



THE CORPORATION OF THE CITY OF COURTENAY
COUNCIL AGENDA

Meeting #: R20/2022
Date: December 12, 2022
Time: 4:00 p.m.
Location: CVRD Civic Room, 770 Harmston Ave, Courtenay

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

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Request for exemption of DCC's for the Wachiay Affordable Housing Project, and an update of project funding and pre-development work to date from:	
• Roger Kishi, Coordinator - Homeless & Housing Programs - Wachiay Friendship Centre	
• Maris Macdonald, Macdonald Hagarty Architects	
• Lindsay Monk - M'akola Development Services	
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• Jason Hadath, Manager of Utilities Maintenance & JHSC Co-Chair	
• Burton Brand, Water Foreman & JHSC Co-Chair	
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8.4	Councillor Jolicoeur	
8.5	Councillor McCollum	
8.6	Councillor Morin	
8.7	Mayor Wells	
9.	COUNCIL RESOLUTIONS	

9.1 Overdose Prevention Services - Councillor Jolicoeur
Stopping Harm Now - Immediate & Urgent Response to inequitable access to
Overdose Prevention Services in Comox Valley

WHEREAS the impact of deaths due to toxic drugs continues to disproportionately impact community members who identify as Indigenous, men aged 19 to 39, and people working in the trades;

WHEREAS British Columbia has declared a public health emergency, and the BC Coroner's report and the Select Standing Committee of Health's report on the toxic drug crisis have all highlighted the importance of harm reduction services such as overdose prevention sites;

WHEREAS the primary mode of consumption in Northern Vancouver Island is inhalation, 58% in a recent report but anecdotal higher, and the Comox Valley is the only community on Vancouver Island without inhalation services at an Overdose Prevention Site;

WHEREAS the Community Action Team has been advocating for an Overdose Prevention Site with inhalation since May 2021 and funding and a RFP came through for an OPS with inhalation in June 2022, and the Community Action Team supported a collaborative discussion with community service provider partners & peers - AVI Health & Community Services, Comox Valley Street Outreach, Community Cares Peer Outreach, CVTS and Indigenous Women's Sharing Society to develop a proposal for the OPS with inhalation services;

AND WHEREAS in November 2022 Island Health notified the lead agency that the RFP had been cancelled;

WHEREAS people who use substances live, work, recreate, and use substances across the Comox Valley;

AND WHEREAS in the last month there has been multiple deaths and approximately 21 deaths from January to September in the Comox Valley due to toxic drug overdose poisonings;

THEREFORE BE IT RESOLVED THAT the City of Courtenay champion the equitable access to the life-saving service of inhalation overdose prevention, harm reduction services, and other support services,

THAT the City of Courtenay immediately & urgently request to Island Health the establishment of a temporary Overdose Prevention Site that includes Inhalation services and immediately provide stop gap measures including operational and financial leadership to prevent further harm and deaths in the community as a result of toxic drug poisoning;

THAT the City of Courtenay work collaboratively with peers, people who use

substances, service provider partners, community support groups, outreach services, Community Action Team and Island Health in establishing an immediate temporary site for inhalation services on city owned property in proximity to other shared services;

THAT the City of Courtenay expeditiously facilitate the safe and dignified access and provision to the identified location for the use of inhalation overdose prevention services;

THAT the City of Courtenay collaborate with service provider and the Health Authority to engage in public communications to inform the public of the purpose, details and intent around the temporary OPS service;

THAT the City of Courtenay collaborate with the DCBIA to respond to concerns and issues arising from this service;

AND THAT the City of Courtenay send a letter requesting support from municipal partners, Island Health, RCMP, SD71 and the Ministry of Mental Health & Addictions for the establishment of the temporary service and commitment for a permanent lifesaving service of inhalation overdose prevention services in Comox Valley.

9.2 Substance Use Strategy - Councillor Jolicoeur
Motion - Addressing Harms Related to Substance Use - Support for Phase 3 of
the Comox Valley Substance Use Strategy

WHEREAS the City of Courtenay has previously supported the Comox Valley Substance Use Strategy Committee through many iterations since 2002 including the recent Phase 1 & Phase 2 of the Comox Valley Substance Use Strategy;

WHEREAS substance use and misuse impacts the social, economic and health of Courtenay residents, families, businesses, organizations and workplaces while disproportionately impacting those who are systemically and economically disadvantaged;

WHEREAS addressing the impacts of substance use and the role of government policy has real life impacts on people who use substances and those who are impacted by substance use;

WHEREAS substance use and misuse is a health, economic, social and community issue and the commitment to equity, health, safety and social cohesion considers the importance of substance use services, and the access, distribution and use of substances within a community;

WHEREAS the impacts of substance use does not know regional boundaries.

THEREFORE BE IT RESOLVED THAT the City of Courtenay champion, advocate and continue to provide in-kind support through staff time to the Comox Valley Substance Use Strategy Committee (CVSUSC), in addition to providing specific support for the developing of data sharing agreements and to provide requested data to the committee;

THAT the City of Courtenay provide \$18,000 from Budget 2023/2024 for Phase 3 of the Comox Valley Substance Use Strategy to the CVSUSC;

THAT the City of Courtenay send a letter to other regional partners (eg. municipal governments, Island Health, RCMP, SD71) encouraging their active commitment and financial support to Phase 3 of the Comox Valley Substance Use Strategy;

THAT the City of Courtenay staff provide a staff report on engaging in a review of municipal culture, bylaws, policies, practices, services and programs impacts on substance use in the community and provide the findings to the CVSUSC.

10. UNFINISHED BUSINESS

10.1	Council Appointments (Alternates)	97
11.	NOTICE OF MOTION	
11.1	Arden School Safety Improvements - Councillor McCollum	99
	WHEREAS school active travel planning has many benefits for students, the community, and the environment, and	
	WHEREAS the Arden Green Team wishes to develop safe active travel opportunities for Arden Elementary students and families,	
	THEREFORE BE IT RESOLVED THAT Council direct staff to prepare a report that outlines the options, costs and feasibility for the safety improvements requested by the Arden Green Team Delegation on Nov 20, 2022,	
	AND THAT Council direct staff to develop a Safe and Active Schools Program for all schools in Courtenay, in conjunction with the School District that will identify traffic safety issues on fronting and adjacent streets to schools, recommend short and long term mitigation measures, and create a capital program, including an implementation plan, for school traffic safety improvements across the City.	
12.	BYLAWS	
12.1	First, Second and Third Reading	
12.1.1	Property Tax Installment Payment Plan Bylaw No. 3085, 2022	101
12.2	Third Reading	
12.2.1	Zoning Amendment Bylaw No. 3054, 2022 (1077 Piercy Avenue)	107
13.	IN CAMERA RESOLUTION	
	THAT Council close the meeting to the public pursuant to the following subsections of the Community Charter:	
	90 (1) (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;	
	(c) labour relations or other employee relations;	
	(g) litigation or potential litigation affecting the municipality;	
	(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and	
	90 (2) (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.	

14. ADJOURNMENT



THE CORPORATION OF THE CITY OF COURTENAY
PUBLIC HEARING MINUTES

Meeting #: PH5/2022
Date: November 21, 2022
Time: 3:15 pm
Location: CVRD Civic Room, 770 Harmston Ave, Courtenay

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

Staff Present: N. Gothard, Manager of Community and Sustainability Planning
A. Proton, Manager of Legislative Services
C. Dallamore, Legislative Coordinator

1. HOW TO PARTICIPATE

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

2. CALL TO ORDER

Mayor Wells called the public hearing to order at 3:16 pm and respectfully acknowledged that the land on which the meeting was conducted is the Unceded traditional territory of the K'ómoks First Nation. The Mayor and staff read a statement to inform the public of the public hearing process.

3. BYLAWS

3.1 Bylaw 3054

Mayor Wells called the public hearing for Zoning Amendment Bylaw No. 3054 (1077 Piercy Avenue) to order at 3:16 pm. The Mayor and staff read a statement to inform the public of the public hearing process.

Zoning Amendment Bylaw No. 3054 (1077 Piercy Avenue) for the property legally described as Lot 2, District Lot 104, Comox District, Plan 12602 proposes

to rezone from a Residential Two Zone to a New site-specific Comprehensive Development Zone (CD-36) to allow a 24-unit Multi Residential Development.

Miriam Miller, 1084 Stewart Avenue expressed concerns about how the development is proceeding including parking (access through the laneway and fewer parking spaces) and suggested moving the access to Piercy Avenue instead of the laneway.

Joe Muego, Proponent, Hearth Architectural, via Zoom, advised that the original application was for a four-story rental building consisting of 37-units. The current application is for a two-story townhouse single family scale rental building consisting of 24 units and two twelve-unit wings. Its form and character are in alignment with multi-residential development permit area requirements. The proposal includes 20 vehicle parking spots and 36 bike parking spots. Study by consultants deemed access from laneway to be safer, and street lighting is being added.

Don Booth, 1085 Piercy Avenue supports the project.

Councillor Jolicoeur asked for clarification on how street lighting is being addressed.

Joe Muego, Proponent, Hearth Architectural, via Zoom, advised a street lighting analysis, particularly at the intersection of 10th Street and the laneway, found that the lighting levels were slightly lower than the City required. Part of application was based on increasing the light levels by potentially adding a light onto a Hydro pole, which is in progress.

Elaine Hammett, 1014 10th Street supports the development but would prefer if the parking access to be on Piercy Avenue.

Maris Russell, 1068 Stewart Avenue supports the project but is concerned that the only access is in the laneway and questioned why access isn't on Piercy Avenue. Other concerns include no crosswalks on 10th Street and Stewart Avenue where there is a lot of traffic, and lights shining in window at night because of lights in laneway.

Nancy Gothard, Manager of Community and Sustainability Planning, confirmed the vehicular access is only through the lane and there is a pedestrian access feature to the development from Piercy Avenue.

Roger Miller, 1084 Stewart Avenue advised Council about foot traffic through the laneway and through his yard.

Miriam Miller, 1084 Stewart Avenue (second time), voiced concerns about drainage in the laneway, no room for two lanes of traffic in the laneway, and no green space in plans.

Roger Miller, 1084 Stewart Avenue (second time), concerned that snow removal in laneway will end up in their yard.

Joe Muego, Proponent, Hearth Architectural, via Zoom, advised there would be no expansion of the laneway, adding that the current size meets requirements, and that snow removal would be private, not done by the City. The landscape plan is on the website. The proponent confirmed that vehicle access is through the laneway. This reduces pedestrian/vehicle interaction and will be safer for pedestrians overall.

Maris Russell, 1068 Stewart Avenue (second time), commented that pedestrians don't use Piercy because of all the vehicles, instead they cut through the laneway and side streets.

Roger Miller, 1084 Stewart Avenue (third time), has tried to purchase part of the laneway from the City, so the City is responsible for snow removal, and there will be a lineup of traffic trying to go left onto 10th Street.

Joe Muego, Proponent, Hearth Architectural, via Zoom, confirmed that the lane belongs to the City, but the snow removal would be done by the property owner to clear their own access.

Mayor Wells called twice for speakers and waited one minute for additional submissions.

Miriam Miller, 1084 Stewart Avenue (third time), added that the lane is only wide enough for one vehicle and requested clarification about what aspects of the design can still be changed if the Bylaw was adopted. Have personally spent a lot of money on improvements to their property, which benefit the neighbourhood, and have safety concerns. Supports the project but questioned the development process.

Nancy Gothard, Manager of Community and Sustainability Planning, clarified that the zone is a comprehensive development zone which is specific to the property. Included in the zone is a deep rear setback to allow the parking and lane access. Other design features can still be changed but the building will stay in the same location if the bylaw is passed.

Councillor Hillian noted that Public Hearings are held to hear submissions from the public, but decisions are made at a later point.

The City also received one written submission (see agenda) regarding Bylaw No. 3054.

4. ADJOURNMENT

Mayor Wells called three times for speakers and waited one minute for additional submissions. There being no further speakers, Mayor Wells closed the public hearing for Bylaw No. 3054 at 4:01 pm.

CERTIFIED FAIR AND ACCURATE:

Mayor Bob Wells

Adriana Proton, Corporate Officer



THE CORPORATION OF THE CITY OF COURTENAY
COUNCIL MINUTES

Meeting #: R19/2022
Date: November 21, 2022
Time: 4:00 pm
Location: CVRD Civic Room, 770 Harmston Ave, Courtenay

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

Staff Present: G. Garbutt, City Manager (CAO)
A. Langenmaier, Director of Financial Services, via audio/video conference
K. Macdonald, Fire Chief
K. O'Connell, Director of Corporate Services
C. Rushton, Director of Recreation, Culture and Community Services
K. Shaw, Director of Public Works Services, via audio/video conference
N. Gothard, Manager of Community and Sustainability Planning, via audio/video conference
A. Proton, Manager of Legislative Services
C. Dallamore, Legislative Coordinator

1. CALL TO ORDER

Mayor Wells called the meeting to order at 4:07 pm and respectfully acknowledged that the land on which this meeting was conducted is the Unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

- November is Adoption Awareness Month. Adoptive families in British Columbia provide children with the love and support as permanent members of their family and offer children stability and a foundation to build the lives they dream of, while staying connected to their community and culture.

- Council recognized Steve Scott, a Courtenay Fire Department volunteer and an employee of the City, who represented the Comox Valley on the 2022 Tour de Rock event. The Tour de Rock is a two-week, 1,200-kilometre bike ride comprising first responders and community riders who raise money for children and their families affected by pediatric cancer.

2. INTRODUCTION OF LATE ITEMS

Mayor Wells added item 12.1, Notice of Motion from Councillor Jolicoeur. Mayor Wells deferred items 11.1, Council Appointments (Alternates) and 12.2.1 Zoning Amendment Bylaw No. 3054, 2022 (1077 Piercy Avenue) to the December 12th, 2022, meeting. With no objections, Council proceeded with the agenda as amended.

3. ADOPTION OF MINUTES

3.1 Regular Council Minutes - November 7, 2022

3.2 Special Council Minutes - November 8, 2022

Moved By Frisch

Seconded By Cole-Hamilton

THAT Council adopt the November 7, 2022 Regular Council Minutes and November 8, 2022 Special Council Minutes.

CARRIED

4. PRESENTATIONS

4.1 City of Courtenay RCMP Quarterly Statistics Report - Inspector Kurvers, OIC

Moved By Hillian

Seconded By Frisch

THAT Council receive the City of Courtenay RCMP Second Quarterly Statistics Report for 2022.

CARRIED

5. DELEGATIONS

5.1 Arden Green Team - Infrastructure Improvement Requests

Moved By Hillian

Seconded By Frisch

THAT Council receive the Arden Green Team presentation.

CARRIED

5.2 Downtown Courtenay Business Improvement Area - DCBIA Bylaw 2264

Moved By Hillian

Seconded By Cole-Hamilton

THAT Council receive the DCBIA presentation.

CARRIED

6. STAFF REPORTS

6.1 Recreation, Culture and Community Services

6.1.1 Substance Use Strategy - Comox Valley Community Health Network

Moved By Frisch

Seconded By Morin

THAT Council receive the Comox Valley Community Health Network - Substance Use Strategy presentation.

CARRIED

6.1.2 Situation Tables and Request for Letter of Support

Moved By Frisch

Seconded By McCollum

That based on the November 21, 2022 staff report Situation Tables and Request for Letter of Support, Council adopt OPTION 1 to support John Howard Society of North Island in applying as the Lead organization in the formation and coordination of a situation table in the Comox Valley through a letter of support.

CARRIED

6.2 Corporate Services

6.2.1 Council Procedure Bylaw – Proposed Amendments

Moved By Hillian

Seconded By Cole-Hamilton

THAT Council direct staff to bring forward a bylaw to amend the Council Procedure Bylaw No. 2730, 2013 as follows:

1. Set the standard meeting type as hybrid (in person and electronic) and permit electronic participation in all meetings in accordance with the Community Charter.
2. Delegate to the City Manager the authority to change the meeting type from hybrid to electronic in circumstances that pose a risk to the meeting participants.
3. Change the process for setting the annual council meeting schedule, requiring an annual meeting schedule to be adopted by Council prior to the December 31st of the preceding year.
4. Update the meeting location section and permit meetings at the CVRD administrative building and Courtenay City Hall, and alternative locations within City boundaries.
5. Authorize the Corporate Officer, in consultation with the Mayor and City Manager to amend the start time of a Regular Council meeting to accommodate the closed portion of the meeting prior to the open portion of the meeting, and cancel or establish a different day, time or place for the meeting without council resolution.
6. Remove the prescribed order of the agenda to accommodate any items of interest to Council in consultation with the Mayor and City Manager.
7. Update the public notice posting place to reflect current meeting locations.
8. Amend gendered language to be inclusive and non-binary.

9. Add a section identifying a procedure for notices of motion where notice is provided in writing and read aloud at a preceding meeting for consideration at the next regular meeting unless council resolves to consider the motion without notice.
10. Identify ineligible delegations.
11. Change the adjournment time from 12:00 a.m. to 9 p.m.
12. Update language generally to clarify procedures without changing the procedure or its intent.

CARRIED

Councillor Frisch left the meeting at 6:22 and returned at 6:24 pm, and was absent for the vote.

With no objections, Mayor Wells amended the order of the agenda to address item 6.3.1, Development Permit with Variance No. 2202 - 320 1st Street

6.3 Development Services

6.3.1 Development Permit with Variance No. 2202 – 320 – 1st Street

Moved By McCollum

Seconded By Hillian

THAT based on the November 21, 2022, staff report, “Development Permit with Variance No. 2202 – 320 1st St”, Council issue Development Permit with Variance No. 2202.

CARRIED

Mayor Wells called a recess at 6:25 pm. The Council meeting resumed at 6:45 pm.

With no objections, Mayor Wells amended the order of the agenda to address Internal Reports and Correspondence, starting with the item originally numbered 8.2, the Fire Department Management Report.

7. INTERNAL REPORTS AND CORRESPONDENCE

7.1 Fire Department Management Report

Moved By Cole-Hamilton

Seconded By Hillian

THAT Council receive the Fire Department Management Report.

CARRIED

7.2 Corporate Services Management Report

Moved By Frisch

Seconded By Cole-Hamilton

THAT Council receive the Corporate Services Management Report.

CARRIED

7.3 Public Works Management Report

Moved By Frisch

Seconded By Morin

THAT Council receive the Public Works Services Management Report.

CARRIED

7.4 Heritage Advisory Commission Meeting Minutes, September 22, 2022

Moved By Frisch

Seconded By McCollum

THAT Council receive the September 22, 2022 Heritage Advisory Commission meeting minutes.

CARRIED

7.5 Heritage Advisory Commission Letter

Moved By Hillian

Seconded By Frisch

In consideration of:

- 1) Council's November 19, 2018 resolution to allocated gaming funds up to \$25,000 to the refurbishment of the old City Hall clock; and
- 2) The outstanding Heritage Advisory Committee motion for City staff to install the old City Hall clock on City Hall;

THAT Council pre-approve for 2023 \$14,826 to the heritage commission operating budget;

THAT staff allocate \$14,826 from gaming grant funds to fund this initiative; and

THAT Council direct staff to work towards installing the old city hall clock before Heritage Week 2023 which falls on the third week of February.

CARRIED

Staff noted that they will inspect the planned location for the clock and confirm with Council prior to installation.

8. STAFF REPORTS

8.1 Corporate Services

8.1.1 2023 Council Calendar

Moved By Jolicoeur

Seconded By Frisch

THAT Council approve the following 2023 Council Meeting Calendar:

- January 11th and 25th
- February 8th and 22nd
- March 8th and 22nd
- April 12th and 26th
- May 10th and 31st
- June 14th and 28th
- July 12th and 26th
- August 30th
- September 13th and 27th
- October 11th and 25th
- November 8th and 22nd
- December 6th

and;

THAT the Council meetings be held at 4:00 p.m. in the Civic Room at the Comox Valley Regional District administration building located at 770 Harmston Avenue, Courtenay, BC unless otherwise posted.

CARRIED

9. EXTERNAL REPORTS AND CORRESPONDENCE

9.1 Association of Vancouver Island and Coastal Communities (AVICC)

Moved By Frisch

Seconded By Jolicoeur

THAT Council receive correspondence from the Association of Vancouver Island and Coastal Communities (AVICC) regarding the 2023 Annual General Meeting (AGM) and Convention "Call for Resolution" and "Call for Nominations for Executive".

CARRIED

10. COUNCIL REPORTS

10.1 Councillor Cole-Hamilton

Councillor Cole-Hamilton reviewed his attendance at the following event:

Nov 20 - Weird Church Transgender Day of Remembrance

10.2 Councillor Frisch

Councillor Frisch reviewed his attendance at the following event:

Co-op housing meeting with local housing advocates

10.3 Councillor Hillian

Councillor Hillian reviewed his attendance at the following events and submitted a report of activities:

Oct 4 – Lawrence Burns Park dedication

Oct 5 – K’omoks First Nation Main Treaty Table; Coalition to End Homelessness

Oct 12 – Justice Centre Campagnolo Lecture
Oct 13 – Kus-kus-sum Partner meeting
Oct 20 – Ukrainian support meeting
Oct 24 – 28 – Council orientation
Oct 27 – Lake Trail Community Association AGM
Oct 28 – CV Physician Recruitment & Retention Task Force
Oct 31 – Council Relationship Building workshop

10.4 Councillor Jolicoeur

Councillor Jolicoeur reviewed his attendance at the following events:

Nov 18 - Moonlight and Magic - congratulations to organizers and participants for a successful downtown event
Nov 19 - Eureka open house

10.5 Councillor McCollum

No report provided.

