



THE CORPORATION OF THE CITY OF COURTENAY
COUNCIL AGENDA

Meeting #: R15/2023
Date: August 30, 2023
Time: 4:00 p.m.
Location: CVRD Civic Room, 770 Harmston Ave, Courtenay

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

	Pages
1. CALL TO ORDER	
2. INTRODUCTION OF LATE ITEMS	
3. ADOPTION OF MINUTES	
3.1 Special Council Minutes - May 29, 2023	4
3.2 Committee of the Whole Minutes - June 1, 2023	6
3.3 Regular Council Minutes - July 26, 2023	8
4. DELEGATIONS	
4.1 LUSH Valley Food Action Society Presentation by Bo Del Valle Garcia, Grants & Impact Manager, Carley VanOsch, Urban Agriculture Coordinator, and Maurita Prato, Executive Director, regarding the Share the Harvest community garden.	16
5. EXTERNAL REPORTS AND CORRESPONDENCE	
5.1 City of Courtenay RCMP Quarterly Statistics Report April 1, 2023 to June 30, 2023 Presentation by Inspector Kurvers and S/Sgt Beauregard, Comox Valley RCMP.	33
5.2 Letter from Resident, Brendon Johnson re: Potential Demolition of 276 Sandwick Road (Sandwick Manor)	41
5.3 Letter from CVRD - Initiation of Regional Growth Strategy Bylaw No. 120, Amendment No. 2	42

- 5.4 Response to Request to Meet with the Minister Responsible for Housing 43
 In response to Council’s May 29, 2023 resolution, arising from the BC Housing purchase of the Super 8 motel for supportive housing (see below), staff contacted the Ministry of Housing to arrange a meeting. See attached correspondence for the Ministry’s response. Council’s request to speak with the Minister of Housing at the UBCM conference has not been confirmed.

THAT Council send a delegation to Victoria to meet with the Minister of Housing to be comprised of the Mayor and the City Manager to discuss supportive housing needs and expectations of the City of Courtenay and convey the concerns of the City and the community directly to the Minister responsible for housing; and,

THAT the City of Courtenay invite delegates from the Town of Comox, the Village of Cumberland, the Comox Valley Regional District, and the K’ómoks First Nation, to join the City of Courtenay in their delegation to speak with the Minister of Housing.

6. INTERNAL REPORTS AND CORRESPONDENCE

- 6.1 Bylaw Compliance Policy and Strategy Project – Engagement Summary and Analysis 45
 Presentation by Magda Lee and Navi Sidhu from Curiositas Consulting.
- 6.2 Local Government Climate Action Program – 2023 Update 64
- 6.3 Courtenay Fire Department Semi-annual Activity Report 87

7. STAFF REPORTS

- 7.1 Corporate Services
- 7.1.1 Courtenay Branding and Templates Refresh – Core Brand Standards 90
 Presentation by Richard Fisher, Trapeze Communications.
- 7.1.2 Bill C-18 Online News Act: City’s Use of Paid Advertising on Social Media Platforms 116
- 7.2 Development Services
- 7.2.1 Development Variance Permit No. 2303 and Development Permit No. 2316 – 384 12th Street 123
- 7.2.2 Zoning Amendment Bylaw No. 3101 – 1410 Glen Urquhart Avenue 145
- 7.2.3 Canada Mortgage and Housing Corporation (CMHC) Housing Accelerator Fund 155
- 7.3 Financial Services
- 7.3.1 Council Expense Reimbursement Policy Revision 160
- 7.4 City Manager
- 7.4.1 Appointment of Approving Officer 170

8. COUNCIL REPORTS

8.1	Councillor Frisch	
8.2	Councillor Hillian	172
8.3	Councillor Jolicoeur	
8.4	Councillor McCollum	
8.5	Councillor Morin	176
8.6	Mayor Wells	
9.	BYLAWS	
9.1	For First, Second and Third Readings	
9.1.1	Temporary Borrowing Bylaw No. 3104, 2023	179
9.2	For Final Adoption	
9.2.1	Zoning Amendment Bylaw No. 3095 – 4655a Madrona Place	184
10.	ADJOURNMENT	



THE CORPORATION OF THE CITY OF COURTENAY
SPECIAL COUNCIL MINUTES

Meeting #: S3/2023
Date: May 29, 2023
Time: 5:30 pm
Location: City Hall Council Meeting Room

Council Present: B. Wells
W. Cole-Hamilton, (via audio/video conference)
D. Frisch
D. Hillian
E. Jolicoeur
M. McCollum
W. Morin

Staff Present: G. Garbutt, City Manager (CAO), (via audio/video conference)
K. O'Connell, Director of Corporate Services (meeting clerk)
S. Saunders, Director of Recreation, Culture & Community Services
A. Guillo, Manager of Communications
M. Wade, Director of Development Services

1. CALL TO ORDER

Mayor Wells called the meeting to order at 5:30 pm and respectfully acknowledged that the land on which the meeting was conducted is the Unceded territory of the K'omoks First Nation, the traditional keepers of this land.

2. IN CAMERA RESOLUTION

Moved By Morin

Seconded By McCollum

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

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

(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act.

CARRIED

3. ADJOURNMENT

Following the conclusion of the in camera portion of the meeting, Mayor Wells terminated the meeting at 7:10 pm.

CERTIFIED CORRECT

Adopted by Council August 30, 2023

Mayor Bob Wells

Kate O'Connell, Director of Corporate Services, Meeting Clerk

Adriana Proton, Corporate Officer



Meeting #: COW1/2023
Date: June 1, 2023
Time: 4:00 pm
Location: City Hall Council Meeting Room

Council Present: B. Wells
W. Cole-Hamilton, (via audio/video conference)
D. Frisch
D. Hillian
E. Jolicoeur
M. McCollum
W. Morin

Staff Present: G. Garbutt, City Manager (CAO)
K. O'Connell, Director of Corporate Services (meeting clerk)

1. CALL TO ORDER

Mayor Wells called the meeting to order at 4:10 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.

2. IN CAMERA RESOLUTION

Moved By Hillian

Seconded By Morin

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

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

CARRIED

3. ADJOURNMENT

Mayor Wells terminated the meeting at 8:06 pm.

CERTIFIED CORRECT

Adopted by Council August 30, 2023

Mayor Bob Wells

Kate O'Connell, Director of Corporate
Services (Meeting Clerk)

Adriana Proton, Corporate Officer



THE CORPORATION OF THE CITY OF COURTENAY
COUNCIL MINUTES

Meeting #: R14/2023
Date: July 26, 2023
Time: 4:00 pm
Location: CVRD Civic Room, 770 Harmston Ave, Courtenay

Council Present: W. Morin, Acting Mayor
D. Frisch
D. Hillian
E. Jolicoeur (electronic)
M. McCollum

Regrets: B. Wells
W. Cole-Hamilton

Staff Present: G. Garbutt, City Manager (CAO)
C. Davidson, Director of Engineering Services
A. Langenmaier, Director of Financial Services
M. Wade, Director of Development Services
K. Collins, Manager of Recreation Programming (electronic)
N. Gothard, Manager of Community and Sustainability Planning (electronic)
A. Proton, Manager of Legislative Services
M. Grimsrud, Planner II (electronic)
R. Matthews, Deputy Corporate Officer

1. CALL TO ORDER

Acting Mayor Morin called the meeting to order at 4:00 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.

Councillor Hillian expressed his condolences to the K'ómoks First Nation and the Comox Valley for the loss of Mary Everson, the matriarch of the Everson family who was a fixture in the local community and beyond. Mary grew up with a strong foundation of traditional culture and shared that guidance and knowledge through her lifetime with all those around her.

Councillor Jolicoeur acknowledged that on August 26th the Comox Valley will celebrate its first ever Pride Parade and Pride in the Park event co-hosted by Queer Culture and the Comox Valley Pride Society. The Pride Parade begins at 12:00 pm at the intersection of Fitzgerald Avenue and 5th Street and will end at Simms Park where festivities continue for Pride in the Park until 5:00 pm.

2. INTRODUCTION OF LATE ITEMS

Without objections, Acting Mayor Morin added Item 5.2 Request for Letter of Support - Immigrant Welcome Centre, to the agenda.

3. ADOPTION OF MINUTES

3.1 Regular Council Minutes - July 12, 2023

Moved By Hillian

Seconded By Frisch

THAT Council adopt the July 12, 2023 Regular Council minutes.

CARRIED

3.2 Public Hearing Minutes - July 19, 2023

Moved By Hillian

Seconded By McCollum

THAT Council adopt the July 19, 2023 Public Hearing minutes.

CARRIED

4. STAFF REPORTS

4.1 Recreation, Culture and Community Services

4.1.1 Courtenay and District Memorial Outdoor Pool – Free Public Admission Pilot

Moved By Frisch

Seconded By Jolicoeur

THAT Council direct staff to implement a pilot program offering free public admission at the Courtenay and District Memorial Outdoor Pool from August 8, 2023 to September 1, 2023 and that staff report back in the fall on the results of the pilot program.

CARRIED

5. EXTERNAL REPORTS AND CORRESPONDENCE

5.1 Lost Cat Signs - Debi Lister

Moved By Frisch

Seconded By Hillian

THAT Council uphold the Parks Control Bylaw No. 1664 and not allow the placement of any sign within the limits of a park;

THAT staff work with Debi Lister to approve the placement of "lost cat" signs using the sign permit process as outlined in the Traffic Regulation Bylaw No. 1926, 1996, to allow for the installation of an approved sign(s) within the road allowance at the entrance to Condensory Park;

AND THAT the sign permit expiration date be extended from thirty days to one hundred and twenty days.

CARRIED

5.2 Request for Letter of Support - Immigrant Welcome Centre

Moved By McCollum

Seconded By Frisch

THAT Council send a letter of support for the Immigrant Welcome Centre's funding application to expand their facilities for English language learners to the Province of BC.

CARRIED

6. INTERNAL REPORTS AND CORRESPONDENCE

6.1 Parks and Recreation Advisory Commission (PRAC) Meeting Minutes - April 6, 2023

Moved By Hillian
Seconded By Frisch

THAT Council receive the April 6, 2023 Parks and Recreation Advisory Commission minutes.

CARRIED

6.2 Update to Zoning Amendment Bylaw No. 2973 – Lannan Road

Moved By Frisch
Seconded By Hillian

THAT Council receive the "Update to Zoning Amendment Bylaw No. 2973 – Lannan Road" briefing note.

CARRIED

7. COUNCIL REPORTS

7.1 Councillor Cole-Hamilton

Councillor Cole-Hamilton submitted a report of activities, see agenda.

7.2 Councillor Frisch

Councillor Frisch submitted a report of activities, see agenda.

7.3 Councillor Hillian

Councillor Hillian acknowledged the following events:

- July 19 - Attended as Chair of the CSRHD Board an announcement by Premier David Eby for a new 153-bed long term care facility in Campbell River. Councillor Hillian acknowledged the hard work of the CSRHD Board members for their years of advocating for long term care facilities in the region.
- July 25 - CVRD Board meeting discussed the rationale behind the current Stage 2 water restrictions for the Comox Valley Water System after receiving concerns from the public about water conservation as we witness many parts of the country and world experiencing severe

drought and forest fire conditions. Councillor Hillian advised that the Comox Lake Reservoir is not in danger of running out of water but still encouraged residents to conserve water at this time.

Geoff Garbutt, City Manager, provided a statement regarding the Stage 2 water restrictions and how the City undertakes water education and enforces restrictions within its boundaries, which includes a combination of seasonal educators and if necessary, city bylaw staff.

7.4 Councillor Jolicoeur

Councillor Jolicoeur reviewed his attendance at the following events:

- July 22 - 51st Annual Market Day 2023 - Councillor Jolicoeur thanked the DCBIA, event volunteers and downtown businesses for all their efforts coordinating this year's successful event.
- July 25 - Comox Valley Land Trust's event celebrating its purchase and transfer of the Morrison Creek Headwaters 275-hectare parcel which will protect the land from logging and development.

7.5 Councillor McCollum

No report provided.

7.6 Councillor Morin

Councillor Morin reviewed her attendance at the following event:

- Sunnydale Golf and Country Club's 100th Anniversary celebration

8. UNFINISHED BUSINESS

8.1 Dawn Collins - Cycling Without Age (Courtenay Chapter)

Moved By Hillian

Seconded By Frisch

THAT Council send a letter to thank Dawn Collins for the Cycling Without Age presentation and her personal efforts, and note that while the City is unable to consider financial or in-kind contributions to an informal group, should Cycling

Without Age achieve non-profit status Ms. Collins is encouraged to resubmit her contribution request for Council's consideration.

CARRIED

9. BYLAWS

9.1 For First, Second and Third Readings

9.1.1 Zoning Amendment Bylaw No. 3063 – 1814 Grieve Ave

Moved By Frisch

Seconded By McCollum

THAT Council give First, Second and Third Readings to "Zoning Amendment Bylaw No. 3063" (1814 Grieve Ave) subject to the following conditions prior to adoption:

- a. 219 Covenant for Community Amenity Contributions;
- b. 219 Covenant to ensure a 3 m vegetation buffer is installed along the northeast and southeast property lines; and
- c. A Preliminary Layout Review be issued.

CARRIED

Opposed: Councillor Jolicoeur

9.1.2 Zoning Amendment Bylaw No. 3095 – 4655a Madrona Place

Moved By McCollum

Seconded By Hillian

THAT Council give First, Second and Third Readings to " Zoning Amendment Bylaw No. 3095" to amend Zoning Bylaw No. 2500, 2007, Part 24 – Industrial Two Zone (I-2), section 8.24.1 *Permitted Uses* to add day care use in Unit A of Strata Lot 5, District Lot 236, Comox District, Strata Plan VIS5235 (4655a Madrona Place).

CARRIED

9.2 For Third Reading

9.2.1 Zoning Amendment Bylaw No. 3037 – 1590 Piercy Avenue

Councillor Frisch declared a conflict of interest as he has a contract with the applicant, and left the meeting at 5:15 pm.

Moved By McCollum

Seconded By Hillian

THAT Council give Third Reading to "Zoning Bylaw No. 3037, 2023" (1590 Piercy Ave);

AND THAT Final Reading of the bylaw be withheld pending:

a. registration of a Section 219 covenant to secure the community amenity contributions of \$40,000, to be provided prior to issuance of a building permit; and

b. registration of an easement to permit drainage from the subject property on to the Island Corridor Foundation lands.

CARRIED

Councillor Frisch returned to the meeting at 5:30 pm.

9.3 For Adoption

9.3.1 Council Remuneration Repeal Bylaw No. 3103

Moved By McCollum

Seconded By Frisch

THAT Council adopt "Council Remuneration Repeal Bylaw No. 3103."

CARRIED

10. ADJOURNMENT

Acting Mayor Morin terminated the meeting at 5:32 pm.

CERTIFIED CORRECT

Adopted by Council August 30, 2023

Acting Mayor Wendy Morin

Adriana Proton, Corporate Officer



LUSH VALLEY



Delegation to the City of Courtenay
August 30, 2023

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



K'ómoks First Nation

Our Vision: A region where healthy local food is at the heart of community well-being

Our Mission: We support the Comox Valley to gain food-systems tools, engage in just and resilient local food systems, and receive equitable access to nourishing food

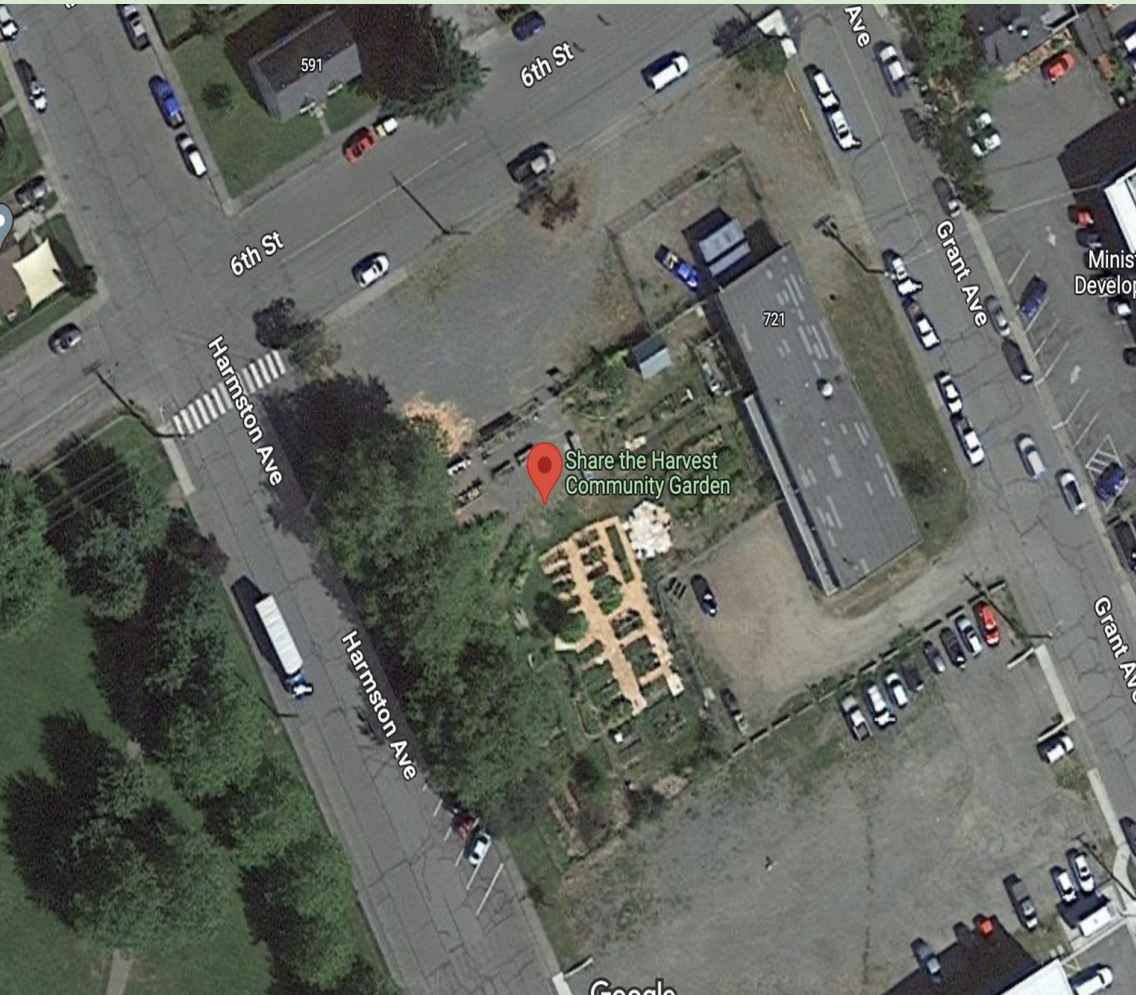




Impacting Lives

With the support of our volunteers and the generosity of our donors, funders and collaborators, LUSH Valley positively impacted the lives of over 10,000 Comox Valley people through our programs this year

Share the Harvest Community Garden



- On the corner of 6th St and Harmston Ave
- Established in 2000
- LUSH Valley as leaseholder since 2015
- Currently, 5-year lease & \$10,000 in-kind funding annually
- Lease expires March 14, 2024



Share the Harvest fulfills several mandates of the OCP:

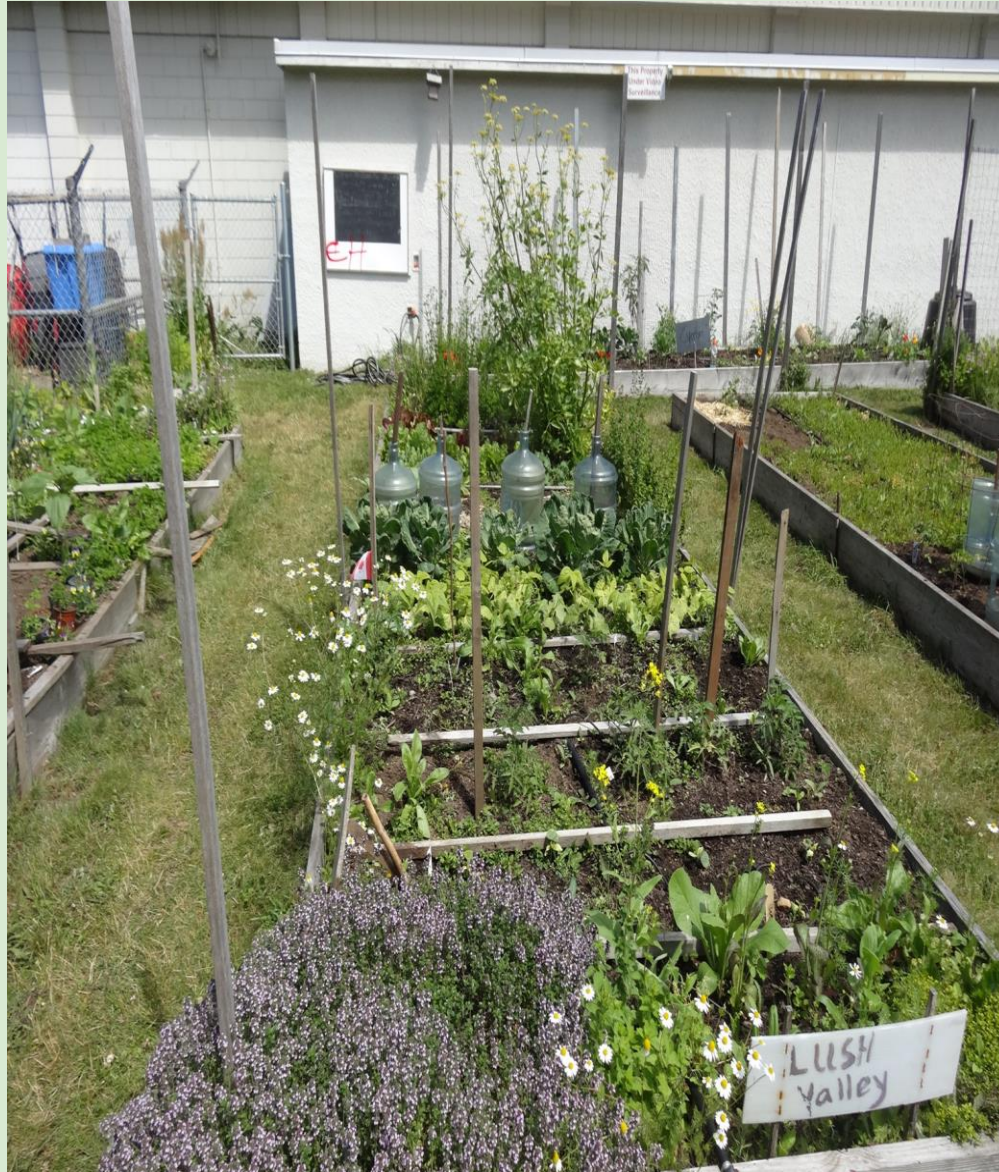
1. Natural Environment
2. Parks and Recreation
3. Food Systems



Natural Environment

The Share the Harvest Garden:

- Supports biodiversity and green infrastructure
- Increases ecosystem health and resilience
- Promotes clean air, water, and soil through organic gardening methods, carbon sequestration, and sustainable water management techniques



Natural Environment

Enhances the urban forest with diverse tree species.

Creates a green space in the urban core

Encourages public participation and education through weekly work parties and workshops.

Parks & Recreation

The Share the Harvest Garden:

- Contributes to equitable access of natural areas, outdoor recreation and parkland resources
- Provides opportunities for residents to engage in food production and exploration
- Fulfills the OCP objective to have partnerships in place to achieve parks and recreation objectives



Recreation & Wellness Benefits

The Share the Harvest Garden:

- Promotes an active lifestyle
- Provides people with connection to green space
- Fosters a sense of community
- Creates feelings of belonging and purpose
- Reduces isolation (primarily for seniors)
- Provides mental health benefits (primarily for youth)
- Encourages lifelong learning



Food Systems

LUSH Valley provides access to affordable, healthy, culturally-appropriate and local food within walking distance of the downtown core.

Share the Harvest is located in a high-density residential area. Though access is provided on an equity-priority basis, food is accessible to all.

Many garden beds and growing spaces are communal.



Food Systems

The Medicine Wheel Memorial Garden provides space for Indigenous groups to cultivate culturally significant and traditional foods.

Decisions are made by and for Indigenous groups in the garden, with support from LUSH Valley in the way of harvest and preservation resources.



Food Systems

In this Garden, LUSH Valley:

- Delivers 50+ hours of food skills education every year
- Provides reliable space for community members to cultivate and access local produce
- Preserves biodiversity, promotes seed saving and protects heirloom varieties



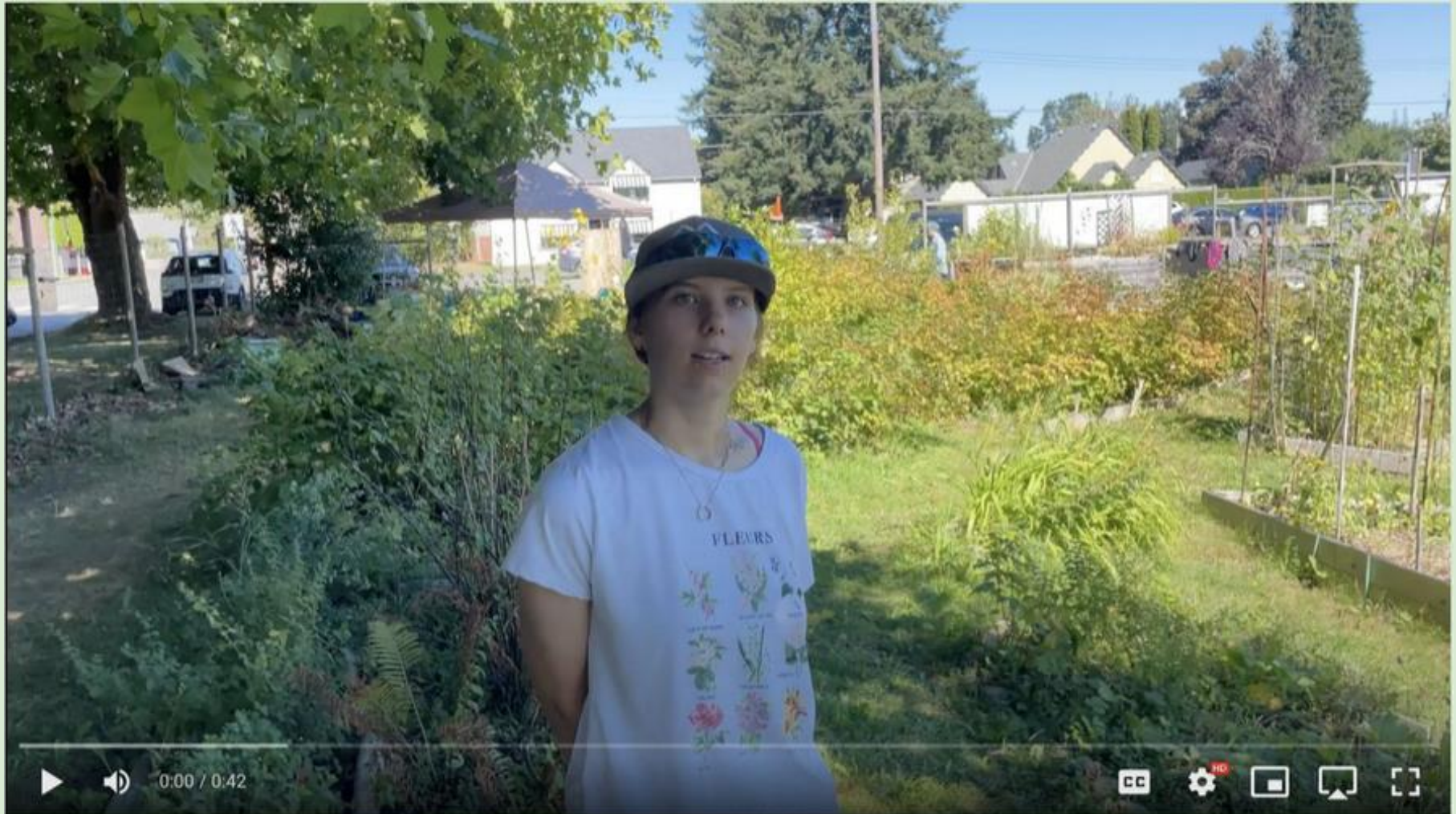
Testimonials from Participants



Testimonials from Participants



Testimonials from Participants





LUSH VALLEY

LUSHValley.org



@LUSHValleyFood



Comox Valley RCMP Detachment

QUARTERLY REPORT

CITY OF COURTENAY

April 1, 2023 – June 30, 2023

Comox Valley RCMP Detachment Quarterly Report

April 1, 2023 to June 30, 2023

The Comox Valley Royal Canadian Mounted Police (RCMP) provides quarterly updates on policing in the community. The quarterly reports coincide with the Comox Valley RCMP Annual Performance reporting time lines in conjunction with Community Priorities.

First Quarter: April 1 to June 30

Second Quarter: July 1 to September 30

Third Quarter: October 1 to December 31

Fourth Quarter: January 1 to March 31

Calls for Service

During the first quarter of 2023, there were 3946 Calls for Service in Courtenay. This was a 3.8% increase over the 3800 Calls for Service in the first quarter of 2022.

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2019	1057	919	1190	1132	1324	1264	1296	1313	1143	1071	1068	1198	13975
2020	1318	1155	1142	1080	1205	1260	1466	1341	1235	1310	1180	1055	14747
2021	1190	1148	1299	1308	1269	1440	1398	1445	1394	1242	1270	1199	15602
2022	1055	1008	1232	1240	1242	1318	1395	1389	1482	1322	1095	1081	14859
2023	1241	1122	1226	1228	1379	1339							7535

Most Common Call Types

Relative to the first quarter of 2022, all but two of the most common call types in Courtenay increased between 6% and 30% in the first quarter of 2023.

	Final Case Type	2023	2022	% Change
		Q1	Q1	
1	CHECK WELLBEING	402	339	19%
2	UNWANTED PERSON	365	299	22%
3	TRAFFIC INCIDENT	286	269	6%
4	DISTURBANCE	278	222	25%
5	THEFT	178	233	-24%
6	SUSPICIOUS CIRCUMSTANCES	209	175	19%
7	PROPERTY	173	175	-1%
8	ASSIST OTHER AGENCY	160	149	7%
9	ASSIST POLICE/FIRE/AMBULANCE	149	115	30%
10	MISCHIEF	117	106	10%

Most Common Call Locations (Excluding RCMP Detachment and Private Residences)

In the first quarter of 2023, the location in Courtenay with the highest number of Calls for Service was the Connect Warming Centre. This location also had the highest increase in Calls for Service relative to the first quarter of 2022 because it was not operating for part of last year.

	Location	2023	2022	% Change
		Q1	Q1	
1	685 CLIFFE AVE (Connect Warming Centre)	127	15	747%
2	757 RYAN RD (Superstore)	70	77	-9%
3	101 LERWICK RD (Hospital)	65	77	-16%
4	1029 RYAN RD (Washington Apartments)	40	32	25%
5	300 6TH ST (Library)	34	12	183%
6	2751 CLIFFE AVE (Driftwood Mall)	32	50	-36%
7	830 CLIFFE AVE (City Hall)	29	24	21%
8	420 CUMBERLAND RD (Provincial Court)	29	60	-52%
9	450 RYAN RD (7-Eleven)	27	15	80%
10	444 LERWICK RD (Crown Isle Shopping Centre)	26	23	13%

Most Common Downtown Calls for Service

Relative to the first quarter of 2022, the most common call types in Downtown Courtenay increased between 30% and 125% in the first quarter of 2023.

	Final Case Type	2023	2022	% Change
		Q1	Q1	
1	UNWANTED PERSON	163	94	73%
2	CHECK WELLBEING	96	68	41%
3	DISTURBANCE	86	44	95%
4	SUSPICIOUS CIRCUMSTANCES	48	27	78%
5	TRAFFIC INCIDENT	48	37	30%
6	THEFT	44	24	83%
7	ASSIST POLICE/FIRE/AMBULANCE	36	16	125%
8	ALARM FALSE	36	20	80%
9	SUSPICIOUS PERSON	35	19	84%
10	MISCHIEF	32	22	45%

Violent Crime

During the first quarter of 2023, there were 260 Violent Crime files in Courtenay. This was a 17.1% increase over the 222 Violent Crime files in the first quarter of 2022.

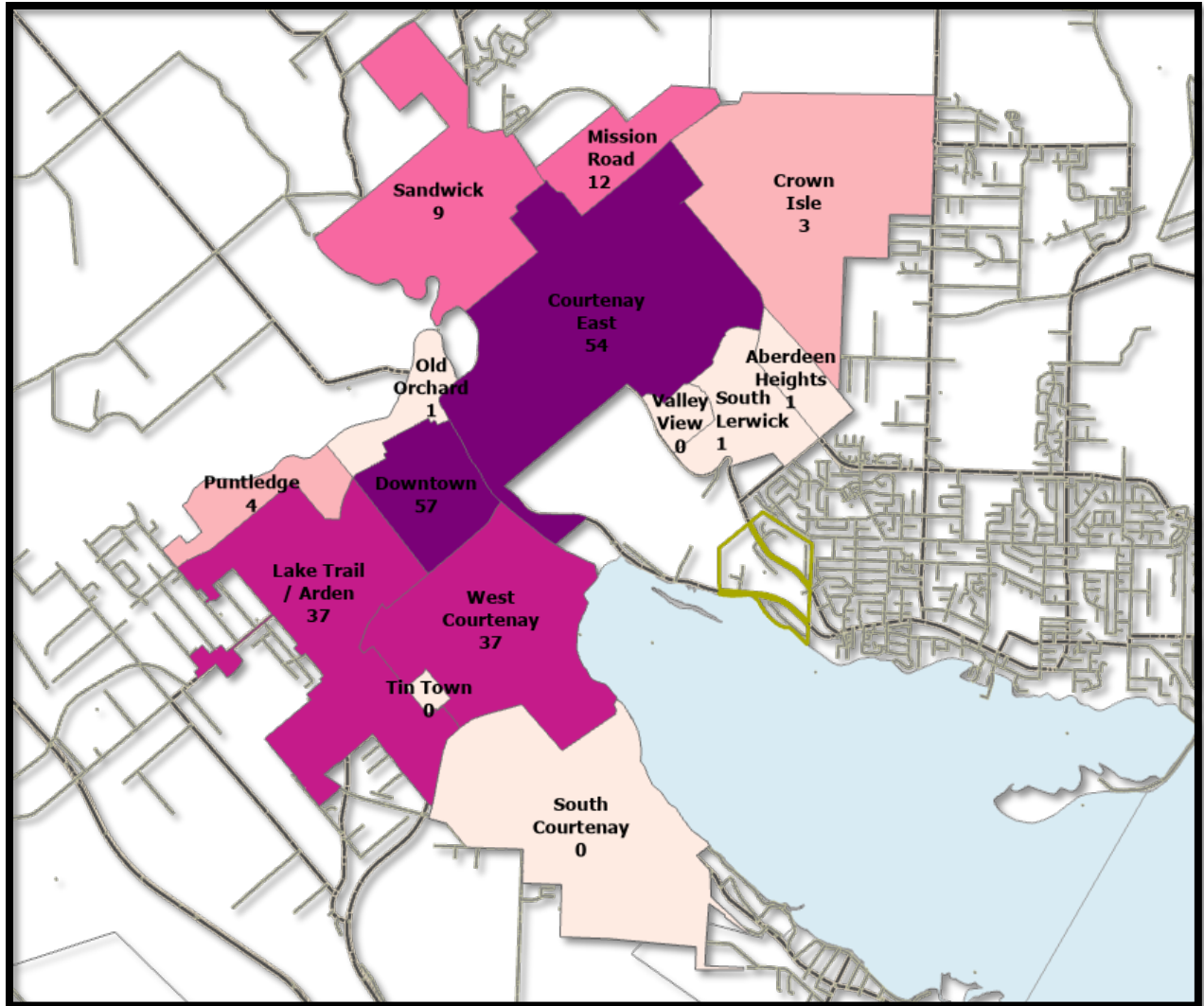
Types of Violent Crime

In the first quarter of 2023, the most common type of Violent Crime file in Courtenay was Assault. Relative to the first quarter of 2022, there was a 24% increase in Assaults. Notably, there was an 8 file increase in Extortion files and most of these pertained to incidents in which suspects attempted to obtain money from victims by threatening to expose intimate images of them online.

File Type	2023	2022	% Change
	Q1	Q1	
ASSAULTS	129	104	24%
UTTER THREATS	50	53	-6%
HARASSMENT	50	41	22%
SEX OFFENCES	20	20	0%
EXTORTION	10	2	400%
ROBBERY	1	0	N/A
KIDNAPPING	0	1	-100%
HOMICIDE	0	1	-100%
Grand Total	260	222	17%

Map of Violent Crime by Area of Courtenay

In the first quarter of 2023, the areas of Courtenay in which there were the highest number of Violent Crime files were Downtown and Courtenay East.



Property Crime

During the first quarter of 2023, there were 611 Property Crime files in Courtenay. This was a 9% decrease from the 668 Property Crime files in the first quarter of 2022.

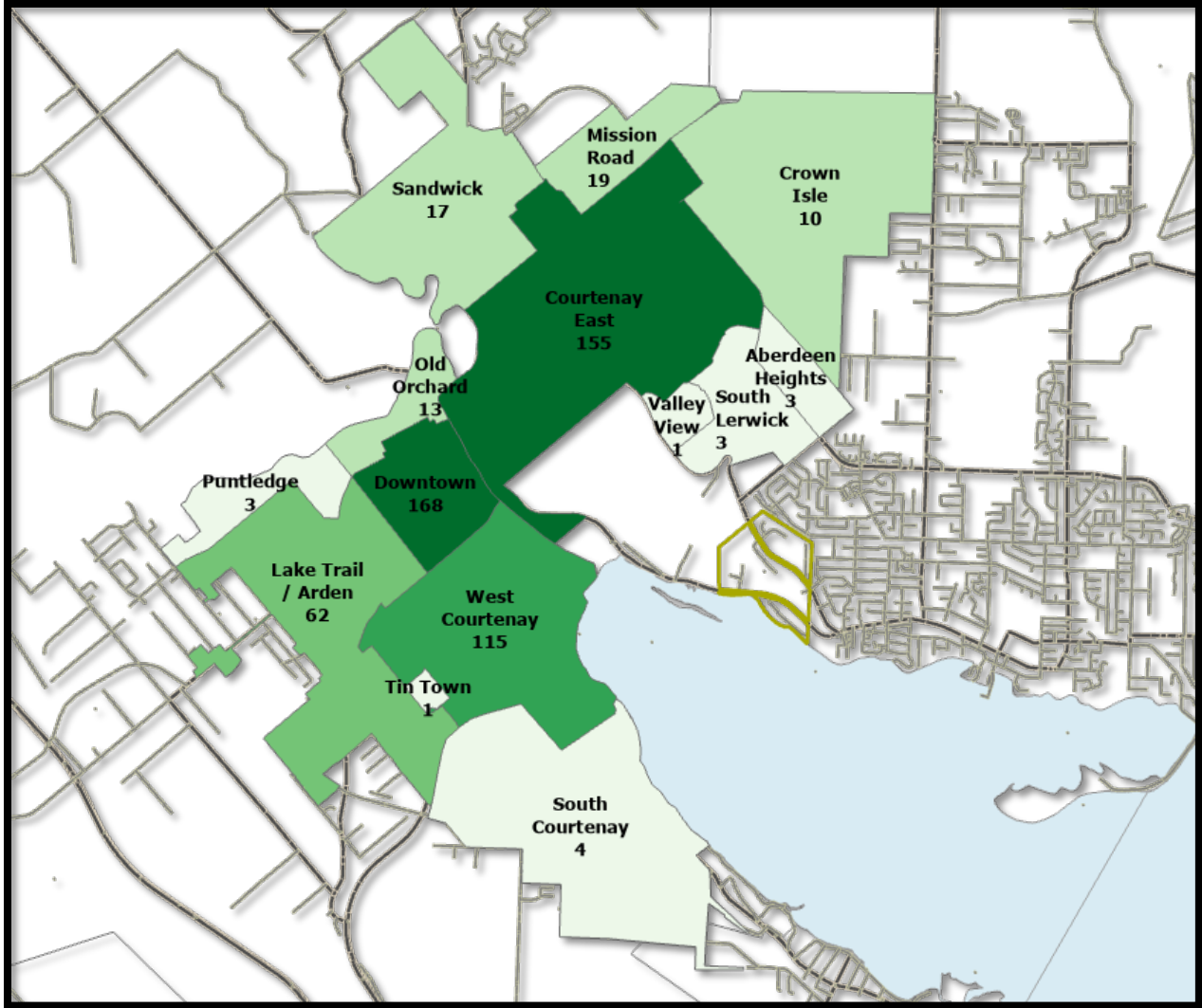
Types of Property Crime

In the first quarter of 2023, the most common type of Property Crime file in Courtenay was Mischief to Property. Notably, there was a 24 file increase in Mischief – Cause by Act/Omission files that include complaints regarding individuals' disturbing behaviour. There was also a 6 file increase in Residential Break and Enters.

