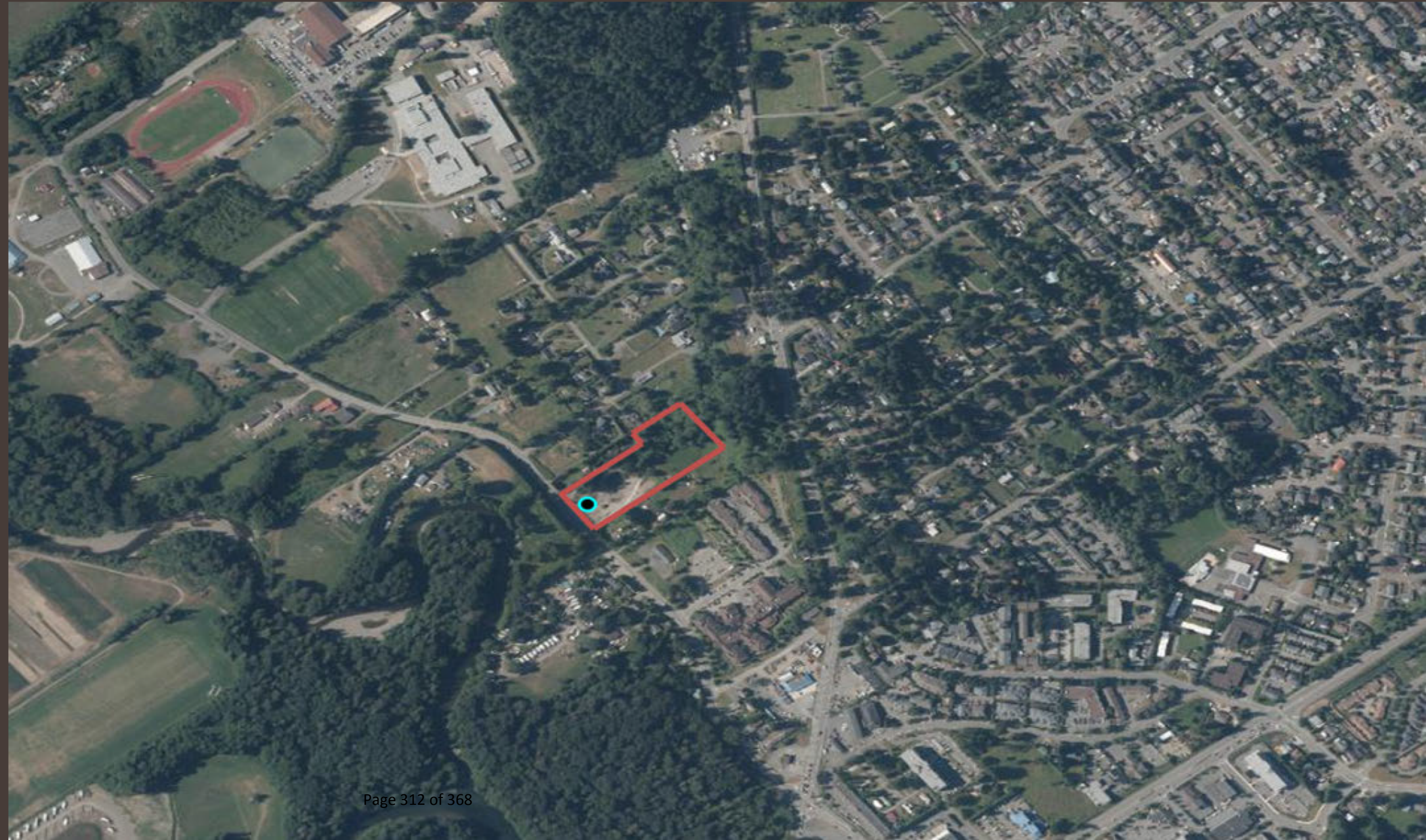


**SITE PLAN**  
SCALE 1:500

# SITE CONTEXT

## PROPERTY INFO

- REGISTERED OWNER: R7 PROPERTIES LTD.
- SITE AREA: 4.73 HECTARES (10.79)
- PROPOSED RE-ZONING: RM-1



# REGULATORY CONTEXT

## ALIGNMENT WITH CITY OCP

### OFFICIAL COMMUNITY PLAN (OCP)

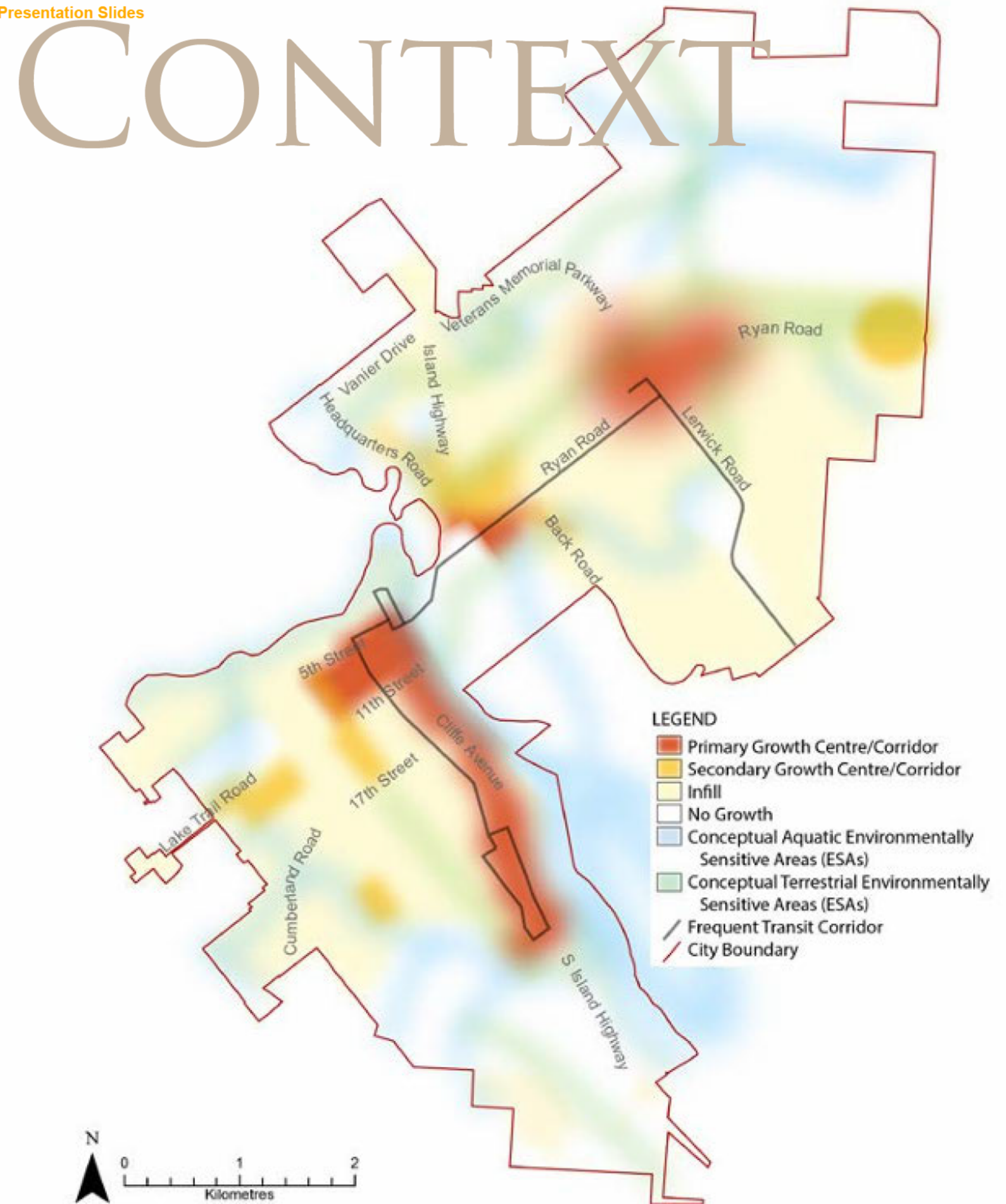
- LOCATED WITHIN THE HEADQUARTERS ROAD CORRIDOR, THE SITE IS DESIGNATED FOR MULTI-RESIDENTIAL GROWTH AND SUPPORTS COMPACT DEVELOPMENT WITHIN THE SERVICED URBAN BOUNDARY.

### REGIONAL GROWTH STRATEGY

- DIRECTS RESIDENTIAL GROWTH TO SERVICED MUNICIPAL AREAS, REDUCING RURAL EXPANSION AND PROMOTING EFFICIENT LAND USE.

### HOUSING DIVERSITY

- DELIVERS TOWNHOUSES, DUPLEXES, AND SECONDARY SUITES, ADDING ATTAINABLE, GROUND-ORIENTED HOUSING ALIGNED WITH COMMUNITY PRIORITIES.



# ENVIRONMENTAL SUSTAINABILITY

## WORK COMPLETED

- 565 M<sup>2</sup> OF NEW STREAM CHANNEL CONSTRUCTED, WITH MEANDERS, COBBLES, AND RIFFLES TO RESTORE HYDROLOGICAL FUNCTION.
- 1,465 M<sup>2</sup> OF CONSTRUCTED WETLANDS DESIGNED WITH VARIABLE DEPTHS TO SUPPORT STORMWATER DETENTION, AND NATIVE AQUATIC VEGETATION.
- 2,900 M<sup>2</sup> OF RIPARIAN HABITAT CREATED WITH LAYERED NATIVE TREE, SHRUB, AND GROUNDCOVER PLANTING.
- 0.61 HA EAGLE NEST BUFFER SECURED – THIS IS TWELVE TIMES LARGER THAN THE FORMER SETBACK.
- 800 M<sup>2</sup> GARRY OAK HABITAT PROTECTED AND ENHANCED THROUGH FENCING, MULCHING, AND COMPATIBLE PLANTING.



# COMMITMENT TO ENVIRONMENTAL PROTECTION

## MONITORING & COMPLIANCE

- DFO HAS CONFIRMED NO FISH BEARING STREAMS NEAR DEVELOPMENT. ALL CHANGES MADE TO ENVIRONMENT HAVE BEEN APPROVED THROUGH THE FEDERAL, PROVINCIAL AND MUNICIPAL GOVERNMENT BODIES AND DFO REPRESENTATIVES.
- A FIVE-YEAR ENVIRONMENTAL MONITORING PROGRAM IS IN PLACE, WITH ANNUAL REPORTING BY QUALIFIED PROFESSIONALS. SURVIVAL TARGETS AND INVASIVE SPECIES THRESHOLDS ENSURE RESTORATION OBJECTIVES ARE MAINTAINED.



