



THE CORPORATION OF THE CITY OF COURTENAY  
**COUNCIL AGENDA**

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**Meeting #:** R5/2023  
**Date:** March 8, 2023  
**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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**8. COUNCIL REPORTS**

- 8.1 Councillor Cole-Hamilton
- 8.2 Councillor Hillian
- 8.3 Councillor Jolicoeur
- 8.4 Councillor McCollum
- 8.5 Councillor Morin
- 8.6 Mayor Wells

**9. COUNCIL RESOLUTIONS**

- 9.1 High Ground 2023 Columbia Institute Conference  
 THAT Council authorize Councillor Doug Hillian to attend the High Ground 2023 Columbia Institute conference March 24-25 and that the associated costs be covered through the Council budget.

**10. NOTICE OF MOTION**

- 10.1 Equitable access to Mental Health & Substance Use Services in Comox Valley - Councillor Jolicoeur  
 WHEREAS the BC government has committed to utilize surplus and additional funding in Budget 2023 for mental health & substance use services; and  
  
 WHEREAS the Comox Valley currently lacks the continuum of mental health and substance use services locally including medical detox, inhalation overdose prevention services, mental health treatment facilities, managed alcohol programs, Indigenous healing services, substance use treatment facilities, and second stage housing;  
  
 THEREFORE BE IT RESOLVED that the City of Courtenay advocate to the Premier, Ministers of Health and Mental Health & Addictions to increase funding to Island Health, local non-profits and private providers for the purpose of filling the gap in mental health and substance use services in the Comox Valley; and  
  
 BE IT FURTHER RESOLVED that the City write to regional local government partners to seek interest in submitting a shared regional letter to the BC Government.

**11. BYLAWS**

- 11.1 For Third Reading and Adoption
  - 11.1.1 Zoning Amendment Bylaw No. 3017, 2023 (801 Ryan Rd) 91
- 11.2 For Adoption

11.2.1	Fees and Charges Amendment Bylaw No. 3087, 2023 (Solid Waste Collection Fees)	190
11.2.2	Fees and Charges Amendment Bylaw No. 3088, 2023 (Sanitary Sewer System)	192
11.2.3	Fees and Charges Amendment Bylaw No. 3089, 2023 (Water Distribution System)	197
11.2.4	Fees and Charges Amendment Bylaw No. 3090, 2023 (Storm Sewer System)	202

**12. 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; and

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

**13. ADJOURNMENT**



THE CORPORATION OF THE CITY OF COURTENAY  
**COUNCIL MINUTES**

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**Meeting #:** R4/2023  
**Date:** February 22, 2023  
**Time:** 4:00 pm  
**Location:** CVRD Civic Room, 770 Harmston Ave, Courtenay

**Council Present:** B. Wells  
D. Hillian  
E. Jolicoeur  
M. McCollum  
W. Morin

**Regrets:** W. Cole-Hamilton  
D. Frisch (leave per Community Charter s. 109.3)

**Staff Present:** G. Garbutt, City Manager (CAO)  
A. Langenmaier, Director of Financial Services, via audio/video conference  
K. Macdonald, Fire Chief  
R. Roycroft, Acting Director of Development Services  
C. Rushton, Director of Recreation, Culture and Community Services, via audio/video conference  
K. Shaw, Director of Public Works Services  
J. Chan, Manager of Business Administration, 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 4:01 pm and respectfully acknowledged that the land on which the meeting was conducted is the Unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

Mayor Wells made a statement on the discovery of unmarked graves in Port Alberni. The confirmation of 67 student deaths, and the discovery of 17 suspected graves at the

site of the former Alberni Indian Residential School in the territory of the Tseshaht First Nation is heartbreaking.

Councillor Jolicoeur spoke about Black History Month in February and brought attention to the myriad challenges that have been and are faced by Black citizens. For more information visit [bcblackhistory.ca](http://bcblackhistory.ca)

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

Mayor Wells removed item 10.2, Mayor Wells Leave of Absence, from the agenda. With no objections, Council proceeded with the agenda as amended.

## **3. ADOPTION OF MINUTES**

### **3.1 Regular Council Minutes - February 8, 2023**

A corrected version of the February 8 Council minutes was presented on table.

**Moved By** Jolicoeur

**Seconded By** Hillian

THAT Council adopt the February 8, 2023 Regular Council minutes as amended.

**CARRIED**

## **4. DELEGATIONS**

### **4.1 Comox Valley Arts**

Council received a presentation from Jennifer Casey, Executive Director, and Juliana Bedoya, Community Engagement Director, to provide an update about CVA's work, Fee for Service Agreement (5 year support), programming and plans for 2023.

### **4.2 Margaret Waterton - Lerwick Forest**

Council received a presentation from Margaret Waterton requesting approval and allocation of space in Lerwick Forest to increase knowledge, respect, and understanding of the forest through community involvement and education. The delegate proposed that the guidelines of the City of Courtenay's Urban Forest Strategy be used to accomplish this goal.

## 5. PRESENTATIONS

### 5.1 Comox Valley Emergency Program

Council received a presentation from Kurt Macdonald, City of Courtenay Fire Chief, and CVRD representatives, Howie Siemens, Emergency Program Coordinator, and Russell Dyson, Chief Administrative Officer, regarding the action items from the "Fracture on 5th" regional earthquake exercise held in September 2022. They will be recommending a consolidation of the service to a regional service. At this point the service is contracted to local governments.

## 6. STAFF REPORTS

### 6.1 Recreation, Culture and Community Services

#### 6.1.1 Pacific Salmon Foundation Licence Agreement - McPhee Meadow Nature Park PIT Installation Request

**Moved By** Hillian

**Seconded By** Jolicoeur

THAT Council approve the attached five-year Licence Agreement dated January 1, 2023 between the City and the Pacific Salmon Foundation for the licenced area on property having a legal description of:

PID: 028-419-910, Lot 1, Plan VIP88574, District Lot 118, Section 61

**CARRIED**

#### 6.1.2 Downtown Courtenay Business Improvement Association Temporary Licence of Occupation

**Moved By** McCollum

**Seconded By** Hillian

THAT Council approve the attached temporary licence of occupation agreement between the City and the Downtown Courtenay Business Improvement Association for the licenced area located on property having a civic address of 580 Duncan Avenue, Courtenay, BC and a legal description of:

PID: 028-799-925 Lot B, Section 61, Comox District Plan EPP15696.

**CARRIED**

**6.2 Financial Services**

**6.2.1 Signing Authority Update**

**Moved By** Hillian

**Seconded By** Morin

THAT Council rescind all previous banking, investment and financial transaction signing authority appointments for Annie Berard, former Manager of Financial Planning, Payroll and Business Performance, and appoint the following individuals and positions of the City as signing authority for the City in regard to all banking, investment and financial transactions:

- Krista McClintock, Manager of Finance
- Renata Wyka, Manager of Financial Planning, Payroll and Business Performance

**CARRIED**

**7. EXTERNAL REPORTS AND CORRESPONDENCE**

**7.1 CVRD - Regional Social Development Grant Service Feedback**

**Moved By** Morin

**Seconded By** Hillian

THAT Council direct staff to write a report providing an analysis of the proposed Regional Social Development Grant Service.

**CARRIED**

**8. INTERNAL REPORTS AND CORRESPONDENCE**

**8.1 Development Services Management Report**

**8.2 Financial Services Management Report**

**8.3 Fire Department Management Report**

**8.4 Public Works Management Report**

**Moved By** Hillian  
**Seconded By** Morin

THAT Council receive the Development Services Management Report, Financial Services Management Report, Fire Department Management Report and Public Works Management Report.

**CARRIED**

#### **8.5 Changes to Privacy Legislation**

**Moved By** Hillian  
**Seconded By** Morin

THAT Council receive the "Privacy Changes to FOIPPA" Briefing Note.

**CARRIED**

### **9. COUNCIL REPORTS**

#### **9.1 Councillor Hillian**

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

- Feb 14 - Comox Valley Sewage Commission meeting, as the elected Chair for a second term, to update the K'ómoks First Nation Chief and Council, and the Chair of the Comox Valley Regional District and staff about the new conveyance project and its implications.
- Feb 19 - Celebration of Life in honour of the former Comox mayor Russ Arnott

#### **9.2 Councillor Jolicoeur**

Councillor Jolicoeur reviewed his attendance at the following events:

- Feb 15 to 17 - LGLA Elected Officials Seminar
- Feb 15 - Elected officials webinar hosted by the Union of BC Municipalities, BC RCMP, Ministry of Mental Health and Addictions, and the BC Centre for Disease Control on decriminalization. There was discussion around the role of Municipal governments, the risks to health, and what it means for our community. The general consensus between



the agencies that this should be addressed from a health care perspective.

### **9.3 Councillor McCollum**

Councillor McCollum reviewed her attendance at the following event:

- Feb 21 - Comox Valley Recreation Commission strategic planning meeting and workshops to reassess goals from the previous term and decide if they are still relevant going forward. The work is meant to inform and guide major capital decisions around ice development, artificial turf development and the recent aquatics study.

### **9.4 Councillor Morin**

Councillor Morin reviewed her attendance at the following event:

- Feb 21 - World Community Film Festival film screening and panel discussion of "Love in the Time of Fentanyl". The film highlights the resilience and hope of people who struggle with drugs, and the significance of safe injection sites. The panel discussion featured members from our community who work directly with individuals struggling with addiction and mental health.

### **9.5 Mayor Wells**

Mayor Wells reviewed his attendance at the following events:

- Feb - Comox Valley "Coldest Night of the Year" team walk. The main event is scheduled for February 25th.
- Feb - DCBIA meetings to discuss social issues in our community.
- Feb - Meeting with Karen McKinnon, the new managing director for the Comox Valley Community Justice Centre, and Bruce Curtis, the retiring chief administrator, to discuss and facilitate discussions with the Downtown Courtenay Business Improvement Association regarding social issues in our community.
- Feb 14 - Valentines Day ride on the BC Transit "Love Bus" to give out flowers, chocolates and dog biscuits.
- Feb 19 - Celebration of Life for former Comox mayor Russ Arnott

**10. COUNCIL RESOLUTIONS**

**10.1 Appoint Acting Mayor for March 2023**

**Moved By** Jolicoeur

**Seconded By** Morin

THAT Council appoint Councillor McCollum as Acting Mayor for the month of March 2023.

**CARRIED**

**10.2 UBCM Housing Summit**

**Moved By** McCollum

**Seconded By** Morin

THAT Council authorize Mayor Bob Wells and Councillor Evan Jolicoeur to attend the UBCM Housing Summit, with expenses to be paid by the City.

**CARRIED**

**11. ADJOURNMENT**

Mayor Wells terminated the meeting at 5:58 pm.

**CERTIFIED CORRECT**

Adopted by Council March 8, 2023

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Mayor Bob Wells

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Adriana Proton, Corporate Officer

January 23, 2023

Mayor's Office  
830 Cliffe Avenue  
Courtenay BC V9N 2J7  
Email: [mayor@courtenay.ca](mailto:mayor@courtenay.ca)

Dear Mayor Wells and Council:

**Re: Overdose Prevention Site and Services in Comox Valley**

Thank you for your letter dated December 22, 2022 presenting the resolution passed at Courtenay City Council, calling for Island Health to provide an Overdose Prevention Service with inhalation in the City.

Island Health is committed to providing Overdose Prevention Services including inhalation in Courtenay - this service is a priority action in our service plan. We are grateful for the City's support of this life-saving service, and for your commitment to work with us to find a suitable location for this vital program.

Island Health currently offers Overdose Prevention Services (OPS) at 941 England Street. Unfortunately, this service supports injection consumption only. We recognize providing inhalation (smoking) OPS is a priority, as the preferred consumption method has changed from injection to inhalation.

Island Health has been searching for a suitable, dignified, safe and client-centered site for over a year. This search has included a Request for Proposal process. Unfortunately, no suitable proposal was received and, as a result, the organizations that submitted proposals were notified the RFP process would not proceed. As is the case for all Island Health RFPs, proponents can request feedback on their submissions. After the RFP closed, a direct site search led by Island Health's real estate and capital specialists ensued. A range of sites were considered and an ideal site was identified. Unfortunately, the landlord was unwilling to lease the site for Island Health services that included OPS.

Island Health has budget available and earmarked for inhalation OPS, and the real estate search is ongoing.

We want to thank the City of Courtenay for lending the time and expertise of your staff in this ongoing search. We have met with City Manager Geoff Garbutt and Interim Director of Recreation Craig Rushton to explore other potential interim and longer-term site options – including City-owned property – to no avail. We appreciate the conversation about future planning as new development opportunities arise, and look forward to continued conversation around any opportunities to situate a permanent OPS site that includes inhalation.

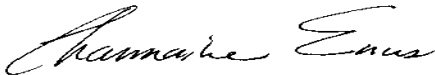
As a more immediate, interim measure Island Health is exploring a temporary structure for inhalation co-located with the current OPS. Planning is in process and landlord approval would be required. We will keep the City updated of progress and request any required support around approvals or permits should that be needed. If this temporary structure becomes possible, it could become permanent once the Community Health Services building becomes vacant. Meanwhile, Island Health's mobile outreach team provides episodic OPS and witnessed consumption (injection and inhalation) to any individual who requests it. This team currently operates 5 day/week; we are working on additional staffing to extend hours and days of service. We are planning for set hours and locations in the community and supports to all sites where these services are required. This service expansion includes four additional peer support workers to provide outreach services.

Lastly, Island Health remains in contact with BC Housing, and plans to have further discussion with them to commission an OPS offering injection and inhalation if they secure acquisition of the Travel Lodge in Courtenay.

Again, thank you for the City's support for inhalation overdose prevention services. We are grateful the City recognizes the importance of these services as one response mechanism to the toxic drug crisis and the societal issues of substance use, poverty and homelessness.

We will be meeting with City staff regularly to provide updates and would be pleased to provide updates to Mayor and Council as needed and requested. Please to not hesitate to reach out to either of us directly or by e-mail with questions, concerns or site tips!

Yours in health,



Charmaine Enns, MD, MHSc, FRCPC  
Medical Health Officer



Lesley Howie, Director North Island MHSU

Cc: Sheila Leadbetter, Executive Director Mental Health Substance Use  
South/Centre/North Island & Tertiary Adults and Seniors Services, Island Health

# Enhanced Overdose Prevention Services in Comox Valley

City of Courtenay  
Council delegation  
March 8, 2023

Lesley Howie, Director MHSU  
Charmaine Enns, MHO

# Background

- Island health is actively engaged in development of a fixed site for inhalation Overdose Prevention Services (OPS)
- Fixed location OPS are one part of continuum of services deployed and supported by Island Health as part of the Toxic Drug Crisis response
- Limitations of current site OPS are recognized
- Island Health is committed to providing an OPS site which includes inhalation

# Actions taken

- **Early 2022:** funding approved to develop OPS with inhalation
- **July 2022:** RFP issued to the community on BC Bid
  - Two responses received to RFP; neither met criteria due to service model and/or no suitable or available sites
  - RFP closed August 2022
- **Fall/Winter 2022-23:** Review of lease sites in City; 1 suitable site identified but it was not available for OPS service
- **Winter/Spring 2023:** Review of Island Health sites for possible location of temporary OPS inhalation service
  - 941 England Ave identified as an option

# Current access to observed inhalation

- Mobile OPS services currently in place at Outreach service locations
  - This service will be extended, subject to staffing, across weekends as of April 1
- Episodic OPS/witnessing services is happening across Island Health MHSU service locations as requested or required
  - Cliffe Avenue location, England Street vicinity



# 941 England Ave – possible temporary fixed site for inhalation OPS

- Located close to the current injection OPS
- Site considered temporary solution; long term OPS to be included with future Island Health service location planning
  - Feb 10: Review of England St site; architectural consultation completed
  - Project team currently working with landlord
  - Expect architectural drawings mid-March
- Future Steps:
  - Consultation with service users and engagement with peers
  - On receipt of landlord approval, plans will be submitted to the City for review and request any required permits



THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

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**To:** Council

**File No.:** 4000-20

**From:** Director of Corporate Services

**Date:** March 8, 2023

**Subject:** Advanced Budget Approval for Bylaw Enforcement Officer

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### PURPOSE:

The purpose of this report is to request approval from Council for advanced budget approval to immediately hire a new full time Bylaw Enforcement Officer in anticipation of increased seasonal and general service needs.

### CAO RECOMMENDATIONS:

THAT Council provide advanced budget approval to initiate recruitment activities to fill a new regular full time Bylaw Enforcement Officer position prior to the adoption of the 2023 financial plan.

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

### BACKGROUND:

Over the past two years there has been a notable increase in demand for bylaw compliance services in the community, including but not limited to homelessness response, parking, wood smoke regulation, unsightly premises, environmental investigations, and zoning and building bylaw compliance matters. As previously reported, the City continues to focus on developing and enhancing its bylaw services division to meet the service expectations of Courtenay residents and Council. The Bylaw Services Division is currently comprised of the following positions:

- 1 full-time manager
- 2 full-time BEO's
- Contractor: animal control officer – 2 days per week
- 1 part-time shared clerical resource (0.20 FTE)

In recent years, exacerbated by the COVID-19 pandemic, there has been a significant increase in the number of individuals camping in public spaces. In recognition of provincial case law and the rights of individuals without housing to camp in public spaces, and in balance with public access expectations to shared spaces, the Bylaw Enforcement Division implemented encampment inspection activities. Encampment inspections require two-person teams<sup>1</sup>. With the current compliment of two officers, this reallocation of bylaw resources has resulted in decreased service response capabilities to other non-safety related enforcement areas and has limited the resumption of pre-covid-19 activities such as parking enforcement in the downtown core. In 2022, Council approved a one-time budget re-allocation of \$17,000 which enabled Bylaw Services to re-establish a proactive parking program downtown.

In addition to the resumption of historical bylaw enforcement activities and the increased encampment response efforts, a new area of bylaw enforcement was recently approved by Council. On September 26, 2022 Council considered the *Nuisance Bylaw Amendments to Regulate Excessive Wood Smoke staff report* and approved amendments to the following bylaws:

- Prevention of Public Nuisances
- Municipal Ticket Information Bylaw
- Nuisance Abatement and Cost Recovery Bylaw

Based on staff recommendations for resourcing enforcement activities related to wood smoke regulation, Council passed a motion referring the consideration of additional bylaw enforcement officers resources to the 2023 budget process.

#### **DISCUSSION:**

A new bylaw enforcement officer position is identified in the 2023 budget, however, due to the timing of anticipated seasonal activities and increased service needs generally, staff are requesting Council approval to hire a new Bylaw Enforcement Officer position as soon as possible.

#### ***Anticipated Closure of Extreme Weather Response Shelters***

On March 31, 2023 temporary Extreme Weather Response (EWR) shelters will close. As a result, encampment activities are anticipated to increase dramatically in April and continue through to mid-November when the EWR shelters reopen. Based on seasonal impacts and the EWR shelter schedules, the demand for BEO inspections increases from 2-days (November to March) to 5 days per week (April through November) (see attachment A). Daily encampment inspection activities, on average take 3.5 hours per day per officer, which represents 44% of current BEO capacity (full-time, casual, and overtime budgets) during the spring, summer, and fall.

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<sup>1</sup> In accordance with the *Bylaw Services Homeless Encampment* standard operating procedure/safe work practices - for employee health and safety reasons - 2-person BEO teams are required when conducting encampment inspections.

### ***Downtown Parking Patrols – Returning to Pre- Covid-19 Service Levels***

Based on service expectations from business in the downtown core, the level of service for the proactive parking program is now 4.5 hours per day 5 days per week or 28% of BEO capacity.

As a result, commencing in April only 28% of BEO capacity will remain to handle all other existing calls for services (i.e., unsightly properties, derelict vehicles, noise, zoning, hedges, weeds/tall grass, parking complaint outside of the downtown core, water sprinkling, fences, illegal dumping, etc.) and a growing number of calls for services including the following: wood burning smoke inspections (new), zoning and building bylaw inspections (i.e., illegal secondary suites, bed and breakfasts, home occupations, etc.), outdoor smoking investigations (anticipated in force by June 2023), encroachment investigations (new), unlawful evening parking, etc. Without the addition of further bylaw enforcement resources, the department's capacity for calls for service investigations will be grossly under resourced commencing in April.

### ***Initiatives in Progress – Metrics, Modernization of the Parks Control Bylaw, and the Bylaw Policy, Compliance Strategy, and Good Neighbour Guide***

**Metrics:** Bylaw Services is developing comprehensive performance metric tracking and reporting systems in order to 'Be Accountable'; to further understand resource requirements; and to improve efficiency, effectiveness, prioritization, quality control, resource allocation, work load equity, etc. The first Bylaw Services performance activities report will be presented to Council by the second quarter of 2023. Bylaw activities tracking will be supported by the addition of new technology, Tempest Calls for Service, that will allow officers to input and access bylaw data in the field, run regular reports and automate some compliance processes.

**Modernization of the Parks Control Bylaw:** Over the coming months, Council, supported by staff and a lead consultant will consider significant and highly sensitive policies issues related to the Parks Control Bylaw including but not limited to, smoking, use of inhalants, camping, events, and other amendments as identified. The policy issues and decisions are uniquely complex as they will be informed by case law, municipal policy comparison, public opinion (community engagement), harm reduction principles (research and best practices, field experts), operational impacts, community impact and risk.

**Bylaw Compliance Policy, Strategy, and Good Neighbour Guide:** Developed concurrently with amendments to the Parks Control Bylaw, this project will update the [Bylaw Enforcement Policy](#) that determines the City's approach to bylaw compliance and enforcement priorities. In addition to the Policy, a Bylaw Compliance Strategy and Good Neighbour Guide will also be developed. The Compliance Strategy will outline procedures for the consistent application of bylaws and investigative processes, and the Good Neighbour Guide will be an invaluable public awareness tool on bylaws that will help residents understand their responsibilities as members of the community.

Recognizing that how bylaw compliance activities are undertaking can have a significant impact on the community and its residents, engagement with internal stakeholders, external organizations, community partners and residents will be integral to informing the future of bylaw services.

### **ADMINISTRATIVE IMPLICATIONS:**

Staff time will be required to hire a new BEO, provide training and supervision, source/purchase uniforms and protective vests. This work is part of the regular department operations.

### **ASSET MANAGEMENT IMPLICATIONS:**

Routine encampment inspections and remediation activities will assist in the ongoing maintenance of parks and other public spaces.

### **STRATEGIC PRIORITIES REFERENCE:**

#### **We focus on organizational & governance excellence**

- Recognize staff capacity of a finite resources and support staff training and development
- Communicate appropriately with our community in all decisions we make
- Responsibly provide services at level which the people we serve are willing to pay
- ▲ Value community safety and support our protective services

#### **We continually invest in our key relationships**

- Consider effective ways to engage with and partner for the health and safety of the community
- ▲ Support improving accessibility to all City services

● **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:**

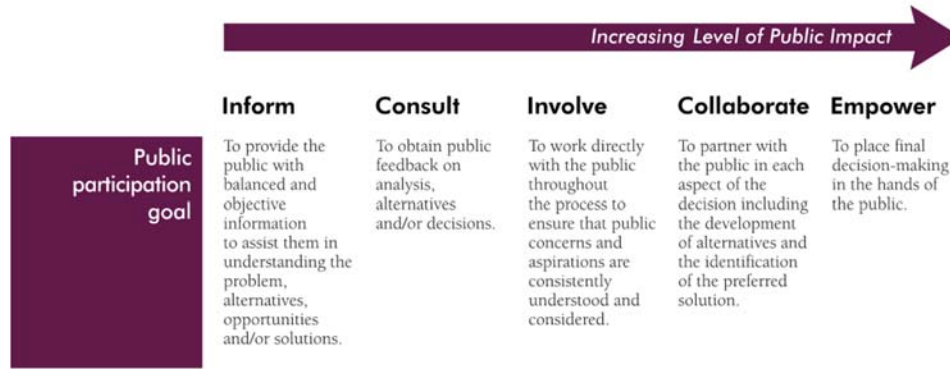
N/A

### **REGIONAL GROWTH STRATEGY REFERENCE:**

N/A

### **CITIZEN/PUBLIC ENGAGEMENT:**

Staff would INFORM the public and continue to COLLABORATE with our community partners based on the IAP2 Spectrum of Public Participation:



**OPTIONS:**

- Option 1: THAT Council provide advanced budget approval to initiate recruitment activities to fill a new regular full time Bylaw Enforcement Officer position prior to the adoption of the 2023 financial plan. **(Recommended)**
- Option 2: THAT Council DEFER consideration of a new bylaw enforcement officer position to be considered as part of the 2023 budget processes.
- Option 3: THAT Council REFER this item back to staff and provide further direction.

Prepared By:

Peter deGraaf  
Manager of Bylaw Services  
Prepared by,

Prepared and Reviewed By:

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

Concurrence by,

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

Attachments: Bylaw Enforcement and Urban Issues Update, June 27, 2022



THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

**To:** Council

**File No.:** 4000-01

**From:** Director of Corporate Services

**Date:** June 27, 2022

**Subject:** Bylaw Enforcement and Urban Issues Update

**PURPOSE:** To update Council on the City's response to homeless encampments, to request approval to place no smoking signs in City parks and on trails, to seek approval to amend the 2022 budget to respond to increase bylaw services demands, urban issue remediation services, and to purchase protective vests.

### CAO RECOMMENDATIONS:

1. THAT Council approve the placement of non-smoking signs in City parks and along City trails to discourage smoking activities; and,
2. THAT the Corporate Services budget be amended to reflect the necessary reductions in other services to offset a \$25,000 financial variance to increase bylaw services and purchase protective gear; and,
3. THAT the Bylaw Policy Review be brought forward for Council's consideration as part of the 2023 budget process; and,
4. FURTHER THAT the Public Works Services – Parks Division budget be amended to reflect the necessary reductions in other operational services to offset all financial variances required to sustain the current Urban Issues service level.

Geoff Garbutt, M.P.I., MCIP, RPP  
Chief Administrative Officer

### BACKGROUND:

Issues requiring greater bylaw enforcement attention and response include the investigation of infractions related to the following bylaws: Tree Protection and Management Bylaw, Prevention of Public Nuisances Bylaw, Nuisance Abatement and Cost Recovery Bylaw, Zoning Bylaw, Building Bylaw, Parks Regulation Bylaw, Traffic Bylaw, and the Animal Control Bylaw.

Although the COVID-19 pandemic has exacerbated some bylaw related issues (e.g. urban issues and noise), services requests regarding bylaw compliance have increased generally. Additionally, it is not anticipated that current service demands will reduce to pre-pandemic levels, and are likely remain until appropriate housing is provided and as the City continues to grow. Current bylaw staff are making best efforts to respond to and investigate all bylaw complaints, however, the current volume of complaints has necessitated requires prioritising safety related issues, often resulting in longer response times to non-safety related complaints.

## **DISCUSSION:**

### ***Complex Bylaw Enforcement Investigations***

Over the past year the City has undertaken two of the most significant bylaw enforcement actions in its history. In 2021 the Bylaw Services Division sought an Order of Council to declare a long standing non-compliant property a nuisance. In spite of repeated opportunities to bring the property into compliance with City bylaws, the house remained non-compliant and was a cause of great stress to the neighbourhood in which it was located. Through the Nuisance Order, Bylaw Services Division recovered \$22,556 in nuisance abatement costs and the subject property was subsequently sold to a new owner and has been in compliance with City bylaws since the sale. In late 2021, the Bylaw Services Division began an investigation into a significant violation of the Tree Protection and Management Bylaw regarding the removal of trees adjacent to a protected waterway that resulted in the issuance of MTI tickets to two parties representing a total penalty of \$214,000. The City is currently working with provincial partners towards site remediation.

### ***Response to Urban Issues***

Increasing throughout 2021, the Bylaw Services Division has worked with Public Works Services and external community partners such as the Comox Valley Coalition to End Homelessness and the Comox Valley Transition Society to respond to the significant increase in homelessness and related urban issues. In the November 1, 2021 report to Council entitled “Bylaw Enforcement Update Regarding Homeless Encampments on City Properties” homeless rates were estimated as follows:

- 54 individuals at a local hotel (BC Housing Community Shelter Expansion)
- 89 people on the waiting list for the Junction Supportive Housing
- 96 unique individuals who accessed overnight shelter at Connect

Since November 2021, several factors have changed impacting the urban issue service demands. Extreme Weather Response shelter and the overnight warming centre are no longer in operation. Additionally, the Connect Day Centre was closed for the month of April and has gradually reopened with funding from the Strengthening Communities Services Grant as of May 2<sup>nd</sup>. The loss of overnight support services, lack of supportive/shelter rate housing and a continued increase in homelessness has resulted in a significant increased the number of homeless encampments and the number of individuals located within them.

As the number and size of encampments has increased, the City has responded by increasing the resources allocated to urban issues response. Whereas at the beginning of 2022 routine encampment inspections and clean-up efforts were limited to one or two sites, Bylaw Enforcement Officers and Public Works Services’ Urban Issues Response Team are now attending up to 7-9 encampment locations daily from 8:30 a.m. to 1:00 p.m. Monday through Friday. Some locations



are inspected/cleaned-up daily and others less frequently. Encampment responses and remediation require resources from Bylaw Services (minimum safety requirement of 2 officers), Public Work Services and the RCMP as needed.

Maintaining public parks and spaces is important to ensure all members of the community are able to access and enjoy shared spaces safely. Funded through the new Urban Issues budget (approved by Council in 2022) the Public Works Services' Urban Response Team attend each site along with the Bylaw Enforcement Officers and conduct remediation activities of vacated camping sites or hot spots (see Image Sets 1-6 below). In addition to daily cleaning and site support, a portion of the 2022 Urban Issue budget is allocated to contracted services that undertake larger scale remediation activities in locations that are difficult to access, have grown to an excessive size or are of significant enough risk that the City deems the technical expertise of the contractor necessary (e.g. Millard Park and the unimproved area of Condensory Park). In 2022, \$75,000 was approved by Council to respond to urban issues and funding has also been used to cover the cost of increased safety & security, including; patrols in the downtown core, lighting improvements, fencing replacement and improvements, Crime Prevention through Environmental Design (CPTED)/landscape enhancements, etc.

**Image Set 1: Before Clean Up, Millard Park**



**Image Set 2: After Clean Up, Millard Park**



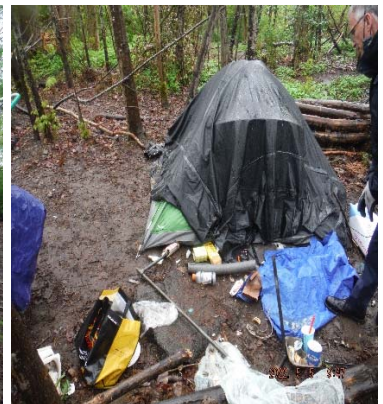
**Image Set 3: Before Clean Up, City Hall**



**Image 4: After Clean Up, City Hall**



**Image 5: Before Clean Up, Comox Road**



**Image 6: After Clean Up, Comox Road**



With the introduction of the Council supported Urban Issues service level, Public Works Services (PWS) has been able to successfully deploy two dedicated seasonal employees in support of Bylaw Services and our community. This new service level has also enabled activities such as; daily cleanup of City Hall, City Parks and Greenspaces, site restoration, Crime Prevention through Environmental Design (CPTED) improvements at City Hall and security improvements in our Downtown.

These temporary PWS employees are tasked to this work for approximately 20 hrs each per week (May – Oct). Following this seasonal work term, permanent PW staff will continue to support Bylaw Services at City Hall throughout November and December, on an as and when requirement basis.

Site restorations continue to be provided by contract services (JOMA Environmental) for reactive cleanups and support for encampment sites restoration works. These services are currently demand based, however with 2022 seeing a higher level of service demand the year-to-date expenditures sits at near ~75% of the available budget. Staff estimate, based on historical demand, that we are likely to require another 4 to 6 cleanups before the end of 2022, likely bringing our total expected expenditure over budget.

Contracted Services also include our Needle Box Collection & Parks Hazard Sweep Program. This established program includes the scheduled inspection and collection of needles from the seven (7) public needle box locations and a sweep of seventeen (17) identified hotspot locations in Community and Neighbourhood Parks on a weekly basis for sharps and other drug paraphernalia.

Maintaining safe and accessible public spaces is crucially dependent upon Bylaw Services working in tandem with the Urban Issues Response Team (Public Works Services) and is best achieved through routine response and regular garbage removal. In the event that encampment sites are not remediated on a regular basis, debris accumulates rapidly and the City’s ability to address health and safety issues both for individuals experiencing homelessness and other members of the public will be greatly diminished. Additionally, the time and effort required to address the cumulative impact of debris and encampment growth will further decrease Bylaw Services’ capacity.

Overall, the time and resources allocated to urban issues response by both the Bylaw Services Division and Public Works Services has increased beyond the originally anticipated budget amounts. If approved, the budget amendment recommendations would allow both Public Works Services and

Bylaw Services Division to sustain the current model of urban issues response, and would also allow Bylaw Services to address customer service challenges through the addition of casual resources.

### ***Council Strategic Priorities – Bylaw Services Update***

**Parks and Public Space Regulation Bylaw:** The Bylaw Services Division will soon begin working on bylaw updates that will amend City bylaws to reflect case law outcomes, most notably the BC Supreme Court ruling *Abbotsford (City) v. Shantz*, 2015 BCSC 1909 as delivered by Chief Justice Christopher Hinkson, who found that bylaws prohibiting homeless people from sleeping in public places overnight violates Section 7 of *Charter of Rights and Freedoms*, which protects individuals' safety and security of person:

*“Bylaws passed by the City [Abbotsford] which prohibit sleeping or being in a park overnight without permits or erecting a temporary shelter without permits violate the guarantee the right to life, liberty and security”.*

– Chief Justice Hinkson

In practice, the City's bylaw response to homeless individuals camping in public spaces is consistent with the BC Supreme Court ruling, however amendments to City bylaws are required to reflect current practices and to ensure alignment with legal outcomes. Bylaw amendments reflective of recent case law are anticipated to be completed before the end of 2022.

**Smoking Bylaw:** Smoking regulation in parks and public spaces are intended to be incorporated into the new Parks and Public Space Regulation Bylaw. However, prior to the consideration of smoking regulation enforceable by bylaw, in recognition of the public's desire to enjoy shared spaces in a healthy manner and to protect the environment and decreased fire hazards, staff recommend the placement of non-smoking signs throughout City parks and trails. Although not enforceable by bylaw at this time, raising awareness and requesting individuals voluntarily avoid smoking in parks and other public spaces is likely to decrease smoking activities in spite of non-enforcement at this time.

**Bylaw Service Review and Policy Update:** Conducting a Bylaw Services Review and policy update is a significant undertaking as it requires internal and external stakeholder engagement, an environmental scan of other municipalities, and a review of professional resource guides and relevant case law. Due to increased daily operational demands, the need to focus on the development of standard operating procedures in response to emerging issues, this item will be addressed in 2023. However, other foundational work integral to the policy review is currently underway including complaint management and tracking (follow up), enhanced staff training and development, the creation of a metrics reporting framework, and enhanced records management processes.

### **FINANCIAL IMPLICATIONS:**

To address growing community concerns including urban issues, parking related complaints, additional casual bylaw staff are required. Additionally, to ensure the safety of the Bylaw Officers further funding is required to purchase protective vests. Increasing bylaw staffing levels and

purchasing protective vest are estimated to result in a \$25,000 budget variance. It is therefore recommended that the Corporate Services budget be amended to reflect a reduction in other operational services to offset the projected variance.

In order to adequately respond to the escalating cost and associated demands of the current Urban Issues service level, PWS is projecting to require offsetting operational funds to further support and sustain the said levels. Therefore, it is further recommended that the Public Works Services – Parks Division budget be amended to reflect the necessary reductions in other operational services to offset all financial variances required to sustain the current Urban Issues service level.

**ADMINISTRATIVE IMPLICATIONS:**

Staff time will be required to hire and schedule additional casual bylaw staff, provide training and supervision, source/purchase uniforms and protective vests.

**ASSET MANAGEMENT IMPLICATIONS:**

Routine encampment inspections and remediation activities will assist in the ongoing maintenance of parks and other public spaces.

**STRATEGIC PRIORITIES REFERENCE:**

**We focus on organizational & governance excellence**

- Recognize staff capacity of a finite resources and support staff training and development
- Communicate appropriately with our community in all decisions we make
- Responsibly provide services at level which the people we serve are willing to pay
- ▲ Value community safety and support our protective services

**We continually invest in our key relationships**

- Consider effective ways to engage with and partner for the health and safety of the community
- ▲ Support improving accessibility to all City services

● **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:**

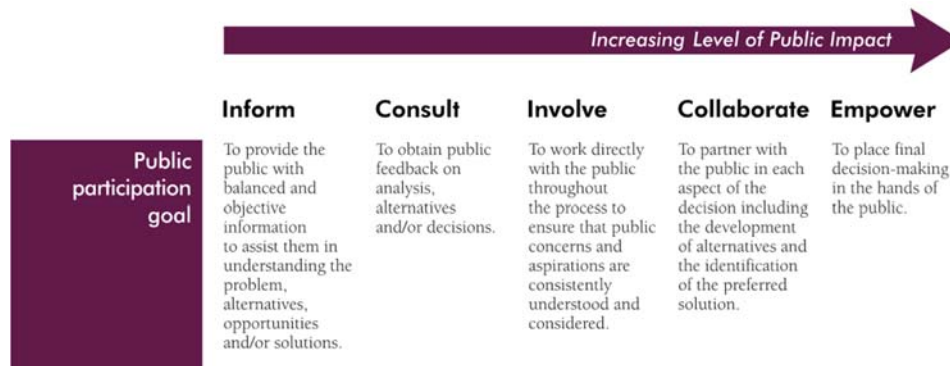
N/A

**REGIONAL GROWTH STRATEGY REFERENCE:**

N/A

**CITIZEN/PUBLIC ENGAGEMENT:**

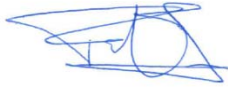
Staff would INFORM the public and continue to COLLABORATE with our community partners including the Comox Valley Coalition to End Homelessness, the Comox Valley Transition Society and the RCMP based on the IAP2 Spectrum of Public Participation:



**OPTIONS:**

- Option 1:
  1. THAT Council approve the placement of non-smoking signs in City parks and along City trails to discourage smoking activities; and,
  2. THAT \$20,000 be reallocated from the Corporate Services’ professional services budget to the Bylaw Services Division to fund additional casual staff resources and purchase protective gear; and,
  3. THAT the Bylaw Policy Review be brought forward for Council’s consideration as part of the 2023 budget process; and,
  4. FURTHER THAT the Public Works Services – Parks Division budget be amended to reflect the necessary reductions in other operational services to offset all financial variances required to sustain the current Urban Issues service level. **(Recommended)**
  
- Option 2:
  1. THAT Council approve the placement of non-smoking signs in City parks and along City trails to discourage smoking activities; and,
  2. THAT Council direct staff to redeploy existing bylaw enforcement resources to address a greater range of bylaw compliants by decreasing the frequency of urban issue response activities; and,
  3. THAT the Bylaw Policy Review be prioritized with the expectation that the policy review be initiated in 2022.
  4. FURTHER THAT current Urban Issues service level be reduced to remain within its fiscal boundaries.
  
- Option 3: THAT refer this item back to staff and provide further direction.

Prepared By:



Peter deGraaf  
Manager of Bylaw Services  
Prepared by,

Prepared and Reviewed By:



Kate O'Connell MPP  
Director of Corporate Services

Reviewed by:



Kyle Shaw, ASCT, CPWI, CWP, CWWP  
Dir. of Public Works Services

Concurrence by,



Geoff Garbutt, M.PL, MCIP, RPP  
Chief Administrative Officer



THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

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**To:** Council **File No.:** 4530-20/LL000016  
**From:** City Manager (CAO) **Date:** March 8, 2023  
**Subject: Public Notification Results for Liquor Licence Application (Ace Brewing Company Limited) – 150 Mansfield Drive (Structural Change and Change to Hours of Liquor Service)**

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### **PURPOSE:**

The purpose of the report is to provide Council with the results of public notification for Ace Brewing Company Limited's application made to the Liquor & Cannabis Regulation Branch (LCRB) for 1) a structural change and 2) change in hours to their liquor licence at the above referenced location.

### **CAO RECOMMENDATIONS:**

THAT, based on the March 8, 2023 staff report "**Public Notification Results for Liquor Licence Application (Ace Brewing Company Limited) – 150 Mansfield Drive (Structural Change and Change to Hours of Liquor Service)**", Council approve OPTION 1 as follows:

That Council include in their letter to the LCRB that the City of Courtenay has no objections to the application by Ace Brewing Company Limited for 1) a structural change and 2) change in hours to their liquor licence; and

That all public comments be shared with the LCRB and encourages the LCRB to consult with the local community and work with the applicant to address public concerns, should the LCRB decide to approve the application.

Respectfully submitted,

---

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

### **BACKGROUND:**

The applicant is making an application to the LCRB for the following changes to their existing liquor licence for the property at 150 Mansfield Drive:

1. The permanent incorporation of the existing temporary patio area as a permanent patio into the endorsed Liquor Licence area.
2. The permanent increase in the total occupancy (inside and outside) from 140 currently to 215 patrons. This represents an increase in 75 persons, all to be located in the new permanent patio.



3. A change in hours of liquor sales from 11:00am – 22:00 Sunday – Thursday and 11:00am – 23:00 Friday and Saturday to 09:00am – 01:00am seven days a week (Monday – Sunday).

At the January 25, 2023 Council meeting, Council directed staff to publish notice on the City’s website for four weeks requesting public input on the proposed changes to a liquor primary licence for Council consideration at a future meeting, and provide a mail out notification to neighbours within 30m radius of all property lines. Details of the application are available in the January 25, 2023 Staff Report “Structural Change to Liquor Licence Application and Change to Hours of Liquor Service to Liquor Licence Application (Ace Brewing Company Limited) – 150 Mansfield Drive”.

That previous (May 13 2020) endorsement letter from the City of Courtenay to the LCRB at this address included the following conditions:

1. The Council of the City of Courtenay recommends the Liquor & Cannabis Regulation Branch (LCRB) approve the application for Ace Brewing Company Limited’s structural change to a liquor licence, with the conditions that the patio will be closed by 10:00 p.m. Sundays to Thursdays, 11:00 p.m. Fridays and Saturdays, and no music will be played outdoors after 9:00 p.m. Sundays to Thursdays, 10:00 p.m. Fridays and Saturdays.
2. Council’s comments on the prescribed considerations are as follows:
  - a. If the amended application is approved, it would not result in an increase of noise in the area;
  - b. If the amended application is approved, it would not negatively impact the community based on the submissions received from the public.

#### **DISCUSSION:**

The subject location (**Figure 1**) is zoned Commercial Two (C-2) which permits the intended use. A rendering of the proposed structural change is shown in **Figure 2**. Further details about the proposal are included in the January 25, 2023 Staff Report.

At the January 25, 2023 Council requested information on the number of liquor-licensed establishments within Courtenay and hours of operation. There are 55 active non-governmental liquor-licensed establishments in the City of Courtenay. The approved liquor service hours vary depending on the licence type. **Table 1** demonstrates the combined liquor service hours for all active liquor licence types within the City of Courtenay organized in their approved category. Ace Brewing Company Limited is designated as a “Manufacturer” by the LCRB.



Figure No. 1: Subject Property Context Map

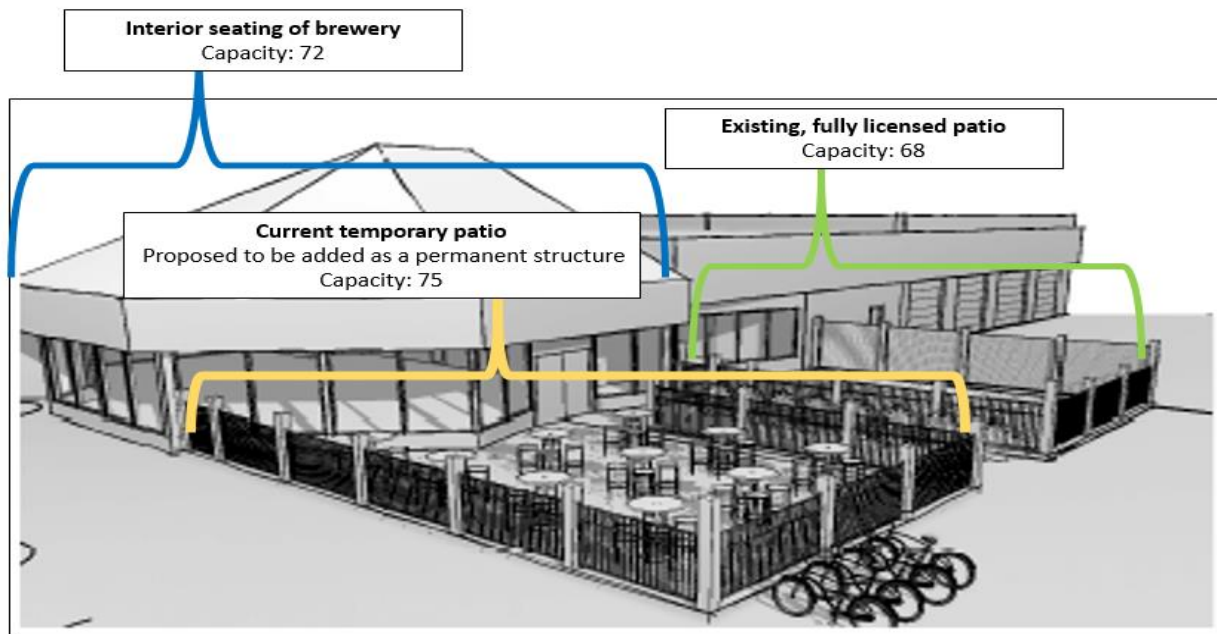


Figure No. 2: Rendering of Ace Brewing which illustrates the proposed and existing licenced areas

**Table No. 1:** Comparison of approved liquor sale hours for establishments in the City of Courtenay.

Licence Type	Day of the Week			
	Monday - Thursday	Friday	Saturday	Sunday
Range of Hours (All licences included)				
Food Primary	09:00 – 01:30	09:00 – 01:30	09:00 – 01:30	09:00 – 00:00
Liquor Primary	09:00 – 02:00	09:00 – 02:00	09:00 – 02:00	09:00 – 02:00
Licensee Retail Store	09:00 – 23:00	09:00 – 23:00	09:00 – 23:00	09:00 – 23:00
Manufacturer	09:00 – 00:00	09:00 – 00:00	09:00 – 00:00	09:00 – 00:00
Liquor Primary Club	11:00 – 01:00	11:00 – 01:00	11:00 – 01:00	09:00 – 00:00

\*NOTE: This table is for approved hours of liquor service. Establishment hours of operation may vary greater or less than approved liquor service hours.

There are 5 liquor-licensed establishments within a 100m radius of the subject property with varying approved hours of service. **Table No. 2** shows the approved liquor service hours for operating establishments within 100m of the subject property.

Establishment within 100m of Subject Property	Licence Type	Day of the Week			
		Monday - Thursday	Friday	Saturday	Sunday
Jo Klassen’s Grill	Food Primary	11:00 – 00:00	11:00 – 00:00	11:00 – 00:00	11:00 – 00:00
Sushi Centre	Food Primary	11:00 – 23:00	11:00 – 23:00	11:00 – 23:00	11:00 – 23:00
Whistle Stop	Liquor Primary	09:00 – 02:00	09:00 – 02:00	09:00 – 02:00	09:00 – 02:00
Whistle Stop	Licensee Retail Store	09:00 – 23:00	09:00 – 23:00	09:00 – 23:00	09:00 – 23:00
White Spot Restaurant	Food Primary	09:00 – 00:00	09:00 – 00:00	09:00 – 00:00	09:00 – 00:00

\*NOTE: This table is for approved hours of liquor service. Establishment hours of operation may vary greater or less than approved liquor service hours.

**Table No. 2:** Comparison of approved liquor sale hours for establishments within 100m of the subject property.

Council also requested information on whether RCMP had received any enforceable complaints or administered enforcement to Ace Brewing. The RCMP have indicated no enforceable complaints in the past 6 years of operation. City bylaw services has on file one enforceable complaint about construction noise when it was being built which was dealt with promptly. More recently a noise complaint has also been made. Staff do not keep track of complaints when a matter is not in contravention of a bylaw.

In formulating a recommendation, staff observe:

- That the City of Courtenay has no established policy to direct the recommendations of Liquor Licences. Some communities have adopted such policies that guide decisions based on location within the community and in proximity to particular uses, the density and proximity of licenced

establishments to each other, acceptable occupancy thresholds for different types of licenced facilities, and enforcement history. Such policies also may contain procedural policy such as public notification requirements. Some communities also enshrine operating hours for patios within bylaws as an enforcement tool to mitigate the impact of noise to neighbours.

- The area is identified as Urban Corridor within the OCP. This land use designation supports a wide range of uses, including higher residential densities than today. While there is no land use policy related to evaluating licenced establishments, the OCP does include policy to support buy-local, local manufacturing, and employment within designated areas:

Local Economy (LE) policy 2: Support buy-local and staycation campaigns.

Local Economy (LE) policy 4: Support initiatives that generate value-added, community-based business development, including but not limited to, arts and culture, local food processing, specialty forest products, and other value-added products manufacturing.

Local Economy (LE) policy 10: Support land uses that provide employment opportunities within or close proximity to the Town and Neighbourhood Centres and Corridors such as intensification of mixed-use office, retail, live-work studios and other commercial areas.

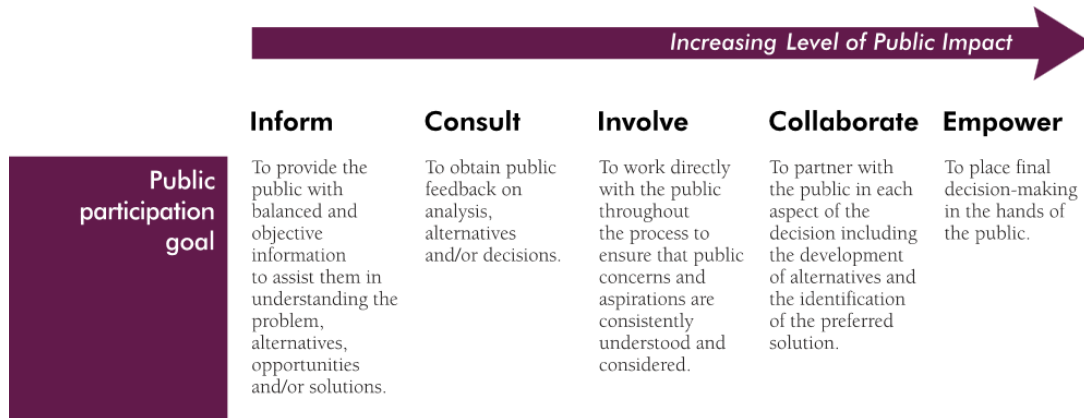
- That the authority to issue Liquor Licenses is the authority of the province. The liquor licencing regulations in BC allow for a local government to choose how involved they wish to be in providing comment to the province in considering liquor licence applications. There are three types of processes that a local government may follow when being referred a liquor licence application:
  - 1) Providing for a community input process, in which the local government gathers the views of the public. These views shall then be referenced in the local government's letter to the province. This is what the City of Courtenay follows despite not a clear policy stating this.
  - 2) Simply providing objection or no objection to the application, and not providing for a public input process.
  - 3) Simply confirming the zoning of the property, and not providing for a public input process.
- Where a local government chooses to provide comments to the province, the recommendation of a Local Government is weighed strongly in the province's decision to issue but it is not a veto power. In discussing this application with the province, liquor licencing staff noted that a recommendation not to support the requested liquor licence amendments should include the specific considerations and reasoning of the Council, including public comments. Liquor licencing staff clarified that a decision to approve a liquor licence takes into account 'the public interest' which is a broad interest. LCRB staff note that they do not take into consideration views expressed through petitions.
- That as of March 31, 2023 the liquor licencing approval for the temporary patio will expire unless otherwise renewed by means of the current application.

**ADMINISTRATIVE IMPLICATIONS:**

Administration of liquor licencing is included in the City’s general statutory duties. To date, staff has spent 30 hours processing the application.

**CITIZEN/PUBLIC ENGAGEMENT:**

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



The public comment gathering period was open on the City’s website from January 27, 2023 to February 27, 2023. Additionally, 164 public notification letters were mailed out to properties within 30m of the subject property for residents to provide comments. The City has received a total of 14 comments at time this report was written, including a petition submitted by neighbouring residents including 51 signatures. Three comments are in full support. 11 of the total comments are in opposition to the increase in the hours of operation after 11pm, with 5 of those opposed to the structural change as well (making the temporary patio permanent).

Increased noise is cited as the strongest objection with some citing existing excessive noise. There is also a concern over how parking is allocated with a neighbouring business. Concern over increasing development-related changes in the area such as increased traffic and parking need are also cited. For example, the rezoning approval of a yet-to-be-constructed mixed commercial (including licenced pub) and multi-residential building at 2355 Mansfield Drive.

**OPTIONS:**

Option 1: (Recommended) That Council include in their letter to the LCRB that the City of Courtenay has no objections to the application by Ace Brewing Company Limited for 1) a structural change and 2) change in hours to their liquor licence; and

That all public comments be shared with the LCRB and encourages the LCRB to consult with the local community and work with the applicant to address public concerns, should the LCRB decide to approve the application.

Option 2: That Council recommends the LCRB to approve some modified version of the application components of 1) a structural change and 2) change in hours to their liquor licence; and

That all public comments be shared with the LCRB and encourages the LCRB to consult with the local community and work with the applicant to address public concerns, should the LCRB decide to approve the application.

Option 3: That Council recommend that the LCRB not approve the application by Ace Brewing Company Limited; and

That all public comments be shared with the LCRB and encourages the LCRB to consult with the local community and work with the applicant to address public concerns, should the LCRB decide to approve the application.

Prepared by:



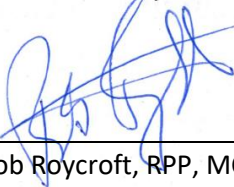
Devin Croin  
Planner 1 – Development Planning

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:

*Attachment No. 1: Public Notification Comments*

**Attachment No. 1: Public Notification Comments**

**Croin, Devin**

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**From:** Janice Ford [REDACTED]  
**Sent:** Saturday, February 4, 2023 1:41 PM  
**To:** PlanningAlias  
**Subject:** Ace Brewing Liquor License Application

I am a resident of Trumpeter’s Landing across the stree from Ace Brewing and the Whistle Stop Pub.

I am srongly oppose this application.... the noise & traffic will again be effected on Mansfield which is already a very busy street with airpark/Whistle Stop traffic (and no lights at Mansfield/Cliff). The impaired people leaving the pub and revving their engines and talking loudly at the wee hours is heard by all of the resident’s who face Mansfield. Since the brew pub opened our quality of life has greatly diminished.

Please do not pass this application!

Thankyou,

Janice Ford

**Croin, Devin**

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**From:** Mia Hillman [REDACTED]  
**Sent:** Monday, February 6, 2023 11:46 AM  
**To:** PlanningAlias  
**Subject:** Fwd: File LL000016 Liquor License Application

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

**Subject: File LL000016 Liquor License Application**

This email is in response to the letter, from the City of Courtney regarding File LL000016.