File Type	2023	2022	% Change
	Q1	Q1	
MISCHIEF TO PROPERTY	251	245	2%
SHOPLIFTING	70	91	-23%
OTHER THEFT U/5000	67	80	-16%
FRAUDS	58	65	-11%
THEFT FROM VEHICLE	48	88	-45%
MISCHIEF-CAUSE BY ACT/OMMISS'N	30	6	400%
BIKE THEFT	20	15	33%
BREAK & ENTER - BUS	18	18	0%
BREAK & ENTER - RES	17	11	55%
AUTO THEFT	14	20	-30%
POSSESS STOLEN PROPERTY	10	9	11%
BREAK & ENTER - OTH	3	13	-77%
OTHER THEFT O/5000	3	1	200%
THEFT FROM MAIL	2	2	0%
THEFT UTILITIES	0	4	-100%
Grand Total	611	668	-9%

Map of Property Crime by Area of Courtenay

In the first quarter of 2023, the areas of Courtenay in which there were the highest number of Property Crime files were Downtown and Courtenay East.



CDSA Offences

During the first quarter of 2023, there were 10 Drug Trafficking files in Courtenay, which was 1 file more than in the first quarter of 2022. Relative to the first quarter of 2022, there was an 85% decrease in Drug Possession files due to the decriminalization of this offence.

CDSA Offence	2023	2022	% Change
	Q1	Q1	
DRUG TRAFFICKING	10	9	11%
DRUG POSSESSION	4	27	-85%
Grand Total	14	36	-61%

Traffic Offences

During the first quarter of 2023, there were 68 Traffic Offence files in Courtenay, which was 4 files fewer than in the first quarter of 2022.

Traffic Offence	2023	2022	% Change
	Q1	Q1	
IMPAIRED OP MOTOR VEHICLE	61	68	-10%
PROHIBITED DRIVING	3	3	0%
DANGEROUS OP MOTOR VEHICLE	2	1	100%
IMPAIRED OP BOAT/VESS/AIR	1	0	100%
MOTOR VEHICLE INCIDENTS	1	0	100%
Grand Total	68	72	-6%

[REDACTED]
Courtenay, B.C., V9N 7K7
22nd June, 2023

Dear Sir:

I learned recently that the house at 276 Sandwick Road, commonly called Sandwick Manor, may be in danger of demolition. I am writing to encourage you in your position as mayor to oppose such an assault on Courtenay's cultural heritage.

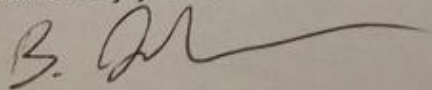
The house is an important example of Edwardian architecture—the only house of its age on the east side of the Courtenay River—but its history relates it to events fifty years prior to its construction. Its original owner, farmer and storekeeper Eric Duncan, was a member of one of the first pioneer families, his uncle William Duncan having come among the earliest British settlers in 1862. Eric and his brother (another William Duncan, four times mayor of Courtenay) were prominent members of the local community until their deaths in the 1940s. Eric became the valley's first major historian with the publication in 1934 of *Fifty-Seven Years in the Comox Valley*, a reprint of which is still sold in the Courtenay Museum. His house is the only building left to commemorate his family's legacy.

Further, as noted by Victoria writer Valerie Green in her 2004 book *If More Walls Could Talk: Vancouver Island's Houses from the Past*, Sandwick Manor is associated with the pioneering Pritchard family. Norman and Bessie Pritchard lived there for about eleven years in the 1920s and 1930s. The house thus is connected with yet another well-known local figure, the late Professor Allan Duncan Pritchard of the University of Toronto, whose first nine years were spent in that home.

In addition to its value as a reminder of local history, Sandwick Manor is a landmark for literature. Possibly excepting Merville's Jack Hodgins, Eric Duncan is the Comox Valley's most important literary figure, and he ranks among the top four or five most notable Vancouver Island authors. With a new edition of Duncan's autobiography and poetry currently in preparation, it strikes me as singularly inappropriate to hear of the possibility that his house could be lost.

City Hall's promotional material for the current public survey on arts and culture, published last week, quotes you as being 'really proud to support arts and culture'. I trust that you will demonstrate that commitment by working to protect this valuable piece of Courtenay's historic culture.

Sincerely yours,



Brendon Johnson

Office of the Chair

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



File: 6410-20/CV RGS Amendment

August 2, 2023

Sent via: aproton@courtenay.ca

Mayor and Council
City of Courtenay
830 Cliffe Avenue
Courtenay, BC V9N 2J7

Dear Mayor and Council:

Re: Initiation of Regional Growth Strategy Bylaw No. 120, Amendment No. 2

This letter is to advise the City of Courtenay Mayor and Council of the initiation of a process to amend the Comox Valley Regional Growth Strategy using a minor amendment process and provide notice to consult with affected local governments and First Nations. The proposed minor amendment will:

- Update population and employment projections, and greenhouse gas emissions reduction targets;
- Update mapping to reflect municipal incorporation of previously electoral area lands;
- Update language to reflect K'ómoks First Nation's treaty process (in accordance with K'ómoks First Nation's direction);
- Add reference to "Regional Growth Strategy Action Plans" as a Regional Growth Strategy implementation tool; and
- Remove obsolete references (e.g. "Comox Valley Economic Development Society").

A report will be provided in the Fall of 2023 to our Board that will include a a consultation plan for consideration. The City of Courtenay will have an opportunity to comment on the draft bylaw prior to first reading as per the approved consultation plan.

Full details of the Regional Growth Strategy is available online at <https://www.comoxvalleyrd.ca/RGS>. If you have any questions in the meantime, please contact Alana Mullaly, General Manager of Planning and Development Services, at amullaly@comoxvalleyrd.ca.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jesse Ketler', is written over a light blue horizontal line.

Jesse Ketler

Chair

cc: James Warren, Acting Chief Administrative Officer
Alana Mullaly, General Manager of Planning and Development Services
Robyn Holme, Manager of Long Range and Sustainability Planning
Geoff Garbutt, Chief Administrative Officer

The Comox Valley Regional District respectfully acknowledges the land on which it operates is on the unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.

Matthews, Rayanne

Subject: FW: Meeting with Min. Kahlon

From: Wilkins, Molly HOUS:EX <Molly.Wilkins@gov.bc.ca>

Sent: Tuesday, August 15, 2023 2:05 PM

To: O'Kane, Jessica <jokane@courtenay.ca>

Subject: FW: Meeting Request with the City of Courtenay

Good afternoon, Jessica,

Thank you for reaching out to Minister Ravi Kahlon's Office, the Minister of Housing. Due to Minister Kahlon's busy Government House Leader and Minister of Housing schedules, he is unable to meet with Mayor.

Thank you again for reaching out to the Minister of Housing.

Molly Wilkins

**Acting Administrative Coordinator to the Honourable Ravi Kahlon
Minister of Housing**

Parliament Buildings | Room 248 | 778.587.2660

From: O'Kane, Jessica <jokane@courtenay.ca>

Sent: Monday, July 10, 2023 11:46 AM

To: Ruscheinski, Bonnie HOUS:EX <Bonnie.Ruscheinski@gov.bc.ca>

Subject: RE: Meeting Request with the City of Courtenay

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hi Bonnie,

I'd just like to touch base regarding my request to set up a meeting as I haven't heard from the Minister's Office as yet. Could you please re-send them my request?

Thank you very kindly,

Jessica O'Kane
Executive Assistant

250-334-4441 ex. 7257

From: Ruscheinski, Bonnie HOUS:EX <Bonnie.Ruscheinski@gov.bc.ca>

Sent: Monday, June 26, 2023 3:18 PM

To: O'Kane, Jessica <jokane@courtenay.ca>

Subject: RE: Meeting Request with the City of Courtenay

Hi Jessica

Thank you for your email. I have forwarded to our Minister's Office and someone will reach out to schedule a meeting.

Best regards

Bonnie

Bonnie Ruscheinski, B.Com.

a/Executive Lead, Strategy, Governance & Accountability

Ministry of Housing

ph: 778-974-5870 | **cell:** 250-882-6430 | **e:** bonnie.ruscheinski@gov.bc.ca



I gratefully acknowledge and respect the lək'wəŋən peoples on whose traditional territory I live and work and the Songhees, Esquimalt and W̱SÁNEĆ people whose historical relationships with the land continue to this day.

From: O'Kane, Jessica <jokane@courtenay.ca>

Sent: Monday, June 26, 2023 2:05 PM

To: Ruscheinski, Bonnie HOUS:EX <Bonnie.Ruscheinski@gov.bc.ca>

Subject: Meeting Request with the City of Courtenay

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Good afternoon Bonnie,

Please allow me to introduce myself. I'm the new EA to the Mayor and City Manager of the City of Courtenay.

City of Courtenay Council has asked us to arrange a meeting with the Minister of Housing to build a relationship and work together to find a path forward in a long term partnership. Would you be able to assist me in scheduling this meeting?

Thank you kindly,
Jessica

Jessica O'Kane

Executive Assistant

City of Courtenay

830 Cliffe Ave.

Courtenay, BC V9N 2J7

Work: 250-334-4441 ext. 7257

jokane@courtenay.ca | www.courtenay.ca



OUR CORE VALUES: **People Matter** | **Be Accountable** | **Depend on Each Other** | **Pursue Excellence** | **Celebrate Success**

I respectfully acknowledge that the land on which we gather and work is the unceded traditional territory of the K'ómoks First Nation.





BRIEFING NOTE

To: Council

File No.: 4000-00

From: Director of Corporate Services

Date: August 30, 2023

Subject: Bylaw Compliance Policy and Strategy Project – Engagement Summary and Analysis

PURPOSE: To provide Council with a summary and analysis of contributor feedback regarding the City's bylaw compliance policy and strategy.

BACKGROUND:

Responsibility for the City's Bylaw Services Division was moved from Legislative Services Department to the then Corporate Support Services Department (now Corporate Services Department) in 2020. At the time of the transition, the bylaw services division was comprised of one regular full-time bylaw enforcement officer and a part time contracted animal control officer. Over the past two and a half years, the division, in response to evolving and emerging service needs has grown to include three regular full-time bylaw enforcement officers, a part time contracted animal control officer, and a regular full-time bylaw enforcement manager.

The current Bylaw Enforcement Policy (#4000.00.01) (Attachment A) was adopted by Council at the August 8, 2017 Council meeting. The intent of the Policy was to ensure a consistent, fair and transparent approach to bylaw enforcement. At the time, the policy was developed based on the *Bylaw Enforcement Best Practice Guide for Local Governments* (The Office of the Ombudsperson, 2016), and did not include community feedback on policy priorities, consider division capacity and service levels, or include a strategy for achieving the policy objectives. As the community and its bylaw service needs have evolved rapidly over the past six years, a more comprehensive and fulsome review of the Bylaw Compliance Policy is needed to ensure the City is able to meet current and future service expectations.

The Bylaw Compliance Policy and Strategy Project (the Strategy) was identified by Council as a strategic priority for 2023. The purpose of the Bylaw Compliance Policy and Strategy Project is to develop a comprehensive, forward-thinking bylaw compliance strategy and service delivery model that not only addresses the present needs of the community but is adaptable to meet future demands. The Strategy aims to foster public trust and ensure outstanding service delivery. The development process is thorough and inclusive, involving a review of the existing bylaw compliance model, gathering insights from key contributors, and actively prioritizing community input to ensure a model that is representative of all parties' needs. The project deliverables include:

- Bylaw Compliance Policy
- Bylaw Compliance Strategy
- Good Neighbour Guide

Curiositas Consulting has been engaged by the City to lead the Bylaw Compliance Policy and Strategy Project.

DISCUSSION:

Project work over the past two months has focused on reviewing the current bylaw services enforcement policy, processes, and procedures. In addition to the internal reviews, the project has also focused on internal and external engagement activities including: interviews, an online survey, and pop up in person engagement events.

Current State: Policy, Processes, and Procedures

Upon review of the current bylaw services enforcement policy, processes, and procedures it is clear that the Bylaw Services Division is undertaking a variety of activities to increase its efficiency, consistency and fairness. Key developments include strengthening performance metrics, implementing standard operating procedures (SOPs), and implementing a shared electronic filing system for better file and data management. Staff health and safety protocols have been prioritized. Staff training focuses on areas like de-escalation, situational awareness, mental health and additions training, and cultural informed practice. The current state analysis determined that planned and funded future technological advancements, such as the Tempest database, will further streamline processes and increase investigative and reporting capabilities.

A review of the Bylaw Services workforce finds that the City has made significant progress in enhancing its bylaw services, growing the workforce to meet demands. Transitioning to web-based automation for calls will improve efficiency and free up resources, addressing the administration gap. With a team comprising 3 full-time officers, one contract officer (working two days a week), a shared clerical resource (equivalent to 0.20 full-time equivalent), and 1 full-time manager, the city is better equipped to handle increased service demands. This proactive approach aligns with limited resources, ensuring a more responsive and effective bylaw enforcement system.

Based internal and external input gathered through contributor surveys and interviews, and in reviewing the existing 2017 Bylaw Enforcement Policy the following are updated/amendment to the Bylaw Policy are recommended:

- Develop a new Bylaw Compliance Policy and Strategy that:
 - Better balances public safety, environmental protection, and community engagement and awareness raising activities,
 - emphasizes proactive inspections based on validated priorities,
 - enhance handling of complaints,
 - offer alternative dispute resolution options, and,
 - establish clear timeframes for compliance, including defined escalation process for unresolved complaints.

Leveraging technology, the proposed policy will aim to enhance efficiency and communication.

Contributor Interviews:

In-depth interviews were conducted with both internal and external contributors. These interviews, encompassing a myriad of perspectives, were instrumental in understanding the existing bylaw services framework, its strengths, limitations, and potential areas of improvement. Internal contributors included those directly involved in bylaw services, members of the City's senior leadership team, and managers from city departments including Development Services, Public Works Services, Corporate Services, Recreation, Culture and Community Services, and the Engineering Department.

Externally, key contributors included Island Health, the Comox Valley Coalition to End Homelessness, the Downtown Courtenay Business Improvement Association, RCMP, the Community Justice Center, the Department of Fisheries and Oceans, and BC Forestry. The cross-sectional dialogue with these entities provided a wide perspective on community principles, needs, opportunities and challenges.

The information gathered resulted in the identification of themes that will significantly inform the bylaw compliance strategy update. Each theme offers critical insights into various facets of bylaw compliance, such

as social challenges, the necessity for inter-departmental collaboration, trust-building with the community, process efficiency, and optimizing the use of current resources.

Collaboration and Partnerships: This theme emphasizes the recognition that a collective effort is necessary to tackle complex problems, and collaboration with key contributors will be further encouraged. Proactively working with community partners, such as outreach services and the RCMP, is crucial to effectively address social issues.

Balancing Enforcement and Trust Building: Building trust and positive relationships within the community while maintaining order through enforcement actions is vital – find a balance between these approaches, emphasizing consistent policies and procedures that outline expectations, guidelines, and consequences.

Homelessness and Encampments: This theme highlights the significance of social challenges and the need for effective strategies to mitigate them. Integrating a client-focused model into the resource allocation strategy will better balance bylaw response and resource allocations to address both social challenges and other priority issues.

Siloed Departments: Disconnect between City departments poses a significant barrier to effective bylaw compliance. Addressing barriers to effective communication, collaboration, and coordination between different departments is essential to ensure the provision of a high level of service.

Process Streamlining: Standardizing processes across the organization will improve efficiency, reduce duplication of efforts, and enhance overall effectiveness. The use of technology and consistent digital solutions will be encouraged to streamline workflows and improve productivity.

Leveraging Existing Resources: Optimizing current processes, systems, and personnel is a priority, given the organization's size. Identify and utilize the strengths and capabilities already present within the organization to achieve efficient outcomes and address challenges effectively.

Bylaw Policy Survey:

A community survey was conducted to understand the public's perceptions and understanding of bylaw enforcement in the City of Courtenay. Between June 21 and July 25th, four-hundred and fifty-one (451) individuals completed the bylaw policy survey (350 online and 101 paper format). Using a five-point Likert scale, the survey asked participants to rate their level of agreement with various statements related to bylaw enforcement services and their impact on the community. The survey was offered online and in person at three pop up engagement events.

Survey results highlight a strong community consensus about the importance of bylaw enforcement, with 75% of respondents acknowledging its crucial role in maintaining community safety, aesthetics, and accountability. However, they also pinpoint areas for improvement, with 65% of respondents advocating for more transparency in enforcement processes and 70% seeking expedited response times for addressing reported violations.

Interestingly, there is a marked shift in community sentiments towards education and awareness, with 85% of respondents emphasizing the importance of citizen education on bylaw enforcement over punitive measures. However, regarding alternative dispute resolution methods like mediation or restorative justice

processes, the responses were diverse, suggesting a need for further exploration and public education on this matter.

The survey results showed a community inclination towards online complaint submission options, with nearly 80% of respondents indicating their preference for online bylaw service requests. This feedback provides the City an opportunity to streamline its digital processes and improve the user experience for these services.

NEXT STEPS

Through our public engagement process, it is clear there is a significant gap in public knowledge regarding the City's bylaw services and the roles of community members regarding compliance and complaint processes. With the current state analysis, survey insights, and contributor feedback in mind, the development of the "Good Neighbor Guide," will serve as a comprehensive educational tool designed to inform the community about bylaws, the associated processes, and the ethos of peaceful coexistence within the community. The guide is a significant outcome of this project and aims to foster responsible behavior, contributing to a thriving Courtenay community and will include the following:

Tailored to Your Needs: The "Good Neighbor Guide" will be designed to be inclusive and user-centric. It will provide relevant and essential information tailored to different groups, including developers, business owners, residents, and individuals experiencing homelessness. By tailoring the guide to specific user groups, we seek to ensure that everyone has access to the information most relevant to their circumstances.

Empowering Responsible Behavior: Central to the guide's purpose is empowering each member of the community with knowledge about our city's bylaws and their direct impact on our community's livability. By providing insights into responsible behavior, the guide will encourage community members to make informed choices that contribute to a safer and more harmonious living environment.

Building a Thriving Community: Collective efforts to understand and adhere to the bylaws will create a positive and vibrant Courtenay. The "Good Neighbor Guide" serves as a catalyst for fostering positive interactions and promoting a collaborative spirit among neighbors. Through shared understanding and cooperation, we envision a stronger, more cohesive community where everyone plays a part in enhancing the overall quality of life.

As the "Good Neighbor Guide" is finalized it will be presented as an integral part of the broader bylaw compliance strategy to Council in the coming months. This guide holds great potential to address the identified gap in public awareness and empower our community members with the knowledge they need to thrive in Courtenay. Engagement and review findings, the proposed bylaw compliance strategy, comprehensive bylaw compliance policy, and the Good Neighbor Guide will be presented to the City Council in October. This initiative is aimed at solidifying the bond between the community and Bylaw Services, ensuring the continued safety, well-being, and peace of our citizens.

FINANCIAL IMPLICATIONS:

The costs to update the Bylaw Policy, develop the Compliance Strategy and the Good Neighbour Guide are funded in the 2023 operating budget.

ADMINISTRATIVE IMPLICATIONS:

The Bylaw Compliance Policy and Strategy Project is part of the 2023 Corporate Services Department workplan.

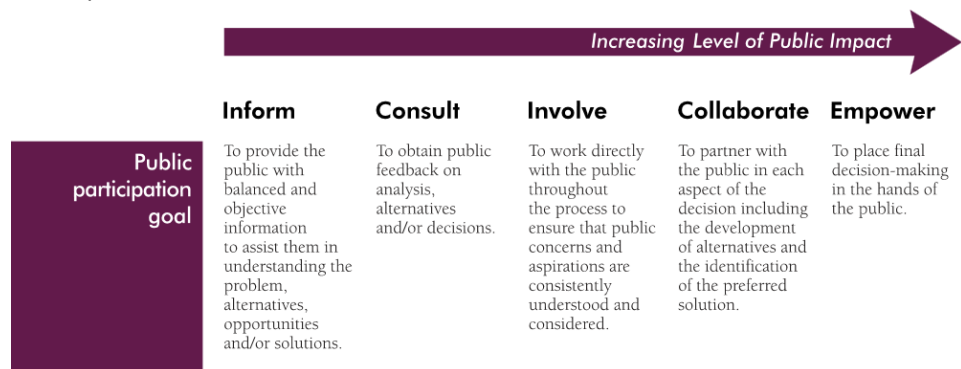
STRATEGIC PRIORITIES REFERENCE:

This initiative addresses the following strategic priorities:

- Streets and Transportation - Review City's approach to parking standards downtown: Bylaw Enforcement Policy review and update

PUBLIC ENGAGEMENT:

Staff would inform, consult, involve, and collaborate with the public based on the IAP2 Spectrum of Public Participation:



© International Association for Public Participation www.iap2.org

RECOMMENDATION: THAT Council receive the “Bylaw Compliance Policy and Strategy Project – Engagement Summary and Analysis” briefing note.

ATTACHMENTS:

1. City of Courtenay Bylaw Policy 2017

Prepared by: Kate O’Connell, Director of Corporate Services
 Concurrence: Geoff Garbutt, M.Pl., MCIP, RPP, City Manager (CAO)

Section 9 – Legislative Services	Policy # 4000.00.01
Subject: Bylaw Enforcement Policy	Revision #

PURPOSE:

The purpose of this Bylaw Enforcement Policy is to provide consistent enforcement and management of complaints relating to City of Courtenay bylaws.

POLICY:

The Bylaw Enforcement Policy is complaint based. The City does not have the resources to generally review bylaw compliance on its own initiative; therefore it will primarily rely on complaints from the public in order to initiate any investigations.

The City has no duty to take enforcement action for each bylaw contravention that may occur. Discretion will be exercised by City staff and Council on a case-by-case basis.

Bylaw investigation will be undertaken only in response to written complaints, and where complainants provide their name, address and telephone number. The identity of complainants is protected under the *Freedom of Information and Protection of Privacy Act*. The City will not respond to anonymous complaints. Bylaw investigations may be undertaken in response to complaints or observations from City staff, or other agencies such as the RCMP.

The City’s highest bylaw enforcement priority is generally matters relating to public health and safety and complaints relating to these areas will be investigated as soon as possible. Response priority on routine matters such as permits, zoning bylaw violations, etc. will be determined on the order received, and the availability of staff resources.

Voluntary compliance is the first goal of bylaw enforcement. Individuals will be given the opportunity to cease the violation activity before further action is taken. Compliance may be encouraged through notification of municipal fines associated with the offence. Municipal tickets (MTI) may be issued if required at the discretion of the City staff.

A complainant may be requested to sign an affidavit and/or be prepared to stand as a witness in the event enforcement action proceeds to court.

Injunctive or other court proceedings may be initiated if voluntary compliance is not achieved within 90 days of the City issuing a warning. Where voluntary compliance fails, and where injunctive proceedings are recommended, the Chief Administrative Officer (CAO) will request approval from Council to commence legal proceedings.

AUTHORIZATION: R15/2017 4.01	DATE: August 8, 2017
-------------------------------------	-----------------------------

Section 9 – Legislative Services	Policy # 4000.00.01
Subject: Bylaw Enforcement Policy	Revision #

Council may, through a formal resolution of Council, direct staff to investigate a matter, or enforce City bylaws. An individual Council member may refer a bylaw enforcement matter to staff for investigation through the CAO.

PROCEDURES:

1. All bylaw complaints will be directed in writing to the Bylaw Enforcement Officer (BEO), who will undertake a preliminary review of the complaint to ensure the complaint is founded. If no violation exists, the alleged violator and complainant will be advised, and the file will be closed. If a violation exists, the alleged violator will be verbally requested to cease the activity. The BEO may conduct a site visit to determine compliance. The BEO may refer animal complaints to the Animal Control Officer or traffic complaints to the Traffic Control Officer as appropriate.

2. In order for enforcement to be considered, routine complaints must meet the following criteria:
 - Two complete written bylaw complaints signed by unrelated complainants with the City of Courtenay;
 - One complete written bylaw complaint signed by a complainant whose property is located within 100 metres of the property; or
 - One written or verbal complaint from an RCMP officer.

Complaints involving public health and safety risks to humans, significant adverse environmental impacts and/or harm to City infrastructure require only one written complaint.

3. The BEO will verbally request voluntary compliance with the alleged violator and establish time limits for compliance. If the violation continues, MTI fines may be issued to seek compliance. Alternative dispute resolution processes such as mediation or negotiation may be used at any time in order to seek compliance. If the violation continues, the BEO may send formal letters demanding compliance, and may undertake other remedies as authorized by bylaw. The BEO will maintain a record of all complaints received, and the actions taken to resolve the issue.

AUTHORIZATION: R15/2017 4.01	DATE: August 8, 2017
-------------------------------------	-----------------------------

Section 9 – Legislative Services	Policy # 4000.00.01
Subject: Bylaw Enforcement Policy	Revision #

4. Where compliance has not been achieved, the BEO will provide a recommended approach to bylaw enforcement. Where the recommendation is to seek injunctive relief or other forms of legal action, the Director of Legislative Services/Deputy CAO will prepare a report to Council through the CAO. Council will then either resolve to proceed with legal action, decline to proceed, or seek other remedies. Following approval of Council by resolution, with the assistance of legal counsel, staff will initiate if applicable, legal proceedings.
5. All complainants will be advised of the status of their complaint in a timely manner based on available resources. Should the complainant be unsatisfied with the disposition of the complaint, the complainant may appeal to the CAO. If the complainant remains unsatisfied, then an appeal may be made directly to Council in writing.
6. In the case of frivolous, repeat and/or multiple complaints, each complaint will be considered according to this policy. Bylaw enforcement staff will endeavor to balance the interest of the complainant as well as the broader community. The City has the discretion to not to intervene in civil matters that are clearly disputes between individuals.

AUTHORIZATION: R15/2017 4.01	DATE: August 8, 2017
-------------------------------------	-----------------------------

Project Update Bylaw Compliance Policy & Strategy

August 30, 2023

We acknowledge and honor all the traditional lands and the traditional keepers of the lands we currently live, work and play in.

Today, we respectfully begin by acknowledging the K'ómoks First Nation people on whose traditional territory this workshop will take place.

We are grateful to the City of Courtenay for the opportunity to work on this project for a Bylaw Compliance Policy Review & Strategy

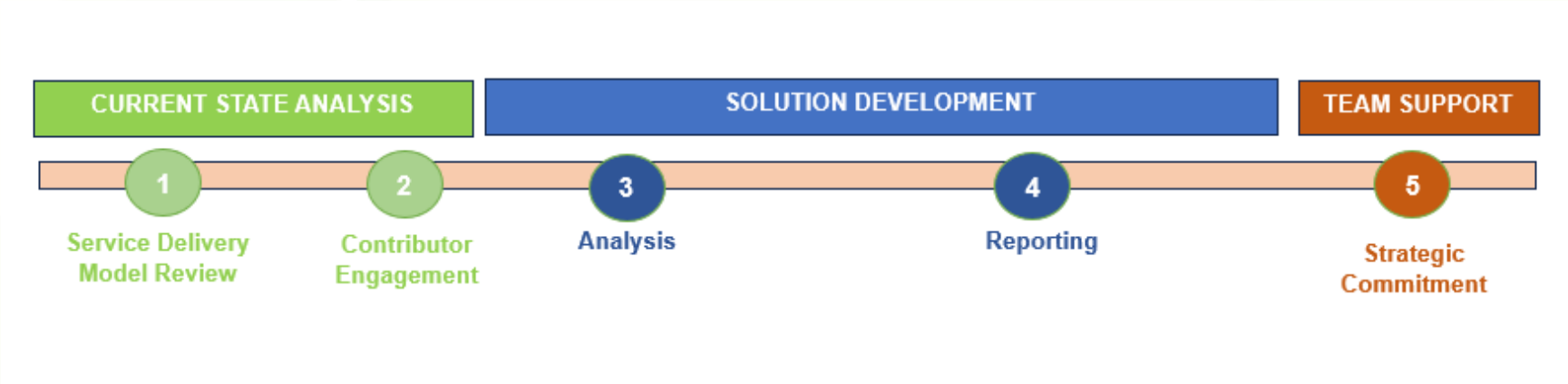
Background

- ▶ Collaboration with Curiositas Consulting to review bylaw compliance policy and service delivery model
- ▶ Goal: Develop a customer-centric strategy reflecting Courtenay's uniqueness
- ▶ Importance of bylaw services for safety, livability, and quality of life



Project Update: Objective

- Comprehensive, adaptable forward thinking bylaw strategy
- Model development with community input
- Aim for public trust and outstanding service



Project Update: Approach

Current State
Analysis

Contributor
Interviews

Community
Engagement
Online Survey
In Person Pop-Ups

Current State Analysis

2017 policy review highlights service delivery improvement opportunities

Addressing policy gaps: proactive and priority inspections, compliance timeframes, escalation for unresolved complaints

Enhanced efficiencies, SOPs, and priority on staff safety and training

Enhanced services, expanded workforce

Technology advancements

Contributor Interviews

Six themes steer bylaw compliance strategy from gathered data.



Online Survey and Pop-Up Community Engagement

- Online community survey attracted 451 community members to participate
- Pop-Up Engagement which gained valuable feedback from 150 citizens



Survey Results

- Strong support and importance of bylaw enforcement recognized
- Need for increased transparency, accountability
- High readiness for a digital transition
- Areas for improvement: transparency, response times, public education
- Community preference for digital methods

70% Seeking expedited response

92.89% support prioritization of bylaw violations

85% support education over enforcement

82.89% believe bylaws enhance neighborhood quality

Next Steps

Good Neighbour Guide

- Tailored to Specific User Groups
- Empowering Responsible Behavior
- Building a Thriving Community

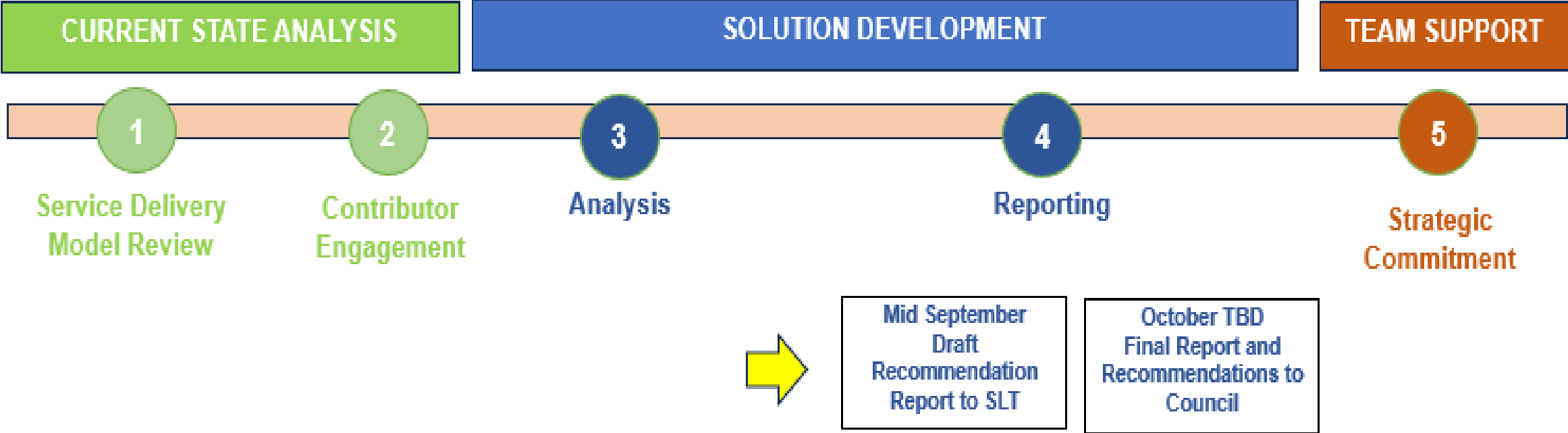
Bylaw Compliance Policy

- Proactive and Responsive Approach
- Fairness and Transparency
- Clear and Concise Language

Bylaw Compliance Strategy

- Client Focused Approach
- Proactive Collaboration with Partners
- Balancing Enforcement and Trust-building = Positive Community relationships

Project Outlook





BRIEFING NOTE

To: Council

File No.: 5335-20

From: Director of Engineering Services

Date: August 30, 2023

Subject: Local Government Climate Action Program – 2023 Update

PURPOSE: To inform Council of the 2023 submission to the Local Government Climate Action Program

BACKGROUND:

The Local Government Climate Action Program (LGCAP) is a provincial program that provides local governments with predictable and stable funding to support climate action. This funding supports climate actions that reduce emissions and prepare communities for the impacts of a changing climate. The LGCAP program was launched in 2022, and follows the former Climate Action Revenue Incentive Program (CARIP) which operated from 2010 to 2020.

The province has determined that the City of Courtenay is eligible to receive annual funding of \$173,082 upon meeting the following annual program requirements:

- Be signatories to the BC Climate Action Charter
- Measure and report corporate greenhouse gas (GHG) emissions
- Complete an Online Survey
- Have the Chief Financial Officer, or equivalent position sign the attestation form to confirm all funds were or will be used toward climate action.
- Post a completed PDF version of the program survey and attestation form publicly.

The City of Courtenay fulfilled these program requirements in 2022, and received \$173,082. The City of Courtenay recently fulfilled the 2023 program requirements and is expecting to receive another \$173,082. Over the first three years of the program, the City of Courtenay is eligible to receive an approximate allocation of \$519,000.

To date, the funds have been placed in reserve as staff develop a recommended approach to allocate the funds. The plan to utilize these funds will reflect the City's strategic priorities and will be subject to future Council Direction. The province allows funds to be held in reserve year over year to fund larger projects, however all funds from the first three years of the program must be spent no later than March 31, 2025. The funds must be linked to climate change mitigation or climate change adaptation as described by the Ministry of Environment and Climate Change Strategy in the documents *Clean BC Roadmap to 2030*, and *Climate Preparedness and Adaptation Strategy*. The city must report on how these projects are linked to the objectives outlined in these documents.

DISCUSSION:

To fulfil the 2023 LGCAP program requirements, the City of Courtenay completed a corporate GHG Emissions Inventory for 2022 and a survey that reports climate action progress and initiatives.

GHG Inventory

The corporate GHG Emissions Inventory was completed using the template provided by the Province of BC, in accordance with the *2022 BC Best Practices Methodology for Quantifying Greenhouse Gas Emissions*. This inventory estimates the emissions produced from City of Courtenay operations related to the delivery of traditional municipal services, as defined in the *Scope Summary for Local Government and Modern Treaty Nation Corporate Greenhouse Gas Emissions*. This approach allows the reported emissions to be compared against the reported emissions of other jurisdictions nationally, and internationally.

The total GHG emissions from City of Courtenay operations were estimated to be 1280.07 tCO₂e in 2022. The GHG Emissions Inventory is provided in Attachment 1, and the results are summarized by Figure 1 below.

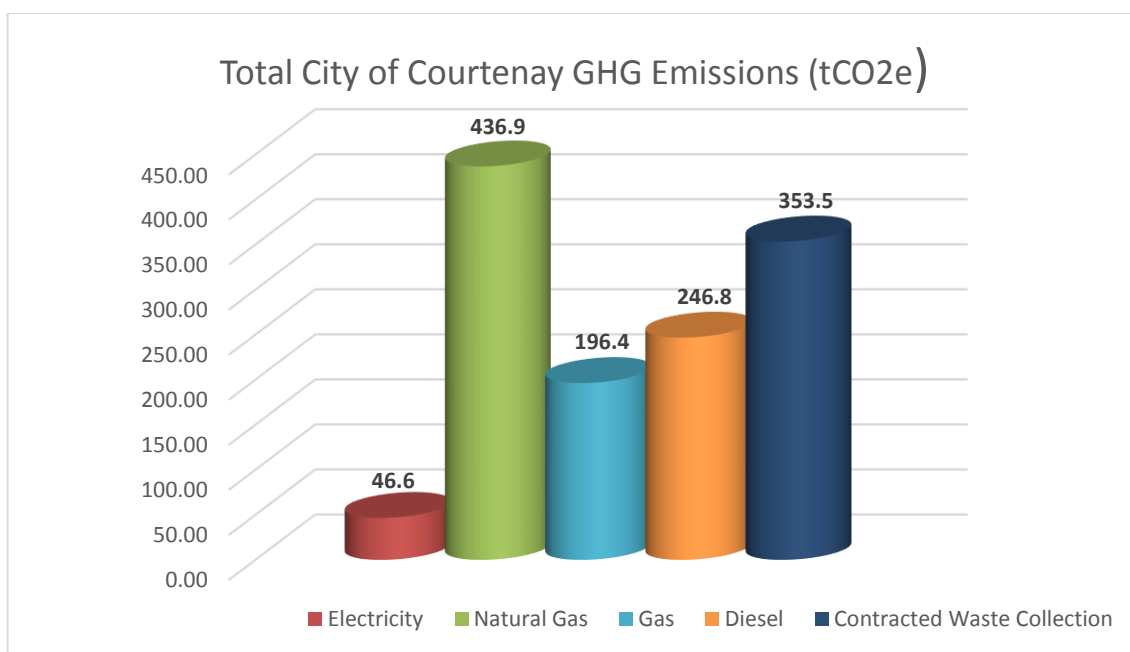


Figure 1: City of Courtenay Corporate Emissions Inventory, 2022.