10.6 Councillor Morin

Councillor Morin reviewed her attendance at the following event:

Nov 8 – Anti Racism Training - Council Orientation workshop with Jasmindra Jawanda

10.7 Mayor Wells

Mayor Wells reviewed his attendance at the following events and submitted a report of activities:

Nov 8 – Anti Racism Training
Nov 15 – CVRD Inaugural Board meeting
Nov 17 – Driftwood Mall Security Meeting
Nov 18 – Island Coastal Economic Trust Regional Meeting
Nov 18 – Downtown Courtenay Moonlight & Magic Christmas Tree Lighting
Nov 21 – Housing Central Conference – Housing First announcement

11. COUNCIL RESOLUTIONS

11.1 Rise and Report - Council Appointments

From the November 8, 2022, in camera Council meeting, Council rises and reports as follows:

THAT Council make the following City of Courtenay appointments for a one-year term starting November 8, 2022, or until amended by Council:

Comox Valley Regional District Board of Directors:

- Councillor McCollum: 5 votes
- Councillor Morin: 5 votes
- Councillor Cole-Hamilton: 5 votes
- Councillor Hillian: 4 votes

Alternate Directors: Mayor Wells Councillor Jolicoeur Councillor Frisch

Directors to Regional District Sewage Commission:

- Councillor Hillian
- Councillor Cole-Hamilton
- Councillor McCollum

Sewage Alternates: Councillor Morin, Mayor Wells, Councillor Jolicoeur, Councillor Frisch

Directors to Comox Valley Water Committee:

- Councillor Morin: 2 votes
- Councillor Hillian: 2 votes
- Councillor Cole-Hamilton: 2 votes
- Mayor Wells: 1 vote

Water Alternates: Councillor McCollum, Councillor Jolicoeur, Councillor Frisch

Directors to Comox Valley Recreation Commission:

- Councillor Hillian
- Councillor McCollum
- Councillor Morin
- Councillor Jolicoeur

Recreation Commission Alternates: Councillor Cole-Hamilton, Councillor Frisch, Mayor Wells

Directors to Regional Parks and Trails Committee:

- Councillor McCollum
- Councillor Morin
- Councillor Cole-Hamilton

Regional Parks Alternates: Councillor Frisch, Councillor Hillian, Councillor Jolicoeur, Mayor Wells

Comox Strathcona Regional Hospital District Board Directors:

- Councillor Hillian
- Councillor Morin
- Councillor Cole-Hamilton
- Councillor Jolicoeur

Hospital Alternates: Councillor McCollum, Councillor Frisch, Mayor Wells

Comox Strathcona Solid Waste Management Board Directors:

- Councillor Cole-Hamilton
- Councillor McCollum
- Councillor Morin
- Mayor Wells

Solid Waste Alternates: Councillor Hillian, Councillor Jolicoeur, Councillor Frisch
and

THAT Council make the following City of Courtenay appointments for a one-year term starting November 8, 2022, or until amended by Council:

INTERNAL APPOINTMENTS:

Finance Committee:

- Defer appointments until TOR review

Heritage Commission:

- Mayor Wells

Court of Revision (Parcel Tax Review Panel):

- Councillor Frisch
- Councillor Jolicoeur
- Mayor Wells

July 1st Organizing Team City of Courtenay:

- Defer appointments until TOR review

Parks and Recreation Advisory Committee:

- Councillor McCollum
- Alternate: Councillor Morin

EXTERNAL APPOINTMENTS

Comox Valley Coalition to End Homelessness:

- Councillor Jolicoeur
- Alternate: Mayor Wells

Comox Valley Community Justice Society:

- Councillor Jolicoeur
- Alternate: Mayor Wells

Downtown Courtenay Business Improvement Association Board:

- Councillor Frisch
- Alternate: Mayor Wells

Community Drug Strategy Committee:

- Councillor Jolicoeur

Comox Valley Community Action Team:

- Councillor Jolicoeur

Comox Valley Social Planning Society:

- Councillor Morin

Physician Recruitment Committee:

- Councillor Hillian
- Councillor Jolicoeur

Vancouver Island Regional Library (VIRL) Board:

- Councillor Cole-Hamilton
- Alternate Councillor McCollum

Kus-kus-sum Restoration Project Watershed:

- Councillor Hillian

Comox Valley Early Years Collaborative:

- Councillor McCollum

Junction Community Advisory Committee:

- Councillor Frisch

Comox Valley Food Policy Council:

- Councillor Morin

12. NOTICE OF MOTION

12.1 Notices of Motion - Councillor Jolicoeur

Councillor Jolicoeur gave notice of three motions he will add to the December 12, 2022 agenda, on the following topics:

- Inhalation Services for Overdose Prevention
- Substance Use Strategy Requests from the Comox Valley Community Health Network
- Support for Morrison Creek Headwaters Campaign

13. BYLAWS

13.1 For First and Second Readings

13.1.1 Zoning Amendment Bylaw No. 3072 (1540 Willemar Ave)

Moved By Frisch

Seconded By Cole-Hamilton

THAT Council approve OPTION 1 and give First and Second Readings of Zoning Bylaw No. 3072, 2022 (1540 Willemar Ave); and

THAT Council direct staff to schedule and advertise a statutory Public Hearing for December 12 at 3:15 pm with respect to the above referenced bylaw.

CARRIED

14. ADJOURNMENT

Mayor Wells terminated the meeting at 8:01 pm.

CERTIFIED CORRECT

Adopted by Council December 12, 2022

Mayor Bob Wells

Adriana Proton, Corporate Officer



Wachiay Friendship Centre

1625 McPhee Avenue, Courtenay, BC, V9N3A6
Phone: [250] 338-7793 Fax: [250] 338-7287 Website: www.wachiay.org

Operating in the Traditional Territories of the Pentlatch,
Sahtloot, Sasitla, E'iksan, Yayaqwilta and K'omox Coast Salish People.

October 28, 2022

Mayor & Council
City of Courtenay
via email: council@courtenay.ca

Re: Wachiay Affordable Housing Project

Our housing project continues to work its way through Courtenay's development process and we are currently responding to comments on our Building Permit application. As such, we would like to formally make a request for an exemption from Development Cost Charges (DCCs).

The exemption of DCC's would further ensure the affordability and sustainability of our project. We would appreciate the opportunity to appear as a delegation to Council to present our request, and to give an update on our project funding and development work to date.

We appreciate the development work to date with Council and Staff, and look forward to working with the in-coming Council, and continuation of work with Staff.

In friendship,

Michael Colclough
Executive Director

Attachment: Request to Appear as Delegation to Council

Cc: Info@courtenay.ca
Roger Kishi- Coordinator Homeless & Housing Programs, WFC
Monica Goodheart- President WFC
Lindsay Monk- M'akola Development Services

Our mission:

*To build a strong community rooted in the philosophy and culture of our peoples.
Greetings, Waachiyah, Gi'lakas'la, Tansi, Cacim hihak kwaa, A-a-a sii em,*

October 12, 2022

City of Courtenay
830 Cliffe Avenue, Courtenay,
B.C. V9N 2J7

Attention: Ms. Paige Knapman - Occupational Health & Safety and Return to Work Advisor

Dear Ms. Knapman

Congratulations for receiving the 2022 Safety Improvement Award.

The BC Municipal Safety Association recognizes local governments for activities that improve their experience rating, and ultimately reduce injuries, illness, disease, and fatalities with the Safety Improvement Award.

The City of Courtenay has demonstrated a notable example of leadership, dedication, and hard work in reducing the costs of claims by creating a safer and healthier workplace and helping injured workers recover and return to work.

Your organization should take immense pride in the receipt of this recognition and celebrate this achievement with all staff.

Yours truly,



Mike Roberts
CEO
BC Municipal Safety Association



STAFF REPORT

To: Council

File No.: 2380-20

From: Director of Corporate Services

Date: December 12, 2022

Subject: Lease Agreement Renewals: 17th Street parking lot, RCMP Storage Building and Compound, CV Chamber of Commerce

PURPOSE:

The purpose of this report is for Council to consider:

- Renewing the lease with LET Investments for a parking lot on 17th Street; and,
- Renewing the lease with the RCMP for the storage building and compound; and,
- Renewing the lease with the Comox Valley Chamber of Commerce.

CAO RECOMMENDATIONS:

City of Courtenay and LET Investments – 17th Street Parking Lot

1. THAT Council authorize a lease for a term of five years with three additional five-year options to renew with LET Investments for the property having a legal description of PID: 001-611-488, those parts of sections 41 and 68, Comox District, shown in heavy outline on Attachment A, except part in plan VIP89160; and,
2. THAT Council delegate authority to the Director of Corporate Services to consider and approved any amendments to the terms and conditions of the lease upon renewal, future assignments, and determine approval of the three additional five-year options to renew.

City of Courtenay and RCMP – Storage Building and Compound Lease

1. THAT Council authorize a lease for a term of five years with three additional five-year options to renew to the Comox Valley RCMP for the property located at 721B Grant Avenue, having a legal description of PID: 026-731-681 Lot 2, Plan VIP81287, Section 61, Comox Land District; and,
2. THAT Council delegate authority to the Director of Corporate Services to consider and approve any amendments to the terms and conditions of the lease upon renewal, future assignments, and determine approval of the three additional five-year options to renew.

City of Courtenay and Comox Valley Chamber of Commerce – Renewal with Amendments

1. THAT Council authorize a lease for a term up to one year including lease termination options within the period to the Comox Valley Chamber of Commerce for the property located at 2040 Cliffe Avenue, having a legal description of PID:001-154-664, Lot 1, Section 68, Comox District, Plan 15512; and,
2. THAT Council delegate authority to the Director of Corporate Services to consider and approve any amendments to the terms and conditions of the lease.

Geoff Garbutt, M.PL., MCIP, RPP
City Manager (CAO)

BACKGROUND:**LET Investments – City-Owned Portion of 1700 Cliffe Avenue Parking Lot**

In September, 1990, the City signed a 30-year lease (5 year renewals) with LET Investments for a portion of the parking lot located at 1700 Cliffe Avenue. The city-owned portion of the parking lot abuts 17th street and provides 20 vehicle parking spaces for adjacent commercial properties operating at 1742 Cliffe Avenue. The lease expired on June 30th, 2020 and does not include any renewal options necessitating a new lease agreement.

RCMP – Storage Building and Compound Lease Renewal

The RCMP has leased 721(B) Grant along with an outdoor fenced compound since 2008. The unit and the compound are used for equipment storage. The RCMP has requested to exercise their option to extend the lease for an additional five-year period. The lease expired on February 28th, 2022 and is currently in a hold over period.

Comox Valley Chamber of Commerce Lease Renewal

The CV Chamber of Commerce has leased the building located at 2040 Cliffe Avenue since 2008. The building is used as the primary offices of the CV Chamber of Commerce. The current term of the lease will expire on December 31, 2022. The CV Chamber has requested a renewal of the lease with notable amendments to the term and notice requirements. They are requesting Council consider a variable term of up to one year with the possibility of early termination subject to 60 days' notice.

DISCUSSION:**LET Investments – City-Owned Portion of 1700 Cliffe Avenue Parking Lot**

The City maintains ownership of the portion of the parking lot at 1700 Cliffe Avenue due to its proximity to 17th street – a major City roadway. The rentable area of land is 10,949.60 square feet. Staff are recommending an annual rent of \$2682.60 (2020 rent) per year with a rental increase of 2% annually thereafter, the Agreement would be retroactive to July 1st, 2020.

RCMP – Storage Building and Compound Lease Renewal

The current lease agreement includes renewal options of five-year increments. Staff recommend renewing the lease agreement with the RCMP for the storage building and parking compound for an additional five years with standard contract updates (e.g. insurance, indemnification etc.) and a rental increase consistent with historical rates - 2% annual increase. The 2022 annual rate for the Storage building would be \$10,404 and the 2022 annual rate for the parking compound would be \$5,814, to be retroactively applied March 1, 2022.

Comox Valley Chamber of Commerce Lease Renewal

The CV Chamber of Commerce no longer requires an office space of the current building size and is exploring smaller space options. Under the current lease agreement, the renewal terms are established at 5 years and termination requires six months' notice. To permit the CV Chamber of Commerce to remain in the current building while they seek a more suitable space, a short-term renewal of up to one year with an early termination option with two months' notice is recommended. The new "up to one-year" lease renewal would include any required updates as per current lease contract standards, and would reflect and include a 4% rent adjustment starting January 1, 2023, consistent with previous agreements. The 2023 monthly lease rate would be \$1602.56 (\$19,230.67/year).

Delegation of Authority

As the subject properties, tenants and agreement forms of the aforementioned lease renewals and amendments are routine in nature, staff recommend delegating to the Director of Corporate Services approval authority of future amendments, assignments and renewals. Delegating consideration and approval authority to the Director will significantly decrease administrative process timelines and improve service to tenants.

FINANCIAL IMPLICATIONS:

Legal fees of approximately \$1500 are anticipated to prepare the lease and lease renewals as proposed. The 2023 annual lease rates are as follows:

2023: 1700 Cliffe Avenue, Portion of Parking Lot = \$2846.80

2023: 721(B) Grant Avenue, Storage Building and Parking Compound = \$16,542.36

2023: 2040 Cliffe Avenue, Chamber of Commerce = \$19,230.68

Retroactively applied rate adjustment will be recovered upon execution of the agreements for 1700 Cliffe Avenue and 721(B) Grant Avenue.

ADMINISTRATIVE IMPLICATIONS:

Administrative responsibilities are addressed under the annual operations of the Corporate Services Department.

ASSET MANAGEMENT IMPLICATIONS:

The properties are part of the City’s building asset registry and are assessed as part of the Asset Management Process.

STRATEGIC PRIORITIES REFERENCE:

We focus on organizational and governance excellence

- Responsibly provide services at levels which the people we serve are willing to pay
- Communicate appropriately with our community in all decisions we make

Proactively plan and invest in our natural and built environment

- Focus on asset management for sustainable service delivery
- ▲ Support social, economic, and environmental sustainability solutions

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

OFFICIAL COMMUNITY PLAN REFERENCE:

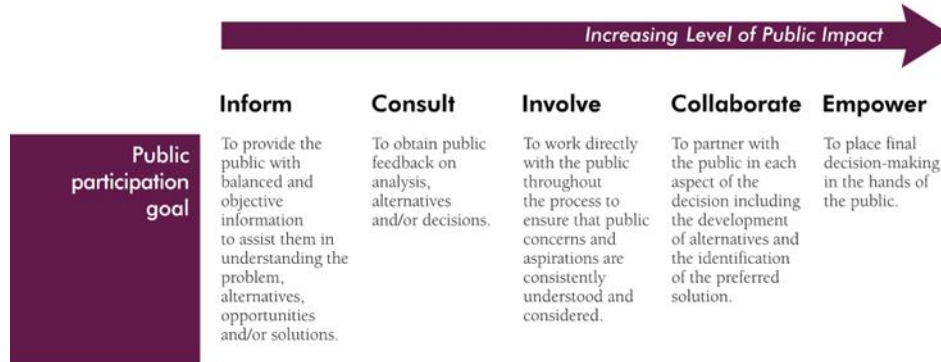
NA

REGIONAL GROWTH STRATEGY REFERENCE:

NA

CITIZEN/PUBLIC ENGAGEMENT:

Section 26 [notice of proposed property disposition] of the *Community Charter* requires that notice be given prior to property disposition and in accordance with notification requirements outlined in Section 94.



OPTIONS:

Option 1:

City of Courtenay and LET Investments – 17th Street Parking Lot

1. THAT Council authorize a lease for a term of five years with three additional five-year options to renew with LET Investments for the property having a legal description of PID: 001-611-488, those parts of sections 41 and 68, Comox District, shown in heavy outline on plan 42178, except part in plan VIP89160; and,
2. THAT Council delegate authority to the Director of Corporate Services to consider and approved any amendments to the terms and conditions of the lease upon renewal, future assignments, and determine approval of the three additional five-year options to renew.

City of Courtenay and RCMP – Storage Building and Compound Lease

1. THAT Council authorize a lease for a term of five years with three additional five-year options to renew to the Comox Valley RCMP for the property located at 721B Grant Avenue, having a legal description of PID: 026-731-681 Lot 2, Plan VIP81287, Section 61, Comox Land District; and,
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2. THAT Council delegate authority to the Director of Corporate Services to consider and approve any amendments to the terms and conditions of the lease.

Option 2: That Council refer this item back to staff for further consideration.

Prepared by,



Kate O'Connell, MPP
Director of Corporate Services

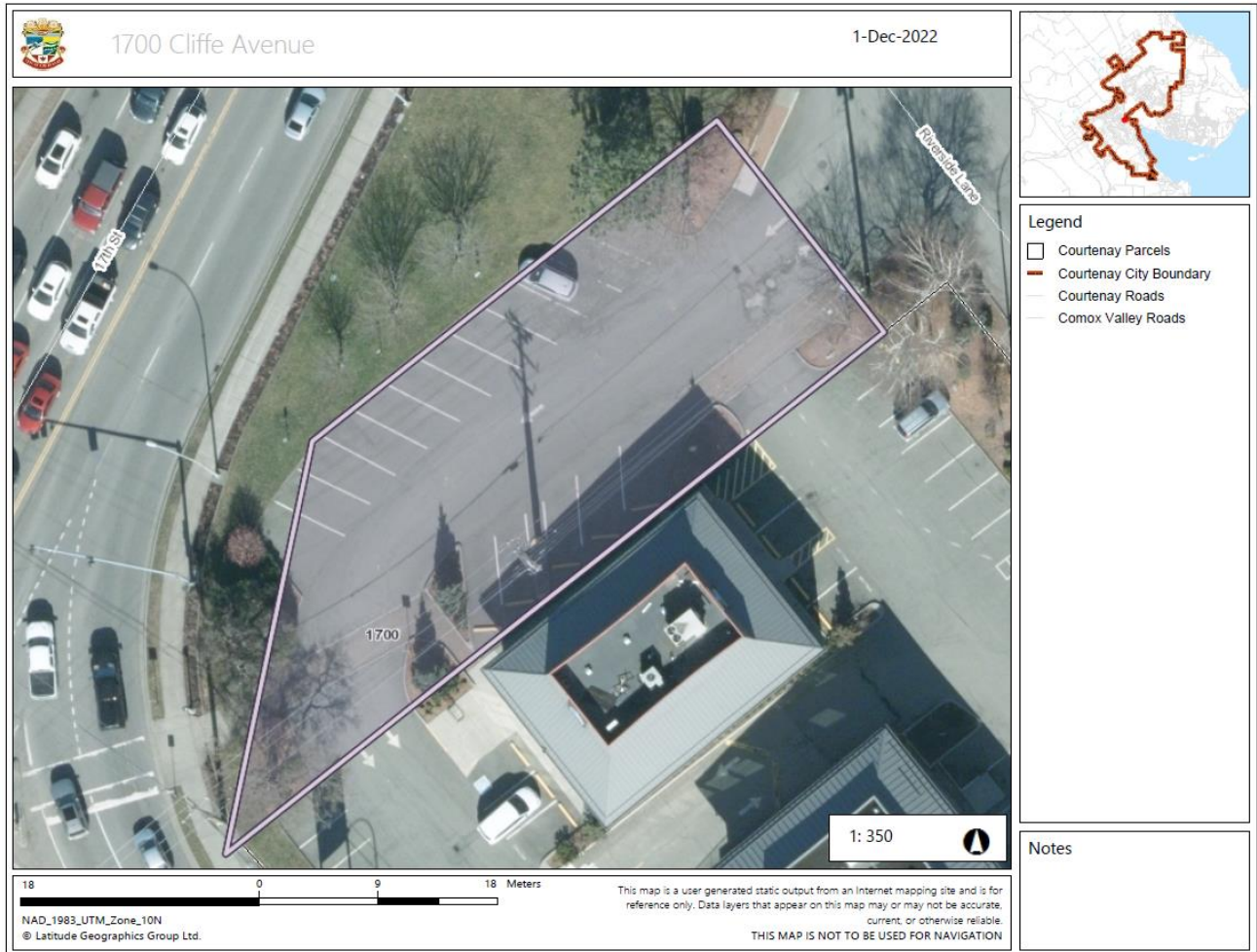
Concurrence by:



Geoff Garbutt, M.PL., MCIP, RPP
City Manager (CAO)

Attachment: Area Plan

Attachment A: Area Plan





STAFF REPORT

To: Council
From: Manager of Human Resources
Subject: Benefit Provisions for Elected Officials

File No.: 0530-00
Date: December 12, 2022

PURPOSE:

To seek Council consideration of city-paid benefit premiums for Elected Officials for the 2022-2026 Council term.

CAO RECOMMENDATIONS:

1. THAT Council approve a 100% City pays premium model for dental and extended health for Elected Officials and their families.

Geoff Garbutt, M.PL., MCIP, RPP
City Manager (CAO)

BACKGROUND:

At the April 25, 2022 Council Meeting, Council considered an amendment to the Council Remuneration Bylaw. Upon consideration, Council passed the following motion:

THAT Based on the April 25, 2022 staff report "Council Remuneration Review" Council approve Option1 and that Bylaw 2941 be amended to adjust the Mayor's remuneration to \$83,000 and Councillors' remuneration to \$33,200; and

THAT following the 2022 municipal election, a review of the City of Courtenay Council Remuneration process and policy be undertaken and recommendations for an updated review procedure be considered.

This policy review work is planned to be undertaken in late 2023, however, enrolment timelines for the Union of BC Municipalities Benefits Plan (the Plan) necessitates early consideration by Council of the provision of medical benefits to elected officials. Benefits are offered to Elected Officials under the following criteria:

- Enrollment for benefits must be within four months of appointment to council (deadline for enrollment is February 28, 2023)
- Enrollment must be for the full term of office
- There must be a minimum of three elected official applicants
- For the optional life insurance coverage, only one multiple can be chosen and will apply to everyone in the group purchasing the optional group life coverage

Benefits covered under the Plan include:

- Extended Health Care (EHC)
- Dental
- Optional Life Insurance
- Optional Accidental Death & Dismemberment (AD&D)
- Employee and Family Assistance Program (EFAP)

The UBCM provides guidance to municipal governments on the provision of benefits to Elected Officials and recommend “*that the payments of premiums [for Elected Officials] follow the same structure as your non-union staff plans. That is, if your non-union staff plans are 100% employer paid then that arrangement should continue for Elected Officials*”. The UBCM acknowledges the variety of financial positions of local governments throughout the province, and respects the decision of each local government’s enrollment choice.

Historically the City of Courtenay has not covered the enrollment cost of Elected Officials in the UBCM Benefits Plan which has presented a barrier to participation in the Plan. Under the Elected Official pay model, the City has not met the minimum enrollment threshold in most terms resulting in the ineligibility of Elected Officials to access the benefits.

DISCUSSION:

The Council Remuneration Review conducted by the City in of April 2022 showed that 7 of the 13 municipalities surveyed provided extended health and dental to their Elected Officials. Although the data collected did not provide consistent details on the payment contribution structures of the benefit premiums, covering the costs of benefit premiums for Elected Officials would be consistent with the recommendation of the UBCM as the City currently pays 100% of the premiums for Extended Health and Dental Benefits for non-union (exempt) staff. It is reasonable to assume that should the City pay some or all of the premiums the ability of Elected Officials to access the benefit Plan would improve significantly.

Council is provided the following options for consideration:

Option		Annual Individual Cost	Annual Group Cost
Option 1:	100% City pay premium model	\$3,468	Up to \$24,276 (3 min = \$10,404)
Option 2:	50% City pay premium model	\$1734	Up to \$12,138 (3 min = \$5202)
Option 3:	Status Quo – 100% Elected Official pay premium model	Costs 100% born by elected officials	

Based on the UBCM recommendations, and in recognition that a more fulsome review of Council benefits and remuneration will be undertaken in 2023, to decrease barriers to participation and access of medical benefits, staff recommend Council provide benefit coverage to all individual Elected Officials and their families with premiums paid by the City (City-pay model). Elected Officials that do not require the benefit coverage can opt out of the Plan which will decrease the cost of coverage to the City.

FINANCIAL IMPLICATIONS:

Option	Annual Group Cost
Option 1: City covers 100% of the premium.	Up to \$24,276 (3 min = \$10,404)
Option 2: City covers 50% of the premium.	Up to \$12,138 (3 min = \$5202)

Actual costs will be dependent on enrolment; therefore, a range is provided showing the minimum require enrolment (3) and the full cost of enrolment should all Elected Officials choose to participate. Premiums are subject to minor inflationary adjustments over the term.

ADMINISTRATIVE IMPLICATIONS:

As the medical benefits are not considered remuneration, an amendment to the Council Remuneration Bylaw is not required. Administration implications include assistance with enrolment processes which would be supported by the Human Resources Department.

ASSET MANAGEMENT IMPLICATIONS:

NA

STRATEGIC PRIORITIES REFERENCE:

We focus on organizational & governance excellence

- Communicate appropriately with our community in all decisions we make.
- Responsibly provide services at levels which the people we serve are willing to pay.

