



THE CORPORATION OF THE CITY OF COURTENAY
COUNCIL AGENDA

Meeting #: R16/2023
Date: September 13, 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.

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<ul style="list-style-type: none">• Julie Keumbehdjian, Coordinator	
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<ul style="list-style-type: none">• Shams Alibhai, Executive Director• Thuy Sin, Regional Settlement Manager	
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THE CORPORATION OF THE CITY OF COURTENAY
COUNCIL MINUTES

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

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

Regrets: W. Cole-Hamilton

Staff Present: G. Garbutt, City Manager (CAO)
C. Davidson, Director of Engineering Services
A. Langenmaier, Director of Financial Services
K. Macdonald, Fire Chief
K. O'Connell, Director of Corporate Services
M. Wade, Director of Development Services
A. Guillo, Manager of Communications
A. Proton, Manager of Legislative Services
J. Tazzioli, Manager of Engineering, Environmental Projects
R. Matthews, Deputy Corporate Officer

1. CALL TO ORDER

Mayor Wells 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 condolences for the loss of former City Engineer, Kevin Lagan. Kevin joined the City in 1993 and retired in 2013 having joined the City of Courtenay from the Fraser Valley. He was the first Professional Engineer in the position of Director of Engineering/Public Works and Approving Officer. Many of the innovative

environmental and engineering standards that the City has in place today were adopted under Kevin's leadership and in coordination with other City departments.

Councillor Jolicouer acknowledged that August 31st is International Awareness Day which is an event in support of those affected by the toxic drug crisis, with the purpose of remembering loved ones lost to overdose and ending the stigma of drug-related deaths. A gathering event featuring live music, guest speakers, resources, harm reduction training, and a memorial to loved ones, will take place at Simms Park on August 31st from Noon until 4:00 pm.

2. INTRODUCTION OF LATE ITEMS

With no late items or objections, Council proceeded with the agenda as presented.

3. ADOPTION OF MINUTES

3.1 Special Council Minutes - May 29, 2023

3.2 Committee of the Whole Minutes - June 1, 2023

3.3 Regular Council Minutes - July 26, 2023

Moved By McCollum

Seconded By Frisch

THAT Council adopt the May 29, 2023 Special Council minutes, June 1, 2023 Committee of the Whole minutes, and July 26, 2023 Regular Council minutes.

CARRIED

4. DELEGATIONS

4.1 LUSH Valley Food Action Society

Maurita Prato, Executive Director, and Carley VanOsch, Urban Agriculture Coordinator, presented information regarding LUSH Valley's Share the Harvest community garden programs, including participant stories.

5. EXTERNAL REPORTS AND CORRESPONDENCE

5.1 City of Courtenay RCMP Quarterly Statistics Report April 1, 2023 to June 30, 2023

Moved By Frisch
Seconded By Hillian

THAT Council receive the RCMP Quarterly Statistics Report - Quarter 1 (Apr-Jun 2023).

CARRIED

5.2 Letter from Resident, Brendon Johnson re: Potential Demolition of 276 Sandwich Road (Sandwick Manor)

Moved By Frisch
Seconded By Hillian

THAT Council direct staff to return with a report on Brendon Johnson's request to protect Sandwich Manor from demolition.

CARRIED

5.3 Letter from CVRD - Initiation of Regional Growth Strategy Bylaw No. 120, Amendment No. 2

Moved By Frisch
Seconded By Morin

THAT Council receive the letter dated August 2, 2023 from the CVRD regarding the initiation of Regional Growth Strategy Bylaw No. 120, Amendment No. 2.

CARRIED

5.4 Response to Request to Meet with the Minister Responsible for Housing

Moved By McCollum
Seconded By Hillian

THAT Council receive the response from the Ministry of Housing regarding its May 29, 2023 resolution to meet with the Minister of Housing.

CARRIED

6. INTERNAL REPORTS AND CORRESPONDENCE

6.1 Bylaw Compliance Policy and Strategy Project – Engagement Summary and Analysis

Moved By McCollum

Seconded By Hillian

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

CARRIED

6.2 Local Government Climate Action Program – 2023 Update

Moved By Morin

Seconded By Jolicoeur

THAT Council receive the Local Government Climate Action Plan – 2023 Update briefing note.

CARRIED

6.3 Courtenay Fire Department Semi-annual Activity Report

Moved By McCollum

Seconded By Frisch

THAT Council receive the Fire Department Semi-annual Activity Report.

CARRIED

7. STAFF REPORTS

7.1 Corporate Services

7.1.1 Courtenay Branding and Templates Refresh – Core Brand Standards

Moved By Jolicoeur

Seconded By McCollum

THAT Council approve the updated Core Brand Standards.

CARRIED

With no objections, Council varied the order of the agenda by moving Item 7.2.1, Development Variance Permit 2303 and Item 7.2.2, Zoning Amendment Bylaw No. 3101, before Item 7.1.2, Bill C-18 Online News Act, and renumbered the agenda accordingly.

7.1.2 Development Variance Permit No. 2303 and Development Permit No. 2316 – 384 12th Street

Moved By Frisch

Seconded By Hillian

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 4.5m to 1.72m on each side, and issue Development Permit No. 2316 for the form and character of the duplex dwelling unit;

AND THAT Council approve Development Permit No. 2316.

CARRIED

7.1.3 Zoning Amendment Bylaw No. 3101 – 1410 Glen Urquhart Avenue

Moved By McCollum

Seconded By Morin

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).

CARRIED

Mayor Wells called a recess at 6:22 pm. The Council meeting resumed at 6:47 pm.

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

Moved By Frisch

Seconded By Jolicoeur

THAT Council receive the Bill C-18 Online News Act: City's Use of Paid Advertising on Social Media Platforms report.

CARRIED

7.2 Development Services

7.2.1 Canada Mortgage and Housing Corporation (CMHC) Housing Accelerator Fund

Moved By Frisch

Seconded By Hillian

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:

1. Affordable Housing Reserve Fund and Incentive Program
2. Land Acquisition and Disposition Assessment and Affordable Housing Partnership Strategy
3. Development Application Streamlining
4. Density Bonus and Pre-zoning for Multi Residential in Key Growth Centres
5. Missing Middle Plex Readiness
6. Supportive Housing Policy and Bylaws (Community Amenity Contribution Policy, DCC Reduction Bylaw)
7. 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.

CARRIED

7.3 Financial Services

7.3.1 Council Expense Reimbursement Policy Revision

Moved By Hillian

Seconded By Frisch

THAT Council adopt Council Expense Reimbursement Policy 1650.00.02 R-8.

CARRIED

7.4 City Manager

7.4.1 Appointment of Approving Officer

Moved By Hillian

Seconded By Jolicoeur

THAT Council rescind the appointment of Rich Feucht as Approving Officer and appoint Marianne Wade as the Approving Officer.

CARRIED

8. COUNCIL REPORTS

8.1 Councillor Frisch

Councillor Frisch reviewed his attendance at the following events:

- August 17 - Habitat for Humanity Key Ceremony (1375 Piercy Ave)
- August 26 - Pride Parade and Pride in the Park events in downtown Courtenay

8.2 Councillor Hillian

Councillor Hillian submitted a report of activities, see agenda.

8.3 Councillor Jolicoeur

Councillor Jolicoeur reviewed his attendance at the following events:

- Comox Valley Substance Use Collaborative Working Group

- August 25 - Pride Flag Raising Ceremony at City Hall

8.4 Councillor McCollum

No report provided.