The inventory found that the greatest source of GHG emissions is natural gas used in buildings, followed by fuel used by contracted waste collection, and City of Courtenay Equipment and Fleet vehicles. This estimate was prepared by referencing usage data reported by BC Hydro, FortisBC, and vehicle fuel records. This estimate will be used to help identify climate mitigation projects that offer the greatest reductions in GHG emissions.

Survey Findings

The survey is provided in Attachment 2, and was completed by engaging internal city staff across the organization, to ensure our response reflected all climate action efforts. This included consultation with staff from: Engineering; Public Works; Development Services; Recreation, Culture & Community Services; Financial Services; and the Fire Department. An equivalent of six full staff positions were estimated to be working on climate action, determined by summing the portions of staff time related to emergency management, sustainability, active transportation, and waste management across all departments. This

highlights how integrating climate considerations in our operations, will require collaboration and coordination throughout the organization.

This survey noted that the City's Corporate Climate Action Strategy was completed in 2009. The 2023-2026 Strategic Priorities identify an update of the Corporate Climate Action Plan as a key task. Staff have proposed that a portion of the LGCAP funds be used to update the Corporate Climate Action Strategy to align with the current provincial guidance and updated climate targets. It is anticipated that this strategy will identify the specific projects and actions needed to reduce corporate greenhouse gas emissions and reach our climate targets outlined in the Official Community Plan (OCP).

The Corporate GHG Emissions Inventory is focused on city operations, and does not reflect GHG emissions in the community. Community wide emissions are estimated by the Comox Valley Community Wide Greenhouse Gas Emissions Inventory prepared by the Comox Valley Regional District (CVRD), on a three-year schedule. The most recent inventory was completed in 2021, and community wide emissions for the City of Courtenay were reported to be 181,157 tCO₂e. The community wide emissions estimate does not include emissions related to city operations. The CVRD is working to complete a regional climate action strategy using data from the Community Wide Emissions Reduction Strategy. The City of Courtenay has been engaged in this process, and will continue to support their efforts.

It was noted that the City of Courtenay is already advancing climate adaption plans to respond to the risk of flood and heavy rainfall. The risk associated with other climate hazards, such as extreme heat and stress, water shortages, wildfire, ecological impacts, and human health have not been analysed in depth. This represents an opportunity for future analysis to ensure the city can build resilience to the variety of climate hazards that may be experienced.

FINANCIAL IMPLICATIONS:

The City of Courtenay is expected to receive \$173,082 annually, for the first three years of the LGCAP program, for a total allocation of \$519,246. These funds will be directed toward climate action as required by the province, and will be allocated as part of the annual financial planning process.

ADMINISTRATIVE IMPLICATIONS:

The preparation of the LGCAP submittals, and the development of a Corporate Climate Action Strategy will be led by Engineering Services, with support from Public Works, Development Services, and other departments as required. Once the strategy is developed, administrative impacts will be assessed in greater detail. The adoption of a climate lens in our operations may have implications for all departments.

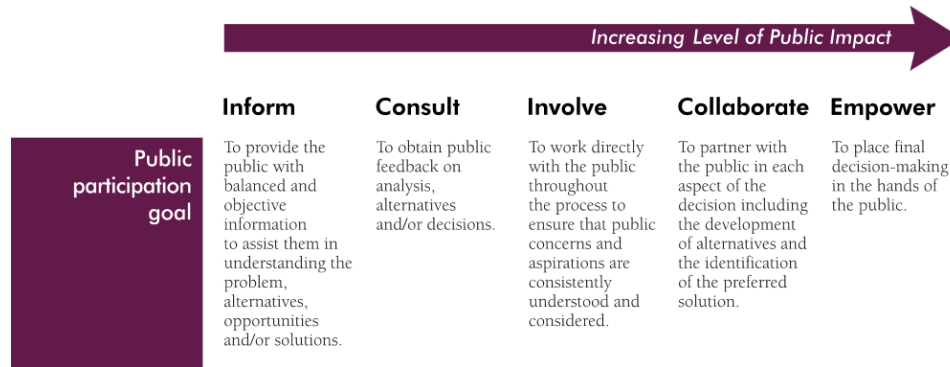
STRATEGIC PRIORITIES REFERENCE:

This initiative addresses the following strategic priorities:

- Natural Environment - Integrate climate change commitment into our governance work: Update Corporate Climate Action Plan
- Natural Environment - Integrate climate change commitment into our governance work: Include climate change lens in staff reports
- Natural Environment - Integrate climate change commitment into our governance work: Include carbon budget in municipal operations and purchasing

PUBLIC ENGAGEMENT:

The 2023 LGCAP survey is publicly available on the City of Courtenay website. Staff are Informing the public based on the IAP2 Spectrum of Public Participation:



© International Association for Public Participation www.iap2.org

RECOMMENDATION: THAT Council receive the “Local Government Climate Action Plan – 2023 Update” briefing note.

ATTACHMENTS:

1. 2022 City of Courtenay Greenhouse Gas Emissions Inventory
2. LGCAP Year 2 Survey

Prepared by: Jeanniene Tazzioli, P.Eng, Manager of Engineering, Environmental Projects
Garret Wright, Engineering Technologist

Reviewed by: Chris Davidson, P.Eng, PMP, Director of Engineering Services

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

Local Government Name:	<i>The City of Courtenay</i>
Year:	<i>2022</i>
Contact Information:	
Name:	<i>Garret Wright</i>
Position:	<i>Engineering Technologist</i>
Telephone Number:	<i>250-334-4441</i>
Email address:	gwright@courtenay.ca

Stationary Emission Sources:					
Building Fuel	Units	Lookup	Consumption	Emissions Factor	Emissions (tCO2e)
01 - Fortis BC Natural Gas	GJ	01 - Fortis BC Natural GasGJ	8,764.00	0.049846500	436.85
Electricity - BC Hydro	kWh	Electricity - BC HydrokWh	4,051,308.00	0.000011498	46.58
Mobile Emission Sources:					
Vehicle Class	Units	Lookup	Consumption	Emissions Factor	Emissions (tCO2e)
01 Light-duty Vehicle - Gasoline	L	01 Light-duty Vehicle - GasolineL	89,185.91	0.002201685	196.36
02 Light-duty Vehicle - Diesel	L	02 Light-duty Vehicle - DieselL	93,726.00	0.002633008	246.78
Total Directly Delivered Services Emissions					926.58
Contracted Mobile Emission Sources:					
Vehicle Class	Units	Lookup	Consumption	Emissions Factor	Emissions (tCO2e)
14 Heavy Duty - Diesel	L	14 Heavy Duty - DieselL	130,576.42	0.002616375	341.64
01 Light-duty Vehicle - Gasoline	L	01 Light-duty Vehicle - GasolineL	5,382.75	0.002201685	11.85
Total Contracted Services Emissions					353.49
Total Corporate GHG Emissions					1,280.07

Electricity - BC - Fort Nelson Grid	MJ	Electricity - BC - Fort Nelson GridMJ	0.000135
Electricity - BC - Integrated Grid - Nelson Hydro	MJ	Electricity - BC - Integrated Grid - Nelson HydroMJ	0.000003
Electricity - BC - Integrated Grid - Penticton Electrical	MJ	Electricity - BC - Integrated Grid - Penticton ElectricalMJ	0.000003
Electricity - BC - Off Grid Diesel/River Cogen: Ah-Sin Heek, Clayton Falls	MJ	Electricity - BC - Off Grid Diesel/River Cogen: Ah-Sin Heek,	0.000003
Electricity - BC -Off Grid Diesel Standby: Atlin	MJ	Electricity - BC -Off Grid Diesel Standby: AtlinMJ	0.000003
Electricity - BC Hydro	MJ	Electricity - BC HydroMJ	0.000003
Electricity - BC- Off Grid Diesel	MJ	Electricity - BC- Off Grid DieselMJ	0.000135
Electricity - BC- Off Grid Diesel Standby: Bella Bella	MJ	Electricity - BC- Off Grid Diesel Standby: Bella BellaMJ	0.000003
Electricity - FortisBC	MJ	Electricity - FortisBCMJ	0.000003
Electricity -BC - Off Grid Diesel Standby: Dease Lake	MJ	Electricity -BC - Off Grid Diesel Standby: Dease LakeMJ	0.000003
Electricity -BC - Off Grid Diesel/River Cogen: Sandspit	MJ	Electricity -BC - Off Grid Diesel/River Cogen: SandspitMJ	0.000003
Electricity - BC - Fort Nelson Grid	GJ	Electricity - BC - Fort Nelson GridGJ	0.135000
Electricity - BC - Integrated Grid - Nelson Hydro	GJ	Electricity - BC - Integrated Grid - Nelson HydroGJ	0.003194
Electricity - BC - Integrated Grid - Penticton Electrical	GJ	Electricity - BC - Integrated Grid - Penticton ElectricalGJ	0.003194
Electricity - BC - Off Grid Diesel/River Cogen: Ah-Sin Heek, Clayton Falls	GJ	Electricity - BC - Off Grid Diesel/River Cogen: Ah-Sin Heek,	0.003194
Electricity - BC -Off Grid Diesel Standby: Atlin	GJ	Electricity - BC -Off Grid Diesel Standby: AtlinGJ	0.003194
Electricity - BC Hydro	GJ	Electricity - BC HydroGJ	0.003194
Electricity - BC- Off Grid Diesel	GJ	Electricity - BC- Off Grid DieselGJ	0.135000
Electricity - BC- Off Grid Diesel Standby: Bella Bella	GJ	Electricity - BC- Off Grid Diesel Standby: Bella BellaGJ	0.003194
Electricity - FortisBC	GJ	Electricity - FortisBCGJ	0.003194
Electricity -BC - Off Grid Diesel Standby: Dease Lake	GJ	Electricity -BC - Off Grid Diesel Standby: Dease LakeGJ	0.003194
Electricity -BC - Off Grid Diesel/River Cogen: Sandspit	GJ	Electricity -BC - Off Grid Diesel/River Cogen: SandspitGJ	0.003194
Electricity - BC - Fort Nelson Grid	KWh	Electricity - BC - Fort Nelson GridKWh	0.000486
Electricity - BC - Integrated Grid - Nelson Hydro	KWh	Electricity - BC - Integrated Grid - Nelson HydroKWh	0.000011
Electricity - BC - Integrated Grid - Penticton Electrical	KWh	Electricity - BC - Integrated Grid - Penticton ElectricalKWh	0.000011
Electricity - BC - Off Grid Diesel/River Cogen: Ah-Sin Heek, Clayton Falls	KWh	Electricity - BC - Off Grid Diesel/River Cogen: Ah-Sin Heek,	0.000011
Electricity - BC -Off Grid Diesel Standby: Atlin	KWh	Electricity - BC -Off Grid Diesel Standby: AtlinKWh	0.000011
Electricity - BC Hydro	KWh	Electricity - BC HydroKWh	0.000011
Electricity - BC- Off Grid Diesel	KWh	Electricity - BC- Off Grid DieselKWh	0.000486
Electricity - BC- Off Grid Diesel Standby: Bella Bella	KWh	Electricity - BC- Off Grid Diesel Standby: Bella BellaKWh	0.000011
Electricity - FortisBC	KWh	Electricity - FortisBCKWh	0.000011
Electricity -BC - Off Grid Diesel Standby: Dease Lake	KWh	Electricity -BC - Off Grid Diesel Standby: Dease LakeKWh	0.000011
Electricity -BC - Off Grid Diesel/River Cogen: Sandspit	KWh	Electricity -BC - Off Grid Diesel/River Cogen: SandspitKWh	0.000011
Electricity - BC - Fort Nelson Grid	GWh	Electricity - BC - Fort Nelson GridGWh	486.000000
Electricity - BC - Integrated Grid - Nelson Hydro	GWh	Electricity - BC - Integrated Grid - Nelson HydroGWh	11.498400
Electricity - BC - Integrated Grid - Penticton Electrical	GWh	Electricity - BC - Integrated Grid - Penticton ElectricalGWh	11.498400
Electricity - BC - Off Grid Diesel/River Cogen: Ah-Sin Heek, Clayton Falls	GWh	Electricity - BC - Off Grid Diesel/River Cogen: Ah-Sin Heek,	11.498400
Electricity - BC -Off Grid Diesel Standby: Atlin	GWh	Electricity - BC -Off Grid Diesel Standby: AtlinGWh	11.498400
Electricity - BC Hydro	GWh	Electricity - BC HydroGWh	11.498400
Electricity - BC- Off Grid Diesel	GWh	Electricity - BC- Off Grid DieselGWh	486.000000
Electricity - BC- Off Grid Diesel Standby: Bella Bella	GWh	Electricity - BC- Off Grid Diesel Standby: Bella BellaGWh	11.498400
Electricity - FortisBC	GWh	Electricity - FortisBCGWh	11.498400
Electricity -BC - Off Grid Diesel Standby: Dease Lake	GWh	Electricity -BC - Off Grid Diesel Standby: Dease LakeGWh	11.498400
Electricity -BC - Off Grid Diesel/River Cogen: Sandspit	GWh	Electricity -BC - Off Grid Diesel/River Cogen: SandspitGWh	11.498400
01 - Fortis BC Natural Gas	MJ	01 - Fortis BC Natural GasMJ	4.98465E-05
02 - Propane	m3	02 - Propanem3	1.544282057
05A - Light Fuel Oil (Standard)	m3	05A - Light Fuel Oil (Standard)m3	2.669379
05B - Light Fuel Oil (B5)	m3	05B - Light Fuel Oil (B5)m3	2.62449408
07A - Diesel Fuel (Standard)	m3	07A - Diesel Fuel (Standard)m3	2.650894
07B - Diesel Fuel (B5)	m3	07B - Diesel Fuel (B5)m3	2.56339
07C - Diesel Fuel (B20)	m3	07C - Diesel Fuel (B20)m3	2.160091
08 - Marine Diesel	m3	08 - Marine Dieselm3	2.59989404
09 - Gasoline	m3	09 - Gasolinem3	2.19975
11 - Biodiesel (B100)	m3	11 - Biodiesel (B100)m3	0.008014
12 - Wood Fuel - Industrial	kg	12 - Wood Fuel - Industrialkg	0.00002135
13 - Wood Fuel - Residential	kg	13 - Wood Fuel - Residentialkg	0.000393
14 - Renewable Natural Gas	MJ	14 - Renewable Natural GasMJ	2.665E-07
01 - Fortis BC Natural Gas	GJ	01 - Fortis BC Natural GasGJ	0.0498465
02 - Propane	L	02 - PropaneL	0.001544282
05A - Light Fuel Oil (Standard)	L	05A - Light Fuel Oil (Standard)L	0.002669379
05B - Light Fuel Oil (B5)	L	05B - Light Fuel Oil (B5)L	0.002624494
07A - Diesel Fuel (Standard)	L	07A - Diesel Fuel (Standard)L	0.002650894
07B - Diesel Fuel (B5)	L	07B - Diesel Fuel (B5)L	0.00256339
07C - Diesel Fuel (B20)	L	07C - Diesel Fuel (B20)L	0.002160091

08 - Marine Diesel	L	08 - Marine DieselL	0.002599894
09 - Gasoline	L	09 - GasolineL	0.00219975
11 - Biodiesel (B100)	L	11 - Biodiesel (B100)L	0.00008014
12 - Wood Fuel - Industrial	kg	12 - Wood Fuel - Industrialkg	0.00002135
13 - Wood Fuel - Residential	kg	13 - Wood Fuel - Residentialkg	0.000393
14 - Renewable Natural Gas	GJ	14 - Renewable Natural GasGJ	2.665E-07
District Energy - Tier 1	MJ	District Energy - Tier 1MJ	0.000014
District Energy - Tier 2	MJ	District Energy - Tier 2MJ	0.0000234
District Energy - Tier 3	MJ	District Energy - Tier 3MJ	0.0000329
District Energy - Tier 4	MJ	District Energy - Tier 4MJ	0.0000423
District Energy - Tier 5	MJ	District Energy - Tier 5MJ	0.0000517
District Energy - Tier 6	MJ	District Energy - Tier 6MJ	0.0000611
District Energy - Tier 7	MJ	District Energy - Tier 7MJ	0.0000705
District Energy - Tier 8	MJ	District Energy - Tier 8MJ	0.0000799
District Energy - Tier 9	MJ	District Energy - Tier 9MJ	0.0000894
District Energy - Tier 10	MJ	District Energy - Tier 10MJ	0.0000988
District Energy - Tier 1	GJ	District Energy - Tier 1GJ	0.014
District Energy - Tier 2	GJ	District Energy - Tier 2GJ	0.0234
District Energy - Tier 3	GJ	District Energy - Tier 3GJ	0.0329
District Energy - Tier 4	GJ	District Energy - Tier 4GJ	0.0423
District Energy - Tier 5	GJ	District Energy - Tier 5GJ	0.0517
District Energy - Tier 6	GJ	District Energy - Tier 6GJ	0.0611
District Energy - Tier 7	GJ	District Energy - Tier 7GJ	0.0705
District Energy - Tier 8	GJ	District Energy - Tier 8GJ	0.0799
District Energy - Tier 9	GJ	District Energy - Tier 9GJ	0.0894
District Energy - Tier 10	GJ	District Energy - Tier 10GJ	0.0988
District Energy - Tier 1	KWh	District Energy - Tier 1KWh	0.000050
District Energy - Tier 2	KWh	District Energy - Tier 2KWh	0.000084
District Energy - Tier 3	KWh	District Energy - Tier 3KWh	0.000118
District Energy - Tier 4	KWh	District Energy - Tier 4KWh	0.000152
District Energy - Tier 5	KWh	District Energy - Tier 5KWh	0.000186
District Energy - Tier 6	KWh	District Energy - Tier 6KWh	0.000220
District Energy - Tier 7	KWh	District Energy - Tier 7KWh	0.000254
District Energy - Tier 8	KWh	District Energy - Tier 8KWh	0.000288
District Energy - Tier 9	KWh	District Energy - Tier 9KWh	0.000322
District Energy - Tier 10	KWh	District Energy - Tier 10KWh	0.000356
District Energy - Tier 1	GWh	District Energy - Tier 1GWh	50.400000
District Energy - Tier 2	GWh	District Energy - Tier 2GWh	84.240000
District Energy - Tier 3	GWh	District Energy - Tier 3GWh	118.440000
District Energy - Tier 4	GWh	District Energy - Tier 4GWh	152.280000
District Energy - Tier 5	GWh	District Energy - Tier 5GWh	186.120000
District Energy - Tier 6	GWh	District Energy - Tier 6GWh	219.960000
District Energy - Tier 7	GWh	District Energy - Tier 7GWh	253.800000
District Energy - Tier 8	GWh	District Energy - Tier 8GWh	287.640000
District Energy - Tier 9	GWh	District Energy - Tier 9GWh	321.840000
District Energy - Tier 10	GWh	District Energy - Tier 10GWh	355.680000
District Energy - Tier 1	GJ	District Energy - Tier 1GJ	0.014
District Energy - Tier 2	GJ	District Energy - Tier 2GJ	0.0234
District Energy - Tier 3	GJ	District Energy - Tier 3GJ	0.0329
District Energy - Tier 4	GJ	District Energy - Tier 4GJ	0.0423
District Energy - Tier 5	GJ	District Energy - Tier 5GJ	0.0517
District Energy - Tier 6	GJ	District Energy - Tier 6GJ	0.0611
District Energy - Tier 7	GJ	District Energy - Tier 7GJ	0.0705
District Energy - Tier 8	GJ	District Energy - Tier 8GJ	0.0799
District Energy - Tier 9	GJ	District Energy - Tier 9GJ	0.0894
District Energy - Tier 10	GJ	District Energy - Tier 10GJ	0.0988
01 Light-duty Vehicle - Gasoline	m3	01 Light-duty Vehicle - Gasolinem3	2.201685
02 Light-duty Vehicle - Diesel	m3	02 Light-duty Vehicle - Dieselm3	2.633008
03 Light-duty Vehicle - Propane	m3	03 Light-duty Vehicle - Propanem3	1.54034
06 Light-duty Vehicle - Natural Gas	kg	06 Light-duty Vehicle - Natural Gaskg	3.088628
07 Light-duty Truck - Gasoline	m3	07 Light-duty Truck - Gasolinem3	2.201685
08 Light-duty Truck - Diesel	m3	08 Light-duty Truck - Dieselm3	2.633484
09 Light-duty Truck - Propane	m3	09 Light-duty Truck - Propanem3	1.54034
12 Light-duty Truck - Natural Gas	kg	12 Light-duty Truck - Natural Gaskg	3.088628

13 Heavy Duty - Gasoline	m3	13 Heavy Duty - Gasolinem3	2.246839
14 Heavy Duty - Diesel	m3	14 Heavy Duty - Dieselm3	2.616375
17 Motorcycle - Gasoline	m3	17 Motorcycle - Gasolinem3	2.22436
18 Off-Road - Gasoline E5	m3	18 Off-Road - Gasoline E5m3	2.351135
19 Off-Road - Diesel	m3	19 Off-Road - Dieselm3	2.635479
20 Off-Road - Diesel B100	m3	20 Off-Road - Diesel B100m3	0.062199
21 Off-Road - Gasoline E100	m3	21 Off-Road - Gasoline E100m3	0.1592
22 Marine - Gasoline	m3	22 Marine - Gasolinem3	2.21479
23 Marine - Diesel	m3	23 Marine - Dieselm3	2.59941404
26 Aviation - Gasoline	m3	26 Aviation - Gasolinem3	2.44767
27 Aviation - Turbo Fuel	m3	27 Aviation - Turbo Fuelm3	2.5793535
Heavy Duty - Diesel B100	m3	Heavy Duty - Diesel B100m3	0.043095
Heavy Duty - Diesel B20	m3	Heavy Duty - Diesel B20m3	2.187495
Heavy Duty - Diesel B5	m3	Heavy Duty - Diesel B5m3	2.58957
Heavy Duty - Gasoline E10	m3	Heavy Duty - Gasoline E10m3	2.131474
Heavy Duty - Gasoline E100	m3	Heavy Duty - Gasoline E100m3	0.054904
Heavy Duty - Gasoline E15	m3	Heavy Duty - Gasoline E15m3	2.016109
Heavy Duty Natural Gas	kg	Heavy Duty Natural Gaskg	3.123775216
Heavy Duty Propane	m3	Heavy Duty Propanem3	1.54034
Light-duty Truck - Diesel B100	m3	Light-duty Truck - Diesel B100m3	0.060204
Light-duty Truck - Diesel B20	m3	Light-duty Truck - Diesel B20m3	2.204604
Light-duty Truck - Diesel B5	m3	Light-duty Truck - Diesel B5m3	2.606679
Light-duty Truck - Gasoline E10	m3	Light-duty Truck - Gasoline E10m3	2.08632
Light-duty Truck - Gasoline E100	m3	Light-duty Truck - Gasoline E100m3	0.010056
Light-duty Truck - Gasoline E15	m3	Light-duty Truck - Gasoline E15m3	1.970955
Light-duty Vehicle - Diesel B100	m3	Light-duty Vehicle - Diesel B100m3	0.059728
Light-duty Vehicle - Diesel B20	m3	Light-duty Vehicle - Diesel B20m3	2.204128
Light-duty Vehicle - Diesel B5	m3	Light-duty Vehicle - Diesel B5m3	2.606203
Light-duty Vehicle - Gasoline E10	m3	Light-duty Vehicle - Gasoline E10m3	2.08632
Light-duty Vehicle - Gasoline E100	m3	Light-duty Vehicle - Gasoline E100m3	0.00975
Light-duty Vehicle - Gasoline E15	m3	Light-duty Vehicle - Gasoline E15m3	1.970955
Mobile - Natural Gas R100	kg	Mobile - Natural Gas R100kg	0.386023055
Off-Road - Diesel B20	m3	Off-Road - Diesel B20m3	2.206599
Off-Road - Gasoline E10	m3	Off-Road - Gasoline E10m3	2.23577
Off-Road - Gasoline E15	m3	Off-Road - Gasoline E15m3	2.120405
Off-Road - Natural Gas	kg	Off-Road - Natural Gaskg	3.088628
Off-Road - Propane	m3	Off-Road - Propanem3	1.555975
Off-Road- Diesel B5	m3	Off-Road- Diesel B5m3	2.608674
01 Light-duty Vehicle - Gasoline	L	01 Light-duty Vehicle - GasolineL	0.002201685
02 Light-duty Vehicle - Diesel	L	02 Light-duty Vehicle - Diesell	0.002633008
03 Light-duty Vehicle - Propane	L	03 Light-duty Vehicle - PropaneL	0.00154034
06 Light-duty Vehicle - Natural Gas	kg	06 Light-duty Vehicle - Natural Gaskg	0.003088628
07 Light-duty Truck - Gasoline	L	07 Light-duty Truck - GasolineL	0.002201685
08 Light-duty Truck - Diesel	L	08 Light-duty Truck - Diesell	0.002633484
09 Light-duty Truck - Propane	L	09 Light-duty Truck - PropaneL	0.00154034
12 Light-duty Truck - Natural Gas	kg	12 Light-duty Truck - Natural Gaskg	0.003088628
13 Heavy Duty - Gasoline	L	13 Heavy Duty - GasolineL	0.002246839
14 Heavy Duty - Diesel	L	14 Heavy Duty - DieselL	0.002616375
17 Motorcycle - Gasoline	L	17 Motorcycle - GasolineL	0.00222436
18 Off-Road - Gasoline E5	L	18 Off-Road - Gasoline E5L	0.002351135
19 Off-Road - Diesel	L	19 Off-Road - Diesell	0.002635479
20 Off-Road - Diesel B100	L	20 Off-Road - Diesel B100L	0.000062199
21 Off-Road - Gasoline E100	L	21 Off-Road - Gasoline E100L	0.0001592
22 Marine - Gasoline	L	22 Marine - GasolineL	0.00221479
23 Marine - Diesel	L	23 Marine - Diesell	0.002599414
26 Aviation - Gasoline	L	26 Aviation - GasolineL	0.00244767
27 Aviation - Turbo Fuel	L	27 Aviation - Turbo FuelL	0.002579354
Heavy Duty - Diesel B100	L	Heavy Duty - Diesel B100L	0.000043095
Heavy Duty - Diesel B20	L	Heavy Duty - Diesel B20L	0.002187495
Heavy Duty - Diesel B5	L	Heavy Duty - Diesel B5L	0.00258957
Heavy Duty - Gasoline E10	L	Heavy Duty - Gasoline E10L	0.002131474
Heavy Duty - Gasoline E100	L	Heavy Duty - Gasoline E100L	0.000054904
Heavy Duty - Gasoline E15	L	Heavy Duty - Gasoline E15L	0.002016109
Heavy Duty Natural Gas	kg	Heavy Duty Natural Gaskg	0.003123775

Heavy Duty Propane	L	Heavy Duty PropaneL	0.00154034
Light-duty Truck - Diesel B100	L	Light-duty Truck - Diesel B100L	0.000060204
Light-duty Truck - Diesel B20	L	Light-duty Truck - Diesel B20L	0.002204604
Light-duty Truck - Diesel B5	L	Light-duty Truck - Diesel B5L	0.002606679
Light-duty Truck - Gasoline E10	L	Light-duty Truck - Gasoline E10L	0.00208632
Light-duty Truck - Gasoline E100	L	Light-duty Truck - Gasoline E100L	0.000010056
Light-duty Truck - Gasoline E15	L	Light-duty Truck - Gasoline E15L	0.001970955
Light-duty Vehicle - Diesel B100	L	Light-duty Vehicle - Diesel B100L	0.000059728
Light-duty Vehicle - Diesel B20	L	Light-duty Vehicle - Diesel B20L	0.002204128
Light-duty Vehicle - Diesel B5	L	Light-duty Vehicle - Diesel B5L	0.002606203
Light-duty Vehicle - Gasoline E10	L	Light-duty Vehicle - Gasoline E10L	0.00208632
Light-duty Vehicle - Gasoline E100	L	Light-duty Vehicle - Gasoline E100L	0.00000975
Light-duty Vehicle - Gasoline E15	L	Light-duty Vehicle - Gasoline E15L	0.001970955
Mobile - Natural Gas R100	kg	Mobile - Natural Gas R100kg	0.000386023
Off-Road - Diesel B20	L	Off-Road - Diesel B20L	0.002206599
Off-Road - Gasoline E10	L	Off-Road - Gasoline E10L	0.00223577
Off-Road - Gasoline E15	L	Off-Road - Gasoline E15L	0.002120405
Off-Road - Natural Gas	kg	Off-Road - Natural Gaskg	0.003088628
Off-Road - Propane	L	Off-Road - PropaneL	0.001555975
Off-Road- Diesel B5	L	Off-Road- Diesel B5L	0.002608674

Confirmation number: 0194CF95

Submitted date: 2023-07-26 11:19:40 Pacific Daylight Time

LGCAP Year 2 Survey

Introduction

Reaching [net-zero emissions](#) and adapting to a changing climate will require a whole-of-society approach. The new Local Government Climate Action Program (the Program or LGCAP) aims to catalyze the efficient flow of financial resources, data and knowledge between Modern Treaty Nations, local governments, and the Provincial Government to allow for cost effective, impactful, locally implemented climate action. For more information about the Program you can refer to the [website](#) and [Program Guide](#).

What is climate action?

For the purposes of this program, a climate initiative or action is one that reduces greenhouse gas (GHG) emissions and/or strengthens resilience to the impacts of climate change (adaptation). This includes (but is not limited to): climate-related hazards; integrating climate change measures into policies, strategies and planning; improving education, raising awareness of climate change causes and solutions, increasing human and institutional capacity with respect to climate change mitigation and adaptation, and impact reduction and early warning systems.

Information collected will:

- Highlight local government and Indigenous climate leadership;
- Profile action by including local government and Modern Treaty Nation emissions, resilience and climate action performance data in the annual [Climate Change Accountability Report](#);
- Help inform policy development and monitor progress on achieving provincial and local climate objectives; and
- Support provincial efforts to better collaborate with and support communities to advance climate action.

The survey was informed by:

- Feedback from local governments, Modern Treaty Nations and ministerial partners;
- National and international GHG reporting protocols; and
- The [CDP](#) (global disclosure system).

Instructions

**Please do not provide any personal information (e.g. email, phone number) in the survey.*

Survey: Word Version

A survey template (i.e. a Word version) is available on the [Local Government Climate Action Program webpage](#). The template can be used to gather information from staff across departments. Then simply cut and paste into the online version where you'll be submitting the survey.

Survey: Online Version

SimpleSurvey allows multiple users to access your survey, though two people **cannot** enter information at the same time.

- For other users to contribute to your survey, simply share the unique link with your team members.
- Users must select "Save and continue later" when they are done updating the survey but not ready to submit.

Required fields are indicated with a red asterisk (*). You will not be able to submit the survey and attestation form without completing these fields.

- Some fields have formatting considerations (i.e. numbers only). You will not be able to submit the survey and attestation form until all required fields are completed properly. The red text error message will indicate what is needed.

Attestation Form

The attestation form is filled in after survey questions are completed. It is the second page of the SimpleSurvey submission.

- The attestation form is where the Chief Financial Officer, or equivalent position, attest to the following:
 - That Local Government Climate Action Program funding has been, or will be, allocated to climate action.
 - That Local Government Climate Action Program funds held in reserve will be spent by March 31, 2025.
 - That a completed and signed version of this form and survey contents will be publicly posted by September 30, 2023.

Requirements

1. Reporting

1. Report on **at least one** project linked to objectives from the [CleanBC Roadmap to 2030](#) and/or [Climate Preparedness and Adaptation Strategy](#). If your community reports one initiative related to one sector (e.g. buildings) you have satisfied this requirement. Funding for the project(s) does **not** need to come from this program.
 2. Attest that funds will be allocated to climate initiatives before submitting your survey.
 3. For communities with populations of 15,000+, measuring and reporting local government or Nation's corporate emissions is required.
- Optional open-ended questions asking for one or more initiatives related to climate action may be highlighted in the LGCAP Year 2 Summary Report or other Program materials to acknowledge innovative local climate solutions.

2. Deadline to submit the survey & attestation form

- The deadline for submitting your survey and attestation form is 4 PM PDT on July 31, 2023.

3. Posting the survey & attestation form publicly

- The design / format of the form **can** be changed however all information from required questions must be included.
- Optional questions and answers can be omitted.
- The deadline to post the survey and attestation form publicly is September 30, 2023.

Download a copy for your records!

Once submitted, you can **download a copy of the completed survey** and attestation form (PDF, Excel, and Word options). If you close this window before the download link appears, please reach out for a copy of your submission.

Support

If the survey is accidentally submitted, a submitted survey needs to be revised, or if you have any questions, please reach out to us at LGCAP@gov.bc.ca. We will be happy to provide assistance.

Thank you!
The LGCAP Team

The Survey

Climate Action Planning

Climate Action Plans are strategic roadmaps that identify how an organization will reduce their greenhouse gas (GHG) emissions (mitigation), increase their resilience to the impacts of climate change (adaptation), or a combination of both.

To answer the following questions, consider staff that contribute to activities that reduce greenhouse gas (GHG) emissions and/or strengthen resilience and the ability to adapt to climate-induced impacts. This includes (but is not limited to): climate-related hazards; integrating climate change measures into policies, strategies and planning; improving education, raising awareness of climate change causes and solutions, increasing human and institutional capacity with respect to climate change mitigation and adaptation, and impact reduction and early warning systems.

Question 1: How many staff in full time equivalents (FTEs) are dedicated to working on climate action?

For example: Can include staff in engineering, emergency management, sustainability, transportation, waste management, etc. If a staff member is a climate action coordinator and works 100% on climate-related issues, add 1.0. If a staff member works approximately 25% (please estimate) on climate-related issues, add 0.25. Working on climate-related issues does not need to be written into the staff member's job description to be counted here.

6.0

Question 2: Does your local government or Nation have a climate action plan or other guiding document(s)?

Yes

Please select the type of plan(s) from the list.

Integrated climate plan (addressing mitigation and energy)

Please indicate the date the plan was adopted/approved.
If you don't remember the month, you can enter "01" for January.

2009-02

Please include a link to the document or webpage if available.

https://www.courtenay.ca/assets/Community/Environment/climate_action_strategyfeb92009.pdf

Question 3: Has your local government or Nation declared a climate emergency?

Yes

Question 4: Please select the top 3 challenges impeding the advancement of climate action in your community.

Lack of staff capacity or expertise.

Lack of financial resources.

Lack of data or information.

Corporate Greenhouse Gas Emissions

Measuring corporate emissions is a Program requirement for all communities with a 2020 population of 15,000 and above ([see population statistics here](#)). Corporate GHG emissions are those produced by the delivery of local government or Modern Treaty Nation “traditional services” including:

- Fire protection,
- Solid waste management,
- Recreational / cultural services,
- Road and traffic operations,
- Water and wastewater management, and
- Local government administration.

Please see the following resources for guidance:

- [Scope Summary Document](#),
- [Corporate Inventory Reporting Tool](#),
- [Becoming Carbon Neutral Guidebook](#) (Scope),
- [Carbon Neutral Workbook](#) (Scope),
- [Contracted Services Emissions Guidance](#),
- [Contracted Emissions Calculator](#),
- [2022 BC Best Practices Methodology for Quantifying GHG Emissions](#), and
- [Emission Factors Catalogue](#).

Question 5: For the 2022 calendar year, has your local government or Nation measured and reported associated corporate GHG emissions?

Yes

If your local government or Nation measured 2022 corporate GHG emissions, please report the number of corporate GHG emissions from services delivered directly by your local government (in tonnes of carbon dioxide equivalent).

926.58

If your local government or Nation measured 2022 corporate GHG emissions, please report the number of corporate GHG emissions from contracted services (in tonnes of carbon dioxide equivalent).

353.49

If your local government or Nation measured 2022 corporate GHG emissions, please report the total number of corporate GHG emissions from both directly delivered and contracted services (in tonnes of carbon dioxide equivalent).

This would be the sum of the two questions above.

1280.07

Optional: Please indicate how many tonnes of CO₂e are associated with facilities.

483.44

Optional: Please indicate how many tonnes of CO₂e are associated with mobile sources.

796.63

Community-Wide Greenhouse Gas Emissions

B.C. Climate Action Charter signatories have committed to measuring and reporting their community-wide GHG emissions generated from all GHG sources (anthropogenic) within their community boundary.

The Community Energy and Emissions Inventory (CEEI) initiative provides a provincial framework for tracking and reporting energy and GHG emissions at a community-wide scale. It is published with a two-year lag, however, raw data can be requested by local governments that wish to measure and report their community-wide emissions for the buildings and solid waste sectors ahead of publication.

The Climate Action Secretariat (CAS) is aware that some local governments are developing their own community-wide GHG emissions inventories (separate from the provincial CEEI) . A better understanding of community-wide emissions measurement across B.C. will help CAS as we upgrade CEEI.

Question 6: For the 2022 calendar year, have community-wide GHG emissions been measured for your local government or Nation?

No

If not, please select all that apply from the list.

No, community GHG emissions were not reported because the 2022 Provincial Community Energy and Emissions Inventory data has not been released.

No, we do not measure and report community-wide emissions data due to lack of staff and technical capacity.

No, we do not measure and report community-wide emissions annually. (Please indicate most recent year completed: YYYY)

2021

If not, has your community or Nation measured and reported community-wide emissions in the past?

No

Question 7: Currently, the Province's legislated GHG emission reduction targets are 40% by 2030, 60% by 2040 and 80% by 2050, relative to 2007. Please state your local government or Nation's target(s).

2030

Reduction (format: e.g., 40%)

45%

Baseline Year (format: 2007)

2016

2040

Reduction (format: e.g., 40%)

80%

Baseline Year (format: 2007)

2016

2050

Reduction (format: e.g., 40%)

95%

Baseline Year (format: 2007)

2016

Question 8: The Province has also committed to introducing a target of net-zero emissions by 2050. Does your local government or Nation have a net-zero or carbon-neutral emissions target?

Yes: Carbon neutral (Carbon neutral refers to a jurisdiction achieving a state of no net carbon dioxide emissions being released into the atmosphere (e.g. Reducing emissions as far as practical and purchasing offsets or other similar mechanisms))

Question 9: If data was provided by the Province, which three supporting indicators would be most valuable to your local government or Nation to advance climate action?

Residential density: Population and dwelling units per "net" land area

Commute by mode: Employed labour force by mode of commute

Proximity to transit: Persons, dwelling units and employment within walking distance of a "quality" transit stop/line

Provincial Policy Alignment - Mitigation

The CleanBC Roadmap to 2030 is B.C's plan to meet provincial emissions reduction targets to be 40% below 2007 levels for 2030 and set on course to reach net-zero emissions by 2050.

One requirement of this Program is that you must **report on a minimum of one project** linked to objectives from the [CleanBC Roadmap to 2030](#) and/or [Climate Preparedness and Adaptation Strategy](#) (CPAS). Funding does **not** need to come from this program. For questions 10-12, if your community reports one initiative related to one sector (e.g. buildings) you have satisfied this requirement. That said, please select all that apply.

Question 10: Please indicate all climate initiatives your local government or Nation had in-progress or completed in the 2022 calendar year related to the buildings sector.

The buildings and communities sectoral target for the province is 59% to 64% emissions reductions by 2030.

Step Code adoption

Optional: Please highlight a community project(s) that was in-progress or completed in the 2022 calendar year related to buildings.