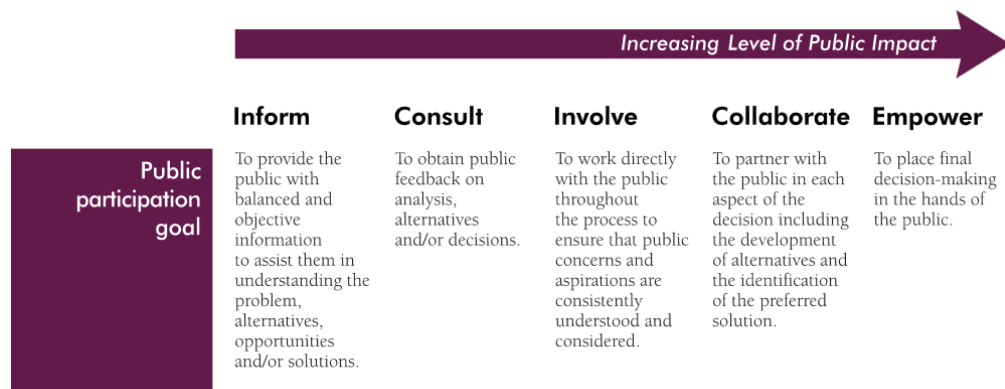
● **AREA OF CONTROL:** The policy, works and programming matters that fall within Council's jurisdictional authority to act

▲ **AREA OF INFLUENCE:** Matters that fall within shared or agreed jurisdiction between Council and another government or party

■ **AREA OF CONCERN:** Matters of interest that are outside Council's jurisdictional authority to act

CITIZEN/PUBLIC ENGAGEMENT:

The public will be **informed** of the via Council report in accordance with the IAP2 Spectrum of Public Participation.



OPTIONS:

- Option 1: THAT Council approve a 100% City pays premium model for dental and extended health for Elected Officials and their families. **(recommended)**
- Option 2: THAT Council approve a 50% City pays premium model for dental and extended health for Elected Officials and their families.
- Option 3: THAT Council maintain the current approach with Elected Officials paying 100% of the benefit premiums.

Prepared by:



Lynda Roach
Manager of Human Resources

Reviewed by:



Kate O'Connell, M.P.P.
Director of Corporate Services

Concurrence By:



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

Concurrence By:



Geoff Garbutt, M.PL., MCIP, RPP
City Manager (CAO) *Attachments:*

Attachment: UBCM Group Benefits Plan



UBCM Group Benefits Plan

GROUP
INSURANCE FOR
ELECTED
OFFICIALS

Presented in partnership with



George & Bell
CONSULTING



PACIFIC BLUE CROSS™



Group Insurance For Elected Officials

UBCM offers comprehensive group insurance coverage available to all local government staff and elected officials in British Columbia. Historically, UBCM has offered group insurance benefits to elected officials and a number of our members have taken advantage of these benefits. With local government elections approaching, we wanted to remind members about this offer and provide details of the coverage and enrolment process as described below.

COVERAGE OFFERED TO ELECTED OFFICIALS

The following is information about the procedures for enrollment in the UBCM Group Benefits Plan for Elected Officials, offered by our current carrier, Pacific Blue Cross/ BC Life:

A) Available Benefits

Elected officials who meet the eligibility requirements may participate in the following benefits:

- Extended Health Care
- Dental
- Employee and Family Assistance Plan (EFAP)
- Optional Life Insurance
- Optional Accidental Death and Dismemberment

(Elected Officials are excluded from participating in Group Life, Dependent Life, Accidental Death and Dismemberment, Short Term and Long Term Disability, and Critical Illness because these benefits are based on salary earned while employed.)

B) Eligibility

There must be a minimum of three (3) elected official applicants in your local government to enroll. Applications made by local governments that **do not currently** have their staff benefit plans under the UBCM Group Benefits Plan may be reviewed for consideration.

C) Benefit Provisions & Costs

1. Extended Health and Dental

For those local governments that have their staff benefits through the UBCM Group Benefits Plan, there is the option to provide your elected officials with the **same** level of benefits/plan design that you provide to your non-union staff for Extended Health and Dental. Under this approach, the existing group rates for the non-union staff plan would apply.

If you do not have staff benefits under the UBCM Group Benefits Plan, or you do not wish to provide the same level of benefits to Elected Officials, then you can choose a standard package. The standard package cost and benefit limits include:

a. Standard Extended Health Benefit Plan (Standard EHB):

- 80% reimbursement of eligible expenses
- Lifetime maximum of \$50,000
- \$25 per year single or family deductible
- 60 day trip duration

b. Enhanced Extended Health Benefit Plan (Enhanced EHB):

- 80% reimbursement of eligible expenses
- ***Lifetime maximum of \$50,000***
- \$25 per year single or family deductible
- 60 day trip duration
- Vision Care to a maximum of \$300 every two years
- \$100 every two years for eye exams
- \$300 per year for each covered practitioner (acupuncture, chiropractic, naturopath, physiotherapy, massage, podiatry, speech and psychologist)

c. Dental:

- 80% reimbursement of Plan A “Routine” expenses
- 50% reimbursement of Plan B “Major Restorative” expenses
- No annual maximum on Plan A or B

2. Employee and Family Assistance Plan (EFAP):

- Premium of **\$3.33** per month for single coverage and family coverage
- Employee and Family Assistance plan, delivered through a partner, Homewood Health, services provided include telephone assessment, consultation, resources, support, advice and coaching on a full range of issues faced by individuals, parents, families, teens and young adults throughout their lives.

3. Optional Life Insurance:

Optional Group Life may be purchased in multiples of \$10,000 or \$25,000. However, only one multiple can be chosen and will apply to everyone in the group purchasing the optional group life coverage.

4. Optional Accidental Death & Dismemberment (AD&D):

BC Life’s Optional AD&D provides added financial security should one be faced with accidental death, accidental dismemberment of part or all of a limb, or loss of sight, hearing or speech.

D) Enrollment

Once you have the minimum three Elected Officials wanting to enroll, then they must register as a group and choose **one** of the following combinations of coverage:

- Option 1:** Standard EHB and Dental benefits
- Option 2:** Enhanced EHB and Dental benefits
- Option 3:** Option 1 (Standard EHB & Dental) and EFAP
- Option 4:** Option 2 (Enhanced EHB & Dental) and EFAP
- Option 5:** Either the optional life and/or optional AD&D benefits (***applications can be made independent of one another***)
- Option 6:** A combination of option (1) and (5)
- Option 7:** A combination of option (2) and (5)
- Option 8:** A combination of option (3) and (5)
- Option 9:** A combination of option (4) and (5)

Each elected official will need to fill out the enrollment form found on our website with the same options.

For those local governments that have their staff benefits through the UBCM Group Benefits Plan, the elected officials will be added as a separate class to your existing contract/policy.

Enrollment for benefits must be within four (4) months of appointment to council, therefore, the **deadline for enrollment is February 28, 2023**. Failure to apply within the required timeline will elicit PBC late-applicant rules (which may include providing evidence of insurability, back-billing of premiums, and/or coverage restrictions). Also, enrollment must be for the **full term of office**; this is to protect against abuse of the Plan.

We strongly recommended having all elected officials who do not wish to participate complete Part 6 of the application form to waive group benefits to indicate that the benefits have been offered.

It would be our preference that the payments of premiums follow the same structure as your non-union staff plans. That is, if your non-union staff plans are 100% employer paid then that arrangement should continue for Elected Officials, understanding that each local government may have different policies.

If the elected official is new or returning, please fill out the applicable forms to join the Plan:

1. Application for Group Benefits; and/or
2. For optional life - "Application for Optional Life"
3. For optional AD&D - "Voluntary Accidental Death & Dismemberment"

When the forms are completed please attach all the documents and include a covering letter summarizing the names of the elected officials that are applying for these benefits. Please forward all completed forms to:

Elected Officials' Benefits
 Union of BC Municipalities
 Suite 60 – 10551 Shellbridge Way
 Richmond, B.C. V6X 2W9

For further details regarding coverage or if you would like assistance with the enrollment of your elected officials, please contact:

Elvira Khismatullina
UBCM Group Benefits Administrator
604-270-8226 ext. 111
groupbenefitsplan@ubcm.ca

If you are not currently participating in the UBCM Group Benefits Plan, we would encourage you to request a quote. We can provide you with information on cost savings, as well as the other advantages of participation.

E) Retiring Council Members or Elected Officials Not In Office

Please note that retiring council members or elected officials not currently in office should **not** remain on your benefits plans. You must inform Pacific Blue Cross/BC Life that coverage is to be terminated. **The effective date of termination will be no later than the end of December 2022.**

Retiring council members and elected officials no longer in office have the option of converting to individual policies (within 60 days for Extended Health and Dental benefits and 31 days for Optional Life and Optional AD&D) with the advantage of not needing to provide medical evidence.

- For information on individual health and dental benefits available to those not on the Group Plan any longer, we would encourage you to provide the following link: <https://www.pac.bluecross.ca/group/group-conversion.aspx>. Conversion options are available for 60 days.
- For those wishing to convert to an individual life insurance policy must apply within 31 days after terminating the group coverage and if they are under the age of 65. For more information regarding conversion, members may contact BC Life at email: BCLClaimsServices@pac.bluecross.ca



UBCM Group Benefits Plan



Your TRUSTED PARTNER with over 30 years in Benefit Administration, UBCM is here to answer questions, offer **ASSISTANCE** and **ADVOCATE** on behalf of all of our Members.



STAFF REPORT

To: Council

File No.: 3090-20-2203/DVP00036

From: Chief Administrative Officer

Date: December 12, 2022

Subject: Development Variance Permit No. 2203 – 2840 Cliffe Avenue (A&W Restaurant Sign)

PURPOSE:

The purpose of this report is for Council to consider a Development Variance Permit to vary Sign Bylaw 2760, 2013 to permit an electronic message board sign at 2840 Cliffe Avenue (A&W restaurant).

CAO RECOMMENDATIONS:

THAT based on the December 12, 2022 staff report “**Development Variance Permit No. 2203 – 2840 Cliffe Avenue (A&W Restaurant Sign)**”, Council approve OPTION 1 and not approve the issuing of Development Variance Permit No. 2203.

Respectfully submitted,

Geoff Garbutt M.PL., RPP, MCIP
City Manager (CAO)

BACKGROUND:

The subject property is located at 2840 Cliffe Avenue, is zoned C-2 (Commercial Two Zone) and is occupied by an A&W restaurant and drive-thru. The property is approximately 3,738m² (40,236ft²). The property is legally described as Lot 2, Section 67, Comox District, Plan VIP55151 (*See Figure No. 1*).

The applicant is proposing to retrofit the existing freestanding sign on site with a new dual-sided electronic message board (*See Figure No. 2*). As per Sign Bylaw No. 2760, 2013, electronic message board signs are only permitted on zones classified as “Institutional” (PA-1, PA-2, PA-3 and PA-4) which is why the variance is sought for commercial purposes.



Figure No. 1. – Subject Property context map.

The electronic message board will be used to display both moving images and videos as well as static images and copy. The content will relate to products, branding, specials, and services offered on premise by the restaurant brand.

An electronic message board sign is defined as “a sign, or portion of a sign, on which the message copy is displayed by means of electronically controlled illumination of lamps, tubes, light emitting diodes (LEDs) or other technology which can be changed through computer programming.”

The freestanding sign would maintain its original sign area, the proposed electronic message board portion of which would be 2.87m² per side.

DISCUSSION:

The City of Courtenay regulates the number, size, type, form, appearance and location of signs within City boundaries. The intent of the Sign Bylaw is to encourage aesthetically pleasing harmonious streetscapes and to prevent erecting signs that pose a safety or hazard to life or property, create traffic hazards or interfere with traffic control devices.

Table No. 1 below includes the Sign Bylaw’s regulations applicable to electronic message boards and highlights the variance sought by the applicant.

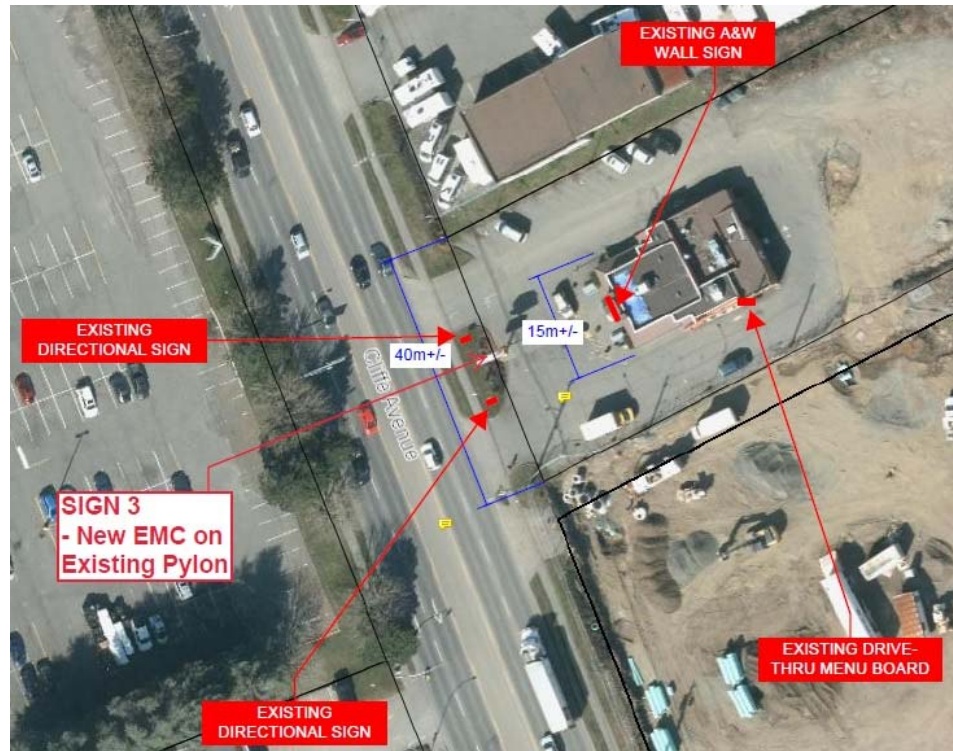


Figure No. 2. – Proposed signage location (Sign 3). EMC means Electronic Message centre.



Figure No. 3. – Existing freestanding signage.



Figure No. 4. – Proposed electronic message board.

Table No. 1: Summary of Section 5.4.2 and Variance Being Sought by Applicant

Electronic Message Board Regulations for Institutional Properties Section 5.4.2.g., Sign Bylaw No. 2760, 2013 (not permitted for commercial properties)	Variance Sought by Applicant
<p>Freestanding signs that incorporate an electronic message board are permitted on institutional zoned properties (PA-1, PA-2, PA-3 and PA-4 Zones);</p> <ul style="list-style-type: none"> i. The electronic message board can be no more than 40% of the sign area; ii. The electronic message board must only be used to advertise uses, events and activities occurring on the property or the time and temperature; iii. Each message must remain static for a minimum of 10 seconds; iv. The sign must not use scrolling, fading, flashing or animated display; and v. The electronic message board must be a monochromatic display and must include automatic dimming features to reduce light intensity in lower ambient light conditions. 	<p>The applicant is requesting that the electronic message board be permitted on a property that is zoned Commercial Two (C-2 Zone).</p>

Applicant reasoning

The proposed electronic message board has become a standard branding element for A&W locations across Canada. The digital panel greatly reduces the inherent safety risks involved with updating the copy of a manual changeable copy sign (which this digital sign is proposed to replace) while allowing more frequent content updates and increased legibility.

The combination of images and copy allow for shorter-length copy elements, which the applicant states prove less distracting to vehicle traffic than typical manual changeable copy signage that cannot display images or photos and rely solely on longer copy content to advertise the restaurant’s products, services, and specials accordingly. Additionally, the digital panel has been professionally designed with high quality materials to fit within the character of the site and surrounding area. See full applicant statement in ***Attachment No. 2.***

Staff comments

The Sign Bylaw does not have provisions for allowing signs with electronic messages boards on commercial properties. In 2013 the City undertook an extensive consultation process where the public expressed opposition towards allowing signs with electronic message boards for commercial businesses. The Sign Bylaw was intentionally written to allow signs with electronic message boards on institutional properties only for the purpose of making public service or event announcements. Staff note that the stated traffic safety benefits of electronic message boards are inconclusive based on traffic safety best management practices.

It is staff’s assessment that the proposed signage falls outside the intent of the Sign Bylaw and approval of this application could set a precedent for other signs of similar nature to be located in Commercial zones within the City.

FINANCIAL IMPLICATIONS:

There are no direct financial implications related to the processing of this Development Variance Permit application. The fee for the Development Variance Permit to vary the Sign Bylaw is \$400.00.

ADMINISTRATIVE IMPLICATIONS:

The processing of development applications is included in the current work plan as a statutory component. Staff have spent approximately 15 hours processing this application to date.

Should the proposed Development Variance Permit be approved, an additional two hours of staff time will be required to prepare the notice of permit, have it registered on title, and close the file. Additional staff time will also be required for processing and issuing a Sign Permit.

ASSET MANAGEMENT IMPLICATIONS:

There are no asset management implications related to this application.

2019-2022 STRATEGIC PRIORITIES:

- Communicate appropriately with our community in all decisions we make

OFFICIAL COMMUNITY PLAN REFERENCE:

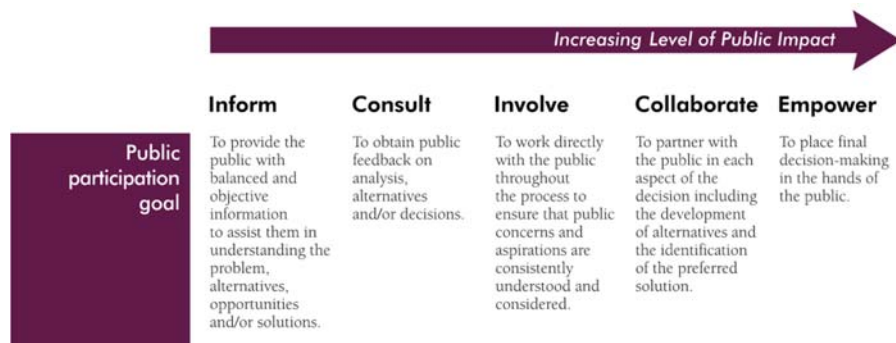
This application has no direct reference to any policies in the Official Community Plan.

REGIONAL GROWTH STRATEGY REFERENCE:

4.4 (14) - Promote and support the overall economic viability of the municipal areas so that they can continue to provide primary base for residential, commercial and institutional activities.

CITIZEN/PUBLIC ENGAGEMENT:

Staff **consulted** the public based on the IAP2 Spectrum of Public Participation



The applicant distributed an alternative public information package to property owners and occupiers within 30m of the property, as per the new Alternative Development Information Meeting process. The applicant received no comments as a result of the mail out. To date, the City has received no comments regarding the proposal. The applicant’s Public Information Meeting summary is included in **Attachment No. 3**.

OPTIONS:

OPTION 1 (Recommended):

THAT based on the December 12, 2022 staff report “**Development Variance Permit No. 2203 – 2840 Cliffe Avenue.**”, Council approve OPTION 1 and not approve the issuing of Development Variance Permit No. 2203.

OPTION 2:

THAT Council, approve OPTION 2 and direct staff to provide public notice to adjacent property owners and occupants and request feedback regarding Development Variance Permit No. 2203; and

THAT Council, make a decision on Development Variance Permit No. 2203 at the January 11th, 2023 regular Council meeting.

OPTION 3:

Defer consideration of Development Variance Permit No. 2203 pending receipt of further information.

Prepared by:



Devin Croin
Planner I – Development Planning

Reviewed by:



Nancy Gothard, RPP, MCIP
Acting Manager of Development Planning

Concurrence by:



Rob Roycroft, RPP, MCIP
Interim Director of Development Services

Concurrence by:



Geoff Garbutt, M.PL., RPP, MCIP
City Manager (CAO)

Attachments:

- 1. Attachment No. 1: Draft Development Variance Permit No. 2203*
- 2. Attachment No. 2: Rationale for Variance Request*
- 3. Attachment No. 3: Public Information Meeting Documentation*

Attachment No. 1:
Draft Development
Variance Permit

THE CORPORATION OF THE CITY OF COURTENAY

Permit No. 3090-20-2203

DEVELOPMENT VARIANCE PERMIT

To issue a Development Variance Permit

To:

Name: 0706111 BC LTD., INC.NO. BC0706111
Address: 1500-1100 Melville St.
Vancouver, BC V6E 4A6

Property to which permit refers:

Legal: LOT 2, SECTION 67, COMOX DISTRICT, PLAN VIP55151
Civic: 2840 Cliffe Avenue

Conditions of Permit:

Permit issued to the property legally described as Lot 2, Section 67, Comox District, Plan VIP55151 to permit the following variances for a freestanding sign on the parcel:

- *Sign Bylaw No. 2760, 2013*
 - *Section 5.4.2 – freestanding signs may incorporate an electronic message board in Commercial Two (C-2) zone.*

Development Variance Permit No. 2203 is subject to the following conditions:

1. Development must substantially conform to plans for the sign dimensions by Pattison Sign Group dated January 6, 2022 contained in *Schedule No. 1* and to the site plan provided by Priority Permits contained in *Schedule No. 2*, which is attached and forms part of this permit;
2. Sign location must be in accordance with the renderings contained in *Schedule No. 2*, which is attached to and forms part of this permit;
3. The operation of the electronic message board must be in conformance with all regulations contained within Section 5.4.2(g)(i)(ii)(iii)(iv)(v) of Sign Bylaw No. 2760, 2013;
4. The development shall meet all other applicable requirements, standards and guidelines;
5. No alterations or amendments shall be made without the City's permission. A formal amendment application is required if the plans change or additional variances are identified after the permit is issued.

Time Schedule of Development and Lapse of Permit

That if the permit holder has not substantially commenced the construction authorized by this permit within (12) months after the date it was issued, the permit lapses.

Date

Corporate Officer

Schedule No. 1: Renderings

Technical Drawing Details:
 - 9'7" Existing Pylon
 - 7'-10 3/8" EMC
 - 4'7 1/2" Existing EMC
 - 2"13.5" EMC by Others (from 3'7")
 - Existing 24" ø down
 - New EMC (by PSG) (to be drawn)
 - Junction Box for EMC (by PSG)
 - New Mastplate cover by PSG
 - Existing 24" ø pipe
 - Painted aluminium panel/leading for sides panel for bottom (by PSG)

NOTE: THIS PYLON IS A MATCH PLATE DESIGN
NOTE: SEE SURVEY FOR EXISTING MATCH-PLATE COVER MEASUREMENTS

EMC Area: 3'-11 3/16" x 7'-10 3/8" = 30.934m² x 2.877m²

Specifications

Install New D/F RGB EMC on Existing Pylon

D/F 16mm EMC (Two (2) S/F EMC's Back-to-Back)

- EMC and Junction box by Others
- Mounting Structure by PSG
- Painted aluminium panel/leading for sides and painted perforated panel for bottom (by PSG)
- New painted mastplate covers (by PSG)
- Installed by PSG

NOTE: FINAL CONNECTION BY OTHERS

Colours

Orange: paint to match PMS 165 C Orange

SIGN 3 - New EMC on Existing Pylon

Before

After

Project ID	
JW1-68974 R2	
Date:	
01-06-2022	
Scale:	
3/16" = 1'-0"	
Scales:	
Auto Link	
Designer:	
CF1	
Rev. #	
R2	
Date:	
01-06-2022	
Revision Note: R2: Added with status, R2: confirmed survey measurements.	