As owners of a condo unit at 2300 Mansfield Drive, we are strongly opposed to both proposals:

- 1. increase of hours
- 2. increase in the number of patrons.

We are concerned this request to increase patronage and hours will impact noise levels, especially during the week, when people have to get up early in the morning for work.

We hope you will take into consideration the impact on the quality of lifestyle for the residents in the 2300 block of Mansfield Drive.

Thank you

M/G Hillman

Sent from my iPhone

February 09, 2023

To the City of Courtenay

Per: Liquor Licence Application File No. LL000016

Regarding the application by Ace Brewing for changes to their Liquor Licence.

We live in Building 1 of the [REDACTED] suite Trumpeters Landing Strata Complex. We have been owner/residents here since November 2006. We do acknowledge that not all suites in the complex would be as affected as those facing across Mansfield Drive.

Our home faces Mansfield Drive and is located directly across the street from Ace Brewing. Our outside doors and windows face Mansfield Dr. and are situated approximately 300 feet from the Ace's patio area that is included in the variation request.

We do not have any objection to the applicant's request to make the outdoor patio a permanent feature. We do have objections to the hours of operation being extended beyond the current latest 11 p.m. closing.

From our experience since the temporary patios were opened, we have been made very aware of the amount of noise generated by the patrons consuming alcoholic beverages while socializing at that location. We are more negatively affected by the same during the warmer months because our ventilation needs during the hot weather mean that we must have our windows and doors open for cooling purposes. Since our bedroom opening window and patio access doors face Ace's location we are subject to the intrusion of noise while we are attempting to sleep. We believe that in order to be reasonable that we not express opposition to opening hours being from 9 a.m. to 11 p.m. seven days a week. We ask that Council keep in mind that cut off in liquor sales does not mean an immediate end to the patron socializing at the outdoor patio location.

We do believe that as residents in the community we are entitled to the peaceful enjoyment of our property.

We have inserted images into the following page to help show our location relative to the Ace Brewing outdoor patios.

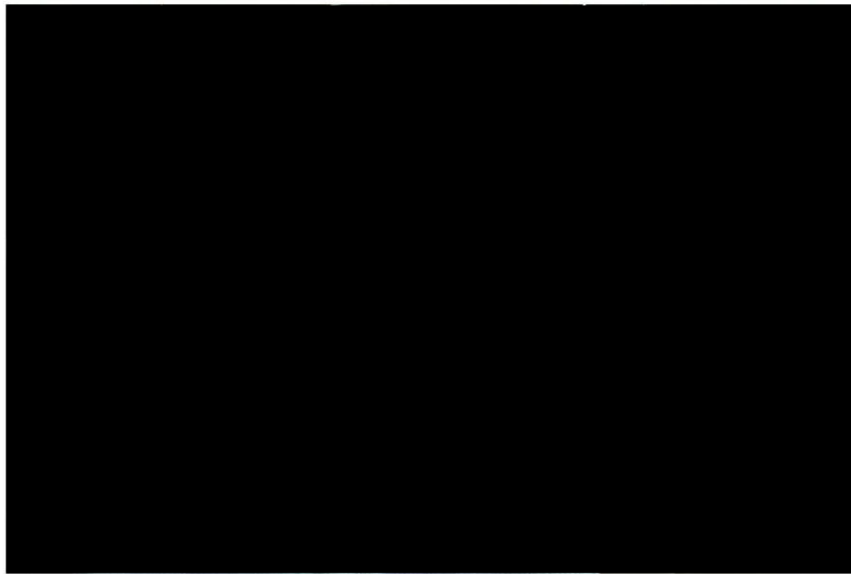
Sincerely,

Ron and Colleen Gieck  
[REDACTED] 2300 Mansfield Drive  
Courtenay, BC V9N 3S3  
[REDACTED]





View from our patio and patio door area



View from our bedroom window with opening window shown

**Croin, Devin**

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**From:** Peter Thomson [REDACTED]  
**Sent:** Friday, February 17, 2023 9:25 AM  
**To:** PlanningAlias  
**Subject:** Objection to 150 Mansfield Drive Liquor License Application (File LL000016)

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hello Courtenay Planning:

**Re: Liquor License Application - 150 Mansfield Drive**

I am **opposed** to the change in the hours of liquor sales to 1 a.m. seven days a week from the current 10 p.m. on Sunday to Thursday and 11 p.m. on Friday and Saturday.

The proposed change in hours combined with the proposed increase of 75 persons in the new permanent patio will lead to significantly increased outside people noise during the extended hours and vehicle noise when the patrons leave in the early morning. The increased noise will significantly impact the 104-unit Trumpeters Landing complex where many units directly face 150 Mansfield Drive because the increased noise will travel much further in a quiet period of night from 11 p.m. to 1 a.m. Additionally the increased noise will continue after 1 a.m. because this is only the end of liquor sales and not when patrons will actually leave.

I request Council to consider the semi-residential nature of this location and **reject the extension of liquor sales hours**. I note that Council has approved a residential project at 2355 Mansfield Drive and I believe the eventual purchasers of these residences, when they are built, who will face 150 Mansfield Drive will also not appreciate the increased noise due to the extended hours.

There is already considerable people and vehicle noise when the patrons leave the Whistlestop Pub at 2 a.m. onwards when their liquor sales hours end. Please **do not** increase this type of noise in the neighbourhood.

Regards,

Peter Thomson  
[REDACTED] - 2300 Mansfield Drive  
Courtenay

**Croin, Devin**

**From:** Jane Oxenbury [REDACTED]  
**Sent:** Sunday, February 19, 2023 1:21 PM  
**To:** PlanningAlias  
**Subject:** Response to File No. LL000016 Liquor License Application

To Whom This May Concern;

I and my partner, Leslie Robinson, who are residents of Trumpeter's Landing, are opposed to the increase of occupancy and the liquor license for Ace Brewing for the following reasons.

While we are happy to have nearby a local craft brewing place such as Ace Brewing, we believe that the permanent increase in occupancy and the extended hours of liquor sales will have a huge impact on the area. There will be more vehicle traffic and increased demand on the few on-street parking spots, as well as more noise from the larger amount of patrons. We already have more noise at night from the patrons and from truck deliveries in the day. Also, there is already the possibility of a new residential build above the Whistle Stop restaurant and pub so, coupled with this increase for Ace Brewing, there will be more pressure on limited resources. We believe a modified plan with decreased numbers of patrons and operating hours could be more reasonable.

We are happy to work together to develop a scaled down plan so that our quality of life is respected. Thank you for your time and attention in this matter.

Sincerely,

Jane Oxenbury and Leslie Robinson  
 [REDACTED] 2300 Mansfield Dr  
 Courtenay, BC V9N 3S3

"I am no longer accepting the things I cannot change. I am changing the things I cannot accept." — Angela Y. Davis

**Croin, Devin**

**From:** Some Guy [REDACTED]  
**Sent:** Wednesday, February 22, 2023 8:49 AM  
**To:** PlanningAlias  
**Subject:** Ace Liquor License

Good morning,

I'm writing to provide community feedback regarding Ace Brewing's application to change its liquor license. I'm a resident at 2300 Mansfield Dr across the street, having moved into the buildings in summer 2021.

Being both a regular patron and a neighbour, I have never found noise to be an issue for this establishment, despite their increase in community/social events such as music, comedy, trivia, or fundraising nights. I do not foresee increasing the number of people and opening hours to have a negative effect. The temporary patio is regularly very full during the warmer months (especially since it is dog friendly), so any issues with increasing numbers should have occurred already.

No matter what type of event is occurring at Ace, I have never seen or heard of any police presence or altercation occurring outside, and thus I wouldn't see extending the hours having an increase in this activity. A major contrast can be seen at Whistle Stop, where despite being in a unit not facing Mansfield, I can regularly hear altercations outside in the parking lot, revving engines, and see lights from police activity at the property. This happens in both winter months and summer months.

I support Ace's intent to change its license, allowing for a friendly, community-oriented brewery to grow. I would see it as a positive development for the neighbourhood.

Davis Clark

resident at [REDACTED] - 2300 Mansfield Dr.

**Croin, Devin**

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**From:** Whistlestop Pub [REDACTED]  
**Sent:** Thursday, February 23, 2023 4:39 PM  
**To:** Croin, Devin  
**Subject:** Ace brewery application

I believe it is nice to see a business wanting to increase seating capacity. More business in these economic times is very welcome.

My concerns with the application is the parking. I do not understand there being no allocated parking for the car repair business at the other end of the building.

It is a busy business but there is always quite a few vehicles parked there waiting for repairs. Vehicles are parked there waiting for their turn inside to be repaired.

I have also noticed that there are always a number of vehicles left in front of the garage at night.

During the past few weeks I have checked regularly and I noticed six or more vehicles there each night.

My concern about not having enough parking spaces for the brewery customers is I would be very unhappy if there customers started parking on my property.

I read in their application that they want to get into more entertainment.

I believe this is the time to address the limitations that I have encountered over the past years since the condos were built across the street.

The residents there complained about the noise from our live entertainment and the city made us make sure the doors were closed at night when the bands were playing.

I believe that any loud noise from music on the property should be addressed during this application so that the neighbors will not be affected and more police time is needed to respond to noise complaints.

Barry Van Dusen  
Owner  
Whistle Stop Pub and Liquor Store

**Croin, Devin**

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**From:** Thomas Rivest [REDACTED]  
**Sent:** Saturday, February 25, 2023 2:43 PM  
**To:** PlanningAlias  
**Subject:** File No. LL000016

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Courtenay Council,

Living in Trumpeter Landing on the Mansfield Drive side of the building, I strongly oppose extending the hours of Ace Brewing to 1 AM. While yes, Whistle Stop is open to 2 AM and is a frequent wakeup call for me at 2 AM due to patron noise, moving Ace hours to 1 AM will just make the problem worse. I am ok with the patio proposal. I personally frequent Ace. But let's be honest most patrons drinking after midnight have probably had more than they should.

Given the choice I would ask to curtail Whistle Stop hours to Midnight at the latest. Every weekend during summer there is a lot of shouting and such in the parking lot at about 2 pm.

Regards,

Tom Rivest  
[REDACTED] 2300 Mansfield drive

**Croin, Devin**

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**From:** Martin Ryer [REDACTED]  
**Sent:** Sunday, February 26, 2023 10:05 AM  
**To:** PlanningAlias  
**Subject:** File #LL000016

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Greetings,

I strongly support the execution of all resolutions associated with provisions outlined in file #LL000016. Council should advocate for the development and or expansion of small business.

Martin Ryer  
[REDACTED]-2300 Mansfield Drive  
Courtenay, BC  
V9N3S3

Sent from Martin's iPhone 13 Pro Max 📱

**Croin, Devin**

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**From:** [REDACTED]  
**Sent:** Monday, February 27, 2023 11:49 AM  
**To:** PlanningAlias  
**Subject:** 150 Mansfield Dr.

Greetings,

I am writing to express my considerations about LL000016, the liquor license application for 150 Mansfield Drive.

I reside at [REDACTED] 2300 Mansfield Drive and have been here since 2016. I live in Trumpeter Landing with about 104 other residents. We are directly across the street from Ace Brew Pub and I consider them good neighbors and enjoy supporting them periodically. The Whistlestop Pub is about 500 meters southeast from my condo and I sometimes support them as well. Ace is much closer to my residence.

My concerns are with the request for expanded hours at Ace. I have no concerns about making the patio permanent and little concern about expanding the seating as I think the Ace pub takes care of most conflicts within the customer base. They seem to be responsible people/managers.

In the summer we condo owners often wake up to loud music noise from the Whistlestop business because patrons and the bands like to leave the doors open to create a draft to cool the place. The result is that noise escapes as well as the air that is exchanged. I typically get out of bed and go over and suggest that the band closes the doors, before they receive complaints from nearby condo and other owners. The band immediately complies with my request and the issue is resolved.

However I take issue with having the potential for late night noise increased and do not wish to expand that potential. Therefore I respectfully ask the city of Courtenay to deny the applicants request to expand Ace's open hours.

Thank you for your consideration.

David McKenzie  
[REDACTED] 2300 Mansfield Drive  
Courtenay, V9N 3S3  
[REDACTED]

**Croin, Devin**

**From:** Deb W [REDACTED]  
**Sent:** Monday, February 27, 2023 12:45 PM  
**To:** PlanningAlias  
**Subject:** Ace pub. LL000016

LL000016

Respectfully submitted to the city of Courtenay on Monday, February 27, 2023.

As residents of 2300 Mansfield Dr., we have been impacted by Ace brewery.

Although there was a promise of a noise barrier on the property (shrubs) there is nothing but a two non-evergreen trees and one approx 6 feet high evergreen that certainly do not surround the property, nor have any height. A noise barrier was promised when they first came on the property——yet none exists. They need to be solid noise barriers, and they would have to be a minimum of 4 metres high, since we know that noise goes up. That height is based on research. They need to bring a noise expert in. From the fourth floor, if you can see the source of the noise then it will reach you. That make the piddly trees useless. Otherwise you can guarantee that the volume will go up to their units.

Noise from their music, microphone ( often louder than the music ) and patrons chatter goes through their windows and through our walls. Unlike other music establishments, this building is surrounded by windows, and we all know that music goes through windows.

There is no current Courtenay Noise Bylaw at all until 10 o'clock at night and noise goes up!! **This has affected peoples ability to enjoy their day-to-day life including sleep, use of decks and patios, and having windows open on these south facing !hot! units. Greatest population are seniors.**

If the City extends their opening hours 9am-1am 7 days a week! it will make life here further unenjoyable. With outdoor alcohol weather daytime or night time noise increases and for us things will inevitably get worse. Even after the brewery closes, patrons hang around and are loud and keep us awake.

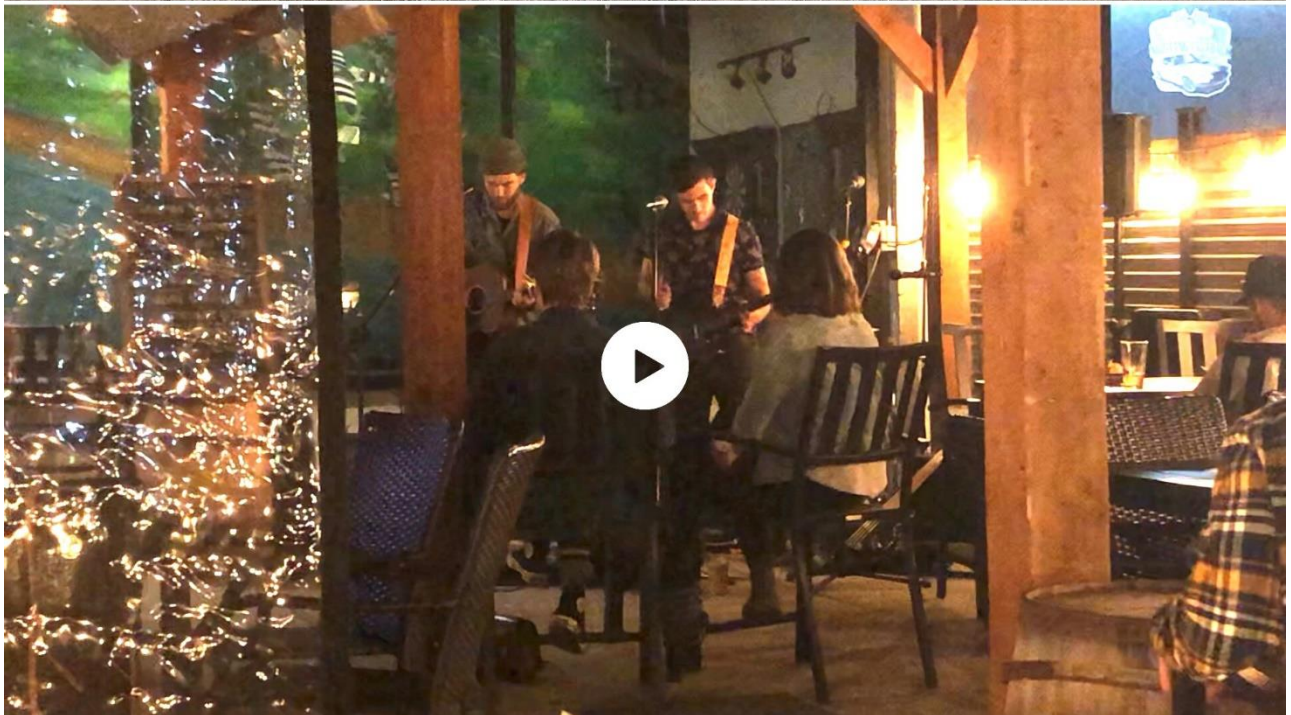
We have been outside The Sid Williams Theatre, The High Tide public house, little red church, and the old church theatre and the neighbours around these establishments are not impacted by events. Nor do we hear things when outside the Flying canoe. Why is Ace Brewery allowed to dominate?

The noise pollution is affecting my health and that of my neighbours  
 I cannot open my doors or windows at times.

Please see attached pictures of outdoor music and “noise prevention”

It is time for Ace Brewery to prove they can become a good neighbour. Until that happens we need the city to decline Ace Brewery application #LL000016

Respectfully  
 Deb Williams  
 [REDACTED]-2300 Mansfield Dr  
 Courtenay



**Croin, Devin**

**From:** Keith [REDACTED]  
**Sent:** Monday, February 27, 2023 12:57 PM  
**To:** PlanningAlias  
**Subject:** City of Courtenay

City of Courtenay  
 February 24th 2023

Ace Brewing proposal LL000016.

Being a resident of Trumpeters Landing for 17 years and particular since our suite is sitting "directly" across from the Ace Brewery temporary outdoor patio, we "strongly oppose" the granting of the permanent licensing for the patio and the longer hours.  
 How many outdoor patios do they need??

9:00am -1:00am any days of the week is unreasonable for any establishment to be open across from a residential complex, especially one that serves alcohol...we as owners have a right to enjoy our outdoor patio but as we live directly across from the brewery the sustained noise from patrons using loud excited boisterous chatter well into the night makes enjoying our patio untenable as the weather warms up, not to mention food trucks and live music.

\*(no disrespect to the patrons they are just having a good time enjoying the amenities the brewery has to offer)

Where do our rights lie in all this? We as tax payers have a right to enjoy our properties!...we have a right to enjoy within reason peace and quiet.

Allowing Ace Brewery to be open from 9am-1am Mon-Sun is "not within reason"...leave it at what they have been granted no more! as with the 11pm closing it does not mean the patrons leave and go home, we have experienced them sitting on the patio or standing chatting in the parking lot till 12:00am or more and their chatter is plainly heard.

Keep the hours as they are please...this isn't going to cut down on the noise but at least we won't experience a further escalation of the noise.

As a "good neighbour" gesture we suggest requiring Ace brewery to erect a sound attenuating wall/barrier at least 3 metres high around the remaining outdoor patio, this will reduce some of the noise emanating from that patio.

Also require Ace brewery to display notices in a prominent place asking patrons to leave the premises quietly bringing their attention to the many folk who are living/sleeping in the complex across the road. Then it's up to the patrons to abide by the notices (Hopefully).

We have noticed a significant increase in noise and traffic on Mansfield Drive since Ace Brewery opened, our observation is they have been extremely busy with the establishment full on most days starting early spring as indeed is their parking lot!! particularly upsetting in the summer months when our patio doors are open during the day and evening to cool our condo down, I foresee it will not be a pleasant experience to "relax" on our patio again this spring and summer.

I have spoken to the noise bylaw office on a couple of occasions regarding music emanating from the brewery and the food trucks parked outside the Ace Brewery for special events.

We would suggest to evaluate a fair understanding of the issues, we welcome City councillors to spend a sunny afternoon on our front patio (facing Mansfield Drive) we would provide refreshments and appies. The noise and chatter reaches a long way into our complex as evident with the signatures on the petition.

We have tolerated the Whistlestop Pub's traffic and bands playing over the years, after all they were here before our complex was built and we knew that when we bought our unit...

We have assembled a petition in our complex (Trumpeters Landing) and there is a lot of disgruntled people upset with the noise emanating from the brewery...they feel it's a waste of time phoning the city of Courtenay to complain as their experience is nothing gets done about the complaint!! (this feeling wasn't from just one person either)

Please side with the residents this time, do not approve this application!! 11:00am-11pm is sufficient

Your Truly  
 Keith Barnard  
 [REDACTED]-2300 Mansfield Drive  
 Courtenay BC V9N 3S3



Petition to Courtenay City Council  
 Petition summary and background Rejection of Liquor license Application  
 Action petitioned for Ace Brewery Expansion L1000016 We, the undersigned, are concerned citizens who urge our leaders to act now to

	Printed Name	Signature	Address	Comment	Date
1	PATRICIA HARVEY	[Redacted]	-2300 Mansfield Drive		Feb 25 <sup>th</sup> 2023
2	Andrew Giesey	[Redacted]	-2300 Mansfield Dr.		Feb 25 <sup>th</sup> 2023
3	Jessie Massey	[Redacted]	2300 Mansfield Dr.		" "
4	DAN SOULI VAN	[Redacted]	2300 "		" "
5	Charene Lockie	[Redacted]	2300 Mansfield Drive		" "
6	Ron SIECK	[Redacted]	-2300 MANFIELD DR		" "
7	JOINT CAROL	[Redacted]	-2300 "		" "
8	MARGRIET	[Redacted]	-2300 mansfield DR		" "
9	M. Beebe	[Redacted]	-2300 Mansfield		Feb 25 2023
10	D. MCKERZIE	[Redacted]	2300 mansfield Dr		" "
11	G. Ackerman	[Redacted]	2300 Mansfield Dr		Feb 25/2023
12	Calewis	[Redacted]	-2300 Mansfield Dr		25 Feb 23
13	M. BARRY	[Redacted]	-2300 Mansfield Dr		Feb 25 2023
14	Keith Barnard	[Redacted]	2300 Mansfield		Feb 26, 2023
15	ERIN GAPP	[Redacted]	2300 Mansfield		Feb 26 2023
16	PETER HORSON	[Redacted]	-2300 Mansfield Drive		Feb 26 2023
17	LOBI GAVAS	[Redacted]	-2300 Mansfield		FEB 26, 2023
18	Lynn Medill	[Redacted]	-2300 Mansfield Dr		Feb 26 2023
19	HEAL MADILL	[Redacted]	" "		" "
20	LARRY HANSON	[Redacted]	2300 Mansfield Dr		FEB 26/2023
21	Vicky Smith	[Redacted]	2300 Mansfield Dr		FEB 26/23
22	[Redacted]	[Redacted]	" "		26 FEB/2023
23	Bonny Boyd	[Redacted]	2300 MANFIELD DR		26 FEB 2023
24	M. Beckford	[Redacted]	2300 Mansfield DR.		26 Feb. 2023
25	B. Wallace	[Redacted]	" "		26 Feb 2023
26	Harold Wallace	[Redacted]	-2300 Mansfield DR		26 Feb 2023
27	STANLEY CECIL	[Redacted]	" "		26 Feb/2023
28	Patricia Warden	[Redacted]	-2300 Mansfield Drive		26 Feb/2023
29	Ann WORTH	[Redacted]	-2400 " "		26/02/23.
30	JANICE FORD	[Redacted]	2300 " "		26/02/23
31	Alan Wong	[Redacted]	2300 Mansfield DR		26/02/23
32	Angie Ager	[Redacted]	2300 Mansfield Dr		[Redacted]
33	Karen Lockie	[Redacted]	-2300 Mansfield Dr.		[Redacted]
34	Sergio Tomas	[Redacted]	[Redacted]		26/02/23
35	Jan Reddy	[Redacted]	-2300 Mansfield		26/02/23

LL00016

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Petition to Courtenay City Council

Petition summary and background Rejection of liquor

Action petitioned for Ace Brewing Pub expansion We, the undersigned, are concerned citizens who urge our leaders to act now to stop this

	Printed Name	Signature	Address	Comment	Date
36	Cindy Carscadd	[Redacted]	-2300 Mansfield Dr. Courtenay		Feb 27/23
27	Kumar Biswas	[Redacted]	-2300 Mansfield Dr. Courtenay		Feb 27/23
38	Deb Williams	[Redacted]	2300 Mansfield Dr. Courtenay		Feb 27/23
39	Mance Kapeta	[Redacted]	112 Mansfield Dr. Courtenay		Feb 27/23
40	M. Kapetayaki	[Redacted]	112 Mansfield Dr. Courtenay		Feb 27/23
41	M. Kapetayaki	[Redacted]	112 Mansfield Dr. Courtenay		Feb 27/23
42	COLLEEN E/B	[Redacted]	-2300 Mansfield Dr.		MAR 01/23
43	MARY BERG	[Redacted]	2300 Mansfield Dr.		Mar 1/23
44	Jessie Foley	[Redacted]	2300 Mansfield Dr.		Mar 1/23
45	Mike Warren	[Redacted]	-2300 Mansfield Dr.		Mar 1/23
46	JOAN ENGLISH	[Redacted]	2300 Mansfield Dr.		Mar 1/23
47	Sharon Truscott	[Redacted]	2300 Mansfield Dr.		Mar 1/23
48	MAREK ODROBNY	[Redacted]	241 Mansfield Dr.		Mar 01/23
49	JANINA ODROBNY	[Redacted]	" "		MAR 01/23
50	M. Jones	[Redacted]	2300 Mansfield Drive		Mar 1st 2023
51	Dennis Grant	[Redacted]	-2300 Mansfield Dr.		Mar 1/23

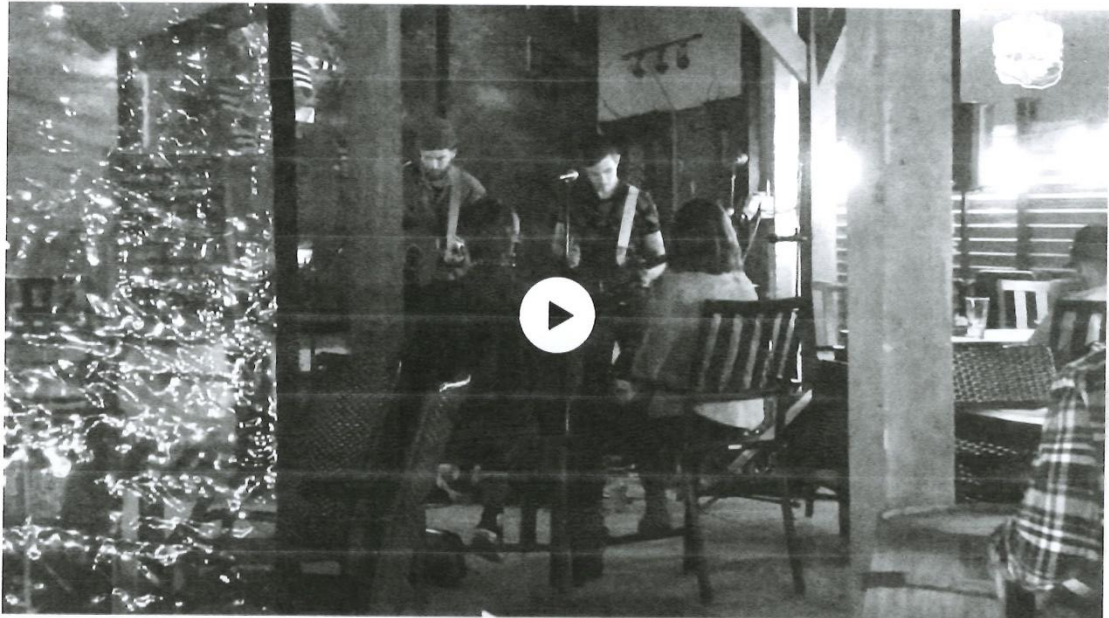
**What noise amelioration effects?**



**Outdoor music at the pub.**

Oct 1, 2022

river →



Oct 1, 2022

**Rejection of Ace Brewery Liquor Application #LL000016**

**Brew company hours on North Island and Powell River**

**No other brew companies open at 9am and none go till 1am**

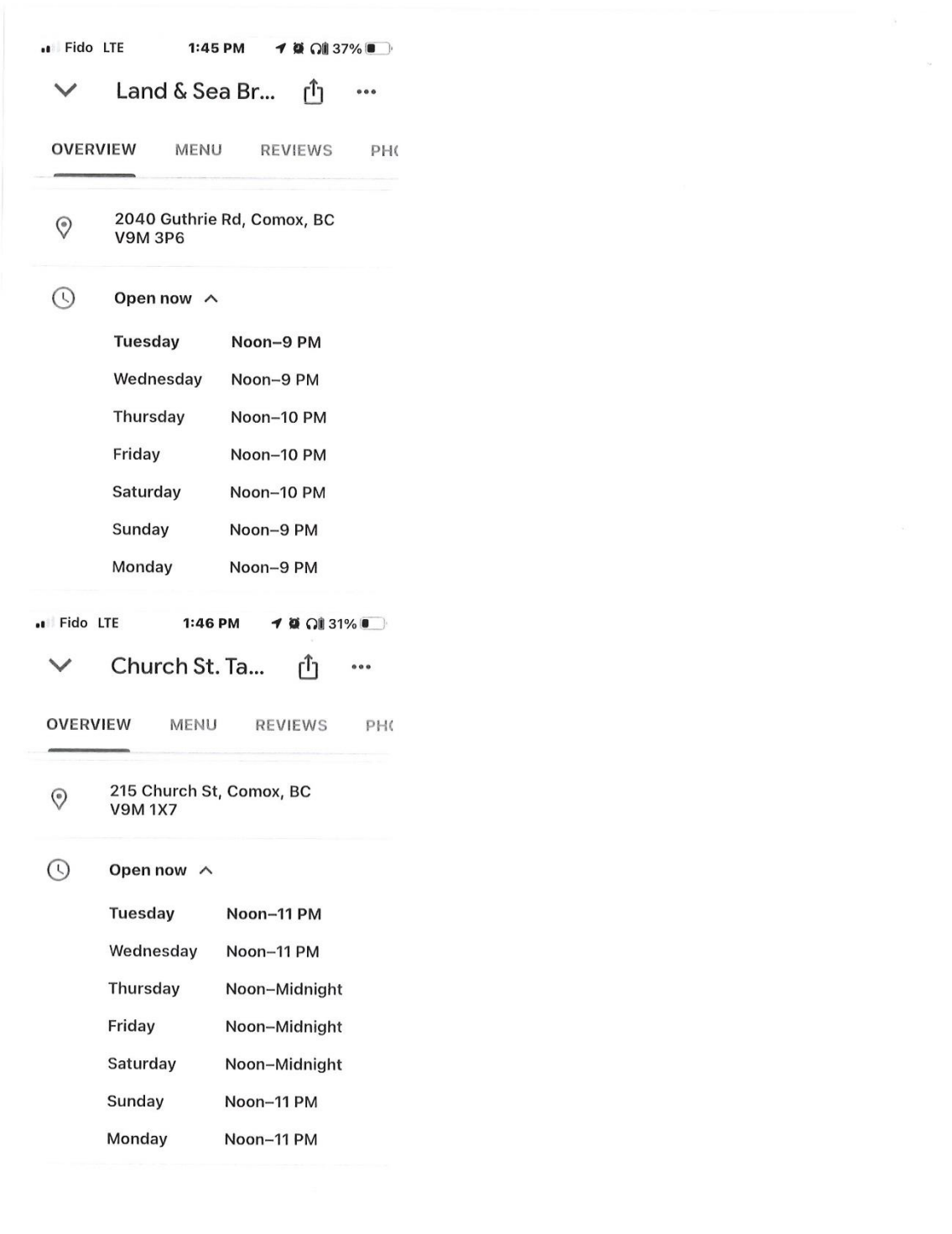
**None open before 11am**

**No other brew company has Ace Brewery requested number of seats - except for Gladstone Brewery which has no immediate residential neighbours!!**

**Ace Brewery has 106 residential and tax-paying, suite neighbours, most being seniors, and directly across the street!!**



Day	Hours
Tuesday	Noon-8 PM
Wednesday	Noon-8 PM
Thursday	Noon-8 PM
Friday	Noon-9 PM
Saturday	Noon-9 PM
Sunday	Noon-8 PM
Monday	Closed



New Tradition Brewing Company	
Tuesday	3–9 PM
Wednesday	3–9 PM
Thursday	3–9 PM
Friday	1–10 PM
Saturday	1–10 PM
Sunday	Noon–6 PM
Monday	Closed


215 Port Augusta St Unit 11, Comox, BC V9M 3M9

3:53 PM Tue Feb 28

< Alberni Brewing Co...  ...

OVERVIEW MENU REVIEWS PHOTOS

✓ Dine-in · ✓ Takeout · × Delivery >

 4630 Adelaide St, Port Alberni, BC V9Y 6N4

 Open now ^

Tuesday	11:30 AM–9 PM
Wednesday	11:30 AM–10 PM
Thursday	11:30 AM–10 PM
Friday	11:30 AM–11 PM
Saturday	11:30 AM–11 PM
Sunday	11:30 AM–8 PM
Monday	11:30 AM–9 PM






Beach Fire Brewing Company	
Tuesday	Noon–9 PM
Wednesday	Noon–9 PM
Thursday	Noon–9 PM
Friday	Noon–9 PM
Saturday	Noon–9 PM
Sunday	Noon–5 PM
Monday	Closed

594 11 Ave, Campbell River, BC V9W 4G4

Session Taproom + K...  

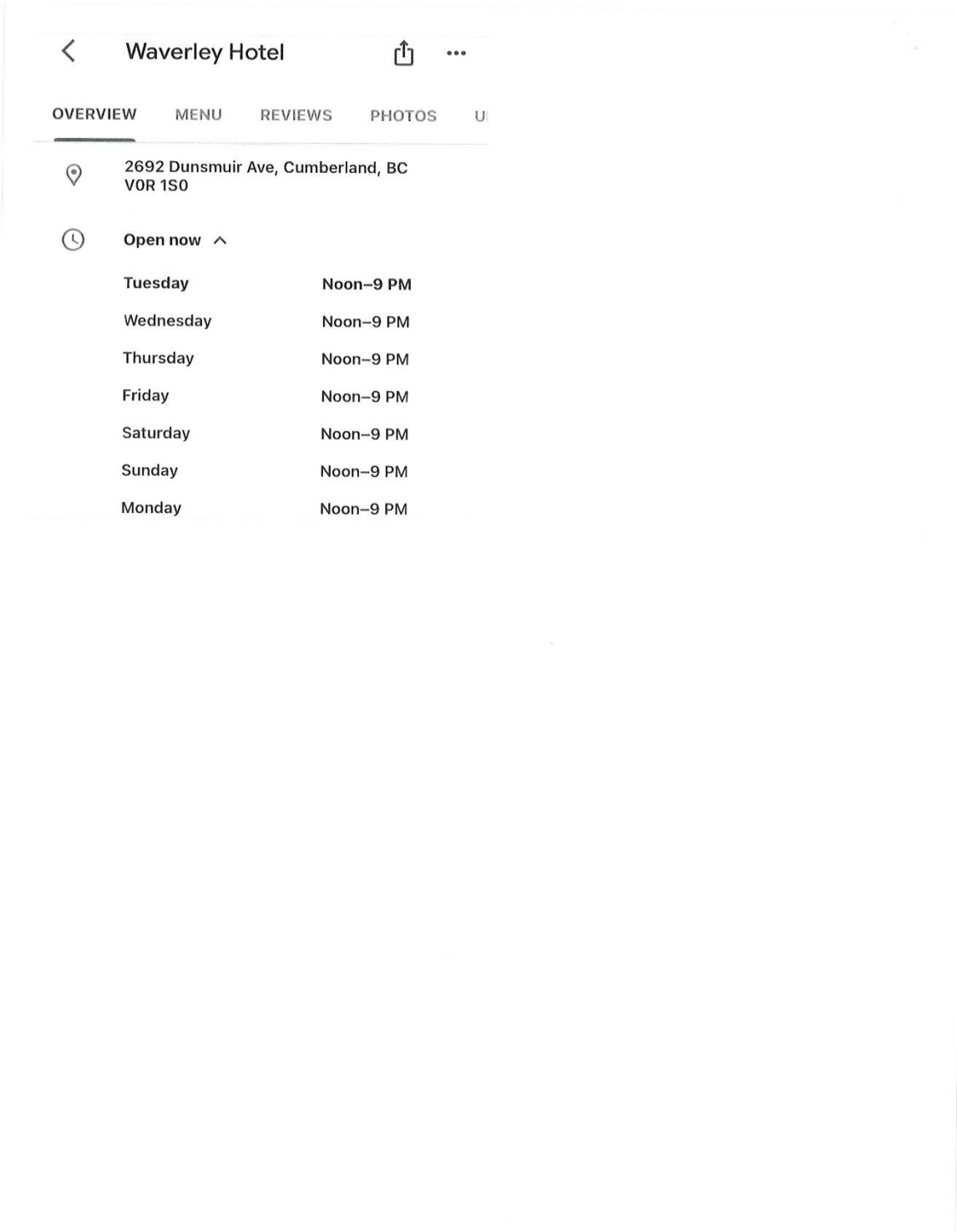
[VIEW](#) [MENU](#) [REVIEWS](#) [PHOTOS](#) [UP](#)

926 Island Hwy, Campbell River, BC V9W 4C5

Open now 

Tuesday	11:30 AM–8:30 PM
Wednesday	11:30 AM–8:30 PM
Thursday	11:30 AM–9 PM
Friday	11:30 AM–10:30 PM
Saturday	11:30 AM–10 PM
Sunday	Noon–5 PM
Monday	Closed

There seems to be pubs that stay open later but even the Waverly has these hours.



**Croin, Devin**

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**From:** Liz Bailey [REDACTED]  
**Sent:** Monday, February 27, 2023 1:55 PM  
**To:** PlanningAlias  
**Subject:** Ace brewing liquor licence application file LL000016

Dear Council,

I would like to express my views on this application in response to the notice I received in the mail.

Item 1. Permanent incorporation of the existing temporary patio area into a permanent patio endorsed area.

I have no problem with having the existing patio stay.

Item 2. Increase in total occupancy. From 140 to 215.

My concern re increase is lack of parking in the area. Noise from having more people and vehicles in the area.

Item 3. Change of hours of liquor sales from 11am to 11pm. To 9am to 1am.

Again I have problem with the noise of people leaving at 1am. Standing in the parking lot talking and shouting for a lot longer than 1am. The noise travels up across the road into the apartments. 11pm is a more reasonable time for the neighbours to put up with the noise.

I can understand why Ace Brewing would like to expand the occupancy in these hard times to make a go of the business. If there is some way of reducing the noise. Sound Barriers, roof. That would make a difference. Im still against the time change though. I don't know why you need to drink at 9am. And 1am.

Thank you.

Elizabeth Bailey  
[REDACTED] 2300 Mansfield Drive.  
Courtenav, BC V9N 3S3  
[REDACTED]

**Croin, Devin**

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**From:** Andrew & Paula Richardson [REDACTED]  
**Sent:** Monday, February 27, 2023 2:48 PM  
**To:** PlanningAlias  
**Subject:** 150 Mansfield Dr. File No. LL000016  
**Attachments:** IMG\_3698.jpg

Dear City Council of Courtenay,

I am an owner at Trumpeters Landing, 2300 Mansfield Dr. Please accept the following comments on Ace Brewing Companies application to extend their hours and increase the permanent capacity.

1. Permanent incorporation of the existing temporary patio. No issue, although I would like to see the temporary white shrink wrap used as a waterproof membrane changed to a more aesthetically pleasing roof. The application states their patios have increased the visual appeal of the existing building. I would disagree with this shrink wrap roof on their permanent patio. A good temporary problem solution. Not a permanent solution.

2. Increase capacity to 215 patrons. No issue.

3. Increase operating hours to 9 am to 1 am, 7 days a week. Issue, I do not want a party outside my bedroom window 7 days a week until 1 am. Maybe increase the Sunday to Thursday hours to 9 am to 11pm. Friday and Saturday hours increase to 9 am to 1 am. I would not like to see an approval for 1 am seven days a week. I know this will be a tough decision with a competitor next door that has the increased operating hours.

I have attached a picture from my bedroom deck of Ace Brewing for reference. Also note in the picture the caretaker dumping his wash water down the storm drain.

Thank you for your consideration.

Andrew Richardson  
[REDACTED]





November 14, 2022

Letter of Intent for Expansion, Permanent Patio and Change of Hours Application Ace Brewing Company Limited located at 150 Mansfield Drive, Courtenay B.C.

Thank you from the Ace Team for putting forward; expanding of business area, making our Temporary Patio permanent, and change of hours.

Ace Brewing Company located at 150 Mansfield Drive Courtenay, opened its doors September 13<sup>th</sup> 2019 with it's Manufacturing License and Lounge Appendix. Due to COVID, and with great disappointment, six months later we had to close our Lounge, laying off all our employees and only offer beer to go for two months. After reopening at half capacity, we were able to rehire some of our staff, open a temporary patio, at half capacity. In the Fall of 2020, we added a permanent patio at half capacity, then restrictions were put in place with no indoor dining, thankfully we had our patios or else we would have had to close our doors again and lay off all our employees. When restrictions loosened, we are at full capacity, since COVID is still very active, many patrons are more comfortable being distant from others seating outside on the patio, unfortunately the permanent patio only has a partial covering therefore space is limited when the weather miserable. We had never imagined that we want or need to expand our business, opening with a small but functional kitchen and as we thought we had more than enough tanks to produce our beer but here we are. We believe that COVID has changed many aspects of our business given people have different perspective on the why they conduct their lives. It has also given us the opportunity to have a good look at our Business Plan and see if there needs to be adjusts.

After lengthy conversation with our staff and listening to our patrons, we've decided to apply to expand our business footprint, we are currently using 3,623 sq ft our expansion would have us utilizing 4,719 sq ft. This will be done by taking over space from the business beside us, Care Auto. They asked if we were interested in doing so as they are not in need of the space they currently lease, and we are bursting at the seams. With our current space our productivity is limited, in the brew house area; we are at full capacity, especially the peak season of summer. During this time, we find it hard to keep up with supply, it limits not only the quantity but the variety of beer we have available and prohibits us gaining new wholesale accounts. We will add another cooler to store our canned products, the other will still be used for our serving tanks, kegs, and overstock of our non-alcoholic beverages. The office will be moved to beside the new kitchen and the old space will be opened allowing the addition of more tanks which will increase our productivity, we are planning on adding two additional 20 Hectolitre Bright Tanks and one 40 Hectolitre Fermenter Tank. As for our kitchen, the menu is small, not as diverse as it could be, we have many ideas but cannot execute as the current space won't allow us to. We are noted as having a small yet fresh food menu, with adding square footage this will allow us to move our kitchen into a larger area, add a fire suppression system, allowing us to expand our food menu immensely. We've spoken with VIHA and the Fire Inspector, and they both believe expanding our kitchen is the best solution of the obstacles our kitchen faces with its limited space. The space that used to house our kitchen would become additional women's washrooms which is needed for our capacity. In both areas we are having to turn away customers, wholesale, and retail, therefore losing revenue. With this expansion we will be able to increase our employees' hours and hire more employees.

The building we occupy was formally a car dealership, from the exterior it was very basic and not very attractive, an old, drab, rectangle building. The permanent patio has not only increased our capacity, increasing staffing hours, it also made our building more pleasing to look at, breaking up the shape of the building, giving

it an overall cleaner, more attractive exterior appearance. The new patio area will break up the open parking area, will add to the all-around look of the building and be more visually pleasant. If our temporary patio becomes permanent it too will be partially covered. The proposed patio will be South facing, extending into our large parking lot to the front of the Brewery, will be fully fenced, with Mountain views, surrounded with trees and shrubbery for an inviting, tranquil setting. Many of our patrons have asked if we are planning to make our temporary patio permanent, saying they love visiting the brewery because of the vast patio space and it would be more inviting if it was finished properly instead of being patio tables in a fenced area in the parking lot. We'd like to twin the patios to make an even greater visual appearance, more inviting and having this permanent patio will expand our capacity which will increase staff hours and employ more employees. If we no longer have our temporary patio, we will have limited patio space, won't be able to have as many patrons resulting in decreasing employee hours and possibly laying off key workers.

We are asking to amend our hours of operation to the following, Monday through Sunday 10:00am-1:00am. We are finding there are many days that customers think we are open earlier and come in to purchase beer and we must turn them away. We have been asked to open earlier by many of our regulars and tourists, especially in the summer and Christmas season. At this time, I don't see that we would be open at 10am daily but it would be beneficial for our business to be able to serve at an earlier time. Most importantly we have found that we have wanted to stay open later but have had to stop serving alcohol because of our licencing, we are finding that people are wanting to stay at the brewery later. We are having events regularly including Trivia, Comedy and Music, being noted for hosting these events, currently people attend but leave once they are finished and go else where, as we must stop serving alcohol. We also sponsor many sport teams which are being impacted as are some of our regulars with our limited hours, therefor we are losing business which affects our employee hours and shifts. Since COVID the dynamics of the Comox Valley has shifted with its establishments, there has been a few key businesses that were noted for being a place to go later in the evening and now they are now closed.

Since our opening we have been very involved within the community, hosting/taking part in fundraisers, collaborations to raise funds for charities, and donating to many local events. Our establishment has had no RCMP incidences, altercations, or complaints since it's opening. We aren't noted as being a rowdy establishment, our patrons are well behaved, and our staff are very diligent on maintaining an inviting space. Ace Brewing is noted in the community as a diverse and welcoming place to visit and if our hours are changed we will continue to ensure this. We've had the opportunity to welcome not only locals but people through out Vancouver Island, B.C., Canada, and other parts of the world, it is amazing to see the tourism Comox Valley attracts. We have collaborated and taken part in events and special events with CFB Comox, we are very honored to have this connection and have many regular customers who are current and retired military. With nearby Mt. Washington, The River Walkway, hiking/walking trails, oceanside, adding mild seasons and warm summers, Comox Valley is noted for its outdoor activities. We have many regulars who are avid outdoor sport enthusiasts who general like to be outdoors even while having a beverage and a meal. The Valley attracts people who enjoy being outdoors during every season throughout the year.

Parking at Ace Brewing Company is never a problem as we have vast parking available with currently 30 parking stalls adding an additional 6 spots in our parking lot with our expansion, staff parking is behind our building, and lots of street parking along Mansfield Drive.

From Servers, Sales, Kitchen staff, Managers, to our back of house staff including our Brew Master, Ace currently employs over 16 part-time, full-time and salary persons. With increasing our business space, ultimately increasing productivity, adding a new kitchen, and having the temporary patio permanent, we'll be increasing this number, giving employees another employment opportunity within the Valley.

We are very proud to be part of the Comox Valley Ale Trail which is a leg of the B.C. Ale Trail. The B.C. Ale Trail has recognized the Comox Valley, as being a destination for brewery enthusiasts to visit, with five breweries open in the Valley. There are many people who plan holidays and vacations around Brewery areas,

there is a huge Microbrewery following, which for the Island has been centered in Victoria, now the Valley with it's five Breweries is making that shift to Central Vancouver Island.

We hope you recognize the positive effect the expansion of our business area, addition of our patio and change of hours will have on our community of the Comox Valley and indorse our Applications.

Regards,

Jo-Anne Landolt

Owner/Manager.







## STAFF REPORT

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**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** Electric Vehicle Charging Station – Cost Recovery Model

**File No.:** 8620-00  
**Date:** March 8, 2023

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### PURPOSE:

The purpose of this report is to seek Council's direction for the parameters of use, cost recover model for all City owned publicly available electric vehicle charge station(s).

### CAO RECOMMENDATIONS:

That based on staff report *Electric Vehicle Charging Stations – Cost Recovery Model* that Council direct staff to establish a full cost recovery flat rate fee model for all City owned electric vehicle charging stations.

---

Geoff Garbutt, M.Pl., MCIP, RPP  
Chief Administrative Officer

### BACKGROUND:

In 2019, the City in partnership with the Community Energy Association (CEA) received grant funds for the installation of three community electric vehicle (EV) charging stations through the CleanBC Communities Grant. The CleanBC Communities Grant funded 73% of the total project costs, with the City supporting the remaining construction contribution amount of \$24,144.

As part of the Mid-Island Electric Vehicle Charging Network initiative, delivered in part with the Community Energy Association, the City of Courtenay was able to install three new publicly available level 2 EV charging stations across the community, with a total of five level 2 charging ports.

These level 2 EV charging stations were installed over the winter of 2022/2023 and are located in the downtown core at 6th Street and England Avenue (dual port) adjacent to the Urbaloo Washroom, at the Lewis Centre (dual port), and at City Hall (single-port).

The table below summarizes the key features of charger types currently available in the broader market.

**Table 1: Electric Vehicle Charger Levels and Features<sup>1</sup>**

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<sup>1</sup> <https://electricvehicles.bchydro.com/charge/choosing-a-home-EV-charger>

EV Charger Type	Power Connection	Driving Range Added	Time to Fully Charge
Level 1	120-volt	5 – 10 km / hour	12 – 20 hours
Level 2	240-volt	30 – 40 km / hour	6 – 14 hours
Level 3	480-volt or 1,000-volt	150 – 240 km / hour	1 – 4 hours

**DISCUSSION:**

Under the terms of the Community Energy Association agreement, the City does own and must operate these units for a period of five years. The City’s responsibilities include the supply of electrical utility, and continuous public access throughout that timeframe.

Additionally, the City is responsible for the ongoing costs associated with the operation of these units, including operation & maintenance, power consumption, warranty, and network fees. The City is not, however, prohibited from recovering costs incurred by operational or maintenance activities by instituting a fee based model on either a subsidized or revenue-neutral basis.

As per the Community Charter, municipalities may only impose fees and charges for the provision of services, use of property, the exercise of regulatory authority, or for obtaining copies of local government records. As a result, the City’s EV charging station fees cannot generate profits. The cost breakdown of known responsibilities is provided below.

**Establishing an EV Charging Fee**

The anticipated costs to manage and deliver services from the City’s new EV charging stations include tangible assets, services, and power. Additional fees and taxes are then applied per use and transaction. The various types of expenditures are described in the following table with the annual cost of each. Staff anticipates that a net neutral annual operating cost of **\$32,851** would be required to enable the sustained provision of this new public service, resulting in an estimated operating cost of **\$3.00** per port per hour.

A summary of all estimated costs associated with providing this service is provided below. Two main factors will impact the financial implications more than all others; electrical power consumption and actual use. For example, costs are reduced if the total hours of charging time provided by a single port exceed the estimated 6 hours per day for 2,190 hours of use per year.

**Table 2: Summary of Annual Expenditures**

Expenditure Type	Cost per Port (hourly)	Cost per Port (annually)	All Three City EV Charging Stations
Tangible Assets	\$ 0.50	\$ 1,095	\$ 5,475
Services	\$ 0.12	\$ 263	\$ 1,315
Power	\$ 1.60	\$ 3,504	\$ 17,520
User Rate Fees & Taxes	\$ 0.40	\$ 876	\$ 4,380

Expenditure Type	Cost per Port (hourly)	Cost per Port (annually)	All Three City EV Charging Stations
Operations & Maintenance	\$ 0.38	\$ 832	\$ 4,161
<b>Grand Total</b>	<b>\$ 3.00</b>	<b>\$ 6,570</b>	<b>\$ 32,851</b>

The cost of the service model could be partially subsidized to further reduce the hourly fee rate by not collecting the Tangible Asset funds required to offset the future replacement of the asset at the end of its estimated useful life. This would further reduce the proposed operating cost to \$2.50 per port per hour, however, the net loss in revenue would need to be offset by future capital expenditure.

Other local governments and private operators in the community and surrounding areas have a wide range of rates for EV charging services as described in Table 3, below. Staff have not found a pricing model that assigns a dollar value to the amount of greenhouse gas offset as an outcome of EV charging services.

**Table 3: Local EV Charging Fee Comparison**

EV Charger Type	Owner	Fees
Level 2	Town of Comox	\$1/hour first 2 hours, \$2/hour thereafter
	Village of Cumberland	\$2.50/hour
	Comox Valley Regional District	Free; currently under review
	City of Campbell River	First 1/2 hour free, \$2/hour thereafter
Level 3	Chevron On the Run	Free; currently under review
	BC Hydro, Superstore	\$12.60/hour

**FINANCIAL IMPLICATIONS:**

The CleanBC Communities Grant funded 73% of the total project costs while the City supported the project with a contribution of \$24,144. These project costs are only in relation to the initial installation and grant work in the project. The future replacement of a single 2 port EV charger is estimated to cost approximately \$14,000 including parts and labour. In addition, there will be a modest ongoing annual operating and maintenance cost of approximately \$2,081, for all three charging stations, that is recommended to be offset by the proposed user fees to support the financial sustainability of the EV charging stations. Last, service fees amounting to 10%, and taxes of 5%, are required to be added to the revenues collected for this service through the setting of a user fee.

**ADMINISTRATIVE IMPLICATIONS:**

Staff recommend amending the City’s Traffic Regulation Bylaw No. 1926, 1996, and *Fees and Charges Bylaw No. 1673, 1992*, to define EV charging rates, EV parking zones, how and when users can connect an

EV to an EV charging station, how long an EV can be parked at an EV charging station, and how the City will address unlawful parking in an EV charging station parking space, as well as illicit tampering with EV chargers.

**Parking Requirements and Operational Hours**

EV charging stations are not parking stalls. Designated for charging vehicles, EV charging stations will require signage as ‘EV Use Only’. To help promote prompt turnover and enable access to multiple vehicles, the City’s Traffic Regulation Bylaw No. 1926, 1996, is recommended to be amended by inserting a new section that defines EV parking zones, how and when to connect an EV to an EV charging station, and how long an EV can be parked at an EV charging station. Provisions are also recommended for managing vehicles unlawfully parking in an EV charging station, and illicit tampering with EV chargers.

While the EV charging stations located in City-owned parking lots at the Lewis Centre and City Hall do not currently have time limitations in place, however, overnight parking is not permitted. Staff recommends with a cost recovery model in place that these locations remain open overnight to maximize their value for the community. Further, operating hours are recommended to be 24-hours a day, 7-days a week.

Increasing the availability of an EV charging station to 24-hours, 7-days per week is expected to encourage the transition to EVs. However, staff do not recommend a 24-hours, 7-days per week operating model without the establishment of a fee for use service model, as the additional administrative implications would need to be absorbed into the City’s operating budget.

**ASSET MANAGEMENT IMPLICATIONS:**

The estimated useful life for an EV charging station is estimated at five years. The cost to replace these assets at the end of their useful life is built into the proposed full cost recovery fee structure only. The cost to replace these assets due to vandalism or tampering is not part of the proposed fee structure. Recovering the costs with a user fee is suggested as it may enable further investment in public charging infrastructure. The demand for these new assets will be managed with a dashboard that provides real-time trends for costs and utilization.

**STRATEGIC PRIORITIES REFERENCE:**

- ▲ Explore opportunities for Electric Vehicle Charging Stations
- ▲■ Support actions to address Climate Change mitigation & adaptation
- Make progress on the objectives of the BC Climate Action Charter
- ▲ Support social, economic & 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:**

Streets and Transportation

Objective 5: Zero emissions, electrified transportation is supported and increasingly the norm.

Objective 7: Parking standards reflect electric vehicle and cycling needs.