Adoption of OCP: goal to advance the step code ahead of provinicla requirements

Question 11: Please indicate all climate initiatives your local government or Nation had in-progress or completed in the 2022 calendar year related to the transportation sector.

The transportation sectoral target for the province is 27% to 32% emissions reductions by 2030.

Demand-side management to reduce distance travelled (single-occupancy vehicle commute reduction programs, parking disincentives)

Mode shift targets in Official Community Plan, Regional Growth Strategy or other guiding document

Revising existing bylaws or implementing new ones to support active transportation

Active transportation planning

Active transportation infrastructure investments

Electric vehicle charging infrastructure investments

Optional: Please highlight a community project(s) that was in-progress or completed in the 2022 calendar year related to transportation.

17th Street Bike Lanes, Public Works fleet EV infrastructure upgrade, installation of three community use EV charging stations

Question 12: Please indicate all climate initiatives your local government or Nation had in-progress or completed in the 2022 calendar year related to community-wide action.

Complete, compact communities
Organics diversion
Sustainable procurement policy
Energy emission plans

Complete, Compact Communities - Please select all that apply.

See Complete Communities Guide and Program for supports advancing identified community goals through the creation of more complete, compact and energy efficient communities.

Rezoning
Smaller lots
Secondary suites and laneway homes
Infill development
Official Community Plans
Community Development Plans

Optional: Please highlight a community project(s) that was in-progress or completed in the 2022 calendar year related to community-wide action.

Adoption of New OCP (Based in principles of complete, compact communities)

Provincial Policy Alignment - Resilience and Adaptation

The goal of climate adaptation is to reduce risk and vulnerability associated with climate change impacts. To manage climate impacts, local governments and Nations are integrating adaptation principles into decisions and everyday activities. One requirement of this program is to report on projects linked to one or more objectives from the CleanBC Roadmap and/or the CPAS.

One requirement of this Program is that you must report on **at least one or more** project(s) linked to one or more objectives from the [CleanBC Roadmap to 2030](#) and/or [Climate Preparedness and Adaptation Strategy](#) (CPAS) in Questions 10-13. If your community reports one initiative related to one sector you have satisfied this requirement, but please select all that apply for Questions 10-13.

Question 13: Please indicate all initiatives your local government or Nation completed or had in-progress in the 2022 calendar year to adapt to and build resilience to climate impacts.

Addressing current and future climate risks through plans, adaptation measure implementation, programs, service delivery, asset management and/or other functions.

Collaboration with other communities on resilience planning/initiatives

Hydro climatological data collection

Monitoring climate risks (floods, wildfire, etc.)

Public engagement on climate risks and actions

Providing training (adaptation and mitigation skills)

Creation of policy/procedures to affect change (putting climate considerations into decision-making processes)

Creating data systems to support climate action

Developing emergency/hazard response plans

Optional: Please highlight one or more climate adaptation project(s) that were completed or in-progress in the 2022 calendar year to reduce risk and increase resilience.

Fleet inventorying for EV planning; Community-Wide Flood Management Plan, Integrated Rainwater Management Plan

Question 14: Has a climate risk and vulnerability or similar assessment been undertaken for your local government or Nation?

No

If not, please select one or more options from the list.

No, we are not intending to undertake due to lack of financial capacity.

No, we are waiting for direction from the Provincial Government before undertaking an assessment.

Question 15: What are the most significant climate hazards faced by your jurisdiction and what is the timeframe of their expected impact to your community?

For each selection, please then indicate if the timeframe of their expected impact is short, medium, long or not sure. (short [current/by 2025]; medium [2026-2050]; long [beyond 2050])

Extreme heat and heat stress

Short

Extreme cold, snow and ice

Short

Water shortages

Short

Wildfire

Short

Overland flooding

Short

Coastal flooding, storm surge events and/or other coastal hazards

Medium

Wind, rain, and other storm events

Short

Ecological impacts (examples of ecological impacts include biodiversity loss and erosion)

Short

Cultural impacts (examples of cultural impacts include threats to identities, languages, and livelihoods)

Not Sure

Human health impacts

Short

Question 16: What information do you need to know to be able to plan effectively for the future of your community, with respect to the impacts identified in Question 15? Please select one or more of what you consider the most valuable types of information for planning.

Local observations and/or Indigenous knowledge

Assessment of potential community impacts

Assessment of community vulnerabilities

Adaptation planning information

Technical expertise to implement solutions

Community/stakeholder engagement and support

Examples of actions taken by other communities

Question 17: Based on the hazards you indicated as most significant in Question 15, which groups are most vulnerable to the impacts of climate hazards?

Low-income households

Indigenous Peoples

Racialized communities

Newcomers to Canada (immigrants and refugees)

People experiencing homelessness

Seniors

Women and girls

Persons with disabilities

LGBTQIA2S+: Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, Intersex, Asexual, Two-Spirit, and additional sexual orientations and gender identities

Not sure

Other

Frontline communities (ex: those who are closest to the hazard)

Question 18: Of the hazards identified in Question 15, please specify the associated adaptation measures completed or in-progress in the 2022 calendar year, if any.

If entering a hazard under "Other", please also write the hazard in the "Adaption measure" textbox.

Extreme heat and heat stress

Adaptation measure

Public cooling centres with supplies(water); OH&S requirements for staff working outdoors

Extreme cold, snow and ice

Adaptation measure

Collaboration with community organizations to provide day/night emergency shelters

Water shortages

Adaptation measure

Community wide staged water restrictions

Overland flooding

Adaptation measure

Flood Emergency Response Plan Update; Community-wide flood management master planning

Coastal flooding, storm surge events and/or other coastal hazards

Adaptation measure

Flood Emergency Response Plan Update; Community-wide flood management master planning

Wind, rain, and other storm events

Adaptation measure

Developing Integrated Rainwater Management Plan

Equity

Taking an equity-informed approach to climate action is about enhancing climate resilience for everyone in B.C., regardless of where and how they live and requires a just approach that integrates equity considerations into climate planning and adaptation responses.

Question 19: How does your community ensure equitable access to and distribution of climate action opportunities and benefits?

Please select all that apply.

By engaging with equity seeking groups/frontline communities most impacted by climate policy and change. There are no specific measures in place to ensure equitable access to and distribution of opportunities and benefits.

Optional: Please highlight a climate initiative completed or in-progress in the 2022 calendar year that promotes equity and inclusion.

Drafted Procurement Policy to include equity and inclusion requirements for bidders/proponents of all municipal work.

LGCAP Year 1 Funding

The Program must be able to demonstrate the impact this funding has on greenhouse gas emissions reductions and resilience and adaptation in B.C. To substantiate the Program, we must develop a baseline understanding of where local governments and Nations are at with respect to climate action and track progress over time.

Please do your best to specify how much of your LGCAP funds was invested for each initiative undertaken without double counting.

Question 20: What did/will your local government or Nation spend its LGCAP funding on for year one of the Program (2022)? Please select all that apply and indicate the total dollar value associated with each initiative.

Textbox format: no dollar sign and up to two decimal points (i.e. 2500 or 657.25). If selecting "Other", please write both the item and the amount of funding in the textbox.

Put in reserve for future project
173082.00

Reserve funding - How will funds be allocated?

No decision has been made.

Question 21: How much additional funding for climate action were you able to invest by leveraging your LGCAP funds? This could include matching grants as well as private investment.

Format: no dollar sign and up to two decimal places

0

Question 22: Please estimate the total investment in climate mitigation your local government or Nation made in 2022, including from sources beyond your LGCAP funds. For guidance, this includes (but is not limited to): integrating climate change mitigation (i.e. GHG reduction) measures into policies, strategies and planning; improving education, raising awareness of climate change causes and solutions, and increasing human and institutional capacity with respect to climate change mitigation.

Format: no dollar sign and up to two decimals If no estimate is possible, please provide 0 as an answer.

2076100.00

Question 23: If estimated and available, what are the expected emissions reductions from these investments?

Format: in tonnes CO2e

0

Question 24: Please estimate the total investment in climate adaptation and resilience your local government or Nation made in 2022, including from sources beyond your LGCAP funds. For guidance, this includes all actions that strengthen resilience and the ability to adapt to climate-induced impacts. Examples include (but are not limited to): addressing climate-related hazards; integrating adaptation measures into policies, strategies and planning; improving education, raising awareness of climate change causes and solutions, increasing human and institutional capacity with respect to climate adaptation, and impact reduction and early warning systems.

Format: no dollar sign and two decimal places If no estimate is possible, please provide 0 as an answer.

377000.00

Question 25: Does your community or Nation use a formal framework to apply a climate lens on infrastructure planning and decision-making?

This could include the Provincial preliminary GHG assessment guidance, the Federal climate lens guidance, or another climate lens framework.

No

Question 26: What is the value in the Program's continuity for your community?

Optional Note on posting the survey publicly: - Optional questions and responses such as this one can be omitted. - The Province will use the information for internal purposes only. - When posting the survey publicly, the design / format of the form can be changed. - All information from required questions must be included.

The program will provide funding to support GHG reductions within city operations, and the broader community. This will allow our community to develop multi-year plans, and make continuous progress toward our climate goals.

Local Government Climate Action Program Attestation Form

Instructions for the Attestor (CFO or equivalent staff person):

Complete and sign this form by filling in the fields below.

I, the Chief Financial Officer, or equivalent position, attest to the following:

1. That Local Government Climate Action Program funding has been, or will be, allocated to climate action.
2. That Local Government Climate Action Program funds held in reserve will be spent by March 31, 2025.
3. That a completed and signed version of this form and survey contents will be publicly posted by September 30, 2023.

Attested by (first name, last name)

Adam Langenmaier

Professional title

Director of Financial Services

Local government or Modern Treaty Nation

City of Courtenay

Date

2023-07-26

Attestor signature

Signature captured

A handwritten signature in black ink, appearing to read "Adam Langenmaier". The signature is written in a cursive style with a small flourish at the beginning.



BRIEFING NOTE

To: Council

File No.: 7200-01

From: Fire Chief Kurt MacDonald

Date: August 30 2023

Subject: Courtenay Fire Department Semi-annual Activity Report

PURPOSE:

To provide Council with a brief recap of fire department activity between January 1 2023 and June 30 2023.

BACKGROUND:

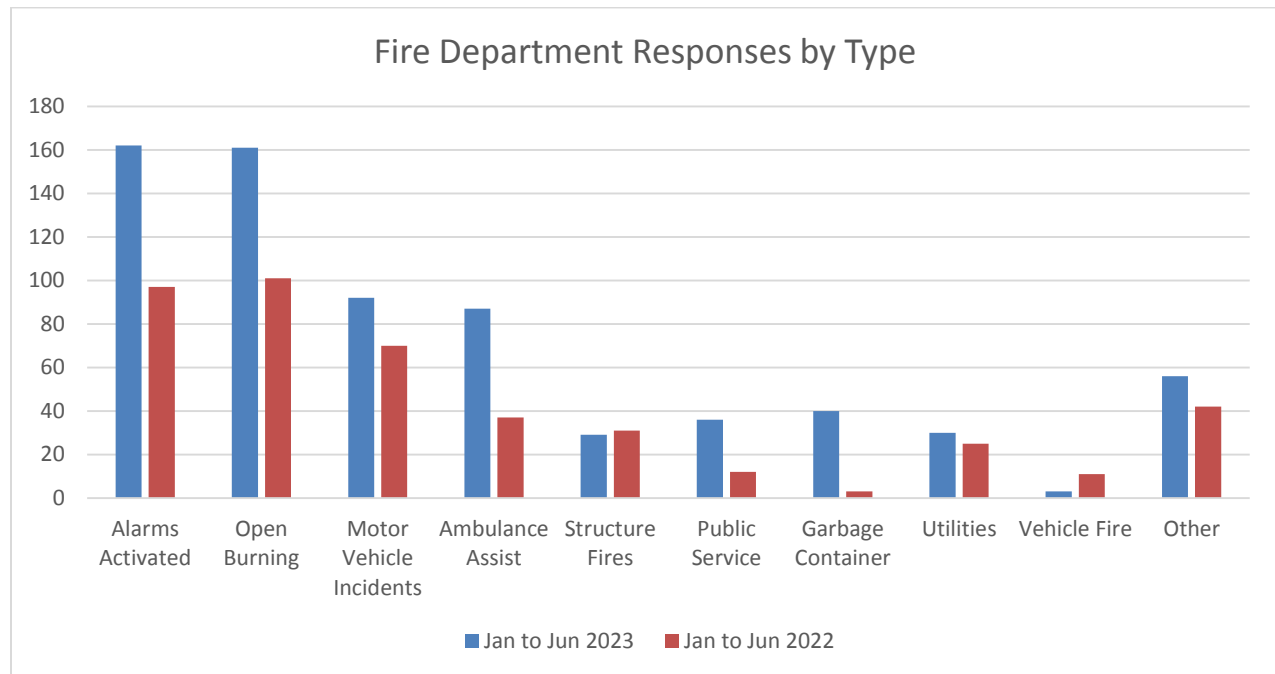
The following is a summary of fire department activities performed during the first half of 2023.

Fire Department Responses

The fire department responded to 696 incidents between January 1st and June 30th 2023, which is 267 more calls than we responded to in the same time period in 2022. Many of the responses made by our crews were to alarms activated calls (162), open burning (161), motor vehicle incidents (92), and ambulance assists (87).

	Q1	Q2	Q3	Q4	2023 Total	2022 Total	+/-
Non-Emergency Calls	103	141	-	-	244	99	145
Emergency Calls	218	234	-	-	452	330	122

Responses to fire alarm activations, open burning issues and ambulance assists were the call types that had the largest increase overall in comparison to the first half of 2022. The increase in the fire alarms activated were caused in large part to failing components of older systems and a growing inventory of buildings with fire alarm systems installed, while the majority of the increase in open burning and ambulance assists was related to urban issues.



Training

The volunteer members of our organization invested 838 hours on training subjects including Tower 12 familiarization and operations, live fire drills, auto extrication and search and rescue techniques. Our members also participated in joint emergency vehicle operations training with Oyster River Fire Rescue, Merville Fire Rescue, Cumberland Fire Rescue and Comox Fire Rescue, and rural firefighting operations with both Oyster River Fire Rescue and Merville Fire Rescue.

Fire Inspections and Prevention

Our fire inspectors performed 898 fire inspections of commercial properties in both the City and the fire protection district. We are pleased to report that most of these properties were compliant and only a small number of violations were found. We also conducted an additional 7 fire investigations as required by the Province of British Columbia, 6 of which were related to the structure fires we attended during this time period.

Prevention staff participated in 40 public education events during the first half of the year. These events included fire extinguisher training, FireSmart education sessions, fire hall tours, and Fire Safety House presentations at our elementary schools. The feedback received from the participants of these activities has been positive and rewarding for the staff who have delivered the training.

Strategic Priorities

- 1) Bullex Digital Firefighting Screen Replacement – Completed.
- 2) Chevy Tahoe Replacement – Contract awarded, 52 week delivery period.
- 3) Mental Health Resiliency Program – 4 of 6 sessions completed, positive feedback from membership received.

- 4) Summer Weekend Coverage Pilot Program – Program started on time, gathering information on effectiveness. Volunteer members have provided positive feedback on program so far, Chief Officers very happy with the quality of work being provided by membership.
- 5) 2023 Recruit Training Program – Completion of Recruit Training Program is almost complete, with recruits being “response ready” two weeks ahead of schedule.

Prepared by: Kurt MacDonald, Fire Chief

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



STAFF REPORT

To: Council

File No.: 0620-20/1470-20

From: Director of Corporate Services

Date: August 30, 2023

Subject: Courtenay Branding and Templates Refresh – Core Brand Standards

PURPOSE:

To seek Council approval of updated Courtenay Core Brand Standards to be applied to various print and electronic materials.

BACKGROUND:

As reported to Council in the April 26, 2023 staff report, the City of Courtenay's current branding guidelines and associated templates were developed in 2014, the first formal brand guidelines ever developed for the City. These guidelines and templates are limited and require both updating and the creation of new templates including but not limited to: social media templates, pamphlets, forms, business cards, email signatures, and more.

Some current brand templates involve complex formatting, resulting in the need for additional staff support from the Communications Division to other departments impacting the efficiency of material development and dissemination through increased production time. The current limited branding guidelines have also resulted in inconsistent interpretation and application of the brand onto the wide variety of reports and publications produced by the City. There is also some overlap in the brand colours between Courtenay and other Comox Valley local governments which may cause confusion about the distinct services of each local government in the region.

The City's official crest was designed decades ago. Its complexity, colour, and detail make the crest difficult to interpret in both print and digital form, particularly at small sizes. The "City of Courtenay" wordmark developed through the 2014 branding update to accompany the crest is prominently featured on the website banner, but does not visually connect with the official crest.

Internal and external printers report that reproducing the current City crest is challenging due to the complexity of its design, particularly when reproducing the crest on materials other than paper. For example, the City's in-house sign service at Public Works Services is unable to easily reproduce the City crest on various sign materials due to its unusually high level of detail. External printers, such as the supplier of the City's new automated curbside solid waste collection bins being distributed to households this fall, have had to customize the City crest to meet their specific printing needs for "hot stamping" the crest on the new bins. Results of these individual customizations may vary.

This project was identified as one of Council's Strategic Priorities in 2022.

DISCUSSION:

Trapeze has created a singular brand identity, as represented in the presented Core Brand Standards (see Attachment A), to clearly and consistently communicate City of Courtenay initiatives, events, programs, and updates.

City Crest

Trapeze Communications has prepared a simplified version of the City crest to ensure it can be used more broadly and consistently across the City’s many communications platforms and materials. The updated crest maintains essential elements included in the City’s original crest in a visually pleasing design, while resolving the challenges with design and reproduction in digital and print materials. In addition to simplifying the City crest for standard purposes, the question of the suitability of the City’s crest as a representative icon of the community has been included in the 2023 Resident Survey. Results of the survey will be presented to Council in September this year and will report out on the public’s perception of the alignment of the crest with the City’s current identity objectives.

Original City Crest



Simplified Crest



Accessibility

The updated brand identity is centred around accessibility, with consideration for those with visual impairments including reduced vision and/or colour blindness. These considerations include colour, contrast, spacing, and optimal readability through typography, including font and formatting choices.

<h2>Appeal to the Board of Variance</h2>	<p>We would like to make some recommendations around typography and font usage to help with consistency and readability.</p>
<p>1924 Sussex Drive File No: Bov00022</p>	<p>Accessibility requirements strongly suggest using upper/lower type in all situations. All upper case text results in words with a uniform, rectangular shape, making them harder to read.</p>
<p>The City of Courtenay Board of Variance is considering a resolution to issue a variance to the owner of the above noted property to reduce the minimum rear yard setback from 7.5 m to 5.1 m for a covered porch addition.</p>	<p>Adequate spacing between lines of text and between sections of text allows readers to scan for information more easily and makes the text itself more legible. All text should be left-aligned.</p>
<p>The subject property is shown in bold on the adjacent map.</p>	<p>Highlighting sections of important text should be done with one difference – ie. bold, or italic. The goal is to reduce the number of different text sizes and weights in layouts to create a simpler typographic heirarchy that looks cleaner and is more legible.</p>
<p>Get More Information View relevant documents at City Hall from 8:30 am to 4:30 pm Monday through Friday, excluding holidays until the Board meeting.</p>	
<p>Written submissions must be received by the City no later than 4:30 pm, Tuesday, April 25, 2023 to ensure their availability to the Board of Variance members at the meeting.</p>	

Efficiency

Trapeze is preparing a more manageable and practical set of guidelines and templates for the City of Courtenay to work with going forward, using a singular brand identity for consistency and simplicity. Elements include updated typography, graphics, and colour palettes, and templates for a wide array of uses, including print advertisements, pamphlets, presentations, display boards, various handouts, and social media. The new branding will also be essential prior to updating the City of Courtenay website in the future.

Next Steps

Upon approval of the Core Brand Standards, City templates will be updated and rolled out in early fall, along with a graphic standards document to guide use of the new materials.

FINANCIAL IMPLICATIONS:

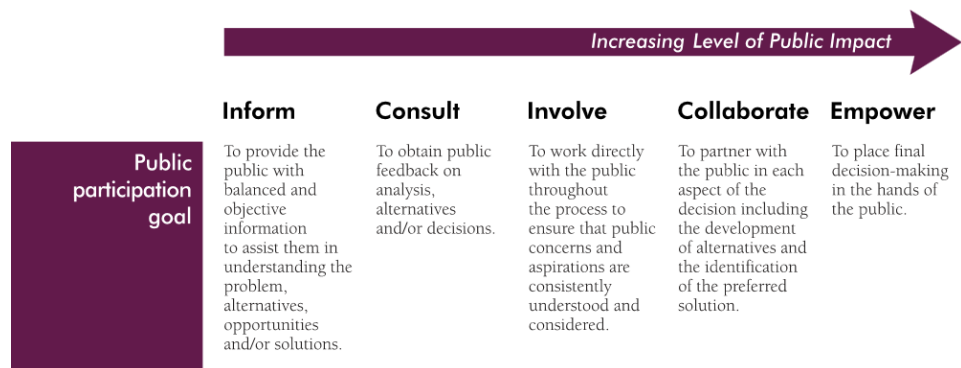
The total cost of the branding update is \$25,625, through the Corporate Services Department Communications Division. The budget for the branding update was \$25,000 which has been carried over from 2022. The remainder will be allocated from the Communications Division annual budget.

ADMINISTRATIVE IMPLICATIONS:

The Communications Division is coordinating the branding update project and liaising with the consultant, senior leadership, and other departments/divisions as needed. Additional internal consultation and guidance on using the updated branding and templates will occur prior to launching the updated branding. This brand update is one of the Communications Division’s key projects for 2023.

PUBLIC ENGAGEMENT:

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



© International Association for Public Participation www.iap2.org

OPTIONS:

1. THAT Council approve the updated Core Brand Standards.
2. THAT Council provide alternative direction to staff.

ATTACHMENTS:

1. City of Courtenay Visual Identity and Templates – Core Brand Standards

Prepared by: Anne Guillo, Manager of Communications
Reviewed by: Kate O'Connell, Director of Corporate Services
Concurrence: Geoff Garbutt, M.Pl., MCIP, RPP, City Manager (CAO)

City of Courtenay

Visual Identity & Templates

July 28, 2023

New City of Courtenay Crest



New City of Courtenay Crest | Reversed





**City of
Courtenay**



**City of
Courtenay**



**City of
Courtenay**



**City of
Courtenay**

New City of Courtenay Crest | Reversed



Colour Palette

PRIMARY

Seafoam Blue/Green

#6EC1C7

PRIMARY

COCY Teal

#00535E

PRIMARY

Earthy Green

#3E8A7D

SECONDARY

Salmon

#ED7751

SECONDARY

Mustard

#BE9945

SECONDARY

Cream

#EAE4D6



Courtenay Recreation

Open Sans

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

We are recommending that Open Sans remain the official font of the City of Courtenay. It is a legible, open-source font that is already available and in-use, simplifying the adoption of new design templates.

Open Sans Light

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

Open Sans Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

Open Sans Semibold

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

Open Sans Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

Appeal to the Board of Variance

1924 Sussex Drive
File No: Bov00022

The City of Courtenay Board of Variance is considering a resolution to issue a variance to the owner of the above noted property to reduce the minimum rear yard setback from 7.5 m to 5.1 m for a covered porch addition.

The subject property is shown in bold on the adjacent map.

Get More Information

View relevant documents at City Hall from 8:30 am to 4:30 pm Monday through Friday, excluding holidays until the Board meeting.

Written submissions must be received by the City no later than 4:30 pm, **Tuesday, April 25, 2023** to ensure their availability to the Board of Variance members at the meeting.

We would like to make some recommendations around typography and font usage to help with consistency and readability.

Accessibility requirements strongly suggest using upper/lower type in all situations. All upper case text results in words with a uniform, rectangular shape, making them harder to read.

Adequate spacing between lines of text and between sections of text allows readers to scan for information more easily and makes the text itself more legible. All text should be left-aligned.

Highlighting sections of important text should be done with one difference - ie. bold, or italic. The goal is to reduce the number of different text sizes and weights in layouts to create a simpler typographic heirarchy that looks cleaner and is more legible.



**Mile of Flowers
Plant-In**

**Tuesday, May 27
Starting at 5:00 pm**

Join hundreds of volunteers for Courtenay's annual Mile of Flowers Plant-In. A local tradition since 1967!

Free BBQ
Join us at Standard Park (located at Cliffe Avenue and 14th Street for a free BBQ courtesy of Courtenay Rotary and the City of Courtenay.

Event Details
Contact the following or more information:
Tel: 250-334-4441
Email: communityservices@courtenay.ca

What to Bring:

- Gloves and trowel
- Drinking Water
- Community Spirit

Where to Plant:
Anywhere on Cliffe Ave. between 8th Street and 21st Street

courtenay.ca/plantin

Sample Templates | City of Courtenay Poster/Colour Ads


Full colour background for maximum impact and to keep the poster visually as one unit against a sea of competing visual clutter.

Headline is white in a teal box to prevent the overlapping of text and image. It can be difficult to manage contrast of text and image, so this creates a consistent space for the main headline and always meets accessibility standards for colour contrast.

Seafoam background would be used for City of Courtenay messaging.

Simplified text formatting allows for easier adaptation to various sizes.

 **City of Courtenay**



Mile of Flowers Plant-In

**Tuesday, May 27
Starting at 5:00 pm**

Join hundreds of volunteers for Courtenay's annual Mile of Flowers Plant-In. A local tradition since 1967!

Free BBQ
Join us at Standard Park (located at Cliffe Avenue and 14th Street for a free BBQ courtesy of Courtenay Rotary and the City of Courtenay.

Event Details
Contact the following or more information:
Tel: 250-334-4441
Email: communityservices@courtenay.ca

What to Bring:

- Gloves and trowel
- Drinking Water
- Community Spirit

Where to Plant:
Anywhere on Cliffe Ave. between 8th Street and 21st Street

courtenay.ca/plantin

Sample Templates | Courtenay Recreation Posters/Colour Ads



 Courtenay
Recreation

PARTNER LOGO
LOCATION



33rd Annual Father's Day
Kite Fly

June 19, 12:30 - 2:30 pm
Goose Spit Park

B.Y.O.K. Bring Your Own Kite
Park & Ride from Brooklyn Elementary School
11:30 am - 3:30 pm, 1290 Guthrie Road

Registration 12:00 - 1:00 pm
Judging and Prizes 1:30 - 2:15 pm

courtenay.ca/kitefly



 Courtenay
Recreation

PARTNER LOGO
LOCATION



33rd Annual Father's Day
Kite Fly

June 19, 12:30 - 2:30 pm
Goose Spit Park

B.Y.O.K. Bring Your Own Kite
Park & Ride from Brooklyn Elementary School
11:30 am - 3:30 pm, 1290 Guthrie Road

Registration 12:00 - 1:00 pm
Judging and Prizes 1:30 - 2:15 pm

courtenay.ca/kitefly



 Courtenay
Recreation

PARTNER LOGO
LOCATION



33rd Annual Father's Day
Kite Fly

June 19, 12:30 - 2:30 pm
Goose Spit Park

B.Y.O.K. Bring Your Own Kite
Park & Ride from Brooklyn Elementary School
11:30 am - 3:30 pm, 1290 Guthrie Road

Registration 12:00 - 1:00 pm
Judging and Prizes 1:30 - 2:15 pm

courtenay.ca/kitefly

Sample Templates | City of Courtenay Black & White Department Ads

Thick, black border is used to separate the City of Courtenay ads from the surrounding clutter

Typographic hierarchy is as described earlier, simple and clean for ease of legibility.

City logo signoff could be handled with the main City of Courtenay logo. The department would be identified at the top of the contact information.

Appeal to the Board of Variance

1924 Sussex Drive
File No: Bov00022

The City of Courtenay Board of Variance is considering a resolution to issue a variance to the owner of the above noted property to reduce the minimum rear yard setback from 7.5 m to 5.1 m for a covered porch addition.

The subject property is shown in bold on the adjacent map.


Get More Information

View relevant documents at City Hall from 8:30 am to 4:30 pm Monday through Friday, excluding holidays until the Board meeting.

Written submissions must be received by the City no later than 4:30 pm, **Tuesday, April 25, 2023** to ensure their availability to the Board of Variance members at the meeting.


Board of Variance Meeting Date

Wednesday, April 26, 2023
10:30 AM in the City Hall Council Meeting Room



Devin Croin, Planner 1

City of Courtenay Development Services
830 Cliffe Ave., Courtenay, BC V9N 2J7
Tel: 250-703-4839
Email: planning@courtenay.ca
If you have any question or concerns about this application, please contact us.



City of Courtenay
courtenay.ca

Appeal to the Board of Variance

1924 Sussex Drive
File No: Bov00022

The City of Courtenay Board of Variance is considering a resolution to issue a variance to the owner of the above noted property to reduce the minimum rear yard setback from 7.5 m to 5.1 m for a covered porch addition.

The subject property is shown in bold on the adjacent map.

Get More Information

View relevant documents at City Hall from 8:30 am to 4:30 pm Monday through Friday, excluding holidays until the Board meeting.

Written submissions must be received by the City no later than 4:30 pm, **Tuesday, April 25, 2023** to ensure their availability to the Board of Variance members at the meeting.

Board of Variance Meeting Date

Wednesday, April 26, 2023
10:30 AM in the City Hall Council Meeting Room



Devin Croin, Planner 1

City of Courtenay Development Services
830 Cliffe Ave., Courtenay, BC V9N 2J7
Tel: 250-703-4839
Email: planning@courtenay.ca
If you have any question or concerns about this application, please contact us.



Water Main Flushing: West and South Courtenay

Flushing may cause temporary, short-term pressure fluctuations, discolouration and sediment in the water reaching your home or business.

Water main flushing protects drinking water safety and quality by removing sediment that may have accumulated in the lines over time. During flushing, water to individual properties should only be affected for 30-60 minutes.

Tips for residents & businesses:

- Do laundry & wash dishes outside of flushing hours
- Run cold water taps to clear discoloured water
- If water does not clear after 60 minutes, contact Public Works Services at 250-338-1525, or the after-hours



courtenay.ca/udf

Courtenay Public Works Services will be flushing water mains in West Courtenay within the shaded area shown on the map.

March 6 to 24, 2023
7:30 am - 4:00 pm Weekdays



2022 Annual Report

Courtenay City Council will consider the 2022 City of Courtenay Annual Report at the following Council meeting:


WEDNESDAY, JUNE 28, 4:00 P.M.
Civic Chamber
770 Harrison Avenue, Courtenay
Or view online by accessing the meeting agenda and YouTube live stream link at courtenay.ca/councilmeetings

At the meeting, Council will consider submissions from the public.

Written submissions must be received by Friday, June 24 at 12:00 noon at 800 Cliffe Avenue, Courtenay, BC, V9N 2J7 or by email at info@courtenay.ca

View the 2022 Annual Report at courtenay.ca/annualreport






City of Courtenay

Asset Management for Sustainable Service Delivery

A Framework for British Columbia

Presented by:
Jane Smithsen CAO, City of Courtenay
July 6, 2023, Committee of the Whole





ZOOM


A Framework for British Columbia

Subhead text one on this line here

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse mo



ZOOM



City of Courtenay

Asset Management for Sustainable Service Delivery
A Framework for British Columbia

courtenay.ca



33rd Annual Father's Day
Kite Fly

June 19, 12:30 - 2:30 pm
Goose Spit Park

B.Y.O.K.	Bring Your Own Kite
Park & Ride	from Brooklyn Elementary School 11:30 am - 3:30 pm, 1290 Guthrie Road
Registration	12:00 - 1:00 pm
Judging and Prizes	1:30 - 2:15 pm

courtenay.ca/kitefly



33rd Annual Father's Day
Kite Fly

June 19, 12:30 - 2:30 pm
Goose Spit Park

B.Y.O.K.	Bring Your Own Kite
Park & Ride	from Brooklyn Elementary School 11:30 am - 3:30 pm, 1290 Guthrie Road
Registration	12:00 - 1:00 pm
Judging and Prizes	1:30 - 2:15 pm

courtenay.ca/kitefly



33rd Annual Father's Day
Kite Fly

June 19, 12:30 - 2:30 pm
Goose Spit Park

B.Y.O.K.	Bring Your Own Kite
Park & Ride	from Brooklyn Elementary School 11:30 am - 3:30 pm, 1290 Guthrie Road
Registration	12:00 - 1:00 pm
Judging and Prizes	1:30 - 2:15 pm

courtenay.ca/kitefly





City of Courtenay

Mile of Flowers Plant-In

Tuesday, May 27
Starting at 5:00 pm

Join hundreds of volunteers for Courtenay's annual Mile of Flowers Plant-In. A local tradition since 1967!

Free BBQ
Join us at Standard Park (located at Cliffe Avenue and 14th Street) for a free BBQ courtesy of Courtenay Rotary and the City of Courtenay.

Event Details
Contact the following for more information:
Tel: 250-334-4441
Email: communityservices@courtenay.ca

What to Bring:

- Gloves and trowel
- Drinking Water
- Community Spirit

Where to Plant:
Anywhere on Cliffe Ave. between 8th Street and 21st Street

courtenay.ca/plantin

Thank you.



STAFF REPORT

To: Council

File No.:

From: Director of Corporate Services

Date: August 30, 2023

Subject: Bill C-18 Online News Act: City's Use of Paid Advertising on Social Media Platforms

PURPOSE: To seek Council direction regarding paid social media advertising.

BACKGROUND:

Bill C-18 "An Act respecting online communications platforms that make news content available to persons in Canada (short title Online News Act)" received royal assent on Jun 22, 2023. The summary of the Act is as follows:

"This enactment regulates digital news intermediaries to enhance fairness in the Canadian digital news marketplace and contribute to its sustainability. It establishes a framework through which digital news intermediary operators and news businesses may enter into agreements respecting news content that is made available by digital news intermediaries. The framework takes into account principles of freedom of expression and journalistic independence.

The enactment, among other things,

(a) applies in respect of a digital news intermediary if, having regard to specific factors, there is a significant bargaining power imbalance between its operator and news businesses;

(b) authorizes the Governor in Council to make regulations respecting those factors;

(c) specifies that the enactment does not apply in respect of "broadcasting" by digital news intermediaries that are "broadcasting undertakings" as those terms are defined in the Broadcasting Act or in respect of telecommunications service providers as defined in the Telecommunications Act;

(d) requires the Canadian Radio-television and Telecommunications Commission (the "Commission") to maintain a list of digital news intermediaries in respect of which the enactment applies;

(e) requires the Commission to exempt a digital news intermediary from the application of the enactment if its operator has entered into agreements with news businesses and the Commission is of the opinion that the agreements satisfy certain criteria;

(f) authorizes the Governor in Council to make regulations respecting how the Commission is to interpret those criteria and setting out additional conditions with respect to the eligibility of a digital news intermediary for an exemption;

(g) establishes a bargaining process in respect of matters related to the making available of certain news content by digital news intermediaries;

(h) establishes eligibility criteria and a designation process for news businesses that wish to participate in the bargaining process;

(i) requires the Commission to establish a code of conduct respecting bargaining in relation to news content;

- (j) prohibits digital news intermediary operators from acting, in the course of making available certain news content, in ways that discriminate unjustly, that give undue or unreasonable preference or that subject certain news businesses to an undue or unreasonable disadvantage;*
- (k) allows certain news businesses to make complaints to the Commission in relation to that prohibition;*
- (l) authorizes the Commission to require the provision of information for the purpose of exercising its powers and performing its duties and functions under the enactment;*
- (m) requires the Canadian Broadcasting Corporation to provide the Commission with an annual report if the Corporation is a party to an agreement with an operator;*
- (n) establishes a framework respecting the provision of information to the responsible Minister, the Chief Statistician of Canada and the Commissioner of Competition, while permitting an individual or entity to designate certain information that they submit to the Commission as confidential;*
- (o) authorizes the Commission to impose, for contraventions of the enactment, administrative monetary penalties on certain individuals and entities and conditions on the participation of news businesses in the bargaining process;*
- (p) establishes a mechanism for the recovery, from digital news intermediary operators, of certain costs related to the administration of the enactment; and*
- (q) requires the Commission to have an independent auditor prepare a report annually in respect of the impact of the enactment on the Canadian digital news marketplace.*

DISCUSSION:

As a result of the Act, tech companies such as META are now required to compensate media organizations if they want to host Canadian news content on their platforms. Both Google and Meta (Facebook, Instagram, Threads and WhatsApp) are blocking Canadian news content on their platform. In response to the decision of META and Google to block Canadian new content, Black Press has sent letters to many B.C. local governments requesting they suspend advertising on META platforms. This request is in protest to META's announcement that it will remove accredited Canadian new content from its pages due to Canada's adoption of Bill C-19, the Online News Act.

The City of Courtenay advertises heavily in the Comox Valley Record. This advertising consists primarily of ads in the printed newspaper distributed weekly to Comox Valley households. The City has also booked digital advertising on the Comox Valley Record website www.comoxvalleyrecord.com for some projects, such as Courtenay's Official Community Plan in 2022.

The Comox Valley Record (circulation 21,500) is distributed between Oyster River and Fanny Bay.

Newspaper advertising continues to be an important resource for the City of Courtenay, ensuring that all members of the community have access to information shared by the City, regardless of their ability or interest in accessing social media. From 2021 to the first half of 2023, the City of Courtenay has spent approximately 19 times more on newspaper advertising compared to Meta/Facebook:

	Black Press AP Vendor summary	Meta/Facebook AP Vendor summary
2021	\$52,450.37	\$2,092.06
2022	\$61,831.41	\$3,322.85
2023 (to June 30)	\$22,002.80	\$1,748.27
TOTAL	\$136,284.58	\$7,163.18

Potential Impact to City of Courtenay from Suspending Meta Advertising:

If the City of Courtenay were to suspend advertising on Meta platforms, this would remove one of the City's most cost-effective and wide-reaching advertising methods.

Typically, budgets for individual Meta ads from the City of Courtenay range from \$30 to \$100, and would appear on Facebook, Instagram, and Messenger. Ad budgets can be higher or lower depending on project budget and community interest. Posts can be promoted rapidly in response to emerging needs, with promoted posts appearing within minutes or hours.

The City of Courtenay's primary ad account shows the following outcomes:

	# of promoted posts	Accounts reached	Impressions	Results (Link clicks, event responses, post engagement)	Typical cost per result
2021	42	194,285	466,970	7,868	\$0.21
2022	61	334,157	771,293	12,970	\$0.22
2023 (to June 30)	41	263,004	648,411	10,769*	\$0.17*
TOTAL	144				

* excludes 2023 Air Quality campaign

City of Courtenay programs and services promoted on Meta include, but are not limited to: City of Courtenay events and services, including Courtenay Recreation; public engagement opportunities; recruitment; and education campaigns.

Facebook and Instagram posts that are promoted as paid ads receive significantly more engagement than standard posts.

For example, nearly identical posts for Courtenay's Recent Flood Management Plan project received very different results. A \$250 promoted post running for seven days resulted in over 80 times more link clicks to the project page www.courtenay.ca/floodready (585 vs. 7.)

Total Insights
 See more details about your post.