Missing Information

Review and sign-off required for installation

Electrical

120V 240V

Other

Customer Approval

Signature _____

DATE/00/00/00

AWW 0569

2840 Cliffe Ave.

Courteney, BC

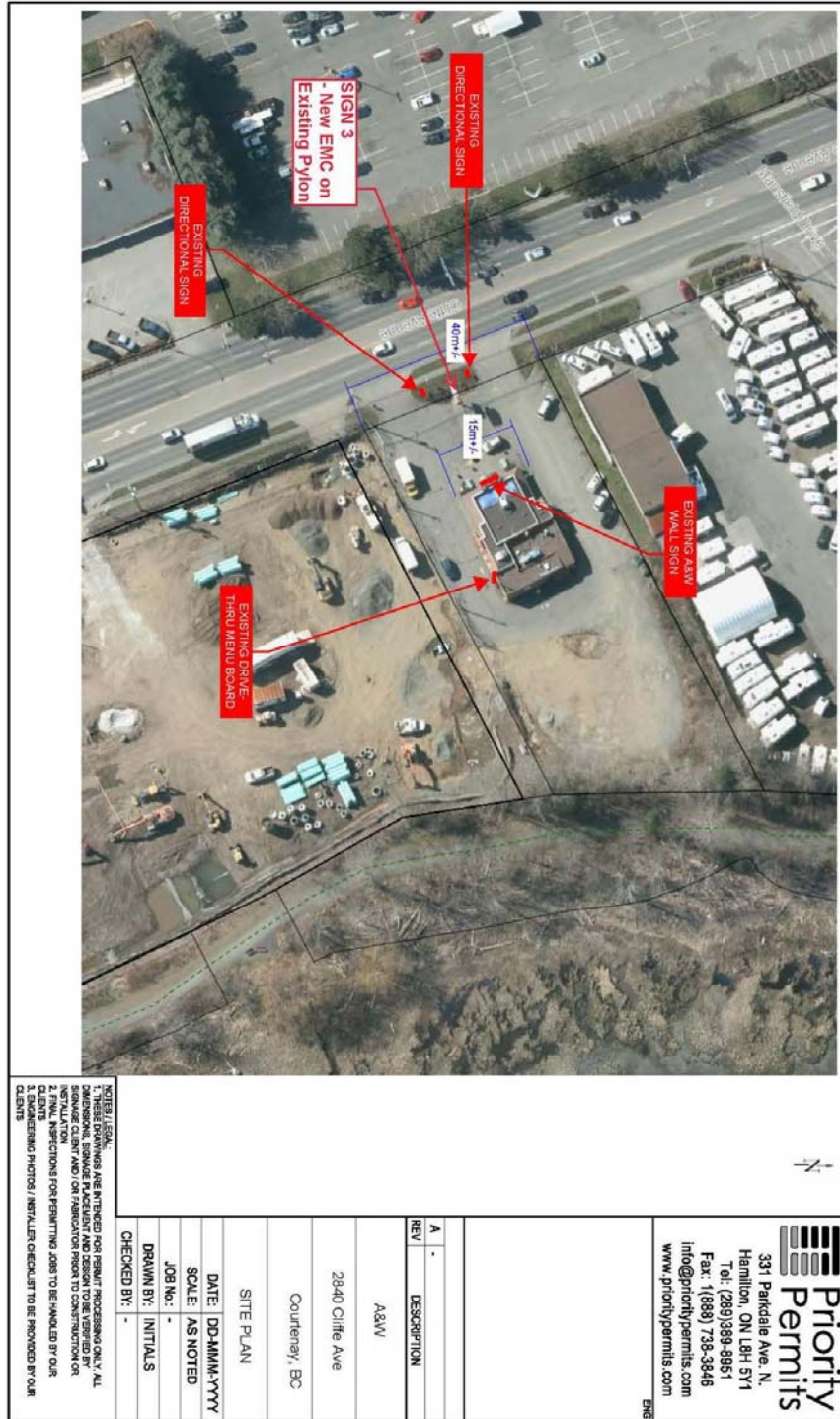
Sign Item

SG3

This sign to be installed in accordance with the requirements of Article 610 of the Municipal Electoral Code and/or other applicable laws, codes, regulations, by-laws, and other laws. The sign shall be maintained in good condition and shall be replaced if damaged.

Unauthorized, illegal and false signs are prohibited. No sign shall be placed on a public utility pole or structure. No sign shall be placed on a public utility pole or structure.

Schedule No. 2: Site Plan



NOTES: 1. SIGNAGE IS NOT TO BE INSTALLED UNTIL PERMITTING PROCESSING IS COMPLETE. ALL DIMENSIONS, SIGNAGE PLACEMENT AND DESIGN TO BE VERIFIED BY SIGNAGE CLIENT AND/OR FABRICATOR PRIOR TO CONSTRUCTION OR 2. FINAL INSPECTIONS FOR PERMITTING JOBS TO BE HANDLED BY OUR CLIENTS. 3. DIMENSIONAL PHOTOS / INSTALLATION CHECKLIST TO BE PROVIDED BY OUR CLIENTS.

REV	DESCRIPTION
A	-
A&W	
2840 Cliffe Ave	
Courteney, BC	
SITE PLAN	
DATE: DD-MMM-YYYY	
SCALE: AS NOTED	
JOB No.: -	
DRAWN BY: INITIALS	
CHECKED BY: -	

Priority Permits
 331 Parkdale Ave. N.
 Hamilton, ON L8H 5Y1
 Tel: (289)359-8951
 Fax: (289) 735-3846
 info@prioritypermits.com
 www.prioritypermits.com

Attachment No. 2:
Rationale for Variance
Request



Planning Services
City of Courtenay
830 Cliffe Ave
Courtenay, BC V9N 2J7

February 15, 2022

Letter of Rationale

**A&W Electronic Message Board DVP
2840 Cliffe Ave**

We are seeking a Development Variance Permit to retrofit a new digital sign panel on the existing freestanding pylon sign. The following bylaw deficiencies are applicable to the requested variance:

1. 5.4: Electronic Message Boards only permitted within Institutional (PA-1, PA-2, PA-3, PA-4 Zones)
 - Proposal is for a property zoned as C-2 Commercial

PROPOSED SIGN RETROFIT



EXISTING SIGN



The proposed digital message board for A&W has the ability to display both moving images and video as well as static images and copy. The content will relate to products, branding, specials, and services offered on premise of this nation-wide restaurant brand. The sign can contain ambient light-sensing dimming technologies to ensure that the panel does not create any “glare” towards the adjacent residential lot (R-4A) to the South. The north-facing side of the sign will face the neighboring commercial (C-2) zoned RV Dealership (Sunwest RV Centre).

The proposed digital message board has become a standard branding element for A&W locations across Canada. The digital panel greatly reduces the inherent safety risks involved with updating the copy of a manual changeable copy sign (To which this digital sign is replacing) while allowing more frequent content updates and greatly increased legibility. The combination of images and copy allow for shorter-length copy elements which prove less distracting to vehicle traffic than typical manual changeable copy signage, which cannot display images or photos and rely solely on longer copy content to advertise the restaurant’s products, services, and specials accordingly.

The digital panel has been professionally designed with high quality materials to fit within the character of the site and surrounding area.

For the reasons discussed above, we sincerely request your support for our Variance to the above-noted bylaw deficiencies, as well as any deficiencies not noted, in order to install one new double-sided digital message panel for A&W at 2840 Cliffe Avenue.

Best Regards,

Jordan Desrochers
Western Project Manager- BC
Office: 604-477-9650
Email: Jordan@prioritypermits.com

Attachment No. 3:
Public Information Meeting
Documentation (1/2)



Public Information Meeting Summary Report

Address of Property: 2840 Cliffe Avenue

Development Variance Permit #: DVP00036

Date of Mail Out: October 13, 2022

Number of comments received and by which means: 0 [Zero]

A Summary of questions raised/ response and major discussion points: No comments were received for this location.

Information provided in the mail out:



October 13, 2022

The below is in regard to a Development Variance Permit Application (DVP00036) relating to signage for A&W located at 2840 Cliffe Ave. There are attached drawings that show the details of the proposal.

We are proposing to install an electronic message board on an existing ground sign for A&W at 2840 Cliffe Ave. The proposed electronic message board will replace the existing reado board. The proposed electronic message board will be double-sided and display electronic static copy images.

The proposed electronic message board sign is a total of 2.87m². It is to be located at the front side of the building, facing Cliffe Ave. The proposed EMB sign is consistent with A&W's multi-national branding, and is a simple feature, with modest font and colours.

Attachment No. 3:
Public Information Meeting
Documentation (2/2)

Please return comments by October 28, 2022:

- **Drop your comment sheet off in the drop box located at the front entrance of the City of Courtenay or mail:
Planning Services Department
830 Cliffe Ave.

Courtenay BC V9N 2J7**
- **Email comments to planning@courtenay.ca**
- **Fax your comments to 250-334-4241**

For the reasons outlined above, we are requesting a Development Variance - Permit in the bylaw that will allow for an electronic message board. If you have any questions or concerns, please feel free to connect with Ryan Matthews either through phone or email.

Best Regards,

Ryan Matthews

Priority Permits

Ph: 289-389-8951

Email: ryan@prioritypermits.com



STAFF REPORT

To: Council

File No.: 3090-20-2204/DVP00037

From: Chief Administrative Officer

Date: December 12, 2022

Subject: **Development Variance Permit No. 2204 – 1799 Cliffe Avenue (McDonald’s Restaurant Sign)**

PURPOSE:

The purpose of this report is for Council to consider a Development Variance Permit to vary Sign Bylaw 2760, 2013 to permit an electronic message board sign in a MU2 – Multiple Use Two zone at 1799 Cliffe Avenue (McDonald’s restaurant).

CAO RECOMMENDATIONS:

THAT based on the December 12, 2022 staff report “**Development Variance Permit No. 2204 – 1799 Cliffe Avenue.**”, Council approve OPTION 1 and not approve the issuing of Development Variance Permit No. 2204.

Respectfully submitted,

Geoff Garbutt M.PL., RPP, MCIP
City Manager (CAO)

BACKGROUND:

The subject property is located at 1799 Cliffe Avenue, is zoned MU-2 (Multiple Use Two Zone) and is occupied by a McDonald’s restaurant and drive-thru. The property is approximately 3280m² (35,306ft²) (**See Figure No. 1**). The property is legally described as Lot 2, Section 68, Comox District Plan VIP65180.

The applicant is proposing to retrofit an existing freestanding sign on the east corner of the parcel to include a dual sided electronic message board (**See Figure No. 2**). As per Sign Bylaw No. 2760, 2013, electronic message board signs are only permitted on zones classified as “Institutional” (PA-1, PA-2, PA-3 and PA-4) which is why the variance is sought for commercial purposes.

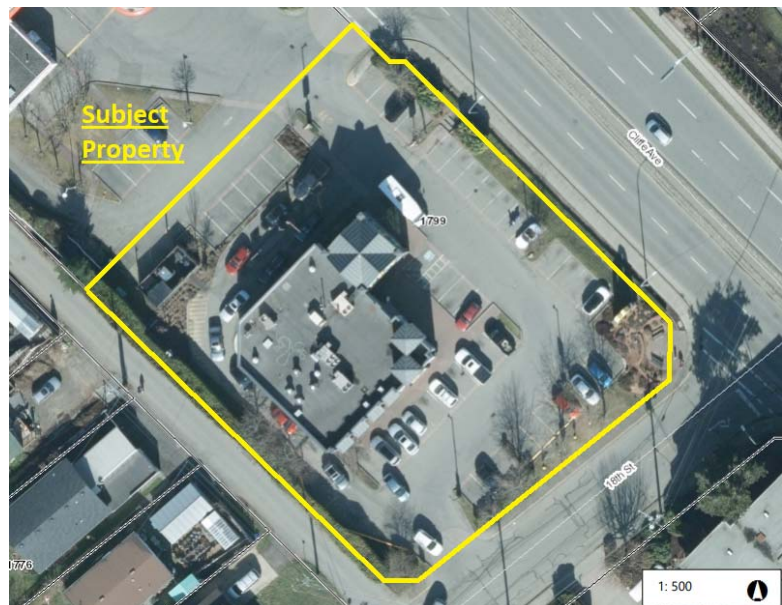


Figure No. 1. – Subject Property context map.

The electronic message board will be used to display both moving images and video as well as static images and copy. The content will relate to products, branding, specials, and services offered on premise by the McDonald's restaurant. The content that will be displayed on the electronic message board will be created by the sign company and is uploaded by the assigned IT person at the restaurant location. The applicant has indicated that the restaurant can make adjustments or it can be done remotely by head office and the sign company.

An electronic message board sign is defined as “a sign, or portion of a sign, on which the message copy is displayed by means of electronically controlled illumination of lamps, tubes, light emitting diodes (LEDs) or other electronic technology which can be changed through computer programming.”

The freestanding sign will maintain its original total sign area of 10.96m² while the proposed electronic message board sign area is to be 1.84m² per side.

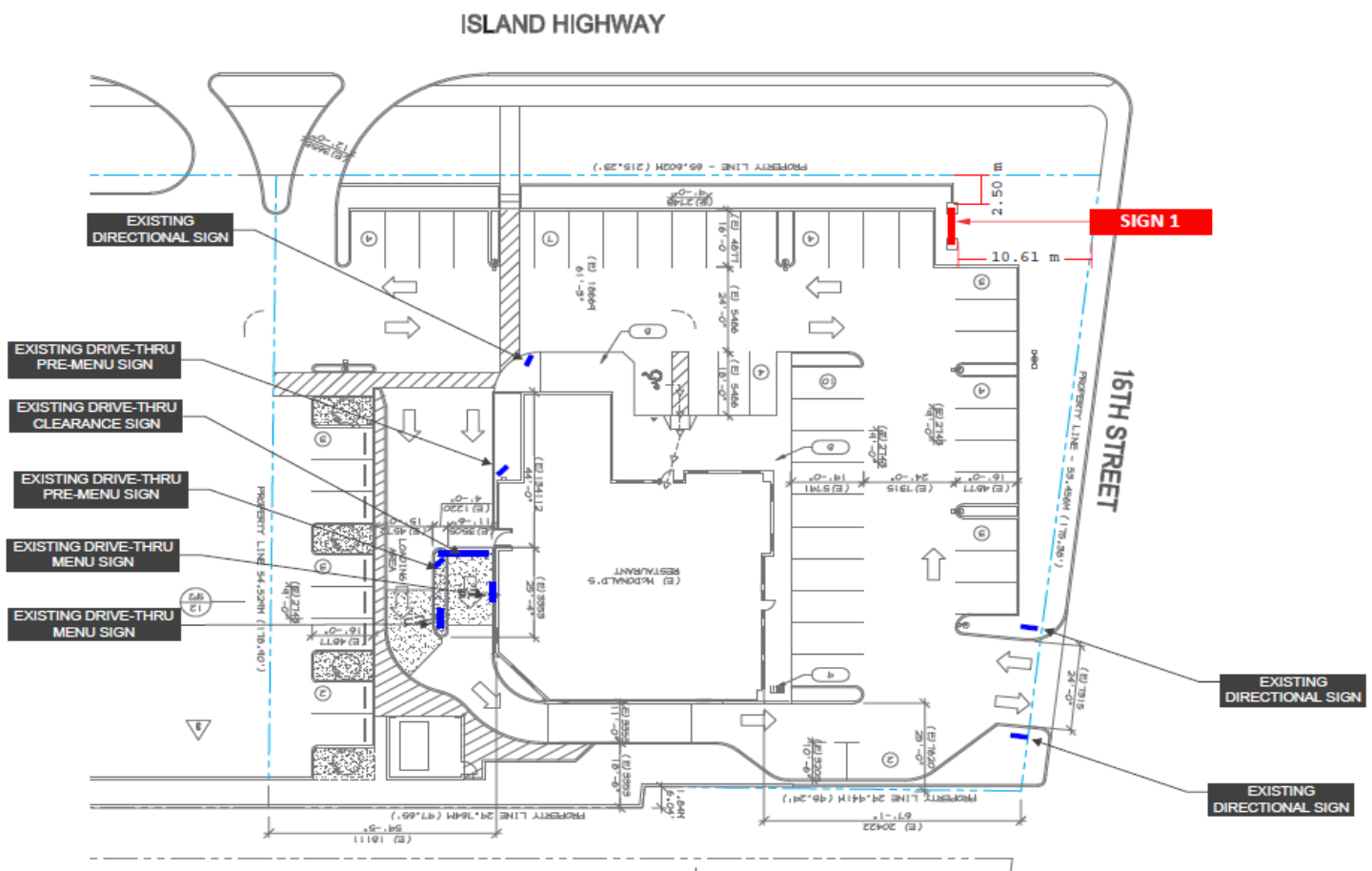


Figure No. 2. – Proposed electronic signage location (Sign 1).



Figure No. 3. – Existing Freestanding signage.



Figure No. 4. – Proposed electronic message board signage.

DISCUSSION:

The City of Courtenay regulates the number, size, type, form, appearance and location of signs within City boundaries. The intent of the Sign Bylaw is to encourage aesthetically pleasing and harmonious streetscapes and to prevent erecting signs that pose a safety or hazard to life or property, create traffic hazards or interfere with traffic control devices.

Table No. 1 includes the Sign Bylaw’s regulations applicable to electronic message boards and highlights the Variance sought by the applicant.

Table No. 1: Summary of Section 5.4.2 and Variance Being Sought by Applicant

Electronic Message Board Regulations for Institutional Properties Section 5.4.2.g., Sign Bylaw No. 2760, 2013 (not permitted for multiple use zoned properties)	Variance Sought by Applicant
<p>Freestanding signs that incorporate an electronic message board are permitted on institutional zoned properties (PA-1, PA-2, PA-3 and PA-4 Zones);</p> <ul style="list-style-type: none"> i. The electronic message board can be no more than 40% of the sign area; ii. The electronic message board must only be used to advertise uses, events and activities occurring on the property or the time and temperature; iii. Each message must remain static for a minimum of 10 seconds; iv. The sign must not use scrolling, fading, flashing or animated display; and v. The electronic message board must be a monochromatic display and must include automatic dimming features to reduce light intensity in lower ambient light conditions. 	<p>The applicant is requesting that the electronic message board be permitted on a property that is zoned Multiple Use (MU-2 Zone).</p>

Applicant reasoning

The proposed electronic message board has become a standard branding element for McDonald’s locations across Canada. The digital panel will allow for more frequent content updates while reducing

waste from poster-style promotional materials and providing an increased advertising presence. Additionally, the digital panel has been professionally designed with high quality materials to fit within the character of the site and surrounding area. See full applicant statement in **Attachment No. 2**.

Staff comments

The Sign Bylaw does not have provisions for allowing signs with electronic messages boards on commercial properties. In 2013 the City undertook an extensive consultation process where the public expressed opposition towards allowing signs with electronic message boards for commercial businesses. The Sign Bylaw was intentionally written to allow signs with electronic message boards on institutional properties only for the purpose of making public service or event announcements. Staff note that the stated traffic safety benefits of electronic message boards are inconclusive based on traffic safety best management practices.

It is staff's assessment that the proposed signage falls outside the intent of the Sign Bylaw and approval of this application could set a precedent for other signs of similar nature to be located in Multiple Use zones within the City.

FINANCIAL IMPLICATIONS:

There are no direct financial implications related to the processing of this development variance permit application. The fee for the Development Variance Permit to vary the Sign Bylaw is \$400.00.

ADMINISTRATIVE IMPLICATIONS:

The processing of development applications is included in the current work plan as a statutory component. Staff have spent approximately 15 hours processing this application to date.

Should the proposed Development Variance Permit be approved, an additional two hours of staff time will be required to prepare the notice of permit, have it registered on title, and close the file. Additional staff time will also be required for processing and issuing a Sign Permit.

ASSET MANAGEMENT IMPLICATIONS:

There are no direct asset management implications related to this application.

2019-2022 STRATEGIC PRIORITIES:

- Communicate appropriately with our community in all decisions we make

OFFICIAL COMMUNITY PLAN REFERENCE:

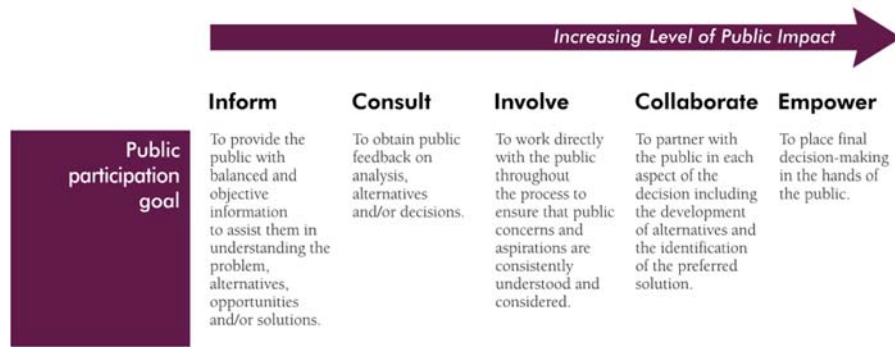
This application has no direct reference to any policies in the Official Community Plan.

REGIONAL GROWTH STRATEGY REFERENCE:

4.4 (14) - Promote and support the overall economic viability of the municipal areas so that they can continue to provide primary base for residential, commercial and institutional activities.

CITIZEN/PUBLIC ENGAGEMENT:

Staff **consulted** the public based on the IAP2 Spectrum of Public Participation



The applicant distributed an alternative public information package to property owners and occupiers within 30m of the property, as per the new Alternative Development Information Meeting process. The applicant received one (1) comment as a result of the mail out. To date, the City has received no comments regarding the proposal. The applicant’s Public Information Meeting summary and the public comment is included in **Attachment No. 3**.

OPTIONS:

OPTION 1 (Recommended):

THAT based on the December 12, 2022 staff report “**Development Variance Permit No. 2204 – 1799 Cliffe Avenue.**”, Council approve OPTION 1 and not approve the issuing of Development Variance Permit No. 2204.

OPTION 2:

THAT based on the December 12, 2022 staff report “**Development Variance Permit No. 2204 – 1799 Cliffe Avenue**”, Council approve OPTION 2 and direct staff to provide public notice to adjacent property owners and occupants and request feedback regarding Development Variance Permit No. 2204; and

THAT Council, make a decision on Development Variance Permit No. 2204 at the January 11th, 2023 regular Council meeting.

OPTION 3:

Defer consideration of Development Variance Permit No. 2203 pending receipt of further information.

Prepared by:

Devin Croin
Planner I – Development Planning

Reviewed by:

Nancy Gothard, RPP, MCIP
Acting Manager of Development Planning

Concurrence by:



Rob Roycroft, RPP, MCIP
Interim Director of Development Services

Concurrence by:



Geoff Garbutt, M.PL., RPP, MCIP
City Manager (CAO)

Attachments:

- 1. Attachment No. 1: Draft Development Variance Permit No. 2204*
- 2. Attachment No. 2: Rationale for Variance Request*
- 3. Attachment No. 3: Public Information Meeting Documentation*

Attachment No. 1:
Draft Development
Variance Permit

THE CORPORATION OF THE CITY OF COURTENAY

Permit No. 3090-20-2204

DEVELOPMENT VARIANCE PERMIT

To issue a Development Variance Permit

To:

Name: McDonald's Restaurants of Canada Limited, Inc.No. A59123
Address: 4400 Still Creek Dr.
Burnaby, BC V5C 6C6

Property to which permit refers:

Legal: LOT 2, SECTION 68, COMOX DISTRICT PLAN VIP65180
Civic: 1799 Cliffe Ave.

Conditions of Permit:

Permit issued to the property legally described as Lot 2, Section 68, Comox District Plan VIP65180 to permit the following variances for an electronic message board sign on the parcel:

- *Sign Bylaw No. 2760, 2013*
 - *Section 5.4.2* – freestanding signs may incorporate an electronic message board in Multiple Use Two (MU-2) zone.