Fisheries and Oceans  
Canada

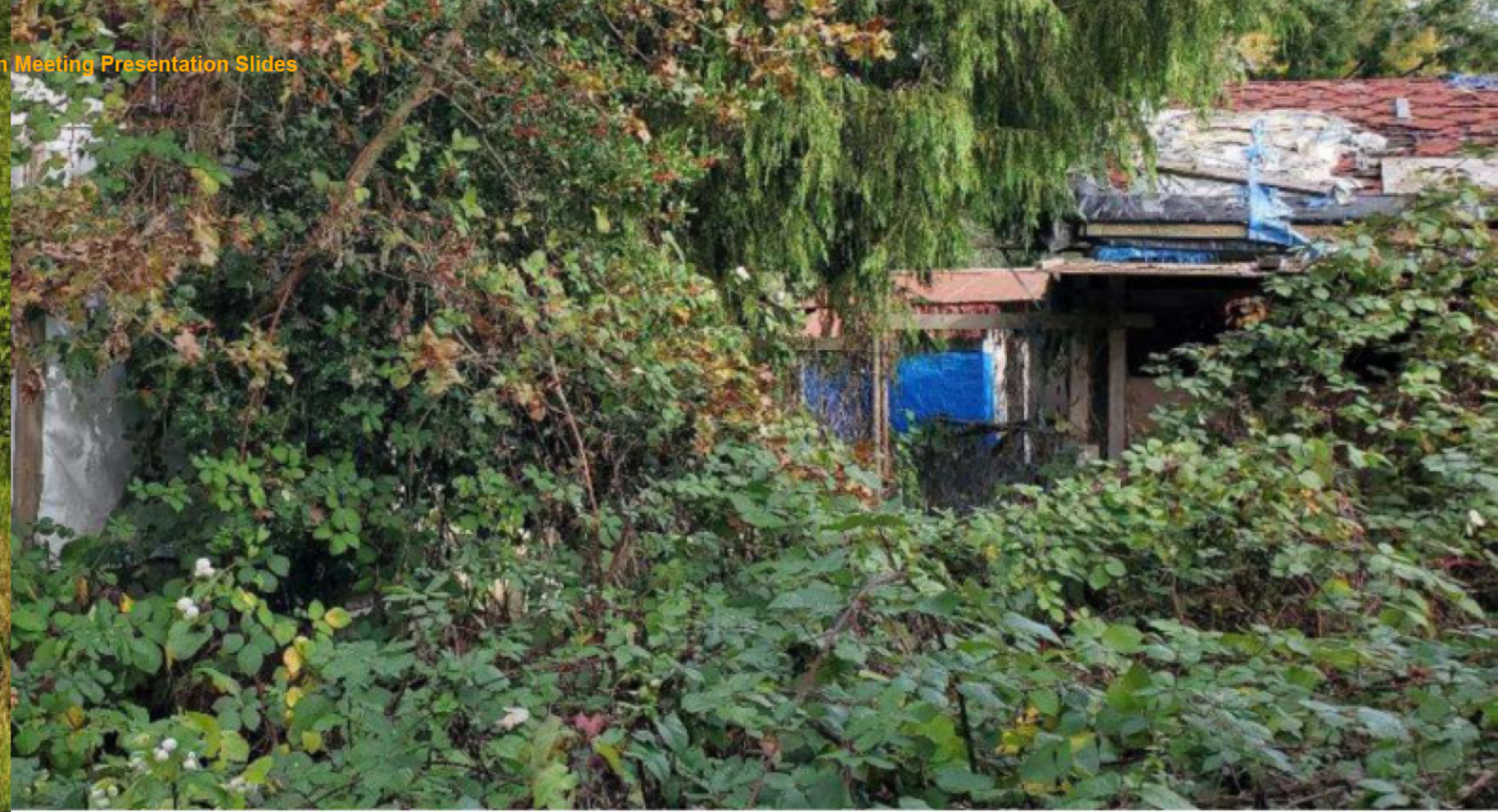
## INTEGRATION WITH COMMUNITY

- WALKWAYS AND INTERPRETIVE SIGNAGE CONNECT RESIDENTS VISUALLY TO RESTORED HABITAT AREAS, REINFORCING STEWARDSHIP WHILE MAINTAINING CLEAR NO-DISTURBANCE BOUNDARIES.



BRITISH  
COLUMBIA

# BEFORE



# AFTER



# TRANSPORTATION AND PARKING

## TRAFFIC IMPACT

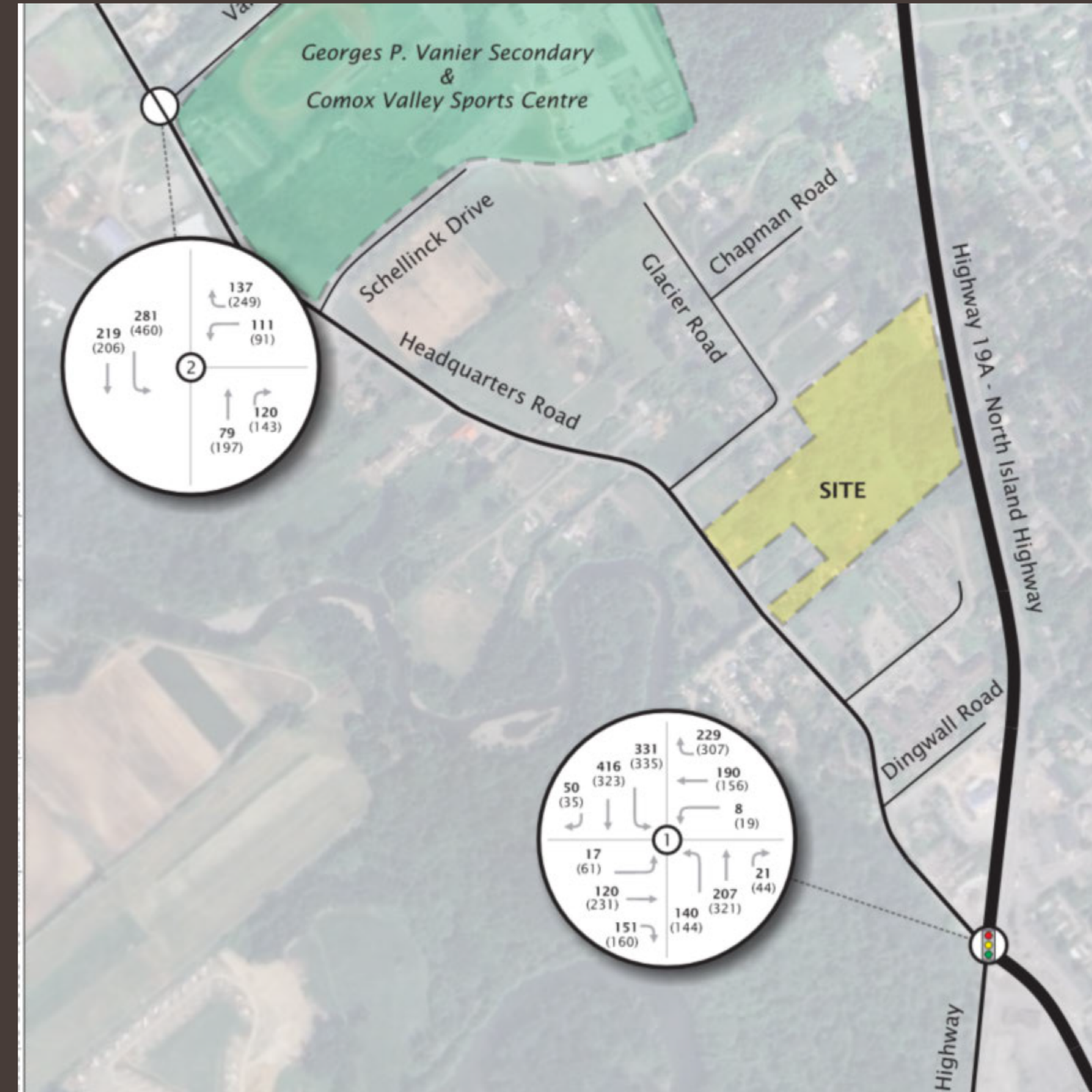
- TRIP GENERATION DATA SHOWS THE PROJECT IS EXPECTED TO GENERATE APPROXIMATELY 65 TRIPS AT PEAK HOURS (IN & OUT COMBINED).

## PARKING SUPPLY

- THE PROPOSAL EXCEEDS CITY PARKING REQUIREMENTS, PROVIDING 235 STALLS WHERE 161 ARE REQUIRED, INCLUDING 34 VISITOR STALLS. RESIDENT STALLS INCLUDE EV-READY INFRASTRUCTURE TO SUPPORT FUTURE CHARGING NEEDS.

## ACTIVE TRANSPORTATION

- INTERNAL SIDEWALKS CONNECT HOMES TO HEADQUARTERS ROAD, WITH SECURE BICYCLE STORAGE AND ACCESS TO NEARBY TRANSIT STOPS. LIGHTING IS DESIGNED TO SUPPORT SAFETY WHILE RESPECTING ADJACENT HABITAT AREAS.



# HOUSING FORM

**THE CONCEPT SITE PLAN SHOWS A LAYOUT OF 131 HOMES, INCLUDING:**

**TOWNHOUSE CLUSTERS: A MIX OF 4-PLEX AND 3-PLEX BLOCKS, EACH WITH INTEGRATED GARAGES.**

**DUPLEX WITH GARAGE: ADDING TWO GROUND-ORIENTED UNITS SOME WITH ADDITIONAL SUITES.**

**FORM: GROUND-ORIENTED LAYOUTS WITH FRONT PATIOS AND LANDSCAPING.**

**SUITES: SECONDARY SUITES INCLUDED IN SELECT UNITS IMPROVING AFFORDABILITY AND FLEXIBILITY.**

**CHARACTER: DURABLE, SIMPLE MATERIALS (HARDIE SIDING, WOOD ACCENTS) IN MUTED NATURAL COLOURS.**



EXAMPLES



# COMMUNITY CONTRIBUTION

EXAMPLE



## COMMUNITY AMENITY CONTRIBUTION

- THE CITY OF COURTENAY'S COMMUNITY AMENITY CONTRIBUTION (CAC) POLICY ENSURES REZONINGS POSITIVELY BENEFIT COMMUNITY.
- MONTERRA WILL BE CONTRIBUTING \$8,000 PER UNIT. TOTAL FOR THE CONCEPT PLAN PROVIDED WOULD BE MORE THAN 1 MILLION DOLLARS TOWARDS THE AFFORDABLE HOUSING FUND.

## AMENITY BUILDING

- THIS DEVELOPMENT WILL OFFER AN AMENITY BUILDING FOR RESIDENCE OF THE DEVELOPMENT. EXACT OFFERINGS OF THIS BUILDING ARE TO BE DETERMINED.

THANK YOU

**MONTERRA**  
DESIGN . DEVELOP . BUILD

# Notice of community information meeting for proposed Zoning Bylaw Amendment Application No. 2507

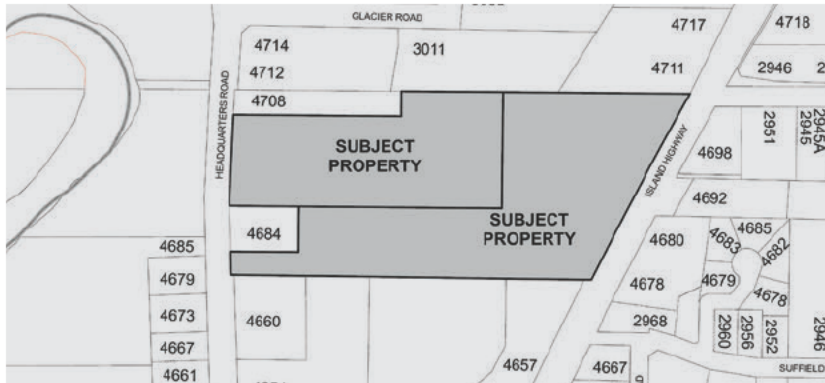
## Zoning Bylaw Amendment Application for 4680 and 4694 Headquarters Road File No.: 3360-20-2507/RZ000096

A community information meeting will be held on **Friday, February 13, 2026, 5:30 to 7:30 p.m.**, in the meeting room at the Lewis Centre (489 Old Island Hwy). The meeting provides an opportunity for the public to learn about and comment on a proposed rezoning for a multi-unit residential development at 4680 and 4694 Headquarters Road.

The proposal is to rezone the property to permit development of 131 residential units, proposed as a mix of townhomes and duplexes with suites. Rezoning would be from Residential Small-Scale Multi-Unit Housing Zone (R-SSMUH) to Medium-Density Residential Multi-Residential Zone (RM-1). Twenty-three per cent of the parcels are an environmentally protected area and will remain undeveloped.

Subject property legally described as:

LOT A, SECTION 17, COMOX DISTRICT, PLAN 2556, EXCEPT PART IN PLAN 3173 AND LOT 2, SECTION 17, COMOX DISTRICT, PLAN 3015



### Get more information

Application details are available for viewing at Courtenay City Hall (830 Cliffe Avenue), 8:30 a.m. to 4:30 p.m., Monday to Friday (excluding holidays), or online:

[courtenay.ca/development-applications](https://courtenay.ca/development-applications)  
[courtenay.ca/council-meetings](https://courtenay.ca/council-meetings)

Staff report and bylaws posted before meetings

### Who is receiving this notice

This notice is being mailed to owners and occupants of properties within 100 metres of the subject property. Residents are encouraged to attend the meeting to learn more about this proposal prior to Council consideration.

### About the community information meeting

A Community Information meeting (CIM) is to provide residents an opportunity to learn about a proposed development and share their feedback before the application is presented to Council for consideration.

The applicant is hosting the meeting and City Planners will also be in attendance. The applicant will provide a short presentation with a question period starting at 6 p.m., followed by time to circulate and leave any written comments.

After the meeting, a summary of the meeting will be included in the staff report to Council as part of the development application process.

### Meeting details

**Friday, February 13, 2026**  
**5:30–7:30 p.m.** (presentation at 6 p.m.)  
**Lewis Centre, 489 Old Island Hwy**

*This notice is pursuant to Part 7 of the City of Courtenay Development Procedures Bylaw No. 3202, 2025.*



**City of  
Courtenay**

250-703-4839 | [planning@courtenay.ca](mailto:planning@courtenay.ca)

**Schedule 3 - Written Responses**

Dear City of Courtenay Staff and Council:

This letter is intended to address our opposition to the current plans for the Environmental Development Permit on 4694 Headquarters Road, for the creation of a new stream channel. This letter has been prepared by Brett and Theresa Restemeyer. We are the current occupants and owners of property [REDACTED] in Courtenay. We have reviewed the information submitted to the City by the owner Monterra Projects Ltd. for the properties of 4694 and 4680 Headquarters Road. We have many concerns and oppositions to the proposed development including its process, extensive tree cutting greater than Courtenay's Tree Density Target and on steep slopes, and moving of the current stream channel that would drain a wetland and does not meet the new OCP riparian zone targets.