Post Impressions	Post reach	Post Engagement
37,870	12,938	1,077

Boosted on Jul 7, 2023
 Status: Completed · Boosted by: Anne Guillo
 Budget: CA\$250.00 lifetime · Duration: 7 days

Post reach	Post Engagement
16,172	639

City of Courtenay
 Published by Holly Brotherston · July 6 at 10:18 AM

Final days to fill out a survey for #FloodReadyCourtenay
 Share your feedback on the proposed solutions to reduce the impact of future flood events!
 Survey closes July 14th at 11:59pm.
 Fill out the survey here: www.courtenay.ca/floodready

We want to hear from you!
courtenay.ca/floodready

COURTENAY.CA
Flood Management Plan
 As climate change progresses, communities located near the ocean and river... [Learn more](#)

12 likes · 26 comments · 14 shares

Consultation on City Communication Methods:

The Communication Strategy underway is reviewing and analyzing all of the City's existing communication strategies, vehicles, technology and processes, as well as best-practices from other organizations. The Communication Strategy will make strategic recommendations, including tools, techniques, and technology required to deliver forward-thinking, engaging, and efficient communications for the organization in the short and medium term (next one to five years).

The "Your Courtenay, Your Voice" resident survey will also inform how residents usually learn about or receive updates (city initiatives, decisions, and services) from the City of Courtenay and provide statistically valid data on the community's preferred communication tools for our organization.

Eliminating Meta platform ads would remove one of the primary tools used by the City of Courtenay to inform and engage with our community about information that may be of interest to them, and potentially directly impact them in some way.

Unfortunately, Meta's recent restrictions on news outlets such as the Comox Valley Record means the City of Courtenay's own channels will likely become an even more essential communication and outreach tool.

Based on the efficiency, and effectiveness, and value of Meta platform advertising for the City of Courtenay, Communications does not recommend suspending Meta advertising at this time.

POLICY ANALYSIS:

Bill C-18 "An Act respecting online communications platforms that make news content available to persons in Canada (short title Online News Act)"

FINANCIAL IMPLICATIONS:

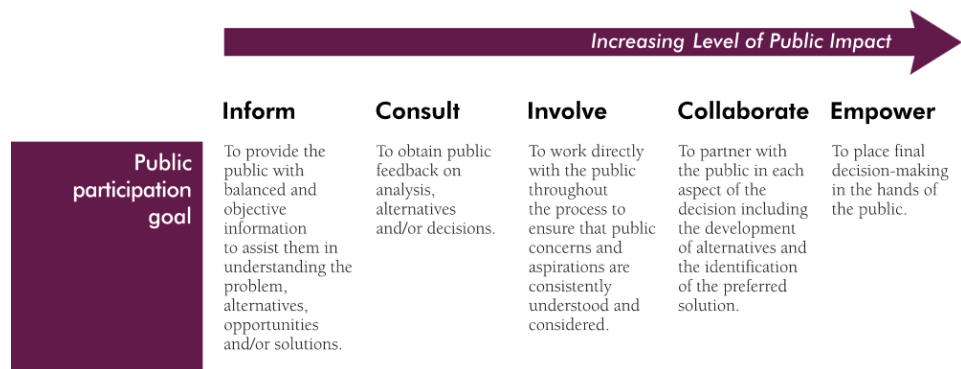
There is no financial implications at this time.

ADMINISTRATIVE IMPLICATIONS:

There are no administrative implications at this time.

PUBLIC ENGAGEMENT:

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



© International Association for Public Participation www.iap2.org

OPTIONS:

1. THAT Council receive the report for information
2. THAT Council provide alternative direction to staff.

Prepared by: Kate O'Connell, Director of Corporate Services
Anne Guillo, Manager of Communications

Concurrence: Kate O'Connell, Acting City Manager

July 16, 2023

**Mayor and Council
The City of Courtenay**

830 Cliffe Ave
Courtenay, BC
V9N 2J7

Dear Mayor Wells and members of the City of Courtenay Council:

We are writing to ask the City of Courtenay of the Comox Valley to show its support for local news media by following the example of the Province of British Columbia and the Federal and Quebec governments and stop all advertising with Meta platforms Facebook and Instagram. We are also asking that you direct staff to divert the portion of your advertising budget spent on Meta to invest in local news media.

Comox Valley Record needs your assistance to safeguard the ongoing ability of our journalists to continue to report freely on matters of public interest. Canadian media is facing unprecedented challenges that are affecting our ability to continue to publish journalism that readers can trust. Our huge audience growth over the past ten years isn't reflected in the advertising investment by governments and private corporations. As audience numbers continued to grow at an unprecedented pace, media investment supporting Canadian news organizations has dropped from 23.1 per cent in 2014 to a mere 5.7 per cent in a five-year span.

With the passage of Bill C-18, the Online News Act, Meta has announced it will remove all accredited news content from its pages rather than negotiate a fair deal with Canadian news media. Google has also indicated that unless its demands are met, it will deindex news organizations, making it impossible for Canadians to find local news sources using Google search.

More than ever, democratic principles are under attack from bad actors that spread information at a rate only made possible by algorithm-driven mega-companies like Meta that control almost every facet of our information networks.

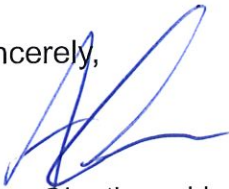
Trusted news sources like the Comox Valley Record are an important indicator of a thriving democracy. We've gained huge audiences by adding balance in an increasingly unbalanced world and by helping to communicate the work being done by many non-profit organizations, service clubs, business associations and individuals to build a better community for all. Black Press Media averages more than 4.1 million unique

views a month on our news sites including the Comox Valley Record and we employ more BC-based journalists than any other BC news organization.

We ask that the City of Courtenay use its economic clout and join its provincial and Canadian counterparts and governments around the world that are taking a stand at this crucial time in history to proclaim that the power to decide how and what information is shared isn't the purview of an elite group of foreign-based players, but should be in the hands of democratic governments and the people who elect them.

We thank you for your time and we trust the City of Courtenay will side with Canadian news media and the democratic principles that have shaped our country.

Sincerely,



Artur Ciastkowski
Publisher
Comox Valley Record

DISCUSSION:

Zoning Review

The subject property is zoned Multiple Use Two (MU-2). The proposed development complies with the MU-2 zone with the exception of the side yard setbacks, lot size and frontage. These variances are shown in **Table No. 1**.

Multiple Use Two Regulations	Required	Proposed
Permitted Use	Duplex Dwelling	Duplex Dwelling
Minimum Lot Size	850 m²	453.6 m²
Minimum Lot Frontage	20.0 m	14.88 m
Lot Coverage	40%	26%
Front Setback	7.5 m	8.9 m
Rear Setback	7.5 m	8.9 m
Side Setback(s)	4.5 m 4.5 m	1.72 m 1.72 m
Building Height	10.0 m	8.09 m
Useable Open Space	50.0 m ² /unit = 100 m ² total useable open space	266.07 m ² total
Vehicle Parking Required	2 spaces/unit = 4 total vehicle spaces	4 vehicle spaces on site
Landscaping	A landscaped area of 4.5 m in width along the road frontage	4.5 m in width

Table No. 1: MU-2 Zoning Compliance

Variance – Minimum Lot Size

As per *Section 8.14.2 of Zoning Bylaw No. 2500, 2007*, the minimum lot size for development in the MU-2 zone is 850m². The applicant wishes to develop a duplex on an undersized parcel of 453.6m². The approval of this variance will not increase density or allow a non-permitted use to operate in the zone.

Variance – Minimum Lot Frontage

As per *Section 8.14.3 of Zoning Bylaw No. 2500, 2007*, the minimum lot frontage for development in the MU-2 zone is 20.0m. The applicant wishes to develop a duplex on a lot with a 14.88m frontage, which is lower than the minimum frontage permitted. The approval of this variance will not increase density or allow a non-permitted use to operate in the zone.

Variance – Side Yard Setback

As per *Section 8.14.5(3) of Zoning Bylaw No. 2500, 2007*, a side yard shall have a setback with a minimum distance of 4.5m. The applicant wishes to obtain a variance to both side yard setbacks from 4.5m to 1.72m (2.78m reduction) in order to accommodate the construction of a duplex dwelling unit. The lot coverage is 26% well below the maximum permitted lot coverage of 40%.

Assessment

Staff assess the requested variances as supportable, given the use is permitted and density has not been increased. These variances support the creation of a duplex unit on a lot size that can support this use and create infill housing in line with the OCP policies and Council Strategic priorities. Staff recommend the issuance of Development Variance Permit No. 2303.



Figure No. 2: Exterior Rendering

Development Permit No. 2316 DPA-2 Development Permit Guidelines

Development Permit guidelines provide direction for elements of a development proposal, including architectural character, site design and landscaping. The applicant has demonstrated that the proposal aligns with the relevant guidelines in the DPA-2: Duplex Form and Character Development Permit Area.

The building and site design are consistent with the direction established in the guidelines. High quality materials are used on the exterior, with the principal entrances clearly defined and articulated by landscaping and architecture. A rendering of the proposed duplex dwelling is included in **Figure No. 2**.

Assessment

Staff have assessed the proposal relative to the applicable Development Permit guidelines and conclude that the development is consistent with the guidelines and recommend the issuance of Development Permit No. 2316.

ADMINISTRATIVE IMPLICATIONS:

The processing of Development Variance Permit No. 2303 and Development Permit No. 2316 applications is included in the current work plan as a statutory component.

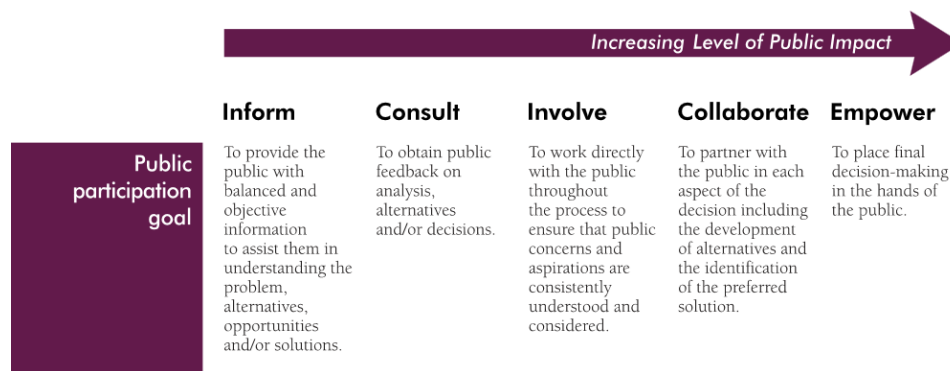
Should Council not grant the variance, the applicant’s Development Permit would be unable to be approved and the applicant would not be able to construct the proposed duplex dwelling.

FINANCIAL IMPLICATIONS:

There are no direct financial implications related to the processing of this Development Variance Permit. The fee for Development Variance Permit is \$1,000.00 and the fee for Development Permit is \$500.00.

PUBLIC ENGAGEMENT:

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



© International Association for Public Participation www.iap2.org

The Public Information Meeting requirements for this development have been waived at the discretion of the Director of Development Services, as per *Section 8.4 of Development Application Procedures Bylaw No. 2699, 2012*.

Staff distributed public notification (**See Attachment No. 4**) to thirty-seven (37) property owners and occupants within a 30 metre area on August 16, 2023. Zero (0) public comments have been received at time of writing this report. Comments received after this report will be presented to Council at the Regular Council meeting.

OPTIONS:

1. THAT Council approve Development Variance Permit No. 2303 to reduce the minimum lot size from 850m² to 453.6m², the minimum lot frontage from 20.0m to 14.88m and the side yard setbacks from 4.5 m to 1.72 m on each side, and issue Development Permit No. 2316 for the form and character of the duplex dwelling unit.
THAT Council approve Development Permit No. 2316
2. THAT Council, defer issuance of Development Variance Permit No. 2303 and Development Permit No. 2316 and request additional information from staff.
3. THAT Council, not issue Development Variance Permit No. 2303 (See administrative implications).

ATTACHMENTS:

- Attachment No. 1: Draft Development Variance Permit No. 2303
- Attachment No. 2: Draft Development Permit No. 2316
- Attachment No. 3: Written Summary and Rationale for Variance Request
- Attachment No. 4: Public Notification Distributed on August 16, 2023

Prepared by: Devin Croin, Planner 1 – Development Planning

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

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

THE CORPORATION OF THE CITY OF COURTENAY

Permit No. 3090-20-2303/DVP00045

DEVELOPMENT VARIANCE PERMIT

To issue a Development Variance Permit

To: Name: SIMBA INVESTMENTS LTD., INC.NO. BC0133616
Address: 3455 CUMBERLAND ROAD
COURTENAY, BC V9N 9N6

Property to which permit refers:

Legal: AMENDED LOT 8 (DD 79311N), BLOCK 3, SECTION 69, COMOX
DISTRICT, PLAN 480
Civic: 384 12TH STREET
PID: 004-483-863

Conditions of Permit:

Permit issued to the property legally described as AMENDED LOT 8 (DD 79311N), BLOCK 3, SECTION 69, COMOX DISTRICT, PLAN 480 to allow the construction of a duplex dwelling with the following variances to the City of Courtenay Zoning Bylaw No. 2500, 2007:

- *Section 8.14.2 Minimum Lot Size* – Reduce the minimum lot size from 850m² to 453.6m².
- *Section 8.14.3 Minimum Lot Frontage* – Reduce the minimum lot frontage from 20.0m to 14.88m.
- *Section 8.14.5(3) Setbacks* – Reduce the side yard building setbacks on both sides from 4.5 metres to 1.72 metres.

Development Variance Permit No. 2303 is subject to the following conditions:

1. Development must substantially conform to the plans shown in *Schedule No. 1*;
2. The development shall meet all other applicable requirements, standards and guidelines; and
3. No alterations or amendments shall be made without the City's permission. A formal amendment application is required if the plans change or additional variances are identified after the permit is issued.

Time Schedule of Development and Lapse of Permit

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

Date

Adriana Proton, MPA, CRM.
Corporate Officer

DRAFT

Schedule No. 1: Plans and Elevations (1/6)



1141 Richmond Ave. Suite 101
 Tel: +1 604 279 2488
 info@tdesign.ca

PROJECT:
 12TH STREET
 COURTENAY, B.C.

COPYRIGHT:
 These drawings are the property of the architect and shall not be reproduced in whole or in part, in any form, without the written consent of the architect. The architect shall be responsible for the accuracy of the information provided.

NO.	REVISION DATE	DESCRIPTION
1	2023.07.16	ISSUED FOR BP
2	2023.07.16	ISSUED FOR BP
3		
4		
5		
6		
7		

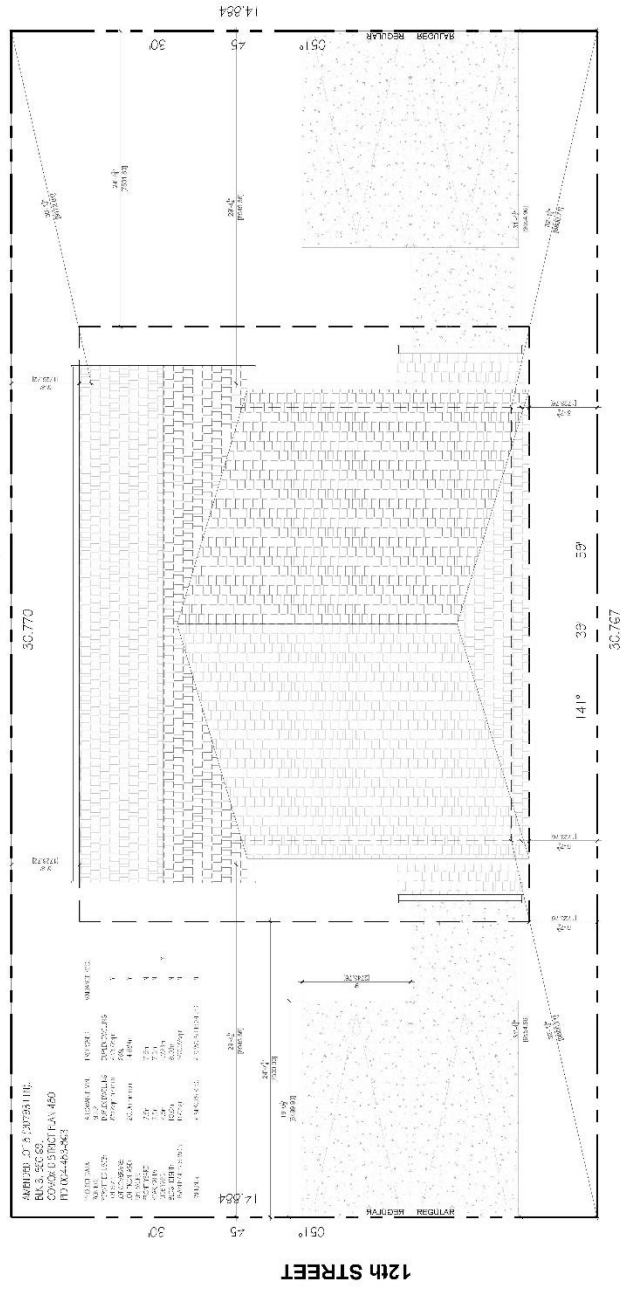
DISCLAIMER:
 Drawings are drawn to scale as indicated. The contractor shall verify all dimensions on site prior to commencement of work. The architect shall not be responsible for any errors or omissions reported immediately to the architect prior to construction. In the event of a discrepancy between the drawings and the site, the written dimension will take precedence.

SCALE AS NOTED

SITE PLAN

SHEET NO.
A1.00

**PRIVATE RESIDENCES
 384 12TH STREET,
 COURTENAY, B.C.**
 ISSUED FOR BUILDING PERMIT 2023.07.16




DRAWING INDEX

ARCHITECTURAL	
A1.00	SITE PLAN
A2.00	FLOOR PLANS BUILDING
A2.01	FLOOR PLANS BUILDING
A3.00	ELEVATIONS
A4.00	SECTIONS
A5.00	LANDSCAPE PLAN

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

Schedule No. 1: Plans and Elevations (4/6)



1111 Albermarle Ave. Suite 200
Tel: +1 604 279 2488
info@tdesign.ca

PROJECT:
127H STREET
COURTENAY, B.C.

COPYRIGHT:
These drawings are the property of T.D. Design and shall not be reproduced in whole or in part, in any form, without the written consent of the architect.

DRAWING HISTORY:

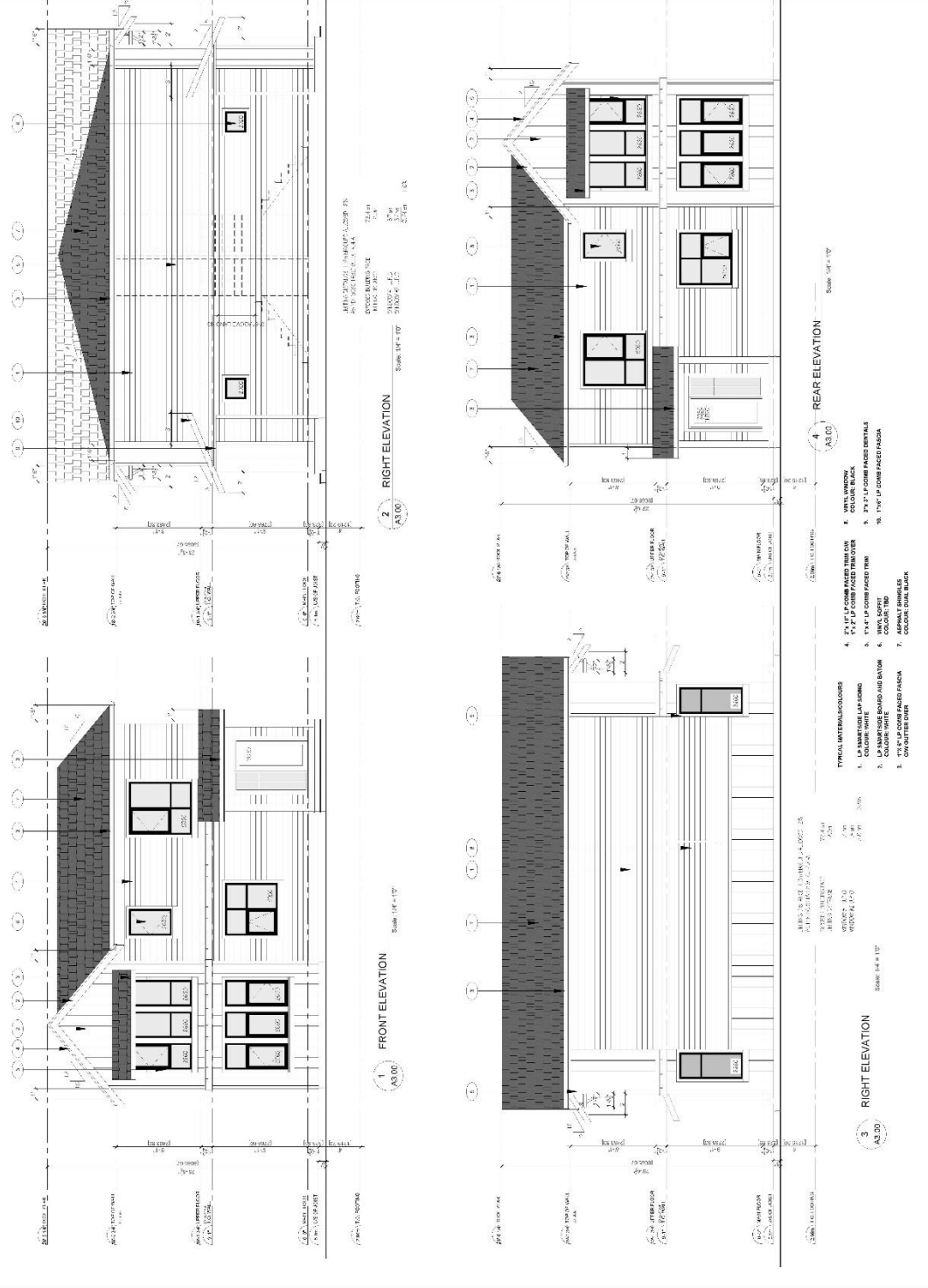
NO.	REVISION DATE	DESCRIPTION
7		
6		
5		
4		
3		
2	2023.07.18	ISSUED FOR BP
1	2023.03.31	ISSUED FOR DP

DISCLAIMER:
Drawings are drawn to scale as shown and shall not be relied upon slightly due to reproduction. Verify all dimensions on site prior to commencement of work. To be reported immediately to the architect prior to construction.
In the event of a discrepancy written dimension will take precedence.


ELEVATIONS

SCALE AS NOTED

SHEET NO.
A3.00



Schedule No. 1: Plans and Elevations (5/6)



1141 Midland Ave. Suite 101
 Toronto, ON M5R 1A5
 Tel: +1 604 579 2488
 info@tdesigns.ca

PROJECT:
 12TH STREET
 COURTENAY, B.C.

COPYRIGHT:
 These drawings are the property of TD Design Inc. and shall not be reproduced in whole or in part, in any form, without the written consent of TD and are punishable by law.

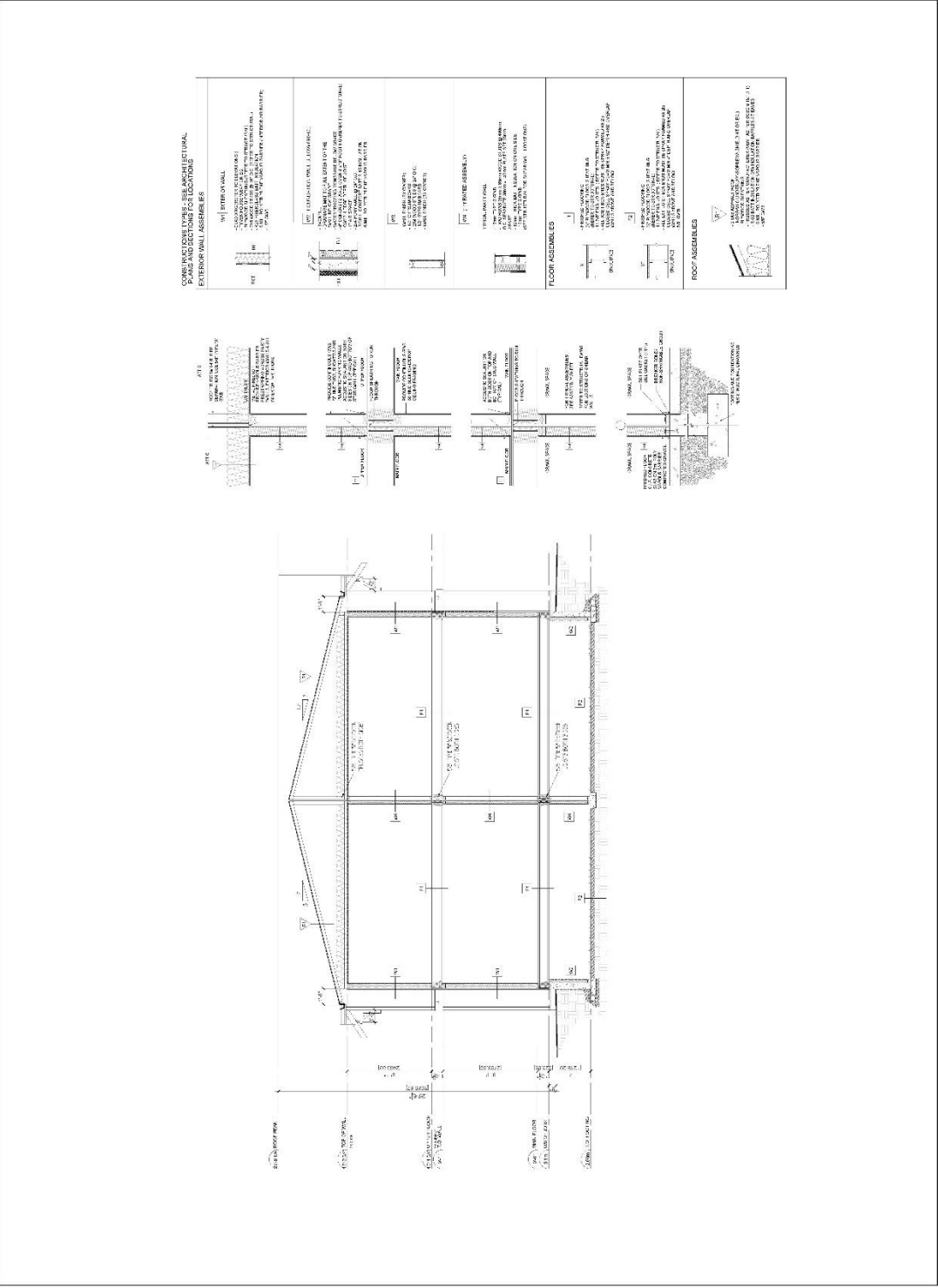
NO.	REVISION DATE	DESCRIPTION
1	2022.05.31	ISSUED FOR DP
2	2022.07.18	ISSUED FOR BP
3		
4		
5		
6		
7		

DISCLAIMER:
 Drawings are drawn to scale as shown. The contractor shall verify all dimensions on site prior to commencement of work. In the event of a discrepancy between the written dimension and the drawing, the written dimension will take precedence.


SCALE: AS NOTED

SECTION

SHEET NO.
A4.00



Schedule No. 1: Plans and Elevations (6/6)



1740 Richmond Ave. Suite 101
 TEL: +1 604 579 2488
 info@tdesign.ca

PROJECT:
 12TH STREET
 COURTENAY, B.C.

COPYRIGHT:
 These drawings are the property of the designer and shall not be reproduced in whole or in part, in any form, without the written consent of the designer. All rights reserved.

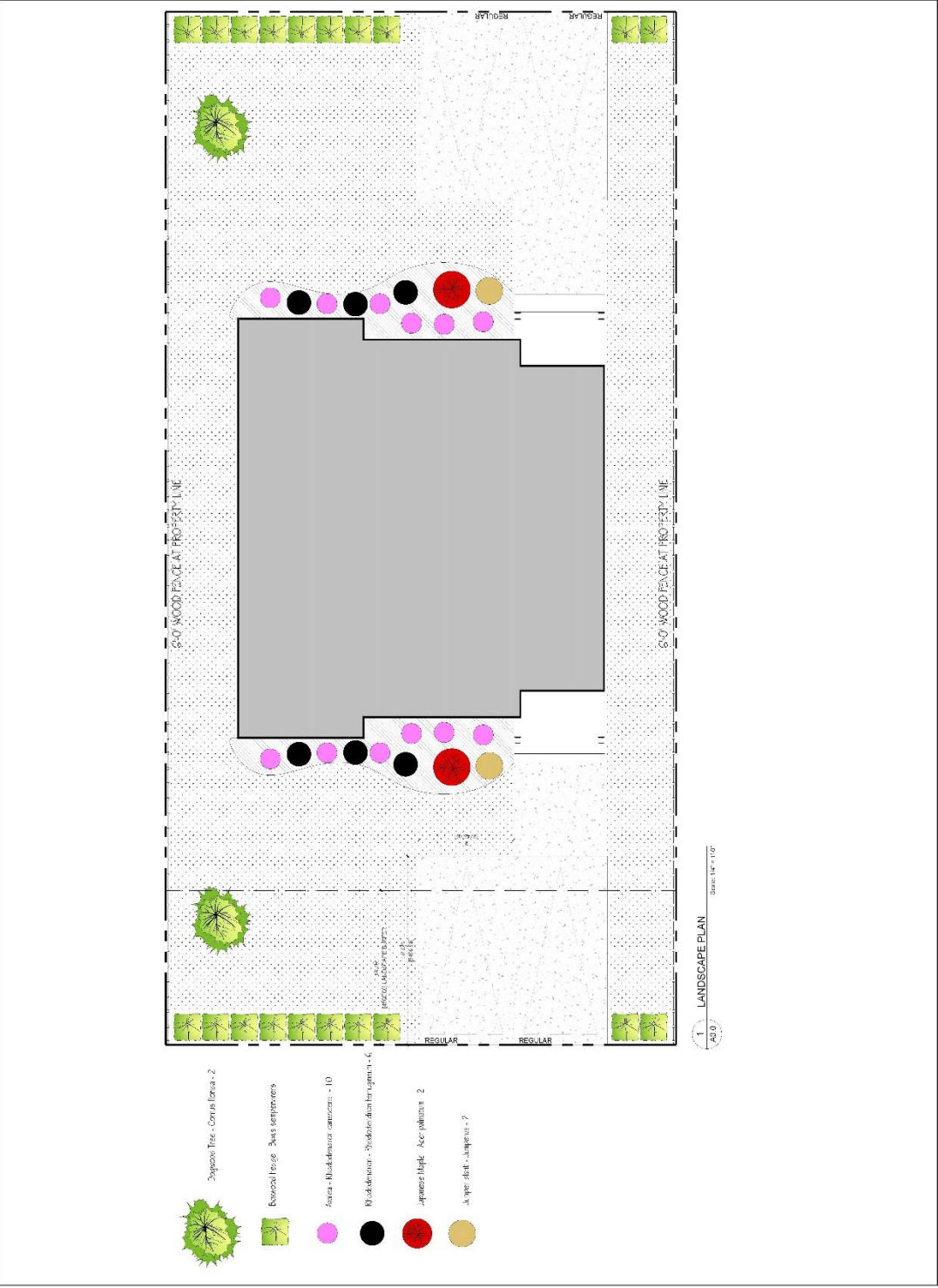
NO.	REVISION DATE	DESCRIPTION
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

DISCLAIMER:
 Drawings are drawn to scale as indicated. The contractor shall verify all dimensions on site prior to commencement of work. The contractor shall be responsible for any errors or omissions prior to construction. In the event of a discrepancy written dimension will take precedence.

SCALE: AS NOTED

LANDSCAPE PLAN

SHEET NO. **A5.00**



THE CORPORATION OF THE CITY OF COURTENAY

Permit No. 3060-20-2316/DP000140

DEVELOPMENT PERMIT

To Issue a Development Permit

To: Name: SIMBA INVESTMENTS LTD., INC.NO. BC0133616
Address: 3455 CUMBERLAND ROAD
COURTENAY, BC V9N 9N6

Property to which permit refers:

Legal: AMENDED LOT 8 (DD 79311N), BLOCK 3, SECTION 69, COMOX
DISTRICT, PLAN 480
Civic: 384 12TH STREET
PID: 004-483-863

Conditions of Permit:

To issue a development permit to allow the construction of a duplex dwelling on the above noted property (384 12th Street) subject to the following conditions:

1. Development must substantially conform to the plans shown in *Schedule No. 1*;
2. Every off-street motor vehicle parking area required by Zoning Bylaw No. 2500, 2007 to accommodate two or more vehicles shall be surfaced with a dust-free surface;
3. All new and upgraded lighting in the existing and proposed development must use Full Cut Off/Flat Lens (FCO/FL) luminaries to light roads, parking, loading and pedestrian areas. Exterior building lighting must have FCO lighting fixtures;
4. Erosion and sediment control measures shall be in place as necessary throughout the site preparation and installation to ensure no sediments migrate off site;
5. The development shall meet all other applicable requirements, standards and guidelines; and
6. No alterations or amendments shall be made without the City's permission. A formal amendment application is required if the plans change or additional variances are identified after the permit is issued.

Time Schedule of Development and Lapse of Permit

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

Date

Adriana Proton, MPA, CRM.
Corporate Officer



1141 Richmond Ave. Suite 1010
 Vancouver, BC V6A 3R9
 Tel: +1 604 279 2488
 info@tdesigner.ca

PROJECT:
 12TH STREET
 COURTENAY, B.C.

COPYRIGHT:
 These drawings are the property of the designer and shall not be reproduced in whole or in part, in any form, without the written consent of the designer. Violation of this agreement is punishable by law.

NO.	REVISION DATE	DESCRIPTION
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

DISCLAIMER:
 Drawings are drawn to scale as indicated. The designer shall not be held responsible for any errors or omissions, or for any consequences arising from the use of these drawings. The contractor shall verify all dimensions on site prior to commencement of work. Any discrepancies shall be reported immediately to the designer. The designer shall not be held responsible for any delays or costs incurred as a result of any discrepancies reported after the start of construction. In the event of a discrepancy, the written dimension will take precedence.

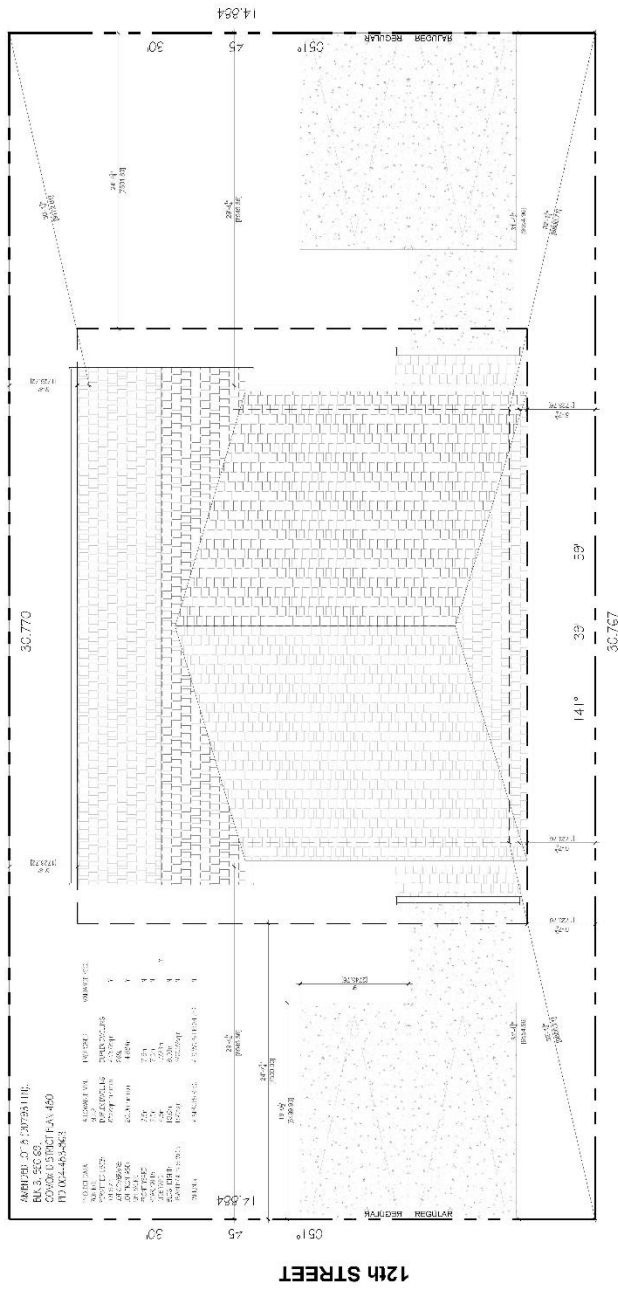
SCALE AS NOTED

SITE PLAN

SHEET NO.

A1.00

PRIVATE RESIDENCES
384 12TH STREET,
COURTENAY, B.C.
 ISSUED FOR BUILDING PERMIT 2023.07.16




DRAWING INDEX

- ARCHITECTURAL
- A1.00 SITE PLAN
- A2.00 FLOOR PLANS BUILDING
- A2.01 FLOOR PLANS BUILDING
- A3.00 ELEVATIONS
- A4.00 SECTIONS
- A5.00 LANDSCAPE PLAN

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

Schedule No. 1: Plans and Elevations (2/6)



1711 Highway 10, Suite 101
 Tel: +1 604 279 2488
 info@tdesigner.ca

PROJECT:
 127H STREET
 COURTENAY, B.C.

COPYRIGHT:
 These drawings are the property of the designer and shall not be reproduced in whole or in part, in any form, without the written consent of the designer. Violation of this is punishable by law.