Development Variance Permit No. 2204 is subject to the following conditions:

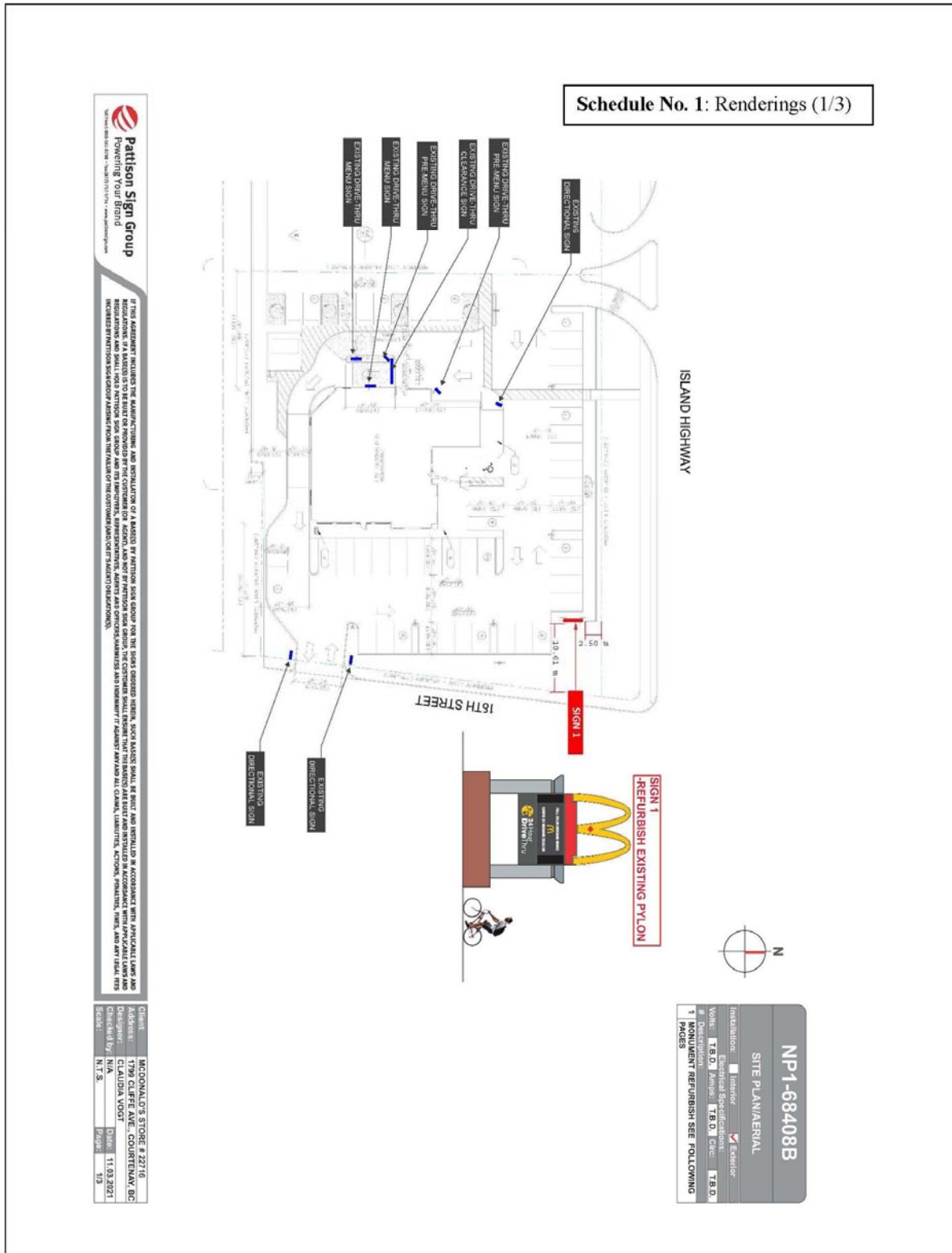
1. Development must substantially conform to plans for the sign dimensions by Pattison Sign Group dated November 3, 2021 contained in *Schedule No. 1*, which is attached to and forms part of this permit;
2. Sign location must be in accordance with the renderings contained in *Schedule No. 1*, which is attached to and forms part of this permit;
3. The operation of the electronic message board must be in conformance with all regulations contained within Section 5.4.2(g)(i)(ii)(iii)(iv)(v) of Sign Bylaw No. 2760, 2013;
4. The development shall meet all other applicable requirements, standards and guidelines;
5. No alterations or amendments shall be made without the City's permission. A formal amendment application is required if the plans change or additional variances are identified after the permit is issued.

Time Schedule of Development and Lapse of Permit

That if the permit holder has not substantially commenced the construction authorized by this permit within (12) months after the date it was issued, the permit lapses.

Date

Corporate Officer



Schedule No. 1: Renderings (2/3)

FRONT VIEW/EXISTING

FRONT VIEW/PROPOSED

SIDE VIEW

SIGN 1
REFURBISH EXISTING PYLON
3,844^{sq}

SIGN 1
DIGITAL SIGN AREA
1,844^{sq}

McDonald's
DRIVE-THRU

McDonald's
24-hour DriveThru

McDonald's
FULL COLOR RESCUE COLOR
M
DRIVE THRU

Dimensions: 220'-3", 17'-0", 7'-0", 7'-1 1/2", 3'-3", 8'-7 3/4", 13'-5 1/4", 4'-3 1/2", 6'-3 3/4", 1'-10 3/8", 2'-2 1/4", 4'-3 1/2", 13'-16" DRB

Legend:

- 1 EXISTING FACES TO BE REMOVED
- 2 EXISTING RETAINER TO BE REMOVED
- 3 NEW SIGN
- 4 NEW SIGN
- 5 NEW SIGN
- 6 NEW SIGN
- 7 CUT OUT RED AGRICULTURE LEAF
- 8 NEW YELLOW ANGLE RETAINER
- 9 NEW SIGN
- 10 NEW SIGN
- 11 NEW SIGN

Notes:

- REFER TO 2015 SURVEY
- ARCHES LOGO TEMPLATE REQUIRED
- ARCHES LOGO MATERIAL SEAMS SHOWN ARE ILLUSTRATIVE

Material Schedule:

Code	Description
A	PAINTED OBSIDIAN GREY CORN 13030
B	WHITE DIFFUSER #803-20
C	PAINTED YELLOW SANGIC #YWG AT
D	7% GLOSS VINYL #772-41
E	RED VINYL #850-23
F	YELLOW VINYL #363-125

Work: Interior, Exterior

Installation: Mechanical Signwork

Work: 1 B.O. Interior, 1 B.O. Exterior

Description: 1 B.O. Interior, 1 B.O. Exterior

Client: MCDONALD'S STORE #22116

Address: 1799 CLIFFE AVE., COQUITLAM, BC

City: COQUITLAM, BC

Checked By: N/A

Date: 11.03.2021

Scale: 1/4" = 1'-0"

Page: 2/3

Schedule No. 1: Renderings (3/3)



SIGN 1
 REFURBISH EXISTING PYLON

NP1-684088
 VISUALIZATION
 Installation: Interior Exterior
 Work: 1.B.0 2.B.0 3.B.0 4.B.0
 # Description: MONUMENT REFURBISH SEE PREVIOUS PAGES

Pattison Sign Group
 Powering Your Brand
 10000 16th Ave SE, Suite 1000, Bellevue, WA 98008
 Phone: 206.835.1234

IF THIS AGREEMENT INCLUDES THE MANUFACTURE AND INSTALLATION OF A SIGN, BY PATISSON SIGN GROUP OR THE SIGN CONTRACTOR HEREIN, SUCH AS SIGN SHALL BE SET AND INSTALLED IN ACCORDANCE WITH APPLICABLE LOCAL AND REGULATORY. A MAJOR IS TO BE MADE OR PROVIDED BY THE CONTRACTOR OR AGENT, AND NOT BY PATISSON SIGN GROUP. THE CONTRACTOR SHALL INDEMNIFY AND HOLD PATISSON SIGN GROUP AND ITS AGENT HARMLESS FROM AND AGAINST ALL CLAIMS, DAMAGES, LOSSES, ACTORS, INJURIES, FINES, AND ANY COSTS THAT MAY BE INCURRED BY PATISSON SIGN GROUP OR ITS AGENT IN CONNECTION WITH THE SIGN CONTRACT HEREIN.

Client: MCDONALD'S STORE #22116
 Designer: CLAYTON COURTNEY, AEC
 Checked By: N/A
 N.T.S. Page: 3/3
 Date: 11.03.2021

Attachment No. 2:
Rationale for Variance
Request



Planning Services
City of Courtenay
830 Cliffe Ave
Courtenay, BC V9N 2J7

February 18, 2022

Letter of Rationale
McDonald's Electronic Freestanding Sign DVP
1799 Cliffe Ave

We are seeking a Development Variance Permit to retrofit a new digital sign panel on the existing freestanding pylon sign. The following bylaw deficiencies are applicable to the requested variance:

- 1. 5.4: Electronic Message Boards only permitted within Institutional (PA-1, PA-2, PA-3, PA-4 Zones)
 - Proposal is for a property zoned as MU-2 Multiple Use

PROPOSED SIGN RETROFIT



EXISTING SIGN



The proposed digital message board for McDonald's has the ability to display both moving images and video as well as static images and copy. The content will relate to products, branding, specials, and services offered on premise of this world-wide restaurant brand. The sign can contain ambient light-sensing dimming technologies to ensure that the panel does not create any "glare" towards the adjacent lots.

The proposed digital message board has become a standard branding element for McDonald's locations across Canada. The digital panel will allow for more frequent content updates while reducing waste from poster-style promotional materials and providing an increased advertising presence.

The digital panel has been professionally designed with high quality materials to fit within the character of the site and surrounding area.

For the reasons discussed above, we sincerely request your support for our Variance to the above-noted bylaw deficiencies, as well as any deficiencies not noted, in order to install one new double-sided digital message panel for McDonald's at 1799 Cliffe Avenue.

Best Regards,

Jordan Desrochers
Western Project Manager- BC
Office: 604-477-9650
Email: Jordan@prioritypermits.com

**Attachment No. 3: Public
Information Meeting
Documentation (1/4)**



Public Information Meeting Summary Report

Address of Property: 1799 Cliffe Ave

Development Variance Permit #: DVP00037

Date of Mail Out: October 13, 2022

Number of comments received and by which means: 1 [One] via e-mail

A Summary of questions raised/ response and major discussion points:

Jessica Curt's question raised:

Hello Ryan,

My name is Jessica Curt. I am the owner of the 1792 England Ave in Courtenay BC.

My main concern is the direction of the light when you install the new sign. I do not want the bright light reflect through my kitchen and bathroom window, and bother me with a headache for 24 hours. If you have any questions, please email me at JessicaCurt@gmail.com.

Thank you
Jessica

Ryan Matthews's response:

Good morning Jessica,

Thank you for your email. I have reached out to my client to see what can be done to mitigate your concerns; the sign's brightness is fully programable so I am sure we can figure something out. I will keep you in the loop as things unfold.

Regards,

Ryan Matthews

President/Project Manager for BC Region

Office: 289-389-8951

Email: ryan@prioritypermits.com

Eastern Office: 331 Parkdale Ave N, Hamilton ON, L8H 5Y1

www.prioritypermits.com



**Attachment No. 3: Public
Information Meeting
Documentation (2/4)**

Ryan Matthew's response continued:

Hi Jessica,

Just a quick update, McDonalds has agreed to turn the electronic sign off from 11pm to 6am. Hopefully that works for you, should help relieve any concerns with brightness.

If you have any further questions let me know.

Regards,

Ryan Matthews

President/Project Manager for BC Region

Office: 289-389-8951

Email: ryan@prioritypermits.com

Eastern Office: 331 Parkdale Ave N, Hamilton ON, L8H 5Y1

www.prioritypermits.com



Jessica Curt's response:

Hello Ryan

Yes, that works.

Thank you,

Jessica

Ryan Matthew's response:

Perfect, I will let McDonalds know

Attachment No. 3: Public
Information Meeting
Documentation (3/4)

Ryan Matthews

President/Project Manager for BC Region

Office: 289-389-8951

Email: ryan@prioritypermits.com

Eastern Office: 331 Parkdale Ave N, Hamilton ON, L8H 5Y1

www.prioritypermits.com



Information provided in the mail out:



October 13, 2022

Dear Resident,

The below is in regard to a Development Variance Permit Application (DVP00037) relating to signage for McDonald's located at 1799 Cliffe Ave. There are attached drawings that show the details of the proposal.

We are proposing to install a message panel on an existing ground sign for McDonald's at 1799 Cliffe Ave. The proposed electronic message board will be double-sided and has the ability to display both moving images and video as well as static images and copy. The sign can contain ambient light-sensing dimming technologies to ensure that the panel does not create any "glare" towards the adjacent lots.

The proposed electronic message panel is a total of 1.84m². It is to be located at the corner of Island Highway and 18th Street. The proposed sign is

Attachment No. 3: Public
Information Meeting
Documentation (4/4)

consistent with McDonald’s multi-national branding, and is a simple feature, with modest font and colours.

Please return comments by October 28, 2022:

- **Drop your comment sheet off in the drop box located at the front entrance of the City of Courtenay or mail:
Planning Services Department
830 Cliffe Ave.
Courtenay BC V9N 2J7**
- **Email comments to planning@courtenay.ca**
- **Fax your comments to 250-334-4241**

For the reasons outlined above, we are requesting a Development Variance - Permit in the bylaw that will allow for an electronic message board. If you have any questions or concerns, please feel free to connect with Ryan Matthews either through phone or email.

Best Regards,

Ryan Matthews

Priority Permits

Ph: 289-389-8951

Email: ryan@prioritypermits.com



STAFF REPORT

To: Council

File No.: 7320-20 Fire

From: Chief Administrative Officer

Date: November 23, 2022

Subject: 2023 FireSmart Community Funding and Supports – Grant Application

PURPOSE:

The purpose of this report is to inform Council on the UBCM Community Resiliency Investment (CRI) grant program and seek approval to apply for 2023 FireSmart Community Funding and Supports, in partnership with the Comox Valley Regional District (CVRD), Village of Cumberland and K'omoks First Nation (KFN).

EXECUTIVE SUMMARY:

The goal of the CRI grant funding program is to fund activities that reduce the risk of wildfire, improve a community's resiliency to the effects of wildfire, and empower communities to participate in wildfire risk reduction and resiliency. This report seeks authorization to submit a joint CRI grant funding application for the 2023 FireSmart Community Funding and Supports with the Comox Valley Regional District, Village of Cumberland, and KFN as a partner. The 2023 application will include a plan to:

- Update our regional Community Wildfire Resiliency Plan (CWRP);
- Provide FireSmart education and activities for the public;
- Implement the FireSmart BC Plant Program;
- Deliver Indigenous cultural safety and humility training to emergency responders;
- Offer specialized training for local FireSmart representatives and volunteer firefighters;
- Create a curbside woody debris removal and disposal from within KFN lands and fire protection districts.

The partnership between the City of Courtenay, Comox Valley Regional District, Village of Cumberland and KFN looks to maximize the available grant funds to further these objectives without recommending a service establishment and an ongoing commitment of community resources.

CAO RECOMMENDATIONS:

THAT based on the November 23, 2022 staff report "2023 FireSmart Community Funding and Supports – Grant Application", Council approve OPTION 1 and direct Staff to submit a joint application with the Comox Valley Regional District, Village of Cumberland and K'omoks First Nation for grant funding for regional FireSmart activities through the 2023 intake of the UBCM Community Resiliency Investment Program.

Respectfully submitted,

Geoff Garbutt, M.PL., MCIP, RPP
City Manager (CAO)

BACKGROUND:

The Community Resiliency Investment grant program is intended to reduce the risk of wildfires and mitigate their impacts on BC communities. To achieve this goal, the FireSmart Community Funding and Supports program was created to provide funding to local governments and First Nations in BC to increase community resiliency by undertaking community-based FireSmart planning and activities that reduce the community’s risk from wildfire.

DISCUSSION:

With Council support, staff will work with the Comox Valley Regional District, Village of Cumberland and KFN on a regional application that could result in up to \$400,000 in funding. The application package would include the following activities:

- Updating our regional Community Wildfire Resiliency Plan (CWRP);
- The promotion and distribution of FireSmart educational activities and tools at public events;
- Implementing the FireSmart BC Plant Program;
- Local FireSmart Representative training;
- Wildfire training for volunteer structural firefighters;
- Indigenous cultural safety and humility training for emergency responders;
- Curbside woody debris removal and disposal from within KFN lands and fire protection districts.

FINANCIAL IMPLICATIONS:

The following is a list of costs associated with the FireSmart Program that would be covered by grant funding:

- Up to \$16,000 to amend the existing regional Community Wildfire Resiliency Plan (CWRP);
- Up to \$2,500 per location to support the FireSmart BC Plant Program;
- Up to \$2,000 to attend the 2023 FireSmart BC Conference and Wildfire Symposium;
- Costs associated with providing training such as Indigenous cultural safety and humility training, various fire fighter training, etc.;
- Curbside woody debris removal expenses estimated at \$2,500 per day.

ADMINISTRATIVE IMPLICATIONS:

N/A

STRATEGIC PLAN REFERENCE:

The 2019 – 2022 Strategic Priorities reference building on our good relations with K’omoks First Nation and practice reconciliation, advocating and cooperating with local and senior governments on regional issues affecting our community, and supporting actions to address Climate Change mitigation and adaptation.

We focus on organizational and governance excellence

- ▲ Value community safety and support our protective services

We continually invest in our key relationships

- Build on our good relationships with K’omoks First Nation and practice reconciliation.

▲ ■ Advocate and cooperate with local and senior governments on regional issues affecting our community.

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

OFFICIAL COMMUNITY PLAN SUSTAINABILITY REFERENCE:

1.11.3 Fire and Rescue

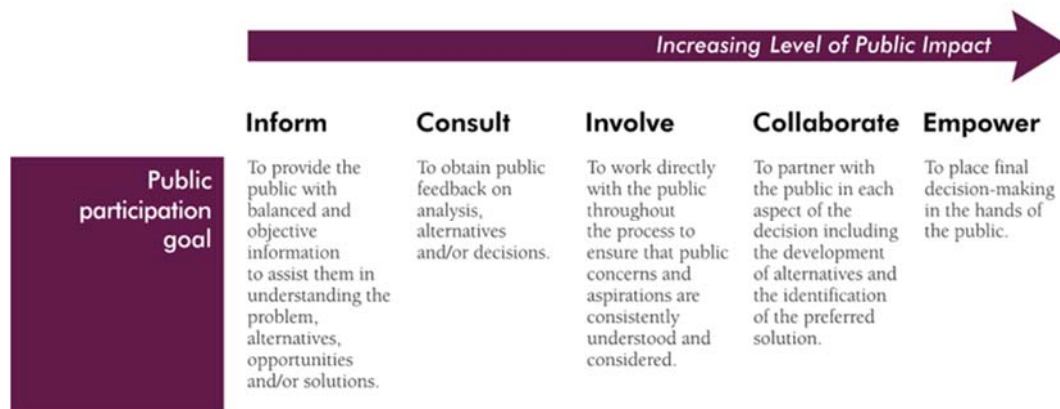
The City currently operates one fire hall located on Cumberland Road and a training facility on Waters Place and serves the regional areas from Spindrift Road (south of Royston) to Smith Road and the City of Courtenay.

REGIONAL GROWTH STRATEGY REFERENCE:

Not applicable

CITIZEN/PUBLIC ENGAGEMENT:

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



OPTIONS:

- OPTION 1: THAT Council direct Staff to submit a joint application with the Comox Valley Regional District, Village of Cumberland and K'omoks First Nation for grant funding for regional FireSmart activities through the 2023 intake of the UBCM Community Resiliency Investment Program.
- OPTION 2: THAT Council refer back to staff for further review.
- OPTION 3: THAT Council receives this report for information only.

Prepared by:



Kurt MacDonald, ECFO
Fire Chief

Concurrence:



Geoff Garbutt, M.PL., MCIP, RPP
City Manager (CAO)

**CITY OF COURTENAY
MANAGEMENT REPORT**



DEPARTMENT	
CHIEF ADMINISTRATIVE OFFICER	Geoff Garbutt

INITIATIVE	DETAILS	DATE	% OF TASK	UPDATE & COMMENTS
Capital Projects				
N/A				
Operational Projects				
KFN Service Agreement IR2	Interim Agreement in Place, focus is new consolidated agreement	Interim Agreement and updated Agreement	40%	Reviewing previous draft document with KFN staff and Courtenay Staff. Project progressing with Meeting April 27 with Band Administrator, Next Meeting January 2023 to discuss best practice examples, availability
BC Housing Outreach/Housing Projects	2700 Mission Road		25%	Minister Eby meeting with Council April 25, follow up with BC Housing rep to discuss Minister comments. CAO met with BC Housing rep June 1 to follow on minister direction and BC Housing proposing an MoU on Supportive and Shelter similar to Nanaimo. BC Housing to provide draft for review. CAO met with BC Housing rep online through the past two months to discuss status of BC Housing initiatives and timeline. Met with BC Housing Dec 7 in Vancouver, IC report to Council on property purchase status on Dec 12 Council Meeting
Strategic Priorities				
Strategic Plan Review	Engage Consultant	Fall 2022	100%	Complete - Habkirk proposal
	Schedule Strat Plan Sessions	/Dec 2022/Jan 2	100%	Complete - Nov 24, Dec 9, Dec 14, Jan 2023 as required

**CITY OF COURTENAY
MANAGEMENT REPORT**

	Draft Amendment and Report, Council Consideration	Early 2023	0%	
	Adopt Plan, Coms Outreach		0%	Work w Guillo, Oct public release and Staff town hall
Strategic Plan Implementation and Reporting	Develop Reporting Format and Report		10%	Will develop following Strategic Plan adoption, will tie outcomes to Annual Report and Financial Planning and Communications Strategy
Budget Process August 2022 - April 2023	Overall Budget Process Developed	Aug to April	100%	Initial review internally by staff and currently developing materials for Council workshops in January
	Review Format with Senior Staff and CFO	Aug to Sept	100%	Complete
	Report to Council on Budget	02/01/23	100%	Working with Director of Financial Services
	Present to Council		100%	Complete
Indigenous Relations and Reconciliation Plan	Engage Consultant and Staff	Fall 2023	35%	In Development - action items developed; Monthly Meeting Mayor/Chief and Council, Bi Monthly CAO/Band Administrator and Director of Intergovernmental Rels, Airpark Totem, McPhee Meadows Engagement, Staff Training Underway, Indigenous Procurement Policy Developed - professional fee support budget discussion 2023 - formal framework to be developed 2023 through new council engagement
Economic Development Review	City Approach to Economic Development	Spring 2024	10%	In Development - 2022-2025 Strategic Plan item, regional ec dev review complete, MRDT in place w agreement for 4VI to manage, CVRD to support administration, 2023 budget item to engage external resources to determine options and work with Council to start forward movement

DEPARTMENT	DEVELOPMENT SERVICES
DIRECTOR	Rob Roycroft



INITIATIVE	DETAILS	ANTICIPATED COMPLETION	% OF TASK	UPDATE & COMMENTS
		DATE	COMPLETE	
Operational Projects				
Subdivision and development servicing bylaw updates	Design guidelines for municipal infrastructure	Q4 2023	50%	Work was deferred when covid became an issue. Due to the length of time since this bylaw was worked on, Staff would like to do further consultation with development community before finalizing this work. Staff anticipate work will restart on this project in 2023. The scope has been increased (and therefore % progress decreased since last report) to add new stormwater measures per the OCP.
DCC Update	Update the DCC project list	Q4 2023	0%	Staff began working with a consultant in November 2022 and will be modifying the DCC project list based on current master plans.
Internal development servicing process updates	Evaluating requirement for development servicing information in the context of full cycle of development approvals process (from rezoning, development permit, subdivision (where applicable), to building permit) for overall efficiency in development application processes.	Q1 2023	75%	Development servicing information is now (as of this year) required at the earliest stages of development approvals to ensure that development proposals can be fully serviced and that servicing will not affect layout and design considerations. Information requirements now being reviewed to understand what servicing information is critical at what stages to further improve efficiencies for applicants and City.
Pre-Consultation Meetings	Opportunity for applicants to meet with staff prior to applying for a planning application and receive a comprehensive interdepartmental preliminary review (for a fee).	On Hold	80%	Reviewed pre-consultation processes from other communities and drafted a new terms of reference. A few such meetings were piloted mid 2022. Staff identified operational and procedural gaps in providing this level of service. Program is on hold until department vacancies are filled.