8.5 Councillor Morin

Councillor Morin reviewed her attendance at the following events and submitted a report of activities:

- August 26 - Pride Parade and Pride in the Park events in downtown Courtenay
- August 27 - Simms Concert Series

8.6 Mayor Wells

Mayor Wells thanked the Acting Mayors for attending events this summer and reviewed his attendance at the following events:

- August 11 - Pickleball Open House Event
- August 11 - Comox Valley Food Bank Open House
- August 12 - Provincial Sepak Takraw (kick volleyball) Championship in Martin Park
- August 20 - 2023 YANA Ride annual fundraiser
- August 15 - Comox Valley Hospice Society fundraiser
- August 24 - Stan Hagen Park Dedication event
- August 25 - Pride Flag Raising Ceremony at City Hall
- August 26 - Pride Parade and Pride in the Park events in downtown Courtenay
- August 25-27 - Comox Valley Ribfest in Cumberland
- August 31 - Met with organizers of the Downtown Courtenay Summer Street Markets

9. BYLAWS

9.1 For First, Second and Third Readings

9.1.1 Temporary Borrowing Bylaw No. 3104, 2023

Moved By Hillian
Seconded By McCollum

THAT Council give first, second and third readings to "Temporary Borrowing Bylaw No. 3104, 2023".

CARRIED

9.2 For Final Adoption

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

Moved By McCollum
Seconded By Hillian

THAT Council adopt "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

10. ADJOURNMENT

Mayor Wells terminated the meeting at 7:42 pm.

CERTIFIED CORRECT

Adopted by Council September 13, 2023

Mayor Bob Wells

Adriana Proton, Corporate Officer

Welcoming Communities Coalition

North Vancouver Island



Funded by:

Immigration, Refugees
and Citizenship Canada

Financé par :

Immigration, Réfugiés
et Citoyenneté Canada

What Is A Welcoming Community?

- ❑ A welcoming community is a collective effort to design and sustain a place where immigrants feel that they belong and that supports immigrants' economic, socio-cultural, and civic-political integration
- ❑ A welcoming community has structures, processes, and practices in place to meet the needs and promote the inclusion of immigrants in all aspects of life, and actively works to ensure these are effective



Funded by:

Financé par :

Welcoming Communities Coalition

What is the Welcoming Communities Coalition?

We collaborate with community-based people and organizations to...

- ❖ Support **community-level research** and **strategic planning**;
- ❖ **Identify barriers** facing **newcomers**;
- ❖ Raise awareness around newcomers' **needs** and **engage** a wide range of **local actors** and collaborate with the community to **reduce** them;
- ❖ **Improve accessibility** and coordination of services that facilitate immigrant settlement and integration.

Membership

Anyone can be a Coalition member

The Coalition's work is guided by a Steering Committee made up of volunteers who represent a variety of sectors, and a volunteer Immigrant Advisory Table.

Individuals and organizations can join as members. They are invited to our community membership meetings, forums, and other events.

Members sign a letter stating that believe in the importance of community building, diversity, and inclusion.

Membership

Current members include:

- ❖ North Island College
- ❖ NIEFS
- ❖ Comox Valley Community Justice Centre
- ❖ Creative Employment Access Society
- ❖ Comox Valley Lifelong Learning Association
- ❖ CV/Arts
- ❖ Eureka Support Society
- ❖ Comox Valley and Campbell River Chamber of Commerce
- ❖ Comox Valley Transition Society
- ❖ LUSH Valley
- ❖ United Way of BC
- ❖ CR Maritime Heritage Society
- ❖ School District 71 & 72
- ❖ Individual community members
- ❖ RCMP
- ❖ And more...!

WCC Vision & Purpose

Vision

A North Island region (Comox Valley to Port Hardy) that embraces diversity and inclusivity while actively engaging with the vibrant cultures in the region, and where newcomers feel welcome, safe and respected.

Purpose

The objective of the WCC Local Immigration Partnership (LIP) is to promote the successful settlement of newcomers at the local level and foster inclusive and welcoming communities in North Vancouver Island. The Coalition helps connect partners with newcomers to deliver responsive and coordinated settlement and community services to newcomers.

Ways to Welcome

What can you do to help make your school community more welcoming and inclusive?

IT WAS HARD TO MAKE FRIENDS. I WOULD HAVE LIKED SOMEONE TO SHARE KNOWLEDGE ABOUT CULTURAL GROUPS IN TOWN, AND WHERE TO MEET OTHER PEOPLE WHO SPEAK THE SAME LANGUAGES

INVITE NEWCOMERS - PERSONALLY - TO JOIN A GROUP, ORGANIZATION, OR ACTIVITY

DOWNLOAD A TRANSLATION APP ON YOUR PHONE. MAKE AN EFFORT TO LEARN A FEW WORDS IN THE LANGUAGES OF PEOPLE YOU MEET.



SHARE RESOURCES ON LOCAL INDIGENOUS HISTORY AND CULTURE

PARTICIPATE IN EVENTS WHERE NEWCOMERS ARE PRESENT SO YOU CAN CHAT, ANSWER QUESTIONS, AND BUILD CONNECTIONS

FINDING AFFORDABLE HOUSING IS A CHALLENGE. SHARE RESOURCES AND NETWORKS FOR FINDING HOUSING.

ADVOCATE FOR STREAMLINING THE PROCESS TO COME TO CANADA. IT CAN BE STRESSFUL AND TAKE A LONG TIME.

Contact Information:

Julie Keumbehdjian, Coordinator

Julie.keumbehdjian@immigrantwelcome.ca

Kristine Salzmänn, Community Admin Assistant

Kristine.salzmänn@immigrantwelcome.ca

Visit our website to chat with us!

www.immigrantwelcome.ca



Welcoming Communities Coalition Membership Letter

Dear Coalition members,

This letter signals my intent and that of _____
to participate as a member of the *Comox Valley Local Immigrant Partnership - Welcoming
Communities Coalition*.

We agree with the overarching objectives and terms of reference of the Coalition, and are looking forward to working with other members to create a comprehensive vision for a dynamic, diverse and welcoming community in the Comox Valley.

We are willing to receive information that the Coalition feels relevant to our shared objectives, or keeps us current with updates or demographic trends regarding diversity and community development in the region.

We will offer expertise and feedback – in a manner that corresponds with our organization’s capacity and resources – to the Coalition around community issues that are of specific interest or impact our sector’s well being.

We may consider taking on roles in working groups and/or action teams to address more immediate community needs, or act as part of the Local Immigrant Partnership Council, Regional Advisory and Planning Committee or Immigrant Advisory Table.

As a future Coalition member, we believe in the importance of community building, diversity and inclusion. As such, we may take advantage of available training to foster those values, or others we support, within our organization and the wider community.

Name _____

Contact info _____

Organization/business represented _____

Signature _____ Date _____

Do you/your organization belong to any of the following sectors?