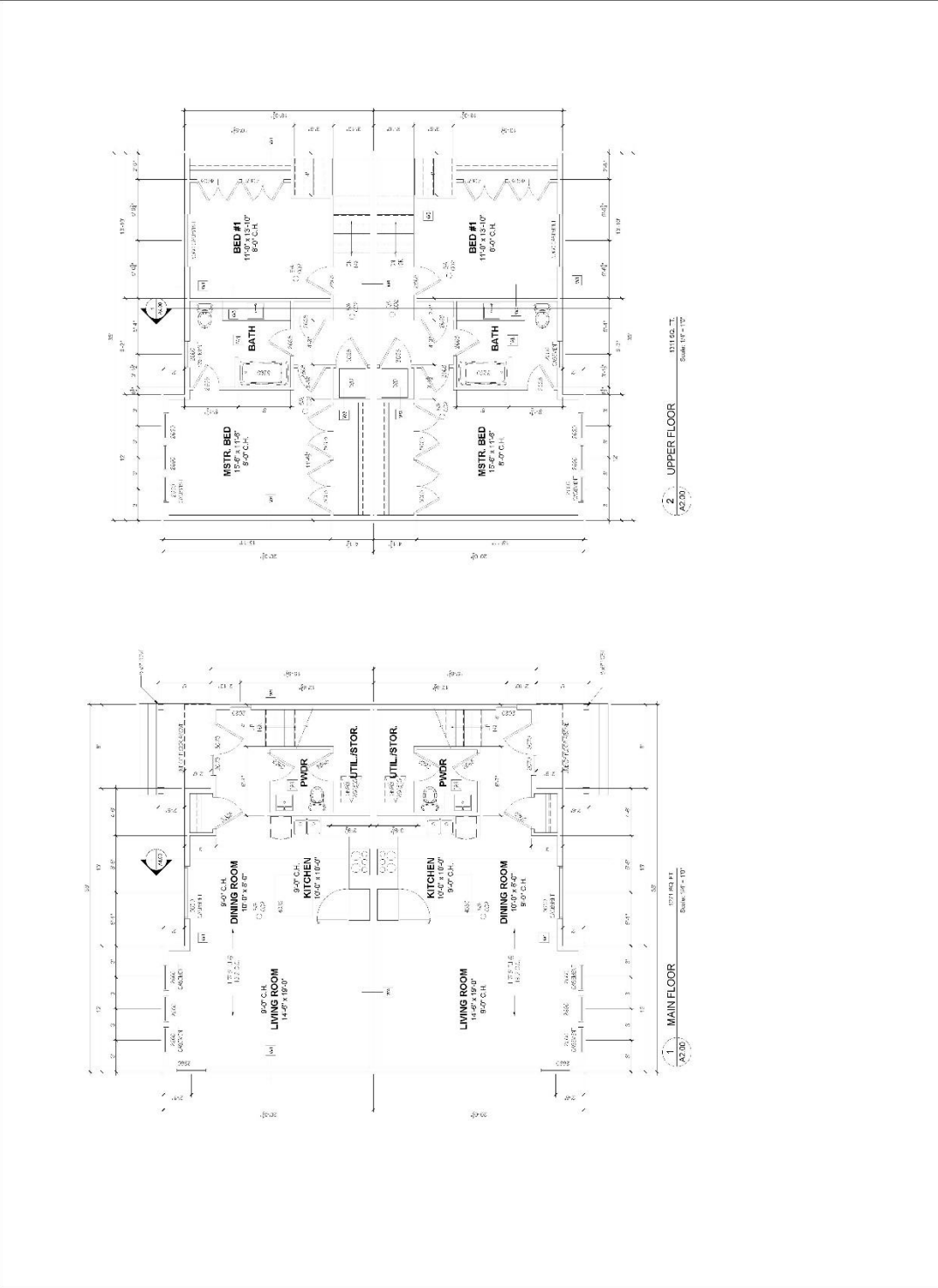
NO.	REVISION DATE	DESCRIPTION
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		
33		
34		
35		
36		
37		
38		
39		
40		
41		
42		
43		
44		
45		
46		
47		
48		
49		
50		
51		
52		
53		
54		
55		
56		
57		
58		
59		
60		
61		
62		
63		
64		
65		
66		
67		
68		
69		
70		
71		
72		
73		
74		
75		
76		
77		
78		
79		
80		
81		
82		
83		
84		
85		
86		
87		
88		
89		
90		
91		
92		
93		
94		
95		
96		
97		
98		
99		
100		

DISCLAIMER:
 Drawings are drawn to scale as indicated. The contractor shall verify all dimensions on site prior to commencement of work. Any discrepancy between the drawings and the site shall be reported immediately to the designer prior to construction.
 In the event of a discrepancy between the drawings and the site, the written dimension will take precedence.


SCALE: AS NOTED

MAIN UPPER FLOOR PLANS

SHEET NO. **A2.00**



Schedule No. 1: Plans and Elevations (4/6)



1111 Albermarle Ave. Suite 200
Tel: +1 604 279 2488
info@tdesign.ca

PROJECT:
127H STREET
COURTENAY, B.C.

COPYRIGHT:
These drawings are the property of the designer and shall not be reproduced in whole or in part, in any form, without the written consent of the designer. The designer shall be responsible for any errors or omissions.

NO.	REVISION/DATE	DESCRIPTION
1	2023.03.31	ISSUED FOR DP
2	2023.07.18	ISSUED FOR BP
3		
4		
5		
6		
7		

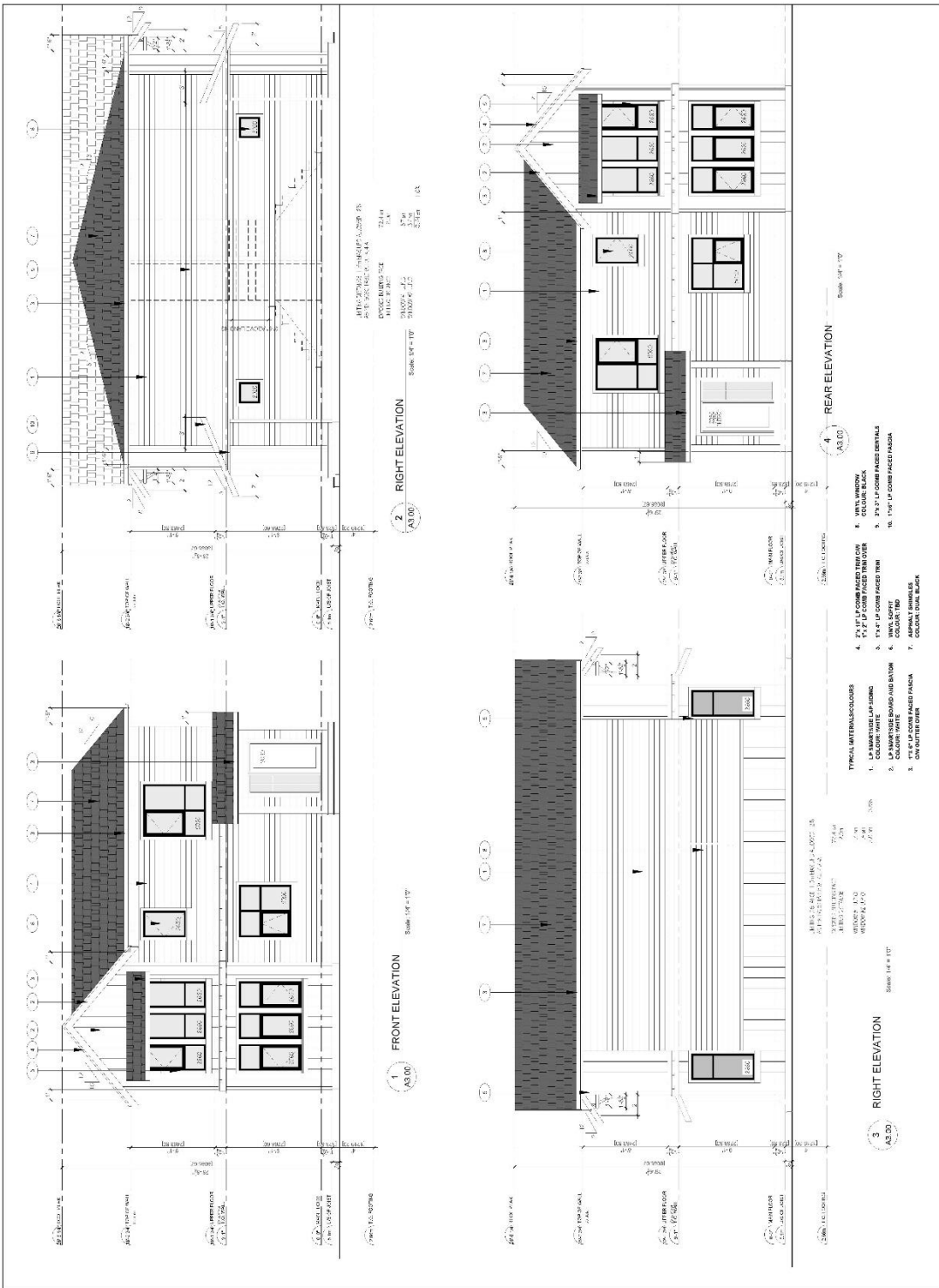
DISCLAIMER:
Drawings are drawn to scale as shown. The contractor shall verify all dimensions on site prior to commencement of work. Any discrepancies shall be reported immediately to the designer prior to construction. In the event of a discrepancy written dimension will take precedence.

ELEVATIONS


SCALE AS NOTED

SHEET NO.

A3.00



Schedule No. 1: Plans and Elevations (6/6)



17th Floor, 100 King St. W.
Toronto, ON M5X 1C4
Tel: +1 604 579 2488
info@tdesign.ca

PROJECT:
12TH STREET
COURTENAY, B.C.

COPYRIGHT:
These drawings are the property of T.D. Design and shall not be reproduced in whole or in part, in any form, without the written consent of T.D. are punishable by law.

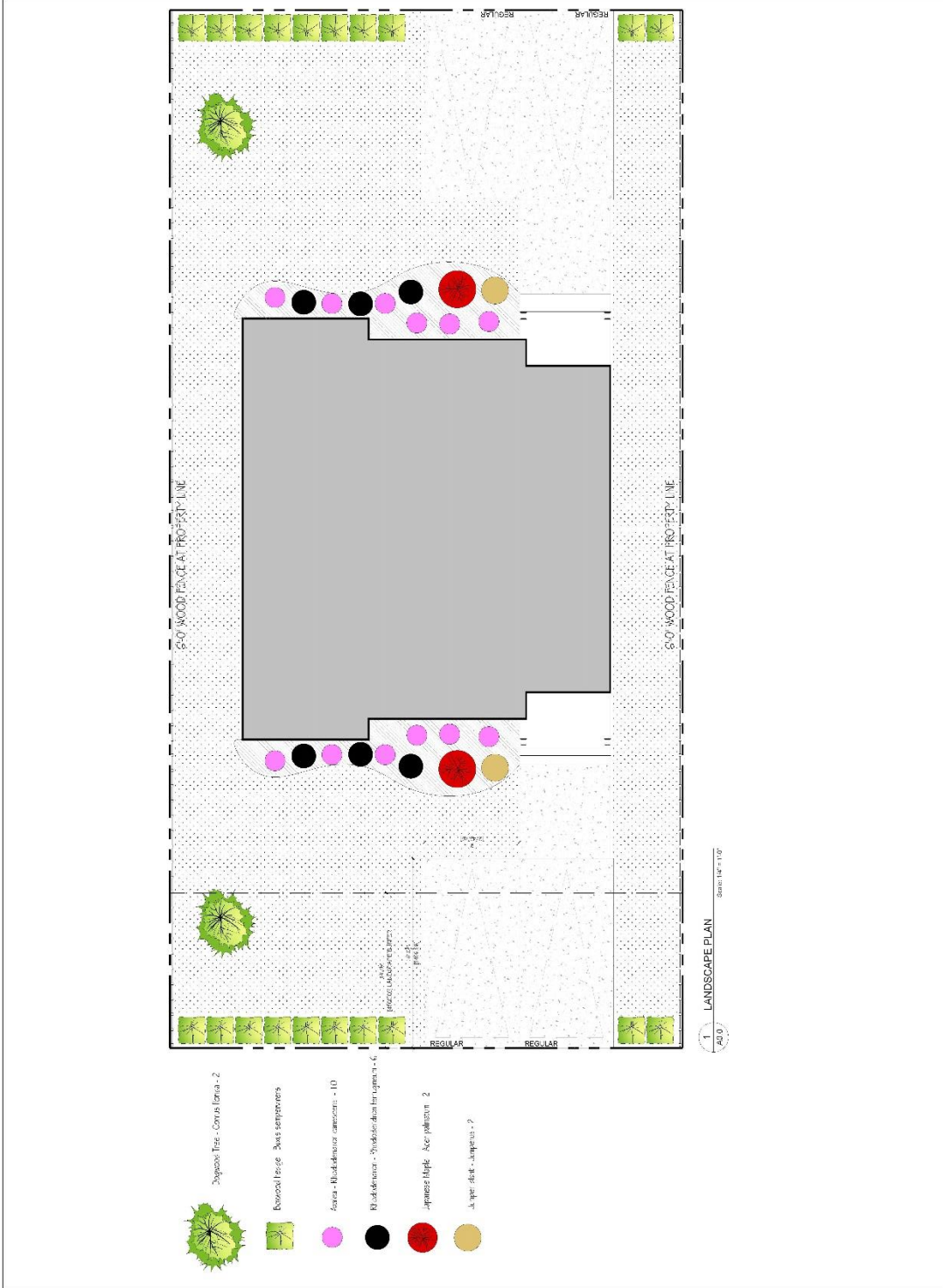
NO.	REVISION DATE	DESCRIPTION
1		
2		
3		
4		
5		
6		
7		

DISCLAIMER:
Drawings are drawn to scale as indicated. The contractor shall verify all dimensions on site prior to commencement of work. The contractor shall be responsible for any errors or omissions reported immediately to the architect prior to construction. In the event of a discrepancy written dimension will take precedence.

SCALE: AS NOTED

LANDSCAPE PLAN

SHEET NO. **A5.00**





June 6, 2023

384 12th Street – Development Summary

The subject property is located in a neighbourhood of mostly 1 and 2 story single family dwellings of mixed age and character. Some 2 story multifamily building are adjacent.

The current zoning is R-2 and the property is surrounded by properties zoned the same way. The R-2 zone permits duplex type dwellings. It is part of the “Duplex Development Permit Area”.

The proposed duplex designs will replace the current single-story dwelling and is of a front-back type, taking advantage of frontage on both 12th and 13th St. The front-back models helps maintain the single family appearance from the street while providing some additional density.

The design is a typical contemporary style characterized by bright tones in the cladding, accent cladding in the gables and significant amount of wood trim, a covered porch, and good quality windows and doors.

The façade and roof line is articulated by horizontally stepped areas accentuated by gables.

The size of the building is similar to other two-story dwellings in the neighbourhood.

A front-back duplex provides a great level of privacy between the units. A small number of windows on the sides of the upper stories provide additional daylight and ventilation to the occupants.

There exists no significant trees or protected species on the site and new landscaping will be planted.

Surface parking is provided, each dwelling having private parking access from 12th and 13th respectively.

The landscaping will be done with drought resistant plants and grasses. There will be some lawn for the tenants to utilize, and some gravel and river rock hardscaping.

This project meets the affordable Housing as an infill project that is located close to downtown Courtenay. It is near city bus routes to limit the tenants’ necessity of a motor vehicle. The square footage of the units is compact which will allow for more cost effective monthly rental prices.

The units will be built to a built green gold standard and will meet all the latest Step Code requirements to create a healthy, energy efficient environment.

3455 CUMBERLAND ROAD
COURTENAY, BC V9N 9N6
TELEPHONE: (250) 898-8824
FACSIMILE: (250) 898-8854

DEVELOPMENT VARIANCE PERMIT

384 12th Street

Legal Description: AMENDED LOT 8 (DD 79311N),
BLOCK 3, SECTION 69, COMOX DISTRICT, PLAN 480

File No. DVP00045

The Council of the City of Courtenay is considering a resolution to issue a Development Variance Permit to the owners of the above noted property.

The proposed variances are to reduce the minimum lot size from 850 m² to 453.6 m², reduce the minimum lot frontage from 20.0 m to 14.88 m and reduce the side yard setbacks from 4.5 m to 1.72 m on each side to accommodate a proposed duplex dwelling unit.

The subject property is shown in bold on the adjacent map.

Get more information:

View proposed permit and relevant documents at www.courtenay.ca/devapptacker or contact City Hall, Monday through Friday 8:30 a.m. to 4:30 p.m., 830 Cliffe Ave, Courtenay.

phone: 250-703-4839 or

email: planning@courtenay.ca

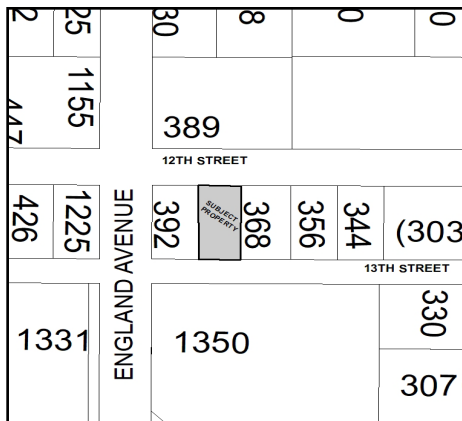
Written submissions must be received by the City no later than **1:00 p.m. Wednesday, August 30, 2023** to ensure their availability to Council prior to the Council meeting.

Council Meeting:

Wednesday, August 30, 2023 4:00 pm

Watch meeting live online:

www.courtenay.ca/councilmeetings



**HAVE
YOUR
SAY:**

- 830 Cliffe Ave.
Courtenay, BC V9N 2J7
- planning@courtenay.ca



CITY OF
COURTENAY
Development Services

follow us

Page 144 of 199

courtenay.ca



STAFF REPORT

To: Council

File No.: 3360-20-2303

From: Director of Development Services

Date: August 30, 2023

Subject: Zoning Amendment Bylaw No. 3101 – 1410 Glen Urquhart Avenue

PURPOSE:

Council to consider an application for a text amendment at the property legal described as LOT 3, SECTION 47, COMOX DISTRICT, PLAN 20073 to permit a detached secondary residence on the subject property. Staff are recommending to not hold a public hearing as per section 464(2)(B) of the *Local Government Act*, as the proposal is consistent with the City's Official Community Plan, and issue public notice as per Section 467 of the *Local Government Act* that a public hearing will not be held.

BACKGROUND:

The subject property is approximately 2,104 m² (0.52 acres) in size and is zoned Rural Residential 1 (RR-1). There is currently a single residential dwelling unit and three (3) non-residential accessory structures on the property. The applicant is proposing a secondary residence at the rear of the property. Secondary Residence is not currently a permitted use in the RR-1 zone. If the text amendment is approved, then the applicant will be permitted to operate a secondary residence on the property.

The proposed secondary residence is 56.0 m² (602.8 ft²) in size.



Figure No. 1: Context Map

DISCUSSION:

The proposed application represents infill development within an established neighbourhood designated Urban Residential in the Official Community Plan (OCP).

The OCP supports infill development within existing Urban Residential areas provided it is in keeping with the character and scale of the surrounding neighbourhood. Infill housing provides more rental housing stock and diversity of housing types, and promotes more efficient use of land that is already serviced.

Should Council grant a zoning text amendment to permit the secondary residence on the property, the proposed development will be subject to the guidelines of the DPA-2: Detached Secondary Residences form and character Development Permit.

The applicant is seeking to create a secondary residence for a family member, and recognizes the value the unit could provide to the general housing stock.

Zoning Review

The property is zoned RR-1 and the proposed development meets the RR-1 zoning requirements, including minimum lot size, minimum lot frontage, building setbacks and parking (which the property will remain zoned). As well, the proposal meets the general requirements for secondary residences as stipulated in *Zoning Bylaw No. 2500, 2007*. The requirements and proposal are summarized in **Table No. 1**.

Proposal's Achievement of Relevant Zoning Requirements		
<u>Rural Residential Two Regulations</u>	<u>Required</u>	<u>Proposed</u>
Minimum Lot Size	1,250 m ²	2,104 m ²
Minimum Lot Frontage	<10% of the Perimeter of the Lot	<10% of the Perimeter of the Lot
Total Floor Area of Secondary Residence	90.0 m ²	56.0 m ²
Yard Setbacks (Minimum)	Front: 7.5 m Side Interior A: 3.0 m Side Interior B: 3.0 m Rear: 6.0 m	Front: >7.5 m Side Interior A: 3.0 m Side Interior B: >3.0 Rear: 9.0 m
Height of Secondary Residence	5.5 m	3.9 m
Lot Coverage (Maximum)	30.0%	13.0%
Parking Spaces (Minimum)	Three (3) (Two for the principle dwelling unit and one for the secondary residence)	Three (3) Spaces

Table No. 1: Zoning Analysis

FINANCIAL IMPLICATIONS:

There are no direct financial implications related to the processing of this Zoning Amendment.

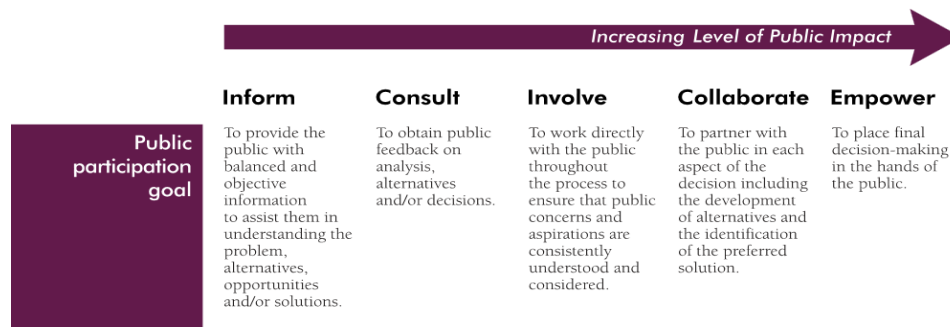
ADMINISTRATIVE IMPLICATIONS:

Processing Zoning Amendments is included in the current work plan as a statutory component.

Should Council not grant the Zoning Amendment, the applicant's Development Permit would be unable to be approved and the applicant would not be able to construct the proposed detached secondary residence dwelling.

PUBLIC ENGAGEMENT:

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



© International Association for Public Participation www.iap2.org

The Public Information Meeting requirements for this development have been waived at the discretion of the Director of Development Services, as per *Section 8.4 of Development Application Procedures Bylaw No. 2699, 2012*.

If Council supports not holding a public hearing for the proposed Zoning Amendment, an advertisement will be posted in the newspaper and a notice will be mailed out to residents within 100 metres informing them that the public hearing will not be held. The advertisement and mailout provide an opportunity for the public to comment. Any comments received will be brought forward to Council by staff.

Alternatively, Council has the discretion to direct staff to schedule a public hearing and provide statutory notice. This would have to be done through a resolution.

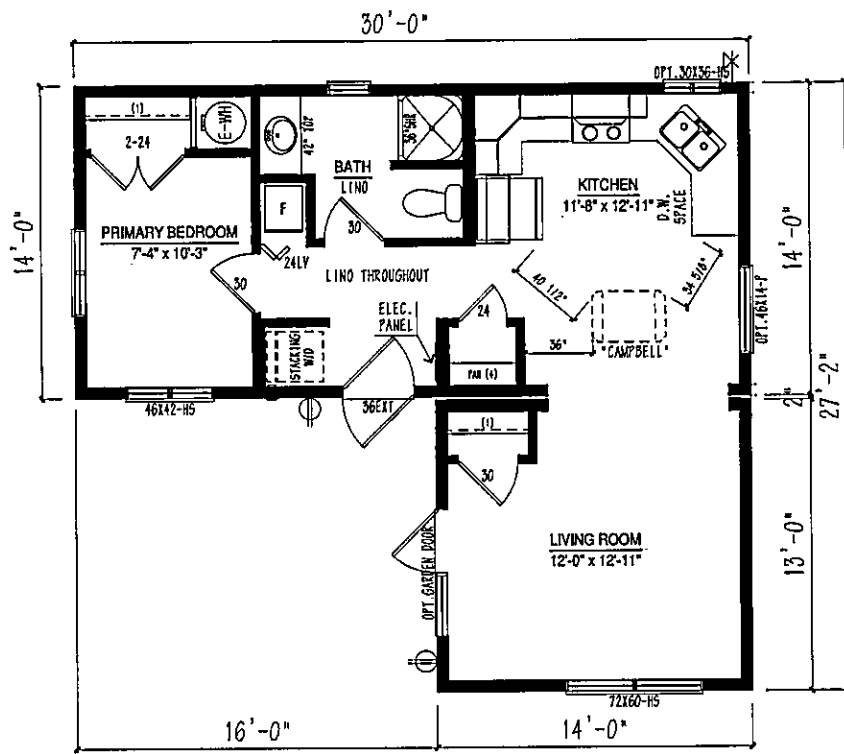
OPTIONS:

1. THAT Council, not hold a public hearing as per Section 464(2)(b) of the *Local Government Act* as "Zoning Amendment Bylaw No. 3101" (1410 Glen Urquhart Avenue) is consistent with the City's Official Community Plan; and
THAT Council, direct staff to issue public notice as per Section 467 of the *Local Government Act* that a public hearing will not be held for "Zoning Amendment Bylaw No. 3101" (1410 Glen Urquhart Avenue).
2. THAT Council, request additional information from staff through a resolution.
3. THAT Council, direct staff to hold a public hearing under section 464(1)(b) and to give notice under section 466.
4. THAT Council not proceed with the application.

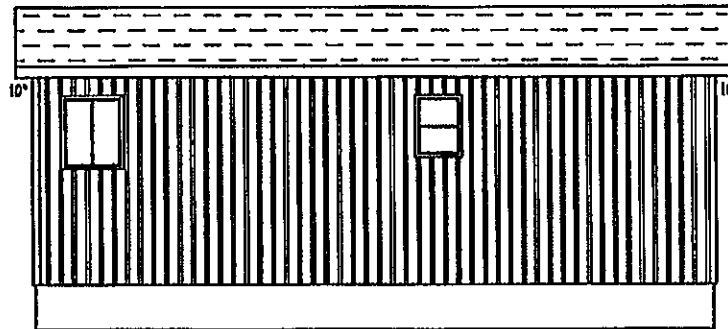
ATTACHMENTS:

- Attachment No. 1: Plans and Elevations
- Attachment No. 2: Applicant's Rationale
- Attachment No. 3: Notice of Waiver of Public Hearing Mailout

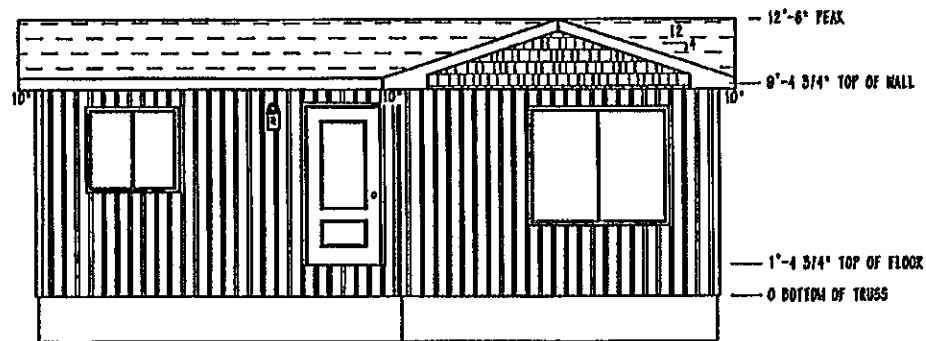
Prepared by: Devin Croin, Planner 1 – Development Planning
Reviewed by: Marianne Wade, RPP, MCIP, Director of Development Services
Concurrence: Geoff Garbutt, M.PI., MCIP, RPP, City Manager (CAO)



REVISIONS:		www.t3pmhousing.com	LETHBRIDGE AB, CANADA BUS. (403) 320-8588	REF# DR#23537			
					TITLE: FLOOR PLAN (STD)		
					DATE: 2022-10-17	DWN. SAJ	SHEET
					SCALE: 3/16" = 1'-0"	CKD.	
					DWG. NO. QV-1620-22		P1

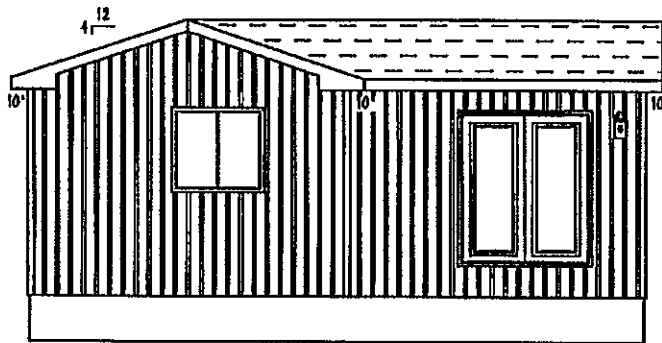


REAR ELEVATION
SCALE: 5/16"=1'-0"

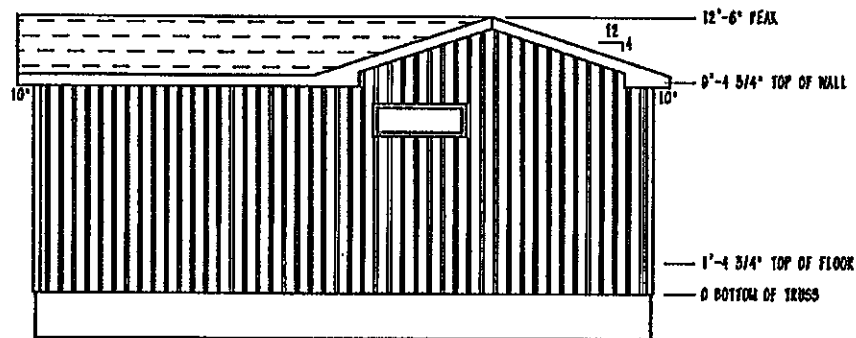


FRONT ELEVATION
SCALE: 5/16"=1'-0"

REVISIONS:							
www.triplem.com			LETHBRIDGE, AB CANADA 403 (416) 269-4344		EFP		DR#23537
Triple M Housing			TITLE: ELEVATIONS (STD)				P2
			DATE: 2022-10-17		DWG. BY: EAJ		
			SCALE: AS NOTED		CHK.:		
			PROJ. NO. QV-1620-22				

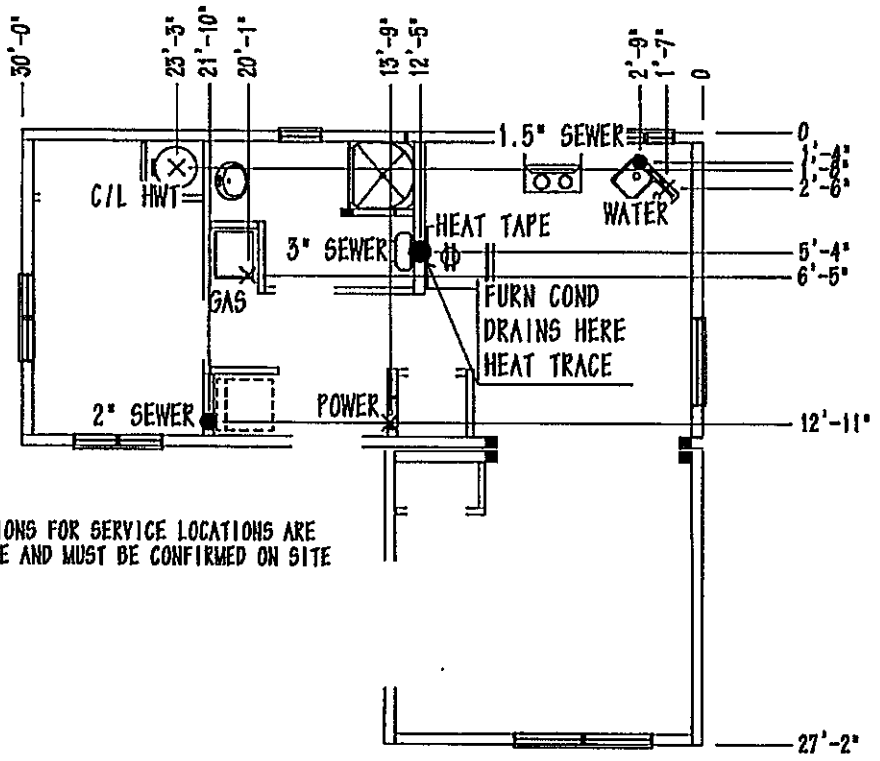


LEFT ELEVATION
SCALE: 3/16"=1'-0"



RIGHT ELEVATION
SCALE: 3/16"=1'-0"

REVISIONS:				
www.triplemhousing.com		LETHBRIDGE, AL CANADA EQB (403) 940-8558	REF#	DR#23537
 Triple M Housing		TITLE: ELEVATIONS (STD)		DWG. NO. QV-1620-22
		DATE: 2023-10-17	DWG. B.A.J.	
		SCALE: AS NOTED		ECD.
				P3



*DIMENSIONS FOR SERVICE LOCATIONS ARE APPROXIMATE AND MUST BE CONFIRMED ON SITE

- NOTE:
- *EXTEND HOT WATER TANK FRESH AIR VENT AT OPENING IN FLOOR AT THE HOT WATER TANK CAVITY (GAS HWT ONLY)
 - *TERMINATE HOT WATER TANK DRAIN LINE - CONNECTION WILL BE ABOVE BELLY BAG

REVISIONS					
www.triplemhousing.com		LETHBRIDGE, AL CANADA PH: (403) 563-8300	DR#23537		
Triple M Housing			TITLE: SERVICE DWG (STD)		
			DATE: 2022-10-17	DWN: D.A.J	SHEET:
			SCALE: 8/16"=1'-0"	CKD:	
			DWG. NO. QV-1620-22	P 10	

Project description – 1410 Glen Urquhart Dr.

Text amendment to the RR1 zone to allow secondary residence as a permitted use at 1410 Glen Urquhart Dr.

As a homeowner on Glen Urquhart (RR-1), we believe in a text amendment to further expand the zoning to include secondary residence as a permitted use. The primary purpose of this is to expand our residence to include a secondary residence for my mother. This is to create a multi- generational home.

Given the current permitting, lot size, and location of the laneway, there would be little risk of detrimental impacts on the character of the neighbourhood. This change to a text amendment zoning bylaw would not allow for subdivision, addition of multiple dwellings, duplex, home businesses or agriculture. It will not carry visual impacts for neighbours or alter street parking and traffic. Parking will be accessible through the lane. The addition of 1 people in the neighbourhood would not significantly increase pressure on utilities such as water and sewer in this currently low-density neighbourhood. The development will meet all existing setback recommendations in then current zone.

Secondary house design and placement will meet all Development Permit Guidelines (BL2645 Duplex Carriage House and Secondary Residential Development Permit Area). This includes a footprint of less than 90m², only one other residential dwelling and a property greater than 1250m².

PUBLIC INPUT OPPORTUNITY

Zoning Amendment Bylaw No. 3101

1410 Glen Urquhart Drive

LOT 3, SECTION 47, COMOX DISTRICT,
PLAN 20073

File No. RZ000076

In accordance with s.464(2)(b) of the Local Government Act, a public hearing on Zoning Amendment Bylaw No. 3101 is not required. Under s.467 of the Local Government Act notice is hereby given that Council will consider 1st reading of Zoning Amendment Bylaw No. 3101 at the September 27, 2023 regular Council meeting. The purpose of the bylaw is to amend the Zoning Bylaw, Part 6 - Rural Residential One Zone (RR-2), section 8.6.1 Permitted Uses to add a Secondary Residence on the property described as Lot 3, Section 47, Comox District, Plan 20073 (1410 Glen Urquhart Drive). The subject property is on the adjacent map.

Get more information: The bylaw is available for viewing at Courtenay City Hall, 830 Cliffe Avenue, 8:30 am to 4:30 pm Monday to Friday, except holiday, OR Online: www.courtenay.ca/devapptacker

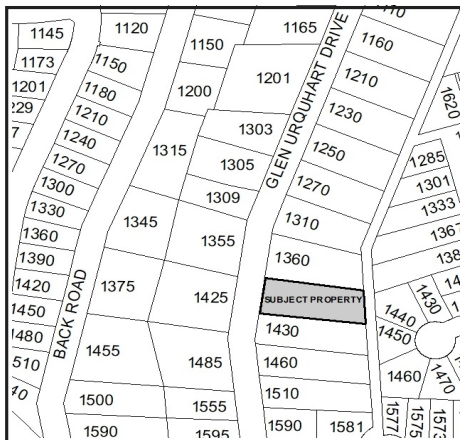
Written submissions must be received by the City no later than **1:00 pm, Wednesday, September 27, 2023** to ensure their availability to Council at the meeting.

Council Meeting

Wednesday, September 27, 2023, 4:00 pm

Watch meeting live online:

www.courtenay.ca/councilmeetings



**HAVE
YOUR
SAY:**


✉ 830 Cliffe Ave.
Courtenay, BC V9N 2J7
@ planning@courtenay.ca

IN PERSON: Comox Valley Regional District (CVRD) Civic Room, 770 Harmston Avenue, Courtenay



CITY OF
COURTENAY
Development Services

Page 154 of 199

follow us  

courtenay.ca



STAFF REPORT

To: Council

File No.:

From: Director of Development Services

Date: August 30, 2023

Subject: SRDS CMHC Housing Accelerator Fund Grant

PURPOSE:

The purpose of this report is to seek Council's endorsement of the City's application to the Canada Mortgage and Housing Corporation (CMHC) Housing Accelerator Fund (HAF).

BACKGROUND:

The Housing Accelerator Fund (HAF), administered by the Canada Mortgage and Housing Corporation (CMHC), provides incentive funding to local governments to increase housing supply across Canada. The HAF program is intended to support the development of complete, low-carbon and climate-resilient communities that are affordable, inclusive, equitable and diverse.

HAF is unique from other National Housing Strategy initiatives given that it incents municipalities to apply transformational changes, provides funding to municipalities showing progress on transformational changes, and offers municipalities the flexibility on how to use funding to support housing growth.

Applications to the HAF must include an Action Plan with housing supply growth targets and initiatives to grow housing supply and speed up housing approvals. Housing Action Plans must align with program objectives and supported priorities and should reflect best practices in urban planning. Housing Action Plans will also be included in the contribution agreement and municipalities are required to commit to the plan over the life of the program.

Local governments are required to identify seven initiatives to form the HAF action plan. The HAF application guide includes a menu of initiatives that are aligned with the objectives of the HAF program. While the type of initiatives supported by the HAF program vary, initiatives should generally be long lasting by nature, anticipated to continue to incent units long-term, impact a large portion of developable land, improve development predictability and stability, or otherwise present the potential of improving the broader housing system.

There is one application window for the HAF with an application deadline was on August 18, 2023, and 25% funding payments will be made upon funding approval and annually for three years, subject to program conditions being met.

DISCUSSION:

If successful, the HAF would provide the City with the ability to fund and implement many of the initiatives outlined in the Official Community Plan at an accelerated pace. The incentive-based funding will further support the provision of affordable housing options in the community. The HAF program is anticipated to be a very competitive program, and to increase probability of success the following initiatives are proposed based on the program's evaluation criteria:

- 1. Affordable Housing Reserve Fund and Policy:** This goal of this initiative is to expand and update policy for the use of the City's Affordable Housing Reserve Fund. The funding program can provide the necessary "seed funding" to bolster the reserve fund to incent and support the provision of affordable units.
- 2. Land Acquisition and Disposition Assessment and Affordable Housing Partnership Strategy:** This initiative is intended to provide a framework to guide opportunistic land acquisitions and dispositions that can support affordable housing.
- 3. Development Application Streamlining:** This initiative involves undertaking additional development application streamlining to reduce the timelines for processing and approval of new developments to create more housing supply at an accelerated pace.
- 4. Density Bonusing and Pre-Zoning for Multi-Residential in Key Growth Centres:** This initiative involves developing a new density bonusing policy and pre-zoning for multi-residential zoning in key growth centres within the City including in City Centres, Urban Corridors, and Neighbourhood Centres as identified in the OCP.
- 5. Missing Middle: Plex Readiness:** This initiative will undertake zoning amendments to pre-zone to increase allowable density in several neighborhoods, to increase plex-development opportunities into existing low to medium density zones.
- 6. Supportive Housing Policy and Bylaws (Community Amenity Contribution Policy, DCC Reduction Bylaw):** This initiative will create a detailed CAC Policy, as recommended in the OCP, so that it may be amended more frequently to respond to community amenity needs, market conditions and revisions to Provincial legislation. This initiative also includes a DCC Reduction Bylaw to support non-market housing.
- 7. Accessory Dwelling Unit (ADU) Strategy:** This initiative involves implementing a series of zoning bylaw amendments to permit additional ADU's (secondary suite, carriage house, garden suites) in the City through amendments to various City bylaws.