DEPARTMENT	DEVELOPMENT SERVICES
DIRECTOR	Rob Roycroft



INITIATIVE	DETAILS	ANTICIPATED COMPLETION	% OF TASK	UPDATE & COMMENTS
		DATE	COMPLETE	
Strategic Initiatives				
Develop new Climate focused OCP	Background research and engagement	Q2 2020	100%	Included background data collection and ideas fair.
	Goal Statements and engagement	Q3 2020	100%	Goal statements prepared, online survey completed.
	Neighbourhood engagement	Q4 2020	100%	Walkshops completed, summary report prepared.
	Report and Draft OCP going to Council	Q1 2022	100%	First draft for circulation along with public survey.
	Draft Bylaw circulated to stakeholders	Q1 2022	100%	Staff conducted consultation with stakeholders and the public.
	OCP Bylaw adoption	Q3 2022	100%	Bylaw No. 3070 adopted.
Targeted Zoning Bylaw Updates	Targeted zoning bylaw updates in advance of comprehensive Zoning Bylaw update	N/A	N/A	N/A
	Home Occupation Update	Q1 2021	100%	Bylaw No. 3024 adopted. Permits personal service uses and allows for more than one home based business per dwelling.
	Urban Agriculture	Q2 2021	100%	Bylaw No. 3025 adopted. Permits urban agriculture in the form of raising hens, market gardens, and bee keeping on Urban Residential lots.
	Secondary Suites	Q3 2022	100%	Bylaw No. 3071 adopted concurrent to OCP. Suites permitted in all traditionally single residential zones.

DEPARTMENT	DEVELOPMENT SERVICES
DIRECTOR	Rob Roycroft



INITIATIVE	DETAILS	ANTICIPATED COMPLETION	% OF TASK	UPDATE & COMMENTS
		DATE	COMPLETE	
	Bike parking in multi-residential dwellings	Q3 2022	100%	Bylaw No. 3074 adopted concurrent to OCP. Requires bike parking as part of multi-residential parking requirements, and lower vehicular parking ratios.
	Inclusion of Development Permit Area guidelines in Zoning Bylaw	Q3 2022	100%	Bylaw No. 3075 adopted concurrent to OCP. Development Permit Areas now in Zoning Bylaw to: be located within a more logical regulatory instrument; more easily allow for amendments; enhance enforcement options.
Comprehensive Zoning Bylaw Update	To align the Zoning Bylaw with the updated OCP	Q2 2024	5%	On hold until departmental vacancies can be filled. Staff are beginning to develop work programs and analysis of general provisions.
Building Bylaw update	Comprehensive review of Bylaw including incorporating BC Building Code and OCP policy energy step code requirements.	Q3 2023	10%	Review will take place internally. OCP policy is to ensure that City is always one step ahead of provincial minimum energy step code requirements. Will include transitional provisions for instream planning applications including education and communications. Waiting on direction from provincial government on BC Building Code more generally.
Short Term Rental Bylaw	Currently unregulated. Would create a regulatory framework.	Q2 2023	25%	Had started before OCP review. Background research and report complete. Was deferred until OCP complete. Opportunity to coordinate with Comox being explored. Objectives of Council needed. Review of best practices evolving and will require review.

DEPARTMENT	DEVELOPMENT SERVICES
DIRECTOR	Rob Roycroft



INITIATIVE	DETAILS	ANTICIPATED COMPLETION	% OF TASK	UPDATE & COMMENTS
		DATE	COMPLETE	
New early engineering approval process	Collecting a fee to review plans prior to zoning and DP approval	Q1 2023	75%	Redundant line item - is included in Internal development servicing process updates and Pre-consultation Meetings.
Developers Advisory Group terms of reference	Advisory Group to provide feedback on development process	Q1 2023	25%	Breakfast meeting between the Mayor, Planning Staff and a number of developers piloted June 2022 to build relationships and get feedback on the application process. Objectives and term of advisory group need to be determined. On hold until departmental vacancies are filled.
Kus Kus Sum development and rehabilitation	Plan and partnership agreement to rehabilitate old mill site along Courtenay River	Q4 2024	60%	Committee formed to raise funds and guide the rehabilitation process. Date provided is estimated completion of restoration activities.
Harmston Precinct Local Area Plan	Comprehensive plan for City owned Harmston Park and adjacent block land as a strategic downtown development precinct.	Q4 2024	0%	This project was intended to be initiated following adoption of OCP. Project on hold following comprehensive Zoning Bylaw update.
Downtown Playbook Update	Key capital projects envisioned for the downtown	Q4 2023	0%	This project will be initiated once the OCP has been Adopted. Next step is to identify feasibility of priority projects identified within the Playbook in accordance with strategic priorities.
Greenway Connectivity Study RCCS/CVRD	Construction of the continued segment of the Riverway Greenway to connect to the CVRD trail system into Rowston	On Hold	0%	This project to be referred to RCCS to lead. Work with neighbouring jurisdiction to extend the water front trail.
Tree Protection Bylaw update	Review of the bylaw for alignment with the new OCP	Q4 2023	0%	This project will be initiated once the OCP has been Adopted

DEPARTMENT	DEVELOPMENT SERVICES
DIRECTOR	Rob Roycroft



INITIATIVE	DETAILS	ANTICIPATED COMPLETION	% OF TASK	UPDATE & COMMENTS
		DATE	COMPLETE	
Review of new legislative powers to streamline development application processes	Bill 26 (Municipal Affairs Statutes Amendment Act) permits local governments to set policies on public hearings and delegation of variances.	Q2 2023	5%	Bill 26 removes the default requirement to hold public hearings for zoning amendments that are consistent with the OCP, and enables decisions on minor development variance permits to be delegated to staff. Review of other community and best management practices has started. Process will include a Council workshop.
Age-friendly public spaces and mobility networks audit	BC Healthy Communities \$15,000 funding received to conduct audit of key infrastructure.	Q3 2023	5%	Working with Community Health Network to coordinated approaches to conducting accessibility audits on key facilities. Network has Island Health funding to conduct audit on key civic and commercial buildings across the valley. City has funding to conduct audit on public parks and active mobility networks within OCP growth centres.
Development Application Fee Bylaw update	Review of fees in order to represent staffing requirements. Working across departments as well.	Q2 2023	0%	A number of development application fees require review. Building permit application fees are contained within the Building Bylaw (a concurrent workplan).

**CITY OF COURTENAY
MANAGEMENT REPORT**



DEPARTMENT	ENGINEERING SERVICES
DIRECTOR	CHRIS DAVIDSON
DATE UPDATED	Dec 06, 2022

INITIATIVE	DETAILS	ANTICIPATED COMPLETION DATE	% OF TASK COMPLETE	UPDATE & COMMENTS
Capital Projects				
McPhee Meadows	Detailed Design	Q2 2023	5%	RFP for Detailed Design is closed and being evaluated.
5th St Bridge	Coating and Cathodic Protection.	Q2 2022	100%	Complete
6th St Bridge	Detailed Design	Q1 2023	95%	Detailed Design at approximately 95%.
Greenwood Trunk	Construction	Q2 2022	100%	Complete
Sandpiper/Millard Watermain	Construction	Q1 2023	100%	Construction complete. Archaeological reporting progressing.
200 Back Rd	Construction	Q4 2022	100%	Complete
Willemar Ave & Morrison Crk– Culvert Renewal	Options Analysis	Q1 2023	95%	Options Analysis update almost complete.
17th St Bike Lanes	Construction	Q3 2022	100%	Constructoin complete. Minor deficiencies being addressed.
Puntledge Sewer/Comox Rd Crossing	Detailed Design	Q2 2023	50%	Detailed Design progressing well.
1st St Lift Station	Detailed Design	Q2 2023	50%	Detailed Design progressing well.
Operational Projects				
Dike Replacement/Flood Mitigation Planning (Flood Management)	Phase 2	Q4 2023	30%	Design/analysis progressing well.
Anderton Dike Remediation	Options Analysis	Q1 2023	95%	Options Analysis nearly complete.
Integrated Rainwater Management Plan	Phase 3	Q1 2023	80%	Design/analysis progressing well.
Air Quality Initiative (Partner CVRD)		On-going		Nuisance Bylaws updated. Working on Communications campaign, and Purple Air Monitor Network.
South Courtenay Sewer Servicing Options Analysis	Options Analysis	Q1 2023	90%	Options Analysis progressing well.
Strategic Priorities				
McPhee Meadows				Please see above.
5th St Bridge rehabilitation				Please see above.
6th St Bridge detailed design				Please see above.
Greenwood Sewer Trunk Construction				Please see above.
Air Quality Initiative (Partner CVRD)				Please see above.
South Courtenay Sewer Servicing Options Analysis				Please see above.
Integrated Rainwater Management Plan				Please see above.
East -West Multi Use Path Connector	Options Analysis		0%	Deferred to 2023. Starting to prepare RFP now.

DEPARTMENT	FINANCIAL SERVICES
DIRECTOR	ADAM LANGENMAIER



INITIATIVE	DETAILS	COMPLETION DATE	% OF TASK COMPLETE	UPDATE & COMMENTS
Other Department Support - Projects				
Water and Sewer Rates Review	Public Works Project	March 31, 2023	75%	Provide Finance Support
AMTS - Asset Management Plan (20yr)	Public Works Project	March 31, 2023	75%	Provide Finance Support
Operational Projects				
2023 Parcel Tax Review Panel	Annual - Statutory	April 30, 2023	10%	Annual Statutory Process
2023-2027 Consolidated Financial Plan Bylaw	Annual - Statutory	May 14, 2023	40%	Staff working through annual budget process internally prior to bringing draft to Council early 2023
2023 Tax Rate Bylaw	Annual - Statutory	May 14, 2023	15%	Requires approved taxation levels and Revised BC Assessment roll. Must be adopted after Financial Plan Bylaw.
2022 Year End Audit and Financial Statements	Annual - Statutory	May 14, 2023	10%	Interim Audit Fall. Auditors to arrive late March with Financial Statements due by the end of April. Statutory Requirement to complete by May 15, 2023.
Local Government Data Entry (LGDE & LGDE TAX)	Annual - Statutory	May 14, 2023	0%	Annual Provincial Reporting
2022 Statement of Financial Information (SOFI)	Annual - Statutory	June 30, 2023	0%	Annual Provincial Reporting
2023/2024 Approval in Principal RCMP Contract	Annual - Statutory	June 30, 2023	10%	Annual requirement of RCMP contract
2021/2022 Final Approval RCMP Contract	Annual - Statutory	April 30, 2022	100%	Annual requirement of RCMP contract. Complete April 11.22
2022 Tax Levy and Collection	Annual - Statutory	July 4, 2022	100%	Involves entire Finance Department. May-July.
2022 Tax Sale Auction	Annual - Statutory	September 26, 2022	100%	No tax sale held due to no properties having delinquent taxes outstanding.
2023 Permissive Tax Exemption Bylaws	Annual - Statutory	October 31, 2022	100%	Completed. Must be adopted by October 31st Annually.
Solid Waste, Water, Sewer 2023 User Fees	Annual - Statutory	March 31, 2023	75%	To be presented to Council in January 2023
2023-2027 Financial Planning	Annual - Statutory	May 14, 2023	30%	Financial Planning process starts in Summer for upcoming year

Strategic Initiatives				
MRDT Re-Implementation Support after CVEDES contract cancellation with CVRD	Support re-establishing MRDT for City of Courtenay designated accommodation area with City as designated recipient	October 3, 2022	100%	Completed
Grant in Aid Agreement with Comox Valley Community Foundation	Move administration of Grant in Aid Program to 3rd Party	December 31, 2021	25%	Draft agreement started, however put on hold as this program is funded by gaming and revenues have ceased during COVID-19. Process will be address during 2023 budget deliberations
Asset Retirement Obligations	Public Sector Accounting Standard Change (PSAB)	December 31, 2023	20%	Project Plan underway. PSAB has delayed this by 1 year due to COVID-19 and impacts to Financial Professionals. Effective December 31, 2023 Financial Statements. Will involve all Departments
Budget software and Financial statement automation.	Implementation of budget software. Operating module 2022, Capital and Fund modules for 2023. Financial statement module for 2022 Yearend	December 31, 2023	30%	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.
Financial Policies	Establish and update Financial Policies: - Investments - 2022 - ARO/TCA - 2023 - Procurement (include Social) - 2022 - Reserves/Surplus (Asset Management plans required) - Future 2023	December 31, 2022	50%	Investment policy adopted 2022 Procurement (including social and indigenous) in front of Council late 2022

**CITY OF COURTENAY
MANAGEMENT REPORT**



DEPARTMENT	RECREATION, CULTURE & COMMUNITY SERVICES
DIRECTOR	CRAIG RUSHTON (Interim)

INITIATIVE	DETAILS	COMPLETION DATE	% OF TASK COMPLETE	UPDATE & COMMENTS
Capital Projects				
McPhee Meadows - Concept Design	Requires design, community engagement, and plan for public access. Include plan for Orchard.	Spring 2022	100%	Final Concept Design approved by Council August 29, 2022. Engineering Department facilitating detailed design and construction 22/23 with RCCS supporting Grant Management and ongoing engagement with KFN, McPhee family, Island Corridor Foundation and B.B. Nature Trust .
Courtenay Riverway Totem Pole	Requires install design and work, KFN and Artist engagement and plan for ceremony. public access. Heritage Grant includes install, ceremony, signage and minor landscaping.	Summer 2022/Spring 2023	80%	Phase 1 - Install complete. Ceremony Lead by KFN on July 6, 2022. Phase 2 - interpretive signage and landscaping in Winter/Spring 2023
Florence Filberg Repairs	FFC requires repairs ASAP to front entrance / balcony.	Spring 2022	100%	
Operational Projects				
Recreation COVID Restart	Strategic planning for full re-opening and expansion of programs based on PHO.	Ongoing	100%	Includes financial analysis of budget impacts, new safety plans, staff training, community consultation, etc.
Rentals / Special Events Restart (incl. user groups)	Increasing access to facilities for rentals, program usage, & special events based on PHO.	Ongoing	100%	Requires agreement updates, relocation & restart of multiple groups, address revenue impacts of COVID.
Randy Wiwchar Plaza, Lawrence Burns and Stan Hagen Parks Naming	Respond to Council resolution to award Freedom of City and name civic asset.	Spring 2022	70%	Council approval for renaming of Civic Plaza complete 14, 2022. Randy Wiwchar Plaza Re-naming event held June 11, 2022. Lawrence Burns Park naming held Oct 4, 2022. Stan Hagen Park planning for Spring 2023.
Department review & development (with other departments)	Review structure, resources, and scope of department.	Ongoing	25%	Clarify scope of Community Services and roles / responsibilities between PWS and RCCS (esp. re: parks)
Recreation Accessibility Bus	Purchase and Develop operating Procedures for a New Recreation Bus	Spring 2022	100%	Came in underbudget and currently in use to support programs.
Review of Employee Wellness Pass	Assess financial impacts and benefits of Employee Wellness Pass and recommend updated policies.	2022 /2023	75%	Need to evaluate financial and service impacts of Employee Wellness Pass, as well as connection to employment status. Make recommendations on a benefits based approach and to better track. Phase 1 for 2022 Complete. Into instructors on seasonal basis Phase 2 for 2023. Analysis of benefits to staff retention and cost.
Financial systems & reporting improvements	Ensure timely and proactive financial reporting and analysis for Recreation.	2023	0%	Address timeliness of revenue recognition, implement monthly variance reporting and quarterly forecasting.

**CITY OF COURTENAY
MANAGEMENT REPORT**

INITIATIVE	DETAILS	COMPLETION DATE	% OF TASK COMPLETE	UPDATE & COMMENTS
Capital Projects				
Sports Field Study (update and siting)	Update 2008 study and review siting options for additional turf.	Fall / Winter 2022	60%	CVRD to lead update to Sport Field 2008 study and siting of potential AT. Will include response to Council motion to review Courtenay field allocation. Field User Groups engagement complete. Inventory and assessemnt complete. Winter/Spring 2023 -Strategy development and presentation to Council.
CRA & Evergreen	Support restart of Evergreen at FFC	Spring 2022	100%	Support Evergreen in restart based on PHO, including updates to agreement re: service and management.
Strategic Initiatives				
Regional Parks Study and Service	Participate on CVRD Regional Parks Service study	Spring/Summer 2022	80%	Council endorsed background study, proposed service framework and adoption of Consent Report July 25, 2022. Next steps - Regional Parks Working Group to define strategic planning process.
Aquatic Services (outdoor pool) Strategy	With CVRD, initiate Aquatic Services review for Comox Valley	2022 / 2023	70%	Collaborative Study focus on future of outdoor pool and CVRD aquatic facilities, as well as overall aquatic service demand. Public Survey and Community/User Groups Engagement Complete. Present draft aquatic strategies report to Coucil/Commission Winter 2023 for input. Post on website for Public User Groups engagement for input. Complete Report Spring 2023.
Fees & Charges Review & Implementation	Recommend fees & charges strategy to Council.	2022 / 2023	75%	Fees & charges framework adopted by council June 27, 2022. Implementation plan recommendations to council Spring 2023.
Parks & Rec Master Plan Implementation	Complete implementation plan for PRMP.	2022 / 2023	60%	Inter-departmental enagement and ranking complete. Need to include emerging priorities, sports field and Aquatic strategies, which are still in development into recommend prioritized implementation plan. Spring 2023.
Public Art & Mural Policy (CVCAC)	Ensure CVCAC delivers on public art policy recommendations in partnership with Development Services.	TBD	10%	Leadership change at CVCAC has delayed project. CVCAC currently completing inventory.
Regional Recreation pass	Work with regional partners on research, analysis, and recommendations re: regional recreation pass.	2022 / 2023	75%	Implemented Phase 1 in 2020. Phase 2 focused on youth and or financial access implemented January 2022. Community consultation - what they want. 2023 report back include options for regional recreation pass.
Community Substance Use Strategy	Work with Community Health Network to support development of Community Substance Use Strategy.	Ongoing	60%	Phase 1 complete. Courtenay funds CHN for this strategy (via CVRD). Phase 2 Service Agreements, funding and Workplan in place for 2022. Phase 3 in 2023.
Culture Plan	Based on recommendations from Culture Services Review.	2022 / 2023	10%	Convned Project Scoping Workshops with Cultural Plan Steering Committee. Nov 2022 - Awarded RFP. Review Schedule and Framework with Council Feb/March 2023.
Strengthening Communities Grant	Support the re-alignment, ongoing administration, reporting and training iniatives of the SCG Grant.	2022 / 2023	60%	Reporting Structures and Templates in place. New Service Agreements with Service Providers (until June 30, 2023) in place. Reporting Structure approved and in place. Training underway.



BRIEFING NOTE

To: Council
From: Chief Administrative Officer
Subject: Strengthening Communities' Grant Services Update

File No.: 1845-20-SCS
Date: December 12, 2022

PURPOSE:

This briefing note aims to provide updates on progress made and key outcomes resulting from the grant to Keep City Council and local partner governments updated on progress with grant administration and the positive outcomes of the services provided.

BACKGROUND:

In 2021 the CVRD was awarded a regional grant of \$1.093 Million through the Strengthening Communities' Services program to better support people experiencing homelessness in the Comox Valley. The City of Courtenay is administering the grant funds on the region's behalf. To effectively administer the grant the City is working with, and utilizing the expertise of, an advisory committee consisting of representatives from the following organizations: Comox Valley Coalition to End Homelessness, Wachiay Friendship Centre and Comox Valley Transition Society. City of Courtenay Grant Administration is inclusive of the following work streams; Program Management: execution and renewals of service provider's agreements, program oversight including payment to service providers, monthly collection of metrics, communications and training and development. Stakeholder Management: host advisory committee meetings and act as primary liaison with UBCM, and Reporting: provision of quarterly briefing notes to City Council and Municipal partners and preparation and submission of a final report to UBCM.

The Strengthening Communities' Grant supports:

- **A Daytime Community Access Hub** that will operate six days a week providing services focused on health, hygiene, personal safety, and administrative support to those in need. Funding will also support security services and the creation/facilitation of a Community Advisory Committee.
- **Rural outreach on Denman and Hornby Islands** to facilitate connections to housing and support services.
- **A peer-based outreach team** to provide outreach and conduct cleaning and remediation activities around locations where support services are provided.
- **Community engagement and anti-stigma outreach activities**, including expanded community meal events hosted at Sunday Service for residents, local businesses and people experiencing homelessness.
- **Training and Capacity building activities across municipalities** for local government and First Nation employees, politicians, outreach workers and volunteers focusing on trauma-informed practices, culturally informed practices, violence prevention, and mental health and addiction awareness.

GRANT IMPACT STATEMENTS:

Comox Valley Community members have submitted the following impact statements through the local service groups:

"I'm so grateful to you for coming!"

"...it sure helps me out during this tough time... the volunteers help me feel loved"

"... I am disabled. I really appreciate this..."

"... It is necessary for food and warmth..."

"... I have had an opportunity to work with a lot of different people, a lot of whom I was once on the street with. ...it's about giving back"

"... some days it is just too hard to feed myself... I really need it"

It gives me a sense of accomplishment and self-pride. I find myself lost on days it's not open.

Connect is so important to us. I can always go there and get help. Without it I would never get to eat.

"Outreach has helped me in many different ways ... helped me to get involved ... meeting often with some homies ... learning how and saving a life changes the want to do more good ... feeling part of a group ... after shifts talking with each has made real connections and opened my small social circle ... doing the clean up shifts helping with physical exercise"

"Having a reason to be a proud citizen because of outreach. To me it's a part of the solution ... I am part of that and in doing so it is self rewarding and in a small way I am making up for the bad choices and pain I caused in addiction."

"In her work at the Kitchen and Food Bank our Outreach Worker participates in the activities including food serving and eating, and becomes part of the fabric of the community, rather than positioning herself as an outside professional. This contributes to a flatter hierarchy and de-stigmatization as service users being othered."

"Rave for Sunday Station & their fantastic volunteer work providing a meal service for those in need every Sunday evening at the old Courtenay train station. They provide the only free hot meal on Sundays for the unhoused & anyone in need that cannot afford a decent meal. They do so with respect for the clients. Used clothing, blankets & basic needs are given to those in need. All by donation from the good people of the Comox Valley & some local businesses."


METRICS TO DATE:

The graphic below shows a high-level overview of outcomes achieved in partnership with local service providers.