- Municipal government
- Federal government
- Regional government
- Provincial government
- Schools/school boards
- Settlement service providers
- Employer bodies/employers
- Hospitals/health units
- Justice/Police
- Umbrella organizations
- Civil Society Groups
- Universities/Research networks
- Francophone organizations
- Newcomers
- Ethnocultural/Religious organizations
- Media
- Other (Local Immigration Partnership)
- Other (Francophone network)
- Other (specify): _____



Welcoming Communities Coalition

Campbell River Comox Valley

Membership Terms of Reference



Funded by:

Financé par :



Immigration, Refugees
and Citizenship Canada

Immigration, Réfugiés
et Citoyenneté Canada

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Background

In February 2008, Citizenship and Immigration Canada (CIC) announced a call for proposals in Ontario to strengthen the role of local and regional communities in serving, including, and welcoming all individuals, including immigrants, through the creation of local partnership initiatives. When these partnerships proved successful in Ontario, CIC expanded the program to Nova Scotia, New Brunswick, Newfoundland and Labrador, Saskatchewan, and Alberta.

In 2014, the Immigrant Welcome Centre successfully responded to CIC's first British Columbia call for proposals to create Local Immigration Partnerships (LIPs), and initiated the creation of the Welcoming Communities Coalition of North Vancouver Island (the Coalition) which operates in the communities of the Comox Valley and greater Campbell River area. The Immigrant Welcome Centre has received and continues to receive funding to help support the Coalition.

Overview

The Welcoming Communities Coalition has been well received in our North Vancouver Island communities thus far. The Coalition exists to develop and maintain a broad-based membership which will work together on projects that relate to their respective mandates and areas of expertise or personal experience.

Coalition members will identify the communities' needs and gaps that can be addressed through collective planning and action. The results of these projects are intended to benefit a wide range of people in Coalition communities, including newcomers to Canada. Further research needed into needs and gaps may be done through focus groups, member forums and dialogues, or data collection in the form of surveys or other means deemed appropriate. Members of the Coalition will provide executive leadership, expertise from practical experience, sector-specific knowledge and overall direction.

Once all the necessary information has been gathered, the membership will identify the top needs and gaps to address in a sequential manner, and Planning Groups will be formed to create viable solutions that include detailed action plans. The action plans, detailing "who, what, when, where, and how" may be carried out by separate groups called Action Teams. Once a need has been addressed by an Action Team, the membership will identify the next priority to focus on.

Purpose

The Welcoming Communities Coalition's primary purpose is to bring together local businesses, health and social service providers, institutions, and individuals to enhance current services and to build welcoming and inclusive communities in North Vancouver Island. The Coalition recognizes that there are intersections of diversity, and a plan to create welcoming and inclusive communities could and should be leveraged to improve the engagement of everyone, including people living with a disability, youth, seniors, women, the LGBTQ community, newcomers, and all marginalized populations.

Aims & Objectives

- Develop a broad-based, diverse membership across sectors for planning and setting Coalition priorities. Assess needs of Coalition communities in a coordinated manner and increase overall awareness of priorities requiring action.
- Better coordinate services at the community level and improve accessibility to mainstream institutions and services to improve client outcomes.
- Increase community awareness of services and thereby enhance service uptake.
- Improve community attitudes towards, and receptivity of, all people in Coalition communities.
- Secure and leverage funding as needed for identified Coalition projects.

Scope

Who	<ul style="list-style-type: none"> • Businesses, organizations, and individuals interested in projects that would benefit a wide range of people in Coalition communities including, but not limited to newcomers.
What	<ul style="list-style-type: none"> • Working together to identify and address local needs and gaps relevant to Coalition objectives.
Why	<ul style="list-style-type: none"> • To create welcoming and inclusive communities in North Vancouver Island, where all individuals can thrive.
Where	<ul style="list-style-type: none"> • The Comox Valley and the greater Campbell River area.
How	<ul style="list-style-type: none"> • Developing a broad-based membership to identify gaps/needs, forming planning groups to evaluate gaps/needs and to create action plans to address them, and then forming action teams to carry out these plans. • The Immigrant Welcome Centre's coordinator will be responsible for the administration and operations of the Coalition, providing assistance to all aspects of the Coalition. • Eventually, a Strategic Planning Council may be formed to review the findings of the Coalition's work and create a regional strategic plan.
When	<ul style="list-style-type: none"> • This is an ongoing program to addressing community gaps/needs identified by Coalition members, one project at a time per region, or paced as feasible for successful outcomes.

Out of Scope

Partisan members and/or topics, lobbying, projects that benefit one individual, projects with impacts that are not sustainable.

Membership

Membership will be representative of the Coalition communities and will be open to any non-partisan business, organization, or individual interested in projects that would create more welcoming and inclusive communities. Coalition members come together with the recognition that a large-scale social change is the result of better cross-sector coordination rather than isolated interventions by individual organizations. Coalition members actively seek to collaborate, innovate, and create systematic change in order to solve complex and multi-faceted social issues. This includes members continuing to pursue best practices in their respective policies, procedures, and activities that can contribute to creating welcoming and inclusive communities.

Annual Membership

Membership runs from April 1 to March 31 of each year to coincide with IRCC's fiscal year. Membership is free and is renewed automatically on April 1 until the member resigns or their membership is terminated. If funding is no longer available to coordinate the Coalition and other solutions are not found, all memberships will be cancelled.

Participation

Members are not required to join any groups, teams, councils, or committees, nor are they required to attend any gatherings in order to qualify for membership. However, meeting attendance is expected when a member chooses to join a group, team, council, or committee. Members are required to respond to the majority of communications that ask for a response or input.

Resignation

Resignations may be given to the Coalition Coordinator. Resigning members will be given the opportunity to assist the Coalition in self-evaluation either by consenting to an exit interview with the Coalition Coordinator and/or by providing written comments to the Coordinator.

A member who is totally inactive for the entire membership year, failing to respond to any of the Coalition's communications, including requests for information, and has not participated in any Coalition activities, may be considered as having resigned.

Termination

Coalition membership is granted to each member at the discretion of the Immigrant Welcome Centre Strategic Planning Council. They reserve the right to terminate membership at any time for a violation of the Coalition Values and/or Code of Ethics.

Member List

A list of members is available to Coalition members upon request to the Coalition Coordinator.

Procedures and Processes

Meetings

The Coalition may choose to hold various forums, meetings, dialogues, charrettes, and other gatherings. Details on these gatherings, including how decisions will be made, can be found in the applicable terms of reference that are available to members by request to the Coalition Coordinator.

Reporting

The Coalition Coordinator will write a summary for the membership within 45 days of the completion of their duties. A summary of a large group gathering, such as a members' forum will be written by the Coalition Coordinator within 90 days of its completion. All summaries will be circulated to the Coalition membership by the Coordinator.

Reports required by funding contracts will be completed and submitted by the funding contract holder in compliance with the funders' contract stipulations. For example, IRCC reporting will be completed by the Immigrant Welcome Centre. Members will assist in providing information that is required for reporting to funders by answering online questionnaires, or through similar methods, about their contributions to the Coalition and other relevant information.

Sharing Information and Resources

All resources and information arising from Coalition work will be made available to the members.