We have noted that Garry Renkema (owner of Monterra Projects Ltd.) is listed as an advisor to development for the new Official Community Plan which was adopted on July 25/22. It seems incredibly likely that Monterra was aware of and influential in knowing that the properties of 4694 and 4680 Headquarters Road would change zoning from RR-5 to multi-residential. The fact that the aforementioned properties were sold within a few weeks prior to the new OCP becoming public seems to prove this statement. There is also the fact that there is an arborist report from May 12/23 and an EIA/CEMP from June 7/22 prepared for Mr. Renkema. This is in direct violation of the *Procedures and Conduct for the Official Community Plan Advisory Committee*. Section 7.4 states, "*Members must declare any conflicts of interest, including property interests, and must excuse themselves from recommendations or deliberations related to said interests.*"

In addition to the above, the Environmental Development Permit Application was hastily submitted prior to the adoption of the new OCP on July 22/23. This is shown in an email on page two of the AppFeeChequeScan document. It is noted in this document that the application is "time sensitive" and was to be submitted prior to the new OCP being adopted. We assume that the developer is hoping to use the former and weaker environmental regulations of the previous OCP as opposed to the new and stronger environmental regulations of the current OCP. It is also noted by us that if Monterra wanted to put a development of 9 residential and 1-2 commercial units on these properties under the old OCP then they would have had to submit a rezoning application. The former zoning of RR-5 would have only allowed 10 residential homes to be constructed. It is inappropriate that this application is attempting to use previous OCP environmental regulations but wants to use the new zoning regulations for their development. It is also disappointing that this seems to be supported by City Planning and environmental assessors as per the AppFeeChequeScan document.

Another concerning issue with this development permit is the 10 metre setback being proposed next to the unnamed creek and its wetlands. This will result in extensive tree cutting and ecosystem destruction in the riparian zone. Again, the proposal is trying to use old language from the previous OCP however the new OCP clearly states "all new development must be set back at least 30 metres from all watercourses." The 10m setback would fit none of the DPA-Environmental objectives on page 208 of the new OCP. It is also to be noted that this riparian area is listed under the OCP Terrestrial Environmentally Sensitive Areas on page 209. There is also a proposed plan by Current Environmental for a red listed wetland (ID-B) to be removed as per page 6 on the updated memorandum memo from Jan

## Schedule 3 - Written Responses

27/23. The “compromise” to this is to create a wetland in a different location where a parking lot and corner of a building were previously proposed. Yet the new location for the wetland is already in a protected area due to a 60 metre bald eagle setback zone, therefore there is no net gain of protection for the Environmentally Sensitive Area. The bald eagle zone should remain protected from development and the wetland ID:B should at least be maintained, if not enhanced. This would fit with the policy highlights of “Remaining sensitive ecosystems are protected; lost or degraded sensitive ecosystems are restored.” Extensive tree cutting/site degradation in this area would turn it from a biodiverse ecosystem/forested wetland to a narrow strip of trees.

There was an original environmental report of this riparian area and the unnamed creek which was funded by the city of Courtenay on July 19, 2019. In this original report, the wetlands are referred to as an inline floodplain/wetland character slough sedge meadow with flows that become shallow and unconstrained. The new environmental report prepared in 2022, funded privately by Monterra, lists part of this area as a “fallow field.” It is interesting how the language has changed with a negative connotation when there is a different payer to the project. This seems like an unfortunate consequence of a flawed process where our society has environmental experts be paid by private interests.

It is noted in the Current Environmental Memo from January 27/23 on page 4 that the unnamed creek is non fish bearing. However, the report from July 19, 2019 reports that the creek is **likely** non fish bearing however it states that there was no fish presence assessment completed as part of the report. To our knowledge, there has **not** been a fish presence assessment report completed as part of this permit. It is to be noted that the Riparian Areas Protection Regulation Technical Assessment Manual (2019) states “fish bearing streams are ones in which fish are present or potentially present if introduced obstructions could be made passable.” The description of impassable barriers includes “human made permanent barriers that cannot be reasonably modified to allow fish passage e.g. large weirs or dams” (pg.18). It states, “It may be necessary to conduct an assessment of man made barriers to fish passage. Where these circumstances exist the QEP must provide sufficient documentation in the Assessment Report to confirm the existence of a “permanent” man made barrier. This should include providing measurements of the barrier, calculations of flows where this is identified as the problem, and confirmation from responsible authorities that a man made barrier cannot be reasonably modified or replaced with a passable structure. If the man made barrier can be made accessible then the stream is to be considered fish bearing.” We do not see any assessment findings of this detail in the documentation included for this EDP.

Another area of concern is the extensive tree cutting and building that would take place on the north slope of the property. It is documented in Grow Tree Care’s report that this is an area of large, mature Douglas Fir and large Native Cherry forest. The city of Courtenay’s Tree Density Target (TDT) for both properties is not being met in this application. The application is 92 trees below the TDT, many of which are to be cut on the north slope. It is also noted in Grow Tree Care’s comments on page 15 that more trees should be kept including keeping as many edge trees as possible along the Douglas Fir stand to maintain the health and stability of this ecosystem. This mature, Douglas Fir forested area is also highlighted in the Current Environmental original report from July 2019. Again, another mature forest is proposed to become a narrow strip of trees. This area

**Schedule 3 - Written Responses**

proposed for tree cutting and development is also listed under the Steep Slope Development Permit Area of slopes greater than 30%. It is even noted directly on the site plans for the development by the engineer that “these buildings would be last to be built and are toughest to access.”

Overall, we have many concerns with the current development permit and proposed site plan build, most of all that the permit is attempting to be submitted under old OCP guidelines and that it appears to us there has been a conflict of interest in the OCP process. Were this to be subjected to the new guidelines, many of the objectives of the new OCP are not being met including a 30m setback for riparian areas, protection of biodiversity, the Tree Density Target and protection of steep slopes. We are aware there is a housing crisis and feel that this property could ease this burden however not at the expense of the biodiversity crisis and climate change. The current building plans fail to meet the targets of climate action set out by the city in the new Official Community Plan.

We hope the city staff and our elected officials keep their integrity and enforce the new OCP regulations for the proposed development on 4680 and 4694 Headquarters Road.

Regards,

Brett & Theresa Restemeyer



**Schedule 3 - Written Responses**

I/we, as a surrounding community, have voiced our concerns many times regarding this development. We have drafted multiple letters and sent emails addressed to the City of Courtenay and city council. The Tsolum River Restoration Society (**APPENDIX A**) has drafted a letter and we created a community petition (**APPENDIX B**) approximately two years ago (that was signed by all but one owner occupied resident on Glacier/Chapman/north Headquarters Road). The resident who did not sign has since moved. I am not sure if these letters are in the file still or were discarded. We are not against this development, we just want to see the environmental guidelines upheld by the City of Courtenay's Official Community Plan (OCP). The OCP took several years to complete and took up hundreds of thousands of dollars of provincial and local tax dollars to complete. Developers do not have the right to supersede its documents for their own profit. Monterra Projects Ltd. was well aware of the environmental conditions set out by the new OCP when purchasing 4680 and 4694 Headquarters Road. Garry Renkema (owner of Monterra) was adviser to development to the new OCP and purchased the property very shortly before the new OCP was adopted.

To date, the creek on 4694 Headquarters road has been moved and channeled closer to my property. Two separate wetlands have been destroyed and eliminated next to our property and "relocated" within an eagle nest buffer zone. The eagle nest buffer zone does not meet the provincial standards of a radius of 60 meters on Monterra's land. Moving this creek closer to our house has already caused some water to back up on our property due to the high banks that trap water. All of this work also may not improve on existing water and environmental conditions. This is theoretical and is pointed out by an independent DFO biologist during their consultation. (**APPENDIX C**)

We are concerned that the development of 4680 Headquarters road does not meet the 30 meter setback next to the creek set out by the City of Courtenay OCP. The Current Environmental report funded by the City of Courtenay in 2019 highlights the stream as riparian in its map (**APPENDIX D**). This property and its creek is mapped in the new OCP Aquatic Environmentally Sensitive Areas (p. 210 OCP). Below are direct quotes from the City of Courtenay's OCP that should pertain to this proposed development.

**Page 123** *Preserve sensitive ecosystem areas and the connections between them in a natural condition to the maximum extent possible.*

*Use an ecosystem-based, cross-jurisdictional approach to watershed planning and management to preserve ecological health and the ongoing function of ecological processes that give rise to biodiversity and ecosystem services.*

**Page 126** *Strive to maintain and/or restore the water balance. Consider options to reduce the volume of stormwater runoff through interflow, infiltration, retention, and/or detention.*

*Explore the use of enforcement tools to protect water quality related to development practices, such as an erosion and sediment control bylaw.*

**Page 127** *Enact Zoning Bylaw requirements to avoid impact to sensitive ecosystems, including but not limited to:*

*a. Cluster housing zones to allow for a tighter grouping of homes on the most buildable portions of the property in exchange for retaining larger portions of the land in a natural state, and allowing the owner(s) of land containing Environmentally Sensitive Areas to use the original site area in*

*1 computing density allowances, in accordance with the Zoning Bylaw;*

**Schedule 3 - Written Responses**

*b Density bonusing in exchange for increased nature protection or restoration; and  
c Limiting the extent of impervious surfaces.*

**Page 128** *Establish a requirement within the Environmental Development Permit Area guidelines for a 30-metre setback from the stream boundary when conducting development on properties subject to the Riparian Areas Protection Regulations (RAPR), whenever opportunities for a 30-metre setback are possible.*

*Do not permit development within Environmentally Sensitive Areas. New trails or facilities in Environmentally Sensitive Areas will be discouraged and installed only where they provide net gain for habitat values.*

This property is also mapped in the Steep Slope Development Permit area (**page 212 OCP**) with slopes mapped at steeper than a 30-percent grade. Another area of concern is the extensive tree cutting and building that would take place on the north slope of the property. It is documented in Grow Tree Care's report that this is an area of large, mature Douglas Fir and large Native Cherry forest. The city of Courtenay's Tree Density Target (TDT) for both properties is not being met in this application. The application is 92 trees below the TDT, many of which are to be cut on the north slope. It is also noted in Grow Tree Care's comments on page fifteen (**APPENDIX E**) that more trees should be kept including keeping as many edge trees as possible along the Douglas Fir stand to maintain the health and stability of this ecosystem. This mature, Douglas Fir forested area is also highlighted in the Current Environmental original report from July 2019.

According to the City of Courtenay's **DPA 5 Document Hazardous Conditions Steep Slope** document, one of the objectives is to *Promote development that is appropriate for steep slope areas by respecting terrain, maintaining natural vegetation and drainage patterns.* The pertinent guidelines of this document state:

*Development shall be designed to minimize any alterations to the steep slope and to reflect the site rather than altering the site to reflect the development.*

*Buildings or permanent structures shall not be constructed in areas subject to steep slope hazardous conditions.*

*Buildings and structures shall be sited in accordance with setbacks determined by the City or a geotechnical report by a qualified professional.*

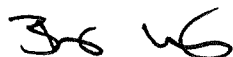
*As much as possible, the site should be designed to avoid the need for retaining walls.*

*Existing vegetation should be maintained to absorb water, minimize erosion and protect the slope.*

*Natural slopes of 30 per cent or more should be maintained as natural open space.*

Further removing trees, wetlands, riparian zones, and building on a steep slope will add fast moving floodwater onto the lower floodplain and into the Tsolum River. This development is situated right above Maple Pool Campground which houses some of our communities most vulnerable and at risk citizens. This community has flooded and had to be evacuated 3-4 times over 17 years (January 2026, 2014, 2010, 2009). The removal of more trees, channelization of more water and building on the steep slope further puts this community at risk of flood and evacuation during our more common extreme weather events.

Brett Restemeyer



Appendix A

Schedule 3 - Written Responses

We, the residents of Glacier, Chapman, and Headquarters Road are requesting that ALL development in which occurs on 4694 and 4680 Headquarters Road be subject to the new Official Community Plan. This is in direct reference to the present development permit, submitted for the creation of a new stream channel, that reflects guidelines from both the past and current OCP. It is only under the new OCP that multi-residential zoning would be allowable on these properties, hence, we believe that the new environmental regulations should also be followed.