Objective 10: Opportunities for innovation in transportation are explored.

Objective 11: The City shows corporate leadership in the City’s fleet and on City properties.

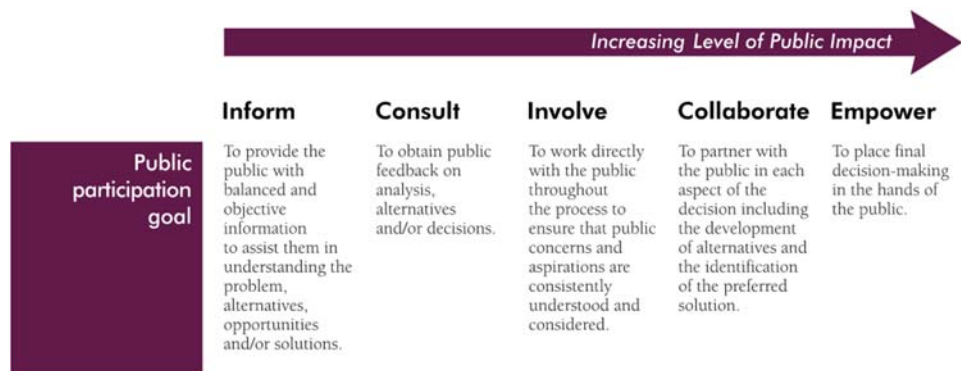
**REGIONAL GROWTH STRATEGY REFERENCE:**

Objective 8-B: Reduce GHG emissions created by the on-road transportation sector

Supporting Policy 8B-7: In order to promote the use of electric vehicles, local governments should develop incentives and infrastructures for low-emissions vehicles such as recharging infrastructure and priority parking.

**CITIZEN/PUBLIC ENGAGEMENT:**

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



© International Association for Public Participation [www.iap2.org](http://www.iap2.org)

**OPTIONS:**

OPTION 1: THAT Council direct staff to establish a full cost recovery flat rate fee model for all City owned electric vehicle charging stations.

**(Recommended)**

OPTION 2: THAT Council direct staff to establish a partial subsidy flat rate fee model for all City owned electric vehicle charging stations and;

THAT staff be directed to include the future capital replacement funding requirements in the City’s future financial plan.

OPTION 3: THAT Council direct staff to establish a fully subsidized service model for all City owned electric vehicle charging stations and;

THAT staff be directed to include all associated operating costs related to the provision of service for electric charging stations within the City’s financial plan.

Prepared by:



Eric Jernslet  
Manager of Civic Properties

Reviewed by:



Michael Wright  
Manager of Transportation & Fleet

Concurrence by:



Kyle Shaw, ASCT, CPWI, CWP, CWWP  
Director of Public Works Services

Concurrence by:



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



# TOWN OF COMOX

OFFICE OF THE MAYOR

28 Feb 2023

Dear Mayor Wells and Council

## Re: Outdated Comox Airport Zoning Regulation

Comox Council recently approved this attached letter of support for changes to the outdated Comox Airport Zoning Regulations. As detailed in this letter, the outdated zoning regulations are preventing potential density not only within the Town of Comox but also in parts of the City of Courtenay. With the requested change of modernization to the Department of National Defence, both of our communities would have the ability to make zoning decisions that are in the best interests of our residents and community. I am writing to ask your Council if you would consider sending a letter of support for our requested regulation updates.

Thank you for your attention to this important matter,

Nicole Minions,

Mayor, Town of Comox  
250-339-2202



# TOWN OF COMOX

OFFICE OF THE MAYOR

08 Feb 2023

The Honourable Anita Anand  
Minister of National Defence  
C/O Corinne Havard  
101 Colonel By Drive  
Ottawa, ON K1A 0K2  
Delivered via email: [corinne.havard@forces.gc.ca](mailto:corinne.havard@forces.gc.ca)

## Re: Outdated Comox Airport Zoning Regulation

Dear Minister Anand:

The Town of Comox is proud of our strong relationship with the Department of National Defence. As the host community for 19 Wing Comox, we have long enjoyed providing a welcoming and supportive community for military personnel and their families on beautiful Vancouver Island.

The Town of Comox is writing to ask for your assistance in harmonizing outdated Department of National Defence (DND) airport zoning regulation which is preventing the development of much needed multi-unit housing supply to house both members of the CAF and the civilian population living in Comox, with current Transport Canada standards.

Unfortunately, the current *Comox Airport Zoning Regulations* were written in 1980 and are not in alignment with the current standards issued Transport Canada. In 2015, Transport Canada made updates to its *Aerodrome Standards and Recommended Practices*, TP-312, issuing the 5th edition.

This update created additional nuance within areas of an aerodrome to eliminate the outer obstacle **limitation** surface area, creating instead an outer obstacle **identification** surface. This change allowed for objects in the newly created outer obstacle identification surface to exceed the previous 9 m height restriction, subject to potential identification via such means as lighting atop an object such as a housing development. Unfortunately, the *Comox Airport Zoning Regulations* have not been updated to reflect this additional nuance, with the blanket 9 m height restriction remaining in place within the Comox aerodrome due to enforcement of *Comox Airport Zoning Regulations*, despite the contradiction with the latest Transport Canada *Aerodrome Standards and Recommended Practices*, TP 312, 5<sup>th</sup> edition. Consequently, this is restricting the ability of the Town of Comox to examine the potential for multi-unit housing developments exceeding 9 m.

H:\CAOWMayor\20230208 Airport Zoning Letter.doc

We respectfully acknowledge that we live, work and play on the traditional lands of the K'ómoks First Nation ... Gila'kasla ... Hay ch q' a'

1809 Beaufort Avenue, Comox, B.C. V9M 1R9 • Tel. (250) 339-2202 Fax (250) 339-7110 • Email: [nminions@comox.ca](mailto:nminions@comox.ca)





# TOWN OF COMOX

OFFICE OF THE MAYOR

As you are aware, there is a significant shortage of housing for CAF personnel and their families in the Comox area. In addition, the most recent Canada Mortgage and Housing Corporation rental vacancy rate for Comox was 1.4%. A recent [Housing Needs Assessment](#) found that Comox will require an addition 7,665 units of housing by 2025. These regulations are preventing a number of potential housing projects that stand to significantly improve the housing situation with the Town of Comox. The Town recently received notification that a mixed use development on Guthrie rd. will not be able to proceed along with indications that developments along Hector rd. and Aspen rd will similarly be restricted. While each of these developments still require zoning approval for which Council cannot fetter its future decision making and must pass through community consultation, the potential community benefit is large. Currently these three developments alone represent 1,000 housing units, \$6,050,000 in funds towards the Town's affordable housing reserve, and \$904,000 per year in additional municipal revenue to offset rising infrastructure replacement costs. Further, these developments are located close to shopping centers and bus routes making them ideal for high density construction and reduction of greenhouse gas emissions. The potential impact these developments could have on the Town both in terms of housing supply and assisting the Town in infrastructure replacement cannot be understated. *It is of great worry to the Town that should these regulations not be changed the few remaining parcels in the community where density is achievable will be developed with a lower density and these highlighted benefits will be lost or greatly reduced.*

Our understanding is that given that the current *Comox Airport Zoning Regulations* remain in force and Department of National Defense officials have indicated that they must continue to enforce the restrictions as they currently exist, despite the contradiction with TP 312, 5<sup>th</sup> edition. This is discourage investment and economic development in Comox and preventing the Town from fully exploring potential opportunities to increase the supply of multi-unit housing.

We have been informed that updating the Regulations to be harmonized with the TP 312, 5th edition, requires ministerial intervention. While we recognize that Transport Canada Regulation is not binding on DND, we respectfully request that DND's Comox Airport Zoning Regulations be updated to be harmonized with the most recent Transport Canada *Aerodrome Standards and Recommended Practices*, TP-312, 5th edition. Should you have any questions or concerns, Comox's Chief Administrative Officer, Jordan Wall at [jwall@comox.ca](mailto:jwall@comox.ca) or 250-207-5523, would be pleased to assist.

H:\CAOWMayor\20230208 Airport Zoning Letter.doc

*We respectfully acknowledge that we live, work and play on the traditional lands of the K'ómoks First Nation ... Gila'kasla ... Hay ch q' a'*

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# TOWN OF COMOX

**OFFICE OF THE MAYOR**

Thank you for your attention to this important matter,

Nicole Minions,

A handwritten signature in blue ink that reads "N. Minions". The signature is written in a cursive style.

Mayor, Town of Comox  
250-339-2202

**CITY OF COURTENAY HERITAGE ADVISORY COMMISSION  
MINUTES**

**Meeting of the City of Courtenay Heritage Advisory Commission meeting held on November 27<sup>th</sup>, 2022 at 10:00 a.m. at the Courtenay Fire Department Training Room, 650 Cumberland Road**

Present:

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

Guests: Andy Gaylor and Bailey Walsh, Planning Staff McElhanney Consulting Services, Courtenay Office

Regrets:

B. Wells (Mayor)	D. Griffiths
------------------	--------------

**1. Introduction and Opening Remarks (Chair)**

**2. Addition to Agenda (Chair)**

The Chair advised the HAC that Planning Staff from McElhanney Consulting Services were in attendance to conduct a presentation on preliminary development concept for Sandwick Manor (also known as the Duncan House).

\*The Chair advised the HAC that the presentation would be the first item on the agenda and the regular HAC meeting would resume after the presentation portion of the meeting.

**3. Sandwick Manor (aka the Duncan House)**

Andy Gaylor, Senior Planner with McElhanney Consulting Services conducted a presentation on the proposed development concept for Sandwick Manor (the Duncan House) and advised that the property Owner and Project Architect from WA Architects in Vancouver were in attendance on zoom to answer questions and present portions of the conceptual development plan.

- **PRESENTATION SUMMARY**

The agent discussed the site assessment and condition of the existing dwelling on the site including the site’s topography.

The Project Architect highlighted some of the heritage design elements and features incorporated into the proposed five storey multifamily building, including: a gable roofline, hip style roofline, fretwork, horizontal banding, faux stone chimney and slate, horizontal siding, post and beam elements, pilasters mullions and wrap around porches.

Regarding massing it was noted that building facades would be staggered, would include both horizontal and vertical facades, multi paned windows, a varied color palette and large amounts of glazing.

Landscaping is being provided onsite and foundation landscaping will be incorporated into parking areas.

The proposal also features: a cul de sac for fire department to access; an outdoor amenity area; large building setbacks and an indoor amenity space.

The applicant confirmed that they are not able to keep the existing structure and that it would be demolished as part of the development plan.

Parking is a combination of underground and surface parking provided at grade.

The HAC then had an opportunity to ask the Project Architect and Project Planner questions on the concept plan.

HAC Members provided an overview of the history of the Duncan House and provided the following preliminary comments:

The HAC would prefer that the existing structure not be demolished and would prefer the existing structure be retained and incorporated into the development.

The HAC conducted a site visit to the property in May 2022.

The Project Architect expressed an interest in working with the HAC on the proposal and realizes that there is a vast history and community connection to the site.

The Project Architect also noted that the existing building doesn't provide multiple housing units.

The Project Architect thanked the HAC for providing the opportunity to present the concept plan for Sandwich Manor (Duncan House).

The HAC thanked the Architects and Staff from McElhanney for their presentation.

City Staff thanked the HAC for their feedback and comments.

- CITY CLOCKS

In process.

Members discussed design options and location options for the City Clock and reviewed the history of the Clock with City Recreation, Culture and Community Services Staff who attended the meeting.

The clock has been kept in good condition since the 1970's by Public Works Staff at the City.

A meeting was set up between the Chair of the HAC and Recreation, Culture and Community Services Staff to further review the clock location and design options.

- WEDGE OF WOOD FROM PIONEER GRAVE

No further report.

- HERITAGE PANELS UPDATE

No further Report.

The panels are important as they illustrate the history of City Hall before it burned down.

- ANNUAL REPORT

Staff will follow up with Communications Department on if the report has been finalized and report back to the HAC. City Staff will be placing the HAC Annual Report on an upcoming Council agenda in early 2023.

- **SIGNAGE FOR RIVER AND BRIDGE** No further report. The HAC would like to do this as a next Heritage Project in 2023 after City Clocks.
- **HERITAGE BUDGET** The Chair noted that she is looking into the Budget for 2023 with Management and Staff from the City.

**4. New Business**

No new Business.

**5. In-Kind Hours**

A total of 10 hours of in-kind hours are reported.

**6. Next meeting** January, 2023 (TBD) and location (TBD). No meeting will be held in December 2022 over the Christmas Holidays.

**7. Meeting Adjournment** Moved by J. Hagen at 12:15 p.m.

  
Chair

# Heritage Advisory Commission 2019 - 2022 ANNUAL REPORT

# 4<sup>TH</sup>



## Up Close HISTORY



Public Health  
Public Health and Sanitation Division

The City of Courtenay was established in July 1915. The City was on the cusp of the old 19th century and the new, modern 20th century. Horse power was shifting to the automobile. The town was enlarging from the small cluster of businesses at the edge of McBee's Orchard. Within a few years houses would be built to accommodate the influx of people that would arrive after the Great War.



# Heritage Advisory Committee Annual Report

**Cover Photo:** Downtown Courtenay Wayfinding and Interpretive Signage *(photo by Kim Stallknecht)*

# Heritage Advisory Committee Annual Report

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# Heritage Advisory Committee Annual Report

## Introduction

### *Message from the Chair*

It is my privilege to be Chair of the City of Courtenay Heritage Advisory Commission. It is a very daunting task to follow in the footsteps of legendary Chair, Lawrence Burns, former Fire Chief, who also has been named Citizen of the Year and awarded Freedom of the City of Courtenay. In 2020, Lawrence was also given a well-deserved honour the “Distinguished Service Award” by Heritage B.C.

While the world was in “lockdown”, our very diverse and capable members spent time researching and preparing for the City’s many Heritage projects. This annual report covers Heritage Commission activities from 2019 – 2022.

Since our last report, we have welcomed our newest member, Glen Greenhill, whose family has long roots in the valley. He also brings with him crackerjack enthusiasm and a skillset that we did not realize we were lacking!

Judy Hagen

Chair

City of Courtenay Heritage Advisory Commission



Lower row L-R: Judy Hagen (Chair), Lawrence Burns, Tatsuyuki Setta (Staff), Cliff Piercy  
Upper row L-R: Ross Dingwall, Glen Greenhill, Linda Grant, Julie Fortin

# Heritage Advisory Committee Annual Report

## *Commission Members*

The City of Courtenay Heritage Advisory Commission has been active since 1980. The Commission's mandate is to advise Council on heritage matters, and to undertake and provide support for heritage conservation programs in the City.

There are currently eight active members serving on the Heritage Advisory Commission and one City staff appointee. Members are listed below with the date that they joined the Commission in brackets.

Judy Hagen (January 1995)  
Lawrence Burns (June 1996)  
Ross Dingwall (November 2015)  
Julie Fortin (January 2002)  
Linda Grant (January 2006)  
Deb Griffiths (September 2008)  
Cliff Piercy (September 2008)  
Glen Greenhill (May 2019)

City Staff appointees: Erin Ferguson (November 2010 - 2017), Tatsuyuki Setta (October 2017- 2022),  
Dana Beatson (September 2022 – Present)

## Key Projects 2019 - 2022

### *History of downtown businesses since 1915*

Until the Pandemic squashed any chance of regular meetings, the Commission had been carrying on with an ongoing project to record the history of the various downtown businesses since 1915. The south side of 5<sup>th</sup> Street has yet to be finished and it is recognized that this is a formidable task. The finished work should be easy to read by anyone seeking information about either a business or a location, so the Commission has decided to compile their efforts into two files.

1. A list of addresses to name the business that have operated in a specific place. An interesting problem is that phone books and advertisements in the early years did not indicate addresses, so members had to search photos or read newspapers. Often a newspaper report, such as a fire, will give the needed clue. As members we rely on rather eclectic discussions to figure out who owned a business or who was employed there. Commission members report back the following month having talked to people who owned or worked in the downtown. It does help to have a former Fire Chief and a downtown business owner on the Commission!
2. A list of individual businesses. We have found various businesses that have opened in the City often move to another location, or moved into an adjoining space.

# Heritage Advisory Committee Annual Report

## *City Clocks*

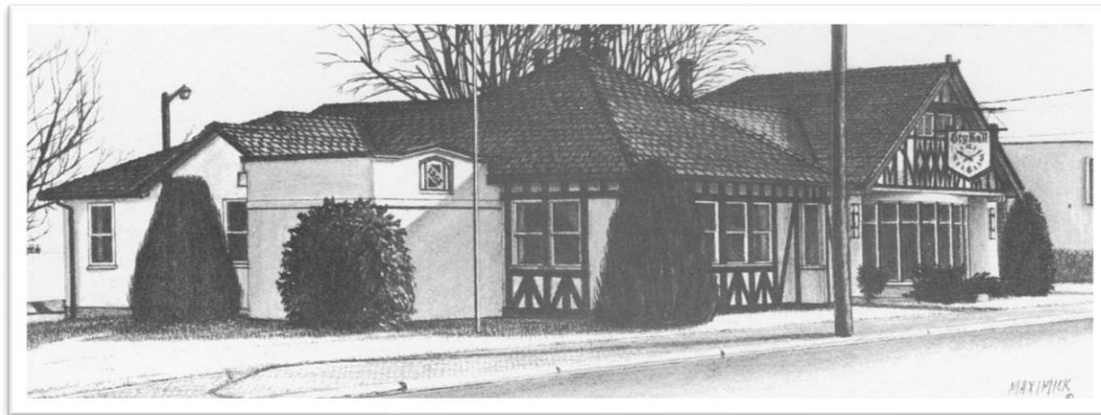
In 2022, the Commission was able to meet again in City Hall for regular meetings. A more recent project the Commission has undertaken is the City Clocks project. Old clocks from both the previous City Hall and Civic Theatre are being explored for restoration and re-installation. With this project there has been wonderful co-operation among City staff who have provided technical support to complete the project.

It seems like a long time since Commission members went out to the City Public Works Yard on what was one of the worst days for weather in 2016 to view the old City Hall clock. When the City Hall clock was removed from the embers of the old building whoever boxed the clock did a marvelous job of keeping it in a secure form and the Commission felt that the clock could be restored. The work is being carried out by Vancouver Clock Maker, Ray Saunders.

When the clocks are eventually installed they will have been the co-operative effort of City staff, the clock repairman, the funding provided by City Council and the persistent dream of the Commission members.



*The City Hall clock and the clock from the Civic Theatre are shown at left. The clock on the old City Hall building is shown below.*



# Heritage Advisory Committee Annual Report

## *Advising Council*

We are always delighted to be given a task to advise Courtenay Council.

The former Director of Recreation, Culture, and Community Services, came in to ask the Commission about the colour of the stain for the Native Sons Hall. That was a discussion that took everyone down memory lane. Shortly after several Commission members set up a time to meet with City Public Works staff where “memorials” including trees and benches were discussed as well as the ongoing maintenance costs to the City.

As it happened I was first to donate to the memorial benches. For years I talked to Jim Stephenson about a bench outside the pool as parents needed a place to sit while waiting for their children. In the years since, many parents have stopped to say “thank you” to me. I know it is because they understand how important it is to have a place to wait while their children continue to play in the waterpark.

I say this because the Commission misses our time working together on projects. We love the camaraderie and the stories that come out all of which help to preserve the history and heritage of our City.

Even though we have not always been able to gather together in person, at times, Lawrence Burns and I have been able to answer questions that come from City staff. It often means many phone calls, but the Commission does try to provide answers and enjoys the work. I was also asked to submit an article to the Evergreen Club about Florence Filberg Centre for their anniversary.

One puzzling question that came in to City Hall was about the naming of the Anfield Mall beside Anfield Road. The Commission could not be positive as to the source of the name but had a map which indicates the original use of the name. I was able to find a great deal of information about the Anfields who were the grandparents of the woman who had inquired, but no one could confirm why the name had been placed on that road and subsequently the name for the Mall.

# Heritage Advisory Committee Annual Report

## *Downtown Courtenay Wayfinding and Interpretive Signage*

When the City asked the Commission for advice about wayfinding and interpretive signage in support of the Downtown Courtenay Business Improvement Association, members of the Commission met in the Chair’s back yard to maintain social distance guidelines during their discussions. In total, the Commission had three meetings in the summer of 2020.

Members discovered that in spite of the Museum not being available in the early days of the pandemic, members collective memories and personal ownership of photos allowed the Commission come to an agreement and members were able to advise on the “Up Close History” component of the signs.



## Public Engagement

### *Heritage Week*

Heritage Week, an annual promotion of the Province of British Columbia, gives the Commission a chance to present a chosen theme to the community. For 2019, the theme was LIVE, WORK, LEARN AND PLAY. The Commission decided to have four panels to feature how Courtenay has become the centre of commerce in the Comox Valley.

The panels included:

- A panel featuring “AGRICULTURE” with a focus on Comox showing the early arrival of European and the settlement of farms;
- A second panel on “MINING” showing the various communities that worked on the seams of coal that were mined and brought to Union Bay to be shipped. That panel lists Cumberland, Bevan and Union Bay;
- A third panel featuring “LOGGING” with the development of Merville and Black Creek; and
- The fourth panel featuring “COURTENAY” which became the centre of the Comox Valley after the arrival of the E&N rail line, the dredging of the river, and the rise of commercial enterprises on both sides of the Courtenay River.

When the annual Heritage Week Day usually held in Cumberland was cancelled, the Commission still wanted to display the research, so arrangements were made with the libraries in Courtenay and Comox to have the panels displayed for two weeks and they were also displayed at the Lewis Recreation Centre.

For 2020 we decided to have panels reflecting a 20/20 vision of the City of Courtenay featuring the City in both 1920 and in 2020. The Commission had completed work on the panels in 2020 just as the City held an open house for citizen input on the new proposed Official Community Plan (OCP). The Commission was pleased to display the panels which were received with great interest.

When the pandemic closed down City Hall to the public, the Commission was unable to complete the work on the remaining panels which included beautiful photos from member Glen Greenhill taken just days before we had to fold our tent. The Commission will be completing the project and believes that it will be a record that will be very important for future years.

Samples of panels are on the following page.

A sample of the 2019 and 2020 panels

## THE TIE THAT BINDS

A Community spirit arises where people  
LIVE ✿ WORK ✿ LEARN ✿ PLAY

A look at communities in the Comox Valley  
from 1862 to 1962

Since 1862 when the first European settlers arrived at Comox Bay and established small farms, a number of diverse communities have been established because of their employment opportunities. Where men found work, their families came to live, their children were enrolled in schools and the hours of leisure were spent in a number of activities such as Lodges, music and sports.

It is these four activities; where they LIVED, WORKED, WENT TO SCHOOL, and spent their LEISURE time that a community spirit arose and remained with the people long after the communities disappeared and remain now only as a name on a map.

## COURTENAY The Business Community

While other areas of the Comox Valley grew quickly, Courtenay was late in developing. The deep forest deterred the early settlers from farming the area on the west side of the Courtenay River so it was the east side around the straght that businesses gradually moved from the wharf in Comox to better serve the farmers along the Upper and Lower Prairie roads.

It was not until Joseph McPhee had cut a towpath across the river that Courtenay developed. With the decline of coal production and the imminent arrival of the ESN Railway to 1914 with a connection to Nanaimo and Victoria, business in Cumberland began to open a second street in Courtenay which was incorporated as a city in 1915. The population was 800. By 1941 the population had risen to 1737.

The Courtenay River became an important transportation link with barges bringing cargo up river to

the wharves of companies who had large storage warehouses. After the First World War the centre of commerce was shifting to Courtenay. The opening of the Native Sons Hall in 1928 provided the whole Comox Valley with a large building suitable for many activities from A to Z.

Modern transportation since the end of World War II has provided water access for everyone to connect to a large centre. When the smaller communities of the valley no longer lived in isolation Courtenay became the new centre of commerce. In 1963, all senior high students graduated from Courtenay High School.

Today many of the thriving communities based on farming, mining and logging are ghost towns. They are only names among those on a map of valley schools: Beren, Headquarters, McAdams, Nkray, Nob Hill and Puntledge Townsite.



Map of Schools: For our Children, a History of Comox Valley Schools

Original 5th Street Bridge circa 1895



Aerial of part of Courtenay, circa 1950



### 2020 VISION: BRINGING THE PAST INTO THE FUTURE

Downtown Courtenay  
West Side of River Circa 1920

**12** COURTENAY CONDENSED MILK CO. LTD. (1914-1926) Located across Puntledge River

**10** NOW SIMMS MILLENNIUM PARK

**8** COURTENAY SAWMILLS

**7** ED EMOS GANANCE FERRISWHEEL

**6** RIVERSIDE HOTEL

**5** COMOX LOGGING RAILWAY

**4** RIVERSIDE HOTEL

**3** COMOX CREAMERY & WILLIAM CARRICK

**2** COURTENAY ELEMENTARY SCHOOL

**1** COMOX CO-OPERATIVE CHURCH

Streets shown: RIVER ST. (NOW ANDERTON AVE.), MILL ST., UNION ST. (NOW FIFTH ST.), ISABEL ST. (NOW CLIFFE AVE.), BIDDOCK AVE. (NOW FOURTH ST.), JUDSON ST. (NOW DUNCAN AVE.), WALLACE ST. (NOW ENGLAND AVE.), WALTER ST. (NOW SIXTH ST.), RUBBERLAND ROAD.

Landmarks and businesses: Courtenay Elementary School, Courtenay Sawmills, Ed Emos Ganance Ferriswheel, Comox Creamery & William Carrick, Courtenay Co-operative Church, Riverside Hotel, Comox Logging Railway, Courtenay Condensed Milk Co. Ltd., Now Simms Millennium Park, B & K Milling, C.S. Cully Auditor & Accountant, Mill & Day Bookstore, J.M. S. Atch, Book & Print Shop, Harry & Bruce Book Store, Dr. Millett's House & Office, Public Offices for weighing, meat of coal, Book, Grocery, Well, Beach & Food Store, Beer Store & Restaurant, John, Hardware, Bookery, Home & Farm, St. George, Anglican Church, Courtenay Gas/Water Supply Co. Ltd., St. John the Divine, Anglican Church, A.B. Crawford Green, Hair & Dress at Lulu (The Hair Dress Shop), Dr. Treasman, Harry Wilson, Mgr., Dr. Crangson's House & Office, To E & N Railway Train Station.



# Heritage Advisory Committee Annual Report

## *Budget*

The Commission's operating budget is allocated annually and is guided by work plan priorities. The Commission's annual operating budget is approximately \$5,000.

## *Partnerships*

The Heritage Advisory Commission receives assistance from staff from numerous City departments and the Commission works closely with Courtenay and District Museum staff. The Courtenay and District Museum provides ongoing support to many of the Commission's initiatives including providing free meeting space, research assistance, photographs and editing work. The Commission is also working with the Museum to provide an 'Accessible Archival Space' to ensure that heritage records are safely stored and accessible.

Without the generosity of these partnerships, and the assistance of many members of our community, the Heritage Advisory Commission would not be able to undertake the breadth of activities that they have over the years.

The involvement of a City staff member on the Commission has been of key importance for administrative support, technical and legislative advice, communications materials and to guide Commission work planning. Tatsuyuki Setta, prior to leaving the City in the summer of 2022 served as the City staff appointee for five years. Tats was a pleasure to work with and the Commission wishes him the best of luck on his future endeavors.

City staff continue to provide administrative assistance and technical and legislative advice to support the Commission in their work plan priorities.

## *In-Kind Contributions & Additional Support*

In addition to the annual operating budget, the Commission receives assistance in the form of City staff time and additional City resources related to meetings, heritage planning, plaque installations, graphic displays, and other commemorative projects.

The Commission also receives in-kind support from the Courtenay and District Museum for research assistance, use of photographs in the Museum's collection, and meeting and storage space.

The Heritage Advisory Commission meetings are held on the fourth Wednesday of every month from September until June. In addition to these meetings, the members spend considerable time on workshops, research, and various heritage projects.

The total in-kind contribution hours reported for Commission Members for 2019 - 2022 is 372 hours. During the pandemic Commission members reported fewer in-kind hours in 2020 and 2021 due to the lack of regular Commission meetings.



CITY OF  
**COURTENAY**

*Heritage Advisory Commission*  
Page 90 of 203



## STAFF REPORT

**To:** Council

**File No.:** 3360-20-2011/RZ000050

**From:** Chief Administrative Officer

**Date:** March 8, 2023

**Subject: Updated Proposal – Zoning Amendment Bylaw No. 3017 – 801 Ryan Road (3<sup>rd</sup> Reading and Adoption)**

### PURPOSE:

The purpose of this report is to provide Council with an overview of updates to a proposal for a Zoning Amendment to rezone 801 Ryan Road from Commercial One A (C-1A) zone to Comprehensive Development Thirty-two (CD-32) zone to facilitate the development of a 247 unit rental apartment development as well as proceed to Adoption of the Bylaw. Since the last staff report, the requirement for a right turn lane/bus stop on Ryan Road has been replaced with a requirement for land for a future bus lane. In addition, the land dedication requirement to accommodate Tunner Road along the rear of the property impacts Zoning Bylaw requirements such as minimum lot size and maximum floor area ratio. Zoning Amendment Bylaw No. 3017 has been updated to reflect these changes and as such requires that Third Reading of the bylaw be rescinded and given Third Reading and Adopted as amended.

### CAO RECOMMENDATIONS:

THAT Council approve OPTION 1 and rescind Third Reading, give new Third Reading as amended, and adopt Zoning Bylaw No. 3017, 2023 (801 Ryan Road).

Respectfully submitted,

Geoff Garbutt M.Pl., RPP, MCIP

Chief Administrative Officer

### BACKGROUND:

The development proposal is for a 247 unit rental apartment in the form of three five-storey buildings. The proposal includes parkades within each building as well as surface parking. The primary access will be by a new roadway extending from the intersection of Hunt Road and Tunner Drive to the site. Additional accesses will be to Ryan Road from the intersection of Sandwich Road, as well as from a private road (driveway) on the east side of the subject property. A condition of rezoning is that the applicant dedicate land to the creation of Tunner Drive to the south, as well as construct Tunner Drive from Hunt Road to the subject property. A multi-use path is part of the road construction. The property is legally described as Lot 1, Section 14, Comox District, Plan 27905 Except Parts in Plans 38112 and VIP53727. **Figures 1 and 2** provide visual context.

The proposal was first presented to Council at the September 7<sup>th</sup> 2021 meeting where Council passed a motion to postpone consideration (staff report in **Attachment No. 3**). On October 4<sup>th</sup> 2021 the application passed 1<sup>st</sup> and 2<sup>nd</sup> Reading, following the applicant submitting a letter outlining proposed price-fixed rental units as affordable housing amenity contribution and an updated plan showing additional open space (staff report in **Attachment No. 2**). Third Reading was passed November 15<sup>th</sup>, 2021. Housing Agreement (801 Ryan

Road) Bylaw No. 3064, 2022 was adopted June 27<sup>th</sup>, 2022, detailing the 25 affordable rental housing unit requirement.



Figure 1: Conceptual rendering with context

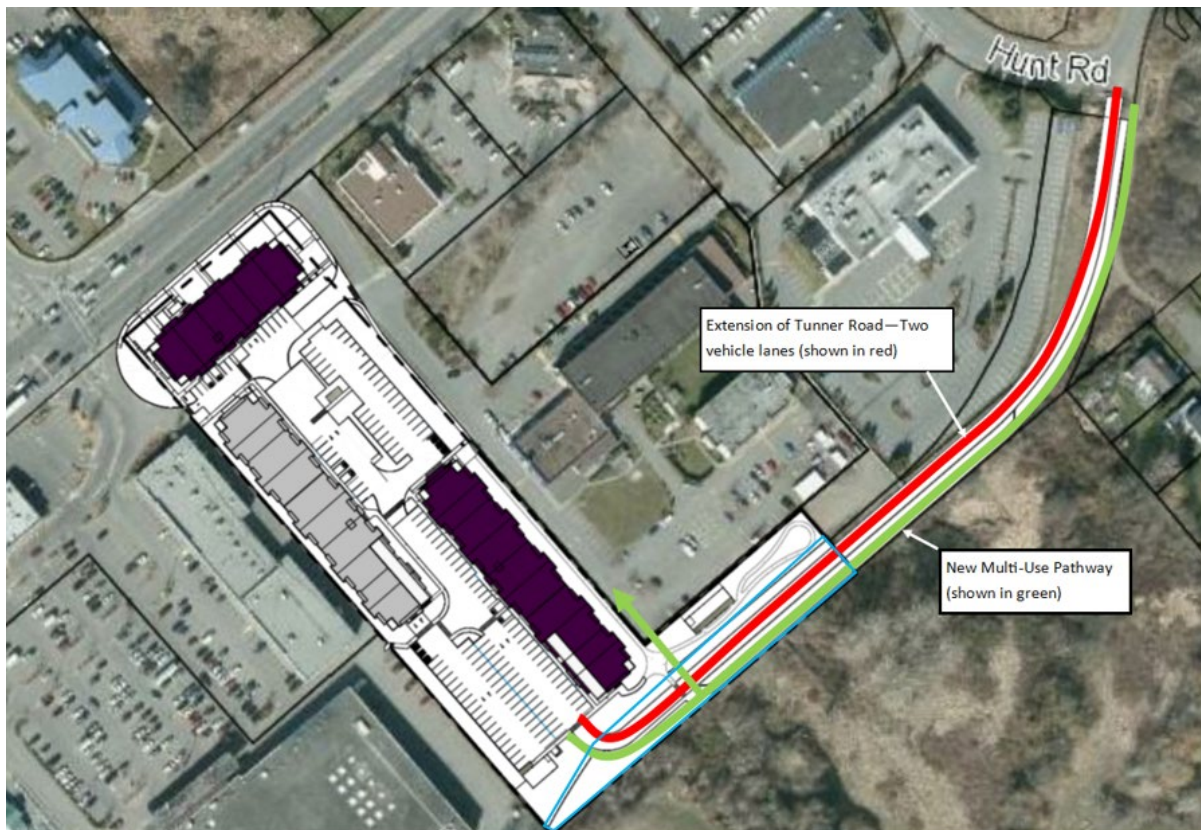


Figure 2: Conceptual site plan showing Tunner Drive road and multi-use pathway general alignment as well as Tunner Drive land dedication as shown approximately in blue.

**DISCUSSION:*****Original and Current Covenant Conditions:***

The following covenant conditions were presented in the original September 7<sup>th</sup> 2021 Report. Unless otherwise modified as described below, original covenant conditions form part of the covenant that has now been signed by all parties.

1. **Dedication of Land for Tunner Drive:** Land must be dedicated to City to enable the construction of Tunner Drive behind this development and the future extension of Tunner Drive behind the Superstore mall.
2. **Construction of Tunner Drive:** Tunner Drive must be constructed to City standards prior to building occupancy and include a two lane roadway and multi-use pathway.
3. **City's Parks, Recreation Culture and Senior's Facilities Amenities:** The multi-use path adjacent to the Tunner Drive extension from the intersection with Hunt Road to the subject property as detailed on the site plan must be constructed.
4. **Legal Access to the private road on the north east side of the subject property:** Legal access must be secured for use of the private access driveway between this property and 1001, 1003, 1027, 1029, 1033 Ryan Road (BC Housing and Mex Pub). The applicant provides that an agreement has been drafted but will not be finalized until the rezoning is complete.
  - Update: This condition is now enshrined in the covenant to secure access.
5. **Restrictions on the Sandwick Road intersection access:** The access from this development to Sandwick Road intersection shall be exit only. As a result, the developer is required to design the egress from this development to prevent vehicles from entering from this intersection.
6. **Housing Amenity Reserve Fund:** Contribution to the reserve fund as outlined in the OCP.
  - Update: This condition is now no longer required as a Housing Agreement Bylaw outlining affordable housing amenity contributions was adopted on June 27, 2022.
7. **Right Turn Lane/ Bus Stop on Ryan Road:** As discussed, there is the potential for a right turn lane/bus stop as part of the development. While the applicant's traffic engineer contends it is not warranted based on Transportation Association of Canada (TAC) standards, this facility will have a positive impact on traffic flow. Council can require this facility as a condition of rezoning.
  - Update: This condition has been amended to become a highway reservation covenant and option to purchase, and is included in the covenant as described further below.

***Covenant change to Right Turn Lane/Bus Stop on Ryan Road***

Upon further consultation, the addition of a right turn lane/bus stop on Ryan Road (original Covenant Condition 7) was determined to be unworkable. A right turn lane cannot be built to the specifications that the Ministry of Transportation and Infrastructure (MOTI) would require due to the short frontage. MOTI and BC Transit bus stop preferences do not align with each other at this location so an agreeable short-term improvement could not be specified.

Instead, the applicant has agreed to a highway reservation covenant and option to purchase, signed by the property owner, for a 3-metre strip of land along the entire Ryan Rd frontage, helping to facilitate an eventual bus lane resembling that proposed in the May 2021 Comox Valley Transit Infrastructure Study. This covenant prohibits any development in said strip that would conflict with potential future Ryan Road widening and

also allows the City the right to purchase this land for \$1 at a future time at the City’s discretion, within 80 years as limited by the Perpetuities Act.

While the Ryan Road highway reservation covenant and option to purchase does not require the developer to construct Ryan Road improvements at the time of residential construction, it secures more land than originally proposed for a more impactful long-term multi-modal transportation solution. The proposal is supported by City staff, the applicant, MOTI and BC Transit.

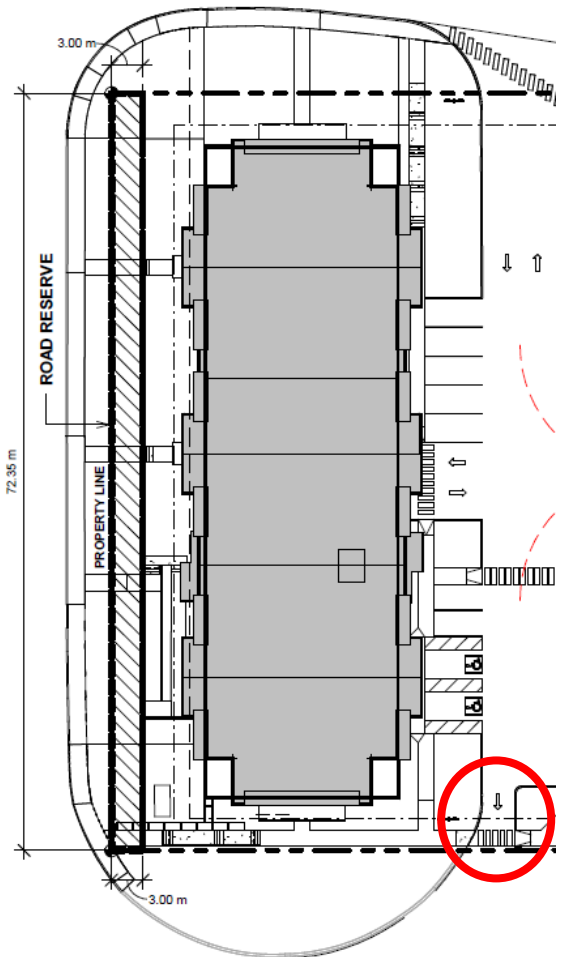
**Zoning Bylaw 3017 Updates**

Covenant Condition 1, dedication of land for Tunner Drive extension behind the Superstore mall, is to be met as proposed, but in doing so will reduce the size of the remaining property.

As originally proposed, Bylaw 3017, Attachment A Section 8.54.5 reads “A lot shall have an area of not less than 2.0 hectares”. This is the size of the subject property before Tunner Road dedication. However, the definition of lot area in Zoning Bylaw No. 2500, 2007 excludes any dedicated rights-of-way. The expected size after Tunner Road dedication is 1.81 hectares; therefore, the subject proposed bylaw section has been changed to “A lot shall have an area of not less 1.8 hectares”. This does not affect the nature of the proposal or any other development permission on any other property as this is a zoning regulation within a comprehensive development zone specific to this project. Staff support this change as for administrative clarity.

Section 8.54.4 of the same proposed bylaw reads: “The maximum floor area ratio shall not exceed 1.25”. Floor area ratio (FAR) as defined in Zoning Bylaw No. 2500, 2007 is calculated by dividing floor area by lot area. Therefore reducing the lot area (from 2 ha to 1.8 ha) for the same development proposal produces a higher FAR. The development as proposed has a floor area ratio of 1.22 before Tunner Drive dedication, expected to be 1.36 afterward. The subject proposed bylaw section has therefore been changed to “The maximum floor area ratio shall not exceed 1.4”. Similar to making a minor adjustment to the lot size requirement, staff support this change as for administrative clarity.

Section 8.54.6 of the same proposed bylaw contained the clause “Notwithstanding the required front yard setbacks specified above the front yard may be reduced to 3.0m for that part of the building adjacent to a deceleration lane on Ryan Road”. This was included in the zone in order to factor for the anticipated deceleration lane which would have been required to be dedicated prior to rezoning, therefore implicating front yard setback building requirements from a road. This is no longer needed due to the Ryan Road covenant condition change and has been removed. As the desired Ryan Road frontage dedication will now occur after the rezoning, the requirement to enshrine a reduction in the front yard setback is not critical.



**Figure 3:** Frontage detail showing road reserve for future Ryan Road expansion (grey hatching outlined in black) and exit-only to Sandwich Road intersection (shown in red).

Spaces have also been added throughout the proposed Bylaw 3017 in front of metre symbols to conform to International System of Units (SI) standards and the year of Third Reading has been updated to 2023.

The proposed updates to the zoning bylaw language allow the development to proceed as proposed and considered by Council and presented at Public Hearing in 2021.

Upon Council adoption of Zoning Amendment Bylaw No. 3017 (**Attachment No. 1**), staff would proceed with the registration of the three covenants as well as a notice of the adopted housing agreement bylaw on the land title.

**OPTIONS:**

**OPTION 1: (Recommended)**

THAT Council rescind Third Reading, give new Third Reading as amended, and adopt Zoning Bylaw No. 3017, 2023 (801 Ryan Road).

**OPTION 2:** Defer consideration of Bylaw No. 3017 with a request for more information.

**OPTION 4:** Defeat Bylaw No. 3017.

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  
Chief Administrative Officer

**Attachments:**

1. Attachment No. 1: Draft Zoning Amendment Bylaw No. 3017
2. Attachment No. 2: October 4, 2021 Updated Staff Report to Council "Updated Proposal – Zoning Amendment Bylaw No. 3017 – 801 Ryan Road".
3. Attachment No. 3: September 7, 2021 Original Staff Report to Council "Zoning Amendment Bylaw No. 3017 – 801 Ryan Road".

**THE CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO. 3017**

**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. 3017, 2023**”.
- 2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:

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

Part 58 – Comprehensive Development Thirty Two Zone (CD-32) 801 Ryan Road as attached in **Attachment A**.

(c) by rezoning Lot 1, Section 14, Comox District, Plan 27905 Except Parts in Plans 38112 and VIP 53727 (801 Ryan Road) as shown in bold outline on **Attachment B** which is attached hereto and forms part of this bylaw, from Commercial One A Zone (C1-A) to Comprehensive Development Zone Thirty Two Zone (CD-32).

(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	4 <sup>th</sup> day of October, 2021
Read a second time this	4 <sup>th</sup> day of October, 2021
Considered at a Public Hearing this	27 <sup>th</sup> day of October, 2021
Read a third time this	day of , 2023
Finally passed and adopted this	day of , 2023

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

Approved under S.52 (3) (a) of the *Transportation Act*

\_\_\_\_\_  
Tallina McRae, Development Services Officer  
Ministry of Transportation and Infrastructure  
Vancouver Island District



# Attachment A

## Part 58 – Comprehensive Development Thirty Two Zone (CD-32) (801 Ryan Road)

### 8.54.1 Intent

The CD-32 Zone is intended to accommodate a rental apartment development on the property legally described as Lot 1, Section 14, Comox District, Plan 27905 Except Parts in Plans 38112 and VIP 53727. The property shall be developed substantially in accordance with Schedules A and B which form part of this zone.

### 8.54.2 Permitted Uses

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

1. *Rental Apartment*

### 8.54.3 Lot Coverage

A lot shall not be covered by buildings to a greater extent than 30% of the total area of the lot.

### 8.54.4 Floor Area Ratio

The maximum *floor area ratio* shall not exceed 1.4.

### 8.54.5 Minimum Lot Size

A lot shall have an area of not less than 1.8 hectares.

### 8.54.6 Setbacks

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

- (1) Front Yard (interpreted as the yard adjacent to the northwest property line): 7.5 m
- (2) Rear Yard (interpreted as the yard adjacent to the southeast property line): 6.0 m
- (3) Side Yard (interpreted as all other yards): 3.0 m

Notwithstanding the required front, rear, and side yard setbacks specified above, roof overhangs and decks may extend up to 0.6 m into the required setback.

### 8.54.7 Height of Buildings

Maximum building height shall be 17.5 m and in accordance with Schedule B.

Notwithstanding the maximum height specified above, roof projections, elevator shafts and mechanical equipment may project beyond 17.5 m.

#### **8.54.9 Usable Open Space**

A minimum of 20 m<sup>2</sup> of useable open space must be provided per unit as shown in Schedule B. For clarity this includes common outdoor areas and private balconies or patios.

#### **8.54.10 Accessory Structures**

Shall not be permitted except for bike storage structures, pergolas, sheds, and playgrounds.

#### **8.54.11 Off-Street Parking and Loading**

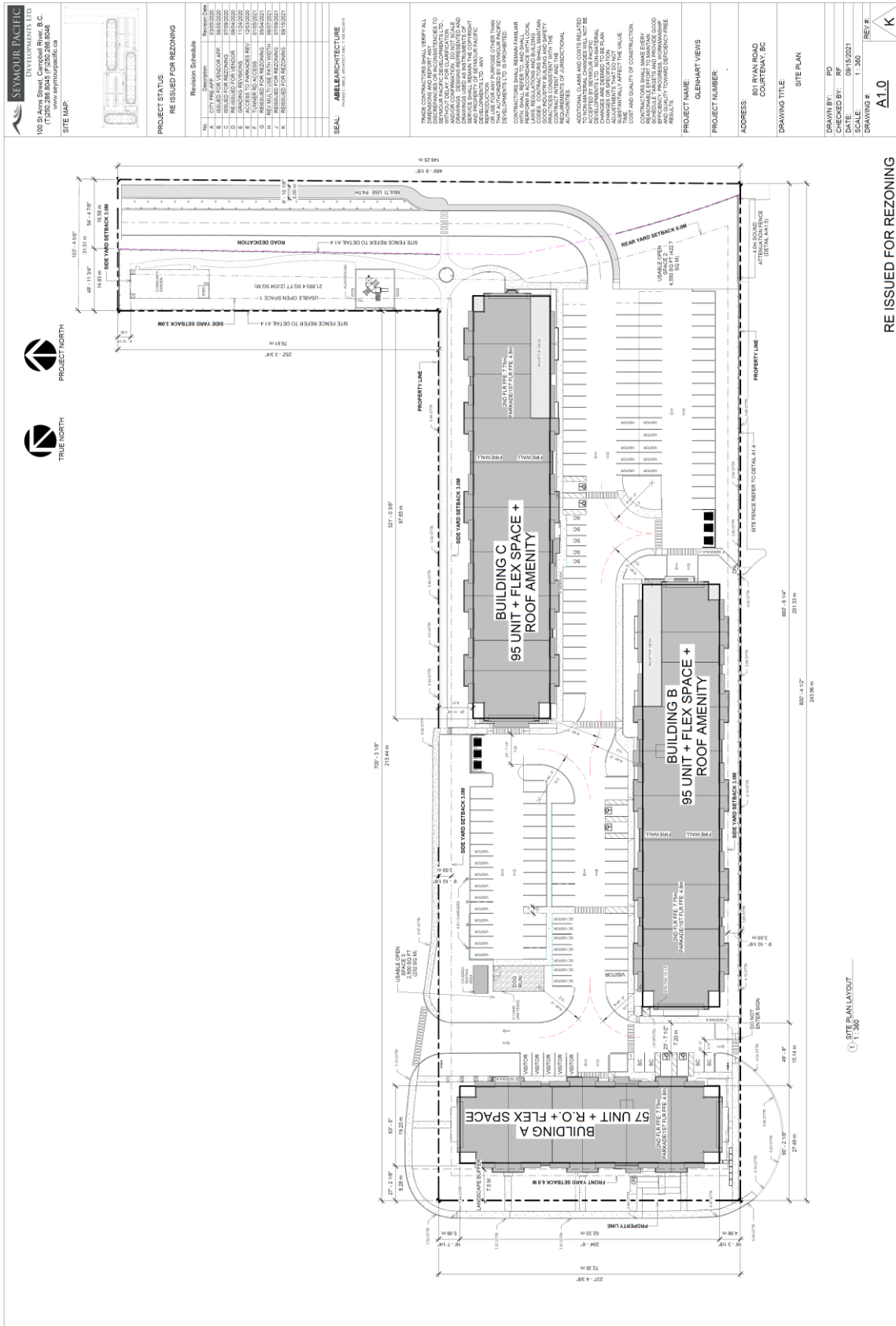
Off-street parking shall be provided and maintained in accordance with the requirements of Division 7 of this bylaw except:

- (1) For *Rental Apartment* uses parking shall be provided at a rate of 1.20 parking spaces per dwelling unit inclusive of visitor parking;
- (2) Bicycle parking facilities must be provided at a rate of one covered, secure stall per unit.

#### **8.54.12 Fencing**

The maximum height of fencing along the side property line (southwest property line) is 4.0 m.

# SCHEDULE A



RE ISSUED FOR REZONING

# SCHEDULE B

**SEYMOUR PACIFIC DEVELOPMENTS LTD.**  
 100 West Street, Campbell River, B.C.  
 (250) 853-2222  
 www.seymourpacific.ca

**SITE MAP:**

**PROJECT STATUS:** RE-ISSUED FOR REZONING

**Revision Schedule**

NO.	DATE	DESCRIPTION
1	08/04/2020	ISSUED FOR PERMIT
2	08/04/2020	ISSUED FOR PERMIT
3	08/04/2020	ISSUED FOR PERMIT
4	08/04/2020	ISSUED FOR PERMIT
5	08/04/2020	ISSUED FOR PERMIT
6	08/04/2020	ISSUED FOR PERMIT
7	08/04/2020	ISSUED FOR PERMIT
8	08/04/2020	ISSUED FOR PERMIT
9	08/04/2020	ISSUED FOR PERMIT
10	08/04/2020	ISSUED FOR PERMIT

**SEAL:** ABLE ARCHITECTURE

**NOTES:**

1. TRADE CONTRACTORS SHALL VERIFY ALL DIMENSIONS AND LOCATIONS TO BE SHOWN ON THIS DRAWING. ANY DISCREPANCIES SHALL BE REPORTED TO THE ARCHITECT IMMEDIATELY. THE ARCHITECT SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE DIMENSIONS AND LOCATIONS SHOWN ON THIS DRAWING. THE ARCHITECT SHALL NOT BE RESPONSIBLE FOR THE ACCURACY OF THE DIMENSIONS AND LOCATIONS SHOWN ON ANY OTHER DRAWING.

2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.

3. ALL MATERIALS SHALL BE SUPPLIED BY THE CONTRACTOR AND SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.

4. ALL MATERIALS SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.

5. ALL MATERIALS SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.

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15. ALL MATERIALS SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.

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21. ALL MATERIALS SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.

22. ALL MATERIALS SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.

23. ALL MATERIALS SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.

24. ALL MATERIALS SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.

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100. ALL MATERIALS SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.

**PROJECT NAME:** GLENHART VIEWS

**PROJECT NUMBER:**

**ADDRESS:** 801 RYAN ROAD  
COURTENAY, BC

**DRAWING TITLE:** ELEVATIONS 1 OF 2 - BUILDING A

**DRAWN BY:** RD

**CHECKED BY:** RF

**DATE:** 08/04/2020

**SCALE:** AS INDICATED

**DRAWING #:** AS INDICATED

**REV #:**

**AS.1**

**1 FRONT ELEVATION.**  
Scale: 1:128

**2 BACK ELEVATION.**  
Scale: 1:128

**EXTERIOR CLADDING PRODUCT**

DESCRIPTION	COLOR	LOCATION
4" CERAMIC FLOOR TILES	ANTIC WHITE	WINDOW & DOOR TRIM
12" CERAMIC FLOOR TILES	ANTIC WHITE	BALCONY WALLS
12" CERAMIC FLOOR TILES	ANTIC WHITE	BELLY BANDS
12" CERAMIC FLOOR TILES	ANTIC WHITE	VERT. PARTITION WALL
PLANK - CEDARWELL	DEEP OCEAN	LEVEL 1 - 3
PLANK - CEDARWELL	DEEP OCEAN	LEVEL 4 - 8
PLANK - CEDARWELL	DEEP OCEAN	LEVEL 1 - 3 BALCONY/PTAC
PLANK - CEDARWELL	DEEP OCEAN	LEVEL 4 - 8 BALCONY/PTAC
SHANK - STRAIGHT EDGE	GRAY FLARE	BUMP OUT BUILDING ENDS
SHANK - STRAIGHT EDGE	TRANS OVAL RED	BUMP OUT
CULTURED STONE	ELEGANT STONE	BUMP OUT
TIMBER COLUMN	ELEGANT STONE	FRONT CORNER BAYNETS & BUILDING ENDS
TIMBER BEAM	ELEGANT STONE	BUMP OUT
12" CERAMIC FLOOR TILES	STAINED	FOUNDATION TRANSITION F.

**EXTERIOR METAL PRODUCT**

DESCRIPTION	COLOR	LOCATION
ALUMINUM DOWNROCKS	BLACK	REFER TO DETAIL BMA-1
ALUMINUM DOWNROCKS	BLACK	REFER TO DETAIL BMA-2
ALUMINUM RAILING	WHITE	FASCIA BOARD
4" PANEL CLASSIC ROOFIT	BLACK	REFER TO DETAIL BMA-2
WALL FLASHING	BLACK	REFER TO DETAIL BMA-2
SINGLE STEP FLASHING	BLACK	REFER TO DETAIL BMA-2
ROOF EDGE FLASHING	BLACK	REFER TO DETAIL BMA-2
DWP CORP FLASHING	WHITE	WINDOUS
REVERSE CORP FLASHING	WHITE	PLANK WINDOW TRIM
PLASTIC VENT	BLACK	PLASTIC VENT
MUTTER COOL FLASHING	BLACK	MUTTER COOL FLASHING
FOUNDATION TRANSITION F.	BLACK	FOUNDATION TRANSITION F.