Roles and Responsibilities

Members	<ul style="list-style-type: none">• Identify and report local emerging issues in their own areas of expertise, to the Coalition Coordinator, including responding to exploratory inquiries by the Coalition Coordinator about our communities' gaps/needs.• Voluntarily participate in Coalition activities, such as forums, planning groups, action teams, etc., when the activities are relevant to their mandate, field of expertise and/or interests.• Demonstrate the desire to be inclusive of all people in Coalition communities. [Note: The Coalition recognizes that some spaces need to be reserved for a unique client-base to provide appropriate services and to ensure safety, both real and perceived]• When appropriate, work together to create welcoming communities.
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Coalition Coordinator	<ul style="list-style-type: none"> • Recruits Coalition members from the Coalition communities. • Assists the Coalition by coordinating activities and providing administrative support. • Responsible for communications with IRCC regarding funding contracts and deliverables, including reporting requirements. • The Coalition Coordinator is employed by the Immigrant Welcome Centre; therefore, they reserve the right to restrict the coordinator’s involvement when they believe that topics will have no possible benefits for newcomers to Canada. • Note: It is the Immigrant Welcome Centre’s belief that newcomers are individuals, each with unique needs that would cross all sectors of our community.
Facilitator	<ul style="list-style-type: none"> • A person responsible for leading or coordinating the work of a group, as one who leads a group discussion • Responsible for the group’s or activity’s adherence to all applicable Terms of Reference
Steering Committee (Planning Advisory) Groups &	<ul style="list-style-type: none"> • Groups that develop action plans and solutions to address issues identified by the Coalition membership as relevant to members’ interests and/or expertise. • Ideally, participants of a Planning Group would be members of the Coalition with the ability to make decisions regarding the entity they represent. Businesses and organizations retain the right to send anyone they choose to represent them.
Action Teams	<ul style="list-style-type: none"> • Temporary teams that execute solutions and action plans established by Planning Groups. • Ideally, participants of an Action Team would be individuals suggested by the Planning Team with the abilities and resources to carry out an action plan designed by the Planning Group.
Strategic Planning Council	<ul style="list-style-type: none"> • Establishes long-term overarching, regional goals that can be recommended to and carried out by the Coalition communities, using information from Coalition members, Planning Groups, and Action Teams. • Council will meet a minimum of twice per year • Members of the Coalition may volunteer to become Strategic Planning Council participants.
Spokesperson	<ul style="list-style-type: none"> • The Immigrant Welcome Centre will generally be the spokesperson for the Coalition. • If an alternative spokesperson is requested or required, that spokesperson can be formally identified by the Immigrant Welcome Centre

Guiding Values and Ethics

Values

- All people have a right to be treated, and feel that they are treated with respect, dignity, and fairness.
- All people have a right to be safe, and feel safe in their communities, neighbourhoods, and workplaces.
- All people have a right to be included in all aspects of their community, and to not be discriminated against for reasons of economic or social status, age, abilities, race, national or ethnic origin, culture, religion, political belief, gender, sex, sexual orientation, or marital status.

Code of Ethics

Members of the Coalition will:

- Endeavour to represent the interests of all people served by the Coalition.
- Approach all Coalition issues with an open mind, prepared to make the best decisions for both everyone affected and the relevant communities as a whole.
- Focus efforts on the aims and objectives of the Coalition and not on personal goals.
- Maintain confidentiality of information that is confidential.
- Not use the Coalition or participation as a member for personal advantage, or for the advantage of specific friends or supporters, or for the advantage of specific organizations associated with the member.
- Not do anything to violate the trust of the Coalition communities or other Coalition members.
- Never represent or exercise authority as a Coalition member except when delegated to do so by the Coalition.
- In situations where there is a conflicting interest, immediately identify the conflict to the Coalition and refrain from participating in any related discussions or decisions.

Conflicts of Interest

A Coalition member will be considered to have a conflict of interest when the member's involvement in Coalition planning activities, decision making, and/or other Coalition work could result in the member having an unfair advantage, or could be perceived by another party as the member having an unfair advantage. This includes involvement that would benefit:

- The member's personal, financial, or business interests; or
- The personal, financial, or business interests of the member's relatives or close friends or business associates.

It is the responsibility of the Coalition member to disclose any conflict of interest, including situations that may be perceived as a conflict, to the group/activity facilitator and, unless otherwise decided by the group as outlined below, refrain from participating in related discussions or decisions. The member's declaration of a conflict of interest is to be recorded in the minutes of the relevant meeting/activity.

Having stated this, the entire purpose of the Coalition is to bring together a broad-based membership, to identify and resolve community needs and gaps that should or could benefit some or all of the stakeholders. The Coalition welcomes all input, discussion and knowledge offered by its members. Therefore, all Coalition groups will have the ability to review a disclosed conflict of interest and determine how to proceed in the best interest of the Coalition's goals and the specific situation in question.

Revisions

The Coalition Membership Terms of Reference will be considered a "living document", and will be reviewed annually by the Coalition Coordinator, when needed, with input from the membership. Following the review, the Coalition Coordinator will make changes to the Terms as necessary. All Coalition members will be provided with a copy of the revised Terms of Reference and notified if there are changes proposed or made.

Questions or comments about the Terms of Reference or its application can be discussed with the Coalition Coordinator.

Contact Information

Immigrant Welcome Centre

Campbell River..... 1 (250)830-0171

Courtenay/Comox Valley..... 1 (250)338-6359

Julie.keumbehjian@ImmigrantWelcome.ca

Appendix 1 – Glossary

Action Plan – A document that lists what steps will be taken, and who will take them, in order to achieve a specific goal; also specifies required resources and timeline(s).

Annual Report for IRCC – An annual report, due at the end of April, to be completed by the Immigrant Welcome Centre. The Coalition Coordinator will request information from the members who have participated and/or contributed funds or in-kind donations to any Coalition projects during the reporting fiscal year.

Best Practices – Best practices are procedures and approaches which are accepted as being most correct and most effective. Best practices evolve and improve in response to practical experience and/or changes in a rapidly changing world.

Call for Proposals (CFP) – The primary means through which grants are applied for and awarded from Citizenship and Immigration Canada and other funding bodies.

Citizenship and Immigration Canada (CIC) – Former name for the federal government department that facilitates the arrival of immigrants, provides protection to refugees, and offers programming to help newcomers settle in Canada. CIC also grants citizenship, issues travel documents (such as passports) to Canadians, and promotes multiculturalism. Now called IRCC – Immigrant Refugee, Citizenship Canada

Coalition – An alliance or union between individuals, groups or parties, especially for some temporary and specific reason, during which they cooperate in joint action, each in their own self-interest, joining forces together for a common cause. This alliance may be temporary or a matter of convenience.

Coalition, the – Refers to the Welcoming Communities Coalition of North Vancouver Island.

Community Partners – Local businesses, organizations and individuals who are working collaboratively together.

Deliverable(s) – Deliverables are products (e.g. reports, publications, classes) that funding recipients commit to complete during the course of a project. The Immigrant Welcome Centres' contract with the IRCC would set out various deliverables that they, as a funding recipient, are expected to achieve and report on during the course of the project.

Direct services – Projects or services which involve a direct intervention (generally in-person or face-to-face) with an eligible client.

Diversity – The variety of characteristics that distinguish people as individuals, which includes a wide range of abilities, experience, knowledge, and strengths due to differences in age, background, socioeconomic status, culture, ethnicity, family, physical abilities, political beliefs, religious beliefs, language, place of origin, gender, sex, sexual orientation, as well as other characteristics that differ among people and groups within society.

Diversity Terminology – Please see a separate glossary provided for additional diversity terminology.

Facilitation – A process where one or more designated persons are in a neutral role to help meetings and workshops be designed and run successfully.