Our community is asking that the present stream course be maintained, or improvement of the lower channel be implemented in a way that does not cause disturbance to the present vegetation and wildlife. We, as residents, seek to maintain our semi-rural neighborhood character through the intact, forested buffer zone.


















Name	Address	Signature
Greg Sawchuck		
Marcella McDougall		
CRAIG PARKIN		
Jacqueline Parkin		
ROBERT CUMMINGS		
Jesse Gordon		
Heather Gordon		
M. Brian Carwithen		
CAROL SCHINKEL		
Ken Schinkel		
John de la Rey		
Julia Chenex		
O. Macgregor		
Jiri Cameron		
Susan Cameron		
SEAN FREDRIKSEN		
Brodie Harrower		
Tom Revie		
Leslie Appleton		
Antoinette Bakhuizen		

# Appendix A

## Schedule 3 - Written Responses

We, the residents of Glacier, Chapman, and Headquarters Road are requesting that ALL development in which occurs on 4694 and 4680 Headquarters Road be subject to the new Official Community Plan. This is in direct reference to the present development permit, submitted for the creation of a new stream channel, that reflects guidelines from both the past and current OCP. It is only under the new OCP that multi-residential zoning would be allowable on these properties, hence, we believe that the new environmental regulations should also be followed.

Our community is asking that the present stream course be maintained, or improvement of the lower channel be implemented in a way that does not cause disturbance to the present vegetation and wildlife. We, as residents, seek to maintain our semi-rural neighborhood character through the intact, forested buffer zone.

Name	Address	Signature
David Baldwin		
Brian Hamp		
SUSAN HAMP		
Barbara McGinn		
Alicia Gola		
RAYFURSE		
Dana Gola		
RON TAYLOR		
ANNE TAYLOR		
FRIED. DUNN		
Erace Babcock		
Harvey Hodgins		
Tanja Tapley		
Gloria Hunter		
ESTELLE GROBENAR		
Brett Restemeyer		
Theresa Restemeyer		



PO Box 488 Merville BC V0R 2M0, [tsolumriver@shaw.ca](mailto:tsolumriver@shaw.ca), 250 897-4670

September 26, 2022

Development Services

City of Courtenay

830 Cliffe Ave., Courtenay, BC

V9N 2J7

To City of Courtenay Staff,

Thank you for allowing us to comment on the Environmental Development Permit Referral for 4694 Headquarters Road. We would like to voice our concerns and give recommendations to the proposed new stream channel. Our recommendations are to restore the wetland on the property, uphold a 30m riparian setback and continue with investigations of the fish bearing potential of the unnamed tributary to the Tsolum River.

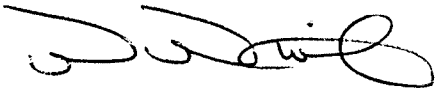
The documents submitted by Current Environmental, Grow Tree Care and McElhanney all mention a wetland area on 4694 Headquarters Road, which would be eliminated if the proposed new stream were constructed. The Tsolum River experiences critically low flows in the summer including a watershed Drought Level 4 in August of this year. Streams and wetlands in the watershed must be protected and restored, as supported in the new OCP Bylaw 3070 which encourages “designing development to better fit the land” (pg. 122). This is especially pertinent in the lower Tsolum which is particularly vulnerable to fluctuations in temperature and flow due to already present agricultural and urban pressures. It would be of great benefit to the Tsolum River to retain and enhance the current wetland as opposed to diverting it into a faster flowing channelized and culverted stream.

An intact riparian area surrounding the present or proposed stream would also be vital to support the low flows experienced by the Tsolum River. We are concerned about the mapped 10m riparian zone outlined in the EDP for 4694 Headquarters Road and the lack of any documented setback on 4680 Headquarters Road. We are calling for the City to uphold the newly adopted OCP Bylaw 3070 of a “30-metre setback from the stream boundary when conducting development on properties subject to the Riparian Areas Protection Regulations” (pg. 128). Under the new OCP this development proposal would only be allowable with community consultation and a change in re-zoning from its current RR-5. It is not acceptable that this EDP is being submitted under the previous OCP Bylaw 2387, and its’ supporting EDP guidelines for

environmental stipulation. We ask that the EDP for this property be subject to the new OCP Bylaw 3070 and the 30m setback for all streams in the City of Courtenay.

Finally, we recommend further investigation of the fish bearing potential of the unnamed tributary. The Riparian Areas Protection Regulation Technical Assessment Manual (2019) states: “fish bearing streams are ones in which fish are present or potentially present if introduced obstructions could be made passable” (pg. 17). Impassable barriers are “human made permanent barriers” (pg.18). We are asking for further assessment of present fish obstructions to see if these could be “reasonably modified to allow fish passage” (pg. 18) and thus deem this a fish bearing stream, as it was prior to human intervention. Further, we recommend that the tributary be assigned an official name to recognize its existence and ecological value.

Thank you again for the opportunity to comment on the EDP Referral for 4694 Headquarters Road, the proposed re-routing of the currently unnamed tributary to the Tsolum River. The Tsolum River Restoration Society recommends further assessment of the potential for fish bearing status of the stream, a 30m riparian setback, and assessment for potential restoration of the present stream and wetland as opposed to the proposed re-routing outlined in the EDP. These measures would help to support our restoration efforts as a society and further the health of the Tsolum River, without precluding reasonable development.



Wayne White, President  
Tsolum River Restoration Society

References:

City of Courtenay. (2022). Official Community Plan Bylaw 3070. <https://pub-courtenay.escribemeetings.com/filestream.ashx?DocumentId=2762>

Ministry of Forests, Lands, Natural Resource Operations and Rural Development. (November, 2019). Fish and Aquatic Habitat Branch: Riparian Areas Protection Regulation Technical Assessment MANUAL. [https://www2.gov.bc.ca/assets/gov/environment/plants-animals-and-ecosystem/fish-fish-habitat/riparian-areas-regulations/rapr\\_assessment\\_methods\\_manual\\_for\\_web\\_11.pdf](https://www2.gov.bc.ca/assets/gov/environment/plants-animals-and-ecosystem/fish-fish-habitat/riparian-areas-regulations/rapr_assessment_methods_manual_for_web_11.pdf)

## Schedule 3 - Written Responses

Oct. 31, we need to achieve all permit conditions as soon as possible to feasibly commence the project this month. We'd appreciate it if you would please let me know when a review may be expected.

Thank you,

Dusty Silvester, R.P.Bio.  
Current Environmental Ltd.  
(250) 871-1944

**From:** Lockhart, Michael <Michael.Lockhart@dfo-mpo.gc.ca>

**Sent:** Thursday, October 5, 2023 2:54 PM

**To:** Grimsrud, Michael <mgrimsrud@courtenay.ca>

**Cc:** Wade, Marianne <mwade@courtenay.ca>; Gothard, Nancy <ngoehard@courtenay.ca>; Thorburn, Geoff <Geoff.Thorburn@dfo-mpo.gc.ca>; Harper, Vince <Vince.Harper@dfo-mpo.gc.ca>; Tessovitch, Stephen (he, him / il, lui) (DFO/MPO) <Stephen.Tessovitch@dfo-mpo.gc.ca>; Barber, Boone (she, her / elle, la) (DFO/MPO) <Boone.Barber@dfo-mpo.gc.ca>; Miles Clark, Marissa (she, her / elle) (DFO/MPO) <Marissa.MilesClark@dfo-mpo.gc.ca>; Dusty Silvester <dusty@currentenv.ca>

**Subject:** RE: 4629 Headquarters Road (4694 HQ)

Hello Michael,

Thanks for reaching out. You have covered most of the topics that we discussed on-site the other day, although I would not say that the project will improve on existing conditions; that remains to be seen. It is important to remember that it remains the proponent's responsibility to avoid:

- the death of fish by means other than fishing and the harmful alteration, disruption or destruction of fish habitat which are prohibited under subsections 34.4(1) and 35(1) of the *Fisheries Act*; and
- effects to listed aquatic species at risk, any part of their critical habitat or their residences of their individuals in a manner which is prohibited under sections 32, 33, and subsection 58(1) of the *Species at Risk Act*.

If the proponent wishes to wait until we can provide advice on this project, please indicate this on a reply to this email. A review can take up to 60-days or more depending on file load and the complexity of the project. If they wish to proceed without our advice, can you please ask them to notify me that they wish to have the Request for Review withdrawn? Dusty, this would be your department.

Please reach out if you have any further questions.

Kind regards,

Michael Lockhart

Appendix C



A second arborists' report was authored to address requirements of the EDP application and City *Tree Protection and Management Bylaw* that is also included in Appendix C.

**5.3 BALD EAGLE NEST TREE**

A bald eagle nest tree is located in the split leader of a black cottonwood near the southwestern corner of the property (Figures 5 & 6). The nest tree was first recorded in a memorandum from CEL to the City of Courtenay when describing the flows of the unnamed creek (dated Aug. 14, 2019). Observations of the nest tree made during site visits to the subject property during spring/summer 2021 showed that it was not inhabited for nesting during the 2021 season; however, additional observations in May 2022 showed that an adult perching in the nest indicated that it was active last year.

The proposed relocation of an improved drainage channel in the vicinity of the eagle nest tree will be accompanied by vegetation restoration and enhancement that will include the removal of invasive species and planting of an assemblage of native species and protecting the setback's edge with permanent fencing. The enhanced setback will serve the dual purpose of improving the riparian habitat surrounding the stream channel and the vegetated buffer around the eagle nest tree (Figure 6). Any works within 200 m of the nest tree should be timed outside the sensitive "initiation" period of the nesting window (Jan. 1 - April 30) or be managed under the supervision of a QEP for the balance of the nesting window (May 1 - Fledging) with the authority to postpone work if any disturbances to nesting eagles are observed.

**6.0 PROPOSED WORK – CHANNELIZATION, WETLAND CONSTRUCTION, AND RIPARIAN ENHANCEMENT**

Proposed work on the subject property at 4694 Headquarters Road is recommended to improve channel capacity for handling increased flows being directed onto the site from neighbouring properties to the north and to mitigate ongoing flooding and migration of water across the property to the southeast impounded by a natural clay berm (Figures 4 & 5). Compensation wetland construction will result in approximately 0.95 ha of protected area on the property. The following habitat balance sheet summarizes the existing environmental conditions of those habitats described in the preceding section as well as comparison with proposed habitat construction areas (Table 1).

Memorandum

5.0 FIGURES

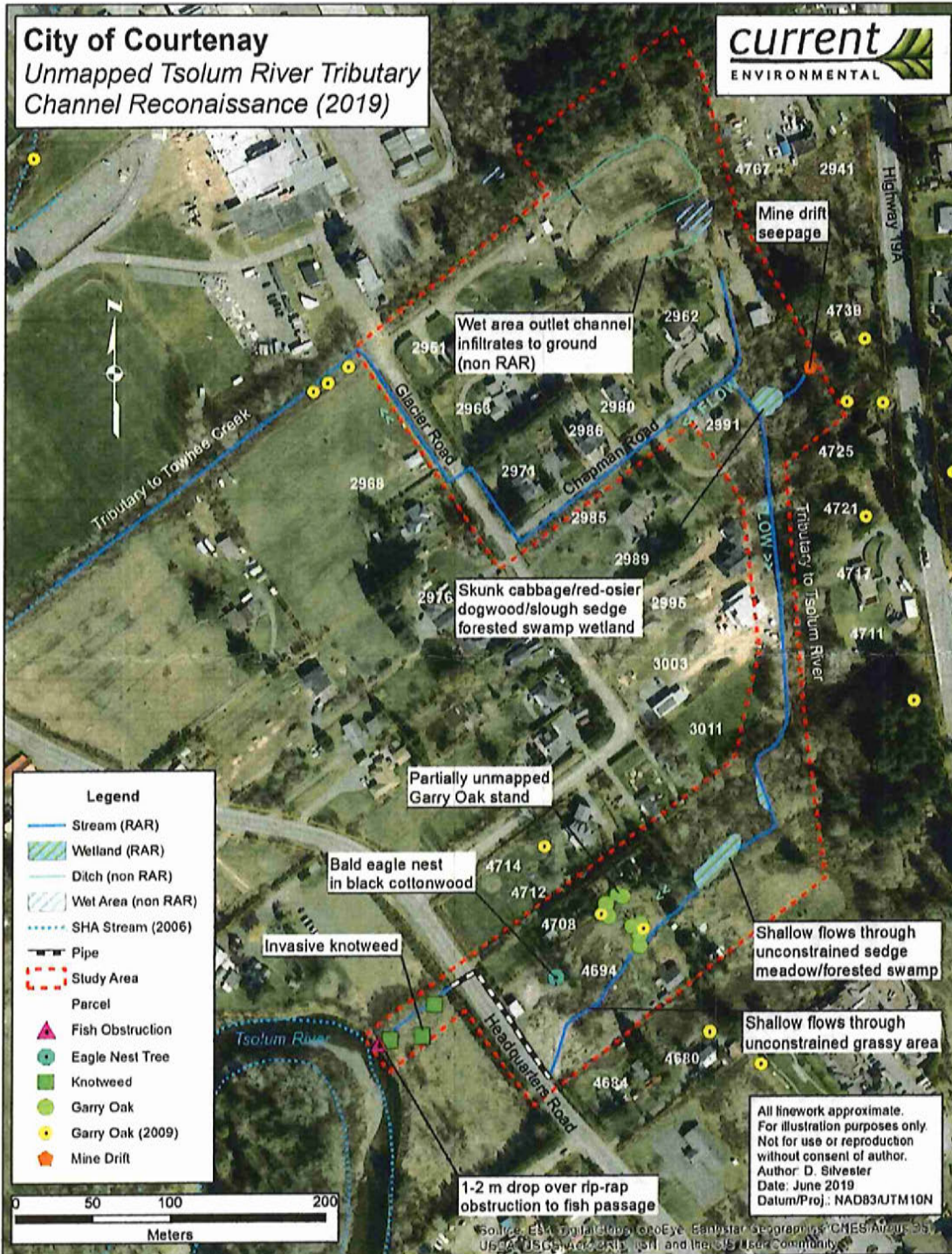


Figure 1. Study area site plan showing observed aquatic areas assessed for RAR applicability, and incidental environmentally significant features.