**EXTERIOR ROOFING PRODUCT**

DESCRIPTION	COLOR
ROOFING BRICKLES - 50 YEAR LAMINATE	BLACK
ATTIC EXTERIOR VENT	BLACK

**NOTES:**

1. ALL RESIDENTIAL UNITS TO HAVE INDIVIDUAL AC UNIT

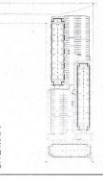
2. ALL RESIDENTIAL UNITS TO HAVE WINDOWS WITH SHINGLES OF 8/16/8

**3** 3/4" x 3/4" Inside Corner Bumpout...  
Scale:

**4** 3/4" x 3/4" Inside Desk Corner...  
Scale:

RE ISSUED FOR REZONING

077092021 8:01:06 MM



**PROJECT STATUS:**  
 RE-ISSUED FOR REZONING

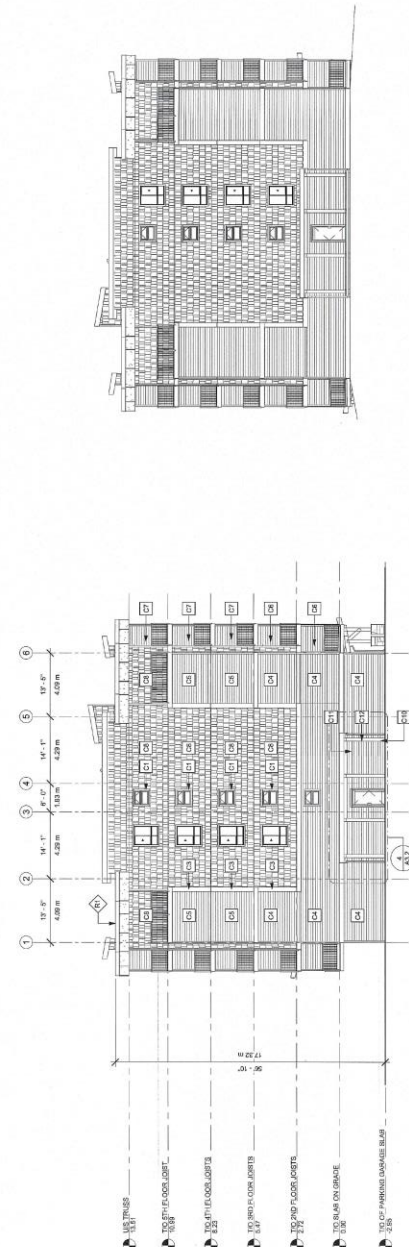
**Revision Schedule**

No.	Date	Revision
A	05/04/2020	CITY APPROVAL
B	05/04/2020	RE-DESIGN FOR WINDOW APPEARANCE
C	05/04/2020	RE-DESIGN FOR WINDOW APPEARANCE
D	05/04/2020	RE-DESIGN FOR WINDOW APPEARANCE
E	05/04/2020	RE-DESIGN FOR WINDOW APPEARANCE
F	05/04/2020	RE-DESIGN FOR WINDOW APPEARANCE
G	05/04/2020	RE-DESIGN FOR WINDOW APPEARANCE
H	05/04/2020	RE-DESIGN FOR WINDOW APPEARANCE
I	05/04/2020	RE-DESIGN FOR WINDOW APPEARANCE
J	05/04/2020	RE-DESIGN FOR WINDOW APPEARANCE

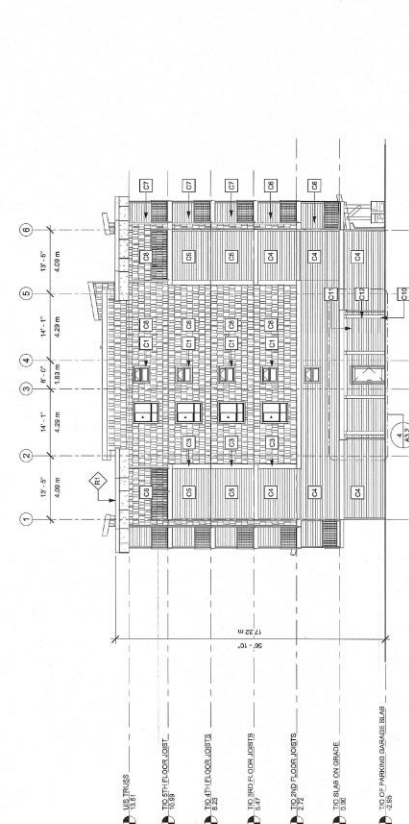
**SEAL:**  
 ABEL ARCHITECTURE  
 10000 15th Street, Unit 101  
 Richmond, BC V6V 2E9  
 (604) 273-8888

THAT CONTRACTORS SHALL VERIFY ALL DIMENSIONS AND LOCATIONS OF ALL EXISTING UTILITIES AND STRUCTURES PRIOR TO COMMENCEMENT OF WORK. CONTRACTORS SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AUTHORITIES. CONTRACTORS SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AUTHORITIES. CONTRACTORS SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AUTHORITIES.

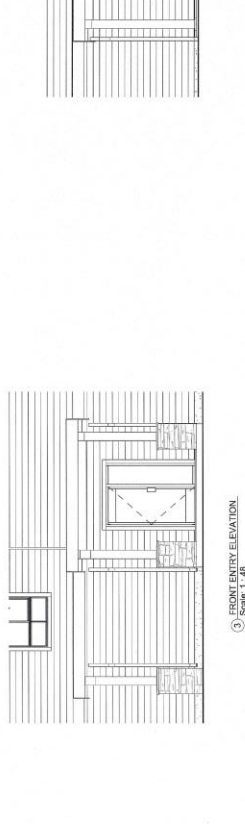
**PROJECT NAME:** GLENHART VIEWS  
**PROJECT NUMBER:**  
**ADDRESS:** 861 RYAN ROAD  
 COURTESY, BC  
**DRAWING TITLE:**  
 ELEVATIONS 2 OF 2 - BUILDING A  
**DRAWN BY:** PD  
**CHECKED BY:**  
**DATE:** 05/04/2020  
**SCALE:** AS SHOWN  
**DRAWING #:** A3.2  
**REV. #:** J



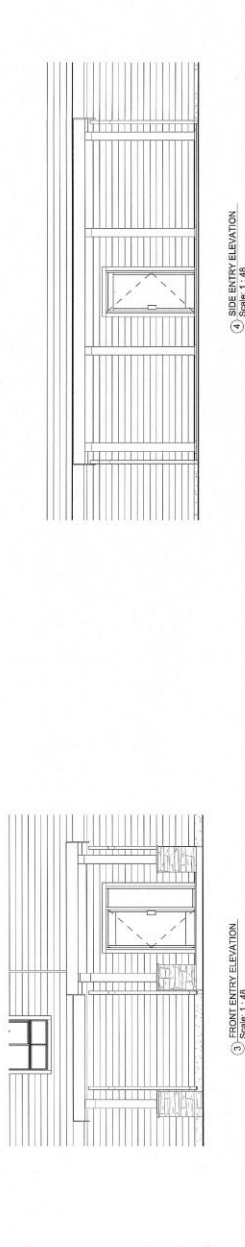
① LEFT ELEVATION  
 Scale: 1:125



② RIGHT ELEVATION  
 Scale: 1:125



③ FRONT ENTRY ELEVATION  
 Scale: 1:48



④ SIDE ENTRY ELEVATION  
 Scale: 1:48

**EXTERIOR ROOFING PRODUCT**

DESCRIPTION	COLOR
ROOFING BRICKS - 35 YEAR LAMINATE	BLACK
ATTC STATIC VENT	BLACK

**NOTES**

- ALL RESIDENTIAL UNITS TO HAVE INDIVIDUAL AC UNIT
- ALL RESIDENTIAL UNITS TO HAVE WINDOWS WITH RATING OF STC-30

**EXTERIOR METAL PRODUCT**

DESCRIPTION	COLOR	LOCATION
M1 ALUMINUM DOWNSPUTTERS	BLACK	REFER TO DETAIL 8M.2
M2 ALUMINUM GUTTER	BLACK	REFER TO DETAIL 8M.2
M3 ALUMINUM FLASHING	BLACK	REFER TO DETAIL 8M.2
M4 PREFINISHED FLUOIL	WHITE	FASCIA BOARD
M5 4 PANEL CLASSIC EFFORT	BLACK	REFER TO DETAIL 8M.2
M6 WALL FLASHING	BLACK	REFER TO DETAIL 8M.2
M7 SINGLE STEP FLASHING	BLACK	REFER TO DETAIL 8M.2
M8 ROOF EDGE FLASHING	BLACK	VARIOUS
M9 DRIP CAP FLASHING	WHITE	PINK WINDOW TRIM
M10 REVERSIBLE DRIP FLASHING	BLACK	BLACK
M11 PLASTIC VENT	BLACK	BLACK
M12 GUTTER COIL FLASHING	BLACK	BLACK
M13 FOUNDATION TRANSITION	BLACK	BLACK

**EXTERIOR CLADDING PRODUCT**

DESCRIPTION	COLOR	LOCATION
C1 4" CEMENT BOARD TRIM	ATTC WHITE	WINDOVS, BALCONY TRIM, BALCONY WALLS
C2 12" CEMENT BOARD TRIM	ATTC WHITE	BELLY BAND
C3 12" CEMENT BOARD TRIM	ATTC WHITE	WBT PARTITION WALL
C4 PLANK, CEDARWELL	DEEP OCEAN	LEVEL 1 - 3
C5 PLANK, CEDARWELL	BOOTHBAY BLUE	LEVEL 4 - 5
C6 PLANK, CEDARWELL	DEEP OCEAN	LEVEL 1 - 3 BALCONY/PTAC
C7 PLANK, CEDARWELL	BOOTHBAY BLUE	LEVEL 4 - 5 BALCONY/PTAC
C8 SHANK - STRAIGHT EDGE	GRAY SLATE	RAMP OUT/BUILDING ENDS
C9 SHANK - STRAIGHT EDGE	TRANSITIONAL RED	RAMP OUT
C10 COLUMBED STONE	EUCALYPTUS COUNTRY	FRONT CHIMNEY POSTS & BUILDING ENDS
C11 TIMBER COLUMN	LOGGED LOG	LOGGED LOG
C12 TIMBER BEAM	STAINED	STAINED
C13 12" CEMENT BOARD TRIM	STAINED	STAINED

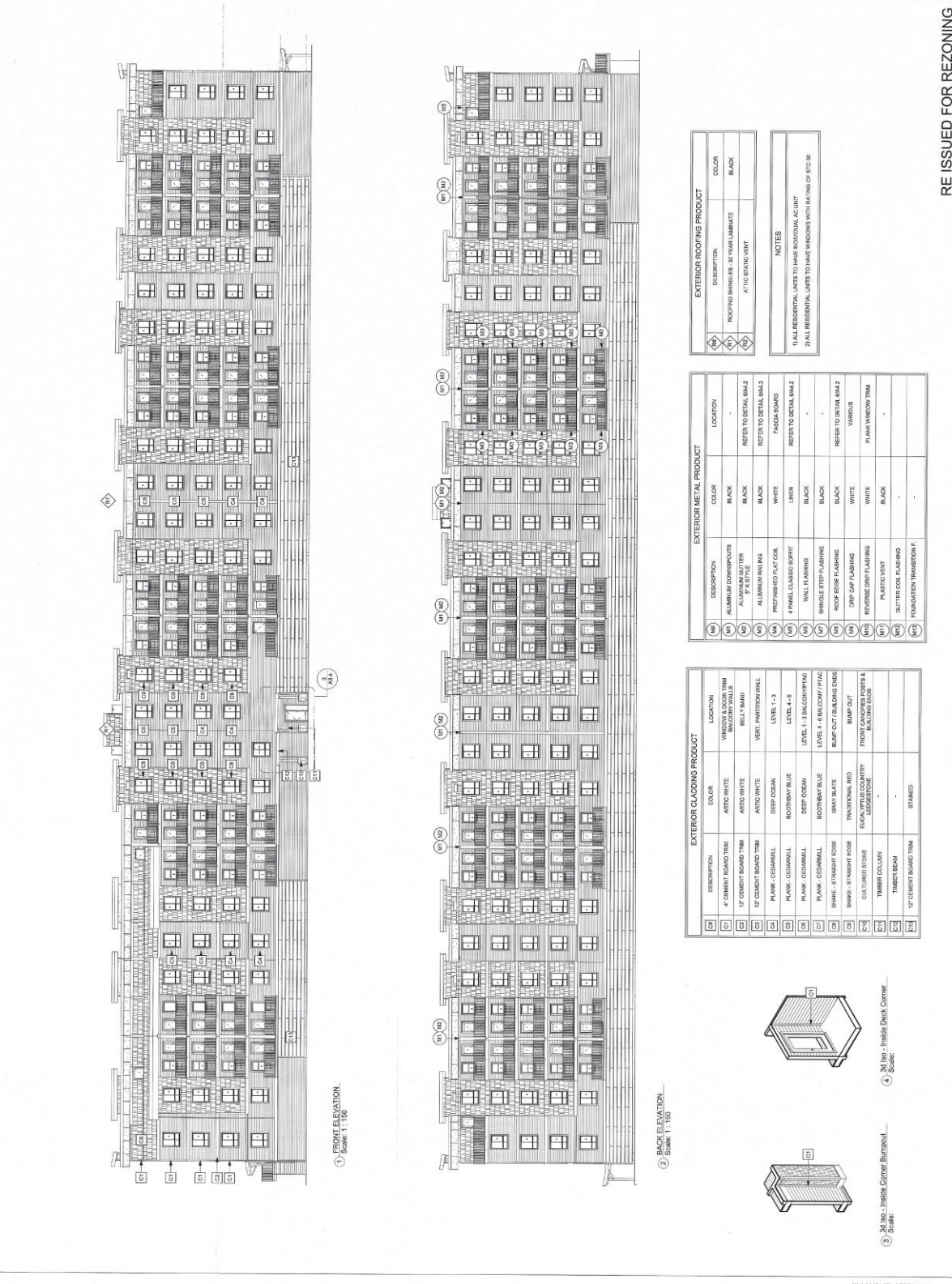
**Revision Schedule**

No.	Date/Info	Revision Data
A	03/07/2020	03/07/2020
B	03/07/2020	03/07/2020
C	03/07/2020	03/07/2020
D	03/07/2020	03/07/2020
E	03/07/2020	03/07/2020
F	03/07/2020	03/07/2020
G	03/07/2020	03/07/2020
H	03/07/2020	03/07/2020
I	03/07/2020	03/07/2020
J	03/07/2020	03/07/2020

**PROJECT STATUS:**  
RE-ISSUED FOR REZONING

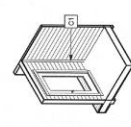
**SEAL:** ABLE ARCHITECTURE  
REGISTERED ARCHITECT  
VICTORIA, BRITISH COLUMBIA

TRADE CONTRACTORS SHALL VERIFY ALL DIMENSIONS AND LOCATIONS OF ALL INTERFERING UTILITIES PRIOR TO ANY CONSTRUCTION WITHOUT NOTICE TO THE ARCHITECT. THE ARCHITECT SHALL NOT BE RESPONSIBLE FOR ANY DAMAGE TO EXISTING UTILITIES OR STRUCTURES. SERVICES SHALL BE PROVIDED BY THE CONTRACTOR AND THE CONTRACTOR SHALL VERIFY THE LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO ANY CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL GOVERNMENT AND ALL NECESSARY ADJUSTMENTS TO THE CONTRACT SHALL BE MADE PRIOR TO THE START OF CONSTRUCTION. ADDITIONAL CLAIMS AND COSTS RELATED TO THE CONTRACT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL GOVERNMENT AND ALL NECESSARY ADJUSTMENTS TO THE CONTRACT SHALL BE MADE PRIOR TO THE START OF CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL GOVERNMENT AND ALL NECESSARY ADJUSTMENTS TO THE CONTRACT SHALL BE MADE PRIOR TO THE START OF CONSTRUCTION.



1 FRONT ELEVATION  
Scale: 1/8" = 1'-0"

2 BACK ELEVATION  
Scale: 1/8" = 1'-0"



4 3/4" Thick Deck, Corner  
Scale



3 3/4" In - Inside Corner Bumpout  
Scale

**EXTERIOR ROOFING PRODUCT**

DESCRIPTION	COLOR
ROOFING SHINGLES - 35 YEAR LAMINATE	BLACK
ATTIC DRAIN UNIT	BLACK

**NOTES**

- 1) ALL RESIDENTIAL UNITS TO HAVE INDIVIDUAL AC UNIT
- 2) ALL RESIDENTIAL UNITS TO HAVE WINDOWS WITH RATING OF R1C 30

**EXTERIOR METAL PRODUCT**

DESCRIPTION	COLOR	LOCATION
ALUMINUM DOWNSPUTTER	BLACK	-
ALUMINUM GUTTER	BLACK	REFER TO DETAIL RWA.2
ALUMINUM RAINING	BLACK	REFER TO DETAIL RWA.3
FINISHED PLAT COLE	WHITE	PADA BARAD
FINISH CLASSIC OFFSET	LINE	REFER TO DETAIL RWA.2
WALL FINISHING	BLACK	-
SHINGLE STEP FLASHING	BLACK	REFER TO DETAIL RWA.2
ROOF EDGE FLASHING	BLACK	VARIOUS
DWP CAP FLASHING	WHITE	VARIOUS
REVERSE CRIP FLASHING	WHITE	PLANK WINDOW TRIM
PLASTIC VENT	BLACK	-
BUTTER COOL FLASHING	-	-
FOUNDATION TRANSITION F.	-	-

**EXTERIOR CLADDING PRODUCT**

DESCRIPTION	COLOR	LOCATION
4" CEMENT BOARD TRIM	ARTIC WHITE	WALL/COURTY WALL B
12" CEMENT BOARD TRIM	ARTIC WHITE	BELLY BAND
12" CEMENT BOARD TRIM	ARTIC WHITE	VERT. PARTITION WALL
PLANK - CEDARWALL	DEEP OCEAN	LEVEL 4-5
PLANK - CEDARWALL	ROCKBAY BLUE	LEVEL 4-5
PLANK - CEDARWALL	DEEP OCEAN	LEVEL 4-5
PLANK - CEDARWALL	ROCKBAY BLUE	LEVEL 4-5
SHAKE - 3/8" THICK EDGE	GRAY SLATE	LEVEL 4-5 (B/COUNTY P/FAC)
SHAKE - 3/8" THICK EDGE	TRADITIONAL RED	BUMP OUT BUILDING END
CULTURED STONE	BLACK/PUTUS COUNTRY	BUMP OUT
LEGGESTONE	-	FRONT CORNERS POWER & BUILDING ENDS
TIMBER COLUMN	-	-
TIMBER BEAM	-	-
12" CEMENT BOARD TRIM	STAINED	-

RE ISSUED FOR REZONING

A3.3

J

Revision Schedule

No.	City	Date	Description
A	City	08/22/2020	PRELIMINARY
B	City	08/22/2020	REVISION FOR VENDOR
C	City	08/22/2020	REVISION FOR VENDOR
D	City	08/22/2020	REVISION FOR VENDOR
E	City	08/22/2020	REVISION FOR VENDOR
F	City	08/22/2020	REVISION FOR VENDOR
G	City	08/22/2020	REVISION FOR VENDOR
H	City	08/22/2020	REVISION FOR VENDOR
I	City	08/22/2020	REVISION FOR VENDOR
J	City	08/22/2020	REVISION FOR VENDOR

PROJECT STATUS:  
 RE-ISSUED FOR REZONING

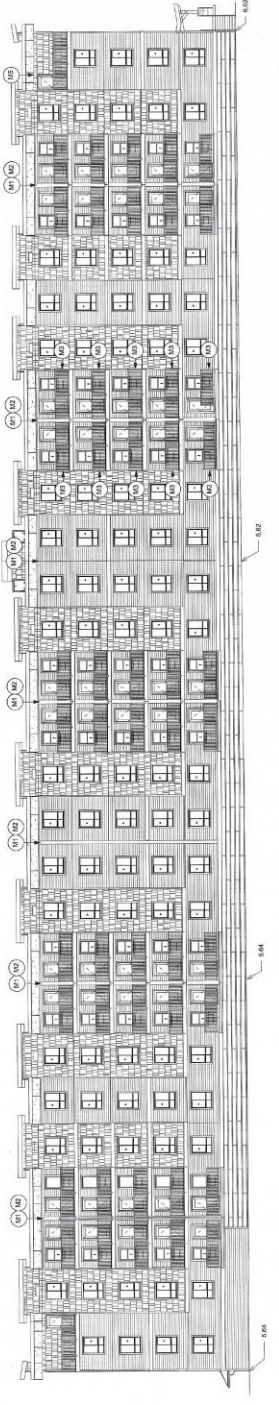
SEAL: **ANNE ARCHITECTURE**  
 ARCHITECT  
 1111 11th Street, Campbell River, BC  
 (250) 288-8846

THESE DRAWINGS SHALL BE PREPARED IN ACCORDANCE WITH ALL APPLICABLE REGULATIONS AND STANDARDS. ALL DIMENSIONS AND LOCATIONS SHALL BE AS SHOWN UNLESS OTHERWISE SPECIFIED. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING ALL DIMENSIONS AND LOCATIONS ON THE GROUND. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPLICABLE AUTHORITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPLICABLE AUTHORITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPLICABLE AUTHORITIES.

PROJECT NAME: GLENHART VIEWS  
 PROJECT NUMBER:  
 ADDRESS: 801 RYAN ROAD  
 COURTESY, BC  
 DRAWING TITLE: ELEVATIONS 1 OF 2 - BUILDING C  
 DRAWN BY: PD  
 CHECKED BY: RF  
 DATE: 08/22/2020  
 DRAWING #:  
 REV #:  
**A3.5**



1 FRONT ELEVATION  
 Scale: 1:150



2 BACK (EAST) ELEVATION  
 Scale: 1:150

EXTERIOR ROOFING PRODUCT

DESCRIPTION	COLOR
ROOFING BRICKLES - 30 YEAR LAMINATE	BLACK
ARTIC FACED VENT	

NOTES

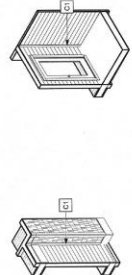
- 1) ALL RESIDENTIAL UNITS TO HAVE INDIVIDUAL A/C UNIT
- 2) ALL RESIDENTIAL UNITS TO HAVE WINDOWS WITH RAINING OF STC30

EXTERIOR METAL PRODUCT

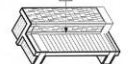
DESCRIPTION	COLOR	LOCATION
ALUMINUM DOWNPOUTS	BLACK	
ALUMINUM RAINING	BLACK	REFER TO DETAIL BMA.2
ALUMINUM RAINING	BLACK	REFER TO DETAIL BMA.3
PREPARED FLAT COIL	WHITE	PANCHA BOARD
4 PANE GLASS CURT	UNKN	REFER TO DETAIL BMA.2
WALL FLASHING	BLACK	
SHINGLE STEP FLASHING	BLACK	
ROOF EDGE FLASHING	BLACK	REFER TO DETAIL BMA.2
DIMP CAP FLASHING	WHITE	WINDOW
REVERSE CORP FLASHING	WHITE	PLANK WINDOW TRIM
PLASTIC UNIT	BLACK	
GUTTER COIL FLASHING		
FOUNDATION TRANSITION P.		

EXTERIOR CLADDING PRODUCT

DESCRIPTION	COLOR	LOCATION
4" CEMENT BOARD TRIM	ARTIC WHITE	WINDOW & BALCONY TRIM
1" CEMENT BOARD TRIM	ARTIC WHITE	BALCONY WALLS
1" CEMENT BOARD TRIM	ARTIC WHITE	BELLY BAND
VERT PARTITION WALL	ARTIC WHITE	
PLANK - CEDARWALL	DEEP OCEAN	LEVEL 1-3
PLANK - CEDARWALL	BOOTHBY BLUE	LEVEL 4-4
PLANK - CEDARWALL	DEEP OCEAN	LEVEL 1-3 BALCONY / P/TAC
PLANK - CEDARWALL	BOOTHBY BLUE	LEVEL 4-4 BALCONY / P/TAC
SHANK - STRAIGHT EDGE	GRAY SLATE	BUMP OUT BUILDING EDGE
SHANK - STRAIGHT EDGE	TRADITIONAL RED	BUMP OUT
CULTURED STONE	EUCALYPTUS COUNTRY (FOLIATION)	FRONT CANOPYS PARTS & BUILDING DEES
TRIMMER COLUMN		
TRIMMER BEAM		
1" CEMENT BOARD TRIM	STAINED	



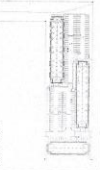
35. Int. - Inside Deck Corner  
 Scale:



36. Ext. - Inside Corner/Bumpout  
 Scale:

RE ISSUED FOR REZONING

**NEWMOUR PACIFIC**  
 DEVELOPMENTS LTD  
 100 St. Arns Street, Campbell River, B.C.  
 (250) 838-2222  
 www.newmourpacific.ca



PROJECT STATUS:  
**RE-ISSUED FOR REZONING**

Revision Schedule

No.	DATE	DESCRIPTION
A	03/02/2020	ISSUED FOR PERMIT
B	07/02/2020	ISSUED FOR PERMIT
C	07/02/2020	RE-ISSUED FOR REZONING
D	08/02/2020	RE-ISSUED FOR REZONING
E	08/02/2020	RE-ISSUED FOR REZONING
F	08/02/2020	RE-ISSUED FOR REZONING
G	08/02/2020	RE-ISSUED FOR REZONING
H	08/02/2020	RE-ISSUED FOR REZONING
I	08/02/2020	RE-ISSUED FOR REZONING
J	08/02/2020	RE-ISSUED FOR REZONING

SEAL: **ABEL ARCHITECTURE**  
 ARCHITECTS INC. 10000 148th Street, Surrey, BC V4N 1M4  
 (604) 273-1111  
 www.abelarchitects.com

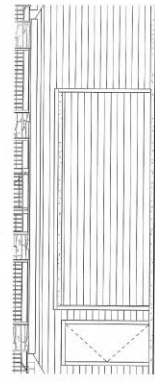
THESE CONTRACTORS SHALL VERIFY ALL DIMENSIONS AND VERIFY ALL MATERIALS AND FINISHES TO BE USED IN THIS PROJECT TO BE IN ACCORDANCE WITH THE SPECIFICATIONS AND CONDITIONS OF THE CONTRACT. CONTRACTORS SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL GOVERNMENT. CONTRACTORS SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL GOVERNMENT. CONTRACTORS SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL GOVERNMENT.

ADDITIONAL CLAIMS AND COSTS RELATED TO OBTAINING PERMITS SHALL NOT BE THE RESPONSIBILITY OF THE ARCHITECT. CONTRACTORS SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL GOVERNMENT. CONTRACTORS SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL GOVERNMENT.

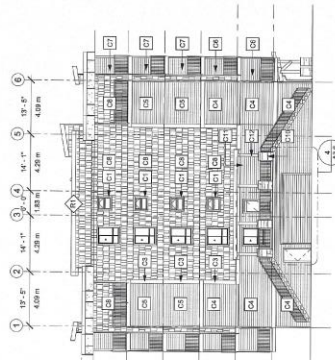
PROJECT NAME: **GLENNHART VIEWS**  
 PROJECT NUMBER: **-**  
 ADDRESS: **801 RYAN ROAD COURTENAY, BC**  
 DRAWING TITLE: **ELEVATIONS 2 OF 2 - BUILDING C**  
 DRAWN BY: **PD**  
 CHECKED BY: **RF**  
 DATE: **08/02/2020**  
 DRAWING # **PA 030009**  
 REV # **J**



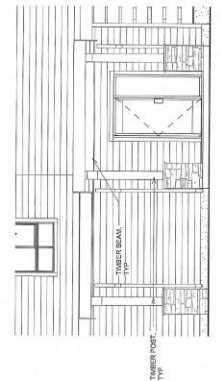
2 RIGHT ELEVATION  
 Scale: 1:150



4 SIDE ENTRY ELEVATION  
 Scale: 1:48



1 LEFT ELEVATION  
 Scale: 1:150



3 FRONT ENTRY ELEVATION  
 Scale: 1:48

EXTERIOR ROOFING PRODUCT	DESCRIPTION	COLOR
1	ROOFING BRICKS - 30 YEAR LAMINATE	BLACK
2	ATTIC STATIC VENT	

NOTES  
 1/ ALL RESIDENTIAL UNITS TO HAVE INDIVIDUAL AIR UNIT  
 2/ ALL RESIDENTIAL UNITS TO HAVE WINDOWS WITH RATING OF R20 OR

EXTERIOR METAL PRODUCT	DESCRIPTION	COLOR	LOCATION
M1	ALUMINUM DOWNPOUTS	BLACK	
M2	ALUMINUM GUTTER	BLACK	REFER TO DETAIL BM.2
M3	ALUMINUM BALING	BLACK	REFER TO DETAIL BM.4
M4	PREFINISHED FLAT COIL	WHITE	PAGE 6 BOARD
M5	4 PANEL CLASSIC DOTTIE	BLACK	REFER TO DETAIL BM.2
M6	WALL FLASHING	BLACK	
M7	SHINGLE STEP FLASHING	BLACK	
M8	ROOF EDGE FLASHING	BLACK	REFER TO DETAIL BM.2
M9	REP. COP FLASHING	WHITE	
M10	REPAIR COP FLASHING	WHITE	PLANK WINDOW TRIM
M11	PLASTIC VENT	BLACK	
M12	GUTTER COIL FLASHING		
M13	FOUNDATION TRANSITION F.		

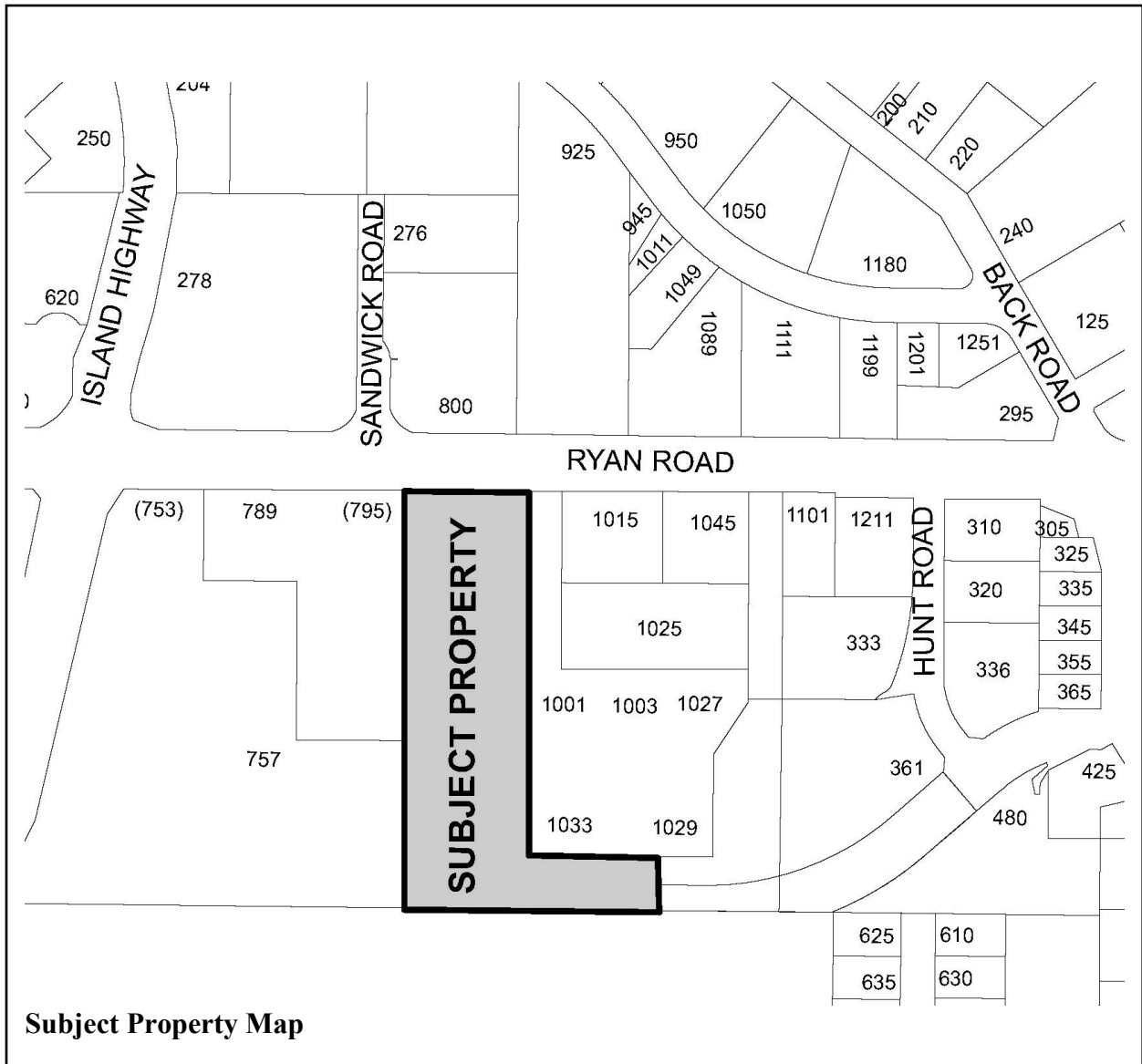
EXTERIOR CLADDING PRODUCT	DESCRIPTION	COLOR	LOCATION
C1	4" CEDAR BOARD TRIM	ARTIC WHITE	WINDY BALCONY TRIM
C2	12" CEDAR BOARD TRIM	ARTIC WHITE	BELLY BAND
C3	PLANK - CEDARWALL	DEEP OCEAN	VENT PARTITION WALL
C4	PLANK - CEDARWALL	BOOTHBAY BLUE	LEVEL 1-3
C5	PLANK - CEDARWALL	DEEP OCEAN	LEVEL 4-5
C6	PLANK - STRAIGHT EDGE	GRAY BLAKE	LEVEL 4-5 BALCONY / PTAC
C7	SHAKE - STRAIGHT EDGE	TRADITIONAL RED	BUMP OUT BUILDING END
C8	CULTURED STONE	EQUALVILLE COUNTRY	BUMP OUT
C9	TRIMMER COLUMN		FRONT CANOPES POSTS & BUILDING END
C10	TRIMMER BEAM		
C11	12" CEDAR BOARD TRIM	STAINED	

RE ISSUED FOR REZONING

A3.6



# Attachment B



Subject Property Map



THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

**To:** Council

**File No.:** 3360-20-2011

**From:** Chief Administrative Officer

**Date:** October 4, 2021

**Subject:** Updated Proposal - Zoning Amendment Bylaw No. 3017 – 801 Ryan Road

### PURPOSE:

The purpose of this report is to provide Council with an overview of an updated proposal for a Zoning Amendment to rezone the property legally described as Lot 1, Section 14, Comox District, Plan 27905 Except Parts in Plans 38112 and VIP53727 from C-1A to CD-32 to facilitate the development of a 247 unit rental apartment development.

### CAO RECOMMENDATIONS:

That based on the October 4<sup>th</sup>, 2021 staff report "Updated Proposal - Zoning Amendment Bylaw No. 3017 – 801 Ryan Road" and the September 7<sup>th</sup>, 2021 staff report "Zoning Amendment Bylaw No. 3017 – 801 Ryan Road" Council approve OPTION 1 and complete the following steps:

1. That Council give First and Second Readings of Zoning Amendment Bylaw No. 3017, 2021;
2. That Council direct staff to schedule and advertise a statutory Public Hearing with respect to the above referenced bylaw; and,
3. That Final Reading of the bylaw be withheld pending the registration of Section 219 covenant and Housing Agreement.

Respectfully submitted,

Geoff Garbutt, M.Pl., MCIP, RPP  
Chief Administrative Officer

### BACKGROUND:

A detailed staff report was prepared for the September 7<sup>th</sup>, 2021 meeting regarding this proposal. At that meeting Council chose to defer consideration of the bylaw with a request for more information about proposed amenity contributions and the amount of open space.

The applicant has since submitted a letter (Schedule No. 1) outlining their proposed affordable housing amenity contribution as well as an updated site plan showing additional open space.

### DISCUSSION:

#### *Affordable Housing Amenity Contribution*

The applicant proposes dedicating 10% of the proposed units (25 units) as affordable rental units. Rental rates will be calculated based on 30% of the gross household income levels published in BC Housing's annual Housing Income Limits (HILs) publication. The HILs rates are intended to reflect the minimum income required to afford appropriate accommodation in the private market. Under this formula rental rates for a

1 bedroom would be capped at \$987.50 and \$1,225 for a 2 bedroom based on the 2021 HILs. In comparison the advertised market rates at 1025 Ryan Road (adjacent apartment building under construction) are \$1,350 for a 1 bedroom and \$1,650 for a 2 bedroom. The units will be secured through a housing agreement which will last for ten years after which the units will revert to private market rental rates. It will be the responsibility of the property owner under the housing agreement to ensure the units remain at the proposed rents. The agreement will be drafted by the City’s solicitor and include the requirement for the owner to provide reports to the City to ensure compliance. Reports will be required on an annual basis or as tenants change in the affordable units. Failure to provide these reports will include a “rent” (penalty) charge under the agreement for non-compliance.

*Green Space*

The applicant has also revised the site plan, reducing the amount of surface parking and increasing the amount of green space. The central green space has been enlarged and includes a dog run area as well as an outdoor seating area. The green space in the panhandle area at the rear of the subject property has been enhanced with the addition of a playground and community garden area. Should Council proceed with the rezoning amendments these facilities will be secured, as a condition of rezoning, through covenant. The proposed zoning bylaw has been updated to reflect the reduction of parking stalls resulting from the additional open space.

**OPTIONS:**

**OPTION 1: (Recommended)**

That based on the October 4<sup>th</sup>, 2021 staff report “Updated Proposal - Zoning Amendment Bylaw No. 3017 – 801 Ryan Road” and the September 7<sup>th</sup>, 2021 staff report “Zoning Amendment Bylaw No. 3017 – 801 Ryan Road” Council approve OPTION 1 and complete the following steps:

1. That Council give First and Second Readings of Zoning Amendment Bylaw No. 3017, 2021;
2. That Council direct staff to schedule and advertise a statutory Public Hearing with respect to the above referenced bylaw; and,
3. That Final Reading of the bylaw be withheld pending the registration of Section 219 covenant and Housing Agreement.

Prepared by:

Reviewed by:

Concurrence by:



---

Matthew Fitzgerald, RPP, MCIP  
Manager of Development Planning



---

Ian Buck, RPP, MCIP  
Director of Development Services



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Geoff Garbutt, M.Pl., MCIP, RPP  
Chief Administrative Officer

**Attachments:**

Schedule No. 1: Applicant’s Letter Outlining Updates to the Proposal

Schedule No. 2: Updated Site Plan

Schedule No. 3: Draft Zoning Amendment Bylaw No. 3017

## Schedule No. 1: Applicant's Letter Outlining Updates to the Proposal



September 15, 2021

City of Courtenay  
Development Services  
830 Cliff Avenue  
Courtenay, BC  
V9N 2J7

### RE: 801 RYAN ROAD; PROPOSED REZONE FROM C-1A TO CD ZONE

This letter is in response to the request from City Council at the September 7, 2021 council meeting that we review our Affordable Housing contribution and consider designating units to a below market rental pool in lieu of the proposed cash contribution of \$123,500.

After reviewing the project and discussing with City staff, Broadstreet Properties would like to propose designating 10% of the units to be reserved for a below market rental pool. This proposal would see 25 units set aside as affordable housing for a period of 10 years and would be enforced through a Housing Agreement with the City of Courtenay. Furthermore, we propose to use BC Housing's "Housing Income Limits (HIL's)" as qualifying maximum household income, and for determining rental rates. Rental rates would be capped at 30% of household income, which is the rate at which housing is determined to be affordable.

We also heard from Council that they would like to see more meaningful green space on the project and asked if we could reduce the total number of parking stalls. Based on our own internal parking management statistics and the accessibility to transit and services, we anticipate parking demand to be in the range of 1.1 to 1.2 parking stalls per unit. Our revised proposal has a total parking stall count of 300 stalls, or 1.2 stalls per unit, down 13 stalls from the previous submission. Using this formula and strategically revising the parking lot, we are now able to provide additional green space within the paved portion of the site.

The off leash dog run was relocated to the now larger green space next to the east entrance and is much more accessible by tenants in all three buildings. Relocating the dog run has the added benefit of providing additional area at the south end of the site to be used for rain gardens and stormwater management. Several landscape islands within the parking lot were enlarged by removing parking stalls; this will facilitate more substantial landscape plantings and remove asphalt area. As a final revision based on the feedback from Council, the 'panhandle' amenity area has been improved to include a playground along with the community garden.

Thank you for the opportunity to submit this revised application and highlight the changes to our Affordable Housing contribution and site plan. We feel Glenhart Views will be a positive addition to the area and provide much needed rental housing to a broad cross section of the community. Should you have any further questions, please do not hesitate to contact me at your earliest convenience.

A handwritten signature in cursive script that reads 'Rachel Ricard'.

Rachel Ricard  
Development Manager

### Schedule No. 2: Updated Site Plan



**RE ISSUED FOR REZONING**

REVISIONS: NO CHANGES TO THE FACILITIES.  
 SUBJECT TO CHANGE WITHOUT NOTICE. NO GUARANTEE IS MADE THAT THE FACILITIES  
 SHOWN WILL BE BUILT OR IN FULL COMPLIANCE OF THE ZONING BYLAW OR ANY BYLAW OR ZONING BYLAW.

**SEYMOUR PACIFIC**  
 DEVELOPMENT LTD.  
 100 St Anne Street, Campbell River, B.C.  
 V9S 2E6  
 TEL: 250-335-8686  
 WWW.SEYMOURPACIFIC.COM

Sheet Number	Drawing Index	Sheet Name
A1.0	COVER SHEET	
A1.1	SITE PLAN	
A1.2	SITE PLAN - PARKING	
A1.3	SITE PLAN - COLOUR	
A1.4	SITE ACCESSORIES	
A1.5	SITE ACCESSORIES	
A1.6	SITE ACCESSORIES	
A1.7	SITE PERSPECTIVE	
A1.8	SITE PERSPECTIVE	
A1.9	SITE - OFFROAD	
A1.10	ELEVATIONS OF 2 - BUILDING A	
A1.11	ELEVATIONS OF 2 - BUILDING B	
A1.12	ELEVATIONS OF 2 - BUILDING C	
A1.13	ELEVATIONS OF 2 - BUILDING A	
A1.14	ELEVATIONS OF 2 - BUILDING B	
A1.15	ELEVATIONS OF 2 - BUILDING C	
A1.16	ELEVATIONS OF 2 - BUILDING A	
A1.17	ELEVATIONS OF 2 - BUILDING B	
A1.18	ELEVATIONS OF 2 - BUILDING C	
A1.19	ELEVATIONS OF 2 - BUILDING A	
A1.20	ELEVATIONS OF 2 - BUILDING B	
A1.21	ELEVATIONS OF 2 - BUILDING C	
A1.22	ELEVATIONS OF 2 - BUILDING A	
A1.23	ELEVATIONS OF 2 - BUILDING B	
A1.24	ELEVATIONS OF 2 - BUILDING C	

**SEAL** ABLE ARCHITECTURE  
 ARCHITECTS (VANCOUVER) INC. (20014)

PROJECT STATUS: RE ISSUED FOR REZONING

Revision Schedule:

NO.	DATE	DESCRIPTION
1	2021.09.10	ISSUED FOR REVIEW
2	2021.09.10	ISSUED FOR REVIEW
3	2021.09.10	ISSUED FOR REVIEW
4	2021.09.10	ISSUED FOR REVIEW
5	2021.09.10	ISSUED FOR REVIEW
6	2021.09.10	ISSUED FOR REVIEW
7	2021.09.10	ISSUED FOR REVIEW
8	2021.09.10	ISSUED FOR REVIEW
9	2021.09.10	ISSUED FOR REVIEW
10	2021.09.10	ISSUED FOR REVIEW
11	2021.09.10	ISSUED FOR REVIEW
12	2021.09.10	ISSUED FOR REVIEW

THIS PLAN AND ALL DETAILS, GROUP ALL DIMENSIONS AND LENGTHS AND GROUP ALL DIMENSIONS TO THE SAME NUMBER OF DECIMALS. ALL DIMENSIONS TO BE GIVEN IN METERS TO THE NEAREST MILLIMETER. DO NOT SCALE. DIMENSIONS GIVEN IN METERS TO THE NEAREST MILLIMETER SHALL TAKE PRECEDENCE OVER DIMENSIONS GIVEN IN FEET AND INCHES TO THE NEAREST 1/8". ALL DIMENSIONS TO BE GIVEN TO THE FACE UNLESS OTHERWISE SPECIFIED. ANY DIMENSIONS TO BE GIVEN TO THE CENTRELINE SHALL BE SO INDICATED. ANY DIMENSIONS TO BE GIVEN TO THE FACE SHALL BE SO INDICATED. ANY DIMENSIONS TO BE GIVEN TO THE CENTRELINE SHALL BE SO INDICATED. ANY DIMENSIONS TO BE GIVEN TO THE FACE SHALL BE SO INDICATED. ANY DIMENSIONS TO BE GIVEN TO THE CENTRELINE SHALL BE SO INDICATED.

**PROJECT DATA**

**PROJECT DESCRIPTION:** THIS PROJECT CONSISTS OF 3 MULTI-FAMILY RESIDENTIAL BUILDINGS WITH ONE LEVEL PARKADE / FIVE LEVELS OF RESIDENTIAL UNIT TYPING. THE BUILDING CODE IS THE BCBC OF THE 2018 INCLUDING ALL ADDENDA.

**PROJECT DATA:**

MUNICIPAL ADDRESS	801 RYAN ROAD
LEGAL DESCRIPTION	LOT 1, SECTION 14, CORNOX DISTRICT PLAN 27905 EXCEPT PARTS IN
ZONING	COMMERCIAL RESIDENTIAL
CURRENT ZONING	COMMERCIAL RESIDENTIAL
PROPOSED ZONING	COMMERCIAL RESIDENTIAL
NOTES	
REGULATORY	REGULATORY
PERMITTED	PERMITTED
PROPOSED	PROPOSED

**BUILDING SETBACKS:** REQUIRED: FRONT 10.00m, REAR 10.00m, INTER. SIDE 10.00m, CORNER SIDE 10.00m. PROPOSED: FRONT 10.00m, REAR 10.00m, INTER. SIDE 10.00m, CORNER SIDE 10.00m.

**BUILDING HEIGHT:** REQUIRED: 13.20m. PROPOSED: 13.20m.

**USABLE OPEN SPACE:** UNIT COUNT: 427 UNITS (427 + 44 UNIT AREA). AREA: 42700 SQ FT (3.9785 HA). REQUIRED: 42700 SQ FT (3.9785 HA). PROPOSED: 42700 SQ FT (3.9785 HA).

**INDOOR AMENITY SPACE:** PERMITTED: 133. SITES: 427. NOT INCLUDED: 427.

**BUILDING**

BUILDING	AREA	PERMITTED	PROPOSED
BUILDING A	42700 SQ FT (3.9785 HA)	427	427
BUILDING B	80000 SQ FT (7.3777 HA)	800	800
BUILDING C	80000 SQ FT (7.3777 HA)	800	800
TOTAL	202000 SQ FT (18.7339 HA)	2027	2027

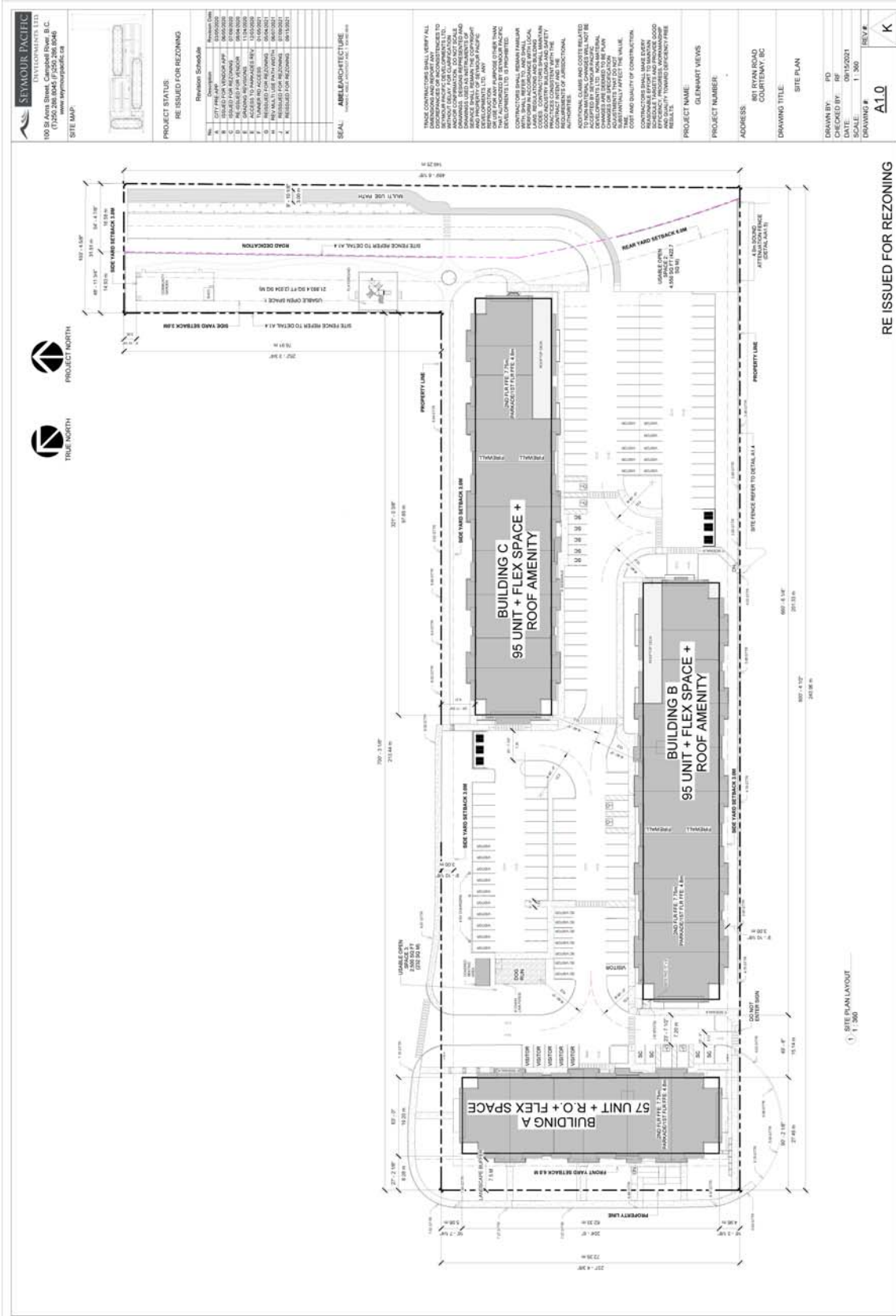
**PARKING**

TYPE	NUMBER	TOTAL	REQUIRED	PROVIDED
1 BED 11 BRN	47	47	47	47
2 BED 11 BRN	27	27	27	27
3 BED 2 BRN	36	36	36	36
TOTAL	110	110	110	110

**REQUIRED PARKING:** 110. PROVIDED: 110. SHORT TERM: 110. STORAGE: 110.

**FLUSH AREA (GARAGE)**

TYPE	NUMBER	TOTAL	REQUIRED	PROVIDED
1	1	1	1	1
2	1	1	1	1
3	1	1	1	1
TOTAL	3	3	3	3





THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

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**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** Zoning Amendment Bylaw No. 3017 - 801 Ryan Road

**File No.:** 3360-20-2011  
**Date:** September 7, 2021

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### PURPOSE:

The purpose of this report is for Council to consider a Zoning Bylaw amendment application to create a new CD-32 Zone, and rezone the property legally described as Lot 1, Section 14, Comox District, Plan 27905 Except Parts in Plans 38112 and VIP53727 from C-1A to CD-32 to facilitate the development of a 247 unit rental apartment development.

### CAO RECOMMENDATIONS:

That based on the September 7, 2021 staff report entitled "Zoning Amendment Bylaw No. 3017 - 801 Ryan Road" Council approve OPTION 1 and complete the following steps:

1. That Council give First and Second Reading of "Zoning Amendment Bylaw No. 3017" to create a new CD-32 Zone and rezone the property legally described as Lot 1, Section 14, Comox District, Plan 27905 Except Parts in Plans 38112 and VIP53727 from C-1A to CD-32;
2. That Council direct staff to schedule and advertise a statutory Public Hearing with respect to the above referenced bylaw; and,
3. That Final Reading of the bylaw be withheld pending the registration of Section 219 covenant.

Respectfully submitted,

Geoff Garbutt M.Pl., RPP, MCIP  
Chief Administrative Officer

### BACKGROUND:

The proposed development area involves two properties. The first, 801 Ryan Road, is the planned site of the development and about 2ha. (4.9ac.) in area. It is currently vacant with informal parking areas and two informal asphalt lanes traveling across the site. There are no trees with isolated clusters of grass and blackberries across the site. The second property is owned by the City of Courtenay and intended as a future extension of Tunner Drive. It is approximately a half a hectare, vacant with large patches of blackberries and some young trees present.

The surrounding neighbourhood is a mix of retail, offices and multi-unit residential. The Superstore mall is immediately west and provides a diversity of commercial and retail services. To the east is a BC Housing apartment complex, a 118 unit apartment building (currently under construction), as well as bank and credit union offices. To the south is a network of creeks/wetlands and agricultural land. To the north is Ryan Road.



Figure 1: Subject Properties

The CVRD Regional Growth Strategy (RGS) supports high density, infill development in Municipal Areas such as this. It encourages increased housing, and more specifically, rental housing options with a range of sizes and types. The strategy specifies a target of 30% of the new development in Municipal Areas being developed at minimum density of 74 units/ha and that new development should be directed to areas where municipal services and service capacity is available.

The Courtenay Official Community Plan (OCP) designated the subject property as “Shopping Centre”. This designation is primarily intended for commercial shopping centres and big-box format retail but also allows higher density housing. The OCP encourages the intensification of infill sites such as this which benefit from a central location, has access to all municipal services as well as existing and planned multi-modal transportation connections to the rest of the City. Further, the plan supports the diversification of housing with policy support to encourage rental tenures as well as a mix of unit types designed to appeal to a wide set of demographics such as families with children and seniors.

The Transportation Master Plan identifies Ryan Road as a “Highway” abutting the north edge of the subject property. The plan identifies a new road to be constructed on the south edge of the property referred to as the Tunner Drive extension with the intent that the road is extended from the intersection with Hunt Road eventually connecting with the Highway 19A Bypass. The plan identifies Ryan Road as a key transit corridor with connections throughout the City.

Cycling connections near the subject property are currently only available on-street through the use of shared vehicle traffic lanes. The plan identifies multi-use path facilities being implemented along an extension of Tunner Drive, detailed above, as well as from the Tunner Drive extension to Ryan Road. The



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same multi-use path facilities will also improve pedestrian connectivity. Additional pedestrian options will be enhanced with the implementation of sidewalks along both sides of Ryan Road which the plan identifies as a key gap in the network. The plan to construct sidewalks on the north side of Ryan Road from the RCMP detachment to Back Road is planned for 2022 subject to budget approval.

The Parks and Recreation Master Plan also identifies the Tunner Road extension as a key improvement to the City's trail network with no further recommendations pertaining to the subject property.

**PROPOSAL:**

The applicant proposes rezoning the subject property to facilitate a 247 unit apartment development. The units will be divided into three, five storey buildings. Each building will contain a parkade with the remainder of the parking accommodated as surface parking. The site will be accessed by a new roadway extending from the intersection of Hunt Road and Tunner Drive to the site. This facility will provide the primary vehicular access as well as extend the multi-use path to the site. Additional connections will be from Ryan Road at the intersection of Sandwick Road and from a private road on the east side of the subject property.