Immigrant, Refugee Citizenship Canada (IRCC) – name for the federal government department that facilitates the arrival of immigrants, provides protection to refugees, and offers programming to help newcomers settle in Canada. IRCC also grants citizenship, issues travel documents (such as passports) to Canadians, and promotes multiculturalism. Formerly known as CIC – Citizenship and Immigration Canada

Immigrant Welcome Centre – The Immigrant Welcome Centre is the operating name for a non-profit organization with the mission to assist local communities in North Vancouver Island with attracting and retaining newcomers by providing education and professional services to members of those communities while offering advocacy for vulnerable populations and settlement services, thereby fostering welcoming and inclusive communities.

Inclusion – When all individuals are treated fairly and respectfully, have equal access to opportunities and resources, and are able to achieve their full potential.

Inclusive – Welcoming, inviting, and respecting everyone's diversity. This exists when disadvantaged communities and minority group members share power and decision-making in projects, programs and institutions such as schools and workplaces.

In-kind contributions – Resources other than money (e.g., contribution of space, equipment, staff time) provided without reimbursement for the development and/or implementation of a project/activity.

Leverage – Use a resource or situation to maximum advantage.

Marginalize – Treat as insignificant or peripheral.

Narrative Report – An appraisal report presented in descriptive paragraphs

Narrative Reports for IRCC – Five narrative reports to be completed by the Coalition Coordinator annually and due in the first week of June, September, December, March and April. The reports are to include minutes from all Coalition meetings, who is represented, needs and gaps identified, outcomes (intended or otherwise), any related obstacles or opportunities, and media coverage of Coalition activities.

Needs/Gaps – Something missing or weak within a community, organization or other, which if addressed, would assist the overall community to be more welcoming and inclusive, and create a place where all individuals thrive. This is a motivating reason to act in order to achieve specific outcomes.

Nonpartisan – Not based on, influenced by, affiliated with, or supporting the interests or policies of a political party.

North Vancouver Island – For the purpose of the Coalition’s activities and these Terms of Reference, North Vancouver Island refers to the geographic areas of the Comox Valley and the greater Campbell River areas.

Outcome(s) – The term “outcome” refers to a significant consequence attributable in some fashion to a project or initiative. The outcomes are the effects of the project’s or initiative’s outputs on stakeholders such as raised awareness and understanding of issues, increased abilities and skills, better economic conditions, etc. Outcomes can be short, medium or long term.

Outputs – Refers to direct products or services produced by the activities of a project or initiative, and delivered to a target group or population. These typically provide evidence that the activities have occurred. The work done usually produces something tangible such as clients served, jobs created, conferences held, books published, etc. which are the outputs of the project or initiative used to achieve outcomes.

Project – An individual or collaborative activity that is planned and designed to achieve one or more particular goals.

Quorum – The minimum number of members who must be present at a meeting for the meeting to be valid.

Scope – The boundaries of a project or activity.

Settlement Practitioner – Anyone whose primary function is to provide direct client settlement services. This is also known as settlement "worker" or "counsellor".

Settlement Services – Specialized services to facilitate the full and equitable participation of all newcomers in Canadian society.

Stakeholders – A person, group, organization, community or society-at-large with an interest or concern in the development of projects, initiatives and actions undertaken by the Coalition

Strategy – A method or plan chosen to bring about a desired future, such as achievement of a goal or solution to a problem.

Viable – Capable of working successfully.

Introduction to our Services



Campbell River Comox Valley North Island

www.ImmigrantWelcome.ca

Date:

Presentation to:
Page 35 of 378
By:



The Multicultural and Immigrant Services Association of North Vancouver Island (MISA) assists local communities in attracting and retaining newcomers by providing education and professional services to members of those communities while offering advocacy for vulnerable populations and settlement services, thereby fostering welcoming and inclusive communities.

MISA Vision Statement



A North Island region that embraces diversity and inclusivity while actively engaging with the vibrant cultures in the region, and where newcomers feel welcome, safe and respected.



Client Services



- Help with Forms & Documents
- Citizenship, Immigration & Refugee Protection Support
- Digital Literacy
- Employment Support
- LINC English Classes
- Settlement Worker in Schools (SWIS)
- Interpretation & Translation
- Housing Information
- Health Care Information
- Addressing Education Needs
- Citizenship Preparation
- Child Care & Family Concerns
- Income Tax Intake and Referral
- Access to Legal Aid, Canadian Law and Human Rights

Settlement Services 2022-2023



1,149
Clients served



94 Client program sessions

138.5
Hours of language interpretation



6,371
Services Provided



99 Countries of origin represented by our clients

Top Ten Countries of client origin

- | | |
|----------------|------------------|
| 1. Philippines | 6. South Korea |
| 2. Ukraine | 7. Great Britain |
| 3. Vietnam | 8. USA |
| 4. China | 9. Mexico |
| 5. India | 10. Syria |



Client Programs



- Language Instruction for Newcomers to Canada (LINC)
- Book Club
- Conversation Group
- Youth Integration Programming
- International Seniors Group and Family Recreation
- Citizenship Preparation Classes
- Settlement Orientation
- Community Presentations
- Open House



Volunteers



- The support and participation of volunteers is important to the organization and we take great pride in all of our volunteers who dedicate their time serving our community
- Without such great volunteers we have had over the years, we would not be able to succeed.
- 46 volunteers within CR/CV
- 1,498 volunteer hours in 2022 - 2023





- Language Instruction for Newcomers to Canada, also called LINC, is a nationwide language program led by a qualified instructor.
- Students learn the practical language needed for life in Canada and make measured progress through Canadian Language Benchmarks for listening, speaking, reading, and writing.
- 147 language students in Comox Valley, Campbell River, and the North Island
- Provided 93 Language Assessments in Comox Valley and 55 in Campbell River



Community Partners



**Angel Tree Society
Campbell River Art Gallery
Campbell River Chamber of Commerce
Campbell River Family Services Society
Campbell River Literacy Association
Campbell River Office Service BC
Campbell River Syrian Refugee Support Committee
Campbell River Transition Society / Ann Elmore House
City of Campbell River
City of Courtenay
Community Futures Strathcona
Comox Valley Chamber of Commerce
Comox Valley Community Health Network
Comox Valley Community Justice Centre
Comox Valley Family Services Association
Comox Valley Lifelong Learning Association
Comox Valley Refugee Support Group
Comox Valley Regional District Recreation Department
Comox Valley Transition Society**

**Comox Valley Ukrainian Cultural Society
Creative Employment Access Society
North Island College
North Island Employment Foundation Society
RBC Campbell River
School District 71
School District 72
Service BC Courtenay Office
Service Canada – Courtenay
Strathcona Regional District
The Shoebox Project
Tidemark Theatre Society
Town of Port McNeill
Vancouver Island Regional Library, Campbell River
Vancouver Island Regional Library, Courtenay
VIVRS Discover Your Abilities
Volunteer Campbell River
World Community Education Development Society**

Thank you to our Funders



**Immigration, Refugees and
Citizenship Canada**

**Province of BC Ministry of Municipal
Affairs**

**Province of BC Gaming Policy &
Enforcement Branch**

**WorkBC: North Island Employment
Foundations Society (NIEFS) &
Creative Employment Access Society
(The JobShop)**

RBC Campbell River



- 1992** MISA is incorporated
- 1997** Hosted the first annual Walk for the Elimination of Racism
- 2002** Started the English Conversation and Social Group for immigrants 50 years and older
- 2003** Youth 4 Diversity started
- 2005** Safe Harbour program introduced to the community
- 2007** First International Dialogue on Racism is hosted
- 2009** Youth 4 Diversity received the Nesika Award
- 2011** Opening of the Comox Valley office
- 2012** MISA accepted the Welcoming Communities Award on behalf of Campbell River
- 2013** MISA awarded Not-for-Profit of the Year by Campbell River Chamber of Commerce