# Appendix E

## Site Considerations

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### How proposed retained trees have been selected

Retained trees have been selected because they are outside of the proposed development footprint, are viable for retention (with management) alongside the proposed works, and do not cause a hazard. All retained trees are in areas where they become part of larger treed and undisturbed areas (apart from a single Garry oak).

### Confirmation that retained trees are not hazardous

All trees proposed for retention outside of the SPEA were not observed to be hazardous at the time of assessment. Note: The Douglas fir stand at the north of the property has a significant chance of generating hazard trees; especially after the edge of the stand is 'opened up' to facilitate the proposed development. The north Douglas fir stand should be regularly assessed for hazard trees during and after the proposed development, particularly at the end of winters and after storm events.

### Description of cutting method

All trees proposed for removal can be felled away from non disturbance zones into the developable parts of the Property, causing negligible impacts to tree protection areas. Tree debris can be transported off site without passing through non disturbance areas via existing and proposed Property access locations.

### Tree Protection Measures within the development footprint

Only one tree, a protected Garry oak (Tree # 680) at 4690 Headquarters Road is proposed for retention within the development footprint. Protection measures for this tree are provided within this Report.

### Additional Tree Protection Measures

In addition to the previously provided tree protection measures, additional measures should include:

- When excavating at the edge of a RPA, the excavator bucket should initially slice down with a cutting motion to sever any roots, rather than pulling away from RPA, and possibly dislodging or damaging roots within the RPA.
- Any exposed roots at the edge of a RPA after excavations should be pruned with a clean cut, and not left with a 'jagged' end. This will help prevent the onset of root decay and promote the health of the subject tree.
- Large changes in grade should not be created at the immediate edge of a RPA.
- Site works should not cause excessive changes in hydrology to RPAs.

### Non Disturbance Zones

Non disturbance zones should include all designated RPAs, and all areas outside the development footprint.

#### **Arborist's Comment:**

*-If site plans allow, I would suggest the retention of a large veteran Douglas fir (Tree #531) located at the north-east extent of 4694 Headquarters Road. This is a dominant tree in good condition.*

*-If site plans allow, I would suggest the retention of a large veteran Douglas fir (Tree # 681) located near the existing residence at 4680 Headquarters Road and the protected Garry oak (Tree # 680). This is a dominant tree in good condition.*

*This is a dominant tree in good condition.*

*-If site plans allow, I would suggest the retention of as many edge trees as possible along the Douglas fir stand to help maintain the health and stability of the stand as a whole.*

**Schedule 3 - Written Responses**

Our property is adjoining maple road  
on the north side

Our great concern is the water  
run-off entering our property.

Bobby Turnbull



Please keep me informed

Schedule 3 - Written Responses

Robert Cummings  
3015 Glacier Road  
Courtenay, BC, V9N9H3

February 17, 2026

ATTENTION: Andrew Stewart Jones

Re: Headquarters Development

Dear Sir:

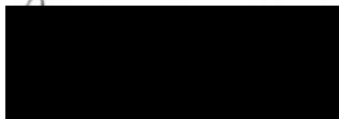
As my address might suggest, I am a neighbour of Brett Restemeyer who provided several concerns at the Monterra Community Information meeting as well as a formal letter with several Appendixes going back to 2022 regarding Montera's development project on Headquarters Road. My property is adjacent to Mr. Restemeyer's property on the downhill side.

I would like to be on record as fully supporting Mr. Restemeyer's concerns and I would like to be kept informed of how the City of Courtenay and City Council plan to deal with these issues and our concerns. Also, for the record, my expectation is that the City of Courtenay and City Council will enforce all Bylaws and current EDP guidelines.

I moved to Courtenay on July 1, 2022, and one of the reasons I purchased where I did was because the area resembled remote and unspoiled land. While I'm not a proponent for developments per se my main concern would be development at 'all costs' and protection of the environment and wildlife is one of those costs.

Thank you for your attention to this important matter.

Sincerely,

A black rectangular redaction box covering the signature of Robert Cummings.

Robert Cummings



Outlook

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## Headquarters Development

---

**From** Mike Young [REDACTED]

**Date** Fri 2/20/2026 11:32 AM

**To** PlanningAlias <planning@courtenay.ca>

Dear Mr Jones,

With reference to Monterra's proposed development site on Headquarters Road, I note that a Hydrogeological report does not appear to have been conducted.

Given the recent flooding on the adjacent property and the fact that climate change will likely increase 'rain events' in coming years, I'd like to request that the City fully considers how water flows are adequately managed in the future.

Thank you for your attention to this matter.

Kind regards

Mike Young

[REDACTED]

Schedule 3 - Written Responses

**From:** [Garth Parkin](#)  
**To:** [Stewart-Jones, Andrew](#)  
**Subject:** FW: Garth re 4680 and 4694 Headquarters Rd  
**Date:** Tuesday, February 24, 2026 9:51:08 AM

---

Hello Andrew – with thanks for your time and patience at the meeting and of course your input. Rather than reiterate, I am including my comments to the company. All the best - Garth

---

**From:** Garth Parkin [REDACTED]  
**Sent:** Thursday, February 19, 2026 12:10 PM  
**To:** 'garry@monterrabuilders.ca' <garry@monterrabuilders.ca>; 'josh@monterrabuilders.ca' <josh@monterrabuilders.ca>; 'jared@monterrabuilders.ca' <jared@monterrabuilders.ca>  
**Subject:** Garth re 4680 and 4694 Headquarters Rd

Hi Guys – With thanks for the presentation and information on this application and proposal, it was informative. I will also make comment to Andrew at the City. Let me first say that I do support the development in this form rather than multi-family apartment rentals that was the horror story. The phasing, ownership type, quality and underground services also appeal, as well, we do know that Monterra are not inexperienced! It should be understood that there is always local opposition to development “not in our area”, but with properties of this nature and zoning within city boundaries it is almost inevitable, the trick is of course, to encourage the best possible, which apart from single family is probably what your proposal represents, for us locals and actually, this general area. The obvious concerns are the density and water run-off which was commented on somewhat extensively, did you notice?. My own input re local knowledge and history were only included to hopefully assist, as I have previously run into pre and post development situations in the past. It required some 6 years and 8 months with one project mainly because the Regional District staff would just not listen to locals nor investigate efficiently, nor I might add, to visit the property just 25 minutes from their offices. The mind boggles.  
The best of luck - Garth



**Garth Parkin,**  
C: 250-334-7087  
O: 1-800-638-4226





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**Attention to Andrew Stewart Jones re: Headquarters Development**

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**From** Jesse Gordon [REDACTED]  
**Date** Wed 2/25/2026 12:52 PM  
**To** PlanningAlias <planning@courtenay.ca>  
**Cc** Heather Lovely [REDACTED]

**Attention to Andrew Stewart Jones re: Headquarters Development**

February 25<sup>th</sup>, 2026

To Mr. Andrew Stewart Jones,

We are writing to express our concerns regarding the scope and process of Monterra Construction's development on Headquarters Road. We live on the lower portion of Glacier Road and have been growing increasingly alarmed by the project.

In particular, we were shocked to learn the size of the development proposed in what is a known environmentally sensitive area. There are numerous expert reports—including those funded by the City of Courtenay—that speak to this and outline how to mitigate environmental impact should development proceed.

The proposed Headquarters development area drains into a vulnerable zone, and recent flooding highlighted the need for stronger water management plans to protect our neighbours living in the Maple Pool Campground and surrounding area. We are especially concerned the 30 metre setback requirement next to the waterway will not be met. Further altering the area's steep slope and marsh and removing more mature trees will surely worsen existing water issues. We were also surprised to learn approval was granted for altering the waterway's natural course despite being highlighted as riparian in a 2019 Environmental report funded by the City. This resulted in its relocation closer to a neighbouring property. Not only does this relocation impact drainage, it also seems inconsiderate given the predictable impact on our neighbour's land, suggesting a worrisome profit centric mentality in such a complex project.

On that note, it is our understanding that Garry Renkema, owner of Monterra Construction, was aware of the environmental guidelines in the City of Courtenay's Official Community Plan (OCP) when purchasing 4680 and 4694 Headquarters Road. We learned he was an adviser to development of the new OCP, purchasing the properties shortly before the new OCP was released. This seems unethical and we would appreciate clarification on this point. We feel strongly that developers cannot be allowed to influence or supersede the OCP for their own gain, and we sincerely hope that this is not the case here.

To be clear, we are not against this development. We understand that the city is growing and more homes are needed (we relocated here ourselves in 2021). What we are against is prioritizing profit over community safety and the environment. Careful development around our waterways and wild spaces will ensure healthy and sustainable growth in our city. We trust the

City of Courtenay and local developers share these values and that the OCP will be enforced in this situation. We would appreciate being kept informed moving forward.

Sincerely,

Heather Gordon and Dr. Jesse Gordon





City of  
Courtenay

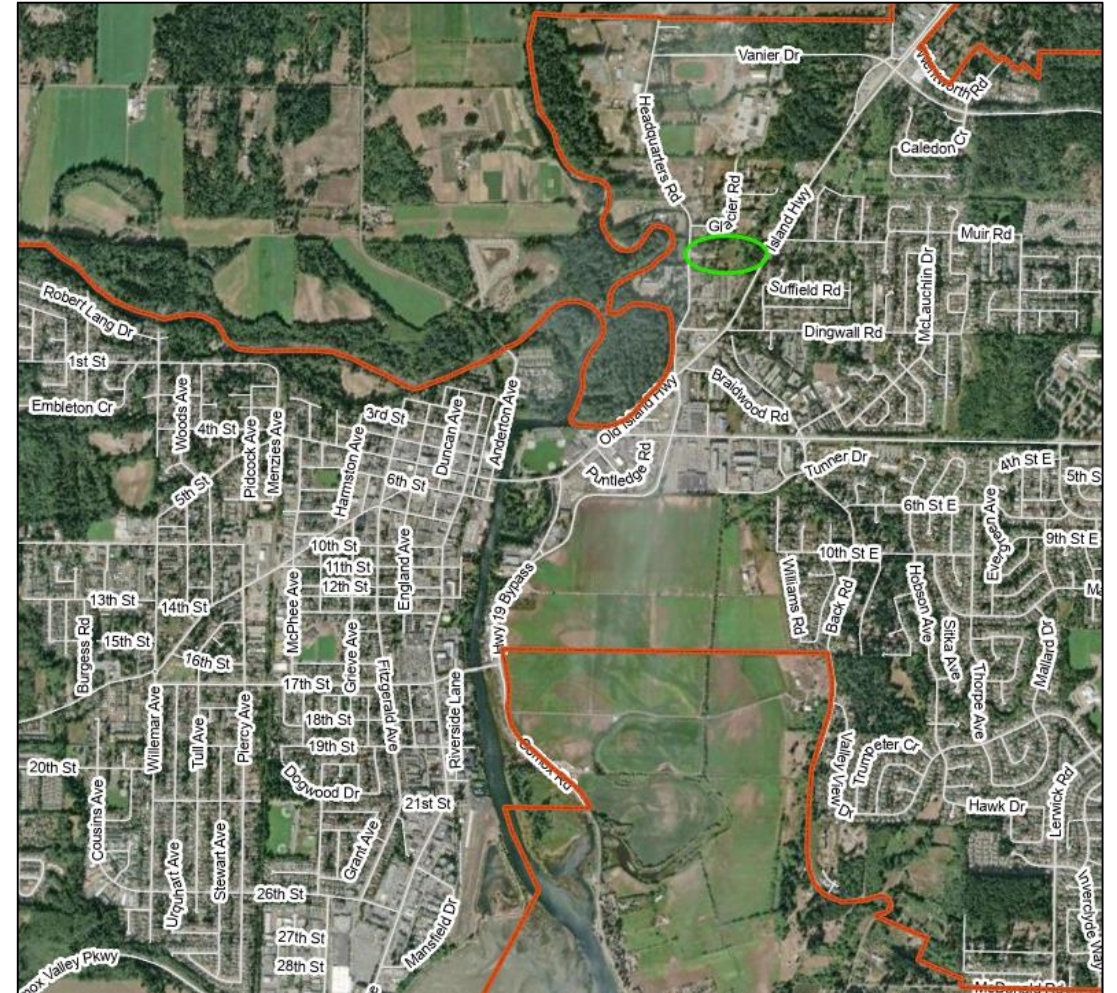
# Zoning Amendment Bylaw No. 3219

- 4680 and 4694 Headquarters  
Road

Presented by:  
Andrew Stewart-Jones, Planner II, City of Courtenay  
April 29, 2026, Council Meeting