The development is comprised of 47 - 1 bedroom, 174 - 2 bedroom and 26 - 3 bedroom units. There will be a roof top patio area on Buildings 2 and 3 as well as off leash dog park and community garden spaces (please see the applicant's letter of intent in Schedule A and development plans in Schedule B).

In support of the proposal, the applicant has provided a traffic impact assessment which examines vehicular transport as well as cycling, walking and transit modes (Schedule C). The study also examines the proposed parking allocation. In addition, an environmental impact assessment was prepared with much of the focus being on the Tunner Drive extension which runs parallel to a series of channelized streams and wetlands.

An Archaeological Overview Assessment was completed and the applicant is working with K'ómoks First Nation (KFN) to obtain the necessary permissions under their Cultural Heritage Permit process. Finally, as the southeast corner of the site is within the floodplain a geotechnical engineer's report was provided identifying the elevation of buildings located within this area of the site and other measures to minimize property damage in a flood event. The applicant is required to provide the City with a flood hazard assessment at the time of building permit submission in order to satisfy Section 56 of the Community Charter certifying that the site is safe for the use intended.

The applicant is offering amenity contributions as part of their proposal. Concerning the Parks, Recreation, Cultural and Seniors Facilities Amenity Reserve Fund the applicant is offering to fund the extension of the Tunner Drive multi-use pathway alongside their access road. This will be an approximately 300m by 3.0m wide multi-use path. Final design has not been completed but initial environmental and property restrictions are a limiting factor with the width of the path. Where possible it will be 4.0m wide and there may be options to reduce the space required for travel lanes in the road to increase the multi-use path width. In addition the applicant will be making a land dedication at the back of their property necessary to connect with the future extension behind the Superstore building.

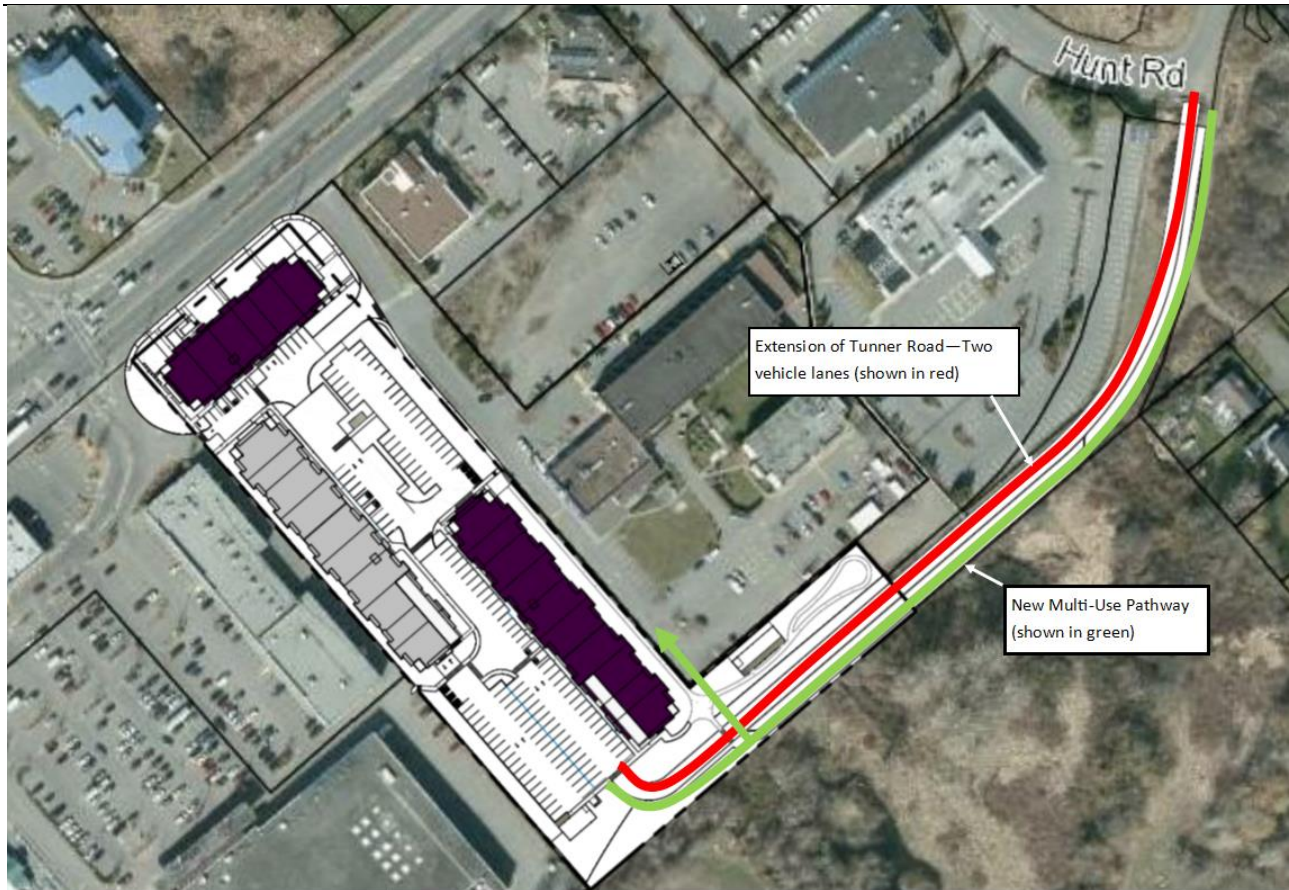


Figure 2: Tunner Road and Multi-Use Pathway Extension

Concerning Affordable Housing Amenity Fund the applicant will be making a contribution as outlined in the OCP based on the size of the units.

**Zoning Review**

The proposed development requires rezoning as the current Commercial One A (C-1A) zone does not permit apartments or the desired density. In addition, the applicant proposes reduced parking requirements and increasing building height. The table below summarizes the proposal relative to the existing C1-A zone as well as the Residential Four A (R4-A) zone, a zone typically used for high density multi-family proposals.

	Existing Zone (C1-A)	Comparable Zone (R4-A)	Proposal (CD Zone)
FAR	N/A	1.33	1.22
Lot Coverage	40%	No requirement	25%
Front yard setback	15.0m	6.0m	Northwest: 7.5m
Rear yard setback	15.0m	6.0m	Northeast 6.0m
Side yard setback	15.0m	3.0m 4.5m – for fourth storey flanking street	Southeast: 3.0m Southwest: 3.0m
Building Height	9.5m	14.0m	17.32m
Usable Open Space	Not required	20m <sup>2</sup> /unit (2,360m <sup>2</sup> )	20m <sup>2</sup> /unit (4945m <sup>2</sup> )

Parking Base Requirement	1.5 stalls per unit (371 stalls)	1.22 stalls per unit (313 stalls)
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Table 1: Zoning Analysis

The new zone also contains a provision to allow for 4.0m high sound attenuation fence on the south edge of the site adjacent to the Superstore loading bays.

The proposal seeks to allow “Rental Apartments” as a permitted use, as well as an increase in the permitted density and building height and a decrease in the parking requirement.

**DISCUSSION:**

The OCP’s Shopping Centre land use designation is intended to accommodate large format, shopping centres and big box stores. Since the last OCP was adopted in 2005, the Ryan Road/Island Highway commercial area has seen limited growth when compared with centres in East and South Courtenay. While the growth of commercial buildings has stagnated, the area has attracted new housing developments such as 911 Braidwood Road where a 79 unit apartment building was completed in 2020 and at 1025 Ryan Road where a 118 unit apartment development is currently under construction. Two further proposals, a 160 unit senior’s housing complex on Braidwood Road and a 93 unit hotel on Hunt Road are also expected to commence construction in this area over the next year further diversifying the area’s land uses. While the Shopping Centre land use policy enables the multi-unit development, in assessing this proposal five key themes emerged to guide the evaluation:

1. Housing needs
2. Land uses compatibility
3. Use of existing services
4. Connectivity, and
5. Form and character.

**Housing Need**

The City’s apartment vacancy rate remains critically low at 1.1% for October 2020, which is the last report from CMHC. Table 2 below shows the rate has shown little improvement even as significant numbers of units have been added to the market. Improvement to the vacancy rate is expected as several large projects are completed and occupied as shown in Table 3. Increased supply and an improved vacancy rate will result in more tenant options and reduces pressure to increase rental rates.

The two tables further delineate the strain on specific unit types. Bachelor style units for example have remained consistently, fully occupied which may change once 71 bachelor units currently under construction are occupied. The vacancy rate for three bedroom units seems unlikely to change with just 35 additional units being added. In contrast, one and two bedroom units will experience considerable growth with 605 units being added to the market. While the vacancy rate for these unit types is currently very low, it is expected to improve over the next year.

Table 2: Vacancy Rates 2018-2020 (CMHC 2020 Rental Market Survey)

	Total Vacancy Rate	Bachelor	1 Bedroom	2 Bedroom	3 Bedroom
October, 2018	0.7%	0%	0.3%	1.1%	0.0%
October, 2019	1.4%	0%	1.3%	1.5%	1.8%
October, 2020	1.1%	No Data	1.6%	0.9%	0.8%

Table 3: Recent Apartment Construction Status and Composition

Address	Total Units	Bachelor/ Micro	1 Bedroom	2 Bedroom	3 Bedroom	Status
2700 Mission	36	4	10	16	6	Development Permit in-process
1025 Ryan	118	48	40	30	0	Under Construction
397 – 5 <sup>th</sup> St.	39	0	30	9	0	Building permit Review
2048 – 13 <sup>th</sup> St.	12	4	0	8	0	Building permit Review
1849 Riverside	94	0	46	44	4	Under Construction
621 Crown Isle	56	0	32	24	0	Under Construction
2600 Mission	94	0	32	46	16	Under Construction
911 Braidwood	79	0	20	59	0	Occupied
2525 Mission	65	15	35	15	0	Occupied
3070 Kilpatrick	118	0	22	87	9	Occupied
<b>Total</b>	<b>711</b>	<b>71</b>	<b>267</b>	<b>338</b>	<b>35</b>	
801 Ryan Road	247	0	47	174	26	Proposed

The proposed development adds significantly to the two bedroom unit supply while also adding three bedroom units as shown at the end of Table 3. This unit mix should appeal to multiple demographics including families with children.

As with the development at 1025 Ryan Road, a key element of this proposal is that the units will be restricted to rental tenure only. The “Rental Apartment” land use was recently added to the zoning bylaw and consequently strata conversion and owner occupation of any unit is not permitted without a subsequent rezoning application meaning the units will remain within the rental market.

**Land Use Compatibility**

The compatibility of a development proposal with the existing surrounding neighbourhood is a key aspect in the assessment of a rezoning proposal. As introduced, the RGS and OCP support multi-family development in this locations. Mixing land uses has many benefits including creating more walkable communities and reducing the reliance on private vehicles. However, the scale of this particular proposal needs to be highlighted. The buildings are large – Building B and C are five storeys in height and over 100m long which for comparison is the height, and roughly the same length of the apartment building currently under construction at 1025 Ryan Road. Building A is also five storeys but 62m in length.

The number of units reflects the overall scale at 247. This is considerably larger than most other recent multi-family proposal which average about 70 units per development. In addition, all units will be rental units, which while clearly needed, results in this immediate neighbourhood being entirely rental tenure forms of housing.

The scale of the proposal also leads to questions as to whether the development will impact surrounding properties specifically in terms of traffic generation and off-site parking. This area experiences periodic traffic congestion. The proposal does a good job of mitigating traffic impacts particularly as a result of the extension of Tunner Drive which provides an alternative access point from Ryan Road where congestion is most pronounced. As with other recent traffic studies for 1025 Ryan Road and the hotel at 310 Hunt Road,

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the analysis concluded that the development will have a minor impact on traffic volumes in the immediate area with regional background growth (development throughout the City and region which travels through this corridor) eventually leading to additional congestion issues and delay along the Ryan Road corridor.

A parking study was supplied as part of the Traffic Impact Assessment. The study concludes that 1.25 stalls per unit satisfies the demand for the development and visitor parking. This represents a reduction of 58 stalls with the study arguing is justifiable given the central location of the development, opportunities for walking, cycling and transit and citing examples from other communities such as the Town of Comox which requires 1.25 stall/apartment unit.

As introduced above, the development is adjacent to a series of streams and wetlands in the adjacent agricultural lands. The impact assessment concludes recommending setbacks for development activities as well as the treatment of stormwater from the development prior to being released onto the adjacent stream. The conceptual design for Tunner Drive shows a series of swales designed to help treat and attenuate runoff prior to entering the stream and the overall site design plans for stormwater storage tanks to attenuate runoff from the parking and buildings before release into the creek. As with any parking lot of this size, oil/grit separators will be required throughout.

### **Use of Existing Services**

The proposal will utilize existing City services. In addition to existing road facilities, a capacity assessment will be conducted should Council give the bylaw First and Second Reading to confirm that the existing water and sanitary sewer capacity is adequate to service the development proposal. Infill development in serviced areas of the City is encouraged by the OCP and is a goal of the Regional Growth Strategy and results in a more efficient use of City services. This also includes recreational services such as the Aquatic Centre and Lewis Centre which are within 1.7km and 700m of the subject property respectively.

### **Connectivity**

The subject property has a central location and will benefit from excellent connectivity in terms of walking, cycling transit and by vehicle once gaps in the planned network are filled to key destination points such as downtown and the Upper Ryan Road node.

In terms of pedestrian connections, Downtown is just over a kilometre away with existing sidewalks in place on at least one side of the roadways. About two kilometres away is North Island College, the hospital and additional commercial and employment areas. While not necessarily an enjoyable walking environment due to the high volumes of fast moving traffic, Ryan Road does provide a narrow sidewalk connection with the gaps between Back Road and Sandwick Road being identified as a future capital project. Additionally, the Tunner Drive extension will provide a multi-use path and connection to neighbourhoods along Back Road.

Concerning cycling, the existing network is fragmented forcing cyclists to compete with vehicle traffic along Ryan Road to access the downtown area. Given the Tunner Drive extension is part of this proposal, cycling connectivity will immediately improve especially for destinations in East Courtenay. Connections to the downtown area will also incrementally improve as pieces of the network are completed behind Superstore crossing the Highway 19 Bypass and eventually connecting with Comox Road and into Downtown.

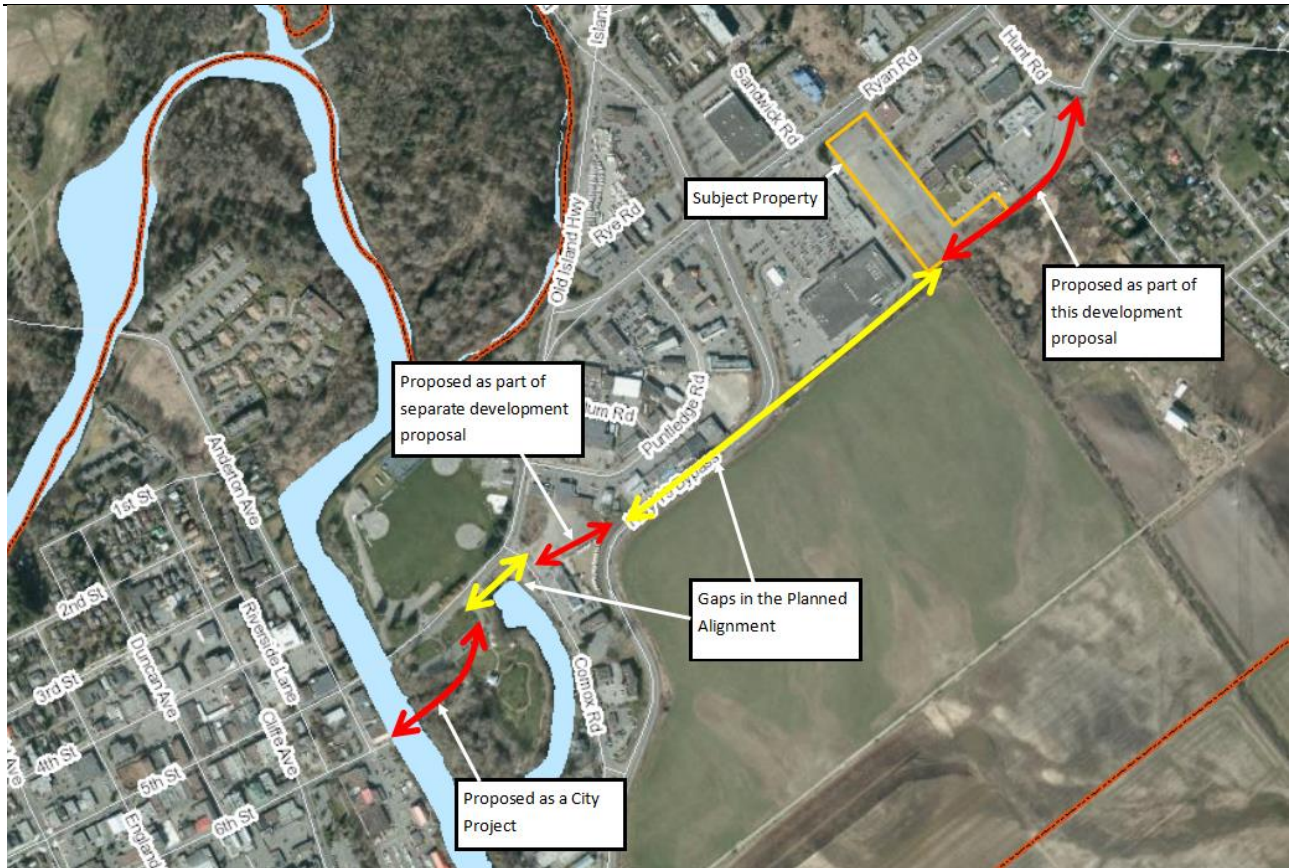


Figure 3: Cycling Network Corridor Spine Development

The proposal provides 254 secure bike parking stalls in the parkades of the buildings resulting in a ratio of just over 1 stall per unit. A further 32 short term stalls are provided.

There are well connected bus routes existing on Ryan Road with the nearest bus stop for east bound travel about 100m walk away and a bus stop about a 300m walk away headed west bound. During the review process staff identified a potential for a right turn lane/bus stop along Ryan Road. The applicant's Traffic Engineer has concluded that the facility is not necessary based on Transportation Association of Canada (TAC) standards. Council can still require this facility as a condition of rezoning as it will improve traffic flow along Ryan Road and allow buses to stop without obstructing traffic flow. Staff recommend Council require the dedication of land for this purpose which has been listed as one of the covenant conditions below.



Figure 4: Conceptual location of bus stop/right turn lane

This specific stretch of Ryan Road suffers from periodic traffic congestion. As detailed above a traffic impact assessment was prepared in support of this proposal. Besides the periodic congestion and delays which occur in this corridor, this site will have excellent vehicle access to all areas of the City enhanced by the primary access point through the Tunner Road extension.

### ***Building Design and Massing***

The building contains a mix of 247 apartment units and will be one of the highest density developments in the city at a density of 124 units per hectare (50 units per acre). For context, a typical suburban style residential area of the city is around 25 units per hectare (10 units per acre). As summarized above density is regulated through Floor Area Ratio (FAR) which is a ratio of building floor area to lot area. In this case the proposal seeks an FAR of 1.22 which is less than the 1.33 permitted in a comparable R4-A zone. In contrast, building height will increase substantially from the current 9.5m to about 17.3m.

A contemporary, modern design has been utilized for the proposal. The building contains a diversity of siding materials which are utilized to break the large building into smaller components. Both the facades and roofline are articulated to avoid a box-like appearance. Residents will enjoy private amenity space in the form of a balcony integrated into the building to take advantage of the variations in the façade to establish private outdoor areas. The two roof top patios are situated to take advantage of views of the estuary, ocean, and mountains and provides additional open/amenity space for residents. The buildings are dispersed across the site which helps break up the overall site massing. Building siting also helps to screen surface parking which is located behind buildings in the centre of the site.

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Subsequent to rezoning, the development will require a development permit. As this development will contain no variances due to the use of the CD zone, this will be considered administratively. Based on the plans submitted in support of the rezoning proposal, this building and site design are generally consistent with the direction established in the Multi-family Development Permit Guidelines.

**Covenant Condition**

As introduced a covenant will be required to secure various elements of the development proposal as summarized below:

1. Construction of Tunner Drive: Tunner Drive must be constructed to City standards prior to building occupancy and include a two lane roadway and multi-use pathway.
2. Dedication of Land: Land must be dedicated to City to enable the future extension of Tunner Drive behind the Superstore mall.
3. City's Parks, Recreation Culture and Senior's Facilities Amenity Reserve Fund: the multi-use path adjacent to the Tunner Drive extension from the intersection with Hunt Road to the subject property as detailed on the site plan must be constructed.
4. Legal Access to the private road on the north east side of the subject property: Legal access must be secured for use of the private access driveway. The applicant provides that an agreement has been drafted but will not be finalized until the rezoning is complete.
5. Restrictions on the Sandwick Road access: The plan is that this access is an exit only. As a result, the developer is required to implement facilities designed to prevent vehicles from entering from this intersection.
6. *Affordable Housing Amenity Reserve Fund*: As introduced above, the applicant will be making a contribution to the reserve fund as outlined in the OCP.
7. Right Turn Lane/ Bus Stop: As discussed, there is the potential for a right turn lane/bus stop as part of the development. While the applicant's traffic engineer contends it is not warranted based on TAC standards, this facility will have a positive impact on traffic flow. Council can require this facility as a condition of rezoning. As noted above staff recommend this be required as a condition of approval.

**FINANCIAL IMPLICATIONS:**

The development is subject to City and the Regional District Development Cost Charges.

**ADMINISTRATIVE IMPLICATIONS:**

Processing zoning bylaw amendments is a statutory component of the corporate work plan. Staff has spent 80 hours processing and reviewing this application. Should the proposed bylaws receive First and Second Readings, staff will spend an additional five hours in preparation for the public hearing, preparation of the housing agreement and covenant, final reading of the bylaw, and updating the bylaws and maps.

**ASSET MANAGEMENT IMPLICATIONS:**

The developer is responsible for the cost of extending Tunner Drive to the subject property as well as the parallel multi use path. The facilities will be constructed to current City standards. Once the detailed design is completed there may be the need for additional offsite improvement and service connections as assessed through the building permit process.



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**2019 – 2022 STRATEGIC PRIORITIES REFERENCE:**

- Communicate appropriately with our community in all decisions we make
- ▲■ Support actions to address Climate Change mitigation and adaptation
- ▲ Explore opportunities for Electric Vehicle Charging Stations
- ▲■ Identify and support opportunities for lower cost housing and advocate for senior government support
- ▲ Encourage and support housing diversity

The November 2019 Strategic Priorities Check-in also identified the following references under the “Next Council Priorities” subsection:

- Housing Need Assessment

**OFFICIAL COMMUNITY PLAN REFERENCE:**

**Official Community Plan**

**3.1 Growth Management:**

3.1.2 Goals

1. provide for managed growth
2. ensure equitable taxation for services provided and received
3. support efficient infrastructure development
4. protect environmentally sensitive areas
5. support sustainable development practices

**4.4 Residential**

4.4.2 Goals

1. Optimize the use of existing lands in the City with a long term consideration to expand boundaries and protect adjoining lands from further development to meet the future needs of the City.
2. To encourage multi residential development in the Downtown area of the City, and in areas identified through the Local Area Planning process.
3. Support the development of housing options for seniors.
4. Ensure the provision and integration of special needs and affordable housing.
5. Encourage housing opportunities and convenient community services for individuals having special housing requirements.
6. Ensure new housing projects introduce innovative and creative design and streetscapes.
7. Preserve the integrity and character of existing residential areas with any redevelopment proposal.

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8. Ensure all new development includes the provision of amenities including buffer areas along major roads, neighbourhood parks, sidewalks and trails, and public facilities.

**REGIONAL GROWTH STRATEGY REFERENCE:**

The development proposal is consistent with the RGS Housing Goal to “ensure a diversity of affordable housing options to meet evolving regional demographics and needs” including:

**Objective 1-A: Locate housing close to existing services;**

1A-1 Based on RGS growth management strategy locate housing close to existing services and direct 90 percent of new, residential development to Core Settlement Areas.

1A-2 The focus of higher density and intensive developments shall be within the existing Municipal Areas. Within the Municipal Areas densification and intensification of development is required including infill and redevelopment.

1A-3 Identify specific Town Centres in Municipal Areas through the OCP review process. These Town Centres are to be developed as walkable and complete communities, providing for a range of housing types focusing on medium and high density housing, employment and commercial uses. There will be a minimum of one Town Centre in the City of Courtenay, one Town Centre in the Town of Comox and one Town Centre in the Village of Cumberland.

1A-6 Increase housing opportunities in existing residential areas in Core Settlement Areas by encouraging multi-family conversions, secondary suites, and small lot infill.

**Objective 1-B: Increase affordable housing options**

1B-2 Encourage residential multi-unit or multi-lot developments to contribute to affordable housing options including, but not limited to a range of unit sizes and types, lot sizes, multifamily or attached-unit buildings, rental units, and secondary suites. These contributions could take the form of land, cash, buildings or other such items as supported by the local governments.

**Objective 1-C: Develop and maintain a diverse, flexible housing stock.**

1C-1 Provide a diversity of housing types in the Municipal Areas using the following housing type targets for new development by 2030: These targets are for all Municipal Areas in aggregate.

- 40% Low Density Single unit residential, town homes, semi-detached, secondary suites, 4-24 units per hectare
- 30% Medium Density Low-rise multi-unit up to four storeys, 24-74 units per hectare
- 30% High Density Over four storey multi-units minimum, 74 units per hectare

1C-4 Encourage infill units and secondary suites in residential zones in the Core Settlement Areas.

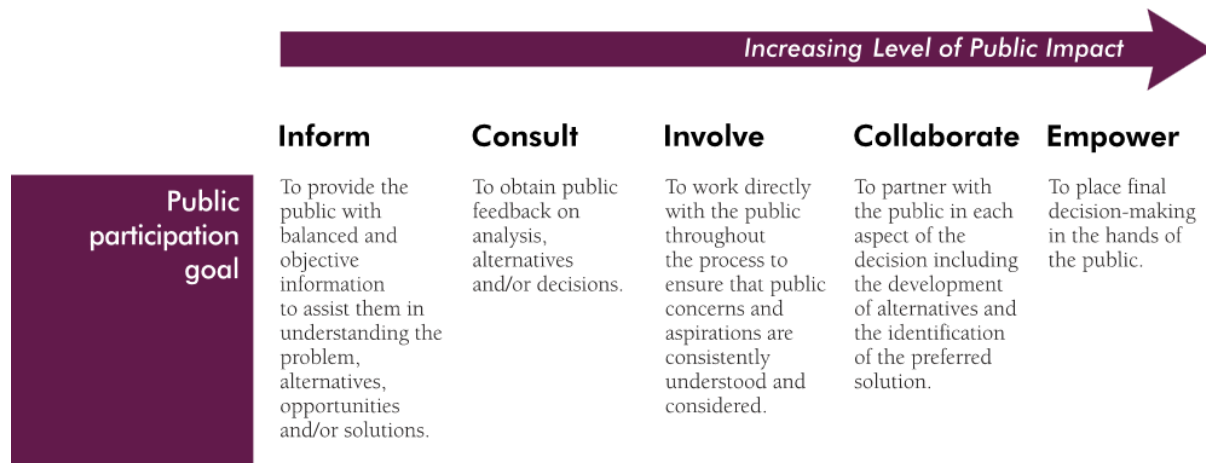
**Objective 1-D: Minimize the public costs of housing**

1D- 1 Direct the majority of new housing to areas that are or will be serviced through publicly owned water and sewer systems.

1D-4 Encourage green building design through green building standards for new residential development that include water and energy efficiency practices.

**CITIZEN/PUBLIC ENGAGEMENT:**

Staff will “Consult” the public based on the IAP2 Spectrum of Public Participation:



Should Zoning Amendment Bylaw No. 3017 receive First and Second Readings, a statutory public hearing will be held to obtain public feedback in accordance with the *Local Government Act*.

Prior to this application proceeding to Council, the applicant held a public information meeting on July 27<sup>th</sup>, 2020. According to the information provided by the applicant there were no attendees. One written comment was received and provided within the meeting summary in Schedule No. 4.

**OPTIONS:**

**OPTION 1: (Recommended)**

That based on the September 7, 2021 staff report entitled “Zoning Amendment Bylaw No. 3017 - 801 Ryan Road” Council approve OPTION 1 and complete the following steps:

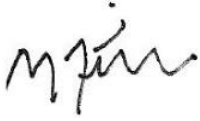
1. That Council give First and Second Reading of “Zoning Amendment Bylaw No. 3017” to create a new CD-32 Zone and rezone the property legally described as Lot 1, Section 14, Comox District, Plan 27905 Except Parts in Plans 38112 and VIP53727 from C-1A to CD-32;
2. That Council direct staff to schedule and advertise a statutory Public Hearing with respect to the above referenced bylaw; and,
3. That Final Reading of the bylaw be withheld pending the registration of Section 219 covenant.

**OPTION 2:** That Council postpone consideration of Bylaw 3017 with a request for more information.

**OPTION 3:** That Council not proceed with Bylaw 3017.

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Prepared by:



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Matthew Fitzgerald, RPP, MCIP  
Manager of Development Planning

Reviewed by:



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Ian Buck, RPP, MCIP  
Director of Development Services

Concurrence by:



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Geoff Garbutt, M.Pl., MCIP, RPP  
Chief Administrative Officer

*Attachments:*

- 1. Schedule No. 1 – Applicant’s Letter of Intent*
- 2. Schedule No. 2 – Development Plans*
- 3. Schedule No. 3 –Traffic Impact and Parking Assessment*
- 4. Schedule No. 4 – Public Information Meeting Summary*

## **Schedule No 1: Applicant's Letter of Intent**



July 9, 2021

City of Courtenay  
Development Services  
830 Cliff Avenue  
Courtenay, BC  
V9N 2J7

**RE: 801 RYAN ROAD; PROPOSED REZONE FROM C-1A TO CD ZONE**

Broadstreet Properties submitted a rezoning application in July of 2020 which proposed to rezone 801 Ryan Road from C-1A to a CD zone in order to facilitate the construction of multi-family residential buildings.

After extensive communication with the City of Courtenay, the Ministry of Transportation and our traffic consultant, we have revised our plan to include the construction of Tunner Drive from the south of the subject parcel to Back Road. The proposed Tunner Drive would lie within a future road designation on 801 Ryan Road and the existing road dedication located adjacent to Chances Casino parking lot.

With the proposed construction of Tunner Drive, intersection improvements are no longer necessary at the Sandwich/Ryan Road intersection and this change is reflected in our updated TIA. Access to the site is provided Tunner Drive, a private lane on the east side of the parcel and a private access on the west side of the parcel. The western access will be designated as a right out only with a single drive aisle to discourage vehicles from making illegal left hand turns from the Sandwich/Ryan Road intersection.

Broadstreet Properties has engaged Current Environmental to perform an environmental assessment and they have provided the required SPEA setbacks from Bonner Creek. We have confirmed that we are able to construct Tunner Drive without encroaching into the SPEA or altering any of the existing parking from Chances Casino.



Proposed Rezoning to CD Zone

Broadstreet Properties is requesting a rezone to a CD zone in order to capture height and parking variances into a new zone and streamline the approval process. The most appropriate residential zone that would suit our proposed project is R-4A, which falls under the Medium and High Density Multi Residential category. Below is a table comparing the R-4A requirements and our proposed apartment project.

	<b>R-4A</b>	<b>CD Proposed</b>
Min. lot size	1,250m <sup>2</sup>	2.0 Ha
Min. lot frontage	30m	72.35m
FAR	1.33	1.22
Front setback	6.0m	7.5m
Rear setback	6.0m	6.0m
Side setback	3.0m 4.5m – 4 <sup>th</sup> storey or side yard flanks street 6.0m – back of building facing street	3.0m Back of building C facing road, 8.2m
Height	14.0m	17.32m
Useable open space	20.0m <sup>2</sup> per DU	22.54m <sup>2</sup> per DU
Indoor Amenity space	None required	Dog wash stations 18.0m <sup>2</sup> Flex rooms 177m <sup>2</sup>
Parking	1.5 stalls per DU with 10% retained as visitor parking	1.27 per DU with 10% retained as visitor parking
Landscaping & Screening	3.0m wide on all property lines adjoining other properties 7.5m wide for lots fronting Ryan Road	3.0m or greater on west, east, and south property lines 7.5m fronting Ryan Road
Bike parking	None required	Class I (secured) - 254 Class II – 32
EV charging stations	None required	8 provided

There have been a few design changes since our original submission, due in part to the Tunner Drive connection and in response to the review comments received from Mike Grimsrud. The overall unit count has been reduced by four units to 247 units. The reduction in the total number of units has allowed us to reduce some of the surface parking and provide for a larger rain garden area to the south of the site and a larger green space around the covered seating area.

The rooflines of all three buildings have been revised to a flat roof style with shed projections, and the front and side entrance roofs have been revised to match. The change in roof style has reduced the overall height and massing of the buildings. Preliminary grading information has informed us that a retaining wall along Ryan Road is not required which has further reduced the height of Building A.



Conformance to Amenity Reserve Fund

If approved, the Tunner Drive extension along with the 3.0m multi-use path, form a significant amenity contribution to the City. Broadstreet's amenity contribution will complete more than half of the Tunner Drive extension from Back Road to Hwy 19A as outlined as a key recommendation in the City's Transportation Master Plan:

*"The extension of Tunner Drive to connect with Highway 19A is recommended to provide an alternative route for local area travel for residents between Back Road and Lerwick Road, south of Ryan Road. It will also form the spine of the pedestrian and cycling route between this area and downtown."*

The portion of the Tunner Drive extension that we are offering to construct will assist local vehicle traffic and provide a safe cycling and pedestrian route to a key destination area as envisioned in the City's Transportation Master plan in the Recommended Pedestrian Network Plan. The multiuse path will connect to the wider pedestrian network through a sidewalk connection on the east side of the subject parcel, adjacent to building B and will provide users with a safe transition from Tunner Drive to Ryan Road.

Conformance to Affordable Housing Policy

The definition of affordable housing in Canada is housing that costs less than 30% of a household's before tax income. Affordable housing can include rental and purchase tenure and come in the form of single-family homes, townhomes, condos, and apartments. As a private developer we have a specific product that is introduced to the market, and private developers are an important tool in the toolbox that's needed to address a community's housing needs.

Strategies outlined in the City of Courtenay's affordable housing policy include:

*"Density housing and/or comprehensive development zoning be used to increase densities...It can also encourage a variety of housing types and a more compact community."*

*"Continued support for mixed use developments and increase in densities near or adjacent to major destinations in the City."*

*"Evaluate current zoning designations throughout the City that are vacant or underutilized in order to reconsider zoning only when a project is brought forward to Council."*

Residential growth in Courtenay is expected to continue and Glenhart Views will be able to provide a mix of unit types and price ranges in all three buildings to Courtenay's market rental housing stock. Broadstreet Properties' apartments are suitable for students, seniors, couples, families, and pet owners and the site is within walking distance to a number of retail and professional services.

As part of the federal government's National Housing Strategy, CMHC has implemented an Affordable Housing program with the goal of providing 42,500 rental units from 2017 through to 2027. Broadstreet Properties will be using this Affordable Housing program which will designate 247 units as Affordable Housing for the City of Courtenay. This is done through a covenant registered on title and obligates Broadstreet Properties to provide rental rates that are a minimum of 10% below market value; and a minimum of 20% of the units must be affordable with maximum rents dictated by CMHC. Through the






registered covenant, affordability must be maintained for a minimum of 10 years from the date of occupancy.

Thank you for the opportunity to submit this application and to provide detailed information on our proposed project. We feel Glenhart Views will be a positive addition to the area and provide much needed rental housing to a broad cross section of the community. Should you have any further questions, please do not hesitate to contact me at your earliest convenience.

*Rachel Ricard*

Rachel Ricard  
Development Manager

## **Schedule No. 2: Development Plans**



100 St Anne Street, Campbell River, B.C.  
 (250) 836-2600  
 www.seymourpacific.ca



**PROJECT STATUS**  
 RE ISSUED FOR REZONING

**REVISIONS**

No.	Description	Revised Date
1	REVISION FOR REZONING	06/05/2021
2	REVISION FOR REZONING	06/05/2021
3	REVISION FOR REZONING	06/05/2021
4	REVISION FOR REZONING	06/05/2021
5	REVISION FOR REZONING	06/05/2021
6	REVISION FOR REZONING	06/05/2021
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50	REVISION FOR REZONING	06/05/2021

**SEAL**  
 LABEL ARCHITECTURE  
 PROJECT NO. 2018-18-0017 - 148 801

**PROJECT DESCRIPTION**  
 DEVELOPMENT OF A 3-MULTI-FAMILY RESIDENTIAL BUILDINGS WITH ONE LEVEL PARKADE / FIVE LEVELS OF RESIDENTIAL PARKING

**BUILDING CODE**  
 THE APPLICABLE BUILDING CODE IS THE BCBC OF THE 2018 INCLUDING ALL AMENDAS

**PROJECT DATA**

ADDRESS	801 RYAN ROAD
LEGAL DESCRIPTION	LOT 1, SECTION 14, COMOX DISTRICT PLAN 27965 EXCEPT PARTS IN PLANS S8112 AND V85277
DEVELOPER	SEYMOUR PACIFIC DEVELOPMENTS LTD.
ZONING C.L.A.	COURTNEY
MUNICIPALITY	COMOX VALLEY REGIONAL DISTRICT
LOT AREA (SQ FT)	216,042.55 SQ FT (62,077M <sup>2</sup> ) (4.89 ACRES) (7,217A)
LOT COVERAGE (%)	24% (24% MAX. COVERAGE PERMITTED)
BUILDING SETBACKS (FT)	FRONT 10.0 (10.0), REAR 10.0 (10.0), SIDE 10.0 (10.0), CORNER 10.0 (10.0)
BUILDING HEIGHT	PERMITTED 13.3, PROPOSED 13.2
USABLE OPEN SPACE	187,147 SQ FT (17,240 M <sup>2</sup> )
INDOOR AMENITY SPACE	187,147 SQ FT (17,240 M <sup>2</sup> )
FLOOR AREA RATIO	PERMITTED 13.3, PROPOSED 13.2

**BUILDING**

AREA	PERMITTED	PROPOSED
BUILDING A	63,000 SQ FT (5,837M <sup>2</sup> )	63,000 SQ FT (5,837M <sup>2</sup> )
BUILDING B	98,850 SQ FT (9,126M <sup>2</sup> )	98,850 SQ FT (9,126M <sup>2</sup> )
BUILDING C	98,850 SQ FT (9,126M <sup>2</sup> )	98,850 SQ FT (9,126M <sup>2</sup> )
TOTAL	260,700 SQ FT (24,089M <sup>2</sup> )	260,700 SQ FT (24,089M <sup>2</sup> )

**PARKING**

TYPE	NUMBER	REQUIRED
1 BED / 1 BATH	47	47
2 BED / 2 BATH	142	142
3 BED / 2 BATH	26	26
TOTAL	215	215

**REQUIRED PARKING**

TYPE	NUMBER	REQUIRED
SMALL CAR	215	215
BIKE STORAGE	31	31
TOTAL	246	246

**PROJECT STATUS**  
 RE ISSUED FOR REZONING

**SEAL**  
 LABEL ARCHITECTURE  
 PROJECT NO. 2018-18-0017 - 148 801

**PROJECT DESCRIPTION**  
 DEVELOPMENT OF A 3-MULTI-FAMILY RESIDENTIAL BUILDINGS WITH ONE LEVEL PARKADE / FIVE LEVELS OF RESIDENTIAL PARKING

**BUILDING CODE**  
 THE APPLICABLE BUILDING CODE IS THE BCBC OF THE 2018 INCLUDING ALL AMENDAS

**PROJECT DATA**

ADDRESS	801 RYAN ROAD
LEGAL DESCRIPTION	LOT 1, SECTION 14, COMOX DISTRICT PLAN 27965 EXCEPT PARTS IN PLANS S8112 AND V85277
DEVELOPER	SEYMOUR PACIFIC DEVELOPMENTS LTD.
ZONING C.L.A.	COURTNEY
MUNICIPALITY	COMOX VALLEY REGIONAL DISTRICT
LOT AREA (SQ FT)	216,042.55 SQ FT (62,077M <sup>2</sup> ) (4.89 ACRES) (7,217A)
LOT COVERAGE (%)	24% (24% MAX. COVERAGE PERMITTED)
BUILDING SETBACKS (FT)	FRONT 10.0 (10.0), REAR 10.0 (10.0), SIDE 10.0 (10.0), CORNER 10.0 (10.0)
BUILDING HEIGHT	PERMITTED 13.3, PROPOSED 13.2
USABLE OPEN SPACE	187,147 SQ FT (17,240 M <sup>2</sup> )
INDOOR AMENITY SPACE	187,147 SQ FT (17,240 M <sup>2</sup> )
FLOOR AREA RATIO	PERMITTED 13.3, PROPOSED 13.2

**BUILDING**

AREA	PERMITTED	PROPOSED
BUILDING A	63,000 SQ FT (5,837M <sup>2</sup> )	63,000 SQ FT (5,837M <sup>2</sup> )
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**PARKING**

TYPE	NUMBER	REQUIRED
1 BED / 1 BATH	47	47
2 BED / 2 BATH	142	142
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TOTAL	215	215

**REQUIRED PARKING**

TYPE	NUMBER	REQUIRED
SMALL CAR	215	215
BIKE STORAGE	31	31
TOTAL	246	246



THE ARCHITECT ASSURES THAT THE ARCHITECT'S WORK IS SUBJECT TO CHANGE WITHOUT NOTICE. NO GUARANTEE IS MADE THAT THE FACILITIES SHOWN WILL BE BUILT OR THAT ANY WILL BE OF THE SAME TYPE, SIZE, OR QUALITY AS SHOWN.

RE ISSUED FOR REZONING

**DRAWING INDEX**

Sheet Number	Sheet Name
A1.0	COVER SHEET
A1.1	SITE PLAN - PARKING
A1.2	TUNNEL ROADS
A1.3	SITE ACCESSORIES
A1.4	SITE PERSPECTIVE
A1.5	SITE OFFROAD
A1.6	ELEVATIONS 1 OF 2 - BUILDING A
A1.7	ELEVATIONS 2 OF 2 - BUILDING A
A1.8	ELEVATIONS 1 OF 2 - BUILDING B
A1.9	ELEVATIONS 2 OF 2 - BUILDING B
A1.10	ELEVATIONS 1 OF 2 - BUILDING C
A1.11	ELEVATIONS 2 OF 2 - BUILDING C
A1.12	COLOUR ELEVATIONS 1 OF 2 - BUILDING A
A1.13	COLOUR ELEVATIONS 2 OF 2 - BUILDING A
A1.14	COLOUR ELEVATIONS 1 OF 2 - BUILDING B
A1.15	COLOUR ELEVATIONS 2 OF 2 - BUILDING B
A1.16	COLOUR ELEVATIONS 1 OF 2 - BUILDING C
A1.17	COLOUR ELEVATIONS 2 OF 2 - BUILDING C

**PROJECT NAME**  
 GLENHART VIEWS

**PROJECT NUMBER**  
 2018-18-0017

**ADDRESS**  
 801 RYAN ROAD  
 COURTNEY, BC

**DRAWING TITLE**  
 COVER SHEET

**DRAWN BY**  
 PD

**CHECKED BY**  
 RF

**DATE**  
 06/07/2021

**DRAWING #**  
 1-45

**REV.#**  
 A0.0

**SCALE**  
 AS SHOWN



**SEYMOUR PACIFIC DEVELOPMENTS LTD.**  
 100 St Armand Street, Campbell River, B.C.  
 (1) 250-253-1000  
 www.seymourpacific.ca

**SITE MAP:**

**PROJECT STATUS:**  
 RE ISSUED FOR REZONING

**Revision Schedule**

NO.	DATE	DESCRIPTION
A	04/08/2020	CITY PRELIMINARY
B	04/08/2020	REVISED FOR REZONING APP
C	04/08/2020	REVISED FOR REZONING
D	04/08/2020	REVISED FOR REZONING
E	04/08/2020	REVISED FOR REZONING
F	04/08/2020	REVISED FOR REZONING
G	04/08/2020	REVISED FOR REZONING
H	04/08/2020	REVISED FOR REZONING
I	04/08/2020	REVISED FOR REZONING
J	04/08/2020	REVISED FOR REZONING

**SEAL: ABEL ARCHITECTURE**  
ABEL ARCHITECTURE INC. 2021-09-07 14:31

**DISCLAIMER:** THE CLIENT SHALL VERIFY ALL DIMENSIONS AND LOCATIONS OF ALL UTILITIES, STRUCTURES, AND OBSTACLES TO BE REMOVED OR PRESERVED PRIOR TO COMMENCEMENT OF CONSTRUCTION. THE CLIENT SHALL OBTAIN ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL GOVERNMENT AND OTHER AGENCIES. THE CLIENT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL GOVERNMENT AND OTHER AGENCIES. THE CLIENT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL GOVERNMENT AND OTHER AGENCIES. THE CLIENT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL GOVERNMENT AND OTHER AGENCIES.

**PARKING STALL DIMENSIONS**

2 PARKING STALLS  
 1:200

1 SITE PARKING - LAYOUT  
 1:300

**PROJECT NAME:** GLENHART VIEWS

**PROJECT NUMBER:**

**ADDRESS:** 801 RYAN ROAD  
 COURTENAY BC

**DRAWING TITLE:** SITE PLAN - PARKING

**DRAWN BY:** PD

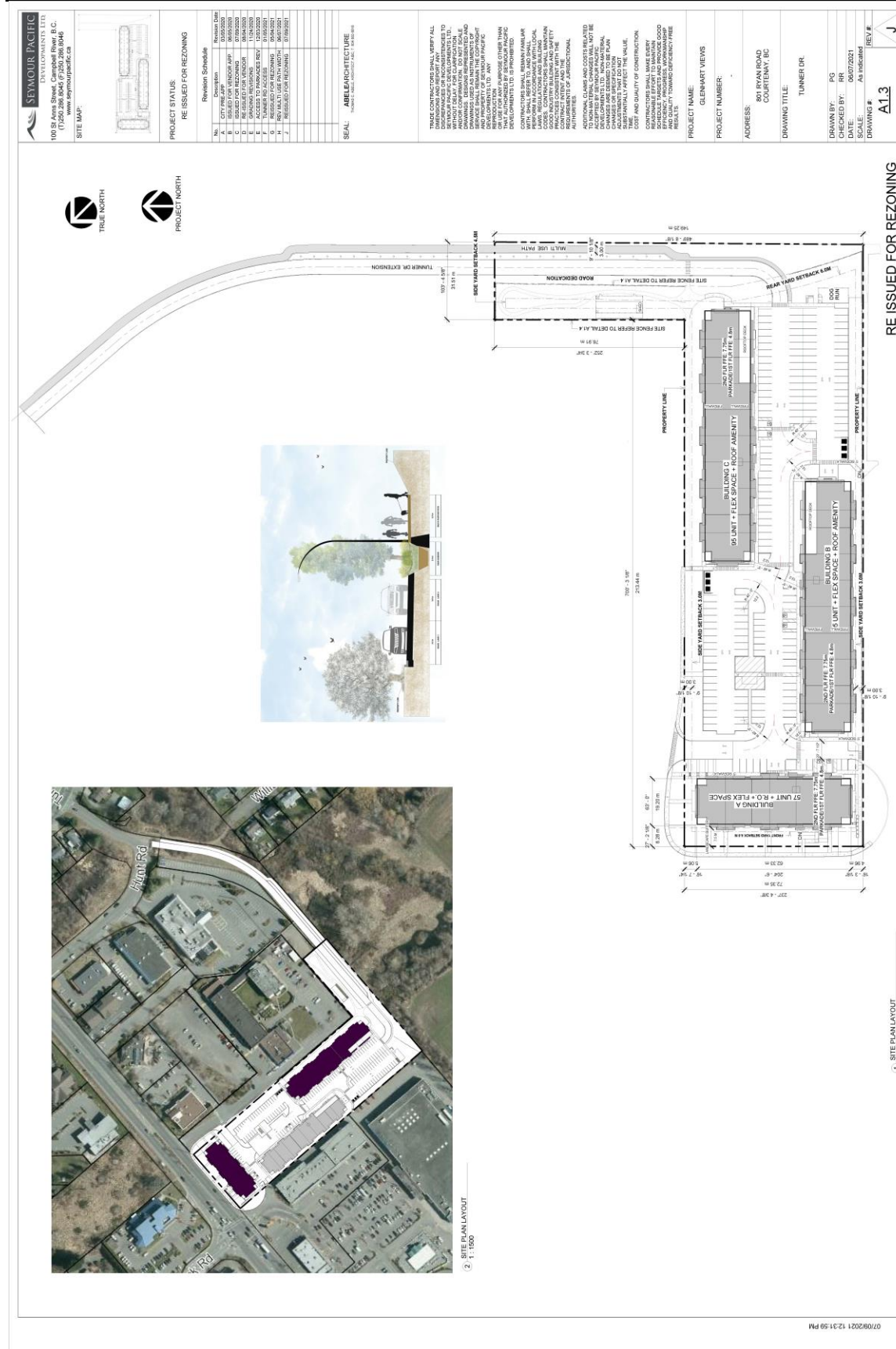
**CHECKED BY:** RF

**DATE:** 06/07/2021

**SCALE:** AS SHOWN

**DRAWING #:** A11

**REV #:** J



**SEAMOUR PACIFIC**  
 DEVELOPMENTS LTD.  
 100 St. Anne Street, Campbell River, B.C.  
 (779) 533-1040  
 www.seamourpacific.ca

**SITE MAP**

**PROJECT STATUS**  
 RE ISSUED FOR REZONING

No.	Description	Revision Date
A	ISSUED FOR PERMIT	05/05/2021
B	REVISED FOR VENDOR JPM	05/05/2021
C	REVISED FOR VENDOR JPM	05/05/2021
D	REVISED FOR VENDOR JPM	05/05/2021
E	REVISIONS	05/05/2021
F	REVISIONS	05/05/2021
G	REVISIONS	05/05/2021
H	REVISIONS	05/05/2021
I	REVISIONS	05/05/2021
J	REVISIONS	05/05/2021

**SEAL:** ABLE ARCHITECTURE

**TRACE CONTRACTORS SHALL VERIFY ALL DIMENSIONS AND LOCATIONS TO BE CONFORMANCE WITH THE PERMIT. WITHOUT DELAY, THE CONTRACTOR SHALL NOTIFY THE ARCHITECT OF ANY DISCREPANCIES, OMISSIONS, ERRORS, OR CONFLICTS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.**

**1 ENTRY SIGN**  
1:24

**2 DOOR ENTRY SIGN**  
1:20

**3 GARAGE ENCLOSURE EX. (TWO BIN)**  
1:32

**4 SITE FENCE TYPE (D) ELEVATION DETAIL**  
1:24

**5 SITE FENCE PLAN DETAIL**  
1:24

**6 TYPICAL SITE LIGHTING**  
1:64

**7 TYPICAL OFFICE DIRECTION SIGN**  
1:24

**8 GARAGE ENCLOSURE SIDE ELEVATION**  
1:32

**9 GARAGE ENCLOSURE SIDE ELEVATION**  
1:32

**SEYMOUR PACIFIC**  
 DEVELOPMENTS LTD.  
 100 St. Anne Street, Campbell River, B.C.  
 (779) 534-1111  
 www.seymourpacific.ca

**SITE MAP**

**PROJECT STATUS**  
 RE ISSUED FOR REZONING

**Revision Schedule**

No.	Description	Revision Date
A	ISSUED FOR REZONING	05/05/2020
B	REVISED FOR REZONING	05/05/2020
C	REVISED FOR REZONING	05/05/2020
D	REVISED FOR REZONING	05/05/2020
E	REVISED FOR REZONING	05/05/2020
F	REVISED FOR REZONING	05/05/2020
G	REVISED FOR REZONING	05/05/2020
H	REVISED FOR REZONING	05/05/2020
I	REVISED FOR REZONING	05/05/2020
J	REVISED FOR REZONING	05/05/2021

**SEAL: ABLE ARCHITECTURE**  
PROFESSIONAL ARCHITECT, REG. NO. 12416, B.C.

**TRACER CONTRACTORS SHALL VERIFY ALL DIMENSIONS AND LOCATIONS OF UTILITIES TO BE MAINTAINED OR RELOCATED. WITHOUT DELAY, THE CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL GOVERNMENT AND THE LOCAL UTILITY COMPANIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL GOVERNMENT AND THE LOCAL UTILITY COMPANIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL GOVERNMENT AND THE LOCAL UTILITY COMPANIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL GOVERNMENT AND THE LOCAL UTILITY COMPANIES.**

**1 GARDEN BORDER**  
1:12

**2 DOG RUN BORDER**  
1:12

**3 COMMUNITY GARDEN PLANTER BOX**  
1:12

**4 BIKE STORAGE ELEVATION**  
1:1.50

**5 BIKE STORAGE PLAN VIEW**  
1:1.50

**6 BIKE STORAGE ELEVATION 2**  
1:1.50

**7 BIKE ROOM VIEW**  
1:1.50

**BIKE RACK SYSTEM:  
 STEADYRACK-STAGGERED PLACEMENT**

**A** Steady Attenuation Fence Type of 1800 Centertapping

**B** Steady Attenuation Fence Type of 1800 Centertapping

**1** 3/8" Precast Foot

**A** Steady Attenuation Fence Type of 1800 Centertapping

**B** Steady Attenuation Fence Type of 1800 Centertapping

**1** 3/8" Precast Foot

**A** Steady Attenuation Fence Type of 1800 Centertapping

**B** Steady Attenuation Fence Type of 1800 Centertapping

**1** 3/8" Precast Foot

**A** Steady Attenuation Fence Type of 1800 Centertapping

**B** Steady Attenuation Fence Type of 1800 Centertapping

**1** 3/8" Precast Foot

**A** Steady Attenuation Fence Type of 1800 Centertapping

**B** Steady Attenuation Fence Type of 1800 Centertapping

**1** 3/8" Precast Foot

**A** Steady Attenuation Fence Type of 1800 Centertapping

**B** Steady Attenuation Fence Type of 1800 Centertapping

**1** 3/8" Precast Foot

**PROJECT NAME:** GLENHART VIEWS

**PROJECT NUMBER:**

**ADDRESS:** 801 RYAN ROAD  
COURTENAY, BC

**DRAWING TITLE:**

**SITE ACCESSORIES**

**DRAWN BY:** PD

**CHECKED BY:** RF

**DATE:** 06/07/2021

**DRAWING #:** A1.5

**REV #:** J

**RE ISSUED FOR REZONING**





100 St. Arns Street, Campbell River, B.C.  
 (1250) 266-8046 / (1250) 268-8046  
 info@sfamourpacific.ca

**SITE MAP:**



**PROJECT STATUS:**  
 RE ISSUED FOR REZONING

No.	Description	Revision Date
A	CITY PRELIMINARY APPROVAL	03/08/2020
B	REISSUED FOR REZONING	07/09/2020
C	REISSUED FOR REZONING	07/09/2020
D	REISSUED FOR REZONING	07/09/2020
E	REISSUED FOR REZONING	11/24/2020
F	PLANNED TO ACCESS	03/02/2021
G	REISSUED FOR REZONING	05/04/2021
H	REISSUED FOR REZONING	05/04/2021
J	REISSUED FOR REZONING	07/09/2021

**SEAL:** ABLE ARCHITECTURE  
ARCHITECTS INC. 1210 10th Ave



SOUTH ELEVATION BUILDING A



SOUTH ELEVATION BUILDING B



BUILDING A FROM RYAN RD.