History



MISA appoints new Executive Director, Jim Brennan.
New Staff position created for settlement in North Island

MISA celebrates their 25th anniversary and new logo

Executive Director appointed to National Advisory Committee for the Community of Practice

Successfully managed the safety of clients and staff while continuing to provide services during COVID 19 pandemic

Celebrated MISA's 30th Anniversary with special events in each community.
Welcomed new Executive Director, Shams Alibhai

2015

2017

2019

2021

2023

2014

Funding transition to CIC. MISA awarded the Riasat Ali Khan Diversity Award by AMSSA

2016

20th Anniversary of the "Walk Away From Racism"

2018

Successful completion of LINC pilot program.
MISA represents BC LIPS at National Settlement Conference

2020

Largest ever funding contracts received, two 5-year regional contracts with IRCC

2022

Celebrated our 30th anniversary. Launched updated interactive website. Awarded the Riasat Ali Khan Diversity Award by AMSSA. Opened new office in Port McNeill



STAFF REPORT

To: Council

File No.: ALC00002

From: Director of Development Services

Date: September 13, 2023

Subject: Application for a Non-Farm Use in the Agricultural Land Reserve - 4795, 4825, 4835, 4839, and 4875 Headquarters Road and unaddressed property Lot 3, Section 45, Comox District, Plan 13392 Except Part on Plan EPP81392

PURPOSE:

The City has received a referral through Section 25 of the *Agricultural Land Commission Act* for an application made by the Comox Valley Regional District (CVRD) under Sections 20(2) and 20.3(5) of the *Agricultural Land Commission Act*. The application is for the Comox Valley Exhibition Grounds (CVEG) Concept Site Plan and Implementation Strategy dated June 25, 2021 for non-farm uses and the placement of fill on lands in the Agriculture Land Reserve (ALR). The Agricultural Land Commission (ALC) is seeking the City's comments on this application as the CVRD is proposing to expand some of the non-farm uses.

BACKGROUND:

The CVRD owns the CVEG grounds and facilities and is responsible for their operation and maintenance. The site is multifunctional and currently includes facilities for equestrian events, festivals, trails for walking or riding of horses along with hosting the Comox Valley Farmers Market. CVEG contains a number of uses, many of which are permitted as farm uses or permitted non-farm uses regulated under Part 2 of the *Agricultural Land Commission Act Agricultural Land Use Reserve Regulation, 2019*. The site also contains some other existing and historical non-farm uses. As new uses are proposed that are not permitted under the ALC Act, an ALC non-farm use application is required.

The Comox Valley Exhibition Grounds (CVEG) consists of seventy-four (74) acres (30 hectares) of agriculturally zoned lands, shown in **Figure No. 1** and legally described as:

- Lot 1, Sections 18 and 45, Comox District, Plan 11475 Except Part in Plan 12735 (4795 Headquarters Rd);
- Lot 1 Sections 18 and 45 Comox District Plan VIP76128 (4825 and 4839 Headquarters Rd);
- Lot A, Section 18, Comox District, Plan 12735 (4835 Headquarters Rd);
- Lot 2, Section 45 Comox District Plan 13392 (4875 Headquarters Rd); and
- Lot 3, Section 45, Comox District, Plan 13392 Except Part on Plan EPP81392 (unaddressed lot on Dove Creek Place).



Figure No. 1: Existing Site Context Map. Tsolum River floodplain shown in orange hatching and 4875 Headquarters Road (Stonehenge Farms) outlined in green (referenced specifically further in this report).

The Proposal

In the summer of 2020 the CVRD retained Urban Systems who completed a Conceptual Site Plan and Implementation Strategy for the CVEG properties (**Attachment No. 1**). The plan describes specific site improvements as “zones” as shown in **Figure No. 2**, to be phased over a ten-year period: Dove Creek Field; the Lower Field; the Rotary Bowl; the Market Field; the Curling Centre and Kin Hut Field; the Upper Ring and the Stonehenge Farm property.

In general terms the proposal includes:

- expanding and formalizing the farmers market area,
- relocation and expansion of educational garden beds including open air food processing facility shelter,
- internal storage facility which would in the future accommodate an agriculturally-focused events facility,
- additional parking lots,
- urban plaza opportunity on existing parking lot,
- new amphitheatre into landscape,
- covered shelter with picnic tables and bike racks,
- changes to washroom facility,
- improved wayfinding facilities,
- realignment of driveways on Headquarters Rd.,
- internal road network and drainage improvements.

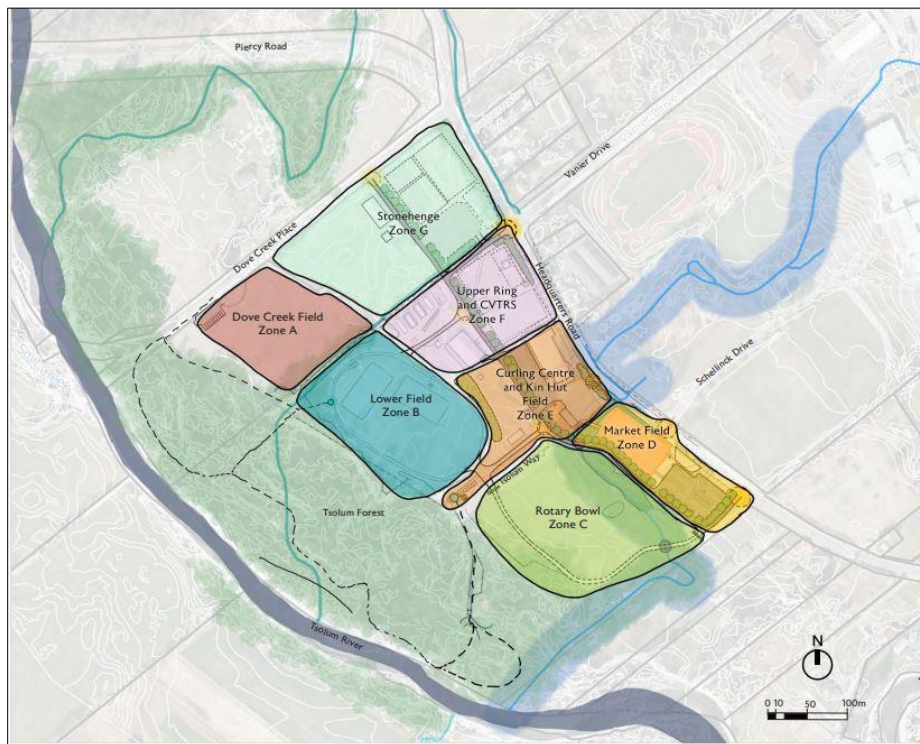


Figure No. 2: Site Plan Zones.

The improvements have been prioritized into three implementation phases and are detailed on pages 33, 34 and 35 of **Attachment No. 1**. Staff note that the improvements proposed over the longer-term are intended to support additional facilities and the expected increase in larger events and visitors.

The application includes a request to permit fill to be imported to the site to construct or conduct proposed non-farm uses particularly in the area of the “Market Field” (location of farmers market). Fill in the form of aggregate base is proposed to be used to support pedestrian walkways, light duty roads and parking.