# Application Location



# Rezoning Application Timeline

- Application Complete
- Referrals
  - Referral Review Letter
  - Review Letter Response from applicant
- Community Information Meeting – Feb 13, 2026
  - Planner prepares summary Report (as per dev. Procedures bylaw)
- Statutory Notification of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading to neighbours within 100m
- 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading
- Public Hearing – Must not hold a Public Hearing for this development
- Development agreement and other requirements are met, prior to adoption.
- Adoption or Denial

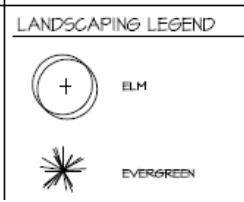
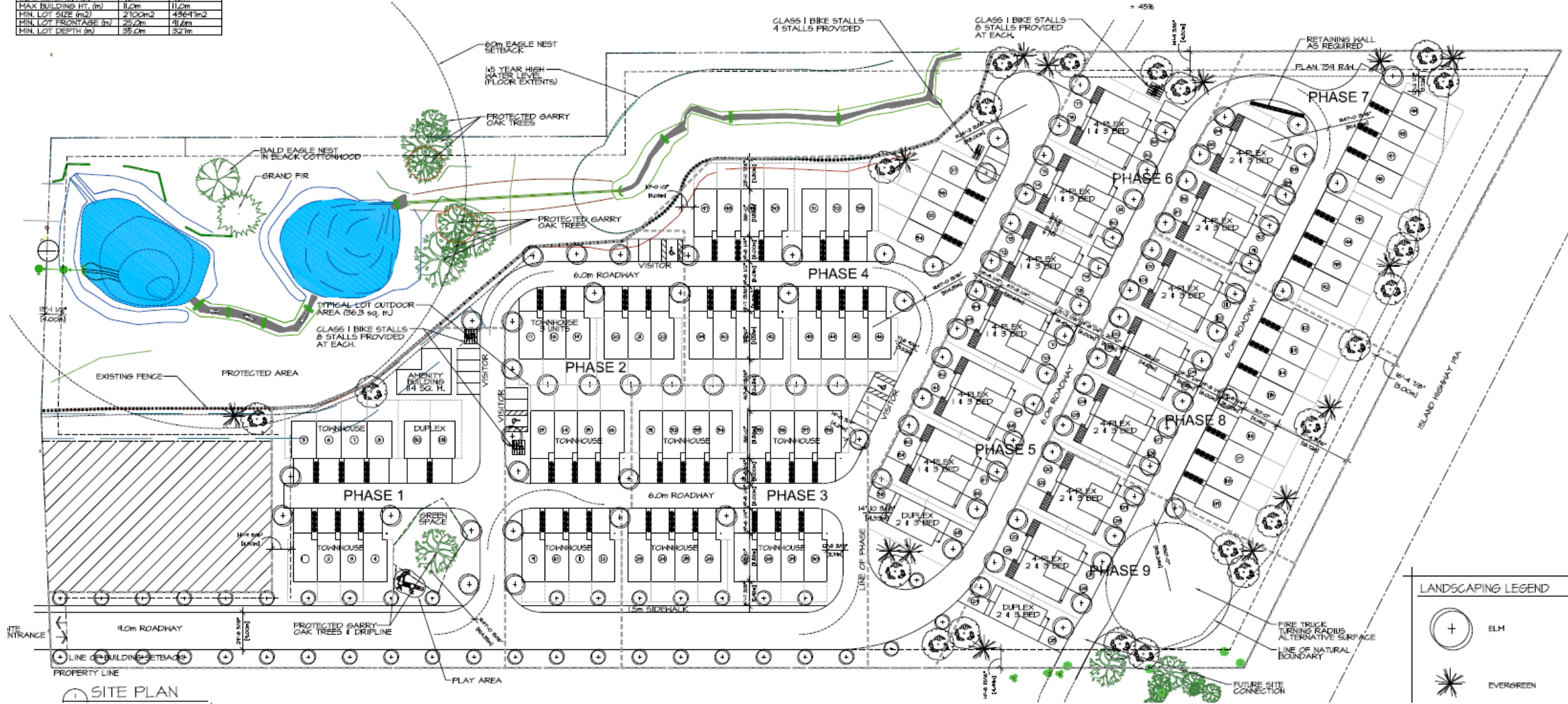
We are Here →

# Conceptual Site Plan

ZONE NAME	RH-1	PROPOSED
DENSITY	0.75 FAR	0.71 FAR
FRONT SETBACK (m)	4.0m	4.0m
REAR SETBACK (m)	5.0m	5.0m
SIDE SETBACK (m)	4.5m	4.5m
MAX BUILDING HT. (m)	11.0m	11.0m
MIN. LOT SIZE (m <sup>2</sup> )	2700m <sup>2</sup>	4364m <sup>2</sup>
MIN. LOT FRONTAGE (m)	22.0m	31.6m
MIN. LOT DEPTH (m)	33.0m	32.1m

27 CLASS I BIKE STALLS PROVIDED  
3 BARRIER FREE STALLS PROVIDED

SOFT LANDSCAPE AREA (INCLUDING WETLAND AREA) = 42947.4 SQ. FT.  
TOTAL SITE COVERAGE (INCLUDING IMPERMEABLE) = 111425 SQ. FT.  
45641.5 SQ. FT. = 45%



# Proposed Conditions for Rezoning

The following conditions must be met prior to consideration of final reading and adoption of this bylaw:

- Lot consolidation of 4680 and 4694 Headquarters into a single lot.
- A registered site survey that includes road dedications.
- A Development Agreement registered as a Section 219 covenant on title for Community Amenity Contributions, intersection improvements, protection of the conservation area and protection of a treed buffer.
- Zoning amendment bylaw approval by the Ministry of Transportation and Transit as the subject properties are located within 800 m of the intersection with Highway 19A, a controlled access highway.



# Staff Report

**To:** Council  
**From:** Corporate Officer  
**Subject:** Election Amendment Bylaw No. 3224, 2026

**File No.:** 3900, 4200  
**Date:** April 29, 2026

**PURPOSE:** For Council’s consideration of amendments to Election Bylaw No. 3073, 2022.

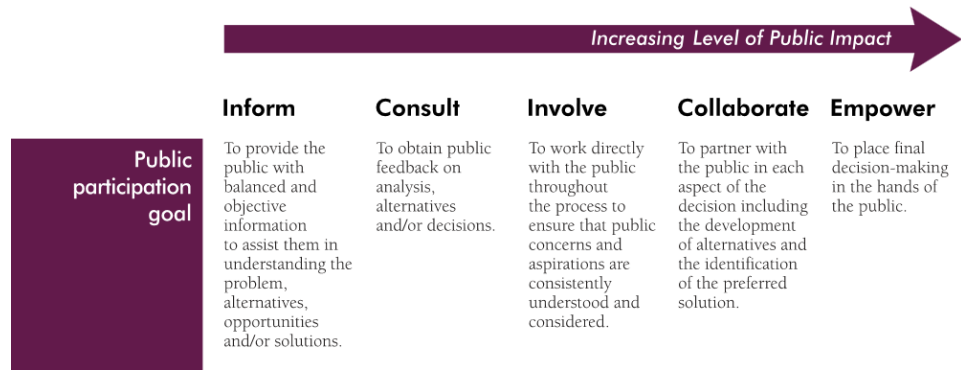
**BACKGROUND and DISCUSSION:**

At the March 25, 2026, meeting, Council directed staff to prepare an amendment to Election Bylaw No. 3073, 2022. The proposed amendments to “Election Bylaw No. 3073, 2022” update provisions related to the voters list, ballot formatting, election signage and oath of office. Section 7 is revised to clarify that the voters list includes resident electors, non-resident property electors, and individuals granted the Freedom of the City. Section 10 is updated to reflect an exception requiring alphabetical listing on the ballot where more than 20 candidates are nominated for a position. Sections 55–58 are replaced to update regulations for political signage, including timelines for placement and removal, as well as safety and placement restrictions. Section 60, oath of office, is repealed as it is no longer required.

See March 25, 2026 “Election Bylaw and Appointments” staff report for further details regarding the proposed amendments.

**PUBLIC ENGAGEMENT:**

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



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

**OPTIONS:**

1. THAT Council give first, second, and third readings to “Election Amendment Bylaw No. 3224, 2026”.
2. THAT Council provide alternative direction to staff.

**ATTACHMENTS:**

1. Election Amendment Bylaw No. 3224, 2026

Prepared by: Mary Ann Sing, Legislative Services Co-op Student  
Reviewed by: Adriana Proton, MPA, CRM, Manager of Legislative Services  
Anne Guillo, Acting Director of Corporate Services  
Concurrence: Geoff Garbutt, M.Pl., MCIP, RPP, City Manager (CAO)



The Corporation of the City of Courtenay

# Bylaw No. 3224

## A bylaw to amend Election Bylaw No. 3073, 2022.

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

### Citation

1. This Bylaw shall be cited as “Election Amendment Bylaw No. 3224”.

### Amendments

2. “Election Bylaw No. 3073, 2022” is amended as follows:
  - a) Replace section 7 with “The list of electors (voters list) for elections and assent voting is comprised of the register of resident electors, the register of non-resident property electors, and persons who have been granted the Freedom of the City.”;
  - b) Replace section 10 with “The order of names of candidates on the ballot is determined by lot in accordance with the procedure established in the *Local Government Act*, except that where there are more than 20 candidates for a position, the names of candidates must be listed in alphabetical order on the ballot.”;
  - c) Replace sections 55-58 with
    55. Political signs related to a municipal or school election or by-election, or a municipal referendum or assent vote, may be posted no earlier than the start of the campaign period, being the 28th day prior to general voting day.
    56. Political signs related to a federal or provincial election, by-election, referendum, or plebiscite may be posted no earlier than the day on which the election writ is issued.
    57. Political signs must be removed within 48 hours after the close of voting for the election, by-election, referendum, or other voting to which they pertain.
    58. Political signs must not be:
      - a) Located within 2 metres of a fire hydrant;
      - b) Permitted to become dilapidated or unsightly;
      - c) Permitted to interfere with the safety of vehicles, cyclists, or pedestrians;
      - d) Permitted to obstruct or distract from a traffic control device or traffic sign;
      - e) Attached to any traffic control device, including traffic signs;
      - f) Attached to bridges;
      - g) Located closer to the travelled portion of a roadway than a standard traffic control device.
  - d) Remove section 60.