LOOKING WEST INTO THE PROJECT FROM THE LANE



USABLE OPEN SPACES AND EAST ELEVATION BUILDING B

**SEAL:** ABLE ARCHITECTURE  
ARCHITECTS INC. 1210 10th Ave

THESE ARE ARTIST'S RENDERINGS BASED ON CURRENT DEVELOPMENT CONCEPTS WHICH ARE SUBJECT TO CHANGE WITHOUT NOTICE. NO GUARANTEE IS MADE THAT THE FACILITIES SHOWN WILL BE BUILT, OR IF BUILT, WILL BE OF THE SAME TYPE, SIZE, OR NATURE AS SHOWN.

**CONTRACTOR'S OBLIGATIONS:** CONTRACTORS SHALL VERIFY ALL DIMENSIONS AND DEPARTMENTS TO BE CONSTRUCTED SHALL ACCORD TO THE SITE PLAN AND SPECIFICATIONS TO THE ZONING BYLAW. CONTRACTORS SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL GOVERNMENT. CONTRACTORS SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL GOVERNMENT. CONTRACTORS SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL GOVERNMENT. CONTRACTORS SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL GOVERNMENT.

**PROJECT NAME:** GLENHART VIEWS  
**PROJECT NUMBER:** -  
**ADDRESS:** 801 RYAN ROAD  
 COURTEMAY, BC  
**DRAWING TITLE:** SITE PERSPECTIVE  
**DRAWN BY:** PD  
**CHECKED BY:** RF  
**DATE:** 06/07/2021  
**DRAWING #:** A1.6  
**REV #:** J

**PROJECT STATUS**  
RE ISSUED FOR REZONING

Revision Schedule	
No.	Description
A.	CITY PERM. APP. 03/05/2020
B.	ISSUED FOR VENDOR 06/09/2020
C.	REVISED FOR VENDOR 06/09/2020
D.	REV ISSUED FOR VENDOR 06/09/2020
E.	ACCEPTED TO MANAGER'S REV. 11/03/2020
F.	REVISED FOR VENDOR 05/04/2021
G.	REVISED FOR REZONING 05/04/2021
H.	REV FACILITIES DATA (06/17/21) 06/07/2021
I.	REVISION FOR REZONING 06/07/2021

**SEAL: ABEL ARCHITECTURE**  
Professional Engineer, Architect, Designer, Planner

**THESE CONTRACTORS SHALL VERIFY ALL DIMENSIONS AND REPORT ANY VARIANCES TO WITHOUT DELAY TO THE CONTRACTOR. ALL DIMENSIONS SHOWN ON THIS PLAN ARE APPROXIMATE AND NOT TO BE USED FOR CONSTRUCTION. CONTRACTORS SHALL VERIFY ALL DIMENSIONS AND REPORT ANY VARIANCES TO WITHOUT DELAY TO THE CONTRACTOR. ALL DIMENSIONS SHOWN ON THIS PLAN ARE APPROXIMATE AND NOT TO BE USED FOR CONSTRUCTION.**

**ADDITIONAL, CLAIMS AND COSTS RELATED TO THIS PROJECT ARE NOT TO BE COVERED BY THE CONTRACTOR. ANY CHANGES ARE DEEMED TO BE THE CONTRACTOR'S RESPONSIBILITY AND SHALL BE COVERED BY THE CONTRACTOR. ANY CHANGES ARE DEEMED TO BE THE CONTRACTOR'S RESPONSIBILITY AND SHALL BE COVERED BY THE CONTRACTOR.**

**CONTRACTORS SHALL MAKE EVERY EFFORT TO COMPLETE THE PROJECT ON TIME AND WITHIN BUDGET. ANY DELAYS OR COST OVERRUNS SHALL BE COVERED BY THE CONTRACTOR.**

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ENTRANCE TO THE SITE FROM PROPOSED EXTENSION OF TURNER RD.



LOOKING TOWARDS THE NORTH EAST FROM PROPOSED EXTENSIONS OF TURNER RD.

THESE ARE ARTIST'S RENDERINGS BASED ON CURRENT DEVELOPMENT CONCEPTS WHICH ARE SUBJECT TO CHANGE WITHOUT NOTICE. NO GUARANTEE IS MADE THAT THE FACILITIES DEPICTED WILL BE BUILT, OR IF BUILT, WILL BE OF THE SAME TYPE, SIZE OR NATURE AS DEPICTED.

RE ISSUED FOR REZONING

REVISION # 1.1

**SEYMOUR PACIFIC DEVELOPMENTS LTD.**  
 100 St Anne Street, Campbell River, B.C.  
 (250) 386-8046 (250) 388-5046  
 info@seymourpacific.com

**SITE IMP.**

**PROJECT STATUS**  
 RE-ISSUED FOR REZONING

No.	Description	Revision Date
A	CITY PRE-APP	03/06/2020
B	RE-ISSUED FOR REZONING	03/06/2020
C	RE-ISSUED FOR REZONING	03/06/2020
D	RE-ISSUED FOR REZONING	03/06/2020
E	RE-ISSUED FOR REZONING	03/06/2020
F	RE-ISSUED FOR REZONING	03/06/2020
G	RE-ISSUED FOR REZONING	03/06/2020
H	RE-ISSUED FOR REZONING	03/06/2020
I	RE-ISSUED FOR REZONING	03/06/2020
J	RE-ISSUED FOR REZONING	03/06/2020

**SEAL: ABEL ARCHITECTURE**  
 100 St Anne Street, Campbell River, B.C. V9W 2H4

**PROJECT NAME:** GLENHART VIEWS  
**PROJECT NUMBER:**  
**ADDRESS:** 801 RYAN ROAD  
 COURTEMAY, BC  
**DRAWING TITLE:**  
 ELEVATIONS 1 OF 2 - BUILDING A

**DRAWN BY:** RD  
**CHECKED BY:** PD  
**DATE:** 08/04/2020  
**DRAWING #:** AS 18/0001  
**REV #:**

**A3.1**

**RE-ISSUED FOR REZONING**

**EXTERIOR CLADDING PRODUCT**

ID	DESCRIPTION	COLOR	LOCATION
C1	4" CEMENT BOARD TRIM	ARTIC WHITE	WINDOW & DOOR TRIM
C2	12" CEMENT BOARD TRIM	ARTIC WHITE	BALCONY WALLS
C3	12" CEMENT BOARD TRIM	ARTIC WHITE	BELL BAND
C4	12" CEMENT BOARD TRIM	ARTIC WHITE	VERT PARTITION WALL
C5	PLANK - CEDARWELL	DEEP OCEAN	LEVEL 1 - 3
C6	PLANK - CEDARWELL	BOOTHBY BLUE	LEVEL 4 - 6
C7	PLANK - CEDARWELL	DEEP OCEAN	LEVEL 1 - 3 BALCONY/FRAC
C8	PLANK - CEDARWELL	BOOTHBY BLUE	LEVEL 4 - 6 BALCONY/FRAC
C9	SHAKE - STRAIGHT EDGE	GRAY SLATE	RAMP OUT BUILDING DOGS
C10	SHAKE - STRAIGHT EDGE	TRADITIONAL RED	BUMP OUT
C11	COLORADO STONE	BICAL VULCANIC QUARTZ	BUMP OUT
C12	TRIMBER COLUMN	LEICESTERSTONE	FRONT CORNER POSTS & BALCONY PARS
C13	TRIMBER BEAM	-	BUMP OUT
C14	12" CEMENT BOARD TRIM	STAINED	BALCONY PARS

**EXTERIOR METAL PRODUCT**

ID	DESCRIPTION	COLOR	LOCATION
M1	ALUMINUM COMPOUNDS	BLACK	-
M2	ALUMINUM GUTTER	BLACK	REFER TO DETAIL B4-2
M3	ALUMINUM 9" X 6" STYLE	BLACK	REFER TO DETAIL B4-3
M4	ALUMINUM ROLLING	BLACK	FACIA BOARD
M5	PREFINISHED FLAT COIL	WHITE	-
M6	4" PANEL CLASSIC GIFFIT	BLACK	REFER TO DETAIL B4-2
M7	WALL FLASHING	BLACK	-
M8	SHINGLE STEP FLASHING	BLACK	-
M9	ROOF EDGE FLASHING	BLACK	REFER TO DETAIL B4-2
M10	DRIP GUT FLASHING	WHITE	VARIOUS
M11	REVERSE DRIP FLASHING	BLACK	PLANK WINDOW TRIM
M12	PLASTIC VEHT	BLACK	VARIOUS
M13	GUTTER COOL FLASHING	-	-
M14	FOUNDATION TRANSITION F	-	-

**EXTERIOR ROOFING PRODUCT**

ID	DESCRIPTION	COLOR
R1	ROOFING SHINGLES - 30 YEAR LAMINATE	BLACK
R2	ATFC EXTRIC VEHT	BLACK

**NOTES**

- ALL RESIDENTIAL UNITS TO HAVE INDIVIDUAL ACUNT
- ALL RESIDENTIAL UNITS TO HAVE WINDOWS WITH RATING OF R5C-9

**FRONT ELEVATION**  
 Scale: 1:128

**BACK ELEVATION**  
 Scale: 1:128

**30 No. Inside Corner Beampost**  
 Scale:

**30 No. Inside Drain Corner**  
 Scale:

**SEYMOUR PACIFIC**  
 DEVELOPMENTS LTD.  
 100 St Ann's Street, Campbell River, B.C.  
 (250) 336-8545 (250) 368-5946  
 info@seymourpacific.com

SITE IMP.

**PROJECT STATUS:**  
 RE-ISSUED FOR REZONING

**Revision Schedule**

No.	Description	Revision Date
A	CITY PRE-APP	03/09/2020
B	RE-ISSUED FOR REZONING	03/09/2020
C	RE-ISSUED FOR REZONING	03/09/2020
D	RE-ISSUED FOR REZONING	03/09/2020
E	RE-ISSUED FOR REZONING	03/09/2020
F	RE-ISSUED FOR REZONING	03/09/2020
G	RE-ISSUED FOR REZONING	03/09/2020
H	RE-ISSUED FOR REZONING	03/09/2020
I	RE-ISSUED FOR REZONING	03/09/2020
J	RE-ISSUED FOR REZONING	03/09/2020

SEAL: **ABEL ARCHITECTURE**  
 ARCHITECTS INC. (2018) 004

**GENERAL NOTES:**

1. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CONDITIONS OF THE EXISTING STRUCTURE PRIOR TO COMMENCING WORK. ANY DISCREPANCIES SHALL BE REPORTED TO THE ARCHITECT IMMEDIATELY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL GOVERNMENT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL GOVERNMENT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL GOVERNMENT.

2. CONTRACTORS SHALL REMAIN FAMILIAR WITH ALL APPLICABLE LOCAL, PROVINCIAL AND FEDERAL REGULATIONS AND REQUIREMENTS. CONTRACTORS SHALL REMAIN FAMILIAR WITH ALL APPLICABLE LOCAL, PROVINCIAL AND FEDERAL REGULATIONS AND REQUIREMENTS. CONTRACTORS SHALL REMAIN FAMILIAR WITH ALL APPLICABLE LOCAL, PROVINCIAL AND FEDERAL REGULATIONS AND REQUIREMENTS.

3. CONTRACTORS SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL GOVERNMENT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL GOVERNMENT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL GOVERNMENT.

4. CONTRACTORS SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL GOVERNMENT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL GOVERNMENT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL GOVERNMENT.

**1 LEFT ELEVATION**  
 Scale: 1:128

**2 RIGHT ELEVATION**  
 Scale: 1:128

**3 FRONT ENTRY ELEVATION**  
 Scale: 1:48

**4 SIDE ENTRY ELEVATION**  
 Scale: 1:48

**EXTERIOR CLADDING PRODUCT**

ID	DESCRIPTION	COLOR	LOCATION
C1	4" CEMENT BOARD TRIM	ARTIC WHITE	WALLS ABOVE BALCONY RAILS
C2	12" CEMENT BOARD TRIM	ARTIC WHITE	BELLY BAND
C3	12" CEMENT BOARD TRIM	ARTIC WHITE	VERT PARTITION WALL
C4	PLANK - CEDARWELL	DEEP OCEAN	LEVEL 1 - 3
C5	PLANK - CEDARWELL	BOOTHBY BLUE	LEVEL 4 - 6
C6	PLANK - CEDARWELL	DEEP OCEAN	LEVEL 1 - 3 BALCONY/PTAC
C7	PLANK - CEDARWELL	BOOTHBY BLUE	LEVEL 4 - 6 BALCONY/PTAC
C8	SHAKE - STRAIGHT EDGE	GRAY SLATE	BUMP OUT BUILDING EDGE
C9	SHAKE - STRAIGHT EDGE	TRADITIONAL RED	BUMP OUT
C10	CULTURED STONE	BUCALYUS COUNTRY	FRONT GARAGES DOORS & SECOND FLOOR
C11	TIMBER COLUMN	...	...
C12	TIMBER BEAM	...	...
C13	12" CEMENT BOARD TRIM	SPANED	...

**EXTERIOR METAL PRODUCT**

ID	DESCRIPTION	COLOR	LOCATION
M1	ALUMINUM DOWNPOUTS	BLACK	...
M2	ALUMINUM BUTTER	BLACK	REFER TO DETAIL BAA2
M3	ALUMINUM PAILING	BLACK	REFER TO DETAIL BAA3
M4	PREFINISHED SLAT COIL	WHITE	RANCHO BAND
M5	4 PANEL CLASSIC DOOR KIT	LAWN	REFER TO DETAIL BAA2
M6	WALL FLASHING	BLACK	...
M7	SHIMBLE STEP FLASHING	BLACK	...
M8	ROOF EDGE FLASHING	BLACK	REFER TO DETAIL BAA2
M9	DRIP CAP FLASHING	WHITE	WINDOWS
M10	REVERSE DRIP FLASHING	WHITE	PLANK WINDOW TRIM
M11	PLASTIC LINT	BLACK	...
M12	DUTTER COIL FLASHING	...	...
M13	FOUNDATION TRANSITION F	...	...

**EXTERIOR ROOFING PRODUCT**

ID	DESCRIPTION	COLOR
R1	ROOFING SHINGLES - 30 YEAR LAMINATE	BLACK
R2	ATTIC STATIC TENT	BLACK

**NOTES:**

- 1) ALL RESIDENTIAL UNITS TO HAVE INDIVIDUAL AC UNIT
- 2) ALL RESIDENTIAL UNITS TO HAVE WINDOWS WITH RATING OF 50C-50

07/09/2021 8:01:11 AM

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**SITE MAP**

**PROJECT STATUS**  
 RE-ISSUED FOR REZONING

**Revision Schedule**

No.	Description	Revised Date
A	PROJECT FOR REZONING	05/05/2020
B	REVISED FOR WINDOW JAMB	05/05/2020
C	REVISED FOR WINDOW JAMB	05/05/2020
D	REVISED FOR REZONING	05/05/2020
E	REVISED FOR REZONING	05/05/2020
F	REVISED FOR REZONING	05/05/2020
G	REVISED FOR REZONING	05/05/2020
H	REVISED FOR REZONING	05/05/2020
I	REVISED FOR REZONING	05/05/2020
J	REVISED FOR REZONING	05/05/2020

**SEAL: ABLE ARCHITECTURE**  
REGISTERED ARCHITECT, P. ENG., 19816 B.C.A.A. 1981

**NOTES:**

1. ALL CONTRACTORS SHALL VERIFY ALL DIMENSIONS AND CONDITIONS OF EXISTING STRUCTURES AND UTILITIES PRIOR TO COMMENCEMENT OF CONSTRUCTION. WITHOUT DELAY, FOR CLARIFICATION, CONTACT THE ARCHITECT. ALL DIMENSIONS SHALL BE TO FACE UNLESS OTHERWISE SPECIFIED. DIMENSIONS SHOWN ON THIS DRAWING SHALL TAKE PRECEDENCE OVER ANY DIMENSIONS SHOWN ON ANY OTHER DRAWING. THE ARCHITECT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE ARCHITECT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE ARCHITECT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.

2. THE ARCHITECT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE ARCHITECT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE ARCHITECT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.

3. THE ARCHITECT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE ARCHITECT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE ARCHITECT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.

4. THE ARCHITECT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE ARCHITECT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE ARCHITECT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.

**1 FRONT ELEVATION**  
 Scale: 1:150

**2 BACK ELEVATION**  
 Scale: 1:150

**3 Bal - Inside Corner Bumpout**  
 Scale: 1:150

**4 Bal - Inside Deck Corner**  
 Scale: 1:150

**EXTERIOR CLADDING PRODUCT**

DESCRIPTION	COLOR	LOCATION
4" CEMENT BOARD TRIM	ARTIC WHITE	WINDOW SILL/HEAD TRIM
12" CEMENT BOARD TRIM	ARTIC WHITE	BELLY BAND
12" CEMENT BOARD TRIM	ARTIC WHITE	VERT. PARTITION WALL
PLANK, CEDARWALL	DEEP OCEAN	LEVEL 1-3
PLANK, CEDARWALL	BOONBY BLUE	LEVEL 4-6
PLANK, CEDARWALL	DEEP OCEAN	LEVEL 1-3 BALCONY/PFAC
SHAKE - STRAIGHT EDGE	GRAY SLATE	LEVEL 4-6 BALCONY/PFAC
SHAKE - STRAIGHT EDGE	TRADITIONAL RED	BUMP OUT / BELONGS ENDS
CULTURED STONE	TRADITIONAL RED	BUMP OUT
CULTURED STONE	TRADITIONAL RED	FRONT CHANGING PORTS & BELONGS ENDS
TIMBER COLUMN	-	-
TIMBER BEAM	-	-
12" CEMENT BOARD TRIM	STAINED	-

**EXTERIOR METAL PRODUCT**

DESCRIPTION	COLOR	LOCATION
ALUMINUM DOWNPOUTS	BLACK	-
ALUMINUM GUTTER	BLACK	REFER TO DETAIL B4.2
ALUMINUM FLASHING	BLACK	REFER TO DETAIL B4.3
FRONTIER PLASTIC COIL	WHITE	FACE BOARD
4" PANEL CLADDING SOFFIT	LINEN	REFER TO DETAIL B4.2
WALL FLASHING	BLACK	-
SINGLE STEP FLASHING	BLACK	REFER TO DETAIL B4.2
ROOF EDGE FLASHING	WHITE	VARIOUS
DRIP CAP FLASHING	WHITE	PLANK WINDOW TRIM
REVERSE DRIP FLASHING	BLACK	-
PLASTIC GUTTER	BLACK	-
GUTTER COIL FLASHING	-	-
FOUNDATION TRANSITION F	-	-

**EXTERIOR ROOFING PRODUCT**

DESCRIPTION	COLOR
ROOFING SHINGLES - 30 YEAR LAMINATE	BLACK
ATTIC STIC VENT	BLACK

**NOTES**

1. ALL RESIDENTIAL UNITS TO HAVE INDIVIDUAL A/C UNIT

2. ALL RESIDENTIAL UNITS TO HAVE WINDOWS WITH RATING OF ETC-20

RE ISSUED FOR REZONING

A3.3

J

Wed 11-11-21 12:02:00Z

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 info@seymourpacific.ca

**PROJECT STATUS:**  
 RE-ISSUED FOR REZONING

No.	Description	Revision Date
A	CITY FILE # 17-000000	03/04/2020
B	RE-ISSUED FOR REZONING	02/04/2020
C	RE-ISSUED FOR REZONING	02/04/2020
D	RE-ISSUED FOR REZONING	02/04/2020
E	RE-ISSUED FOR REZONING	02/04/2020
F	RE-ISSUED FOR REZONING	02/04/2020
G	RE-ISSUED FOR REZONING	02/04/2020
H	RE-ISSUED FOR REZONING	02/04/2020
I	RE-ISSUED FOR REZONING	02/04/2020
J	RE-ISSUED FOR REZONING	02/04/2020

**SEAL:** ABLE ARCHITECTURE  
REGISTERED ARCHITECT (B.C.) 12018-0001

**PROJECT NAME:** GLENHART VIEWS  
**PROJECT NUMBER:** -  
**ADDRESS:** 801 RYAN ROAD  
 COURTESYWAY, BC  
**DRAWING TITLE:** ELEVATIONS 2 OF 2 - BUILDING B  
**DRAWN BY:** RD  
**CHECKED BY:** RF  
**DATE:** 08/04/2020  
**DRAWING #:** AS 1801001  
**REV #:** J

**1 LEFT ELEVATION**  
 Scale: 1:150

**2 RIGHT ELEVATION**  
 Scale: 1:150

**3 FRONT ENTRY ELEVATION**  
 Scale: 1:48

**4 SIDE ENTRY ELEVATION**  
 Scale: 1:48

**EXTERIOR CLADDING PRODUCT**

DESCRIPTION	COLOR	LOCATION
4" CEMENT BOARD TRIM	ARTIC WHITE	WALL
1" CEMENT BOARD TRIM	ARTIC WHITE	BELLY BAND
1" CEMENT BOARD TRIM	ARTIC WHITE	VERT PARTITION WALL
BLANK CEDARWALL	DEEP OCEAN	LEVEL 1-3
BLANK CEDARWALL	BOOTHBAY BLUE	LEVEL 4-6
BLANK CEDARWALL	DEEP OCEAN	LEVEL 1-3 BALCONY / PTAC
SHAKE - STRAIGHT EDGE	GRAY SLATE	LEVEL 4-6 BALCONY / PTAC
SHAKE - STRAIGHT EDGE	GRAY SLATE	BUMP OUT / BUILDING ENDS
CULTURED STONE	TRADITIONAL RED	BUMP OUT
CULTURED STONE	LEGATO	FRONT CHIMNEYS PORTS & BUILDING ENDS
TIMBER COLUMN	-	-
TIMBER BEAM	-	-
1" CEMENT BOARD TRIM	STAINED	-

**EXTERIOR METAL PRODUCT**

DESCRIPTION	COLOR	LOCATION
ALUMINUM DOWNPOUTS	BLACK	-
ALUMINUM GUTTERS	BLACK	REFER TO DETAIL B.M.2
ALUMINUM RAILINGS	BLACK	REFER TO DETAIL B.M.3
REFINISHED FLAT COIL	WHITE	FACE OF B.M.2
4 PANEL CLASSIC SPLIT	UNFIN	REFER TO DETAIL B.M.2
WALL FLASHING	BLACK	-
SHINGLE STEP FLASHING	BLACK	REFER TO DETAIL B.M.2
ROOF EDGE FLASHING	BLACK	-
CRIP CAP FLASHING	VARIOUS	-
REVERSE CRIP FLASHING	WHITE	PLAIN WINDOW TRIM
PLASTIC VEIT	BLACK	-
GUTTER COL FLASHING	-	-
FOUNDATION TRANSITION	-	-

**EXTERIOR ROOFING PRODUCT**

DESCRIPTION	COLOR
ROOFING SHINGLES - 30 YEAR LAMINATE	BLACK
ATTC STATIC VEIT	BLACK

**NOTES**

- ALL RESIDENTIAL UNITS TO HAVE MINIMUM AC UNIT
- ALL RESIDENTIAL UNITS TO HAVE WINDOWS WITH RATING OF STC 38

RE ISSUED FOR REZONING

07/09/2021 12:48:19 PM

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**SITE MAP:**



**Revision Schedule**

NO.	REVISION	DATE
A.	CITY PRE-APP	03/15/2020
B.	ISSUED FOR VENDOR BIDD	06/02/2020
C.	ISSUED FOR PERMITTING	08/04/2020
D.	RE ISSUED FOR WINDOW	08/04/2020
E.	RE ISSUED FOR REZONING	07/29/2021
F.	RE ISSUED FOR REZONING	07/29/2021

**PROJECT STATUS:**  
RE ISSUED FOR REZONING

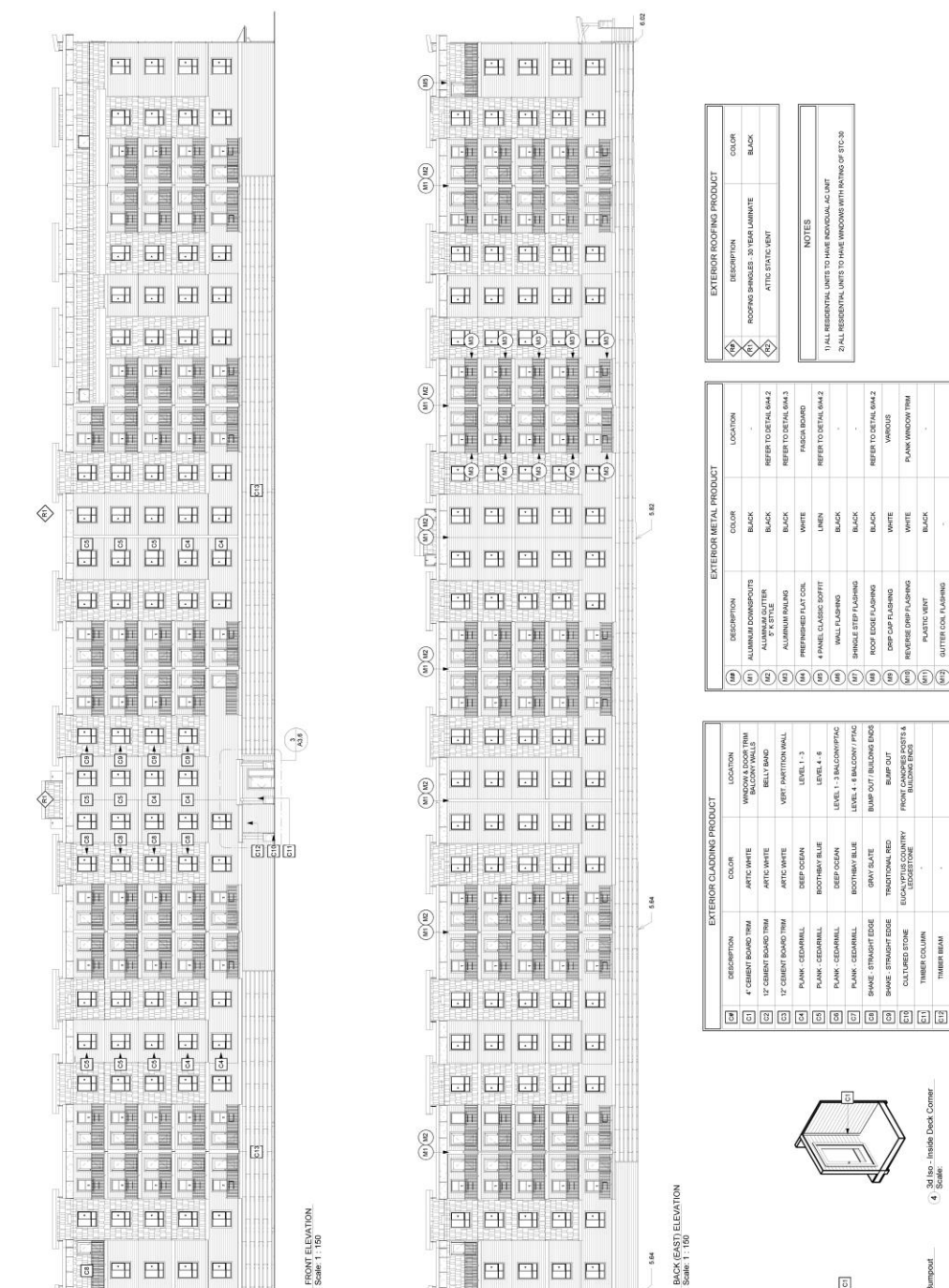
**SEAL: ABLE ARCHITECTURE**  
REGISTERED ARCHITECT BC REG. NO. 12345

THESE CONTRACTORS SHALL VERIFY ALL DIMENSIONS AND REPORT ANY DISCREPANCIES TO THE ARCHITECT IMMEDIATELY UPON DISCOVERY. CONTRACTORS SHALL BE RESPONSIBLE FOR VERIFYING ALL DIMENSIONS AND REPORTING ANY DISCREPANCIES TO THE ARCHITECT IMMEDIATELY UPON DISCOVERY. CONTRACTORS SHALL BE RESPONSIBLE FOR VERIFYING ALL DIMENSIONS AND REPORTING ANY DISCREPANCIES TO THE ARCHITECT IMMEDIATELY UPON DISCOVERY.

ADDITIONAL CLAMS AND COSTS RELATED TO THIS PROJECT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. CONTRACTORS SHALL MAKE SURE ALL WORK IS DONE IN ACCORDANCE WITH ALL APPLICABLE REGULATIONS AND STANDARDS. CONTRACTORS SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS. CONTRACTORS SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS.

**PROJECT NAME:** GLENHART VIEWS  
**PROJECT NUMBER:** [REDACTED]  
**ADDRESS:** 801 RYAN ROAD, COURTESY, BC  
**ELEVATIONS 1 OF 2 - BUILDING C**

**DESIGN BY:** PD  
**CHECKED BY:** RF  
**DATE:** 08/04/2020  
**SCALE:** AS INDICATED  
**DRAWING #:** A3.5  
**REV #:** J



**1 FRONT ELEVATION**  
Scale: 1:150

**2 BACK (EAST) ELEVATION**  
Scale: 1:150

**3 36 Iso - Inside Corner Bumpout**  
Scale: [REDACTED]

**4 36 Iso - Inside Deck Corner**  
Scale: [REDACTED]

ID	DESCRIPTION	COLOR	LOCATION
C1	4 CEMENT BOARD TRIM	ARTIC WHITE	WALKWAY BALCONY WALL TRIM
C2	12' CEMENT BOARD TRIM	ARTIC WHITE	BELLY BAND
C3	12' CEMENT BOARD TRIM	ARTIC WHITE	VERT. PARTITION WALL
C4	PLANK - CEDARHILL	DEEP OCEAN	LEVEL 1-3
C5	PLANK - CEDARHILL	BOOTHBY BLUE	LEVEL 4-5
C6	PLANK - CEDARHILL	DEEP OCEAN	LEVEL 1-3 BALCONY/PAC
C7	PLANK - CEDARHILL	BOOTHBY BLUE	LEVEL 4-5 BALCONY / PAC
C8	SHAKE - STRAIGHT EDGE	GRAY SLATE	BUMP OUT / BUILDING ENDS
C9	SHAKE - STRAIGHT EDGE	TRADITIONAL RED	BUMP OUT
C10	CULTURED STONE	ELEGANT US COUNTRY LEGGESTONE	FRONT CANOPIES PORTS & BUILDING ENDS
C11	TIMBER COLUMN		
C12	TIMBER BEAM		
C13	12' CEMENT BOARD TRIM	STAINED	

ID	DESCRIPTION	COLOR	LOCATION
M1	ALUMINUM DOWNSPOUTS	BLACK	
M2	ALUMINUM GUTTER	BLACK	REFER TO DETAIL S4-2
M3	ALUMINUM RAILING	BLACK	REFER TO DETAIL S4-3
M4	PREFINISHED FLAT COIL	WHITE	FASCIA BOARD
M5	4 PANEL CLASSIC GYFTT	LAWN	REFER TO DETAIL S4-2
M6	WALL FLASHING	BLACK	
M7	SPRINGS STEP FLASHING	BLACK	
M8	ROOF EDGE FLASHING	BLACK	REFER TO DETAIL S4-2
M9	DRIF CAP FLASHING	WHITE	VARIOUS
M10	REVERSE DRIP FLASHING	WHITE	PLANK WINDOW TRIM
M11	PLASTIC GYFT	BLACK	
M12	GUTTER COIL FLASHING		
M13	FOUNDATION TRANSITION F.		

ID	DESCRIPTION	COLOR
R1	ROOFING SHINGLES	30-YEAR LAMINATE
R2	ATTIC STATIC VENT	BLACK

**NOTES:**

- ALL RESIDENTIAL UNITS TO HAVE INDIVIDUAL AC UNIT
- ALL RESIDENTIAL UNITS TO HAVE WINDOWS WITH RATING OF STC-38

07/09/2021 12:42:23 PM



**SITE MAP**



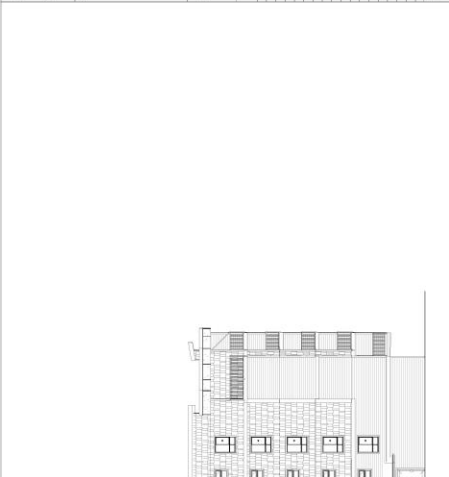
**PROJECT STATUS:**  
RE-ISSUED FOR REZONING

**Revision Schedule**

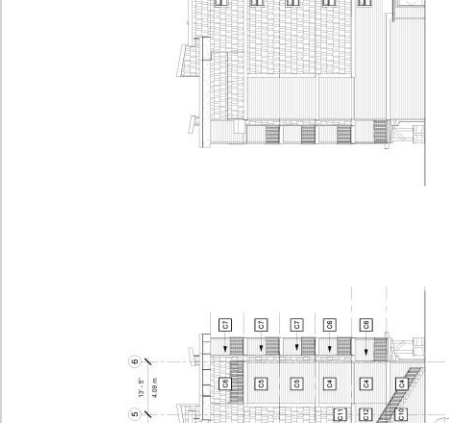
No.	Description	Revision No.
A	CITY PRE-APP	03/06/2020
B	ISSUED FOR VENDOR	06/02/2020
C	ISSUED FOR PERMIT	08/04/2020
D	RE-ISSUED FOR VENDOR	08/04/2020
E	ISSUED FOR PERMIT	08/04/2020
F	RE-ISSUED FOR REZONING	07/09/2021

**SEAL:** ABEL ARCHITECTURE  
REGISTERED ARCHITECT, REG. NO. 16816 B.C.

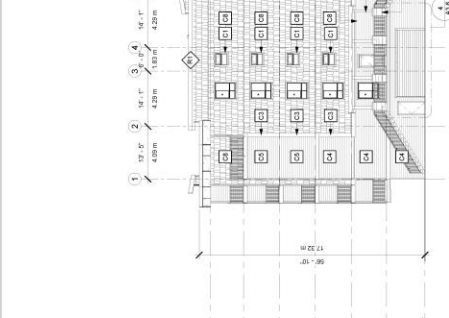
**1 LEFT ELEVATION**  
Scale: 1:100



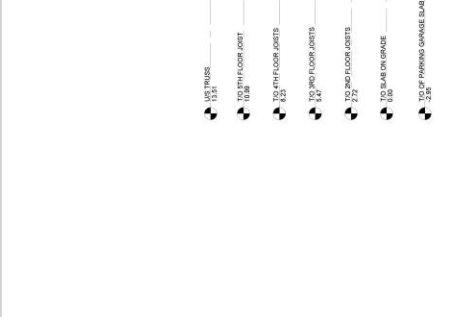
**2 RIGHT ELEVATION**  
Scale: 1:100



**3 FRONT ENTRY ELEVATION**  
Scale: 1:40



**4 SIDE ENTRY ELEVATION**  
Scale: 1:40



**EXTERIOR CLADDING PRODUCT**

DESCRIPTION	COLOR	LOCATION
4" CEMENT BOARD TRM	ARTIC WHITE	WINDERS, BALCONY WALLS
12" CEMENT BOARD TRM	ARTIC WHITE	BELLY BAND
12" CEMENT BOARD TRM	ARTIC WHITE	VERT. PARTITION WALL
PLANK - CEDARBALL	DEEP OCEAN	LEVEL 1 - 3
PLANK - CEDARBALL	BOOTHBY BLUE	LEVEL 1, 4
PLANK - CEDARBALL	DEEP OCEAN	LEVEL 1 - 3 BALCONY/PYAC
PLANK - CEDARBALL	BOOTHBY BLUE	LEVEL 4 - 5 BALCONY/PYAC
SHAKE - STRAIGHT EDGE	GRINY SLATE	BUMP OUT BUILDING ENDS
SHAKE - STRAIGHT EDGE	TRADITIONAL RED	BUMP OUT
CULIVATE STONE	EUCALYPTUS COUNTRY	FRONT CANOPES POSTS & BUILDING ENDS
TRIMMER COLUMN	LEGGESTONE	
TRIMMER BEAM		
12" CEMENT BOARD TRM	STAINED	

**EXTERIOR METAL PRODUCT**

DESCRIPTION	COLOR	LOCATION
ALUMINUM DOWNPOUTS	BLACK	
ALUMINUM CUTLER	BLACK	REFER TO DETAIL 6M42
ALUMINUM RAILING	BLACK	REFER TO DETAIL 6M43
PREPARED FLAT COIL	WHITE	FASCIA BOARD
4" PANEL CLASSIC GYFT	LINEN	REFER TO DETAIL 6M42
WALL FLASHING	BLACK	
SHINGLE STEP FLASHING	BLACK	
ROOF EDGE FLASHING	BLACK	REFER TO DETAIL 6M42
DWP CAP FLASHING	WHITE	VARIOUS
REVERSE CRIP FLASHING	WHITE	PLANK WINDOW TRM
PLASTIC LIGHT	BLACK	
DUTTER COIL FLASHING		
FOUNDATION TRANSITION F.		

**EXTERIOR ROOFING PRODUCT**

DESCRIPTION	COLOR
ROOFING SHIMBLES - 30 YEAR LAMINATE	BLACK
ATTIC STATIC VENT	BLACK

**NOTES**

- 1) ALL RESIDENTIAL UNITS TO HAVE WINDOWS WITH RATING OF ETC-20
- 2) ALL RESIDENTIAL UNITS TO HAVE WINDOWS WITH RATING OF ETC-30



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 info@samourpacific.com

**PROJECT STATUS:**  
 RE-ISSUED FOR REZONING

**Revision Schedule**

No.	Description	Revision Date
A	CITY ADOPTED	03/08/2020
B	REQUIRED FOR REZONING	03/08/2020
C	REQUIRED FOR REZONING	04/08/2021
D	REQUIRED FOR REZONING	04/08/2021
E	REQUIRED FOR REZONING	04/08/2021
F	REQUIRED FOR REZONING	04/08/2021
G	REQUIRED FOR REZONING	04/08/2021
H	REQUIRED FOR REZONING	04/08/2021
I	REQUIRED FOR REZONING	04/08/2021
J	REQUIRED FOR REZONING	04/08/2021

**SEAL: ABLE ARCHITECTURE**  
REGISTERED ARCHITECT (B.C.) 12180

(1) COLOUR - FRONT ELEVATION  
Scale: 1 : 125

(2) COLOUR - BACK ELEVATION  
Scale: 1 : 125

EXTERIOR CLADDING PRODUCT	
DESCRIPTION	COLOR
4" CEMENT BOARD TRIM	ARTIC WHITE
12" CEMENT BOARD TRIM	ARTIC WHITE
12" CEMENT BOARD TRIM	ARTIC WHITE
PLANK - CEDARWALL	DEEP OCEAN
PLANK - CEDARWALL	BOOTHBY BLUE
PLANK - CEDARWALL	DEEP OCEAN
PLANK - CEDARWALL	BOOTHBY BLUE
SHAKE - STRAIGHT EDGE	GRAY SLATE
SHAKE - STRAIGHT EDGE	TRADITIONAL RED
CULTURED STONE	EUCALYPTUS COUNTRY
TIMBER COLUMN	ESPEYSTONE
TIMBER BEAM	-
12" CEMENT BOARD TRIM	STAINED

EXTERIOR METAL PRODUCT	
ID	DESCRIPTION
(M1)	ALUMINUM COMPPOSITE 5" STYLE
(M2)	ALUMINUM RAILING
(M3)	PREPARED FLAT COIL
(M4)	4" PANEL CLASSIC SOFFIT
(M5)	WALL FLASHING
(M6)	SINGLE STEP FLASHING
(M7)	ROOF EDGE FLASHING
(M8)	DIP GAP FLASHING
(M9)	RELEASE CRIP FLASHING
(M10)	PLASTIC VENT
(M11)	BUTTER COOL FLASHING
(M12)	FOUNDATION TRANSITION F

EXTERIOR ROOFING PRODUCT	
ID	DESCRIPTION
(R1)	ROOFING SHAKLES - 30 YEAR LAMINATE
(R2)	ATIC DRAIN BENT

NOTES:  
 1) ALL RESIDENTIAL UNITS TO HAVE INDIVIDUAL A/C UNIT  
 2) ALL RESIDENTIAL UNITS TO HAVE WINDOWS WITH RATING OF ETC-30

RE ISSUED FOR REZONING

PROJECT NAME: GLENHART VIEWS  
 PROJECT NUMBER:  
 ADDRESS: 801 RYAN ROAD  
 COURTESYWAY, BC  
 DRAWING TITLE: COLOUR ELEVATIONS 1 OF 2 - BUILDING A  
 DRAWN BY: Author  
 CHECKED BY: Checker  
 DATE: 08/04/2020  
 DRAWING #: As Issued  
 REV #

A3.7



J

**SEYMOUR PACIFIC**  
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 100 St. Anne Street, Campbell River, B.C.  
 (779) 534-1100  
 www.seymourpacific.ca

SITE MAP

**PROJECT STATUS:**  
 REISSUED FOR REZONING

**Revision Schedule**

No.	Description	Revision Date
A	ISSUED FOR REZONING	05/05/2020
B	REVISED FOR REZONING	05/05/2020
C	REVISED FOR REZONING	05/05/2020
D	REVISED FOR REZONING	05/05/2020
E	REVISED FOR REZONING	05/05/2020
F	REVISED FOR REZONING	05/05/2020
G	REVISED FOR REZONING	05/05/2020
H	REVISED FOR REZONING	05/05/2020
I	REVISED FOR REZONING	05/05/2020
J	REVISED FOR REZONING	05/05/2020

**SEAL:** ABLE ARCHITECTURE  
PROFESSIONAL ARCHITECTS REG. NO. 12416 BC

THOSE CONTRACTORS SHALL VERIFY ALL DIMENSIONS AND CONDITIONS OF THE EXISTING STRUCTURE AND MATERIALS TO BE USED IN THE CONSTRUCTION OF THE PROPOSED DEVELOPMENT WITHOUT RELYING ON ANY INFORMATION PROVIDED BY ANY OTHER PARTY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AUTHORITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AUTHORITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AUTHORITIES.

1 **COLOUR - LEFT ELEVATION**  
 Scale: 1:128

2 **COLOUR - RIGHT ELEVATION**  
 Scale: 1:128

**EXTERIOR CLADDING PRODUCT**

ID	DESCRIPTION	COLOR	LOCATION
C1	4" CEMENT BOARD TRIM	ARTIC WHITE	WALL/COURT YARD TRIM
C2	12" CEMENT BOARD TRIM	ARTIC WHITE	BELLY BAND
C3	12" CEMENT BOARD TRIM	ARTIC WHITE	VERT. PARTITION WALL
C4	PLANK - CEDARWALL	DEEP OCEAN	LEVEL 1-3
C5	PLANK - CEDARWALL	BOOTHWAY BLUE	LEVEL 4-8
C6	PLANK - CEDARWALL	DEEP OCEAN	LEVEL 1-3 BALCONY/PFAC
C7	PLANK - CEDARWALL	BOOTHWAY BLUE	LEVEL 4-8 BALCONY/PFAC
C8	SHAKE - THOUGHT EDGE	GRAY SLATE	BUMP OUT / BUILDING ENDS
C9	SHAKE - THOUGHT EDGE	TRADITIONAL RED	BUMP OUT
C10	CULTURED STONE	ELEGANT GREY	FROM BALCONY TRIMMERS & BALCONY BENCH
C11	TIMBER COLUMN	-	-
C12	TIMBER BEAM	-	-
C13	12" CEMENT BOARD TRIM	STAINED	-

**EXTERIOR METAL PRODUCT**

ID	DESCRIPTION	COLOR	LOCATION
M1	ALUMINUM DOWNPOUTS	BLACK	-
M2	ALUMINUM DOWNPipes	BLACK	REFER TO DETAIL BM.2
M3	ALUMINUM RAILING	BLACK	REFER TO DETAIL BM.2
M4	PREFINISHED FLAT COIL	WHITE	FACED BOARD
M5	4 PANEL CLASSIC SOFFIT	WHRN	REFER TO DETAIL BM.2
M6	WELL FLASHING	BLACK	-
M7	SINGLE STEP FLASHING	BLACK	REFER TO DETAIL BM.2
M8	ROOF EDGE FLASHING	BLACK	WINDOWS
M9	DRIP CAP FLASHING	WHITE	WINDOWS
M10	REVERSE DRIP FLASHING	WHITE	PLANK WINDOW TRIM
M11	PLASTIC VENT	BLACK	-
M12	GUTTER COIL FLASHING	-	-
M13	FOUNDATION TRANSITION	-	-

**EXTERIOR ROOFING PRODUCT**

ID	DESCRIPTION	COLOR
R1	ROOFING SHINGLES - 30 YEAR LAMINATE	BLACK
R2	ATTIC BATIC VENT	BLACK

**NOTES**

- 1) ALL RESIDENTIAL UNITS TO HAVE INDIVIDUAL JAC INT
- 2) ALL RESIDENTIAL UNITS TO HAVE WINDOWS WITH SHOWN OF 810-99

1 **COLOUR - LEFT ELEVATION**  
 Scale: 1:128

2 **COLOUR - RIGHT ELEVATION**  
 Scale: 1:128

**EXTERIOR CLADDING PRODUCT**

ID	DESCRIPTION	COLOR	LOCATION
C1	4" CEMENT BOARD TRIM	ARTIC WHITE	WALL/COURT YARD TRIM
C2	12" CEMENT BOARD TRIM	ARTIC WHITE	BELLY BAND
C3	12" CEMENT BOARD TRIM	ARTIC WHITE	VERT. PARTITION WALL
C4	PLANK - CEDARWALL	DEEP OCEAN	LEVEL 1-3
C5	PLANK - CEDARWALL	BOOTHWAY BLUE	LEVEL 4-8
C6	PLANK - CEDARWALL	DEEP OCEAN	LEVEL 1-3 BALCONY/PFAC
C7	PLANK - CEDARWALL	BOOTHWAY BLUE	LEVEL 4-8 BALCONY/PFAC
C8	SHAKE - THOUGHT EDGE	GRAY SLATE	BUMP OUT / BUILDING ENDS
C9	SHAKE - THOUGHT EDGE	TRADITIONAL RED	BUMP OUT
C10	CULTURED STONE	ELEGANT GREY	FROM BALCONY TRIMMERS & BALCONY BENCH
C11	TIMBER COLUMN	-	-
C12	TIMBER BEAM	-	-
C13	12" CEMENT BOARD TRIM	STAINED	-

**EXTERIOR METAL PRODUCT**

ID	DESCRIPTION	COLOR	LOCATION
M1	ALUMINUM DOWNPOUTS	BLACK	-
M2	ALUMINUM DOWNPipes	BLACK	REFER TO DETAIL BM.2
M3	ALUMINUM RAILING	BLACK	REFER TO DETAIL BM.2
M4	PREFINISHED FLAT COIL	WHITE	FACED BOARD
M5	4 PANEL CLASSIC SOFFIT	WHRN	REFER TO DETAIL BM.2
M6	WELL FLASHING	BLACK	-
M7	SINGLE STEP FLASHING	BLACK	REFER TO DETAIL BM.2
M8	ROOF EDGE FLASHING	BLACK	WINDOWS
M9	DRIP CAP FLASHING	WHITE	WINDOWS
M10	REVERSE DRIP FLASHING	WHITE	PLANK WINDOW TRIM
M11	PLASTIC VENT	BLACK	-
M12	GUTTER COIL FLASHING	-	-
M13	FOUNDATION TRANSITION	-	-

**EXTERIOR ROOFING PRODUCT**

ID	DESCRIPTION	COLOR
R1	ROOFING SHINGLES - 30 YEAR LAMINATE	BLACK
R2	ATTIC BATIC VENT	BLACK

**NOTES**

- 1) ALL RESIDENTIAL UNITS TO HAVE INDIVIDUAL JAC INT
- 2) ALL RESIDENTIAL UNITS TO HAVE WINDOWS WITH SHOWN OF 810-99

07/09/2021 8:02:40 AM

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A3.8

PROJECT NAME: GLENHART VIEWS  
 PROJECT NUMBER:  
 ADDRESS: 801 RYAN ROAD COURTENAY, BC  
 DRAWING TITLE: COLOUR ELEVATIONS 2 OF 2 - BUILDING A  
 DRAWN BY: Author  
 CHECKED BY: Checker  
 DATE: 05/04/2020  
 DRAWING #: A3.8  
 REV # J

**SENAOUR PACIFIC DEVELOPMENTS LTD.**  
 100 St Arns Street, Campbell River, B.C.  
 (250) 296-8045 | (250) 296-8846  
 www.senourpacific.ca

SITE MAP:



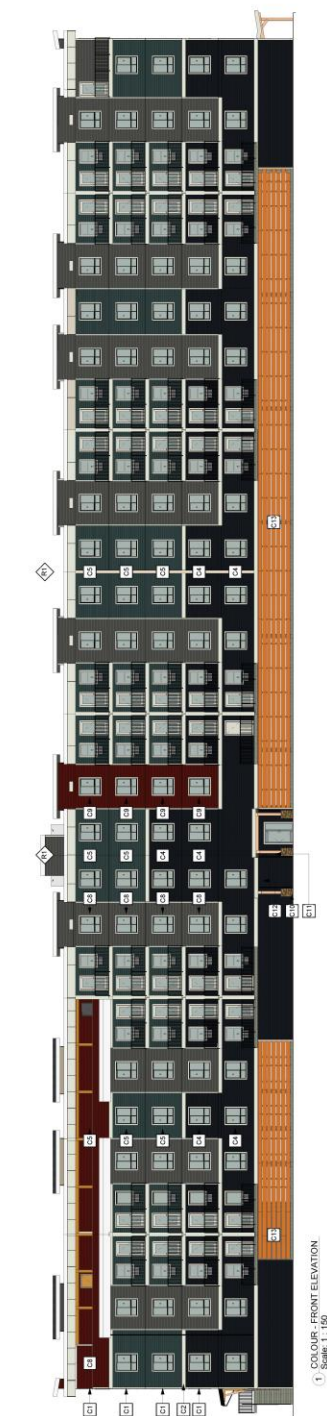
**PROJECT STATUS:**  
 RE-ISSUED FOR REZONING

Revision Schedule	
No.	Description
A	ISSUED FOR VENDOR RFP
B	RE-ISSUED FOR VENDOR RFP
C	RE-ISSUED FOR VENDOR RFP
D	RE-ISSUED FOR VENDOR RFP
E	RE-ISSUED FOR REZONING
F	RE-ISSUED FOR REZONING
G	RE-ISSUED FOR REZONING
H	RE-ISSUED FOR REZONING
I	RE-ISSUED FOR REZONING
J	RE-ISSUED FOR REZONING


SEAL: **ABEL ARCHITECTURE**  
 ARCHITECTS INC. 2019-09-01

THESE CONTRACTS SHALL VERIFY ALL DIMENSIONS AND FINISHES TO BE SHOWN ON THE DRAWINGS TO BE CONFORMANT WITH THE CITY OF CAMPBELL RIVER. DRAWINGS SHALL BE REVISIONS AND CHANGES TO THE ORIGINAL DRAWINGS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL GOVERNMENT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL GOVERNMENT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL GOVERNMENT.

PROJECT NAME: GLENHART VIEWS  
 PROJECT NUMBER:  
 ADDRESS: 801 RYAN ROAD  
 COURTESY, BC  
 DRAWING TITLE: COLOUR ELEVATIONS 1 OF 2 - BUILDING B  
 DRAWN BY: Alexey  
 CHECKED BY: Checker  
 DATE: 08/04/2020  
 SCALE: As Indicated  
 DRAWING # A3.9  
 REV # J



**1 COLOUR - FRONT ELEVATION**  
 Scale: 1:150



**2 COLOUR - BACK ELEVATION**  
 Scale: 1:150

EXTERIOR CLADDING PRODUCT	
DESCRIPTION	COLOR
4" CEMENT BOARD TRIM	ARTIC WHITE
12" CEMENT BOARD TRIM	ARTIC WHITE
12" CEMENT BOARD TRIM	ARTIC WHITE
PLANK - CEDARNALL	DEEP OCEAN
PLANK - CEDARNALL	BOOTHBY BLUE
PLANK - CEDARNALL	DEEP OCEAN
PLANK - CEDARNALL	BOOTHBY BLUE
SHAKE - STRAIGHT EDGE	GRAY SLATE
SHAKE - STRAIGHT EDGE	TRADITIONAL RED
CULTURED STONE	EUCALYPTUS COUNTRY
TRIMMED COLLAR	EDGESTONE
TRIMMED BEAM	STAINED

EXTERIOR METAL PRODUCT	
DESCRIPTION	LOCATION
(M) ALUMINUM DOWNPOUTS	BLACK
(M) ALUMINUM TRIM	BLACK
(M) ALUMINUM RAILING	BLACK
(M) PREFINISHED FLAT COIL	WHITE
(M) 4 PANE CLASSIC SOFFIT	WHEN
(M) WALL FLASHING	BLACK
(M) SHINGLE STEP FLASHING	BLACK
(M) ROOF EDGE FLASHING	BLACK
(M) DWP CAP FLASHING	WHITES
(M) REVERSE DWP FLASHING	WHITES
(M) PLASTIC VENT	BLACK
(M) OUTER COIL FLASHING	BLACK
(M) FOUNDATION TRANSITION F.	BLACK

EXTERIOR ROOFING PRODUCT	
DESCRIPTION	COLOR
(R) ROOFING SHINGLES - 30 YEAR LAMINATE	BLACK
(R) ATIC STATIC VENT	BLACK

**NOTES**

- 1. ALL RESIDENTIAL UNITS TO HAVE INDIVIDUAL AC UNIT
- 2. ALL RESIDENTIAL UNITS TO HAVE WINDOWS WITH RATINGS OF STC-38

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**SEYMOUR PACIFIC**  
 DEVELOPERS LTD.  
 100 St Ann's Street, Campbell River, B.C.  
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**PROJECT STATUS**  
 RE-ISSUED FOR REZONING

**Revision Schedule**

No.	Description	Revision Date
A	ISSUED FOR PERMIT	05/05/2020
B	ISSUED FOR PERMIT	05/05/2020
C	RE-ISSUED FOR REZONING	07/06/2020
D	RE-ISSUED FOR REZONING	07/06/2020
E	RE-ISSUED FOR REZONING	07/06/2020
F	RE-ISSUED FOR REZONING	07/06/2020
G	RE-ISSUED FOR REZONING	07/06/2020
H	RE-ISSUED FOR REZONING	07/06/2020
I	RE-ISSUED FOR REZONING	07/06/2020
J	RE-ISSUED FOR REZONING	07/06/2020

**SEAL:** ABELBARO-TECHTURE  
NUMBER: NONE, APPROVED DATE: 10/15/2019

THOSE CONTRACTORS SHALL VERIFY ALL DIMENSIONS AND REPORT ANY DISCREPANCIES TO SEYMOUR PACIFIC DEVELOPERS LTD. BEFORE PROCEEDING WITH CONSTRUCTION. CONTRACTORS SHALL MAINTAIN ALL DIMENSIONS AND REPORT ANY DISCREPANCIES TO SEYMOUR PACIFIC DEVELOPERS LTD. BEFORE PROCEEDING WITH CONSTRUCTION. CONTRACTORS SHALL MAINTAIN ALL DIMENSIONS AND REPORT ANY DISCREPANCIES TO SEYMOUR PACIFIC DEVELOPERS LTD. BEFORE PROCEEDING WITH CONSTRUCTION. CONTRACTORS SHALL MAINTAIN ALL DIMENSIONS AND REPORT ANY DISCREPANCIES TO SEYMOUR PACIFIC DEVELOPERS LTD. BEFORE PROCEEDING WITH CONSTRUCTION.