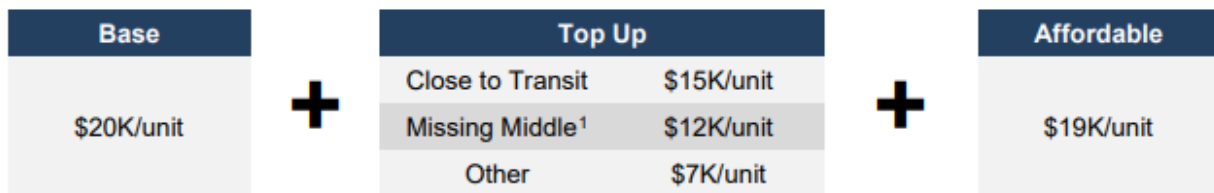
HAF Funding

The HAF program is not per-capita or project based and funding would be determined given the number of additional units the City would commit to permitting over the next three years as a result of HAF funding. The number of additional units is the difference between baseline projections of what would be achieved without HAF funding and anticipated projections of what would be achieved with the support of HAF funding. The HAF program allows funding to be used in broad ways, including investments to support the HAF action plan, support for affordable housing, community amenities and infrastructure needed to facilitate residential growth.

There are three components of the HAF funding framework: (1) base funding, (2) top-up funding and (3) an affordable housing bonus.

1. Base funding is designed to incent all types of supply across the housing spectrum.
2. Top up funding is designed to incent certain types of housing supply.
3. An affordable housing bonus is designed to incentivize communities that can increase their share of affordable housing units relative to the total projected permitted units with the support afforded by the HAF.

The amount of HAF funding a successful applicant will receive is based on a formula which prescribes a dollar value for each net-new building permit set out in the housing supply growth target. All units created from HAF initiatives will receive base funding of \$20,000 per unit. To incent certain types of units, all housing types **except** a single detached dwelling with no secondary suite or ADU, will receive additional top up funding. In addition to the base funding and top up funding, units that are considered affordable will receive an additional bonus. The following provides an overview of the HAF funding formula – Baseline + Top Up + Affordable.



For example, a single detached dwelling with a suite that came online as a result of a HAF initiative would equate to \$64,000 while a single detached dwelling without a suite would equal only \$20,000. The funding formula seeks to incentivize affordable multi-unit developments, providing less of an incentive for single detached homes. The amount of funding is determined by the growth targets put forward in the Action Plan.

POLICY ANALYSIS:

This grant aligns with the OCP goals and policies for providing housing for all, and creating strong neighbourhoods. Further, this support housing targets in the Housing Needs Assessment R used to inform the OCP Affordable Housing objectives 1-6.

FINANCIAL IMPLICATIONS:

The amount of the funding application relates directly to the number and housing type of the projected additional units that would come on stream as a result of the proposed actions over the course of the 3-

year funding program between the winter of 2023 and 2026. The City's HAF application is anticipated to be in the \$12-\$15 million range.

Should the city be successful the financial budget will have to be amended to reflect the grant funding and action plan.

ADMINISTRATIVE IMPLICATIONS:

There will be impacts on other city departments workload to implement the grant and the action plan over the next three years. The grant does provide funding for consultants and temporary staff resources.

STRATEGIC PRIORITIES REFERENCE:

This initiative addresses the following strategic priorities:

- Buildings and Landscape - Update Subdivision Bylaw, including offsite frontage improvements
- Affordable Housing - Explore approaches to develop affordable housing: Clarify municipal role in housing affordability
- Affordable Housing - Explore approaches to develop affordable housing: Review potential of city property for housing partnerships with BC Housing
- Affordable Housing - Explore approaches to develop affordable housing: Develop strategy for housing amenity fund
- Buildings and Landscape - Update Zoning Bylaw - review maximum building heights
- Buildings and Landscape - Review and update land use regulations and bylaws for consistency with OCP

PUBLIC ENGAGEMENT:

Staff has worked internally on the action plan and funding with our consultants. Discuss details of how you are sharing this with the public.

Public engagement is incorporated into the action plan initiatives and will be conducted should the City's application be successful.

OPTIONS:

1. **THAT** Council endorse the Housing Accelerator Fund Action Plan that includes the proposed seven initiatives, generally outlined in the City's application under the CMHC Housing Accelerator Fund program:

Affordable Housing Reserve Fund and Incentive Program
Land Acquisition and Disposition Assessment and Affordable Housing Partnership Strategy
Development Application Streamlining
Density Bonus and Pre-zoning for Multi Residential in Key Growth Centres
Missing Middle Plex Readiness

Supportive Housing Policy and Bylaws (Community Amenity Contribution Policy, DCC Reduction Bylaw)
Accessory Dwelling Unit Strategy;

AND THAT Council authorize the Chief Administrative Officer to enter into any contribution agreements or amending agreements that may be required should the City be approved for funding under the program.

2. THAT Council provide alternative direction to staff.
3. THAT Council not move forward with the grant application.

Prepared by: Marianne Wade, Director of Development Services

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



STAFF REPORT

To: Council

File No.: 0530-00

From: City Manager (CAO)

Date: August 30, 2023

Subject: Council Expense Reimbursement Policy Revision

PURPOSE:

To seek Council approval of the updated Council Expense Reimbursement Policy 1650.00.02 Revision 8 (policy).

BACKGROUND:

The current policy applies to both Council and staff and was last updated October 31, 2016. According to best and common practices, Council and staff are typically covered under separate policies as their travel expense requirements, authorization and rational can differ substantially. The cost of travel has increased over past 7 years and the policy reimbursement values need to be updated. This policy update is part of routine ongoing policy update and modernization.

DISCUSSION:

The policy differs from revision 7 in the following ways:

Policy applies to Council only – This is a best practice as Council and staff have differing reasons for expenses and therefore should have specific policies that cover each group.

Council travel budget allocation – The reference to the allocation of Council expense budget in the policy document has been removed as the budget process is the appropriate method to allocate budget. In the past 22% of the travel budget was allocated to the Mayor while the remaining 78% was split into 13% segments for individual Councillors. Through the budget process Council expenses will be budgeted based on what the expected cost of attending local government annual conferences including FCM, UBCM, and AVICC, additionally each member of Council will be provided a variable amount as approved by Council in the annual budget process.

Individual event attendance authorization – Under the old policy for a Councillor to attend UBCM, FCM and AVICC, Council was required to individually approve attendance. The new policy removes this requirement and sets out that attendance at UBCM, FCM and AVICC is approved for all Councillors.

Compensation per diem – Under the old policy council could claim \$200 per day in compensation recognizing the costs incurred in absence from the workplace or business in order to undertake City business. The maximum annual claim was limited to \$1,000. The per diem has been removed as Council is remunerated through the Council Remuneration Policy.

Personal vehicle travel – The policy has been modernized and simplified to reimburse mileage costs when traveling outside of the Comox Valley Regional District to match the Canada Revenue Agency mileage reimbursement rate.

Vehicle damage reimbursement – The policy removes the section that provides reimbursement when a Councillor or staff (old policy) damages their personal vehicle while traveling. It is not appropriate for the City to provide reimbursement for such expenses since the City does not have control over the personal vehicle with regards to maintenance, driver training or insurance coverage.

Meal allowance – The policy has updated the daily meal allowance from a set \$90/\$75 (Vancouver/Other) daily rate if away for more than 24 hours to a per meal basis:

	Proposed	Old Policy (Vancouver)	Old Policy (Other)
Breakfast	\$30	\$20	\$15
Lunch	\$35	\$25	\$25
Dinner	\$45	\$40	\$30
Misc	\$0	\$5	\$5
Total	\$110	\$85	\$70

The meal allowance method is used as it is simple, fair and provides the City with meal cost caps. By using the allowance method, it permits a Councillor to receive a reasonable reimbursement for a meal while not restricting them to a specific value, if one makes the choice to seek a meal that exceeds the allowance they will simply be paying out of pocket for the portion of the meal not covered by the allowance. If a meal is provided at a conference for example there would be no claim made for that meal, meal claims would only need to be made when a meal was purchased.

The total meal allowance is close to the federal meal allowance of \$106.10 for 2023.

Travel advance payments – The policy removes the language regarding payment of an advance prior to expenses being incurred. By removing the advance, it simplifies the expense claim process as it removes the need to reconfirm and reconcile the advance paid to the actual expenses incurred. Council can make an expense claim for expenses incurred prior to travel that can be substantiated by receipts, for example hotel or flight costs can be claimed when the expense is incurred (booked). The type of advance payments that are being limited would be pre-paid mileage and meals.

The revised policy will streamline and clarify expense claims for Council while provided added transparency to the public by clearly identifying eligible expenses.

POLICY ANALYSIS:

Council Expense Reimbursement Policy 1650.00.02 Revision 8 would replace revision 7.

FINANCIAL IMPLICATIONS:

Revision 8 of the Council Expense Reimbursement policy doesn't substantially change the overall authorization of spending therefore the financial implication of this policy change is limited. The costs

associated with attending Council related business continues to rise however this is due to inflationary factors versus policy decisions.

A Council that is incurring costs attending various engagements is one that is active and shows continued engagement on behalf of residents of the City.

ADMINISTRATIVE IMPLICATIONS:

There will be limited administrative implications from adoption of the new policy. It is expected with the policy that the expense claim process for Council will be simpler.

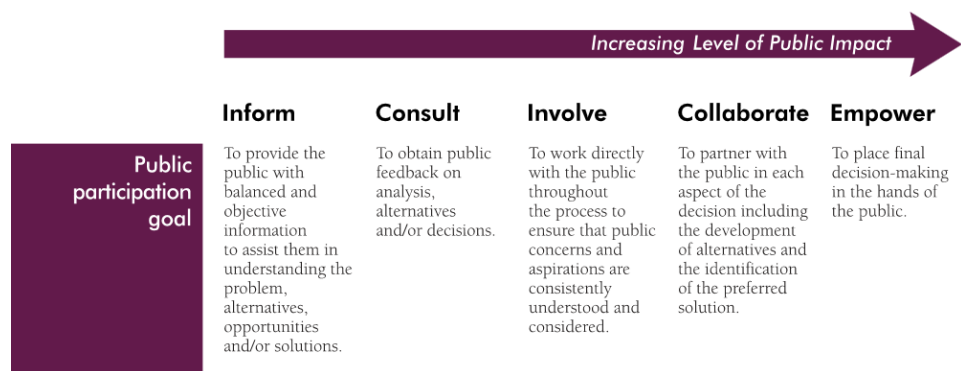
STRATEGIC PRIORITIES REFERENCE:

This initiative addresses the following strategic priorities:

- Financial Sustainability - Ensure capacity to accommodate big change

PUBLIC ENGAGEMENT:

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



© International Association for Public Participation www.iap2.org

OPTIONS:

1. THAT Council adopt Council Expense Reimbursement Policy 1650.00.02 R-8.
2. THAT Council provide alternative direction to staff.

ATTACHMENTS:

Appendix A – Council Expense Reimbursement Policy 1650.00.02 R-8

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

Section 5 - Finance	Policy # 1650.00.02
Subject: Council Expense Reimbursement	Revision # R-8

Purpose: Travel outside of Courtenay is necessary for Council in order to participate in necessary and approved political and Corporate Business functions, professional development, training, representation, and local government informational and networking activities.

It is the purpose of this policy to establish general parameters for Corporate Business travel and representation rationale and a clear process for approval and reimbursement of eligible expenses to all members of Council when requesting, undertaking, and claiming for Corporate Business travel.

A. Definitions

In this policy:

“Ambassadorial

Function” means a political or corporate social event, meeting, or function, attendance at which provides for the enhancement of the City’s statutory and/or strategic corporate priorities. (i.e. opening galas, local community fundraisers such as Rotary Auction, regional initiative announcements, community foundation events, chamber of commerce events, leadership forums, LGLA or UBCM sponsored programs)

“Claimant” means an individual claiming for expense reimbursement under this policy, being a member of Council of the City of Courtenay.

“Corporate Business”

means the exclusive activity or activities being travelled to and from, approved by:

- Council for Council members

for which a Claimant shall seek expense coverage or re-imburement to the extent this policy permits and is further defined by classes as:

- Member Conference;
- Professional Development;
- Training;
- Required Representation; and
- Ambassadorial Function.

AUTHORIZATION:	DATE:
-----------------------	--------------

Section 5 - Finance	Policy # 1650.00.02
Subject: Council Expense Reimbursement	Revision # R-8

“Departure Period” means the time spent travelling to a Travel Destination from Courtenay.

“Distance” means the total kilometres of travel eligible for expense reimbursement incurred by a Claimant during a Travel Period.

“Member Conference” means a convention or annual meeting of an organization or professional association to which the municipality or Claimant belongs or is affiliated with:

- Federation of Canadian Municipalities (FCM);
- Union of British Columbian Municipalities (UBCM);
- Association of Vancouver Island and Costal Communities (AVICC); and
- Other relevant organization.

“Partner” means a spouse or family member of a Council member.

“Professional Development” means course attendance for which the Claimant shall receive academic accreditation associated with his/her position;

“Required Representation” means a seminar, meeting, or event for which attendance is expected, requested, or required by a third party or previously assigned by Council to enable or facilitate municipal program participation, funding, or other political or corporate advantages necessary for the municipality.
(i.e. annually approved external appointments, Government and business sponsored meetings of local (project) or regional significance)

“Training” means vocational or technical course attendance required to maintain regulatory standards and/or improve Claimant and municipal business efficiencies. (i.e. “newly elected” or parliamentary procedure seminars, LGLA)

“Travel Destination” means the location in which the Corporate Business shall be conducted.

“Travel Period” means the total time spent travelling to and from a Travel Destination beginning upon departure from Courtenay and ending upon return to Courtenay.

AUTHORIZATION:	DATE:
-----------------------	--------------

Section 5 - Finance	Policy # 1650.00.02
Subject: Council Expense Reimbursement	Revision # R-8

B. Guidelines for Corporate Business Travel

Council Travel

- Each year, subject to Council approval, the Corporate Services Department will include in the annual budget the necessary funds to ensure all members of Council are supported to travel Corporate Business.
- Where the funds are used for travel, Council members will follow the guidelines set out in this policy and will be reimbursed in accordance with this policy.
- Corporate Business travel will be adjudicated on the following basis:
 - Cost to the municipality/Council budget;
 - Educational value within the context of Council duties and performance; and
 - Corporate strategic priorities.
- Attendance by a Council member to any proposed Corporate Business activity requires the prior authorization of Council unless otherwise stated in this policy. Authorization of Council must be made via a motion of Council prior to registering for the event or incurring any associated costs.
- Corporate Business as follows:
 1. *Appointed Member of Council – As the City Representative performing an official function*
 Authorization: None if a pre-approved appointment by Council. If the appointee is unable to attend, the mayor or acting mayor may attend upon notification of Council.
 2. *Member Conference (i.e AVICC, UBCM, FCM)*
 Authorization: None if event qualifies within guidelines set under Section A Definitions – Member Conference
 3. *Ambassadorial Functions, Other Conferences and Training*
 Authorization: None if event qualifies within guidelines set under Section A Definitions - Corporate Business, annual cumulative costs are not to exceed \$2,000 per member.

AUTHORIZATION:	DATE:
----------------	-------

Section 5 - Finance	Policy # 1650.00.02
Subject: Council Expense Reimbursement	Revision # R-8

C. General Claimant Terms

1. All members of Council shall follow the directives within this policy when determining, undertaking, and claiming reimbursement for travel expenses incurred for Corporate Business purposes.
2. All members of Council shall be entitled to the reimbursements of allowances and expenses authorized under this policy.
3. Claims for expenses not applicable under this policy as associated with Corporate Business shall not be reimbursable unless approved by Council via resolution.
4. Where any allowance or expense is provided without charge and is included as a part of the Corporate Business activity, within a Travel Period, no claim for that allowance or expense can be made.
5. Where personal and Corporate Business is combined, reimbursement is to be based upon the lesser of actual expenses or the most economical expenses that would have been incurred had personal travel not taken place. Allowances and other expenses will not be reimbursed beyond the costs that would have been incurred had personal travel not taken place.
6. Partners and family may travel with and accompany members of Council to and from a Travel Destination provided that:
 - I. doing so does not displace or prohibit another Council member from traveling together when otherwise possible or planned;
 - II. partners costs are fully borne by the member of Council and not compensated by the City; and
 - III. if travel arrangements are booked by the City for a spouse, any spousal costs will be repaid to the City through direct payment or reduction of Council expense claim. A member of Council will not be booked for future events if there are outstanding spousal costs.

D. Travel Mode and Distance Considerations

1. In all cases, economy should be considered for all Corporate Business.
2. Air travel shall be considered as a component to a Travel Period only when:
 - I. it is more cost-effective than an alternative;
 - II. travel is required beyond Vancouver Island; and
 - III. there is a substantive reduction in the Travel Period.
3. The maximum mileage claim for long distance automobile travel shall be equivalent to the cost of fully refundable economy airfare available at the time of booking.

AUTHORIZATION:	DATE:
-----------------------	--------------

Section 5 - Finance	Policy # 1650.00.02
Subject: Council Expense Reimbursement	Revision # R-8

E. Travel Period

1. Travel Period terms shall be anticipated and calculated using Google maps or an alternative.
2. Except in extraordinary circumstances, a Travel Period shall only occur between 6:00 am and 11:00 pm.
3. A Travel Period term shall be subject to reasonable travel mode flexibility and extension in the event of severe driving conditions, highway delays or closures, or other unforeseen and reasonable causes.

F. Distance and Vehicle Charge Allowance

1. Distance allowance does not apply when using leased, rental, or fleet vehicles, nor within Comox Valley Regional District boundaries.
2. Distance allowance in a private vehicle may be claimed by only one person.
3. Distance rates shall be commensurate with current Canada Revenue Agency rates.
4. Distance reimbursement shall be calculated using Google maps or alternative.
5. Distance allowance to singular destinations shall be reimbursed on a “there and back” basis.
6. Distance allowance to multiple destinations required to undertake Corporate Business shall be reimbursed on a “point to point” basis.
7. Parking, BC Ferries, and transportation toll charges incurred during a Travel Period may be claimed at value.
8. The City will not reimburse a member of Council for any fines or tickets incurred during the Travel Period.

G. Meal Allowance

1. A maximum of three meals per day are reimbursable to a Claimant when traveling outside of the Comox Valley Regional District.
2. Daily Meal Travel Allowance:
 - I. Meals/Gratuities:

(a) Breakfast	\$30
(b) Lunch	\$35
(c) Dinner	\$45
 - II. Where meals are included in a workshop conference or similar event, no meal allowance maybe claimed.

AUTHORIZATION:	DATE:
-----------------------	--------------

Section 5 - Finance	Policy # 1650.00.02
Subject: Council Expense Reimbursement	Revision # R-8

H. Accommodation Allowance

1. Where block rates are made available for group Corporate Business activities, bookings under such offers shall be made without exception. If not possible, bookings shall be made on the basis of adjacency and similar service.
2. Accommodation is claimed by actual expense through receipt.
3. In-room entertainment charges are not eligible for reimbursement.
4. Accommodation of a personal nature (with family, friends) may be claimed at a rate of \$50 per night.

I. Filing an Expense Claim

1. A form associated with this policy (the "Claim Form") shall be provided for Claimants requiring reimbursement for travel or other eligible expenses in accordance with this policy.
2. All claims for expenses under this policy shall only be made using the Claim Form.
3. Claim Forms shall be only approved by the CAO or delegate and submitted to the Finance Department for processing.

J. Receipts

1. Where applicable, eligible expenses for re-imburement requiring receipts shall include:
 - I. airfare;
 - II. ferry;
 - III. car rental;
 - IV. parking;
 - V. tolls;
 - VI. taxi/bus/shuttle; and
 - VII. fees to sanctioned corporately supported events or sessions.
2. Eligible expenses for re-imburement **not** requiring receipts shall include:
 - I. meals;
 - II. vehicle mileage; and
 - III. personal accommodation.
3. Expenses not eligible for reimbursement:
 - I. alcohol;
 - II. spouse or Partner expenses traveling with Council member;
 - III. in room entertainment charges; and
 - IV. personal portion of corporate travel.

AUTHORIZATION:	DATE:
-----------------------	--------------

Section 5 - Finance	Policy # 1650.00.02
Subject: Council Expense Reimbursement	Revision # R-8

Adopted by Council:

AUTHORIZATION:	DATE:
-----------------------	--------------



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: City Manager (CAO)
Subject: Appointment of Approving Officer

File No.:
Date: August 30, 2023

PURPOSE:

The purpose of this report is to appoint a new Approving Officer, Marianne Wade Director of Development Services.

BACKGROUND:

The City of Courtenay has traditionally appointed an Approving Officer in accordance with the Land Title Act, in order to approve subdivision plans and related documents. This position is an Officer of the Corporation and is appointed by Council. Recognizing the need for back up and for the Approving Officer and to ensure the efficient processing and approval of Subdivisions, Council appointed the City Manager (CAO) as the Deputy Approving Officer at their regularly scheduled Council Meeting on August 29, 2022. The appointment of two positions ensures coverage and the timely approval of these often time sensitive documents.

Currently, the City has a vacancy in the Approving Officer position as the previous staff person who was appointed by Council in October of 2016 was left the employ of the municipality. In order to provide coverage and continuity in this important process it is recommended that Council consider the appointment of a new Approving Officer.

DISCUSSION:

There is a need for the City to have this position filled to meet its legislative requirements and approve subdivision and strata plans and related documents and to enable the Deputy Approving Officer to be the alternate when the Approving Officer is not available.

With the departure of the previous Approving Officer, the City has continued to review and approve subdivisions through the appointment of a Deputy however oversight and overall responsibility for the process and approval of subdivisions and related documents is required and align with the City's traditional approach in accordance with the Land Title Act.

The recommendation is to appoint Marianne Wade as the Approving Officer to fill this formal role. As a professional planner, they have significant years of experience with the subdivision approving process, have fulfilled the statutory role of Approving Officer previously and sit as a member of the Local Government Management Association's Approving Officer advisory committee. As the Director of Development Services the subdivision approval group is part of the overall responsibility of the department and this is a logical alignment with the services the department provides and its coordination role of development approvals in the City.

POLICY ANALYSIS:

Section 77 of the Land Title Act States:

- (1) For land within a municipality, the municipal council must appoint a person as an approving officer.
- (2) An approving officer appointed under this section must be
 - (a) the municipal engineer,
 - (b) the chief planning officer,
 - (c) some other employee of the municipality appointed by the municipal council, or
 - (d) a person who is under contract with the municipality.

FINANCIAL IMPLICATIONS:

There are no financial implications.

ADMINISTRATIVE IMPLICATIONS:

The role of the Approving Officer is statutory in nature and the Deputy Approving Officer position acts in place of the Approving Officer should they be unavailable.

STRATEGIC PRIORITIES REFERENCE:

Appointment of the Approving Officer aligns with Council's Strategic Priority to focus on organizational and governance excellence. This is within Council's area of control and will support improving efficiencies in the subdivision approval process in addition to meeting the fundamental statutory obligations of the Land Title Act.

OPTIONS:

1. THAT Council rescind the appointment of Rich Feucht as Approving Officer and Appoint Marianne Wade as the Approving Officer
2. THAT Council provide alternative direction to staff.

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

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



THE CORPORATION OF THE CITY OF COURTENAY

COUNCIL MEMBER REPORT

To: **COUNCIL**

File No.: 0540

From: Councillor Hillian

Date (MMM-YYYY): Jul-2023

Subject: **REPORT OF ACTIVITIES AND EVENTS**

	DATE (MMM-DD)	EVENT/LOCATION	COMMENTS
1.	Jul-01	July 1st celebrations including parade and opening ceremonies	
2.	Jul-06	Sewage Commission agenda review meeting	
3.	Jul-07	Provincial Government Announcement of funding for a PACT program in Courtenay	PACT - Peer Assisted Care Team, a program of outreach and support in response to a mental health crisis.
4.	Jul-10	Kus-kus-sum liaison meeting; meeting with citizen re traffic safety	
5.	Jul-11	Sewage Commission and Comox Valley Regional District Board meeting	
6.	Jul-12	CVRD committee assignment; Sheltering in Parks Lunch and Learn	
7.	Jul-17	Memorial Service for Mary Everson	
8.	Jul-19	Provincial Announcement of funding for new long term care hospital in Campbell River; public hearing	Attended event as Chair of Comox Strathcona Regional Hospital District Board

DATE (MMM-DD)	EVENT/LOCATION	COMMENTS
9. Jul-21	Community Justice Centre meeting	
10. Jul-24	Celebrating Morrison Creek headwaters acquisition event; Regional District Board meeting	
11. Jul-27	Oceanfront Village 1st anniversary event	
12.		
13.		
14.		
15.		
16.		
17.		
18.		



THE CORPORATION OF THE CITY OF COURTENAY

COUNCIL MEMBER REPORT

To: **COUNCIL**

File No.: 0540

From: Councillor Hillian

Date (MMM-YYYY): Aug-2023

Subject: **REPORT OF ACTIVITIES AND EVENTS**

	DATE (MMM-DD)	EVENT/LOCATION	COMMENTS
1.	Aug-01	Peer Assisted care Teams (PACT) information session	
2.	Aug-02	K'omoks Main Treaty Table meeting	
3.	Aug-09	Regional District Board meeting	
4.	Aug-15	Regional District Board meeting	
5.	Aug-16	Meeting with Mayor	
6.	Aug-17	Habitat for Humanity Key Ceremony re housing project	
7.	Aug-21	CVRD Committee meeting	
8.	Aug-24	CVRD/KFN Leadership meeting; Stan Hagen Park dedication; Community Justice Centre meeting	

DATE <i>(MMM-DD)</i>	EVENT/LOCATION	COMMENTS
9. Aug-29	Regional District Board meeting	
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		



THE CORPORATION OF THE CITY OF COURTENAY

COUNCIL MEMBER REPORT

To: **COUNCIL**

File No.: 0540

From: Select name from dropdown list
Councillor Morin

Date (MMM-YYYY): 07-2023

Subject: **REPORT OF ACTIVITIES AND EVENTS**

	DATE (MMM-DD)	EVENT/LOCATION	COMMENTS
1.	07-01	Canada Day celebrations, parade and Lewis Park	Welcoming, as Acting Mayor
2.	07-04	Conference call with Minister of Addictions and Mental Health Jennifer Whiteside	As Acting Mayor
3.	07-05	Mental health awareness event at 40 Knots	
4.	07-05	Council meeting agenda review	As Acting Mayor
5.	07-05	DCBIA meeting	As Acting Mayor
6.	07-05	PACT (Peer Assisted Care Teams) Announcement with Minister Whiteside, MLA Leonard, and Canadian Mental Health	Spoke as Acting Mayor
7.	07-08	BBQ with CV Transition Soc tenants at Super 8, hosted by Earl Naswell Christmas Dinner group	As Acting Mayor
8.	07-11	CVRD Board & in camera meetings	

	DATE <i>(MMM-DD)</i>	EVENT/LOCATION	COMMENTS
9.	07-13	'Sheltering in Parks' Lunch & Learn with staff	
10.	07-17	Memorial service for Mary Everson	
11.	07-18	Round table discussion on Economic Development	As Acting Mayor, with Minister Bailey - Jobs, Economic Dev and Innovation, and MLA Leonard
12.	07-19	Council meeting agenda review	As Acting Mayor
13.	07-19	Public Hearing - 1590 Piercy Ave	Chaired as Acting Mayor
14.	07-20	Call with media rep re: concerns about Meta's block of Canadian news as response to Bill C-18 (Online News Act)	
15.	07-20	Conference call with mayors and chairs - Provincial Wildfires and Drought update	As Acting Mayor, with Ministers Ma, Alexis, and Kang (Emerg mgmt, Agriculture, Muni Affairs)
16.	07-22	Market Day Sunnydale Golf Course's 100th Anniversary celebration	As Acting Mayor
17.	07-24	CVRD meeting agenda review	
18.	07-25	Morrison Creek Headwaters Acquisition celebration	



THE CORPORATION OF THE CITY OF COURTENAY

COUNCIL MEMBER REPORT

To: **COUNCIL**

File No.: 0540

From: Select name from dropdown list
Councillor Morin

Date (MMM-YYYY): 07-2023

Subject: **REPORT OF ACTIVITIES AND EVENTS**

	DATE (MMM-DD)	EVENT/LOCATION	COMMENTS
1.	07-25	CVRD Board and In Camera meetings	
2.	07-26	Zoom interview with Spur Communication	
3.	07-27	Meeting with K'omoks First Nation Chief and Council and staff regarding the Strategic Cultural Plan	As Acting Mayor
4.	07-27	Community Action Team (CAT) meeting - Peer Assisted Care Teams (PACT)	Presentation by reps of the PACT Community Partnerships - Canadian Mental Health Association BC
5.	07-28	Meeting with Crown Counsel president Adam Dalrymple, as part of his cross-BC tour with mayors	As Acting Mayor, with City Manager - discussion of impacts of crime in the community
6.	07-31	As Acting Mayor, throughout July I met with staff on a variety of additional issues and tasks	Signed off on letters, briefings and updates, proclamations, etc
7.			
8.			



STAFF REPORT

To: Council

File No.:

From: City Manager (CAO)

Date: August 30, 2023

Subject: Temporary Borrowing Bylaw 3104, 2023

PURPOSE:

To continue with the borrowing process for the 1st Street lift station project.

EXECUTIVE SUMMARY:

A temporary borrowing bylaw may be adopted on an approved loan authorization bylaw to allow access to funds similar to a line of credit as an alternative to waiting for the bi-annual Municipal Finance Authority (MFA) long term debt issues. The City can access funds through the construction period, and once the project is complete, then the outstanding temporary borrowing balance will be converted into long-term debt.

BACKGROUND:

At the May 17th, 2023 Council meeting, Council adopted the Sewer Infrastructure Project 2023 Loan Authorization Bylaw No. 3093, 2023, which provides funding to the 1st Street lift station project. The project is scheduled for construction commencing fall 2023 with substantial completion in spring 2024.

DISCUSSION:

The City has the option of securing funding semi-annually from the MFA through their spring and fall debt issues, however this process is not flexible and requires cash requests to be made several months prior to cash being received. This slow turnaround time could lead to the City running into a cash shortage, or more likely result in the City taking on more debt sooner than necessary in anticipation of future cash demands. The benefits of going directly to long-term debt is to take advantage of fixed interest rates, which are typically lower than the daily variable interest rates, and that a fixed repayment schedule is easier to budget for as there are no payment fluctuations.

A solution to facilitate cashflow is to enact a temporary borrowing bylaw on the existing loan authorization bylaw. The temporary borrowing bylaw allows a municipality to access cash between the spring and fall debt issues from the MFA. This type of financing is similar to a line of credit or construction loan where interest is paid only on the outstanding loan amount with no required principal payments until the loan is paid off or converted to long-term debt. The cash that is borrowed is charged daily interest at the MFA's variable interest rate on the balance outstanding.

Funds can be accessed on the same day for amounts less than \$5 million (provided notice is given prior to 10:30 a.m.). For amounts between \$5 million and \$10 million, the MFA allows for three days' notice, and for amounts in excess of \$10 million, five business days' notice is required. This quick turnaround time would allow the City to only borrow cash that is needed for expenses that are imminent; and not based on a forecast of expected spending from several months prior.

By adopting a just-in-time borrowing strategy, the City will be able to reduce the amount of time cash is being held unutilized, thus reducing unnecessary interest payments. Once the City has taken on temporary borrowing, it can then convert that balance to long-term debt, secure the interest rate, and start the 20-year payment process at the time of spring or fall debt issues. The maximum that can be borrowed temporarily is limited to the maximum amount remaining under the loan authorization bylaw which would currently be \$2,500,000.

At the completion of the project, the City will be in a better position to assess cash reserves and outstanding debt, and to decide how much of the debt the City is able to pay down prior to locking it in for the long-term.

POLICY ANALYSIS:

2023-2027 Consolidated Financial Plan Bylaw No. 3096, 2023

Sewer Infrastructure Project 2023 Loan Authorization Bylaw No. 3093, 2023

FINANCIAL IMPLICATIONS:

Per the 2023-2027 Financial Plan, the expected total cost of the 1st Street Lift Station project is budgeted at \$3,008,500 for 2023. Funding for the project is set to come from the following:

1st St Lift Station Funding	
Funding Source	Amount
General Revenue	\$ 71,200
Reserves	300,000
Reserve for future exp	224,400
Debt	2,500,000
Total	\$ 3,095,600

*General revenue are funds from current year sewer fees

*Reserve draws come from the sewer capital reserve

*Reserve for future expenditures represent budgeted general revenue from the prior year not spent and carried forward for use in current or future years.

The expected interest rate used in the 2023-2027 Financial Plan for long term debt was 4.14%. As of July 31, 2023, the long-term interest rate estimation from the MFA is 4.40%. Although the interest rate expectation has changed, the City will not begin accessing long-term debt until fall 2024 or spring 2025 depending on construction completion.

The temporary borrowing interest rate as at July 31, 2023 is 5.41%. This is the rate that will be charged daily on the outstanding temporary borrowing bylaw balance. This rate is variable and hit a historical low of 0.90% on March 3, 2021, however has risen with the Bank of Canada's interest rate increases. If the City uses the maximum available borrowing under the bylaw which is \$2.5M, the daily interest would be \$370.55 which is equivalent to \$135,250 annually; however, the City would move the fully utilized temporary borrowing capacity to long-term debt and commence the repayment process at the next scheduled MFA debt issue.

The City would only pay interest when the temporary borrowing is used, the City will not incur charges or fees to enact a temporary borrowing bylaw. A temporary borrowing bylaw is used as an additional tool to help municipalities fund capital projects and to ensure adequate cash flow.

ADMINISTRATIVE IMPLICATIONS:

Finance staff will work with the Engineering department to determine cash requirements and draw upon the temporary borrowing bylaw as work progresses and payment requirements arise.

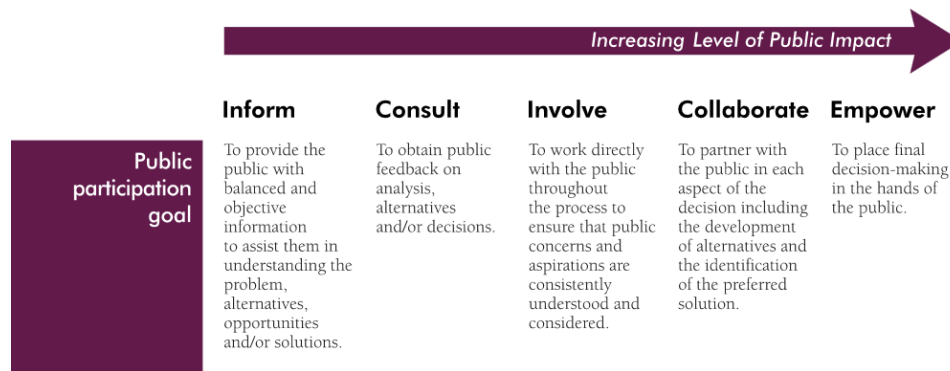
STRATEGIC PRIORITIES REFERENCE:

Municipal Infrastructure – This project contributes to improvements to municipal infrastructure by renewal of existing infrastructure prior to failure.

Financial Sustainability – This approach to project funding contributes to financial sustainability by creating the ability to borrow precisely the funds needed to complete the project.

PUBLIC ENGAGEMENT:

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



© International Association for Public Participation www.iap2.org

OPTIONS:

1. THAT Council give three readings of Temporary Borrowing Bylaw 3104, 2023
2. THAT Council provide alternative direction to staff.

ATTACHMENTS:

Appendix A - Temporary Borrowing Bylaw 3104, 2023

Prepared by: Adam Langenmaier, BBA, CPA, CA, Director of Finance

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

**THE CITY OF COURTENAY
BYLAW NO. 3104**

A bylaw to authorize temporary borrowing pending the sale of debentures.

WHEREAS it is provided by S. 181 of the *Community Charter* that the Council may, where it has adopted a loan authorization bylaw, without further assents or approvals, borrow temporarily under the conditions therein set out;

AND WHEREAS the Council has adopted Bylaw 3093, 2023, cited as the “Sewer Infrastructure Projects 2023 Loan Authorization Bylaw No. 3093, 2023”, authorizing borrowing for the purpose of sewer infrastructure projects, in the amount of two million five hundred thousand dollars (\$2,500,000);

AND WHEREAS the sale of debentures has been temporarily deferred;

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

1. The Council is hereby authorized and empowered to borrow an amount or amounts not exceeding the sum of two million five hundred thousand dollars (\$2,500,000), as the same may be required.
2. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Chief Financial Officer.
3. The money so borrowed shall be used solely for the purposes set out in the “Sewer Infrastructure Projects 2023 Loan Authorization Bylaw No. 3093, 2023”.
4. The proceeds from the sale of the debentures or so much thereof as may be necessary shall be used to repay the money so borrowed.
5. This bylaw may be cited as “Temporary Borrowing Bylaw 3104, 2023”.

Read a first time this ___ day of _____, 2023.

Read a second time this ___ day of _____, 2023.

Read a third time this ___ day of _____, 2023.

Finally passed and adopted this ____ day of _____, 2023.

Mayor Bob Wells

Adriana Proton, Corporate Officer



STAFF REPORT

To: Council

File No.: 3360-20-2302/RZ000075

From: Director of Development Services

Date: July 26, 2023

Subject: Zoning Amendment Bylaw No. 3095 – 4655a Madrona Place

PURPOSE:

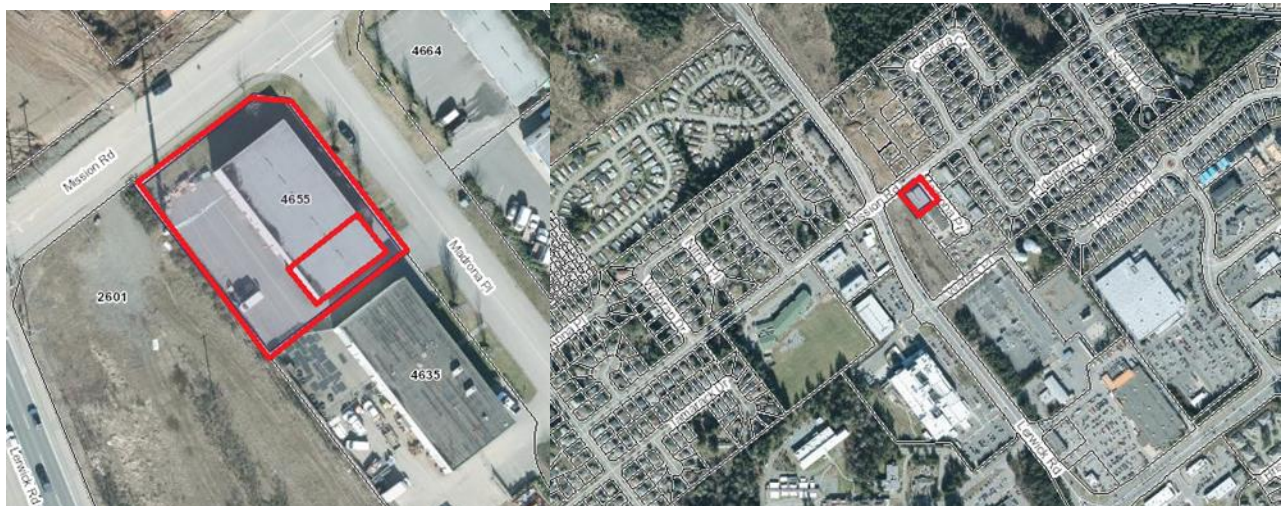
At the regular meeting of Council held on July 12, 2023, Council passed a resolution not to hold a public hearing as per Section 464(2)(b) and gave notice as per Section 467 of the *Local Government Act*. As per Bill 26, notice has been given prior to First reading of Zoning Amendment Bylaw No. 3063. The purpose of this report is for Council to consider an application to for a Zoning Bylaw text amendment to Part 24 – Industrial Two Zone (I-2), section 8.24.1 *Permitted Uses* to add day care use on a site-specific basis for the subject property located at 4655a Madrona Place. Staff are recommending First, Second, and Third readings of Zoning Amendment Bylaw No. 3095.