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

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

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

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

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

\_\_\_\_\_  
Corporate Officer Adriana Proton



# Bylaw No. 3191

## A bylaw to impose Development Cost Charges

WHEREAS pursuant to the *Local Government Act*, the Council of the City of Courtenay may, by bylaw, impose development cost charges;

AND WHEREAS development cost charges may be imposed for the purpose of providing funds to assist the municipality in paying the capital costs of providing, constructing, altering, or expanding sanitary sewer, water, drainage, roads, fire protection facilities, and providing and improving park land to service directly or indirectly, the Development for which the charges are imposed;

AND WHEREAS the Council of the City of Courtenay is of the opinion that the charges imposed by this Bylaw:

- a. are not excessive in relation to the capital cost of prevailing standards of service in the municipality;
- b. will not deter Development in the municipality;
- c. will not discourage the Construction of reasonably priced housing or the provision of reasonably priced serviced land in the municipality; and
- d. will not discourage Development designed to result in a low environmental impact in the municipality;

AND WHEREAS Council has considered the charges imposed by this Bylaw in relation to future land use patterns and Development, the phasing of works and services and the provision of park land described in the Official Community Plan, and how Development designed to result in a low environmental impact may affect the capital costs of sewage, water, drainage, fire protection, roads, providing and improving park land;

AND WHEREAS in the opinion of the Council, the charges imposed by this Bylaw are related to capital costs attributable to projects included in the municipality's financial plan and long-term capital plans, and to capital projects consistent with the Official Community Plan.

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

### Citation

- 1. This Bylaw shall be cited as "**Development Cost Charges Bylaw No. 3191, 2025**".

### Definitions

- 2. In this Bylaw:

"Building Permit"	means any permit required under the City of Courtenay Building Bylaw, as amended, or repealed and replaced from time to time.
"City"	means the City of Courtenay.

"Commercial"	means a Commercial Development in a Commercial Zone, or a similar Development in another Zone permitted in accordance with the Zoning Bylaw, in which the predominant use, as determined by its general purpose and list permitted uses, is of a Commercial nature. Commercial uses generally include buying, selling, or trading of goods or services direct to consumers, administrative, professional or other business operations.
"Community Care Facility"	means an establishment licensed as required under the <i>Community Care and Assisted Living Act</i> intended to provide care for three or more persons not related by blood or marriage to care provider.
"Construction"	includes building, erection, installation, repair, alteration, addition, enlargement, moving, relocating, reconstruction, demolition, removal, excavation, or shoring requiring a Building Permit.
"Detached Accessory Dwelling Unit"	means a self-contained Dwelling Unit designed to the applicable regulations under the Zoning Bylaw, that is detached from and clearly accessory to a One-Unit Dwelling or Two-Unit Dwelling and includes coach houses, carriage houses, or laneway houses, and may be situated above a detached garage.
"Development"	means Construction that requires the issuance of a Building Permit or Subdivision.
"Dwelling, Multiple-Unit"	means a principal building consisting of three (3) or more Dwelling Units.
"Dwelling, One-Unit"	means a principal building used exclusively for residential purposes and consisting of one (1) Dwelling Unit and may include a fully enclosed Secondary Suite as an independent Dwelling Unit located within the principal building.
"Dwelling, Two-Unit"	means a principal building used exclusively for residential purposes and consisting of two (2) principal Dwelling Units, and each principal Dwelling Unit in a Two-Unit Dwelling may include one fully enclosed Secondary Suite as an independent Dwelling Unit located within the principal building.
"Dwelling Unit"	means a room, a suite of rooms or a building or structure that is used or intended to be used as a self-contained private residence for one (1) household that may contain eating, living, sleeping and sanitary facilities.
"Gross Floor Area" or "GFA"	means the sum of the total floor area on a Lot of each storey in each building measured to the outside face of the exterior walls; excludes the areas of canopies, sun decks, outside stairs, concealed parking, separate and attached carports and garages.
"High Density Residential"	means a Multiple-Unit Dwelling with self-contained Dwelling Units accessed through a common hallway, one or more of which are wholly or partly above another self-contained Dwelling Unit. For the purpose of calculating development charges, High Density Residential also

	includes a Detached Accessory Dwelling Unit except for one Detached Accessory Dwelling Unit associated with a One-Unit Dwelling.
“Industrial”	means an Industrial Development in an Industrial Zone, or similar Development in another Zone permitted in accordance with the Zoning Bylaw, in which the predominant use, as determined by its general purpose and list of permitted uses, is of an Industrial nature. Industrial uses generally include manufacturing, processing, fabricating, distilling, brewing, assembling, storing, transporting, distributing, wholesaling, testing, servicing, repairing, wrecking, recycling or salvaging of goods, materials or things for direct use or resale to individual business customers, and not for the general public and includes cannabis grow operations.
“Institutional”	means an Institutional Development in an Institutional Zone or a similar Development in another Zone permitted in accordance with the Zoning Bylaw, in which the predominant use, as determined by its general purpose and list of permitted uses, is of an Institutional nature. Institutional use generally includes non-profit civic facilities, services dedicated to religious, charitable, educational, health, or welfare purposes, and Community Care Facilities.
“Lot”	means any Lot, parcel, block, or other area in which land is held or into which it is legally subdivided, and for certainty, includes a bare land strata Lot under the <i>Strata Property Act</i> .
“Low Density Residential”	means a One-Unit Dwelling, or One-Unit Dwelling plus one Detached Accessory Dwelling Unit.
“Mobile Home”	means a building containing one (1) Dwelling Unit, built in a factory environment in one or more sections, intended to be occupied in a place other than its manufacture and is constructed to the CAN/CSA Z-240 (Mobile Home) standard, but excludes recreational vehicles.
“Mobile Home Park”	means a Lot used for the accommodation of two or more Mobile Homes placed on constructed pads.
“Medium Density Residential”	means a Two-Unit Dwelling or Multiple-Unit Dwelling with self-contained Dwelling Units accessible through separate, ground-oriented entrances. Forms include Mobile Home Parks, duplexes, triplexes, fourplexes and townhouses.
“Secondary Suite”	means a self-contained Dwelling Unit that is smaller than, secondary to, and connected to a principal Dwelling Unit located within a principal building on the same Lot. For the purposes of this Bylaw a Secondary Suite is deemed not to be a separate Dwelling Unit from the principal Dwelling Unit.
“Subdivision”	means a Subdivision as defined in the <i>Land Title Act</i> or <i>Strata Property Act</i> .
“Zone”	means the Zones identified and defined in the Zoning Bylaw.

"Zoning Bylaw"	means the City of Courtenay Zoning Bylaw, as amended, or repealed and replaced from time to time.
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## Interpretation

### 3. In this Bylaw

- a. words importing the singular number include the plural and vice versa and words importing the neuter gender include the masculine and the feminine genders;
- b. headings given to sections are for convenience of reference only and do not form part of this Bylaw;
- c. unless expressly stated otherwise, a reference to a "section" is a reference to a section in this Bylaw and a reference to a "part" is a reference to a part in this Bylaw;
- d. if any provision is found to be in conflict with the *Local Government Act* regarding the imposition of development cost charges, the interpretation of this Bylaw shall be guided so as to remain consistent with the authority established in the *Local Government Act*.
- e. unless expressly stated otherwise, a reference to an enactment is a reference to an enactment of British Columbia and its regulations, as amended, revised, consolidated, or replaced from time to time, and a reference to a bylaw or policy is a reference to a City bylaw or policy, as amended, revised, consolidated, or replaced from time to time; and

## Application

4. This Bylaw applies to all applications for Subdivision and for issuance of a Building Permit for parcels located within the City of Courtenay.
5. The attached **Schedule "A"** forms part of this Bylaw.

## Development Cost Charges

6. The development cost charges set out in Schedule "A", attached hereto and forming part of this Bylaw, are hereby imposed on every person who obtains:
  - a. approval of a Subdivision of land under the *Land Title Act* or the *Strata Property Act*, that results in two or more Lots on which the Zoning Bylaw permits the Construction of Low Density Residential;
  - b. approval of a Building Permit for all other types of Development to which this Bylaw applies.

and the development cost charge shall be paid upon approval of a Subdivision or issuance of a Building Permit, as the case may be.

All charges imposed by this Bylaw may be paid by instalments in accordance with the permissions provided in the *Local Government*

7. For certainty, this Bylaw imposes charges in respect of Building Permits authorizing the Construction, of buildings or structures that will, after the Construction, contain fewer than four Dwelling Units and for which the Dwelling Units in the building or structure will be put to no use other than residential use.

### Exemptions

8. Despite any other provision of this Bylaw, a development cost charge is not payable if any of the following applies in relation to a Development authorized by a Building Permit:
  - a. the permit authorizes the Construction of a building or part of a building that is, or will be, after the Construction, exempt from taxation under section 220(1)(h) or 224(2)(f) of the *Community Charter*;
  - b. the permit authorizes the Construction of Dwelling Units in a building, where the floor area of each Dwelling Unit is no larger than 29m<sup>2</sup>, and each Dwelling Unit will be put to no other use than residential use in those dwelling units;
  - c. the value of the work authorized by the permit does not exceed \$75,000;
  - d. the Development does not impose new capital cost burdens on the City;
  - e. a development cost charge has previously been paid for the Development unless, as a result of further Development, new capital cost burdens will be imposed on the municipality; or
  - f. the *Local Government Act* or any regulations thereunder provide that no development cost charge is payable.
9. The amount of development cost charges payable in relation to a particular Development shall be calculated using the applicable charges set out in Schedule "A" of this Bylaw.
10. Where a type of Development is not specifically identified in Schedule "A" the amount of development cost charges to be paid to the municipality shall be equal to the development cost charges that are payable for the most comparable type of Development.
11. The amount of development cost charges payable in relation to mixed-use type of Development shall be calculated separately for each portion of the Development, in accordance with Schedule "A", based on the mix of uses included in the Building Permit application and the total development cost charges payable shall be the sum of the charges payable for each type.
12. Where a Low Density Residential charge has been paid on a lot, the charge shall include the "Dwelling, One-Unit", and one or both of the following a "secondary suite", and/or "Detached Accessory Dwelling Unit".

### Effective Date

13. This Bylaw shall come into force and effect on the date of adoption.

### Severability

14. 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.

**Repeal**

15. "Development Cost Charges Bylaw No. 2840, 2016" and any and all amendments thereto, is hereby repealed.

Read a first time this 10<sup>th</sup> day of December, 2025

Read a second time this 10<sup>th</sup> day of December, 2025

Read a third time this 10<sup>th</sup> day of December, 2025

Approved by the Inspector of Municipalities on the 20<sup>th</sup> day of February, 2026

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

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

\_\_\_\_\_  
Corporate Officer, Adriana Proton



# Bylaw No. 3191

## Schedule A – “Development Cost Charge Schedule”

Land Use	Unit	Transportation	Water	Drainage	Sewer	Parks	Fire	TOTAL
Low Density Residential	Per Dwelling Unit/Lot	\$3,861.00	\$537.00	\$1,260.00	\$4,942.00	\$8,644.00	\$2,588.00	\$21,832.00
Medium Density Residential	Per Dwelling Unit	\$2,169.00	\$292.00	\$1,008.00	\$2,692.00	\$4,708.00	\$1,409.00	\$12,278.00
High Density Residential	Per square metre of GFA*	\$28.94	\$3.44	\$5.09	\$31.66	\$55.38	\$16.58	\$141.09
Commercial	Per square metre of GFA	\$50.83	\$1.12	\$5.67	\$10.30	\$18.01	\$5.39	\$91.32
Institutional	Per square metre of GFA	\$50.83	\$1.12	\$5.67	\$10.30	\$0.00	\$5.39	\$73.31
Industrial	Per square metre of GFA	\$4.15	\$0.72	\$2.14	\$6.62	\$0.00	\$3.47	\$17.10



# Bylaw No. 3207

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## A bylaw to impose amenity cost charges.

WHEREAS pursuant to the *Local Government Act*, the Council of the City of Courtenay may, by bylaw, impose amenity cost charges;

AND WHEREAS amenity cost charges may be imposed for the purpose of providing funds to assist the municipality in paying the capital costs of providing, constructing, altering, or expanding a facility or feature (amenity) that provides social, cultural, heritage, recreational or environmental benefits to a community and services, directly or indirectly, the development for which the charges are imposed;

AND WHEREAS Council has considered the charges imposed by this bylaw in relation to future land use patterns and development, the phasing of works and services and the provision of park land described in the Official Community Plan, expected increases in population of residents and workers, the Financial Plan, and how development designed to result in a low environmental impact may affect the capital costs of facilities or features;

AND WHEREAS in the opinion of the Council, the charges imposed by this Bylaw are related to capital costs attributable to projects included in the municipality's financial plan and long-term capital plans, and to capital projects consistent with the Official Community Plan.