DISCUSSION:

Land Uses Supported

Official Community Plan

Figure No. 3 identifies the subject properties that are designated as Agriculture and Institutional. OCP Bylaw No. 3070, 2022 supports the proposed non-farm uses for the CVEG on the subject lands that are designated Institutional. This Institutional designation reflects the longstanding non-farm community exhibition uses at the CVEG. The ALC referral response (July 15, 2022) to OCP Bylaw No. 3070, 2022 acknowledged this as an acceptable land use designation for these lands.

The subject lot designated Agricultural, 4875 Headquarters Road (Stonehenge Farm site), however was historically, and currently is, designated Agricultural. The horse activities and residential use appear to be considered farm uses under the *ALC Act*. The proposed additional uses do not align with this land use and staff recommends the lands be designated to Institutional to align with the remainder of the lands.

Zoning Bylaw No. 2500

Figure No. 4 below outlines where A-1 Agricultural One Zone and A-2 Agricultural Two Zone apply to the lands in the CVRD proposal for the CVEG. The property located at 4875 Headquarters Road (Stonehenge Farm site) is zoned Agricultural One Zone (A-1). The proposed uses include overflow parking and community gardens along with education. Neither the City's A-1 zone nor the listed ALC permitted non-farm uses permit overflow parking. Further, there is a conflict between A-1 zone which does not permit community gardens and education, and the listed ALC non-farm uses which does permit this use. Staff would recommend that this lot be rezoned to A-2 to support the ALC non-farm use for community gardens and education. The A-2 would also support overflow parking should the ALC permit this as a non-farm use. The city's definitions of agriculture do not align with the ALC's definitions and staff suggests some updates to the definition should this application proceed.

The subject lands that are zoned Agricultural Two Zone (A-2) permits all of the non-farm uses the applicant is proposing in their master plan on the respective parcels.



Figure No. 3: OCP Designations of the CVEG



Figure No. 4: Zoning Map of the CVEG

Further details on the proposed uses, permitted farm uses under the ALC Act and permitted uses in the zoning are detailed in **Attachment No.3**.

Development Permits

The lands that are designated Institutional do not require any development permit as they are exempt. Normal farm practices are also exempt from environmental development permit.

The lands designated Agriculture are not exempt, structures and buildings may trigger a requirement for a DP if they are outside of normal farm practices. Staff recommend changing the land designation from Agriculture to Institutional to align with the other lands.

Floodplain

A majority of the properties are located in the Tsolum River Floodplain. The proposal is designed to avoid sensitive uses in the floodplain and the applicant will need to ensure that the proposed site improvements and works meet flood construction levels. The City will be requesting a report be submitted from a Geotechnical Engineer which will include a Flood Hazard Risk Assessment for the proposed facilities being constructed onsite as part of the City's building permit application process.

Environmental

There are environmentally sensitive areas onsite including the eastern bank of the Tsolum River which consists of established riparian forest which extends approximately 150m from the riverbank. There is also the riparian area of Vanier Creek located on the eastern portion of the site and the riparian area of an unnamed stream located on the north-west portion of the site. Both Vanier Creek and the unnamed stream show connectivity to the Tsolum River. Because a portion of the CVEG site, specifically 4875 Headquarters Road is not designated as Institutional; is it subject to the City's environmental development permit (EDP) process for uses that do not follow normal farm practices.

Community Heritage Register

The City of Courtenay Community Heritage Register was established in 2009 and identifies the CVEG as one of the places to monitor. The proposed concept plan aligns with the description in this document.

Staff note that although the site is recognized in the City's Community Register it is not designated as a protected Heritage Property with the Province of BC nor does it have legal protection under a heritage revitalization agreement, designation or conservation area.

Cultural Heritage Investigation Permit

The subject properties have been identified as having archeological potential and previously recorded archeological sites. The applicant has been advised to contact K'ómoks First Nations to determine if they require a Cultural Heritage Investigation Permit for the proposed site improvements.

The applicant is subject to additional Provincial and Federal applications, these applications are detailed in Appendix C in **Attachment No. 1**.

Referral Comments and Requests

The City referred this application to both internal and external agencies. Staff have summarized the concerns and requests received from this process for the CVRD and ALC to consider in the review of this application and next steps.

1. The City has an interest in trail connectivity through and around the CVEG properties as illustrated in the City Parks and Trails Master Plan and the City Parks and Greenways Policies in the OCP.
2. There is City interest in siting a new Transit Stop near the CVEG properties as the City is developing bicycle lanes on Headquarters Road in 2023.
3. The City has an interest in the wayfinding signage plans and consulting with the CVRD on location and maintenance of the signage.
4. That the primary site access (driveway) on the site align with Schellink Drive, needs to be coordinated with the proposed pedestrian crossing and meet all City road standards including lighting.
5. Driveway permits are required for any new driveways onsite.
6. Mid-block pedestrian crossing proposal on Headquarters Road not an ideal location and presents a safety hazard. The City is open to discussing the crossing on Headquarters with the CVRD, but will require a detailed design and safety analysis to be conducted prior to approving the proposed crossing and suggests looking at a crossing at Vanier Drive.
7. The City notes that the parking area on Dove Creek Road is supported in principle but the applicant should be aware that there is a deep ditch on both sides of Dove Creek Place. The CVRD should provide further detail on the plans for this ditch including: which government will fill in or move the ditch and which government will pay for the costs associated with the ditch work. The City will assess any detailed designs provided by the CVRD and work with the CVRD to resolve.

8. The applicant's report discusses the conflicts between parked vehicles and pedestrians and cyclists along Headquarters during events and the weekly Farmer's Market, and that is a concern. If the CVRD is planning for better onsite parking it would be a good opportunity for the City to consider the installation of concrete barriers to support the deterrence of parked vehicles from what will be the bike lane.
9. Regarding the various parking facilities proposed with this development, the applicant has offered to provide a Parking and Transportation Demand Study to confirm parking requirements for the facilities and amenities onsite which the City would request to be shared with staff.
10. A Traffic Impact Assessment is requested by the City as part of the of the ALC application and shall include adequacy of street lighting.
11. The City will require that adequate water, sanitary and storm services are provided to all CVEG properties. Capacity modelling to support the proposed plan is required. Access/egress to bulk watering station shall be included.
12. Staff note that as part of the referral process, BC Hydro may require a Statutory Right of Way (SRW) agreement over the land prior to development.
13. Staff recommend designating the parcel known as 4875 Headquarters Road (Stonehenge Farm) from Agriculture to Institutional requiring an OCP amendment.
14. Staff recommend designating the parcel known as 4875 Headquarters Road (Stonehenge Farm) from A-1 to A-2 requiring a Zoning Bylaw Amendment.
15. Staff recommend consolidating all parcels into one to address impacts of multiple property lines.

POLICY ANALYSIS:

Official Community Plan (OCP) Bylaw No. 3070 designates the majority of the CVEG lands as Institutional in order to continue to support the use of said lands for the exhibition grounds purposes.

OCP Policy also:

- Supports the preservation and protection of agricultural lands for agricultural purposes including food processing and distribution;
- Encourages and supports the development of partnerships with food security organizations and regional jurisdictions to ensure food access services and programs are available when needed; and
- Supports educational programming on urban agriculture, traditional Indigenous foods practices, environmental stewardship, and food security.