High-level Overview

QUICK STATS 2022	# of Service Interactions	# Service Interactions October 2,486	\$X Distributed for training 15,000	\$ TOTAL FUNDING Provided to Service Providers 602,017.35
	18,214	# Engagement Events Attended 52	# People Trained 92	

Current Projects Update

PROJECT	STATUS	DESCRIPTION	SIGNIFICANT METRICS	\$ DISTRIBUTED
Comox Valley Transition Society Community Access Hub		▶ Provision of : <ul style="list-style-type: none"> • Shower program; • Washrooms; • PPE and harm reduction; • Overdose response; • Access to primary health care and addiction medicine; • Connection to ACT and Integrated Case Management; • Social connection; • Access to phone/internet services; • Survival gear distribution; • Storage of personal belongings; and • Housing applications and other administration support. 	▶ # of meals and snacks provided: 9,007 ▶ # of service interactions: 13,858 ▶ # of hours of service provided: 3,012 ▶ # of PPE & harm reduction supplies distributed: 1,506	379,687

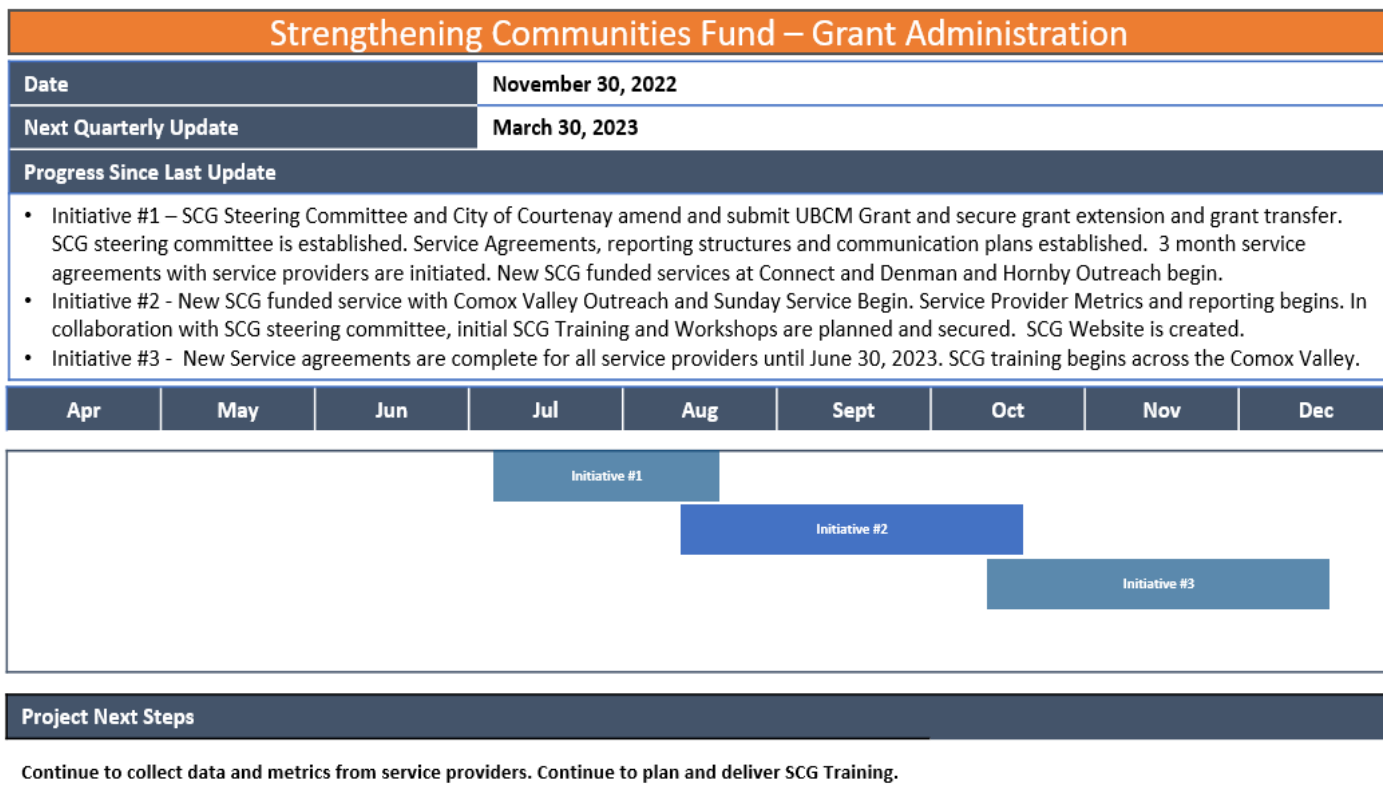
PROJECT	STATUS	DESCRIPTION	SIGNIFICANT METRICS	\$ DISTRIBUTED
Denman and Hornby Rural Outreach		▶ Current Agreement supports a part-time outreach worker that will attend existing/established support program events to meet with clients to facilitate connections to a variety of support and housing services	<ul style="list-style-type: none"> ▶ # of referrals to health services: 55 ▶ # of service interactions: 86 ▶ # of hours of service provided: 132 ▶ # of engagement events attended: 52 	14,927
PROJECT	STATUS	DESCRIPTION	SIGNIFICANT METRICS	\$ DISTRIBUTED
Comox Valley Street Outreach Clean-Up Crew		▶ AVI Peer-based outreach and remediation activities. The Comox Valley Street Outreach Clean-Up Crew provides 12 hours per week of cleaning services around locations where support services are being provided (e.g. sharps sweeps, local outreach etc.)	<ul style="list-style-type: none"> ▶ # of hours of service provided: 31 	15,007
PROJECT	STATUS	DESCRIPTION	SIGNIFICANT METRICS	\$ DISTRIBUTED
Sunday Service Society Meals		▶ Supports an expanded and adjusted Sunday Service community meal event(s) that invite residents and businesses to share a meal and hear from the members in their community that are experiencing homelessness, and enhanced access to program information and grant activities online.	<ul style="list-style-type: none"> ▶ # of meal provided to the community: 2,081 	12,662
City of Courtenay Training		▶ To meet the goal: Increased capacity of eligible applicants to work with homeless persons and Indigenous organizations towards culturally safe and trauma-informed responses, the City of Courtenay is currently coordinating Training Opportunities	<ul style="list-style-type: none"> ▶ # of people trained: 92 ▶ # of Homeless Services Association of BC membership provided for organizations: 2 	15,000

Past Projects

PROJECT	STATUS	DESCRIPTION	SIGNIFICANT METRICS	\$ DISTRIBUTED
Community Cares Peer Outreach		<ul style="list-style-type: none"> ▶ The Community Cares Warming Centre, at 1580 Fitzgerald Ave (Salvation Army Basement) January – March 2022 		
		<ul style="list-style-type: none"> ▶ Provision of: <ul style="list-style-type: none"> • Meal and snacks, • Washroom access, • Survival gear distribution, • Medical service outreach, • PPE and harm reduction supplies, • Housing referrals; and • Social connection 	<ul style="list-style-type: none"> ▶ # of hours of service provided: 840 	105,000

The Chart below provides an overview of the milestones that have been achieved and upcoming steps in administering the grant funding.

Milestones

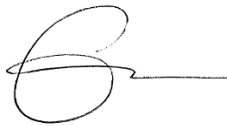


NEXT STEPS:

The next Strengthening Communities' Grant Service Update will be provided in March 2023. For monthly progress updates, information on our social service partners, contact information and the SCG training and development opportunities currently being provided, please visit our website at:

<https://www.courtenay.ca/EN/main/community/housing-issues/strengthening-communities-grant.html>

Submitted by:



Craig Rushton
Interim Director of Recreation, Culture and Community Services

Concurrence by,



Geoff Garbutt, M.PL., MCIP, RPP
City Manager (CAO)

**CITY OF COURTENAY HERITAGE ADVISORY COMMISSION
MINUTES**

Meeting of the City of Courtenay Heritage Advisory Commission meeting held on October 20th, 2022
at 10:00 a.m. at the Courtenay District Museum

Present:

J. Hagen (Chair)	G. Greenhill	J. Fortin	L. Burns (via zoom)
L. Grant	C. Piercy	D. Beatson (Staff)	

Regrets:

R. Dingwall	B. Wells (Mayor)
D. Griffiths	

1. Introduction and Opening Remarks (Chair)

2. Addition to Agenda (Chair)

*The Native Sons Hall façade was added to the agenda by the Chair.

3. Review and Adoption of Minutes of the September 22, 2022 Meeting (Chair)

Moved by J. Hagen, seconded by G. Greenhill..... Carried

4. Old Business

• CITY CLOCKS

In process.

D. Beatson noted that the drawings from the Structural Engineer at McElhanney were received by the City. D. Beatson distributed the drawings to HAC members.

Motion:

The HAC wishes to have City Clocks be the Heritage Project in celebration of Heritage Week in February 2023.

Moved by L. Burns, seconded by L. Fortin **Carried**

D. Beatson, Policy Planner noted that the City Clock is going to need a building permit from the City Building Division to place it on the façade of the City Hall building.

• WEDGE OF WOOD
FROM PIONEER
GRAVE

No further report.

• HERITAGE PANELS
UPDATE

No further report.

- ANNUAL REPORT In progress.

J. Hagen discussed the annual report and noted that it was submitted to the City. City Staff are working with the City Communications Department on the report. The City Planning Division is working towards placement on the December 12, 2022 Council Agenda. HAC Members were asked to contribute photos of the HAC projects in the past two years so that they can be used in the annual report.

- SIGNAGE FOR RIVER AND BRIDGE In progress.

J. Hagen noted that the Mayor followed up with City on the previous tour scheduled for October 17, 2022. J. Hagen apologies to the HAC for not sending out a reminder in time for the October 17, 2022 tour that was arranged at the September 22, 2022 HAC meeting.

Members discussed this and all members agreed that the Signage for the River and Bridge would be the next HAC Project to implement in 2023, after City Clocks.

- SANDWICK MANOR DEVELOPMENT PROPOSAL In progress.

The City Planning Division noted there has been no formal development application submitted for the property. The HAC will be notified as soon as there is an application submitted.

The HAC re-emphasized that they expect the future re-development of the site to take the historical value of the building into consideration and to incorporate those elements in the plan.

The HAC would like to see some design options moving forward.

5. New Business

The Native Sons Hall (South Façade)

- The Native Sons Hall was noted, the cedar shakes on the southern façade has stain that is noticeably visibly faded. The HAC noted that the stain needs to be redone and asked if anyone on the HAC knew the history behind the stain and why it was chosen.
- D. Beatson offered to look into the history of the stain with Building Services and City Recreation, Culture and Community Services and report back to the HAC at a future meeting.

Island Corridor Foundation Article (attached to HAC Minutes)

- J. Hagen distributed an article about the IFC wishing to restart the rail corridor and she reiterated the importance of the train station in Courtenay. D. Beatson received the article as information to the HAC.

Yew Tree at the Sandwick War Memorial Cairn

- City Staff were notified there was a recent pruning of the yew tree at the Cairn on Dingwall. The HAC was curious if it was being removed completely and they expressed concerns regarding mobility issues for families and residents that gather at the cairn on Remembrance Day each year.

- D. Beatson offered to find out if it was the City Public Works Department that pruned the yew tree will and report back to the HAC Chair on her findings.
- Glen Greenhill noted he would send pictures of the recently pruned tree to City Staff.
- D. Beatson was asked by HAC members to see if there was a list of memorial trees at City Hall which the HAC noted was developed in the 1980's. D. Beatson agreed to ask City Staff if this list exists and where to obtain a copy and report back to the HAC at a future meeting.

347/355 4th Street Property


- The HAC noted that these properties were recently sold and Cliff Piercy may be able to help with the history of the property. This building according to the HAC members was constructed in 1947 and may have historical significance.

6. In-Kind Hours

A total of eight (8) in-kind hours are reported.

7. **Next meeting** November 17th, 2022 (Courtenay District Museum)

8. **Meeting Adjournment** Moved by G. Greenhill at 11:15 a.m.



J. Hagen Chair

ICF hopes to restart rail corridor

Scott Stanfield
Record staff

The recent closure of the Malahat Highway and sink-holes north of Nanaimo have exposed the lack of transportation options on Vancouver Island, says Larry Stevenson, executive director of the Island Corridor Foundation. He and ICF co-chair Charlene Everson updated the CVRD board and responded to their request to consider alternate uses for the rail bed on the E&N corridor.

"We are very dependent on a single lane highway on the island," Stevenson said at the Sept. 20 meeting.

An ICF business case provided to senior governments outlines the economic opportunity and justifies investment in rail, he added. The proposed service includes regional and passenger service to Courtenay.

"This is not the dayliner, we're talking multiple trains every day across the system," Stevenson said. "Trains will start in Courtenay."

The proposed price tag is \$381 million for infrastructure and \$50 million for equipment. Stevenson says costs are reasonable, considering mainland rail projects run \$340 million per kilometre while island costs are \$1.3 million. The ICF believes the system would reap a profit in its first year.

"When this is all done, this



A segment of the Island Rail corridor, formerly known as the E&N Railway. File Photo

is going to be an asset worth something close to \$1 billion," Stevenson said, noting some First Nation lands sit 15 feet from the rail. "I would love to see a First Nation-owned and operated rail system, to bring that value back to the nations."

The ICF and the province resolve to solicit opinions of each affected First Nation or local government about the corridor use through their area.

However, the ICF might not be funded and face the reality of non-rail uses for the corridor, which would require a strategy to remove rail lines.

The ICF is asking the board for support.

"The clock is ticking," Stevenson said. "There is a tremendous amount at stake here.

There's going to be a decision and we are in a position today where we do have the risk of losing that corridor... You need to take a 50-year lens to this. We're getting there."

Comox director Ken Grant recalls a five- or six-hour train trip from Courtenay to Victoria, but Stevenson said it would take three hours, 45 minutes. Speeds would vary, up to 40-50 mph in some sections.

Area B director Arzcena Hamir asked about the possibility of bike trails and rail along the corridor. Stevenson said the ICF is committed to having trails alongside the corridor, which exist at some locations.

"It's part of active transportation. We want to help wherever we can," he said.

CITY OF COURTENAY COUNCIL APPOINTMENTS

INTERNAL APPOINTMENTS

Finance Committee:

Defer appointments until TOR is reviewed

July 1st Organizing Team City of Courtenay: 1

Defer appointments until TOR is reviewed

Heritage Commission: 1

Mayor Wells

Alternate:

Court of Revision (Parcel Tax Review Panel): 3 members of council

Councillor Frisch

Councillor Jolicoeur

Mayor Wells

Alternates:

Parks and Recreation Advisory Committee: 1

Councillor McCollum

Alternate: Councillor Morin

EXTERNAL APPOINTMENTS

Comox Valley Coalition to End Homelessness: 1

Councillor Jolicoeur

Alternate: Mayor Wells

Comox Valley Community Justice Society: 1

Councillor Hillian

Alternate: Councillor Cole-Hamilton

Downtown Courtenay Business Improvement Association Board: 1

Councillor Frisch

Alternate: Mayor Wells

Community Drug Strategy Committee: 1

Councillor Jolicoeur

Alternate:

Comox Valley Community Action Team: 1

Councillor Jolicoeur

Alternate:

Comox Valley Social Planning Society: 1

Councillor Morin

Alternate:

Physician Recruitment Committee:

Councillor Hillian

Councillor Jolicoeur

Alternates:

Vancouver Island Regional Library (VIRL) Board: 1

Councillor Cole-Hamilton

Alternate: Councillor McCollum

Kus-kus-sum Restoration Project Watershed: 1

Councillor Hillian

Alternate:

Comox Valley Early Years Collaborative: 1

Councillor McCollum

Alternate:

Junction Community Advisory Committee: 1

Councillor Frisch

Alternate:

Comox Valley Food Policy Council: 1

Councillor Morin

Alternate:

Infrastructure Improvement Requests and Supporting Data to Improve School Zone Safety around Arden Elementary

1. Speed Humps in School Zone

The Arden Green Team is requesting the installation of at least two speed humps in Arden Elementary's school zone on Lake Trail Road placed at most 150 metres apart.

- The American Journal of Public Health [found](#) that installing a speed hump is “associated with a 53%-60% reduction in injury or death in neighborhood children struck by a vehicle... the most severe injuries are often related to vehicles exceeding the speed limit, installation of speed bumps helps to ensure that drivers abide by the posted speeds.”
- “Humps placed 150 metres apart can ensure 85th percentile speeds of 40 to 48 km/h”, and even lower speeds the closer together they are spaced.
[BC Community Road Safety Toolkit](#) p.9

2. Lower Speed Limit between School Zones

We are requesting that the speed limit on Lake Trail Road between the Lake Trail Community School and Arden Elementary school zones be reduced from 50km/h to 30km/h.

- The reduction in fatal and injury collisions even from 40km/h to 30km/h is significant. Regarding the impact of lower speed limits in school zones, the Canadian Journal of Civil Engineering (2018) [shares](#) that “fatal/injury collisions were significantly reduced by 45.3% and injuries to vulnerable road users were reduced by 55.3%. In fact, for every 1 km/h reduction in mean speed, fatal/injury crashes were reduced by about 4%...”
- In 2020, the WHO [called for](#) all urban streets worldwide to be posted at 30 km/hr to help improve collision outcomes.
- A [study in the UK](#) found that children cannot judge the speed of cars traveling more than 30km/h, suggesting that children make risky crossing judgements at higher speeds.

3. School Zone Improvements

We are requesting two improvements to Arden's school zone:

a) that it be extended on Lake Trail Road west of the hill just east of Camco Road for eastbound traffic and just east of Powerhouse Road for westbound traffic.

b) for “SCHOOL” pavement markings to be painted at each of the extended boundaries of the school zone.

- The placement of Arden's current school zone sign in the middle of the hill eastbound on Lake Trail Road creates an unnecessary challenge for drivers to slow down from 50km/h to 30km/h while the gravity from the hill works against them. Considering the significant risk for pedestrians, and particularly children, walking or cycling next to eastbound traffic on the south side of Lake Trail Road and the correlation between reduction in speed and reduction in fatal/injury collisions cited above, Arden families need Arden's school zone to be extended to the top of the hill on Lake Trail Road in order to mitigate risk of collision, reduce severity of collision injuries, and ensure safety of our students, families, and staff.
- The extension just east of Powerhouse Road for westbound traffic on Lake Trail Road would ensure that eastbound traffic has slowed to 30km/h *before* vehicles encounter children walking out onto the north side shoulder of Lake Trail Road from Powerhouse Road, rather than after, again reducing the risk of fatal/injury collisions.
- "Simple visual gateways such as signs and pavement markings have been found to reduce speeds by up to 3%, while more elaborate combination of treatment with physical features have been found to reduce speeds by up to 27%."
[BC Community Road Safety Toolkit](#) (2018, p. 11).

4. Speed Reader Board

We are requesting a permanent flashing speed reader board be installed on the school zone sign for westbound traffic just east of Powerhouse Road.

- "Speed reader boards are best used in areas that transition to low speeds, and around schools, bikeways, parks, or work zones. Speed reader boards can also be used to help address excessive speeding at problem locations. Periodic police speeding enforcement should be used to complement this measure."
[BC Community Road Safety Toolkit](#) (2018, p. 10).
- "For speed reader boards used in school zones, a Canadian study by Hildebrand and his colleagues showed a sustained and statistically significant reduction in the average speeds ranging from 5 to 14 km/h."
[BC Community Road Safety Toolkit](#) (2018, p. 10).

5. Raised Crosswalks

We are requesting for raised crosswalks to be included in the plan for the proposed pathway on Lake Trail Road at the crossings across Powerhouse Road and Webb Road where they would intersect with the pathway on Lake Trail Road.

- "Elementary children (grades kindergarten to 3) represent the age group most at risk, and [more than half](#) of all pedestrian deaths and injuries to children ages 5 to 9 involve crossing or entering residential streets" (Federal Highway Administration).
- Moreover, raised crosswalks are a recommended improvement to crosswalks from [one of the largest studies done](#) on marked crosswalks, as marked crosswalks themselves were not found to reduce pedestrian collision rates on their own.



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Property Tax Instalment Payment Plan

File No.: 1970-06
Date: December 12, 2022

PURPOSE:

The purpose of this report is to update the Property Tax Instalment Payment Plan bylaw to be inclusive of all property tax owners.

POLICY ANALYSIS:

The *Community Charter* allows for municipalities to provide any service that the Council considers necessary or desirable.

EXECUTIVE SUMMARY:

The adoption of Advance Payment of Taxes Bylaw No. 2240, 2002, enabled property tax owners to prepay their annual property taxes on a predetermined instalment plan. Upon review of Bylaw No. 2240, 2002 it was determined that the Bylaw needed to be updated to be more inclusive of all property tax owners.

CAO RECOMMENDATIONS:

That Council give first, second and third reading of the "Property Tax Installment Payment Plan Bylaw No. 3085, 2022".

Respectfully submitted,

Geoff Garbutt, MCIP RPP
City Manager (CAO)

BACKGROUND:

Bylaw 2240, 2002 was adopted in 2002 and as of December 1, 2022 there are 794 tax rolls signed up for the plan with the City of Courtenay. The current Tax Instalment Prepayment Plan (TIPP) allows property tax owners to pay pre-authorized amount(s) toward the upcoming tax year with 10 payments from August to May.

Simple interest is to be paid on prepayments less 4% of CIBC prime rate. Due to low historical prime interest rates, interest has not been credited on the property tax accounts in the last 20 years. Now that the interest rates have risen, City of Courtenay would be obligated to pay interest on the property tax pre-payments.

This means City of Courtenay would be required to issue T5 Statement of Investment Income slips to comply with Canada Revenue Agency tax rules. In addition, outdated Sections and Chapters of the Local Government Act are cited in Bylaw 2240, 2002 that do not relate to the prepayment of property tax accounts any longer. The bylaw requires that participants be removed from the plan if the tax balance for the current year is not paid in full prior to July 15th of the current year.

DISCUSSION:

Bylaw 2240, 2002 limits the current payment plan to property tax accounts that have no amounts owing on or before July 15th; this discourages payments for properties that have arrears or delinquent taxes. By replacing the outdated bylaw with a “Property Tax Instalment Payment Plan, Bylaw 3085, 2022”, property tax owners can make payments on their property tax accounts regardless if there is an amount outstanding. This will potentially reduce the number of arrears and delinquent amounts owing to the City of Courtenay, hopefully reducing the number of properties going to the annual tax sale. Furthermore, participants will not be removed from the plan if there is a balance outstanding on their property tax account.

There is no requirement in the Community Charter or Local Government Act that indicates municipalities must pay interest on property tax prepayments.

FINANCIAL IMPLICATIONS:

The current tax instalment prepayment plan results in approximately \$2.5M collected in property tax prepayments. The revised bylaw will encourage taxpayers with arrears and delinquent taxes to make instalment payments, therefore reducing outstanding amounts from year to year. Bylaw 2240 calculates the interest rate on an annual average basis resulting in no interest payable for 2022, however if trends over the last few months persist with increases to the prime interest rate, it will move the interest calculation into the payable realm. By adopting the new bylaw the City will avoid paying an estimated \$25,000-\$50,000 in interest, assuming a 1-2% interest rate on an average prepayment balance of \$2.5M.

ADMINISTRATIVE IMPLICATIONS:

Letters will be sent to all of the existing 2023 Property Tax Instalment Payment Plan participants with information regarding the new bylaw. Arrears and delinquent property tax owners will be encouraged to sign up for the property tax instalment payment plan to be used as a budgeting tool and to aid them in avoiding their property going to tax sale.

If proposed bylaw 3085 is not adopted a significant administrative burden will be placed upon the finance department to appropriately produce, track and hold records for issued T5 slips. Social Insurance Numbers (SIN) are required when issuing T5 slips and the City currently does not hold this information for property owners taking part in the prepayment plan. There are significant privacy requirements when collecting SIN numbers as they are considered private information whereas all other property taxation information can be found in the public realm and not considered private.

ASSET MANAGEMENT IMPLICATIONS:

Not Applicable

STRATEGIC PRIORITIES REFERENCE:

While not specifically referenced in the City’s strategic plan or strategic priorities, collection of property taxes is a statutory requirement, and utilizes staff resources in carrying out the actions required.