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

### Citation

1. This Bylaw shall be cited as "**Amenity Cost Charges Bylaw No. 3207**".

### Definitions

2. In this Bylaw:

"Building Permit"	means any permit required under the City of Courtenay Building Bylaw, as amended, or repealed and replaced from time to time.
"City"	means the City of Courtenay.
"Commercial"	means a Commercial Development in a Commercial Zone, or a similar Development in another Zone permitted in accordance with the Zoning Bylaw, in which the predominant use, as determined by its general purpose and list permitted uses, is of a Commercial nature. Commercial uses generally include buying, selling, or trading of goods or services direct to consumers, administrative, professional, or other business operations.

"Construction"	includes building, erection, installation, repair, alteration, addition, enlargement, moving, relocating, reconstruction, demolition, removal, excavation, or shoring requiring a Building Permit.
"Detached Accessory Dwelling Unit"	means a self-contained Dwelling Unit designed to the applicable regulations under the Zoning Bylaw, that is detached from and clearly accessory to a One-Unit Dwelling or Two-Unit Dwelling and includes coach houses, carriage houses, or laneway houses, and may be situated above a detached garage.
"Development"	means Construction that requires the issuance of a Building Permit or Subdivision approval.
"Dwelling, Multiple-Unit"	means a principal building consisting of three (3) or more Dwelling Units.
"Dwelling, One-Unit"	means a principal building used exclusively for residential purposes and consisting of one (1) Dwelling Unit and may include a fully enclosed Secondary Suite as an independent Dwelling Unit located within the principal building.
"Dwelling, Two-Unit"	means a principal building used exclusively for residential purposes and consisting of two (2) principal Dwelling Units, and each principal Dwelling Unit in a Two-Unit Dwelling may include one fully enclosed Secondary Suite as an independent Dwelling Unit located within the principal building.
"Dwelling Unit"	means a room, a suite of rooms or a building or structure that is used or intended to be used as a self-contained private residence for one (1) household that may contain eating, living, sleeping and sanitary facilities.
"Gross Floor Area" or "GFA"	means the sum of the total floor area on a Lot of each storey in each building measured to the outside face of the exterior walls; excludes the areas of canopies, sundecks, outside stairs, concealed parking, separate and attached carports and garages.
"High Density Residential"	means a Multiple-Unit Dwelling with self-contained Dwelling Units accessed through a common hallway, one or more of which are wholly or partly above another self-contained Dwelling Unit. For the purpose of calculating amenity cost charges, High Density Residential also includes a Detached Accessory Dwelling Unit, except for one Detached Accessory Dwelling Unit associated with a One-Unit Dwelling.
"Industrial"	means an Industrial Development in an Industrial Zone, or similar Development in another Zone permitted in accordance with the Zoning Bylaw, in which the predominant use, as determined by its general purpose and list of permitted uses, is of an Industrial nature. Industrial

	uses generally include manufacturing, processing, fabricating, distilling, brewing, assembling, storing, transporting, distributing, wholesaling, testing, servicing, repairing, wrecking, recycling or salvaging of goods, materials or things for direct use or resale to individual business customers, and not for the public and includes cannabis grow operations.
“Institutional”	means an Institutional Development in an Institutional Zone or a similar Development in another Zone permitted in accordance with the Zoning Bylaw, in which the predominant use, as determined by its general purpose and list of permitted uses, is of an Institutional nature. Institutional use generally includes non-profit civic facilities, services dedicated to religious, charitable, educational, health, or welfare purposes, and Community Care Facilities.
“Lot”	means any Lot, parcel, block, or other area in which land is held or into which it is legally subdivided, and for certainty, includes a bare land strata Lot under the <i>Strata Property Act</i> .
“Low Density Residential”	means a One-Unit Dwelling, or One-Unit Dwelling plus one Detached Accessory Dwelling Unit.
“Mobile Home”	means a building containing one (1) Dwelling Unit, built in a factory environment in one or more sections, intended to be occupied in a place other than its manufacture and is constructed to the CAN/CSA Z-240 (Mobile Home) standard, but excludes recreational vehicles.
“Mobile Home Park”	means a Lot used for the accommodation of two or more Mobile Homes placed on constructed pads.
“Medium Density Residential”	means a Two-Unit Dwelling or Multiple-Unit Dwelling with self-contained Dwelling Units accessible through separate, ground-oriented entrances. Forms include Mobile Home Parks, duplexes, triplexes, fourplexes and townhouses.
“Official Community Plan”	means the City’s “Official Community Plan Bylaw,” as amended or replaced from time to time.
“Secondary Suite”	means a self-contained Dwelling Unit that is smaller than, secondary to, and connected to a principal Dwelling Unit located within a principal building on the same Lot. For the purposes of this Bylaw a Secondary Suite is deemed not to be a separate Dwelling Unit from the principal Dwelling Unit.
“Subdivision”	means a Subdivision as defined in the <i>Land Title Act</i> or <i>Strata Property Act</i> .

"Zone"	means the Zones identified and defined in the Zoning Bylaw.
"Zoning Bylaw"	means the City of Courtenay Zoning Bylaw, as amended, or repealed and replaced from time to time.

**Interpretation**

**3. In this Bylaw**

- a. words importing the singular number include the plural and vice versa and words importing the neuter gender include the masculine and the feminine genders;
- b. headings given to sections are for convenience of reference only and do not form part of this Bylaw;
- c. unless expressly stated otherwise, a reference to a "section" is a reference to a section in this Bylaw and a reference to a "part" is a reference to a part in this Bylaw;
- d. in the event of a conflict with any term of this Bylaw with the provisions of the *Local Government Act* authorizing the imposition of amenity cost charges, this Bylaw is to be interpreted so that it is consistent with the authority set out in the *Local Government Act*; and,
- e. any reference to a statute or regulation refers to an enactment of British Columbia as amended, revised, consolidated, or replaced from time to time, and any reference to a bylaw refers to a bylaw of the City of Courtenay, as amended, revised, consolidated, or replaced from time to time.

**Application**

- 4. This Bylaw applies to all applications for Subdivision and for issuance of a Building Permit for parcels located within the City of Courtenay.
- 5. The attached schedules A and B form part of this Bylaw.

**Amenity Cost Charges**

- 6. Pursuant to section 570.2(1) of the *Local Government Act* for the purpose of providing funds to assist the City in paying the capital costs of providing, constructing, altering or expanding the amenities set out in "Schedule B" to this bylaw to service, directly or indirectly, the Development and the increased population of residents or workers that results from the Development for which the charge is being imposed, the Amenity Cost Charges set out in "Schedule A", attached hereto and forming part of this Bylaw, are hereby imposed on every person who obtains:
  - a. approval of a Subdivision of land under the *Land Title Act* or the *Strata Property Act*, that results in two (2) or more Lots on which the Zoning Bylaw permits the Construction

of Low Density Residential; and,

- b. approval of a Building Permit for all other types of Development to which this Bylaw applies.

and the amenity cost charge shall be paid upon approval of a Subdivision or issuance of a Building Permit, as the case may be.

7. All charges imposed by this Bylaw may be paid by instalments in accordance with the permissions provided in the *Local Government Act*.

### **Exemptions**

8. Despite any other provision of this Bylaw, an amenity cost charge is not payable if any of the following applies in relation to a Development authorized by a Building Permit:
  - a. the permit authorizes the Construction of a building or part of a building that is, or will be, after the Construction, exempt from taxation under section 220(1)(h) or 224(2)(f) of the *Community Charter*;
9. Despite any other provision of this Bylaw, an amenity cost charge is not payable:
  - a. in relation to affordable and special needs housing units that are required under an affordable and special needs housing zoning bylaw as defined under section 478.1 of the *Local Government Act*;
  - b. if no increase in the population of residents or workers is expected to result from the development;
  - c. in respect of a particular amenity, if an amenity cost charge in respect of that amenity has previously been paid for the same Development, unless further Development is expected to result in an increase in the population of residents or workers;
  - d. in respect of a capital cost for which a development cost charge may be imposed;
  - e. in relation to a Development for any class of affordable housing prescribed by regulation; or,
  - f. the *Local Government Act* or any regulations thereunder provide that no amenity cost charge is payable.

### **Calculation of Applicable Charges**

10. The amount of amenity cost charges payable in relation to a particular Development shall be calculated using the applicable charges set out in "Schedule A" of this Bylaw.
11. Where a type of Development is not specifically identified in "Schedule A" the amount of amenity cost charges to be paid to the municipality shall be equal to the amenity cost charges that are payable for the most comparable type of Development.

12. When a Lot or a building or structure on a Lot is used or Developed or intended to be used or Developed for more than one class of use, charges under this Bylaw shall be the aggregate of the applicable charges set out in "Schedule A" multiplied by the number of proposed Dwelling Units for Low Density Residential or Medium Density Residential and by the total square metres of GFA for High Density Residential or Commercial.
13. Where a Low Density Residential charge has been paid on a lot, the charge shall include a Dwelling, One-Unit, and one or both of the following a Secondary Suite and/or Detached Accessory Dwelling Unit.
14. The City will consider provision of an amenity in lieu of an amenity cost charge payment in accordance with section 570.9 of the *Local Government Act*.

**Effective Date**

15. This Bylaw shall come into force and effect the date of adoption.

**Severability**

16. 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 14th day of January, 2026

Read a second time this 14th day of January, 2026

Read a third time this 25th day of February, 2026

Adopted this [day] day of [month], 2026

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

\_\_\_\_\_  
Corporate Officer Adriana Proton

## Schedule A – “Amenity Cost Charge Schedule”

The amount of amenity cost charges payable in relation to a particular Land Use / Development, shall be calculated as follows:

Land Use / Development type	Unit	Total
Low Density Residential	Per Dwelling Unit/Lot	\$6,643.00
Medium Density Residential	Per Dwelling Unit	\$3,618.00
High Density Residential	Per square metre of GFA*	\$42.56
Commercial	Per square metre of GFA	\$13.84
Institutional	Per square metre of GFA	\$0.00
Industrial	Per square metre of GFA	\$0.00

\*GFA = Gross Floor Area

## **Schedule B – “Amenity List”**

ACCs to assist the City in paying the capital costs of providing, constructing, altering or expanding the following amenities:

1. Community Centre Expansion
2. Florence Filberg Centre Expansion
3. Outdoor Pool Expansion
4. Sports Field Improvements
5. Pickleball Court Improvements and Construction
6. Dog Park Construction and Improvements
7. Cultural Facility Expansion
8. LINC and Skateboard Park Improvements
9. Spray Park Construction
10. Park Amenity Program



The Corporation of the City of Courtenay

# Bylaw No. 3217

## A bylaw to impose rates on all taxable land and improvements

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

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

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

### Citation

1. This Bylaw shall be cited as “**2026 Property Tax Rate Bylaw No. 3217**”.

### Application

2. The following rates are hereby imposed and levied for the year 2026 on the assessed value of land and improvements taxable for general municipal purposes, as shown in the attached Schedule, which forms part of this Bylaw:
  - A. General Municipal Purposes – Column “A”
  - B. Vancouver Island Regional Library – Column “B”
  - C. Comox Valley Regional District (General Assessment) – Column “C”
  - D. Comox Valley Regional District (Hospital Assessment) – Column “D”
  - E. Comox-Strathcona Regional Hospital District – Column “E”
  - F. Downtown Courtenay Business Improvement Area – Column “F”

### Severability

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

Read a first time this 15th day of April, 2026.

Read a second time this 15th day of April 2026.

Read a third time this 15th day of April 2026.

Adopted this [day] day of \_\_\_\_\_, 2026.

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

\_\_\_\_\_  
Corporate Officer

**Schedule**

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

<b>Property Class</b>	<b><u>A</u> General Municipal</b>	<b><u>B</u> Library</b>	<b><u>C</u> Regional District (general assessment)</b>	<b><u>D</u> Regional District (hospital assessment)</b>	<b><u>E</u> Regional Hospital District</b>	<b><u>F</u> Downtown Courtenay Business Improvement Area</b>
<b>1. Residential</b>	2.8343	0.1555	0.3345	0.4328	0.2473	-
<b>2. Utilities</b>	40.0000	2.1936	4.7202	1.5148	0.8654	-
<b>3. Supportive Housing</b>	2.8343	0.1555	0.3345	0.4328	0.2473	-
<b>4. Major Industry</b>	30.0000	1.6455	3.5409	1.4715	0.8407	-
<b>5. Light Industry</b>	10.1585	0.5566	1.1976	1.4715	0.8407	1.7439
<b>6. Business / Other</b>	11.9225	0.6545	1.4084	1.0604	0.6058	1.7439
<b>8. Recreation / Non-Profit</b>	5.5892	0.3063	0.6590	0.4328	0.2473	-
<b>9. Farm</b>	3.0017	0.1648	0.3546	0.4328	0.2473	-