**1 COLOUR-LEFT ELEVATION**  
 Scale: 1 : 150

**2 COLOUR-RIGHT ELEVATION**  
 Scale: 1 : 150

**EXTERIOR CLADDING PRODUCT**

NO	DESCRIPTION	COLOR	LOCATION
C1	4" CEMENT BOARD TRIM	ARTIC WHITE	WINDOW & DOOR TRIM
C2	12" CEMENT BOARD TRIM	ARTIC WHITE	BELLY BAND
C3	12" CEMENT BOARD TRIM	ARTIC WHITE	VERT PARTITION WALL
C4	PLANK - CEDARBARK	DEEP OCEAN	LEVEL 1 - 3
C5	PLANK - CEDARBARK	BOOTHBY BLUE	LEVEL 4 - 5
C6	PLANK - CEDARBARK	DEEP OCEAN	LEVEL 1 - 3 BALCONY/FAC
C7	PLANK - CEDARBARK	BOOTHBY BLUE	LEVEL 4 - 5 BALCONY/FAC
C8	SHAKE - STRAIGHT EDGE	GRAY SLATE	BUMP OUT BUILDING ENDS
C9	SHAKE - STRAIGHT EDGE	TRADITIONAL RED	BUMP OUT
C10	CULTURED STONE	EUCALYPTUS COUNTRY	FRONT CANOPES POSTS & BALCONY ENDS
C11	TIMBER COLUMN	LEGOS STONE	-
C12	TIMBER BEAM	-	-
C13	12" CEMENT BOARD TRIM	SPANKED	-

**EXTERIOR METAL PRODUCT**

NO	DESCRIPTION	COLOR	LOCATION
M1	ALUMINUM CONVASCULOS	BLACK	-
M2	ALUMINUM GUTTER	BLACK	REFER TO DETAIL SM42
M3	ALUMINUM PAILING	WHITE	REFER TO DETAIL SM43
M4	PREFINISHED FLAT COOL	WHITE	FASCIA BOARD
M5	4" PANEL CLASSIC SOFFIT	LINEIN	REFER TO DETAIL SM42
M6	WALL FLASHING	BLACK	-
M7	SINGLE STEP FLASHING	BLACK	REFER TO DETAIL SM42
M8	ROOF EDGE FLASHING	BLACK	WINDOWS
M9	Drip Cap Flashing	WHITE	PLANK WINDOW TRIM
M10	REVERSE DRIP FLASHING	WHITE	-
M11	PLASTIC VERT	BLACK	-
M12	GUTTER COIL FLASHING	-	-
M13	FOUNDATION TRANSITION	-	-


**EXTERIOR ROOFING PRODUCT**

NO	DESCRIPTION	COLOR
R1	ROOFING SHINGLES - 33 YEAR LAMINATE	BLACK
R2	ATIC STAIRS VENT	BLACK

**NOTES**

- 1) ALL RESIDENTIAL UNITS TO HAVE RECLOGICAL AC UNIT
- 2) ALL RESIDENTIAL UNITS TO HAVE WINDOWS WITH U-VAL OF 0.30

**PROJECT NAME:** GLENHART VIEWS  
**PROJECT NUMBER:** -  
**ADDRESS:** 801 RYAN ROAD  
 COURTENAY, BC  
**DRAWING TITLE:** COLOUR ELEVATIONS 2 OF 2 - BUILDING B  
**DRAWN BY:** RP  
**CHECKED BY:** RP  
**DATE:** 08/04/2020  
**SCALE:** As indicated  
**DRAWING #:** A3.10  
**REV #:** J



**PROJECT STATUS:**  
RE-ISSUED FOR REZONING

**Revision Schedule**

No.	Description	Revision Date
A	CITY PRELIM APPROVAL	03/04/2020
B	REQUIRED FOR REZONING	03/04/2020
C	REQUIRED FOR REZONING	03/04/2020
D	REQUIRED FOR REZONING	03/04/2020
E	REQUIRED FOR REZONING	03/04/2020
F	REQUIRED FOR REZONING	03/04/2020
G	REQUIRED FOR REZONING	03/04/2020
H	REQUIRED FOR REZONING	03/04/2020
I	REQUIRED FOR REZONING	03/04/2020
J	REQUIRED FOR REZONING	03/04/2020

**SEAL:** ABLE ARCHITECTURE  
1000 WEST 10TH AVENUE, SUITE 1000

**NOTES:**

1. ALL RESIDENTIAL UNITS TO HAVE INDIVIDUAL AC UNIT

2. ALL RESIDENTIAL UNITS TO HAVE WINDOWS WITH RATING OF STC-38

**EXTERIOR CLADDING PRODUCT**

ID	DESCRIPTION	COLOR	LOCATION
C1	4" CEMENT BOARD TRIM	ARTIC WHITE	WINDOVS
C2	12" CEMENT BOARD TRIM	ARTIC WHITE	BALCONY WALL
C3	12" CEMENT BOARD TRIM	ARTIC WHITE	BELLY BAND
C4	12" CEMENT BOARD TRIM	ARTIC WHITE	VERT PARTITION WALL
C5	PLANK - CEDARWELL	DEEP OCEAN	LEVEL 1-3
C6	PLANK - CEDARWELL	BOOTHBY BLUE	LEVEL 4-5
C7	PLANK - CEDARWELL	DEEP OCEAN	LEVEL 1-3 BALCONY/PTAC
C8	PLANK - CEDARWELL	BOOTHBY BLUE	LEVEL 4-5 BALCONY/PTAC
C9	SHAKE - STRAIGHT EDGE	GRAY SLATE	BUMP OUT / BALCONY EDG
C10	SHAKE - STRAIGHT EDGE	TRADITIONAL RED	BUMP OUT
C11	CULTURED STONE	LEGACY	FRONT CANOPIES PORTS & BALCONY EDG
C12	TIMBER COLUMN	...	...
C13	TIMBER BEAM	...	...
C14	12" CEMENT BOARD TRIM	SPANGED	...

**EXTERIOR METAL PRODUCT**

ID	DESCRIPTION	COLOR	LOCATION
M1	ALUMINUM DOWNPOUTS	BLACK	REFERT TO DETAIL 04-2
M2	ALUMINUM GUTTER	BLACK	REFERT TO DETAIL 04-2
M3	ALUMINUM BALING	BLACK	REFERT TO DETAIL 04-3
M4	FINISHED FLAT COIL	WHITE	FASCIA BOARD
M5	4" PANEL CLASSIC DUFFIT	BLACK	REFERT TO DETAIL 04-2
M6	WALL FLASHING	BLACK	...
M7	SHINGLE STEP FLASHING	BLACK	...
M8	ROOF EDGE FLASHING	BLACK	REFERT TO DETAIL 04-2
M9	DWP CAP FLASHING	WHITE	VARIOUS
M10	REVERSE DWP FLASHING	WHITE	PLAIN WINDOW TRIM
M11	PLASTIC DWP	BLACK	...
M12	SOFFIT COIL FLASHING	...	...
M13	FOUNDATION TRANSITION F.	...	...

**EXTERIOR ROOFING PRODUCT**

ID	DESCRIPTION	COLOR
R1	ROOFING SHINGLES - 30 YEAR LAMINATE	BLACK
R2	ATIC STATIC VENT	...

**NOTES:**

1. ALL RESIDENTIAL UNITS TO HAVE INDIVIDUAL AC UNIT

2. ALL RESIDENTIAL UNITS TO HAVE WINDOWS WITH RATING OF STC-38

**PROJECT NAME:** GLENHART VIEWS

**PROJECT NUMBER:** ...

**ADDRESS:** 801 RYAN ROAD  
COURTENAY BC

**DRAWING TITLE:** COLOUR ELEVATIONS 1 OF 2 - BUILDING 5

**DRAWN BY:** AUTHOR

**CHECKED BY:** CHECKER

**DATE:** 08/04/2020

**DRAWING #:** As Issued

**A3.11**

**RE ISSUED FOR REZONING**



07/09/21 8:31:58 AM

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 100 St Anne Street, Campbell River, B.C.  
 (779) 533-2222  
 www.seymourpacific.ca

**SITE MAP**

**PROJECT STATUS:**  
 REISSUED FOR REZONING

**Revision Schedule**

No.	Rev.	Description	Revision Date
1	1	ISSUED FOR WINDOW APP	04/01/2020
2	1	ISSUED FOR WINDOW APP	04/01/2020
3	1	ISSUED FOR WINDOW APP	04/01/2020
4	1	ISSUED FOR WINDOW APP	04/01/2020
5	1	ISSUED FOR WINDOW APP	04/01/2020
6	1	ISSUED FOR WINDOW APP	04/01/2020
7	1	ISSUED FOR WINDOW APP	04/01/2020

**SEAL:** **ABEL ARCHITECTURE**  
Professional Seal, License No. 12017, Exp. 04/30/2024

**1 COLOUR - LEFT (NORTH) ELEVATION**  
 Scale: 1:150

**2 COLOUR - RIGHT (SOUTH) ELEVATION**  
 Scale: 1:150

**EXTERIOR CLADDING PRODUCT**

ID	DESCRIPTION	COLOR	LOCATION
01	4" CEDAR BOARD TRM	ARTIC WHITE	WINDOOR CASING
02	12" CEDAR BOARD TRM	ARTIC WHITE	BELLY BAND
03	12" CEDAR BOARD TRM	ARTIC WHITE	VERT. PARTITION WALL
04	PLANK - CEDARWELL	DEEP OCEAN	LEVEL 1 - 3
05	PLANK - CEDARWELL	BOOTHBY BLUE	LEVEL 4 - 6
06	PLANK - CEDARWELL	DEEP OCEAN	LEVEL 1 - BALCONY / PISC
07	SHAKE - STRAIGHT EDGE	GRAY SLATE	BUMP OUT / BALCONY ENDS
08	SHAKE - STRAIGHT EDGE	TRADITIONAL RED	BUMP OUT
09	CULTURED STONE	ESQUAYVILLE COUNTRY	FRONT CORNER POSTS & FLUSHING DEFS
10	TIMBER COLUMN	ESQUAYVILLE COUNTRY	FRONT CORNER POSTS & FLUSHING DEFS
11	TIMBER BEAM	ESQUAYVILLE COUNTRY	FRONT CORNER POSTS & FLUSHING DEFS
12	12" CEDAR BOARD TRM	STAINED	

**EXTERIOR METAL PRODUCT**

ID	DESCRIPTION	COLOR	LOCATION
01	ALUMINUM DOWNSPOUTS	BLACK	
02	ALUMINUM GUTTER	BLACK	REFER TO DETAIL 04.2
03	ALUMINUM RAINING	BLACK	REFER TO DETAIL 04.3
04	PREPARED LIT COIL	WHITE	PLANK BANDING
05	4" PANEL CLASP DUFFIT	UNFIN	REFER TO DETAIL 04.2
06	WALL FLASHING	BLACK	
07	SHROUSE STEP FLASHING	BLACK	
08	ROOF EDGE FLASHING	BLACK	REFER TO DETAIL 04.2
09	DWIP CAP FLASHING	WHITE	VARIOUS
10	REVERSE DWIP FLASHING	WHITE	PLANK WINDOW TRM
11	PLASTIC VENT	BLACK	
12	GUTTER COL. FLASHING	BLACK	
13	FOUNDATION TRANSITION	BLACK	

**EXTERIOR ROOFING PRODUCT**

ID	DESCRIPTION	COLOR
01	ROOFING SHINGLES - 30 YEAR LAMINATE	BLACK
02	ATTC STATIC UNIT	BLACK

**NOTES**

- 1/ ALL RESIDENTIAL UNITS TO HAVE INDIVIDUAL AC UNIT
- 2/ ALL RESIDENTIAL UNITS TO HAVE WINDOWS WITH FINING OF ETC-30

**PROJECT NAME:** GLENHART VIEWS  
**PROJECT NUMBER:** \_\_\_\_\_  
**ADDRESS:** 801 RYAN ROAD  
 COURTENAY, BC  
**DRAWING TITLE:** COLOUR ELEVATIONS 2 OF 2 - BUILDING 5  
**DRAWN BY:** PD  
**CHECKED BY:** RR  
**DATE:** 05/04/2020  
**DRAWING #:** A3.12  
**REV #:** J

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07/09/2021 8:23:43 AM

### **Schedule No. 3: Traffic and Parking Study**

TRANSPORTATION PLANNERS AND ENGINEERS



# 801 Ryan Road: Residential Development Transportation Impact Assessment

Draft

---

Prepared for  
Seymour Pacific Developments

Date  
May 13, 2021

Project No.  
04-20-0120





May 13, 2021  
04-20-0120  
Rachel Ricard  
Development Manager  
Seymour Pacific Developments Ltd.  
100 St Ann's Road  
Campbell River, BC  
V9W 4C4

Dear Rachel:

**Re: 801 Ryan Road Residential Development  
Transportation Impact Assessment - Draft**

Please find attached our Transportation Impact Assessment draft report, for circulation to the City of Courtenay and the Ministry of Transportation and Infrastructure. We found that the development's modest vehicle trip generation is not anticipated to significantly affect the operations of nearby intersections. In addition, the development is extending Tunner Drive as envisioned in the City's Transportation Master Plan.

Please let us know if we can be of any further assistance.

Yours truly,  
**Bunt & Associates**

Simon Button, P.Eng., M.Eng., PMP  
Transportation Engineer



## CORPORATE AUTHORIZATION

Prepared By: Simon Button, P.Eng.

Bunt & Associates Engineering Ltd.

530 – 645 Fort Street

Victoria, BC V8W 1G2

Canada

Reviewed By: Yulia Liem, P.Eng., PTOE  
Senior Transportation Engineer

Telephone: +1 250 592 6122

Date: May 13, 2021

Project No. 04-20-0120

Status: Draft

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## EXECUTIVE SUMMARY

Seymour Pacific Developments is proposing a 247-unit residential development on Ryan Road in Courtenay, BC. A Transportation Impact Assessment (TIA) is required for the development application and given the site location, both the City of Courtenay and the Ministry of Transportation & Infrastructure (MoTI) need to approve the study.

The development includes pedestrian connections to three sides of the property (Ryan Road and two private properties), as well as to the Tunner Drive extension which the development will construct. Vehicle connections are provided to the two adjacent private properties (through shared access agreements) and the Tunner Drive extension constructed by the development. The City's Transportation Master Plan envisions Tunner Drive extending from Hunt Road to Highway 19A including a multi-use pathway which is anticipated to have a positive impact on local circulation.

The development will provide 1 secure bicycle parking space per unit and short-term bicycle spaces will be provided outside each of the three buildings. The development will provide 1.26 vehicle parking spaces per unit (1.13 spaces/unit for residents and 0.13 spaces/unit for visitors). This is an appropriate vehicle parking supply for the site location given the demand for parking at similar rental buildings and the City's desire to reduce the vehicle mode share.

The development is anticipated to generate approximately 100 vehicle trips per peak hour which is forecasted to increase the volume of vehicles using nearby intersections by 2% or less. The development's vehicle trip generation is not anticipated to cause any noticeable impacts to the intersection operations or safety.

There are only a few isolated vehicle movements that do not meet the City's performance thresholds, mostly at the Ryan Road & Highway 19A intersection. All vehicle movements which do not meet the City's performance thresholds occur in the future background conditions without the proposed development. No additional off-site transportation infrastructure is required to accommodate the proposed development.



## 1. INTRODUCTION

### 1.1 Study Purpose & Objectives

Seymour Pacific Developments is proposing a rental residential development on Ryan Road in Courtenay, BC, which will include three buildings with a total of 247 rental units. The site is currently vacant. A Transportation Impact Assessment (TIA) is required as part of the Rezoning application and both the City and Ministry of Transportation & Infrastructure (MoTI) need to approve the study. The purpose of this study is to review the transportation implications of the proposed residential development and identify potential improvements.

### 1.2 Study Scope & Area

The study's Terms of Reference is provided in **Appendix A** which was approved by both road authorities. Since the original Terms of Reference was agreed upon, the development has agreed to extend Tunner Drive to the site and a hotel development was proposed nearby. Therefore, the study area was expanded to include the Back Road & Tunner Drive intersection and the vehicle trips generated by the hotel development were include in the background vehicle forecasts. **Exhibit 1.1** illustrates the study area.

### 1.3 Organization of Report

- Section 1.4 provides an overview of the proposed residential development;
- Section 2 reviews the existing conditions;
- Section 3 examines the proposed development site design;
- Section 4 assesses the future traffic conditions; and,
- Section 5 provides the study's conclusions and recommendations.

### 1.4 Proposed Development

**Exhibit 1.2** illustrates the proposed site plan which includes three vehicle access points:

- Shared access agreement with the shopping centre to the west (757 Ryan Road) such that vehicles can use the full-movement Ryan Road & Sandwick Road signalized intersection. Vehicle movements between the shopping centre and 801 Ryan Road will be limited to right turns only;
- Shared access agreement to use the existing right-in, right-out access on Ryan Road, immediately east of 801 Ryan Road; and,
- Access to the Tunner Drive extension at the south end of the site.

The multi-modal access arrangement, as well as the Tunner Drive extension, are discussed further in Sections 3.1 and 2.2.



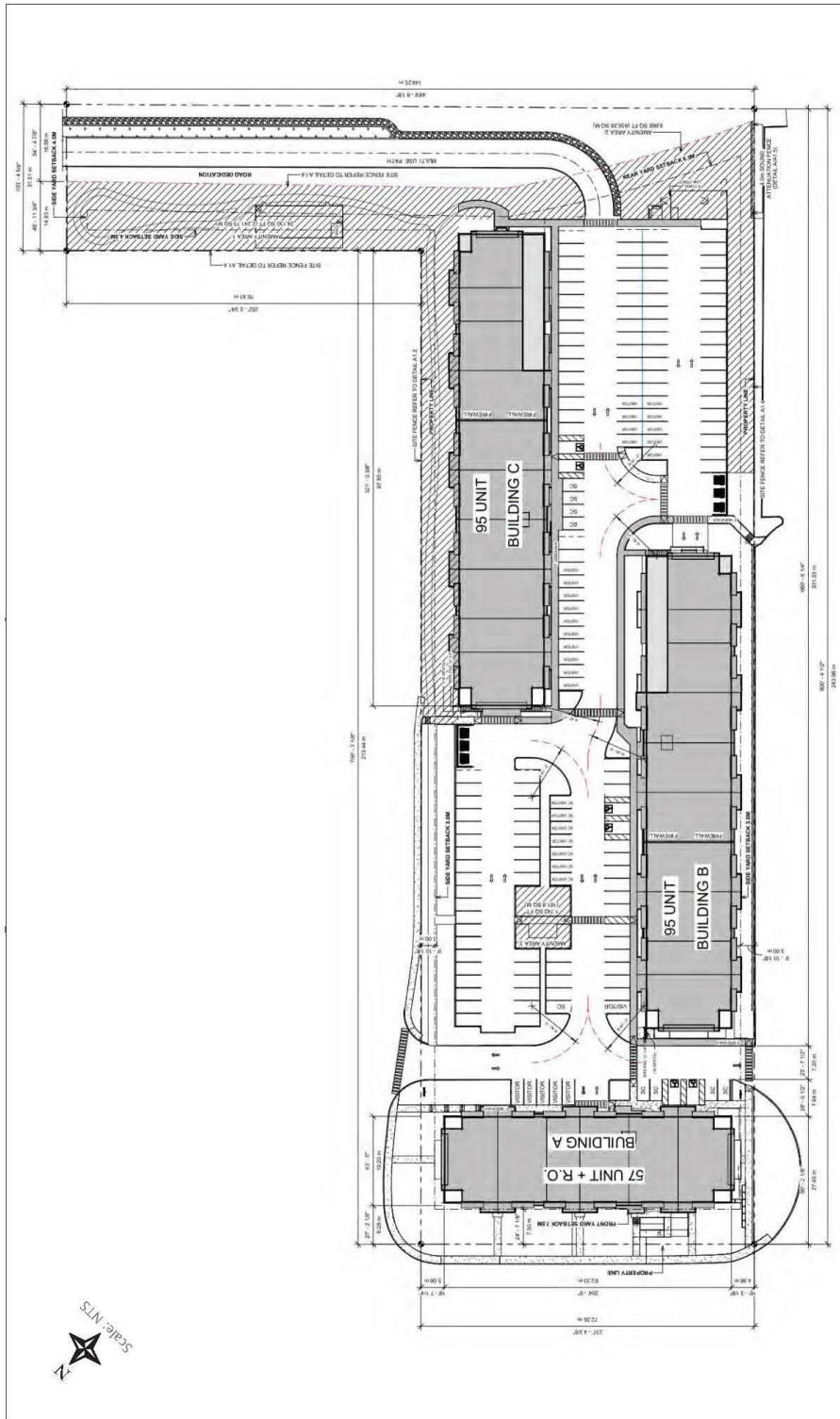
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### Exhibit 1.1 Study Area

801 Ryan Road TIA  
April 2021

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### Exhibit 1.2 Site Plan

801 Ryan Road TIA  
April 2021

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## 2. EXISTING CONDITIONS

### 2.1 Existing Transportation Network

Exhibit 2.1 illustrates the surrounding transportation network. Ryan Road and Highway 19A each have four travel lanes whereas the remainder of the streets typically have two travel lanes. Speed limit signs are generally not provided so the speed limit throughout the study area is assumed to be 50 km/h.

Ryan Road has sidewalks on both sides between Hwy 19A and Sandwick Road and the south side of Ryan Road between Sandwick Road and Back Road. A sidewalk is also provided on limited sections of Hwy 19A.

Exhibit 2.2 presents the bus stops and pedestrian crossings on Ryan Road. Six bus routes provide service on Ryan Road (#4, 6, 11, 12, 34 and 99) with typical headways between 30 and 60 minutes.

Ryan Road east of Back Road, as well as Back Road south of Ryan Road, have shoulder bicycle lanes.

Back Road has sidewalks on both sides between Tunner Drive and Ryan Road, and sidewalks on one side beyond Tunner Drive and Ryan Road. Tunner Drive has a sidewalk on the south side of the road.

### 2.2 Municipal Plans

Courtenay's 2019 Transportation Master Plan sets the target of increasing the percentage of trips made by foot, bicycle, and transit from 15% to 30% over the next twenty years. The plan includes several infrastructure improvements in the study area including:

- Widening Back Road between Ryan Road and 10<sup>th</sup> Street East and improving cycling facilities;
- Limiting accesses on Ryan Road in the study area to right-turns only; and,
- Extending Tunner Drive from Back Road to Highway 19A (including a multi-use trail).

### 2.3 Crash History

Crash history was obtained from ICBC's crash map<sup>1</sup> from 2014 to 2018. The number of crashes at each study intersection during the five-year period is shown in **Table 2.1**. The intersections which have higher vehicle volumes generally have a higher number of crashes. Detailed crash histories were not provided by the road authorities.

<sup>1</sup> ICBC Vancouver Island Crash Map <http://www.icbc.com/about-icbc/newsroom/Pages/Vancouver-Island.aspx>



**Table 2.1: Crash History 2014 to 2018**

INTERSECTION	PDO	CASUALTY	TOTAL
Ryan Road & Highway 19A	101	100	201
Ryan Road & Sandwick Road	29	19	48
Ryan Road & Shared Access	0	0	0
Ryan Road & Back Road	49	68	117

PDO = Crash causing property damage only, Casualty = Crash causing injury or death

## 2.4 Data Collection

### 2.4.1 Traffic Data Collection Program

Bunt previously conducted turning movement counts at all study intersections during the weekday PM peak period on Thursday, September 7, 2017, from 15:30 to 17:30, with 16:15 to 17:15 identified as the peak hour. No ferries were arriving or departing Comox during the weekday PM traffic count.

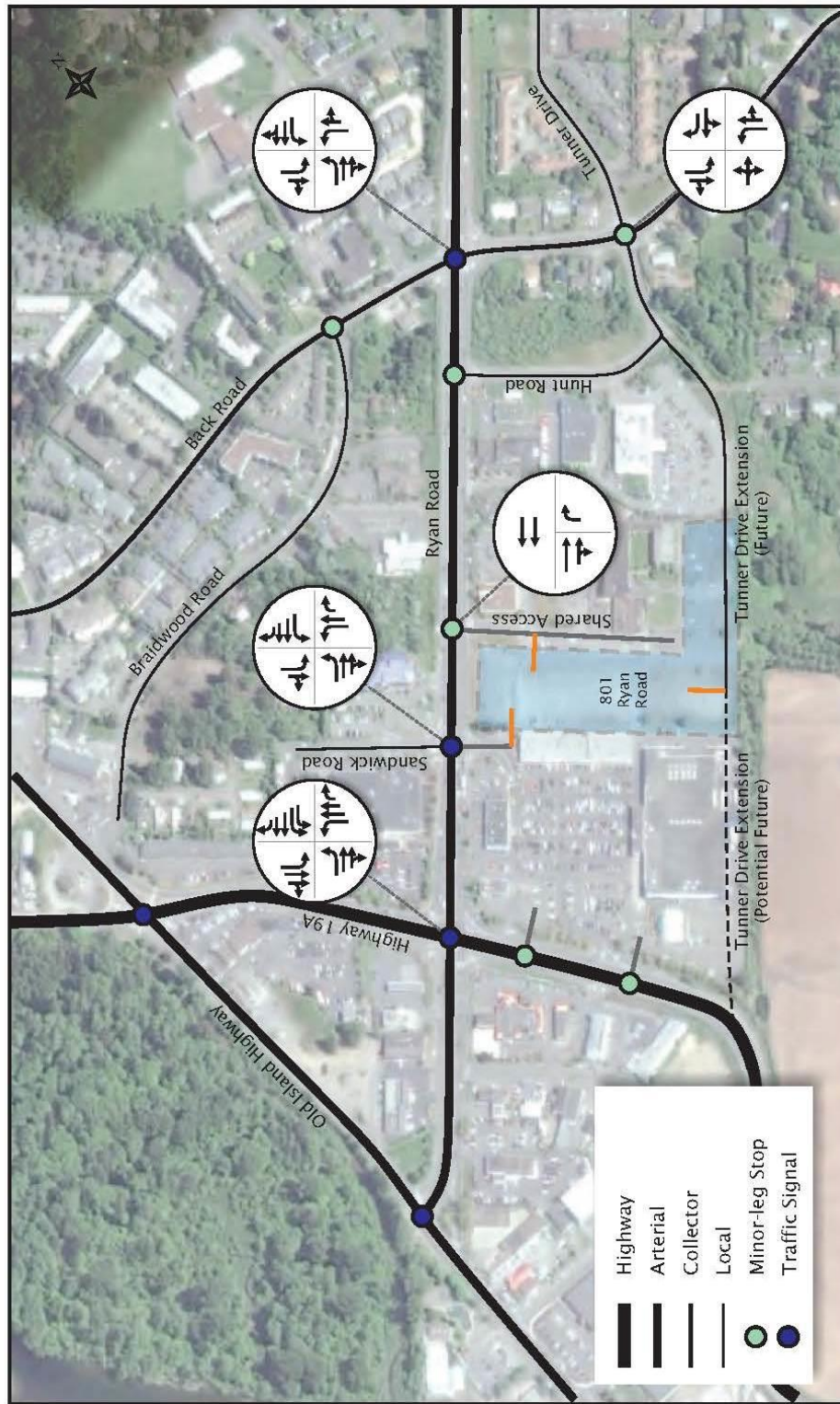
Bunt collected the weekday AM peak period vehicle volumes on Thursday, May 28, 2020. This survey was conducted during the COVID-19 pandemic which impacted travel behaviours. The data was adjusted towards more typical values by comparing the vehicle volume during the AM peak hour before the pandemic. The 1025 Ryan Road Traffic Impact Assessment by Watt Consulting Group indicates that the two-way vehicle flow on Ryan Road, immediately east of the development site was approximately 2,000 vehicles per hour on November 13, 2019. The data collected by Bunt during the pandemic was 67% of the data collected in November 2019. Therefore, all AM peak hour data collected by Bunt was increased by 49% (1 divided by 0.67) to match the November 2019 data which was assumed to reflect normal conditions.

Existing 2020 peak hour volumes for the intersection of Back Road and Tunner Drive were obtained from the 310/320/336 Hunt Road, Courtenay, BC Traffic Impact Study submitted by McElhanney in January 2021.

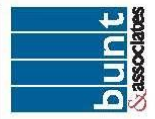
### 2.4.2 Peak Hour Vehicle Volumes

Exhibit 2.3 illustrates the peak hour vehicle volumes for the two study periods (weekday AM and PM). The AM volumes reflect the adjusted volumes previously discussed to estimate the 'normal' vehicle volumes. The PM volumes were adjusted by 2% annually to estimate the 2020 volumes from the 2017 data.

The PM peak hour is modestly busier than the AM peak hour. There are currently approximately 2,400 vehicles on Ryan Road during the PM peak hour versus 2,000 during the AM peak hour. This equates to approximately 24,000 vehicles per day on Ryan Road.



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**Exhibit 2.1**  
**Transportation Network**

801 Ryan Road TIA  
 April 2021

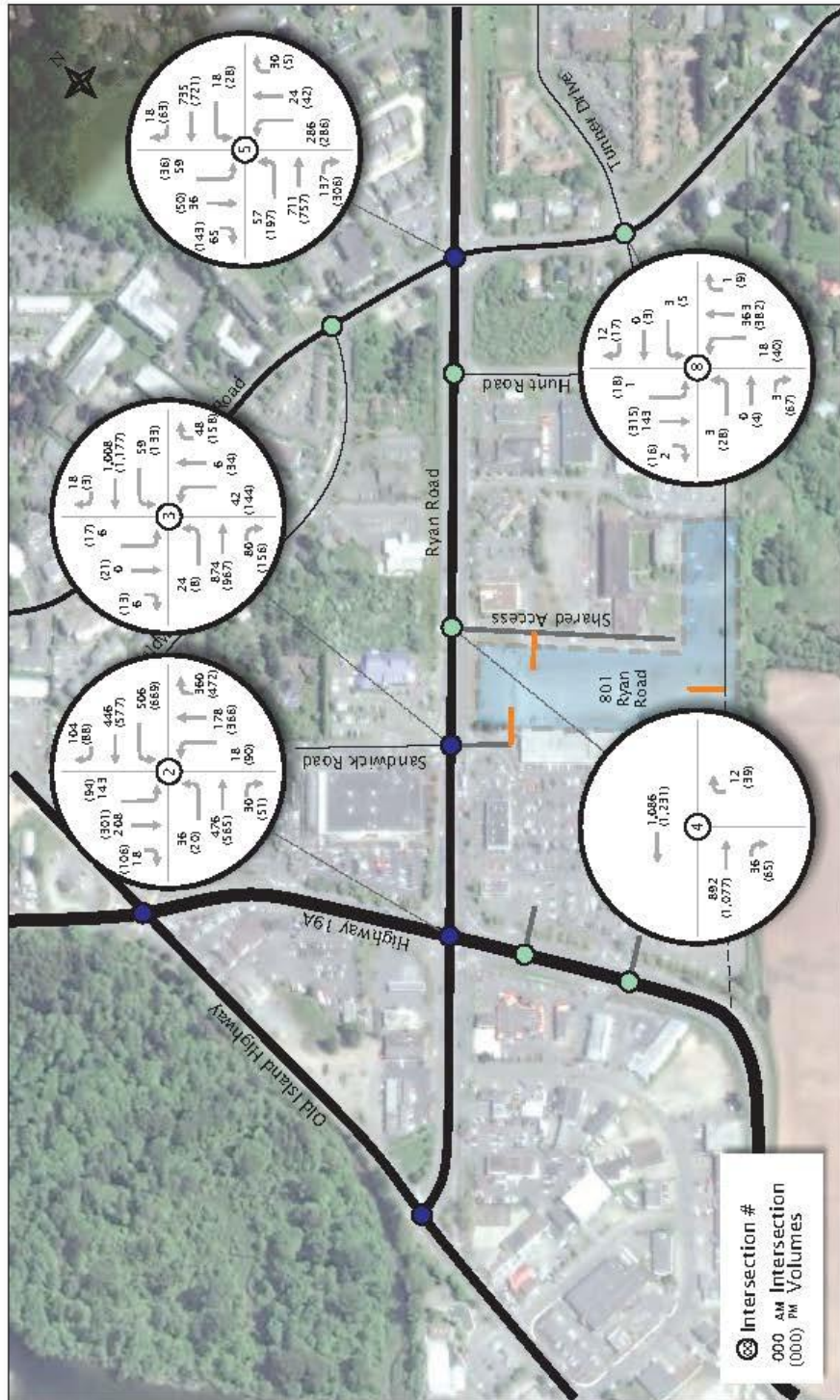
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### Exhibit 2.2 Bus Stops and Crosswalks on Ryan Road

801 Ryan Road TIA  
April 2021

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**Exhibit 2.3**  
 Existing Peak Hour Vehicle Volumes

801 Ryan Road TIA  
 March 2021

04-20-0120



## 2.5 Existing Vehicle Operations

### 2.5.1 Performance Thresholds

The existing operations of study area intersections and access points were assessed using the methods outlined in the 2000 Highway Capacity Manual (HCM), using the Synchro 9 analysis software. The traffic operations were assessed using the performance measures of Level of Service (LOS) and volume-to-capacity (V/C) ratio.

The LOS rating is based on average vehicle delay and ranges from “A” to “F” based on the quality of operation at the intersection. LOS “A” represents optimal, minimal delay conditions while a LOS “F” represents an over-capacity condition with considerable congestion and/or delay. Delay is calculated in seconds and is based on the average intersection delay per vehicle.

Table 2.2 below summarizes the LOS thresholds for the five Levels of Service, for both signalized and unsignalized intersections.

**Table 2.2: Intersection Level of Service Thresholds**

LEVEL OF SERVICE	AVERAGE CONTROL DELAY PER VEHICLE (SECONDS)	
	SIGNALIZED	UNSIGNALIZED
A	≤10	≤10
B	>10 and ≤20	>10 and ≤15
C	>20 and ≤35	>15 and ≤25
D	>35 and ≤55	>25 and ≤35
E	>55 and ≤80	>35 and ≤50
F	>80	>50

Source: Highway Capacity Manual

The volume to capacity (V/C) ratio of an intersection represents the ratio between the demand volume and the available capacity. A V/C ratio of less than 0.85 indicates that there is sufficient capacity to accommodate demands and generally represents reasonable traffic conditions in suburban settings. A V/C value between 0.85 and 0.95 indicates an intersection is approaching practical capacity; a V/C ratio over 0.95 indicates that traffic demands are close to exceeding the available capacity, resulting in saturated conditions. A V/C ratio over 1.0 indicates a very congested intersection where drivers may have to wait through several signal cycles. In downtown and Town Centre contexts, during peak demand periods, V/C ratios over 0.90 and even 1.0 are common.

The City noted a desire to maintain V/C ratios for through and shared through/turning movements to 0.85 or less and 0.90 for exclusive turning movements as well as for queues to remain within their turn lane capacity. As noted in the Terms of Reference, the objective of the analysis is to ensure that no new “problem” movements are created by the development and that “problem” movements that exist are not worsened with the additional vehicle trips generated by the development.

In interpreting the analysis results, note that the HCM methodology reports performance differently for various types of intersection traffic control. In this report, the performance reporting convention is as follows:

- For signalized intersections: HCM 2000 output for overall LOS and V/C, as well as individual movement LOS and V/C, are reported. 95th Percentile Queues are reported as estimated by Synchro;
- For unsignalized two-way stop-controlled intersections: HCM 2000 LOS and V/C output is reported just for individual lanes as the HCM methodology does not report overall operations.

The performance reporting conventions noted above have been consistently applied throughout this document and the detailed outputs are provided in **Appendix C**.

#### 2.5.2 Existing Conditions Analysis Assumptions

The existing signal timing plans for the signalized intersections were included in the analysis. The existing coordination between the Highway 19A and Sandwick Road intersections was also incorporated into the Synchro models.

During traffic data collection the number of heavy vehicles was recorded at select intersections, with on average 2% of all vehicles were considered heavy vehicles. As such a heavy vehicle percentage of 2% was assumed for all vehicle movements. The peak hour factor for each intersection was determined from the traffic data and was applied to all movements at the intersection.

#### 2.5.3 Existing Operational Analysis Results

**Table 2.3** summarizes the vehicle operational analysis results for the existing conditions. The movements which do not meet performance thresholds established by the City are highlighted in orange. Only two movements at the Ryan Road & Highway 19A intersection exceed the City's V/C ratio threshold during the PM peak hour only. All turning movements have a 95<sup>th</sup> percentile queue below their storage capacity except for the westbound left from Ryan Road to Highway 19A which just exceeds its storage length. The movement's 50<sup>th</sup> percentile queue is less than the available storage length.

The Ryan Road and Highway 19A intersection currently experiences moderate levels of delay, particularly in the eastbound and westbound directions. The remaining intersections operate within their capacity.

Table 2.3: Existing Vehicle Operations

INTERSECTION/ TRAFFIC CONTROL	MOVEMENT	AM PEAK HOUR			PM PEAK HOUR		
		LOS	V/C	95TH Q (M)	LOS	V/C	95TH Q (M)
Ryan Road & Highway 19A <i>Signalized</i>	<i>OVERALL</i>	<i>F</i>	<i>0.54</i>	-	<i>E</i>	<i>0.65</i>	-
	EBL	E	0.25	20	E	0.15	15
	EBT	D	0.65	85	E	0.86	115
	WBL	E	0.83	90	E	1.00	135
	WBT	D	0.57	80	D	0.80	100
	WBR	F	0.06	15	D	0.05	10
	NBL	D	0.08	10	D	0.42	40
	NBT	D	0.24	35	D	0.45	65
	NBR	D	0.22	30	D	0.29	30
	SBL	C	0.33	45	C	0.30	30
SBT	C	0.18	30	C	0.32	50	
Ryan Road & Sandwich Road <i>Signalized</i>	<i>OVERALL</i>	<i>B</i>	<i>0.39</i>	-	<i>C</i>	<i>0.57</i>	-
	EBL	A	0.07	5	B	0.04	0
	EBT/R	A	0.39	95	C	0.55	135
	WBL	A	0.15	10	B	0.42	20
	WBT	A	0.40	85	B	0.51	120
	WBR	A	0.01	0	A	0.00	0
	NBL	D	0.27	20	D	0.60	55
	NBT	D	0.03	5	D	0.10	15
	NBR	D	0.03	0	D	0.10	20
	SBL	E	0.17	5	E	0.26	15
SBT/R	E	0.00	0	E	0.27	15	
Ryan Road & Shared Access <i>Minor-leg Stop</i>	<i>OVERALL</i>	<i>A</i>	-	-	<i>A</i>	-	-
	EBT/R	A	0.38	0	A	0.46	0
	WBT	A	0.35	0	A	0.39	0
	NBR	B	0.02	0	A	0.06	0
Ryan Road & Back Road <i>Signalized</i>	<i>OVERALL</i>	<i>C</i>	<i>0.64</i>	-	<i>C</i>	<i>0.72</i>	-
	EBL	B	0.18	15	C	0.61	40
	EBT/R	B	0.48	75	B	0.60	110
	WBL	C	0.09	10	C	0.18	10
	WBT/R	C	0.62	90	C	0.66	100
	NBL	C	0.59	70	C	0.69	70
	NBT/R	B	0.06	10	B	0.06	15
	SBL	D	0.35	25	D	0.20	15
SBT/R	D	0.21	25	D	0.47	40	
Back Road & Tunner Drive <i>Minor-leg Stop</i>	<i>OVERALL</i>	<i>A</i>	-	-	<i>A</i>	-	-
	EBL/T/R	B	0.02	0	C	0.24	5
	WBL/T	B	0.02	0	B	0.03	0
	WBR	A	0.00	0	A	0.00	0
	NBL	A	0.02	0	A	0.04	0
	NBT/R	A	0.27	0	A	0.24	0
	SBL	A	0.00	0	A	0.02	0
SBT/R	A	0.11	0	A	0.21	0	



### 3. DEVELOPMENT PLAN REVIEW

#### 3.1 Site Design

Exhibit 3.1 illustrates the proposed site plan with the access routes highlighted. The site plan includes two sidewalk connections from the site to the Ryan Road sidewalk. Internal sidewalks are proposed connected to all three buildings, the surface parking area and Ryan Road. From Ryan Road, residents can access bus stops eastbound and westbound (by crossing Ryan Road at Sandwich Road). The development has approval from the neighbouring property owner to install a crosswalk connecting the site with the adjacent shopping centre.

The site includes three vehicle access points:

- Shared access agreement with the shopping centre to the west (757 Ryan Road) such that vehicles can use the full-movement Ryan Road & Sandwich Road signalized intersection or one of the two accesses on Highway 19A;
- Shared access agreement to use the existing right-in, right-out access on Ryan Road, immediately east of 801 Ryan Road; and,
- Access to the Tunner Drive extension.

#### 3.2 Bicycle Parking

The development will provide one bicycle parking space for each residential unit. Short-term outdoor bicycle racks will also be conveniently located at the main entrance to each building.

#### 3.3 Vehicle Parking

The development is right-sizing its vehicle parking supply by providing 1.26 vehicle parking spaces/unit which is less than the typical City requirement of 1.5 spaces/unit (1.35 spaces/unit for residents and 0.15 spaces/unit for visitors) for multi-family dwellings. Bunt supports the proposed parking supply for the following reasons:

1. The City has a target of reducing the vehicle mode share by 15% over the next 20 years. Right-sizing vehicle parking supply is a cost-efficient strategy to support a shift towards more walking, cycling, and transit.
2. There are several amenities nearby including shops, services, and employment opportunities. There is also direct access to bus service on Ryan Road which will allow residents to travel more often without a vehicle.
3. All homes will be rental units which typically always have a lower parking demand than strata units. The Metro Vancouver Apartment Parking Study found that the parking demand from rental units is



20% lower than strata units. The current Courtenay bylaw does not differentiate between strata and rental tenure.

4. Many municipalities have or intend to update their off-street parking requirements such that they align with municipal objectives to reduce vehicle use and/or such that they reflect actual current parking patterns. This generally results in municipalities lowering their parking requirements. Vehicle parking requirements for other Vancouver Island municipalities include:
  - a) The City of Victoria recently updated its off-street parking requirements to reflect the difference in vehicle ownership between strata and rental units as well as proximity to amenities. Rental units have a resident parking requirement of 0.5 to 1.3 spaces/unit based on location and unit size. The minimum visitor parking requirement is 0.1 spaces/unit for all scenarios.
  - b) The City of Nanaimo recently updated its off-street parking requirements based on the proximity to amenities but did not stratify between strata and rental units. In a similar land use context to 801 Ryan Road, residential buildings have a parking requirement of 0.90 to 1.68 spaces/unit (inclusive of visitor parking) depending on the number of bedrooms.
  - c) The Town of Comox requires 1.0 residential space/unit and 0.25 visitor spaces/unit outside of downtown. This total parking requirement of 1.25 spaces/unit equals the proposed supply, however, the mix of resident versus visitor spaces is different.
5. The developer provided Bunt with the number of parking spaces rented by tenants in its existing rental buildings. The four buildings on Vancouver Island (Comox, Campbell River, Nanaimo, and North Cowichan) have an average parking space rental rate of 1.0 spaces/unit. Bunt validated this data by reviewing the parking demand late one evening. In addition, five buildings in Interior BC owned by the developer have an average rate of 1.1 spaces/unit. Therefore, the proposed building with a similar tenant mix is anticipated to have a similar parking demand from residents of approximately 1.0 spaces/unit.
6. The supply of 0.13 visitor spaces/unit is higher than the anticipated demand. Bunt typically recommends between 0.05 and 0.10 visitor spaces/unit for locations across BC depending on the local context. This recommendation stems from the Metro Vancouver Residential Apartment Parking Study<sup>2</sup> which found that visitor parking demand never exceeded 0.06 vehicles per dwelling unit during the study period. These rates have been further substantiated by previous Bunt studies on Vancouver Island and in Greater Vancouver.

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<sup>2</sup> The visitor parking demand results from the Metro Vancouver Residential Parking Study was obtained from suburban sites in Burnaby, Port Coquitlam and Richmond which had varying levels of transit service. The visitor parking demand was not correlated with proximity to the Frequent Transit Network; in fact the site with the worst transit service had the lowest peak visitor parking demand of 0.02 visitor vehicles per dwelling. Therefore the results from the Metro Vancouver Residential Parking Study are seen as applicable to the proposed development.

TRANSPORTATION PLANNERS AND ENGINEERS

There are multiple reasons to support a parking supply of 1.26 spaces/unit from which 1.13 spaces/unit should be reserved for residents and 0.13 spaces/unit should be reserved for visitors. Many municipalities have or intend to update their vehicle parking requirements to either align them with their strategic plans to reduce the vehicle mode share and/or to reflect current parking patterns.

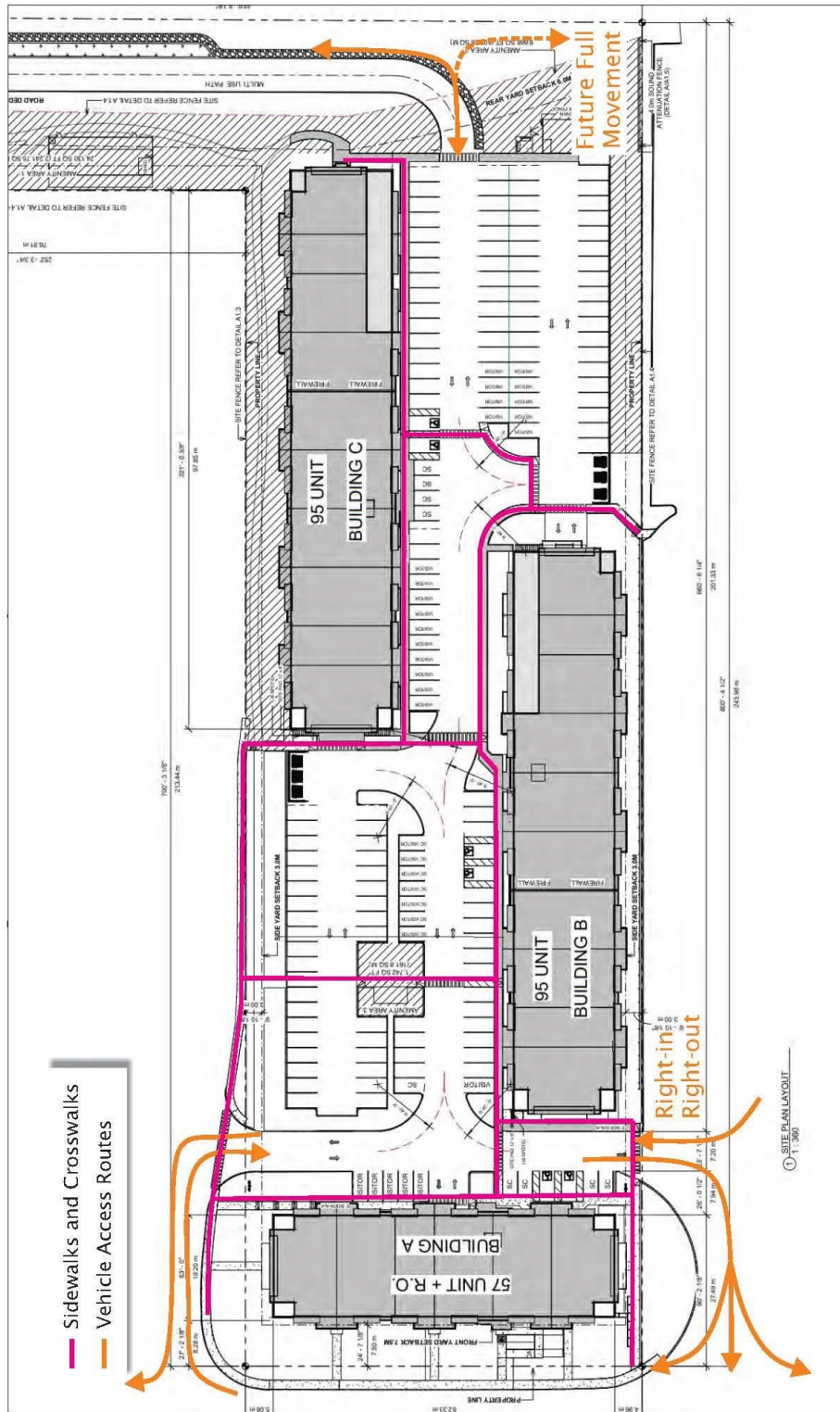
The supply of 1.13 residential spaces/unit is not anticipated to cause any negative impacts since it is 13% above the developer's average parking space usage rate from similar buildings. The development is seeking a minor reduction in visitor parking of six spaces from 0.15 spaces/unit to 0.13. This supply is still anticipated to accommodate peak visitor parking demands which rarely ever exceed 0.10 vehicles/unit.

### 3.4 Safety Impacts

The safety impacts that the development could cause would be the result of modest increases in vehicle traffic (discussed further in Section 4). Research has found that increasing vehicle traffic on arterials (such as Ryan Road and Highway 19A)<sup>3</sup> decreases the crash rate (the number of crashes per vehicle). Therefore, the proposed development is not anticipated to have substantial safety impacts on the adjacent roadways.

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<sup>3</sup> The Relationship between Congestion Levels and Accidents, *Maryland State Highway Administration*, 2003



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**Exhibit 3.1**  
**Site Access**

801 Ryan Road TIA  
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## 4. FUTURE VEHICLE CONDITIONS

### 4.1 Vehicle Forecasts

#### 4.1.1 Background Vehicle Forecasts

Background traffic is traffic that would be present on the road network if the Residential Development did not get built. Background traffic was estimated for the 2022 and 2032 horizon years which represent the target 'opening day' and 'opening day + 10 years'. Exhibits 4.1 and 4.2 illustrate the background vehicle forecasts.

Background traffic was estimated by increasing existing vehicle volumes by 2% annually. This is a conservative (high) assumption since the critical intersection (Ryan Road & Highway 19A) is nearing capacity during peak hours and that the City's Transportation Master Plan sets a target of reducing the vehicle mode share from 85% to 70% over the next 20 years. The background vehicle forecasts also account for the nearby planned 118-unit residential development at 1025 Ryan Road and the planned 93-room hotel at 310/320/336 Hunt Road. The vehicle trip assumptions for 1025 Ryan Road are similar to the assumptions for 801 Ryan Road which are described in Section 4.1.2. The vehicle trip assumptions for 310/320/336 Hunt Road were obtained from the Traffic Impact Study submitted by McElhanney and extrapolated through the road network.

#### 4.1.2 Site Vehicle Trips

##### *Trip Generation*

The vehicle trip generation for the Residential Development was forecasted using the average vehicle trip rate for mid-rise residential buildings from the Institute of Transportation Engineers (ITE), 10<sup>th</sup> Edition. Table 4.1 demonstrates the ITE trip rate and resulting vehicle trip generation for 247 residential units. The assumed trip rate results in 90 vehicle trips during the AM peak hour (1.5 vehicles per minute) and 110 vehicle trips during the PM peak hour (less than 2 vehicles per minute).

Table 4.1: Peak Hour Vehicle Trip Generation

LAND USE	UNITS	WEEKDAY AM PEAK HOUR			WEEKDAY PM PEAK HOUR		
		TOTAL	IN	OUT	TOTAL	IN	OUT
Trip Rate	Vehicles / Dwelling Units	0.36	26%	74%	0.44	61%	39%
Trip Generation	Vehicles	99	23	66	109	66	43

1: ITE Trip Generation Manual 10<sup>th</sup> Edition; Multifamily Housing, Mid-rise (221), General Urban/Suburban Location



*Trip Distribution & Assignment*

Table 4.2 summarizes the assumed trip distribution which was estimated by analyzing existing vehicle travel patterns through the study area.

**Table 4.2: Assumed Trip Distribution**

ORIGIN/DESTINATION	AM PEAK HOUR	PM PEAK HOUR
Ryan Road East	30%	25%
Old Island Highway (North and South)	20%	25%
Highway 19A North	15%	15%
Highway 19A South	30%	30%
Back Road North	5%	5%
<b>TOTAL</b>	<b>100%</b>	<b>100%</b>

Exhibit 4.3 illustrates the assumed vehicle trip generation assigned to the street network. It was assumed that a minority of drivers destined for 801 Ryan Road and more so for 1025 Ryan Road may choose to travel through the private lands west of Hunt Road through the casino as a more direct route if they are coming from the east.