Legal Description: Strata Lot 5, District Lot 236, Comox District, Strata Plan VIS5235.

BACKGROUND:

The subject property is one unit in a multi-unit light industrial building in the Upper Ryan Road neighbourhood (Figure 1).

Figure 1 – Subject Property Location/Context



The building is approximately 30 years old and the unit (Figure 2) purpose-built as a dance studio which generally operates after school and evenings. The facility is currently made up of three dance studios, an office, storage space, change rooms and three washrooms and operates from 4:30 to 9 pm. There are up to

150 dance registrants each season with a maximum of 35 dance students in the building (10 to 14 students per studio room) at any one given time and two dance instructors.

Figure 2 – Subject Building Unit



The subject property is located in the Industrial Two (I-2), Light Industrial zone and the 'Town Centre' land use designation in the OCP (Figure 3)

Figure 3 – Zoning and OCP Land Use

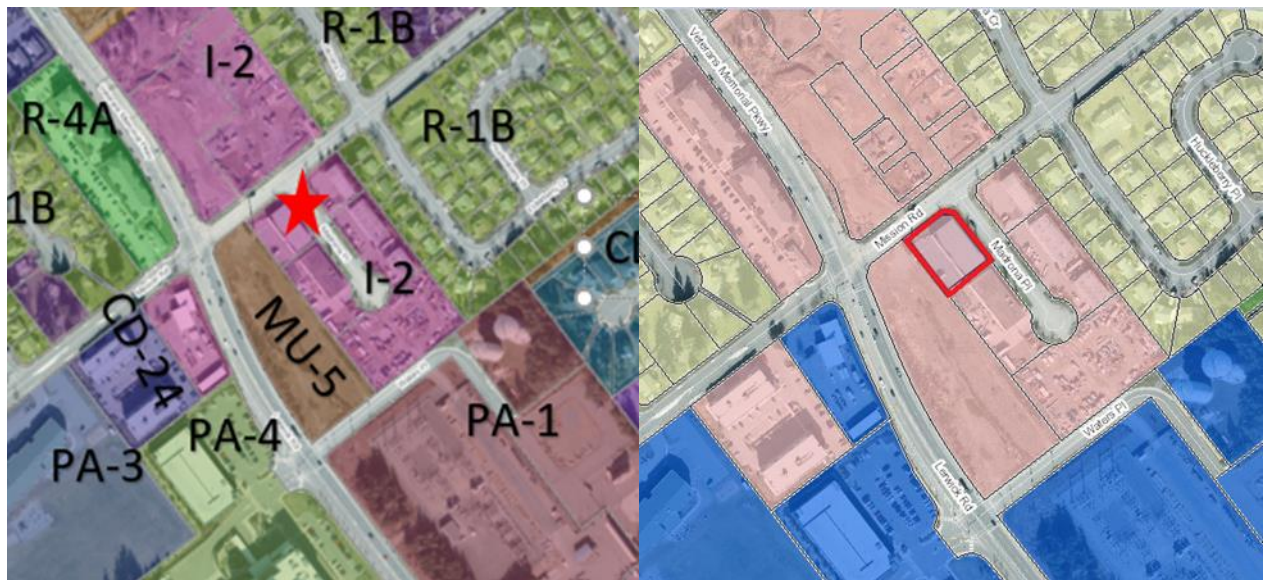


Table 1 below describes the surrounding zones, land designations, and actual uses surrounding the subject property.

Table1 Surrounding Land Uses and Zoning

Direction	OCP	Zone	Actual Use
North East	Town Centre and Urban Residential	I-2, R-1B, CD-1A	Light Industrial residential
North	Town Centre	R-4A	Townhouse (under construction)
East	Town Centre Institutional	1-2 PA-1	BC Hydro Facilities
Southwest	Town Centre Institutional	PA-3 PA-4 CD-24 MU-5 I-2	NI Hospital vacant land Fortis BC Facilities
West	Town Centre and Urban Residential	I-2 R-1B	Light Industrial buildings Multi-Dwelling Apartment

The applicant is proposing to provide child care operation to accommodate up to a maximum of 16 children ages 2.5 to 5 years which will operate Monday to Friday from 7:30 am to 3:30 pm. Attachment 1 contains the applicant’s proposal.

Child care operations are licensed by Island Health pursuant to the *Community Care and Assisted Living Act* and *Child Care Licensing Regulations*, the applicant will be required to obtain this license prior to obtaining a business licence for the child care operations.

DISCUSSION:

Zoning and OCP Review

The subject property is zoned I-2 zone which permits a wide range of uses including facilities for adults with disabilities, fitness facility, and school but does not permit day care. Currently, Daycare is a permitted use in R-4, R-4A, and CD-10 zones. The current Zoning Bylaw has limited zones that permit day care which impacts supply of child care services.

Bylaw 2948 was an amendment to the I-2 zone for a site specific use for day care and family development uses for 1625 and 1679 McPhee Avenue. These properties are designated in the OCP as a neighbourhood centre which permits community services which includes child care (day care). Similar situation to the subject property.

Although OCP General Land Use policy 2 (p.57) states that “Community Services including childcare facilities are supported in all land use designations except Agricultural, Light Industrial, and Future Growth, the subject

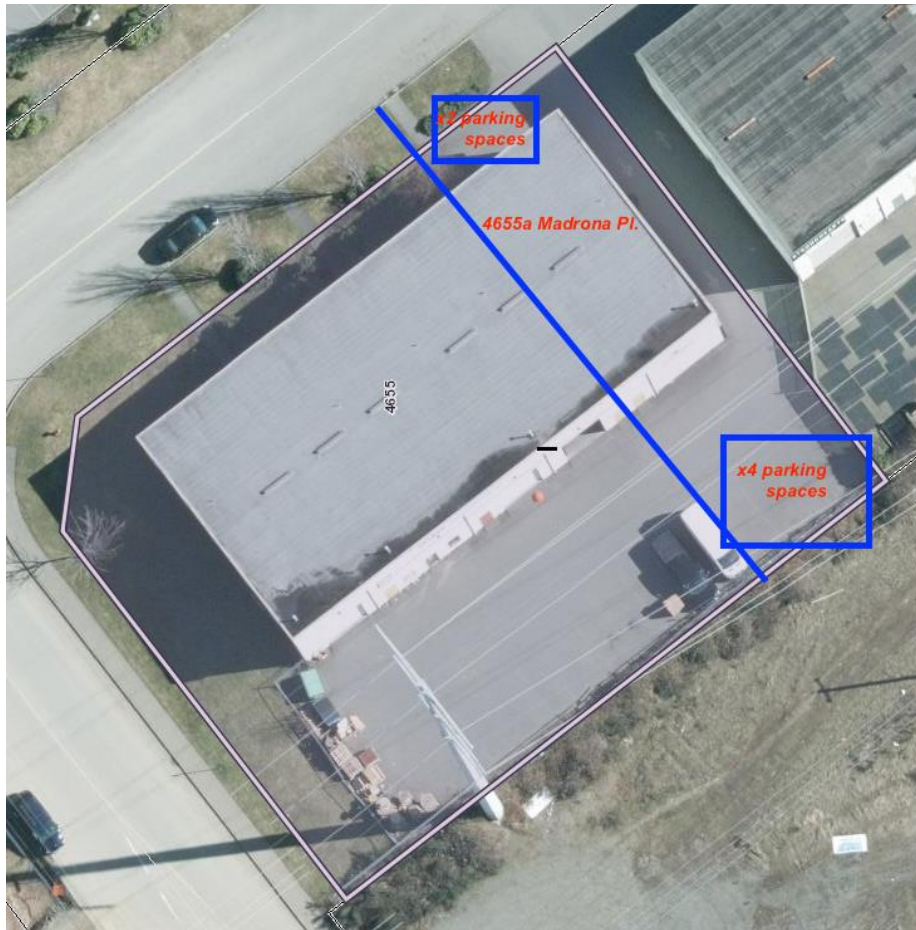
property is designated as a Town Centre and which does permit community services including child care (day care).

It is the zoning that designates the subject property as Light Industrial and the OCP land designation encourages community services for the subject property as it is within the Town Centre. Given that the I-2 zone has been amended once to permit site specific zoning for day care and that the OCP has designated this subject property as Town Centre which permits child care, staff are proposing a site specific amendment for the day care use at 4655a Madrona Place. Staff acknowledge that the zoning for this area will be considered in the zoning bylaw update to align with the OCP policies.

Parking

The subject property unit has six parking spaces: two in front, four in the rear of the building as shown in Figure. 4. The remainder of spaces are used by other building tenants.

Figure 4 – Location of Parking Spaces



Division 7 of the Zoning Bylaw regulates off-street parking and loading spaces.

*“7.1.2 (3) states where more than one use is located on a parcel or involves collective parking for more than one building or use, the **total number of spaces shall be the sum of the various classes of uses calculated separately**, and a space required for one use or a loading space shall not be included in calculations for any other use. However, parking and loading space requirements for churches/places of worship and associated assembly halls or classrooms shall be the greater of the requirements for the two uses calculated separately, provided the two are not used concurrently.”*

Schedule 7A of the Zoning Bylaw establishes the minimum number of off-street parking spaces based on the proposed use as one parking space per employee. “Dance studio” use isn’t a specifically identified use in the parking regulations. The closest use includes school and day care, both of which require 1 space per employee.

The child care program will have three staff and the dance studio has two staff, totalling five employees. The applicant owns and operates both businesses. As per Figure 4 there are six parking stalls and the Zoning Bylaw requires 5 parking spaces as such the parking requirements can be met.

Licensing for Day care

In consultation with the applicant, an Island Health licensing officer indicated that off-site locations of the outdoor play spaces are permissible subject to safety plan and approval. All aspects of the childcare centre will be reviewed by Island Health and must be approved prior to operation.

Need for Day care

The *Comox Valley Child Care Action Plan* prepared for the Comox Valley Regional District in partnership with the City of Courtenay and Town of Comox, December 2019 clearly identifies the need as follows:

- 81% of children in the Comox Valley do not have access to licensed child care
- 87% of children aged 0 – 3 do not have access to licensed child care
- 88% of children 6-12 do have access to licensed before and after school care

OCP POLICIES

This proposal meets the following objectives detailed in Official Community Plan Bylaw 3070, 2022.

Land Use:

- *General Land Use Policies*
 - 2. Community services facilities including childcare facilities are supported in all land use designations except Agricultural, Light Industrial, and Future Growth.
 - The subject property is zone I-2 but has a Town Center land use designation.
- *Objective 2:* The majority of community growth is strategically guided into growth centres to create more 10-minute neighbourhoods
 - Policy LU 6 Co-locate residential, commercial, institutional, and suitable employment-generating land uses in the Downtown, Town Centres & Urban Corridor, and Neighbourhood Centres.
 - The subject property is located in the Upper Ryan Road Town Center and close to numerous residential neighbourhoods and large employers.

Social Infrastructure:

- **Objective 2:** Coordinated, inclusionary, and systems-based responses are in place to address evolving complex social issues.
 - Policy SI 9 Work regionally to increase child care spaces as identified in the Comox Valley Child Care Action Plan (2019).
 - This childcare center will provide an additional 16 childcare spaces.

Local Economy:

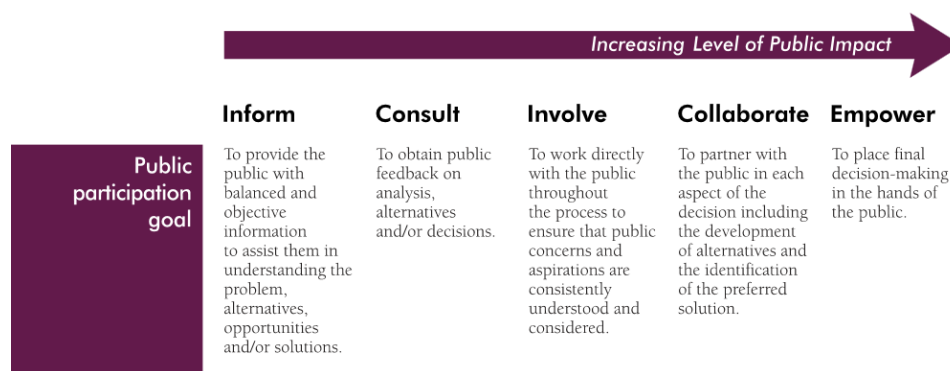
- **Objective 4:** People are at the heart of local economic development and are able to access adequate supports to participate in the economy.
 - LE 17 Ensure that social policies such as, but not limited to, *affordable housing* and child care are integrated with economic policies to support 'people-centred' forms of economic development.
 - The business owner is expanding her dance studio business to provide necessary childcare in a growing neighbourhood and will provide employment for two early childhood educators.

Community Amenity Contribution:

- Policy 6 identifies child care facilities as a desirable community amenity.
 - This childcare centre will provide an additional 16 childcare spaces in the region.

CITIZEN/PUBLIC ENGAGEMENT:

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



© International Association for Public Participation www.iap2.org

As required by Development Applications Procedures Bylaw No. 2790, 2014 a sign was posted on the property and a notice of the application was mailed to 33 neighbours within a 100 m radius of the subject property on March 14. The notice is included as **Attachment 2**. As permitted in Development Applications Procedure Bylaw No. 2790, the Interim Director of Development Services determined no Public Information Meeting was necessary given the consistency with the OCP.

Two responses were received. One response supported the proposed child care. The second response asked how the additional vehicle traffic of the child care activity might and the new multi-family development in the area might impact them. Staff response is below:

Due to the low volume of traffic (a maximum of 16 additional vehicles coming to the childcare centre to drop off/pick up children) and the location in a Town Center, a traffic impact study was not required. The proponent anticipates that some of the children will live in the surrounding neighbourhoods so walking is an option. The commenter lives across Mission Road. "Connecting Courtenay, the City's Transportation Master Plan", published in September 2019 identifies future improvements for roads, intersections, pedestrians and cycling. The intersection at Mission Road and Veteran's Memorial Parkway/Lerwick Road is not identified as being a high vehicle collision intersection or one with unreasonable levels of vehicular congestion.

The application is consistent with the Official Community Plan. In accordance with Section 464(2) of the *Local Government Act* a public hearing is not required, and recommended not be held, as the proposed bylaw is consistent with the OCP.

In accordance with Section 467, public notice was provided that a public hearing would not be required, and opportunity for public comment was provided. Public notice was published in the Comox Valley Record on July 12th and July 19th. Information on the Zoning Amendment Bylaw No. 3095 and mailed to owners and/or occupants within a 100-metre radius.

At the time of the publishing of this report, no public comments had been received. Comments received after writing this report are presented to Council prior to First reading of the Bylaw.

As required by Section 52(3) of the **Transportation Act** where the subject property is located within 800 m of a controlled access highway, the Ministry of Transportation must grant its approval prior to Council's consideration of approval. The subject property is located within 800 m of Ryan Road, a designated highway.

REGIONAL GROWTH STRATEGY REFERENCE:

The Comox Valley Regional Growth Strategy (RGS) is a framework for future land use, and sets basic direction for planning, policies, and action for all member municipalities, including Courtenay. The RGS is guided by a number of growth management principles that are incorporated by this proposed application:

- Promote the efficient use of land, provide greater transportation choices, reduce public servicing costs, and achieve environmental benefits through compact growth.
- Promote intensification, compact growth and supportive public transit services throughout designated Municipal Areas as the primary means of accommodating population and employment growth.

FINANCIAL IMPLICATIONS:

There are no direct financial implications related to the processing of this Zoning Bylaw amendment application as the fees are designed to offset the administrative costs.

ADMINISTRATIVE IMPLICATIONS:

Processing this application is part of the core duties of the Department of Development Services. Should Council not move forward with the zoning bylaw amendment a rezoning application could not be considered for a year unless Council considers a request to reconsider with 2/3 vote in favour.

ASSET MANAGEMENT IMPLICATIONS:

There are no asset management implications related to this proposed new use.

STRATEGIC PRIORITIES REFERENCE:

This initiative addresses some of the goals that guide Council’s strategic priorities:

The proposal will provide much needed childcare services in the Region as over 80% of children in the Comox Valley do not have access to licensed childcare thereby adding to the City’s social infrastructure. The location in the Upper Ryan Town Center is close to surrounding residential neighbourhoods and large employers thereby making this a stronger neighbourhood.

OPTIONS:

1. (Recommended) THAT Council give First, Second and Third Reading to “ Zoning Amendment Bylaw No. 3095” to amend Zoning Bylaw No. 2500, 2007, Part 24 – Industrial Two Zone (I-2), section 8.24.1 *Permitted Uses* to add day care use in Unit A of Strata Lot 5, District Lot 236, Comox District, Strata Plan VIS5235 (4655a Madrona Place).
2. THAT Council provide alternative direction to staff. (Please see Administrative Implications).
3. THAT Council deny Zoning Amendment Bylaw No. 3095.

Prepared by: Nancy Gothard, RPP, MCIP Manager of Community and Sustainability Planning

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

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

Attachments to the staff report

Attachment 1 – Applicant Proposal

Attachment 2 – Public Information Mail Out Notice

Attachment 3 – Bylaw No. 3095, 2023

Attachment 4 – Newspaper Advertisement



Address: 4655A Madrona Pl, Courtenay, BC, V9N 9E7 **Phone:** 250 334 1074 **Email:** info@studiogdanceacademy.com

November 21, 2022

Attention: City of Courtenay

With our growing community and need for childcare within the Comox Valley region, I am writing to you to fulfill the request to allow a licenced childcare centre to run at my current business address that is presently operating as a dance studio. Address: 4655a Madrona Pl, Courtenay, V9N 9E7. The building zoning is I-2 and I am requesting for a “text amendment” to allow for a licenced child care centre to run in addition to the evening dance classes that are presently operating.

There are x3 dance studios within the building, one of which will be converted into the “group childcare” class room for ages 30 months – 5 years. The building currently has 3 washrooms, x6 parking spaces available for staff; x4 are located at the back the building, and x2 are located at the front.

The proposed plan for the childcare program is as follows:

- 8:00am – 4:30pm: Childcare centre operating hours (Mon – Fri).
- The remaining two empty dance studios will be used for recreational use to explore dance, drama, music, singing, arts and crafts.
- 16 children maximum.
- x3 staff members for the childcare program (above licensing ratio at 1:8).
- Outdoor playtime at the following locations within walking distance: Elderberry Crescent green space, Walbran Park, and Sandwick Park.
- Planned opening date: Summer 2023

The dance studio/ classes will continue to operate as follows:

- 3:45pm – 9:00pm: dance class operating hours (Mon – Fri).
- Use of upstairs studio and the studio at the rear of the building with high ceilings.
- Within the first opening hour of dance classes, there is a cross-over with the childcare program operating times. Dance classes will be scheduled strategically to avoid the same finish time as the childcare program within that particular hour. Alternatively, dance class clients can use the back door to enter the building within the hour cross-over period.
- x2 staff members for the dance studio.



All licensing requirements were discussed with Stephen Morgan at Island Health Childcare licensing department in April 2022; one of which was finding alternative options for outdoor play space. As the building does not have allocated outdoor space, Stephen did emphasis that, as long as a safety plan is proposed and approved by Island Health for transporting the children to the nearest play area/ green space, then a childcare facility can still be approved for licensing.

Additionally, I am currently at NIC full time completing my ECCE certification until June 2023, therefore, I am also becoming familiarized of the finer details required for a licensed facility.

Further plans and detailed information regarding meeting the licensing requirements will be proposed to Island Health in due course upon approval of the requested "text amendment" for zoning.

If you would like further information, please do not hesitate to contact me on:

Email: info@studiogdanceacademy.com

Cell: [REDACTED]

Regards

A handwritten signature in black ink, appearing to read "Gemma Stefan", is enclosed in a light grey rectangular box.

Gemma Stefan

Owner & Artistic Director of Studio G Dance Academy Ltd
R.A.D Registered Teacher (CBTS) *Royal Academy Of Dance*
BA Jazz Theatre Dance



Address: 4655A Madrona Pl, Courtenay, BC, V9N 9E7 Phone: 250 334 1074 Email: info@studiogdanceacademy.com

March 14th 2023

Re: SITE SPECIFIC REZONING TO ADD DAYCARE AS PERMITTED USE IN
THE INDUSTRIAL TWO ZONE FOR PROPERTY 4655A MADRONA PL, COURTENAY

To Owner & Occupant,

We are writing to you to inform you of the request for a “text amendment” proposed to The City of Courtenay, in order for a licensed daycare to be permitted at address: Studio G Dance Academy Ltd, 4655a Madrona Pl, Courtenay, BC, V9N 9E7. The building is zoned 1-2 (Industrial Two) and will remain under this code, yet permit a “daycare” to operate along side the long-standing dance service offered to local families in the community.

The building was “purpose built” for recreational dance classes in 2002 and successfully still offers this service to children aged three years to nineteen years old during after school hours. In addition to the evening dance classes, Studio G Dance Academy Ltd is striving to provide the community with a quality childcare service for 30 months to five years old, with an emphasis on performing arts during regular school hours. With the current lack of childcare within the Comox Valley community, we hope to help local families with young children by offering an innovative performing arts daycare.

See map of property on reverse side.

To view relevant documents on The City of Courtenay website, visit: www.courtenay.ca/devapptracker
Search by address or file number: RZ000075

If you have any questions or comments for Studio G Dance Academy Ltd, please contact us via email or phone by Friday, March 31st 2023.

Contact: 250-334-1074 / info@studiogdanceacademy.com

Sincerely,

A handwritten signature in black ink, appearing to read "Gemma Stefan", enclosed in a thin black rectangular border.

Gemma Stefan
Owner & Artistic Director
BA Hons Jazz Theatre Dance
R.A.D CBTS

SGDA

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 3095

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. 3095, 2023**”.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
 - (a) Amending Section 8.24.1 by adding “(34) notwithstanding any provisions of this bylaw, *day care is a permitted use* on Unit A, Strata Lot 5, District Lot 236, Comox District, Strata Plan VIS5235 (4655a Madrona Place).”.
3. This bylaw shall come into effect upon final adoption hereof.

A decision not to hold a Public Hearing was made on July 12, 2023 pursuant to Section 464(2)(b) of the Local Government Act and notice of this decision was given in accordance with Section 467 of the Local Government Act in two editions of the Comox Valley Record on the 12th day of July, 2023 and the 19th day of July, 2023.

Read a first time this 26th day of July, 2023

Read a second time this 26th day of July, 2023

Read a third time this 26th day of July, 2023

Finally passed and adopted this day of , 2023

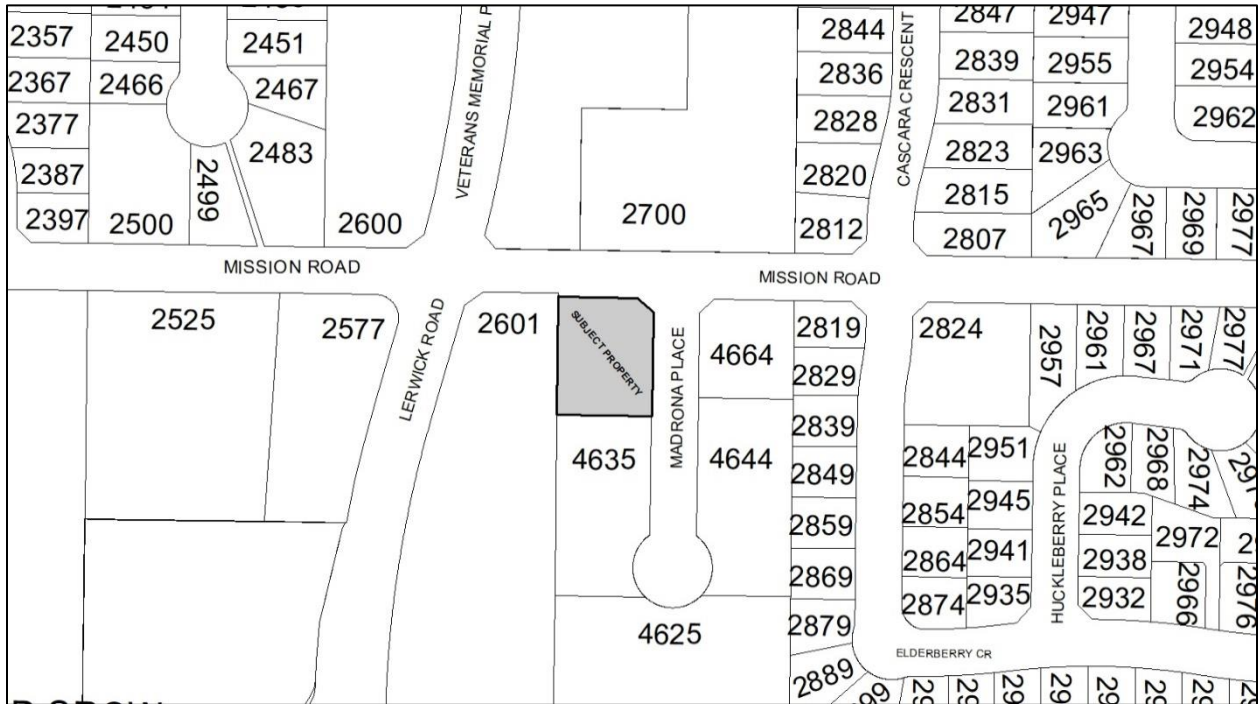
Mayor Bob Wells

Adriana Proton, 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



THE CITY OF COURTENAY
ATTACHMENT "A"
 Part of Bylaw No. 3095, 2023
 Amendment to the
 Zoning Bylaw No. 2500, 2007

CVRD imposes high-risk activities ban

SUBMITTED
Black Press

In accordance with the BC Wildfire Act and provincial fire regulations, the CVRD fire departments have enacted their high-risk activities bylaw (as of Friday July 7).

This ban applies to all properties within the CVRD's Fire Protection Areas within the Comox Valley. The ban does not apply to the City of Courtenay, Town of Comox, and Village of Cumberland.

"Our spring has already been very hot and dry, which makes it even more important to protect our community, property and beautiful landscapes around us," explains Bruce Green, Regional Rural Fire Chief / Fire Chief, Oyster River Fire Rescue.

"Within all areas of the Comox Valley including Hornby and Denman Islands, all high-risk fire activities are now banned until further notice. This ban expands on the existing campfire ban along with the smoking ban, which applies within all CVRD regional parks."

The CVRD bylaws and the Wildfire Act define "high risk activities" as:

- Mechanical brushing (example: industrial scale brushing)
- Disk trenching (example: mechanical preparation of logged site)
- Preparation or use of explosives (example: blasting)
- Using fire or spark-producing tools, including cutting tools (example: cutting torches, metal grinders)
- Using or preparing fireworks or pyrotechnics (example: fireworks display)
- Grinding, including rail grinding (example:

angle grinder)

- Mechanical land clearing (example: excavator or skidder logging or digging out stumps)
- Clearing and maintaining rights of way,

including grass mowing (example: commercial right of way mowing; BC hydro brushing. Not residential lawn mowing.

Any of the following activities carried out in a cutblock excluding a road, landing, roadside work area or log sort area in the cut block.

- Operating a power saw (example: cutting firewood off a road in a combustible area)
- Mechanical tree felling, woody debris piling or tree processing, including de-limbing (example: logging activity or cutting firewood off a road in a combustible area)
- Welding (example: any welding off a road)
- Portable wood chipping, milling, processing or manufacturing (example: these activities when done outside of an industrial worksite within a fire protection district)
- Skidding logs or log forwarding unless it is improbable that the skidding or forwarding will result in the equipment contacting rock (example: logging activity)
- Yarding logs using cable systems (example: any logging activity that uses cable yarding equipment)

The ban will cover all CVRD Electoral Area fire departments including:

- Oyster River Fire Department
- Fanny Bay Fire Department
- Hornby Island Fire Department
- Union Bay Fire Department
- Denman Island Fire Department

For more information on high risk activities and to learn which fire protection area you reside in, visit the High Risk Activities page at comoxvalleyrd.ca.

WE SPECIALIZE IN HAPPY CUSTOMERS!



Congratulations to Orca Sand and Gravel on the purchase of your new Ford F150 shown here with veteran sales consultant Mike Paroshy. Port McNeill is a long drive to Courtenay and we appreciate you coming all that distance to choose us as your dealer of choice.

DL10773
WESTVIEW Ford
GET OUTDOORS WITH WESTVIEW FORD
250-334-3161 | 4901 N. Isl. Hwy, Courtenay
WestviewFord.ca f



LOCK IT UP!

Lock your bike securely. Secure the frame, not just front or rear wheel. Bike thefts can occur at any time - day or night. Remember to park your bike in a well-lit area.

Submit anonymous crime tips by Phone 1-800-222-8477 or by P3Tips App

www.comoxvalleycrimestoppers.bc.ca

PUBLIC INPUT OPPORTUNITY Zoning Amendment Bylaw No. 3095

**4655-A MADRONA PLACE
Courtenay, BC
Strata Lot 5, District Lot 236,
Comox District, Strata Plan VIS5235
File No. RZ000075**

In accordance with s.464(2) of the Local Government Act, a public hearing on Zoning Amendment Bylaw No. 3095 is not required. Under s.467 of the Local Government Act notice is hereby given that Council will consider 1st reading of Zoning Amendment Bylaw No. 3095 at the July 26th, 2023 regular Council meeting. The purpose of the bylaw is to amend the Zoning Bylaw, Part 24- Industrial Two Zone (I-2), section 8.24.1 Permitted Uses to add Daycare in Unit A of Strata Lot 5, District Lot 236, Comox District, Strata plan VIS5235 (4655A Madrona Place). The subject property is on the adjacent map.

Get more information:

View a copy of the proposed bylaw and relevant documents on our website www.courtenay.ca/devapptracker (search by address or file number).

Written submissions must be received by the City no later than **1:00 pm, Wednesday, July 26, 2023** to ensure their availability to Council at the meeting.

Council Meeting

Wednesday, July 26th 2023, 4:00 pm

Watch meeting live online:

www.courtenay.ca/councilmeetings



HAVE YOUR SAY: ✉ 830 Cliffe Ave. Courtenay, BC V9N 2J7
📧 planning@courtenay.ca



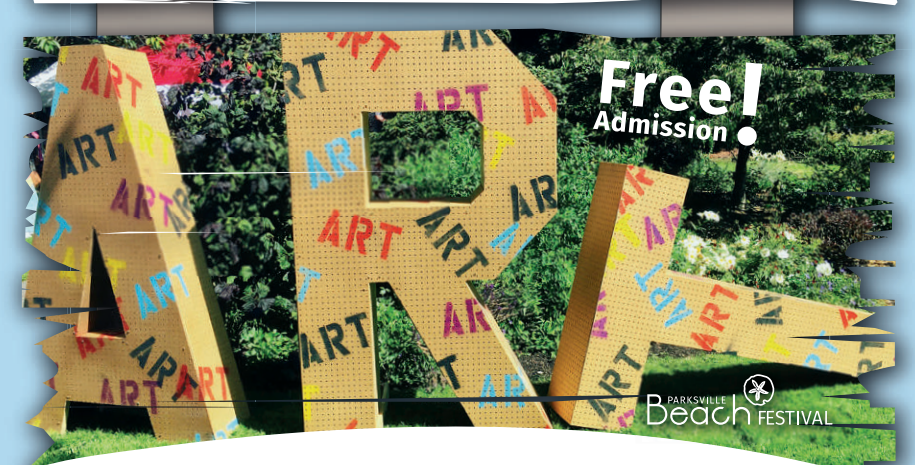
CITY OF COURTENAY
Development Services

follow us [f](#) [t](#)

courtenay.ca

SEE YOU at Parksville Community Park!

parksvillebeachfest.ca



Art in the Park

JUL 22, 10 am – 6 pm | JUL 23, 10 am – 4 pm

Comox Valley Schools honours winners of Minecraft Challenge

Submitted

Comox Valley Schools has announced the winners of the district-wide Minecraft Challenge, an educational initiative designed to engage students with the world of Minecraft while enhancing their problem-solving, creativity, and teamwork skills. There are three categories of winners being celebrated for their exceptional creativity and innovation.

In the Primary Category (Grades K-3), Anwyn Therrien and Maia Allans from Cumberland Commu-

nity School claimed first place with a world promoting sustainability and compassion. The judges were particularly impressed by their innovative pick-and-plant gardening system, renewable energy initiatives, and the inclusion of food reserves for those in need.

“The Minecraft Challenge provided our students with an opportunity to combine their creativity with valuable lessons about environmental stewardship and social responsibility,” said district information technology support teacher, Kara Dawson.

“We’re tremendously proud of these students for their achievements and their ability to envision and design solutions for future scenarios.”

The Intermediate Category (Grades 4-7) saw Ethan Taylor from Valley View take first place. His futuristic spacecraft design, complete with a fusion generator, advanced replicators, and a self-sufficient hydroponic bay, earned high praise for its creativity and ingenious use of space technology.

In the High School Category (Grades 8-12), Hazelwynne Robertson from NIDES won with her inventive creation of an underwater world designed to withstand global warming. The inclusion of crop and animal domes, trash collection facilities, and a sophisticated oxygen production system stood as a testament to the potential of sustainable living in extreme conditions.

In second and third place, respectively, across all categories, students showcased a range of ideas, from sustainable living solutions to futuristic space designs.

Each class with the highest average score was awarded a pizza party for the whole class.

Participants showcased a dedication to creativity and critical thinking, highlighting the potential of the Minecraft Challenge to inspire and engage young learners.



Intermediate Category 1st place winner Ethan Taylor from Valley View Elementary School. Photo supplied



Primary Category 1st place winners Anwyn Therrien and Maia Allans from Cumberland Community School. Photo submitted

List of winners

Primary Category (K-3)

1st Place – Anwyn Therrien and Maia Allans from Cumberland Community School

2nd Place – Alice Scott, Charlie Mercer, April Seeley, Gabby Morin Gonzales from Miracle Beach Elementary School

3rd Place – Wolfgang Berg, DeMar Wan and Rocky Smalberg from Cumberland Community School

Intermediate Category (4-7)

1st Place – Ethan Taylor from Valley View

2nd Place – Colin Armstrong, Alfred Darlow, Cash Cunningham, Ethan Lee from Huband Park
3rd Place – Arlo Turgano, Ezra Webb, Dobe Ofong, Ryu Ferguson-Shiina, Reid Thomson, Owen Pendak, Daniel Shute from various schools – Challenge Program

High School Category (8-12)

1st Place – Hazelwynne Robertson from NIDES

2nd Place – Isabelle Aubin from NIDES

3rd Place – Rosalie Duprey from NIDES

PUBLIC INPUT OPPORTUNITY Zoning Amendment Bylaw No. 3095

4655-A MADRONA PLACE
Courtenay, BC
Strata Lot 5, District Lot 236,
Comox District, Strata Plan VIS5235
File No. RZ000075

In accordance with s.464(2) of the Local Government Act, a public hearing on Zoning Amendment Bylaw No. 3095 is not required. Under s.467 of the Local Government Act notice is hereby given that Council will consider 1st reading of Zoning Amendment Bylaw No. 3095 at the July 26th, 2023 regular Council meeting. The purpose of the bylaw is to amend the Zoning Bylaw, Part 24- Industrial Two Zone (I-2), section 8.24.1 Permitted Uses to add Daycare in Unit A of Strata Lot 5, District Lot 236, Comox District, Strata plan VIS5235 (4655A Madrona Place). The subject property is on the adjacent map.

Get more information:

View a copy of the proposed bylaw and relevant documents on our website www.courtenay.ca/devapptracker (search by address or file number).

Written submissions must be received by the City no later than **1:00 pm, Wednesday, July 26, 2023** to ensure their availability to Council at the meeting.

Council Meeting
Wednesday, July 26th 2023, 4:00 pm
Watch meeting live online:
www.courtenay.ca/councilmeetings



HAVE YOUR SAY: ✉ 830 Cliffe Ave.
Courtenay, BC V9N 2J7
@ planning@courtenay.ca



follow us

courtenay.ca

HELLO SUMMER!
Now is a great time to book your Fall appointments

NORTH ISLAND DENTAL

250-897-8447
www.northislanddental.ca

Dr Cyrus Bachus
Owner of North Island Dental, General Dentist

#1120 2525 Mission Road in Courtenay

**CORRECTION OF NOTICE: PUBLIC NOTICE GIVEN PRIOR TO 1ST READING OF BYLAW
PUBLIC INPUT OPPORTUNITY
Zoning Amendment Bylaw No. 3095**

**4655-A MADRONA PLACE
Courtenay, BC
Strata Lot 5, District Lot 236,
Comox District, Strata Plan VIS5235
File No. RZ000075**

In accordance with s.464(2) of the Local Government Act, a public hearing on Zoning Amendment Bylaw No. 3095 is not required. Under s.467 of the Local Government Act notice is hereby given that Council will consider 1st reading of Zoning Amendment Bylaw No. 3095 at the July 26th, 2023 regular Council meeting. The purpose of the bylaw is to amend the Zoning Bylaw, Part 24- Industrial Two Zone (I-2), section 8.24.1 Permitted Uses to add Daycare in Unit A of Strata Lot 5, District Lot 236, Comox District, Strata plan VIS5235 (4655A Madrona Place). The subject property is on the adjacent map.

Get more information:

View a copy of the proposed bylaw and relevant documents on our website www.courtenay.ca/devapptracker (search by address or file number).

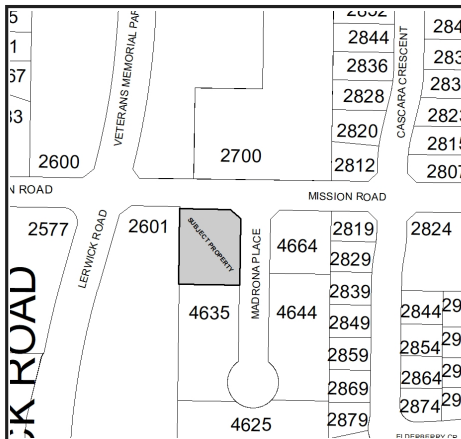
Written submissions must be received by the City no later than **1:00 pm, Wednesday, July 26, 2023** to ensure their availability to Council at the meeting.

Council Meeting

Wednesday, July 26th 2023, 4:00 pm

Watch meeting live online:

www.courtenay.ca/councilmeetings





**HAVE
YOUR
SAY:**

✉ 830 Cliffe Ave.
Courtenay, BC V9N 2J7
@ planning@courtenay.ca



CITY OF
COURTENAY
Development Services

Page 199 of 199

follow us  

courtenay.ca