OFFICIAL COMMUNITY PLAN REFERENCE:

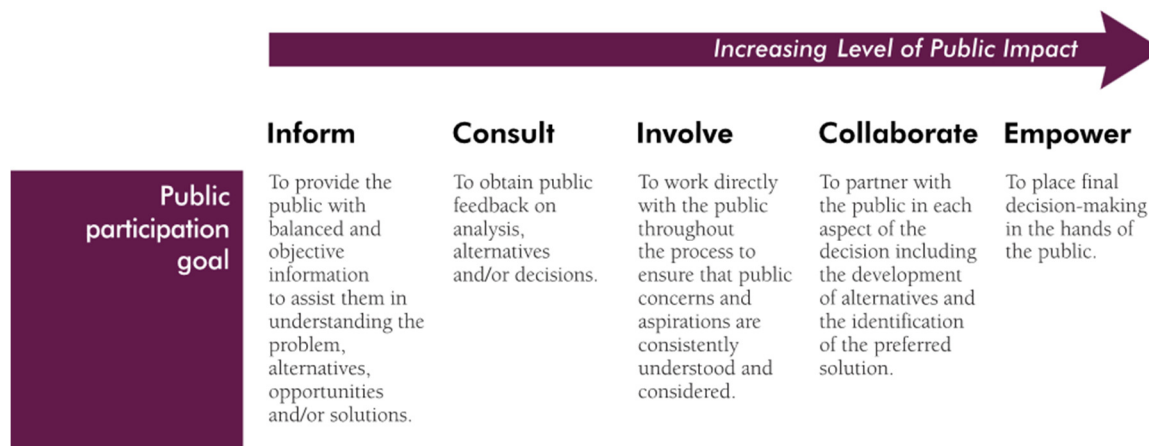
There is no applicable reference in the Official Community Plan.

REGIONAL GROWTH STRATEGY REFERENCE:

There is no applicable reference in the Regional Growth Strategy.

CITIZEN/PUBLIC ENGAGEMENT:

Affected property owners are will be notified in writing of the repeal of Bylaw “Advance Payment of Taxes Bylaw No. 2240, 2002” and informed of the new Bylaw. The City will inform the public based on the IAP2 Spectrum of Public Participation:



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

OPTIONS:

OPTION 1: (Recommended)

That Council give first, second and third reading of the “Property Tax Installment Payment Plan Bylaw No. 3085, 2022”.

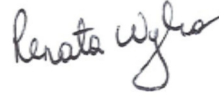
OPTION 2: That Council provide other direction to staff.

Prepared by:



Rachel McColm
Finance Clerk

Reviewed by:



Renata Wyka, CPA, CGA
Manager of Finance

Concurrence:



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

Concurrence:



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

THE CITY OF COURTENAY

BYLAW NO. 3085

A BYLAW TO PROVIDE FOR THE PROPERTY TAX INSTALMENT PAYMENT PLAN

WHEREAS the *Community Charter* allows for a municipality to provide any service that the council considers necessary or desirable;

AND WHEREAS for the purpose of encouraging the payment of taxes in the City of Courtenay it is deemed advisable to pass a bylaw for the acceptance by the Collector of monies to be applied to current and future date in payment of taxes and also provide terms and conditions upon which such monies shall be accepted and held in the bylaw;

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

A. GENERAL PROVISIONS

1. The Collector of Taxes of the City of Courtenay is hereby authorized and directed to accept from any person or persons, corporation or corporations, monies in payment of taxes on any parcel or real property by either:
 - a) a monthly payment of taxes program, or
 - b) periodic lump sum payments.
2. All payments received shall apply as payment or reduction of the tax account of the owner of the property at the time of making the payment, or may be applied upon the current year's taxes of any other property by the order of the person by whom such payments have been made.

B. MONTHLY PAYMENT OF TAXES PROGRAM

1. A taxpayer may pay or prepay property taxes in monthly instalments. The amount of the instalment which will be deducted each month from the bank account of the taxpayer (except June and July) by the City, will be:
 - a) an amount that is calculated by dividing the previous year's gross taxes, less the Provincial Home Owner Grant (if claimed), by 10 months, or
 - b) a set monthly fixed amount.
2. In order to be accepted for the monthly payment of taxes program, an eligible taxpayer must make application to the Collector of taxes by completing and returning to the Collector a properly completed Tax Instalment Payment Plan Application including:

- a) a written authorization from the eligible taxpayer to permit the City, through its employees and agents, to automatically withdraw payments by way of monthly deductions from the bank account of the eligible taxpayer for application to taxes on property identified in the application, and
 - b) a cheque or direct deposit form from the bank account identified pursuant to clause (a), which has been marked VOID.
3. Where monies received by the Collector in payment of taxes exceed the amount of taxes on the parcel of real property with respect to which the payments have been made, the Collector shall apply such excess amount in payment of taxes in the next applicable period.
 4. An eligible taxpayer may withdraw from the payment plan arrangement by providing the Collector of Taxes with written notice of withdrawal no less than 14 business days before the next instalment is due or at such time or in such other form as otherwise agreed upon by the Collector of Taxes, but in that event no monies paid into the plan will be returned or refunded.
 5. If the bank account identified in section 2 (a) of an eligible taxpayer does not, on the first banking day of two consecutive months, contain sufficient funds to cover the amount of the instalment to be deducted, the Collector of Taxes may immediately disqualify the eligible taxpayer from eligibility for the instalment arrangement and such arrangement shall thereupon be discontinued.

C. Bylaw “Advance Payment of Taxes Bylaw 2240, 2002” is hereby repealed.

D. This Bylaw may be cited for all purposes as “Property Tax Instalment Payment Plan Bylaw No. 3085, 2022”

Read a first time _____

Read a second time _____

Read a third time _____

Adopted _____

Mayor Bob Wells

Corporate Officer, Adriana Proton



STAFF REPORT

To: Council

File No.: 3360-20-2013/OCP00014

From: Chief Administrative Officer

Date: December 12, 2022

Subject: Zoning Amendment Bylaw No. 3054 – Third Reading Report – 1077 Piercy Avenue

PURPOSE:

The purpose of this report is to provide technical clarifications on matters raised at the November 21, 2022 Public Hearing, to correct a typographical error on the zoning amendment bylaw, and for Council to consider Third Reading of Zoning Amendment Bylaw No. 3054 – 1077 Piercy Avenue.

CAO RECOMMENDATIONS:

THAT Council approve OPTION 1 and complete the following steps:

1. THAT Council give Third Reading to Zoning Bylaw No. 3054, 2022 (1077 Piercy Ave); and
2. THAT Final Reading of the bylaw be withheld pending the registration of Section 219 covenant.

Respectfully submitted,

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

BACKGROUND:

The subject property, legally described as Lot 2, District Lot 104, Comox District, Plan 12602, is 2,376 m² (0.59 ac.) in area and currently contains a house, shop and detached garage, located across Piercy Avenue from the City of Courtenay's Public Works Yard between 10th Street and Cumberland Road. It borders townhouses on its southeast and single detached houses on its northwest side and across the rear southwest lane.

Council gave First and Second Reading to "Zoning Amendment Bylaw No. 3054" (1077 Piercy Avenue) on October 3rd, 2022 to create a new Comprehensive Development Thirty-Six Zone



Figure 1: Subject Property and Context

(CD-36) and rezone the subject property to CD-36. A Public Hearing was held November 21, 2022, during which a number of concerns were raised. Staff provide clarification on application technical matters in the discussion below.



Figure 2: Site plan and elevations

DISCUSSION:

Some neighbours expressed preference for the subject development to have vehicular access on Piercy Avenue and no or less reliance on the rear laneway to access parking. Concerns include laneway suitability for vehicles and pedestrians, drainage, snow removal, noise and crime.

Laneway vehicular access and parking adequacy

The sole vehicular access to the proposed development is from the lane that runs parallel to Piercy Avenue (rear of property). As mentioned in the initial Report to Council, early neighbour consultation indicated preference for street accessed parking; however, Zoning Bylaw 2500 multi-residential development permit guidelines direct that where lane access is available, parking entrances should be limited to lane access (Development Permit Area 1 - Guideline 84) and the building’s primary façade should be facing the street and close to the minimum setback to establish a well-defined street edge (DPA1 - 10). This design guideline is in place in order to improve the visual appearance of development from streets by reducing the dominance of vehicles within the public realm and creating a more pedestrian oriented scale on the street as well as to reduce the number of individual driveway intersections to the street, thus improving mobility safety on the street. The Transportation Association of Canada (TAC) recommends use of laneways wherever possible in order to limit driveway conflict zones, reduce the number of sight lines (maintaining sightlines prohibits obstructing landscaping, thus reducing the opportunity for landscaping within the streetscape), and increase sidewalk accessibility features (fewer driveway letdown grade changes are better for mobility scooters, strollers, etc.). As Piercy Avenue is identified as a “best routes to

school” by School District 71st Hub for Active School Travel program as both a walking and cycling route, supporting accessible pedestrian and cycling features is particularly important.

Parking adequacy was also questioned. The parking study provided indicates that the proposed off-street parking is sufficient to meet demand; moreover, because the proposed parking lot is not in the front yard, it does not require a front driveway and that allows enough space to for four on-street parking spots (not included in the parking study). If the development were configured with a front driveway, this potential overflow parking would be reduced by two or more spaces.

Laneway drainage and snow clearing

Regarding drainage, detailed civil drawings must be submitted and approved by the City before Final Reading of the Zoning Amendment Bylaw. The laneway’s 6.1 m width meets the 5.55 m laneway surface specification in the Supplementary Standard Review drawing (that the City would reference for new subdivisions) and also has space for curb and gutter on one side, similar to the laneway specifications at the 1375 Piercy Avenue Habitat for Humanity project, currently under construction and approximately one block away.

At the public hearing it was stated that snow clearing will be the responsibility of the new multi-residential rental building property management. Staff confirm that while any snow clearing on the private property is a private responsibility, the public laneway snow clearing is the responsibility of the City. It is not the City’s practice to place snow that has been removed from a public road or sidewalk onto private property.

Nuisance laneway noise and behaviour

Regarding the concern of noise increasing within the lane, some vehicular noise is to be expected with a 20-vehicle parking lot although as combustion engines are phased out (as per provincial policy) this will become less over time. Excessive or continuous noise on the property is subject to Public Nuisance Bylaw No. 2804 enforcement. Regarding nuisance behaviour, including possible criminal behaviour within the lane, new resident coming and going within the lane and increased eyes on the area are expected to discourage criminal behaviour.

A typographical error has been observed and rectified. The proposed comprehensive development (CD) zone number was updated from 35 to 36 before First Reading to correct for the fact that CD-35 was already assigned. However, the text was not updated on the draft zoning bylaw in some places thus resulting in inconsistencies in the bylaw; the attached draft Zoning Bylaw No. 3054 consistently reads Comprehensive Development Thirty Six Zone (CD-36).

Next steps

Should Council give Third Reading to the Zoning Amendment Bylaw, a Section 219 covenant will be registered on title prior to rezoning final approval to secure the following:

1. Amenity contributions: The developer agrees to pay \$500 per unit to the *City’s Parks, Recreation, Cultural and Senior Facilities Amenity Reserve Fund* and \$4,000 per unit to the *Affordable Housing Amenity Reserve Fund* prior to building permit.

2. The developer agrees to rebuild and pave the full width of the lane along the property and out to the entrance of 10th St prior to building occupancy.

OPTIONS:

OPTION 1: (Recommended)

1. THAT Council give Third Reading to Zoning Bylaw No. 3054, 2022 (1077 Piercy Ave); and
2. THAT Final Reading of the bylaw be withheld pending the registration of Section 219 covenant.

OPTION 2: Defer consideration of Bylaw No. 3054 with a request for more information.

OPTION 4: Defeat Bylaw No. 3054.

Prepared by:



Mike Grimsrud,
Planner 2

Reviewed by:



Nancy Gothard, RPP, MCIP
Acting Manager of Development Planning

Concurrence by:



Rob Roycroft, RPP, MCIP
Interim Director of Development Services

Concurrence by:



Geoff Garbutt, M.PL., RPP, MCIP
City Manager (CAO)

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 3054

A bylaw to amend Zoning Bylaw No. 2500, 2007

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

1. This bylaw may be cited for all purposes as **“Zoning Amendment Bylaw No. 3054, 2022”**.

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

(a) Amending Division 8 – Classification of Zones through the addition of:

Part 60 – Comprehensive Development Thirty Six Zone (CD-36) 1077 Piercy Avenue as attached in **Attachment A**.

(c) by rezoning Lot 2, District Lot 104, Comox District, Plan 12602 (1077 Piercy Avenue) as shown in bold outline on **Attachment B** which is attached hereto and forms part of this bylaw, from Residential Two (R-2) to Comprehensive Development Zone Thirty Six (CD-36).

(d) 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 3rd day of October, 2022

Read a second time this 3rd day of October, 2022

Considered at a Public Hearing this 21st day of November, 2022

Read a third time this day of , 2022

Finally passed and adopted this day of , 2022

Mayor Bob Wells

Corporate Officer Adriana Proton

Attachment A

Part 60 - Comprehensive Development Thirty Six Zone (CD-36) (1077 Piercy Ave.)

8.60.1 Intent

The CD-36 Zone is intended to accommodate a multi residential development on the property legally described as Lot 2, District Lot 104, Comox District, Plan 12602. This property shall be developed substantially in accordance with Schedule A and Schedule B which form part of this zone, any contrary requirements of Zoning Bylaw No. 2500 notwithstanding.

8.60.2 Permitted Uses

The following uses are permitted and all other uses are prohibited except as otherwise noted in this bylaw:

- (1) *Rental Multi Residential, Accessory buildings and structures*

8.60.3 Minimum Lot Size

A *lot* shall have an area of not less than 2,350 m²

8.60.4 Minimum Lot Frontage

A *lot* shall have a frontage of not less than 30.0 m²

8.60.5 Floor Area Ratio

The maximum *floor area ratio* shall not exceed 0.75

8.60.6 Setbacks

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

- (1) *Front Yard:* 7.5 m
- (2) *Rear Yard:* 23.0 m
- (3) *Side Yard :* 2.4 m

8.60.7 Height of Building

Maximum *building height* shall be 9.0 m.

8.60.8 Useable Open Space

Useable open space and screening must be provided and include at minimum an average of 10 m² of patios/balconies per unit within an average of 16.8 m² of outdoor space per unit between the unit and the nearest side property line.

8.60.9 Accessory Buildings and Accessory Structures

A detached front entry archway structure and a rear refuse enclosure shall be permitted in substantial conformance to Schedule A

8.60.10 Off-Street Parking and Loading

Off-street parking shall be provided and maintained in accordance with the requirements of Division 7 of this bylaw except:

- (1) Parking shall be provided at a rate of 0.83 *parking spaces per dwelling unit* inclusive of visitor parking
- (2) Maximum proportion of small car parking is 35%
- (3) Minimum number of stalls for people with disabilities is one (1)

8.60.11 Bicycle Parking Requirements

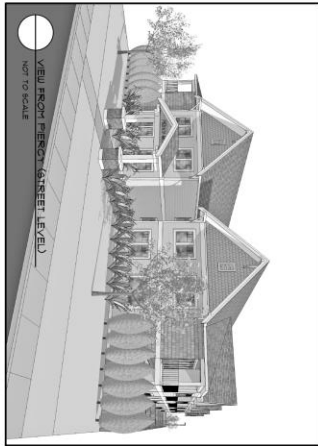
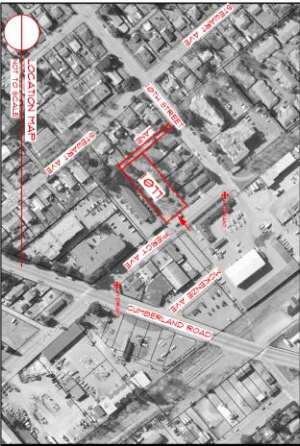
The minimum number of off-street bicycle parking spaces shall be 1.5 per unit, sited and specified in substantial conformance to Schedule A.

8.60.12 Landscaping and Screening

Must be in substantial conformance to Schedule B, including fencing and tree clusters along side lot lines.

Schedule A

Note: Please refer to full size drawings in file 6480-20-2104 / 3360-20-2113



1071 PERCY AVENUE - GENERAL INFORMATION	
CIVIC ADDRESS	1071 PERCY AVENUE
AUTHORITY TAKING JURISDICTION	CITY OF COCHRAN
LEGAL DESCRIPTION	LOT 7, 1/4 SECTION 28, T12N, R10E, S18W
PARCEL ID	004-190-01
LOT DIMENSIONS (AREA)	30.5M X 11.9 M
CCP DESIGNATION	URBAN RESIDENTIAL
CCP ZONING	URBAN RESIDENTIAL
PROPOSED UNIT DESIGN	RESIDENTIAL
APPLICABLE BUILDING CODE	2018 IBC
APPLICABLE ENERGY STANDARD	TO BE DETERMINED
FLOOR AREA (GROSS)	1783.1 SQ M
FLOOR AREA (NET)	1621.1 SQ M
REAR YARD (GROSS)	11.9 M
REAR YARD (NET)	2.3 M
SIDE YARD (GROSS)	2.4 M
SIDE YARD (NET)	1.7 M
HEIGHT (GROSS)	10.7 M
UNIT MIX	4 STUDIOS 5 ONE BEDROOMS 16 TWO BEDROOMS 24 TOTAL UNITS
PARKING	REGULAR TOTAL SPACES: 20 BICYCLE PARKING: 14 VISITOR (0.6:1.0): 12 TOTAL SPACES: 36

HEARTH architectural

4450 Southview, Victoria Park, Suite 100
 Vancouver BC V6X 0C3 P: 604-266-8577

WWW.HEARTHARCH.COM

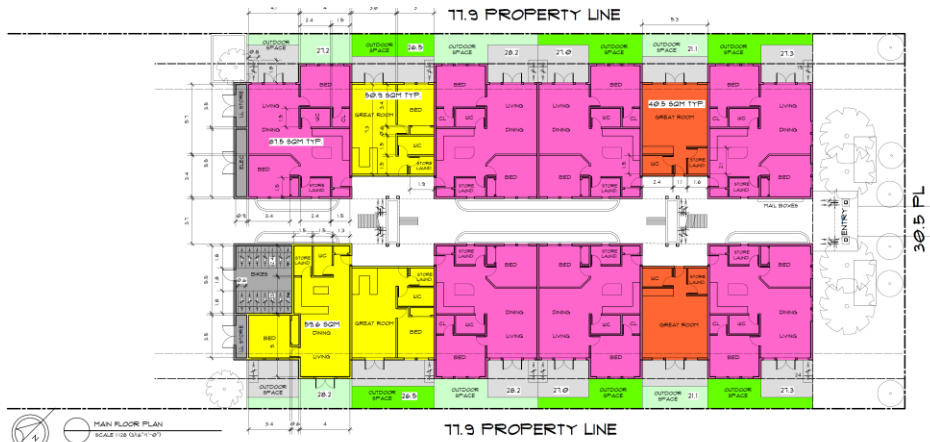
Project: APARTMENT BUILDING
1071 PERCY ROAD
COCHRAN BC

Client: A100

Site Plan Character Sketch Project Statistics

Drawn: HAN, JAY | Project No: 219
 Scale: A4 BUDON | Drawing No:
 Checked By: HAN |
 Approved By: VCH

Page 114 of 117



HEARTH ARCHITECTURAL
400 Southwest Marine Drive Suite 1000
Vancouver BC V6X 3C1 P: 604-266-8777

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DESIGNER RESPONSIBLE TO LAWYER

This is the Designer's responsibility to the client and not the architect's responsibility to the client. The architect is responsible for the design and construction of the building and not the Designer's responsibility to the client. Any alteration to the building's design without the written consent of the Designer is prohibited. The Designer's responsibility is to the client and not the architect's responsibility to the client.

Revisions:

- 1. JULY 18 2020 ISSUED FOR REVIEW V-01
- 2. JULY 28 2020 ISSUED FOR A200 V-01
- 3. DEC 15 2020 ISSUED FOR REVIEW V-01
- 4. MAR 03 2021 ISSUED FOR REVIEW V-01
- 5. APR 15 2021 ISSUED FOR A200 V-01
- 6. AUG 1 2021 ISSUED FOR A200 V-01

Project:

APARTMENT BUILDING
1871 PIERCY ROAD
COURTNEY BC

Project Name:

PROJECT FLOOR PLANS

File: PLAN 2001 Project No: 2105

Date: AUG 24 2021 Drawing No:

Drawn by: H&B A200

Checked by: H&B

Approved by: V-01

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400 Southwest Marine Drive Suite 1000
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APARTMENT BUILDING
1871 PIERCY ROAD
COURTNEY BC

Project Name:

PROJECT ELEVATIONS

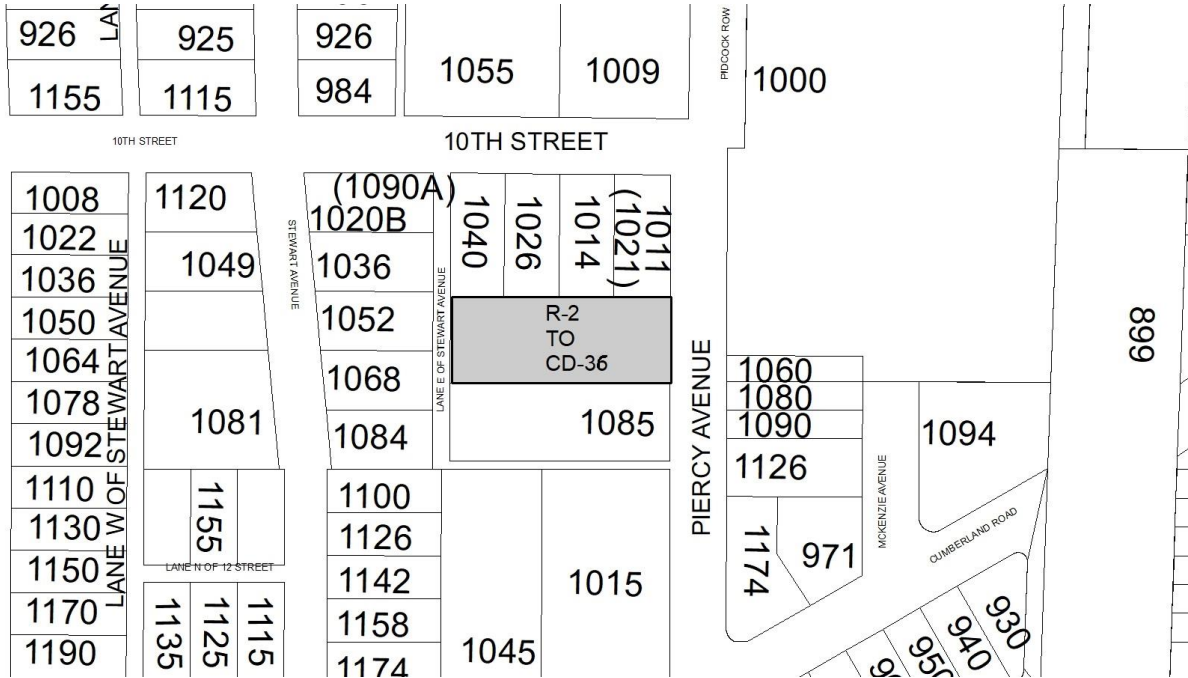
File: PLAN 2001 Project No: 2105

Date: AUG 24 2021 Drawing No:

Drawn by: H&B A300

Checked by: H&B

Approved by: V-01



THE CITY OF COURTENAY
ATTACHMENT "B"
 Part of Bylaw No. 3054, 2022
 Amendment to the
 Zoning Bylaw No. 2500, 2007