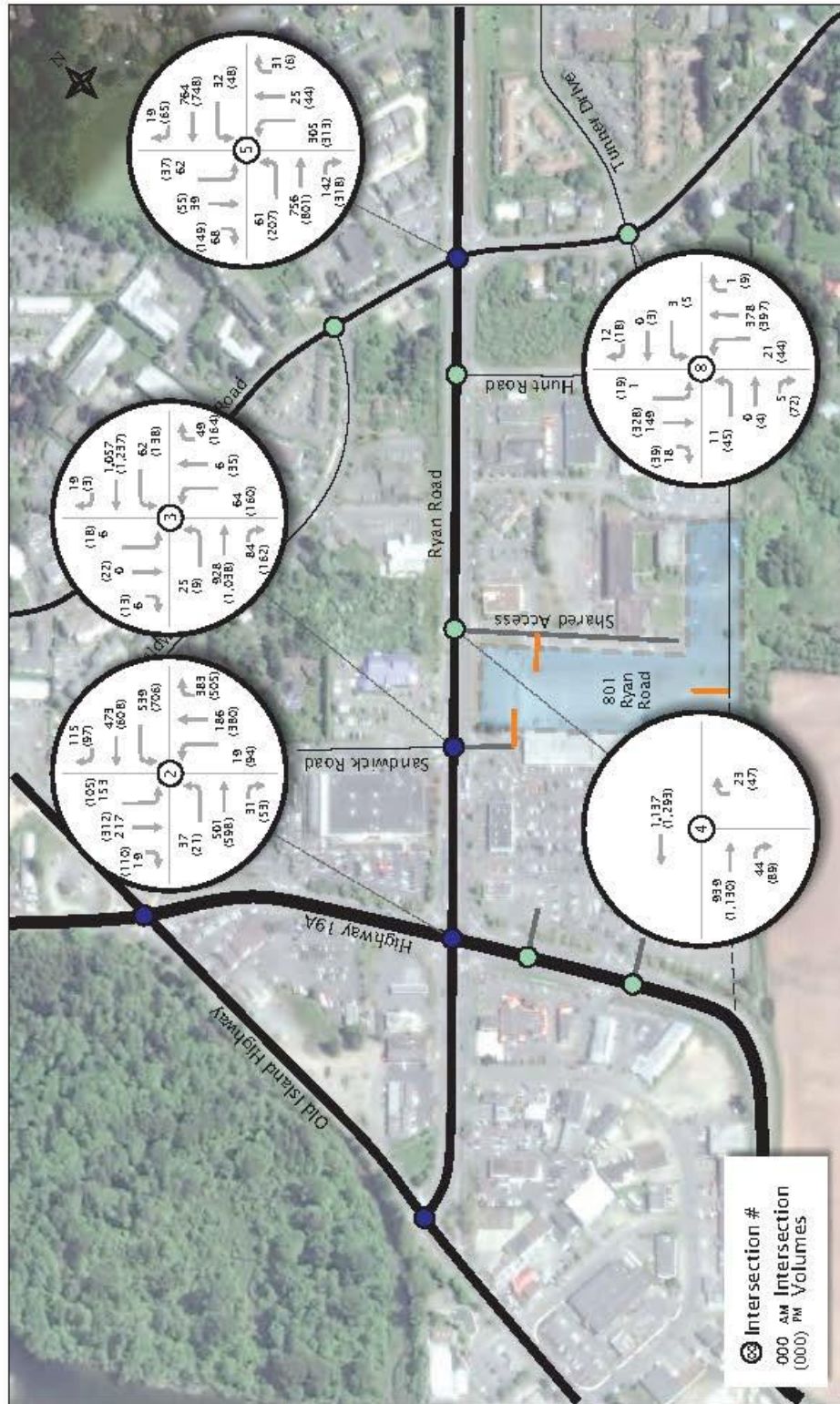
Table 4.3 summarizes the increase in vehicle volume caused by the proposed development. As shown, the increases range from 1% to 2% which is within the daily fluctuations of daily traffic patterns.

**Table 4.3: 2032 Net Change in Future Intersection Vehicle Volumes with New Site Trips**

INTERSECTION	AM PEAK HOUR VOLUMES			PM PEAK HOUR VOLUMES		
	BACK-GROUND	SITE	% CHANGE	BACK-GROUND	SITE	% CHANGE
Ryan Road & Highway 19A	3,175	59	1%	4,215	77	2%
Ryan Road & Sandwick Road	2,739	58	2%	3,518	77	2%
Ryan Road & Back Road	2,738	32	1%	3,273	41	1%
Back Road & Tunner Drive	709	8	1%	1,149	28	2%

**4.1.3 Total Vehicle Forecasts**

Exhibits 4.4 and 4.5 illustrate the total vehicle forecasts which are the sum of the background and site vehicle trip forecasts.



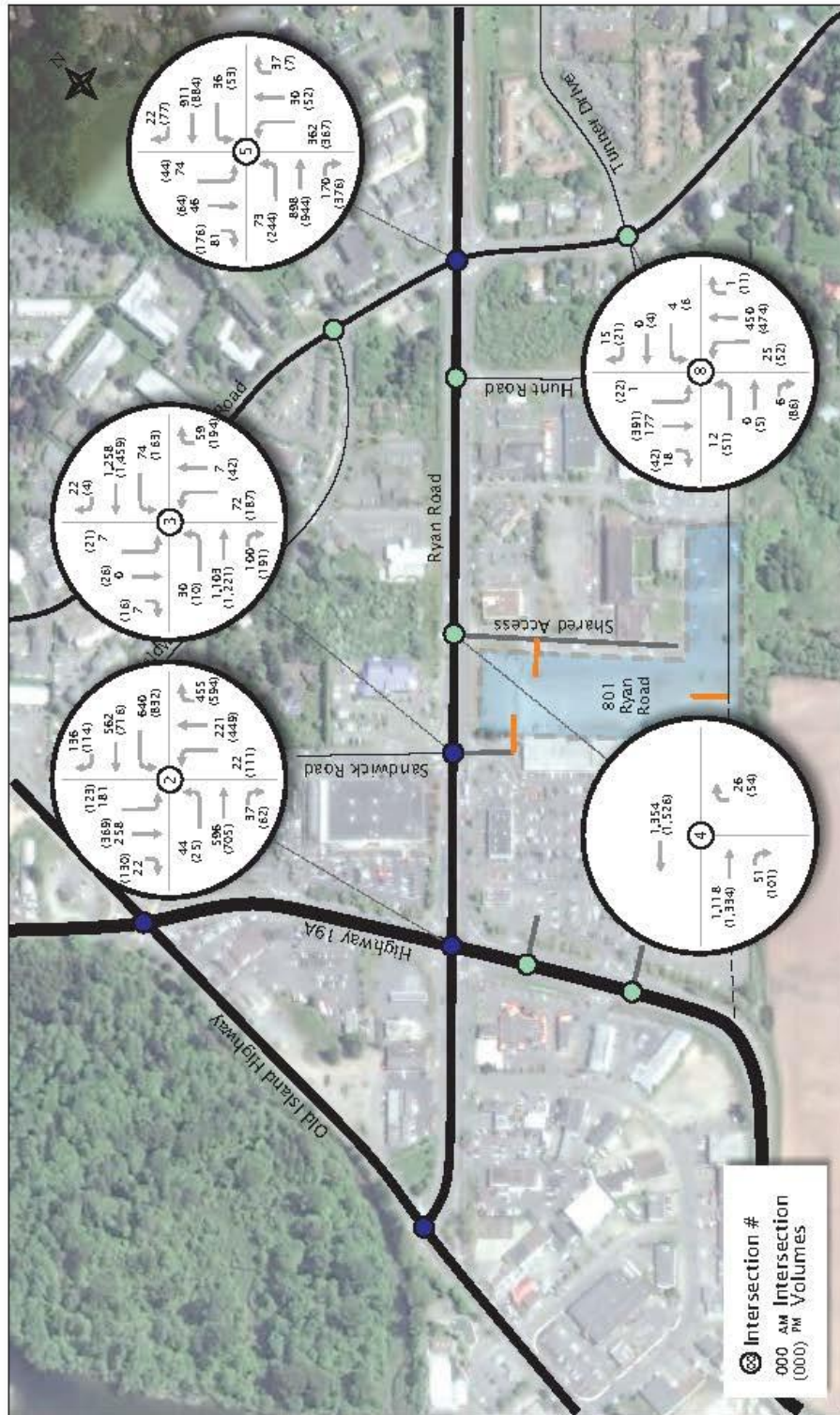
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**Exhibit 4.1**  
**2022 Background Vehicle Forecasts**

801 Ryan Road TIA  
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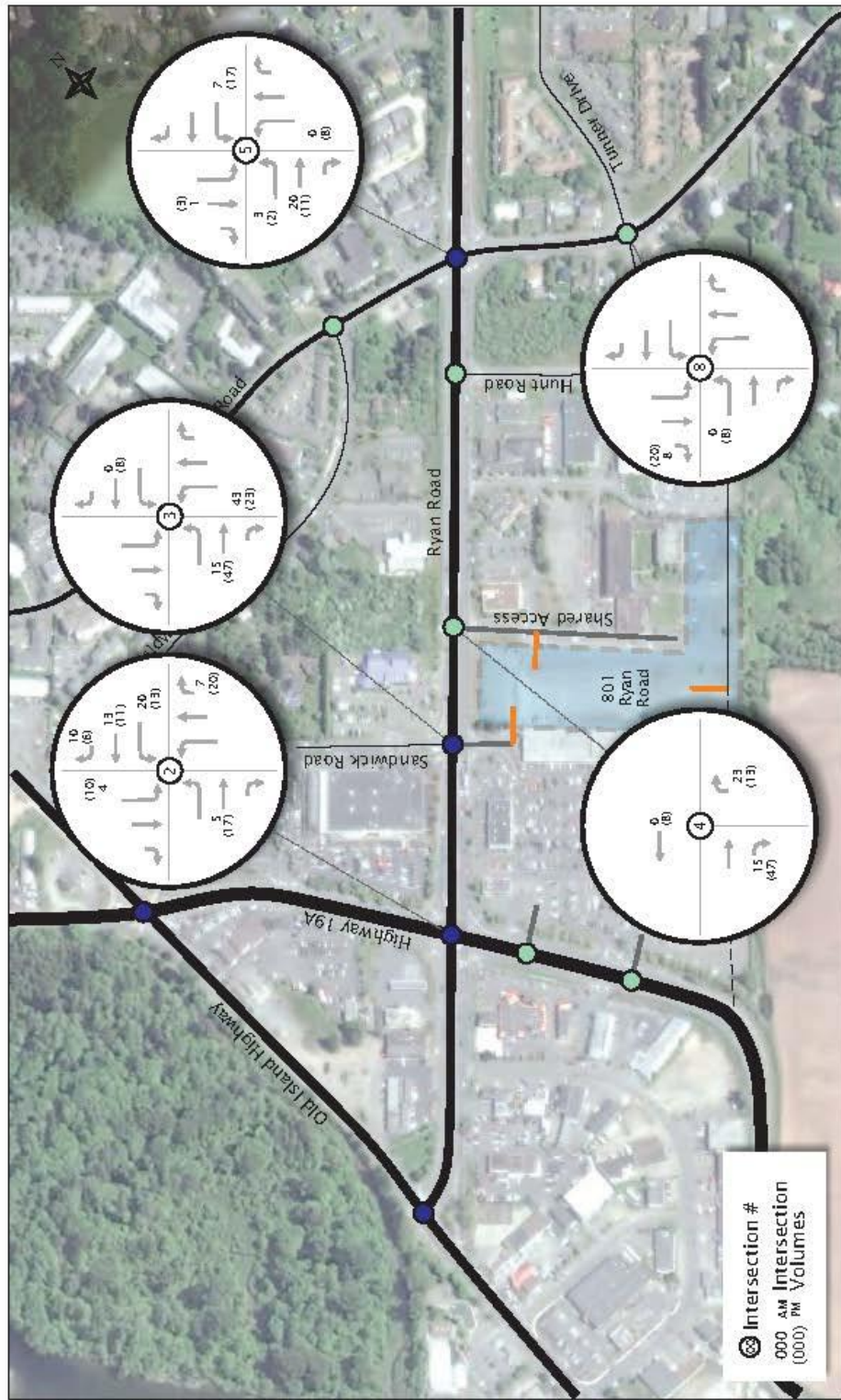


**Exhibit 4.2**  
**2032 Background Vehicle Forecasts**

801 Ryan Road TIA  
 March 2021

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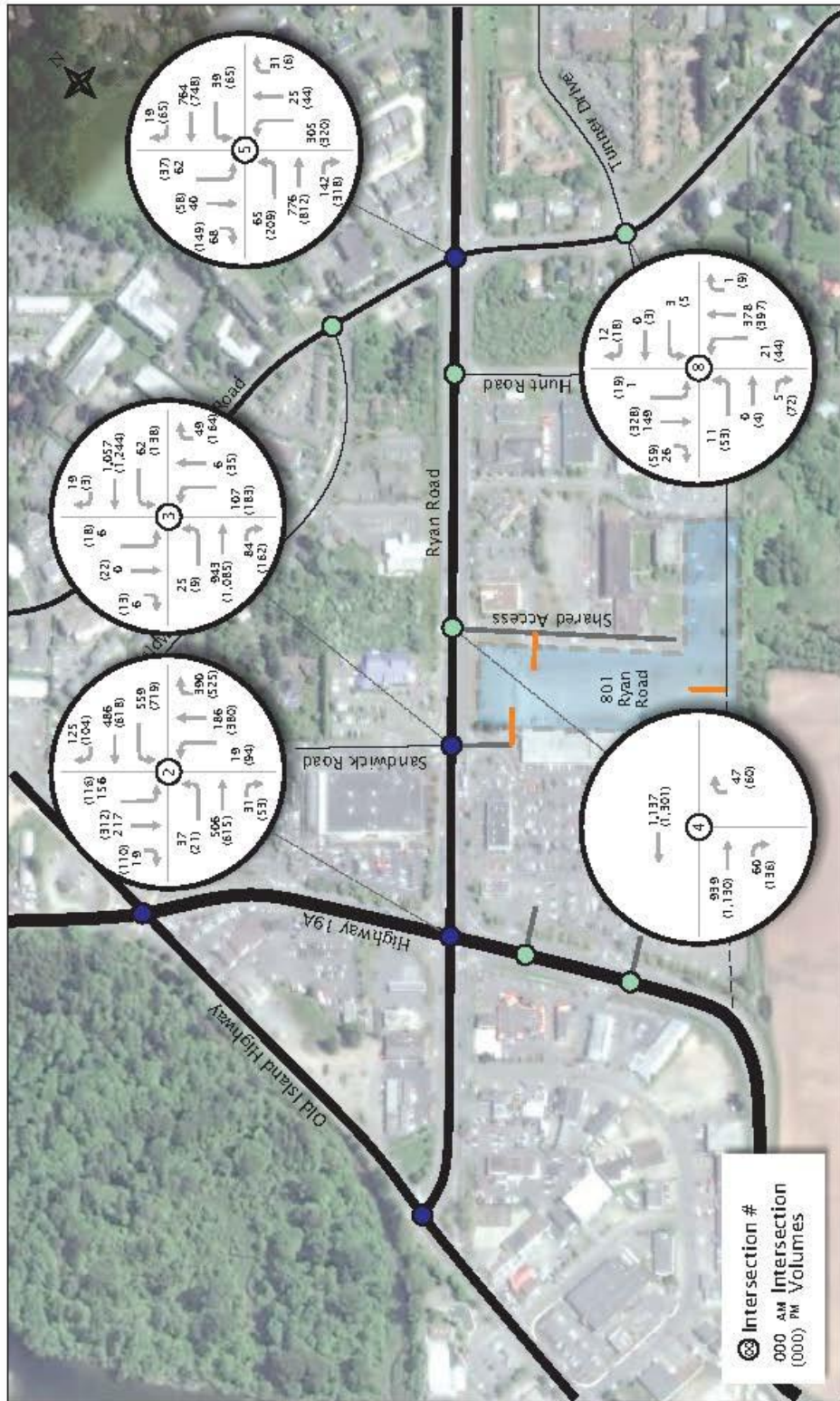
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**Exhibit 4.3**  
**Site Vehicle Forecasts**

801 Ryan Road TIA  
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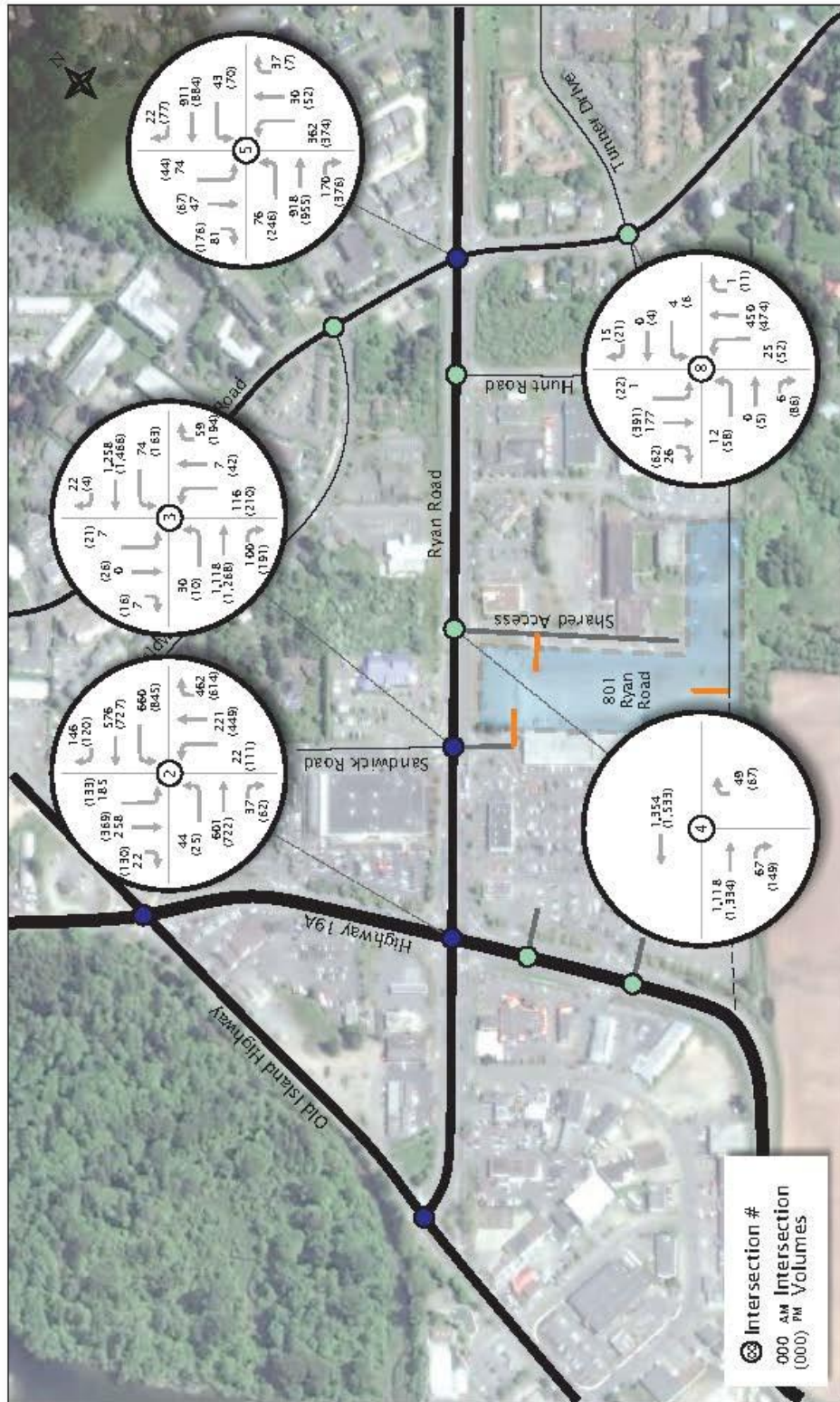
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**Exhibit 4.4**  
**2022 Total Vehicle Forecasts**

801 Ryan Road TIA  
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**bunt**  
 ASSOCIATES

**Exhibit 4.5**  
 2032 Total Vehicle Forecasts

801 Ryan Road TIA  
 March 2021

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## 4.2 Future Vehicle Operations

### 4.2.1 Future Conditions Analysis Assumptions

For the future conditions analysis, the cycle length, split length and intersection offset was optimized for each signalized intersection to adapt to the traffic growth over time. As with the existing conditions analysis, a heavy vehicle percentage of 2% was assumed. Peak hour factors were increased to match the increased congestion over time. For the 2022 horizon year, it was assumed that the peak hour factors would increase by 0.01 from the existing conditions. For the 2032 horizon year, it was assumed that the peak hour factors would increase by 0.03 from the existing conditions.

### 4.2.2 Future Background Vehicle Operations

Tables 4.4 and 4.5 summarize the background vehicle operational analysis results for horizon years 2022 and 2032, respectively. The results are largely similar to the existing conditions. Key findings include:

- The optimized signal timings at the Ryan Road & Highway 19A intersection improve the intersection's operations compared to the existing signal timings;
- The 95<sup>th</sup> percentile northbound left-turn queue from the shopping centre at 757 Ryan Road onto Ryan Road (at the Sandwich Road intersection) reaches its storage capacity during the PM peak hour. This queue is on private property which can be accommodated within the on-site parking lot; and,
- The northbound left turn from Back Road onto Ryan Road exceeds the storage capacity. The operations of this movement should be reviewed regularly as a growing number of drivers will rely on this movement to exit the neighbourhood and travel towards Downtown Courtenay. Alternatively, extending Tunner Drive to Highway 19A (including an eastbound left turn onto the highway) would relieve some of the pressure on this movement.

### 4.2.3 Future Total Vehicle Operations

Tables 4.6 and 4.7 summarize the total vehicle operations which are not noticeably different from the background conditions. The same congested movements exist within both sets of scenarios and the development does not significantly worsen any movements.

The critical vehicle movements for the background and total scenarios mostly include:

- Westbound left-turn movements on Ryan Road at Highway 19A with v/c ratio near or above 1.0;
- The eastbound and westbound through movements on Ryan Road at Highway 19A with v/c ratio near or above 0.90;
- The 95<sup>th</sup> percentile northbound left-turn queue from the shopping centre at 757 Ryan Road onto Ryan Road (at the Sandwich Road intersection) reaching its storage capacity during the PM peak hour; and,
- The northbound left turn from Back Road onto Ryan Road with v/c ratio near or above 1.0 and the 95<sup>th</sup> percentile queue reaching its storage capacity.

Table 4.4: 2022 Background Vehicle Operations

INTERSECTION/ TRAFFIC CONTROL	MOVEMENT	AM PEAK HOUR			PM PEAK HOUR		
		LOS	V/C	95TH Q (M)	LOS	V/C	95TH Q (M)
Ryan Road & Highway 19A <i>Signalized</i>	<i>OVERALL</i>	<i>F</i>	<i>0.66</i>	-	<i>F</i>	<i>0.74</i>	-
	EBL	D	0.32	15	D	0.20	10
	EBT	D	0.63	60	D	0.85	95
	WBL	F	1.05	110	F	1.14	125
	WBT	C	0.56	55	D	0.79	80
	WBR	C	0.07	0	C	0.06	0
	NBL	C	0.07	10	D	0.47	35
	NBT	C	0.22	25	D	0.50	50
	NBR	C	0.23	20	D	0.31	30
	SBL	C	0.38	45	C	0.41	30
SBT	C	0.19	30	C	0.36	45	
Ryan Road & Sandwick Road <i>Signalized</i>	<i>OVERALL</i>	<i>D</i>	<i>0.42</i>	-	<i>B</i>	<i>0.60</i>	-
	EBL	A	0.07	5	B	0.04	0
	EBT/R	A	0.41	95	B	0.57	145
	WBL	A	0.17	10	B	0.46	20
	WBT	A	0.42	95	B	0.51	125
	WBR	A	0.01	0	A	0.00	0
	NBL	E	0.37	30	E	0.67	65
	NBT	D	0.02	5	D	0.10	20
	NBR	D	0.03	0	D	0.11	20
	SBL	E	0.15	5	E	0.28	15
SBT/R	E	0.0	0	E	0.28	20	
Ryan Road & Shared Access <i>Minor-leg Stop</i>	<i>OVERALL</i>	<i>A</i>	-	-	<i>A</i>	-	-
	EBT/R	A	0.39	0	A	0.47	0
	WBT	A	0.36	0	A	0.40	0
	NBR	B	0.03	0	A	0.06	0
Ryan Road & Back Road <i>Signalized</i>	<i>OVERALL</i>	<i>B</i>	<i>0.79</i>	-	<i>C</i>	<i>0.93</i>	-
	EBL	B	0.23	10	B	0.68	40
	EBT/R	B	0.52	60	B	0.61	75
	WBL	B	0.12	10	B	0.24	10
	WBT/R	C	0.70	70	C	0.72	4575
	NBL	D	0.86	65	F	1.03	80
	NBT/R	B	0.06	10	B	0.08	10
	SBL	C	0.30	15	C	0.18	10
SBT/R	C	0.19	15	C	0.30	25	
Back Road & Tunner Drive <i>Minor-leg Stop</i>	<i>OVERALL</i>	<i>A</i>	-	-	<i>A</i>	-	-
	EB/L/T/R	B	0.05	0	C	0.33	10
	WBL/T	B	0.03	0	B	0.04	0
	WBR	A	0.00	0	A	0.00	0
	NBL	A	0.02	0	A	0.04	0
	NBT/R	A	0.28	0	A	0.25	0
	SBL	A	0.00	0	A	0.02	0
SBT/R	A	0.12	0	A	0.23	0	

Table 4.5: 2032 Background Vehicle Operations

INTERSECTION/ TRAFFIC CONTROL	MOVEMENT	AM PEAK HOUR			PM PEAK HOUR		
		LOS	V/C	95TH Q (M)	LOS	V/C	95TH Q (M)
Ryan Road & Highway 19A <i>Signalized</i>	OVERALL	D	0.77	-	E	0.83	-
	EBL	E	0.42	20	E	0.26	15
	EBT	D	0.81	85	F	1.01	130
	WBL	F	1.02	105	E	0.99	135
	WBT	D	0.72	75	E	0.94	115
	WBR	C	0.08	0	D	0.07	0
	NBL	C	0.09	10	D	0.63	45
	NBT	D	0.28	30	D	0.63	65
	NBR	D	0.27	25	D	0.36	35
	SBL	C	0.50	45	C	0.56	35
Ryan Road & Sandwich Road <i>Signalized</i>	OVERALL	B	0.49	-	C	0.71	-
	EBL	A	0.11	5	B	0.06	5
	EBT/R	B	0.50	120	C	0.68	195
	WBL	A	0.24	10	C	0.59	35
	WBT	A	0.50	120	B	0.61	160
	WBR	A	0.01	0	A	0.00	0
	NBL	E	0.36	30	E	0.74	70
	NBT	D	0.03	5	D	0.12	20
	NBR	D	0.04	5	D	0.13	20
	SBL	E	0.17	5	E	0.32	15
Ryan Road & Shared Access <i>Minor-leg Stop</i>	OVERALL	A	-	-	A	-	-
	EBT/R	A	0.46	0	A	0.55	0
	WBT	A	0.42	0	A	0.47	0
	NBR	B	0.04	0	A	0.07	0
Ryan Road & Back Road <i>Signalized</i>	OVERALL	C	0.95	-	C	1.06	-
	EBL	B	0.27	10	C	0.80	65
	EBT/R	B	0.59	75	B	0.71	115
	WBL	B	0.22	10	C	0.51	25
	WBT/R	C	0.76	85	C	0.80	115
	NBL	E	0.99	85	F	1.15	110
	NBT/R	B	0.07	10	B	0.08	15
	SBL	C	0.34	20	C	0.20	15
Back Road & Tunner Drive <i>Minor-leg Stop</i>	OVERALL	A	-	-	A	-	-
	EBL/T/R	C	0.06	0	D	0.47	20
	WBL/T	B	0.03	0	C	0.06	0
	WBR	A	0.00	0	A	0.00	0
	NBL	A	0.02	0	A	0.05	0
	NBT/R	A	0.32	0	A	0.29	0
	SBL	A	0.00	0	A	0.02	0
	SBT/R	A	0.14	0	A	0.26	0

TRANSPORTATION PLANNERS AND ENGINEERS

Table 4.6: 2022 Total Vehicle Operations

INTERSECTION/ TRAFFIC CONTROL	MOVEMENT	AM PEAK HOUR			PM PEAK HOUR		
		LOS	V/C	95TH Q (M)	LOS	V/C	95TH Q (M)
Ryan Road & Highway 19A <i>Signalized</i>	<i>OVERALL</i>	<i>F</i>	<i>0.68</i>	-	<i>E</i>	<i>0.75</i>	-
	EBL	D	0.32	15	ED	0.20	10
	EBT	D	0.64	65	D	0.88	100
	WBL	F	1.81	110	F	1.17	125
	WBT	D	0.58	60	D	0.81	85
	WBR	C	0.08	0	C	0.06	0
	NBL	C	0.07	10	D	0.47	35
	NBT	C	0.22	25	D	0.50	50
	NBR	C	0.24	3020	D	0.32	30
	SBL	C	0.39	35	C	0.42	30
SBT	C	0.18	25	C	0.34	45	
Ryan Road & Sandwick Road <i>Signalized</i>	<i>OVERALL</i>	<i>B</i>	<i>0.45</i>	-	<i>C</i>	<i>0.64</i>	-
	EBL	A	0.08	5	B	0.04	0
	EBT/R	B	0.44	95	B	0.60	160
	WBL	A	0.18	10	B	0.47	20
	WBT	A	0.44	95	B	0.53	125
	WBR	A	0.01	0	A	0.00	0
	NBL	E	0.49	45	E	0.74	70
	NBT	D	0.02	5	D	0.10	20
	NBR	D	0.03	0	D	0.11	20
	SBL	E	0.15	5	E	0.28	15
SBT/R	E	0.00	0	E	0.28	20	
Ryan Road & Shared Access <i>Minor-leg Stop</i>	<i>OVERALL</i>	<i>A</i>	-	-	<i>A</i>	-	-
	EBT/R	A	0.40	0	A	0.48	0
	WBT	A	0.36	0	A	0.41	0
	NBR	B	0.07	0	A	0.08	0
Ryan Road & Back Road <i>Signalized</i>	<i>OVERALL</i>	<i>C</i>	<i>0.82</i>	-	<i>C</i>	<i>1.00</i>	-
	EBL	B	0.22	10	C	0.72	45
	EBT/R	B	0.51	60	B	0.63	80
	WBL	B	0.21	10	C	0.44	20
	WBT/R	C	0.65	65	C	0.69	75
	NBL	D	0.86	70	F	1.06	85
	NBT/R	B	0.06	10	B	0.08	10
	SBL	C	0.30	15	C	0.18	10
SBT/R	C	0.19	15	C	0.31	25	
Back Road & Tunner Drive <i>Minor-leg Stop</i>	<i>OVERALL</i>	<i>A</i>	-	-	<i>A</i>	-	-
	EBL/T/R	B	0.05	0	C	0.38	15
	WBL/T	B	0.03	0	B	0.04	0
	WBR	A	0.00	0	A	0.00	0
	NBL	A	0.02	0	A	0.04	0
	NBT/R	A	0.28	0	A	0.25	0
	SBL	A	0.00	0	A	0.02	0
SBT/R	A	0.13	0	A	0.24	0	



Table 4.7: 2032 Total Vehicle Operations

INTERSECTION/ TRAFFIC CONTROL	MOVEMENT	AM PEAK HOUR			PM PEAK HOUR		
		LOS	V/C	95TH Q (M)	LOS	V/C	95TH Q (M)
Ryan Road & Highway 19A <i>Signalized</i>	OVERALL	D	0.76	-	E	0.86	-
	EBL	E	0.42	20	E	0.26	15
	EBT	D	0.82	90	F	1.07	140
	WBL	F	1.05	110	E	0.98	135
	WBT	D	0.74	75	E	0.99	125
	WBR	C	0.09	0	D	0.07	0
	NBL	C	0.09	10	D	0.63	45
	NBT	D	0.28	30	D	0.63	65
	NBR	D	0.28	25	D	0.37	35
	SBL	C	0.51	45	D	0.61	40
Ryan Road & Sandwick Road <i>Signalized</i>	OVERALL	B	0.52	-	C	0.75	-
	EBL	A	0.12	5	B	0.06	5
	EBT/R	B	0.52	125	C	0.71	205
	WBL	A	0.25	10	C	0.62	40
	WBT	B	0.51	120	B	0.62	160
	WBR	A	0.01	0	A	0.00	0
	NBL	E	0.51	45	E	0.82	85
	NBT	D	0.02	5	D	0.11	20
	NBR	D	0.04	5	D	0.13	20
	SBL	E	0.17	5	E	0.32	15
Ryan Road & Shared Access <i>Minor-leg Stop</i>	OVERALL	A	-	-	A	-	-
	EBT/R	A	0.46	0	A	0.55	0
	WBT	A	0.42	0	A	0.47	0
	NBR	B	0.07	0	B	0.09	0
Ryan Road & Back Road <i>Signalized</i>	OVERALL	C	0.95	-	C	1.06	-
	EBL	B	0.28	10	D	0.83	70
	EBT/R	B	0.60	75	B	0.74	125
	WBL	B	0.26	15	D	0.74	35
	WBT/R	C	0.76	85	C	0.82	120
	NBL	E	0.99	85	F	1.09	110
	NBT/R	B	0.07	10	B	0.08	10
	SBL	C	0.34	20	C	0.19	15
Back Road & Tunner Drive <i>Minor-leg Stop</i>	OVERALL	A	-	-	A	-	-
	EBL/T/R	C	0.06	0	D	0.52	20
	WBL/T	B	0.03	0	C	0.06	0
	WBR	A	0.00	0	A	0.00	0
	NBL	A	0.02	0	A	0.05	0
	NBT/R	A	0.32	0	A	0.29	0
	SBL	A	0.00	0	A	0.02	0
	SBT/R	A	0.14	0	A	0.27	0



#### 4.2.1 Right-Turn Lane Warrant

The City requested that Bunt conduct an auxiliary (also called continuous) right-turn lane warrant for the eastbound direction on Ryan Road. Ryan Road currently has three private accesses between Sandwick Road and Hunt Road which covers a 300-metre distance, equating to an average access spacing of 100 metres.

The Transportation Association of Canada Design Guide for Canadian Roads does not provide specific guidance regarding when auxiliary right-turn lanes should be provided, however, a variety of positive and negative impacts are noted. NCHRP notes a range of requirements for an intersection right-turn lane based on State Transportation Departments. The requirements range from 5 right-turning vehicles per hour to 120 vehicles per hour. The 2032 total vehicle forecast for the PM peak hour results in 95 vehicles turning right into the shared access.

Bunt does not recommend a right-turn auxiliary lane on Ryan Road as it does not appear to produce any significant benefits, i.e. considerable operation performance, in exchange for the space it would occupy. In addition, the City's Transportation Master Plan does not mention widening Ryan Road.

#### 4.2.2 Tunner Drive Extension

The Tunner Drive Extension from 801 Ryan Road to Back Road provides the site with a full-movement access point such that vehicle movements in all directions can be accommodated without requiring access to private property. The Tunner Drive Extension access provides an alternate route for trips to the west to bypass traffic from the shopping centre which could be particularly valuable during busy shopping periods.

More generally, the full Tunner Drive Extension from Back Road to Highway 19A will likely have a positive transportation impact as it will alleviate traffic travelling on Ryan Road; however, its exact impact is out of the scope of this study as it is dependent on its future intersection configuration with Highway 19A (not known at this time) as well as the redevelopment plans for the private properties needed to make space for it (such as the neighbouring shopping centre at 757 Ryan Road).

The Tunner Drive Extension will provide additional east-west travel opportunities within the local network, which is much needed as multiple properties do not border a public street. Many properties (such as 801 Ryan Road) do not and will not have direct access to a public street. The City's Transportation Master Plan also notes a desire to limit private access points on Ryan Road to right-turns only. Thus, additional public streets south of Ryan Road will provide more travel opportunities and connections to make left-turns into and out of the neighbourhood without relying upon private shared access agreements. In addition, it will provide a new east-west active transportation connection important to the City's long-term bicycle network.



## 5. SUMMARY & RECOMMENDATIONS

### 5.1 Summary

1. The proposed development includes 247 rental residential units. The development will extend Tunner Drive through the site, creating a new public street with a multi-use path. The development will also have shared access agreements to the properties on either side.
2. The development plan includes a series of internal sidewalks to connect the three buildings to Ryan Road, adjacent properties, and to the future Tunner Drive extension, the development is constructing.
3. Bicycle parking will be provided at a rate of one secure bicycle parking space per unit. Short-term bicycle racks will also be provided outside each of the three buildings.
4. Vehicle parking will be provided at a rate of 1.26 vehicle parking spaces per unit (1.13 spaces/unit for residents and 0.13 spaces/unit for visitors) as opposed to the bylaw rate of 1.5 vehicles per unit. Bunt considers this rate to be appropriate for the proposed rental tenure and local context and is above the typical parking demand at the developer's existing rental buildings on Vancouver Island.
5. The development is anticipated to generate approximately 100 vehicle trips per peak hour which is forecasted to increase the volume of vehicles using nearby intersections by 2% or less. This quantity of change is within daily variations in vehicle traffic. The development's vehicle trip generation is not anticipated to cause any noticeable impacts to intersection operations or safety.
6. The eastbound through, westbound through, and left-turn movements at the Ryan Road & Highway 19A intersection will not meet the specified performance thresholds in the future background traffic conditions without the proposed development. The northbound left-turn from Back Road onto Ryan Road is also anticipated to become more critical over time, however, only a small number of development-generated vehicles are anticipated to use this movement.
7. The Tunner Drive extension constructed by the development is anticipated to have a positive impact on local circulation for all transport modes as it will provide a parallel route to Ryan Road and include a multi-use pathway. Additional benefits may be realized if it is extended to Highway 19A in the future, however, a detailed analysis is not included in the scope of this study.

### 5.2 Recommendations

8. Updates on the signal timing plans should be done regularly to improve vehicle operations (with or without the proposed development) to keep abreast of the traffic changes. This is anticipated to keep most operational concerns at a manageable level.
9. No additional off-site transportation infrastructure is required to accommodate the proposed development.

## **Schedule No. 4: Public Information Meeting Summary**



**Glenhart Views, 801 Ryan Road, Courtenay BC  
Multifamily Rental Development Proposal – OCP & Zoning Amendments Application  
RZ000050**

**Date: 8/17/2020**

**RE: Public Information Notification Summary Report**

Date of mail out: July 27<sup>th</sup>, 2020

Method	Number of Comments Received
Mail	0
Phone	0
Email	1

One comment was received from Ricky's All Day Grill (795 Ryan Rd #1 Courtenay BC V9N 3R6) via email: "As a tenant of the adjoining property we wanted to pass on our comments about the proposed development at 801 Ryan Rd we believe that the rental property development will be a great asset for the area and the economy."

For information provided in mail out please see the attached letter.

Sincerely,  
Rachel Ricard  
Development Manager  
Seymour Pacific Developments and Broadstreet Properties

100 St. Ann's Road, Campbell River, BC V9W 4C4  
T. 250.286.8045 | F. 250.286.8046 | W. [www.broadstreet.ca](http://www.broadstreet.ca) | W. [www.seymourpacific.ca](http://www.seymourpacific.ca)



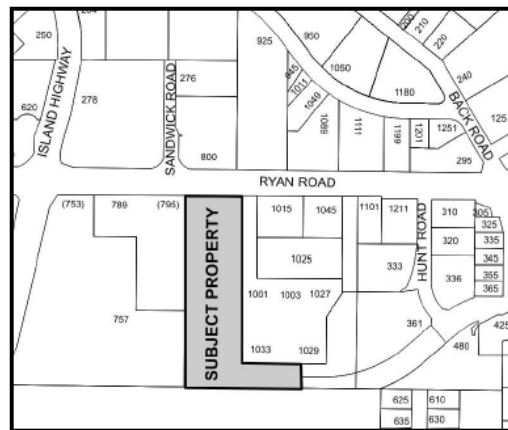
July 27<sup>th</sup>, 2020

To whom it may concern,

This letter is to inform you of a new development proposal located at 801 Ryan Road, Courtenay, BC V9N 3R6. The proposed project consists of 3 rental apartment buildings. One 59-unit building and two 96-unit buildings.

For the subject property at 801 Ryan Road, Courtenay BC, Broadstreet Properties has applied for:

- An application to rezone the subject property from a C-1A Zone to a site-specific Comprehensive Development (CD) Zone



SUBJECT PROPERTY – 801 Ryan Rd

You can view relevant documents on The City of Courtenay website:  
[www.courtenay.ca/devapptacker](http://www.courtenay.ca/devapptacker) (search by file number RZ000050 or by address 801 Ryan Rd)

Comments can be submitted to Broadstreet Properties by one of the following methods:

- By mail: Attn: Rachel Ricard at 100 St. Ann's Rd, Campbell River, BC V9W 4C4
- By email: [rachel.ricard@seymourpacific.ca](mailto:rachel.ricard@seymourpacific.ca)
- By phone: 250-850-3212

Please return your comments by **August 14<sup>th</sup>, 2020**

100 St. Ann's Road, Campbell River, BC V9W 4C4  
T. 250.286.8045 | F. 250.286.8046 | W. [www.broadstreet.ca](http://www.broadstreet.ca) | W. [www.seymourpacific.ca](http://www.seymourpacific.ca)

**THE CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO. 3087**

**A bylaw to amend City of Courtenay Fees and Charges Bylaw No. 1673, 1992**

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 **“City of Courtenay Fees and Charges Amendment Bylaw No. 3087, 2023.”**
2. That “City of Courtenay Fees and Charges Bylaw No. 1673, 1992” be amended as follows:
  - (a) That Schedule of Fees and Charges, Section III, Appendix IV “Garbage Collection Fees” be hereby repealed and substituted therefore by the following attached hereto and forming part of this bylaw:

“Schedule of Fees and Charges Section III, Appendix IV – Solid Waste Collection Fees”
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 8<sup>th</sup> day of February, 2023

Read a second time this 8<sup>th</sup> day of February, 2023

Read a third time this 8<sup>th</sup> day of February, 2023

Finally passed and adopted this            day of            , 2023

\_\_\_\_\_  
Mayor Bob Wells

\_\_\_\_\_  
Adriana Proton, Corporate Officer

**SCHEDULE OF FEES AND CHARGES**  
**CITY OF COURTENAY FEES AND CHARGES AMENDMENT BYLAW NO. 3087**  
**SECTION III, APPENDIX IV**  
**SOLID WASTE COLLECTION FEES**

A.	Dwelling Basis Fee per unit per year	
	- includes solid waste, recyclables & organics pickup	\$237.50
	Extra Bag Ticket (50 litre) - each	\$5.00

**THE CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO. 3088, 2023**

**A bylaw to amend City of Courtenay Fees and Charges Bylaw No. 1673, 1992**

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 **“City of Courtenay Fees and Charges Amendment Bylaw No. 3088, 2023.”**
2. That “City of Courtenay Fees and Charges Bylaw No. 1673, 1992” be amended as follows:
  - (a) That Schedule of Fees and Charges, Section III, Appendix II “Sanitary Sewer System” be hereby repealed and substituted therefore by the following attached hereto and forming part of this bylaw:

Schedule of Fees and Charges Section III, Appendix II – Sanitary Sewer System

3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 8<sup>th</sup> day of February, 2023

Read a second time this 8<sup>th</sup> day of February, 2023

Read a third time this 8<sup>th</sup> day of February, 2023

Finally passed and adopted this            day of            , 2023

\_\_\_\_\_  
Mayor Bob Wells

\_\_\_\_\_  
Adriana Proton, Corporate Officer



**SCHEDULE OF FEES AND CHARGES  
CITY OF COURTENAY FEES AND CHARGES AMENDMENT  
BYLAW NO. 3088, 2023  
SECTION III, APPENDIX II  
SANITARY SEWER SYSTEM**

**1. CONNECTION FEES**

**(a) Connection Fees**

Connection from either side of road to property line

10.16 centimetres (4" inch) \$6,000.00

Where a larger connection than the one listed above is required, the connection will be installed at City cost plus 25%.

**(b) Abandonment Fee**

Fee for disconnecting an abandoned service connection at the sanitary sewer main irrespective of the size of the connection	Actual City cost plus 25%, min charge \$2,500.00
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**(c) Connection Charges for Annexed Areas**

For owners where commitment letters were issued between 1997 and 2006 quoting a sewer connection bylaw fee of \$1,500 (plus a capital contribution fee of \$5,000), this bylaw fee amount shall be in effect until October 31, 2007, after which the following schedule of connection fees will apply.

Property Use	Connection Charge		
	Capital Contribution		Connection Fee
	Existing Building	New Development	
Single Family Home OR Duplex	\$6,000.00	\$6,000.00	Either side of road from main - \$6,000.00
Multifamily, Strata OR Apartment OR Mobile Homes	\$6,000.00	\$6,000.00 for first unit, \$3,000.00 per unit for the next five units, \$2,500.00 per unit for the next five units, \$2,000.00 per unit for the next five units and \$1,500.00 per unit for all units thereafter	For a 100 mm diameter connection or the Bylaw rate for larger pipe sizes:  Either side of road from main \$6,000.00

Industrial OR Commercial OR Public Assembly	\$10,000.00	\$10,000.00 minimum or the greater amount calculated based on the design sewage flows from the development.	For a 100 mm diameter connection or the Bylaw rate for larger pipe sizes:  Either side of road from main \$10,000.00
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Note: Under the heading of ‘Capital Contribution’ an ‘Existing Building’ is defined as a building that existed or a property that had a building permit application in place on or before April 14, 2004. ‘New Development’ is defined as a property on which a building permit application was made on or after April 15, 2004.

**1. SANITARY SEWER USER RATES – APPLIED ON A PER-UNIT/SPACE BASIS**

- The minimum user rate per year or portion thereof shall be as follows:

		<b>Bylaw Rates (per annum) Effective Date January 1, 2023</b>
<b>Part 1 - Residential Users</b>		
1	Single Family Dwelling	398.76
2	Multiple Family Dwelling -per unit	398.76
3	Mobile Home Park -per space	398.76
4	Kiwanis Village -per unit	398.76

		<b>Bylaw Rates (per annum) Effective Date January 1, 2023</b>
<b>Part 2 - Commercial Users</b>		
1	Hotels and Motels -per unit	160.57
2	Trailer Park and Campsite -per serviced site	82.85
3	Wholesale and Retail Stores	398.76
4	Car Wash	398.76
5	Bus Depot	398.76
6	Funeral Parlour	398.76
7	Garage	398.76
8	Machine Shop and Repair Shop	398.76
9	Bakery	398.76
10	Photographer	398.76
11	Business Office - per office	398.76
12	Professional Office -per office	398.76
13	Barber and Hairdresser	398.76
14	Pool Room and Recreation Facility	398.76
15	Theatre	797.51
16	Department Store	797.51
17	Supermarket	797.51
18	Bowling Alley	797.51
19	Bank	797.51
20	Nursing Home	797.51
21	Cafe and Restaurant (including drive-in or take-out)	797.51
22	Dry Cleaner	797.51
23	Beverage Room	797.51
24	Laundry and Coin Laundry	3,187.38
25	Sawmill	3,972.59
26	Other Commercial Users	797.51
27	Cheese Processing Plant	6,610.08
<b>Part 3 - Institutional Users</b>		
1	Church	398.76
2	Public Hall	398.76
3	Utility Office	797.51
4	School -per classroom	714.69
5	Regional Recreation Complex	31,732.94
6	Regional District Administrative Office	8,525.76
7	Hospital per Patient room	160.57
8	Hospital per Staff room	398.76

## **2. UTILITY BILLING ADJUSTMENTS AND COLLECTION**

- a) Where a billing error is suspected by the consumer, notification in writing must be made to the City of Courtenay Finance Department within one year of the original billing date for review and consideration. Upon investigation, if it is determined by the City that an error occurred and the consumer has been overcharged, an adjustment will be made to the utility bill in question in an amount to be determined by the City. The City will not provide refunds or adjustments to billing errors made more than two years prior to the date of the notification being received by the City.
  
- b) The rates and charges, enumerated in this Bylaw, are hereby imposed and levied for sewer utility services supplied or ready to be supplied by the City. All such rates and charges which are imposed for work done or services provided to lands or improvements shall form a charge on those lands which may be recovered from the Owner of the lands in the same manner and by the same means as unpaid taxes.

**THE CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO. 3089, 2023**

**A bylaw to amend City of Courtenay Fees and Charges Bylaw No. 1673, 1992**

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 **“City of Courtenay Fees and Charges Amendment Bylaw No. 3089, 2023.”**
2. That “City of Courtenay Fees and Charges Bylaw No. 1673, 1992” be amended as follows:
  - (a) That Schedule of Fees and Charges, Section III, Appendix I, “Waterworks Distribution System” be hereby repealed and substituted therefore by the following attached hereto and forming part of this bylaw:

Schedule of Fees and Charges Section III, Appendix I – Waterworks Distribution System

3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 8<sup>th</sup> day of February, 2023

Read a second time this 8<sup>th</sup> day of February, 2023

Read a third time this 8<sup>th</sup> day of February, 2023

Finally passed and adopted this        day of        , 2023

\_\_\_\_\_  
Mayor Bob Wells

\_\_\_\_\_  
Adriana Proton, Corporate Officer

**SCHEDULE OF FEES AND CHARGES  
CITY OF COURTENAY FEES AND CHARGES  
AMENDMENT BYLAW NO. 3089, 2023  
SECTION III, APPENDIX I**

**WATERWORKS DISTRIBUTION SYSTEM**

**1. CONNECTION FEES**

- (a) Pursuant to Section 3.2 of Water Regulations and Rates Bylaw No. 1700, 1994, and amendments thereto, every applicant shall pay to the City before any work is done on the connection, a connection fee as follows:

**Connection Size**

Within the City

Connection from either side of road to property line

20 millimetres (3/4 inch) \$5,500.00

25 millimetres (1 inch) \$6,500.00

Outside the City

20 millimetres (3/4 inch) Actual City cost plus 25%  
with a minimum charge of \$5,500.00

- (b) Where a larger connection than those listed above is required, the connection will be installed at City cost plus 25%.

(c) **Water Turn On and Turn Off**

If turn on or turn off is for a purpose other than maintenance or the commissioning of a new service the following fees will apply:

Inside the City \$70.00 for each water turn on or turn off

Outside the City \$100.00 for each water turn on or turn off

(d) **Abandonment Fee**

Fee for disconnecting an abandoned service connection at the water main irrespective of the size of the connection Actual City cost plus 25%, with a minimum charge of \$2,500.00

## 2. WATER UTILITY USER RATES

### (a) Unmetered Water

The minimum user rate per year or portion thereof for unmetered accounts shall be as follows:

	<b>Bylaw Rates (per annum) Effective Date January 1, 2023</b>
Single Family Dwelling	536.82
Multiple Family Dwelling -per unit	453.44
Commercial	513.00
Outside Commercial Users	926.20
Outside Residential Users	926.20

### (b) Metered Water

All metered accounts for the quantity of water used each quarter shall be calculated at the following rates:

	<b>Bylaw Rates Effective Date January 1, 2023</b>
<b>Multi-Family Metered</b>	
0 - 48.0 cubic metres	88.80
Greater than 48.1 cubic metres	1.85
<b>Commercial Metered</b>	
0 - 48.0 cubic metres	88.80
Greater than 48.1 cubic metres	1.85
<b>Regional Standpipe, Regional Playfields</b>	Bulk Water Rate plus 30%
<b>Outside City - Multi-Family Metered</b>	
0 - 48.0 cubic metres	115.44
Greater than 48.1 cubic metres	2.41
<b>Outside users - Commercial Metered</b>	
0 - 48.0 cubic metres	115.44
Greater than 48.1 cubic metres	2.41
<b>Regional District bulk</b>	1.85
<b>Sandwich - summer only</b>	536.82

(c) Where a meter is found not to register, the charge shall be computed on the basis of the amount of water used during the time the meter was working, or from any other information or source which can be obtained, and such amount so composed shall be paid by the consumer.

- (d) Where a commercial or industrial consumer has not been connected to a water meter through non-availability of the water meter or because of special exemption being granted by the City, water charges to the consumer will be computed on the basis of consumption recorded for other similar purposes in the City, or from any other information or source which can be obtained, and such amount so computed shall be paid by the consumer.
- (e) Where it has been determined that a water leak has occurred during the last billing period on the buried portion of the service between the water meter and the point where the service pipe enters the building, a maximum one time rebate of 40% of the metered water utility fee to compensate for the water leak will be made at the discretion of the Finance Officer based on the following:
- i. The leak occurred on the buried water service;
  - ii. That a leak of that nature would have caused the volume of excess water usage;
  - iii. The leak did not occur as a result of negligence of the owner;
  - iv. The owner has provided satisfactory evidence that the leak has been permanently repaired.

**WATER METER RENTALS**

a) Water meter fee shall be as follows:

<b>Bylaw Rates Effective Date January 1, 2023</b>	
<b>Monthly Rates</b>	
Up to 3/4"	1.71
1"	4.76
1 1/4" - 1 1/2"	9.50
2"	14.23
3"	23.69
4"	46.88
6"	70.91
8"	94.61
10"	118.29

The above meter fee shall be added to the monthly water rates and will apply both inside and outside the City.

**METER READING CHARGE**

Each call after the first one of each month if access has not been provided or if readings extra to the quarterly reading are requested

\$35.00 per call



**3. SUPPLY OF WATER FROM FIRE HYDRANTS OR OTHER SOURCE**

(a) Water may be supplied from a fire hydrant or other for the use of developers during the course of construction of multi-family, industrial, and commercial developments. The charge for such water usage shall be:

For buildings with a gross floor area up to and including 250 square meters	\$250.00
For buildings greater than a gross floor area of 250 square meters	Minimum charge of \$250.00, plus \$0.10 per square meter for floor area in excess of 250 square meters.

(b) Where water is supplied from a fire hydrant or other non-metered source for other uses, the amount of water supplied will be invoiced in accordance with Section 2 – Water Utility Users Rates – Metered Water.

(c) Charge to service fire hydrant after use:

\$95.00 and/or any service costs that may arise from servicing a hydrant in respect of its use.

**4. UTILITY BILLING ADJUSTMENTS AND COLLECTION**

a) Where a billing error is suspected by the consumer, notification in writing must be made to the City of Courtenay Finance Department within one year of the original billing date for review and consideration. Upon investigation, if it is determined by the City that an error occurred and the consumer has been overcharged, an adjustment will be made to the utility bill in question in an amount to be determined by the City. The City will not provide refunds or adjustments to billing errors made more than two years prior to the date of the notification being received by the City.

b) The rates and charges, enumerated in this Bylaw, are hereby imposed and levied for water supplied or ready to be supplied by the City and for the provision of the service and other water related services. All such rates and charges which are imposed for work done or services provided to lands or improvements shall form a charge on those lands which may be recovered from the Owner of the lands in the same manner and by the same means as unpaid taxes.

**THE CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO. 3090, 2023**

**A bylaw to amend City of Courtenay Fees and Charges Bylaw No. 1673, 1992**

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 **“City of Courtenay Fees and Charges Amendment Bylaw No. 3090, 2023.”**
2. That “City of Courtenay Fees and Charges Bylaw No. 1673, 1992” be amended as follows:
  - (a) That Schedule of Fees and Charges, Section III, Appendix III “Storm Sewer System” be hereby repealed and substituted therefore by the following attached hereto and forming part of this bylaw:

Schedule of Fees and Charges Section III, Appendix III – Storm Sewer System

3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 8<sup>th</sup> day of February, 2023

Read a second time this 8<sup>th</sup> day of February, 2023

Read a third time this 8<sup>th</sup> day of February, 2023

Finally passed and adopted this            day of            , 2023

\_\_\_\_\_  
Mayor Bob Wells

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Adriana Proton, Corporate Officer

**SCHEDULE OF FEES AND CHARGES  
CITY OF COURTENAY FEES AND CHARGES AMENDMENT  
BYLAW NO. 3090, 2023  
SECTION III, APPENDIX III  
STORM SEWER SYSTEM**

**(a) Connection Fees**

Connection from either side of road to property line

15.24 centimetres (6" inch)	\$6,000.00
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Where a larger connection than the one listed above is required, the connection will be installed at City cost plus 25%.

**(b) Abandonment Fee**

Fee for disconnecting an abandoned service connection at the sanitary sewer main irrespective of the size of the connection

Actual City cost plus  
25%, minimum  
charge of \$500.00