The CVEG grounds continue to support agriculture by:

- Providing sales and marketing opportunities to farmers;
- Offering expanded educational gardens to provide for greater access to learning agriculture methods and best practices;
- Providing opportunities for food growing activities and expanded teaching and education plots; and
- Hosting the Comox Valley Farmers Market, Comox Valley Exhibition and other agriculturally focused festivals and events.

STRATEGIC PRIORITIES REFERENCE:

This initiative addresses the following strategic priorities:

- Municipal Infrastructure - Continued regional collaboration: Regional Growth Strategy, Liquid Waste Management Plan, South Sewer Conveyance, organics/solid waste, air quality, and regional parks

- Food Systems - Engage with Agricultural Community and Food Policy Council to identify needs and support relevant OCP policies
- Parks and Recreation - Provision of public amenities through development (requirements for parks, trees, accessible benches, and public art)

PUBLIC ENGAGEMENT:

As part of the 2017 Master Plan process the CVRD conducted significant community engagement including informant interviews and focus groups with key individuals and organizations in the Comox Valley. These groups are detailed in Section 4.0 in **Attachment No. 1**. The CVEG project team has indicated that this user-based input is still current and it has been used to inform the development of the proposal.

OPTIONS:

1. That Council direct staff to forward to the Agricultural Land Commission, with a recommendation of support, the application for a non-farm use and associated fill placement application for the Comox Valley Exhibition Grounds properties located at 4795, 4825, 4835, 4839, and 4875 Headquarters Road and Lot 3, Section 45, Comox District, Plan 13392 Except Part on Plan EPP81392;
AND THAT Council request that the ALR consider the following items be addressed:
 - a. Traffic Impact Assessment
 - b. Capacity modelling for infrastructure
 - c. Coordination of parks plans, cycling network plan, and infrastructure plans into the proposed master plan
 - d. City land use and zoning items be addressed for 4875 Headquarters Road and consolidation of the parcels into one to address impacts of multiple property lines.
2. THAT Council provide alternative direction to staff.
3. THAT Council not support the application.

ATTACHMENTS:

1. Comox Valley Exhibition Grounds Conceptual Site Plan and Implementation Strategy
2. ALC Application Report (referred to) the City of Courtenay
3. Comparative analysis of proposed uses with ALC and City of Courtenay Zoning regulations

Prepared by: Dana Beatson, RPP, MCIP, Policy Planner

Reviewed by: Nancy Gothard, RPP, MCIP, Manager of Community and Sustainability Planning

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



COMOX VALLEY EXHIBITION GROUNDS: **CONCEPTUAL SITE PLAN AND IMPLEMENTATION STRATEGY**

June 25, 2021

CONTACT: Phil Rinn, MBCSLA
Project Lead; Registered Landscape Architect
E: prinn@urbansystems.ca

290 A England Avenue, Courtenay BC, V9N 6L6 | T: 250-220-7060



PREPARED FOR:

Comox Valley Regional District (CVRD)

Jennifer Zbinden - Senior Manager of Recreation Services

Comox Valley Exhibition Grounds (CVEG)

Mike Morrissey - Manager, Exhibition Grounds Operations

File: 3023.0013.01

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APPENDICES

1.0 INTRODUCTION / EXECUTIVE SUMMARY

The Comox Valley Exhibition Grounds (CVEG) has played a central and multi-dimensional role in the community for several decades, primarily focused on serving agricultural, equestrian and canine organizations in the Valley, for example the Comox Valley Therapeutic Riding Society (CVTRS) . It has been the home to both the annual Fall Fair (Exhibition) and the Curling Centre since the 1950's, and more recently has been the venue for Vancouver Island MusicFest, RibFest, Logger Sports, and a wide range of other events. Every Saturday during the warmer months, it is also the location of the increasingly popular Comox Valley Farmers' Market. CVEG also acts as a key recreational open space for both residents and visitors, whether for dog-walking, swimming in the Tsolum River or students from Vanier Secondary School tending to their community garden plots.

Over the past couple of decades, Comox Valley Regional District (CVRD) has continued to invest significantly in planning, development, and maintenance of the CVEG property and its site infrastructure. This includes initiatives such as the 2002 Master Plan, the 2008 Revitalization Study, major upgrades to the water and electrical servicing in 2011-12, and a 2017 Master Plan update including significant community/user engagement. The Vision included within the 2017 Master plan is still pertinent today:

“The Comox Valley Exhibition Grounds are at the heart of the region. They reflect the region's history and heritage and provide a year-round venue for a wide range of community events. The informal recreation areas provide a green and pleasant environment for the region's residents to walk, ride and enjoy the treed banks of the Tsolum River. The Exhibition Grounds are the location of the region's Curling Centre and a variety of other buildings, large and small, that serve as program and event venues for a wide range of community organizations. It is the region's facility and while it is owned by the Comox Valley Regional District, it is managed and governed by community volunteers and Regional District staff and elected officials working collaboratively together.”

In the summer of 2020, CVRD retained Urban Systems Ltd. (Urban) to complete a *Conceptual Site Plan and Implementation Strategy* for the Comox Valley Exhibition Grounds (CVEG), particularly to consider the potential impacts, issues and opportunities for the the long-term development of the overall CVEG property.

This summary report builds upon and advances the foundational planning and engagement work already completed, for example by translating the technical considerations, goals, objectives and strategic recommendations provided within the 2017 Master Plan (see *Section 4*). It is intended to reflect and respond to the needs of the community and stakeholders, while serving as a useful planning and implementation tool that will assist in future decision-making for CVRD and informing future capital project priorities at CVEG.

Through site investigations (*Section 2.0*), an initial Programming Workshop (*Section 3*)), milestone reviews with the project team and feedback from CVRD leadership, a Conceptual Site Plan has been developed to help plan and integrate future implementation work at CVEG, while also considering the surrounding and on-site transportation network, land uses, site servicing and natural features such as the Tsolum River and riparian forest.

Section 5.0 provides a detailed description of the site improvements proposed within each of the following seven CVEG sub-areas, in addition to the surrounding road network and on-site multi-modal roads and pathways.

A - Dove Creek Field

B - Lower Field

C - Rotary Bowl

D - Market Field

E - Curling Centre and Kin Hut Field

F - Upper Ring and CVTRS

G - Stonehenge Farm Expansion

Cost estimates for the proposed infrastructure and amenity improvements have been provided for each of the sub-areas within *Section 6.0*, along with road, parking, pathway and utility infrastructure that will service several areas of the site. In alignment with the CVRD's strategic goals, this work is contemplated over a 10-year planning horizon. *Section 7.0* provides recommendations for short-term (1-2 years), medium-term (3-5 years) and long-term (6-10 year) implementation priorities. Additional recommendations for foundational work that will facilities upcoming design and construction are also provided in *Section 7.4*.

2.0 SITE CONTEXT AND EXISTING CONDITIONS

The Comox Valley Exhibition Grounds consists of almost 74 acres (30 hectares) of agriculturally zoned lands, including the newly acquired 8.7 acre (3.5 hectare) Stonehenge Farm property. As show in the Site Plan (**Figure 1**) below, the expanded Exhibition Grounds property fronts Headquarters Road along the north-east, Dove Creek Place along the north-west, Tsolum River and forest to the south-west and a large rural parcel to the southeast, which is currently home to an antique furniture store.

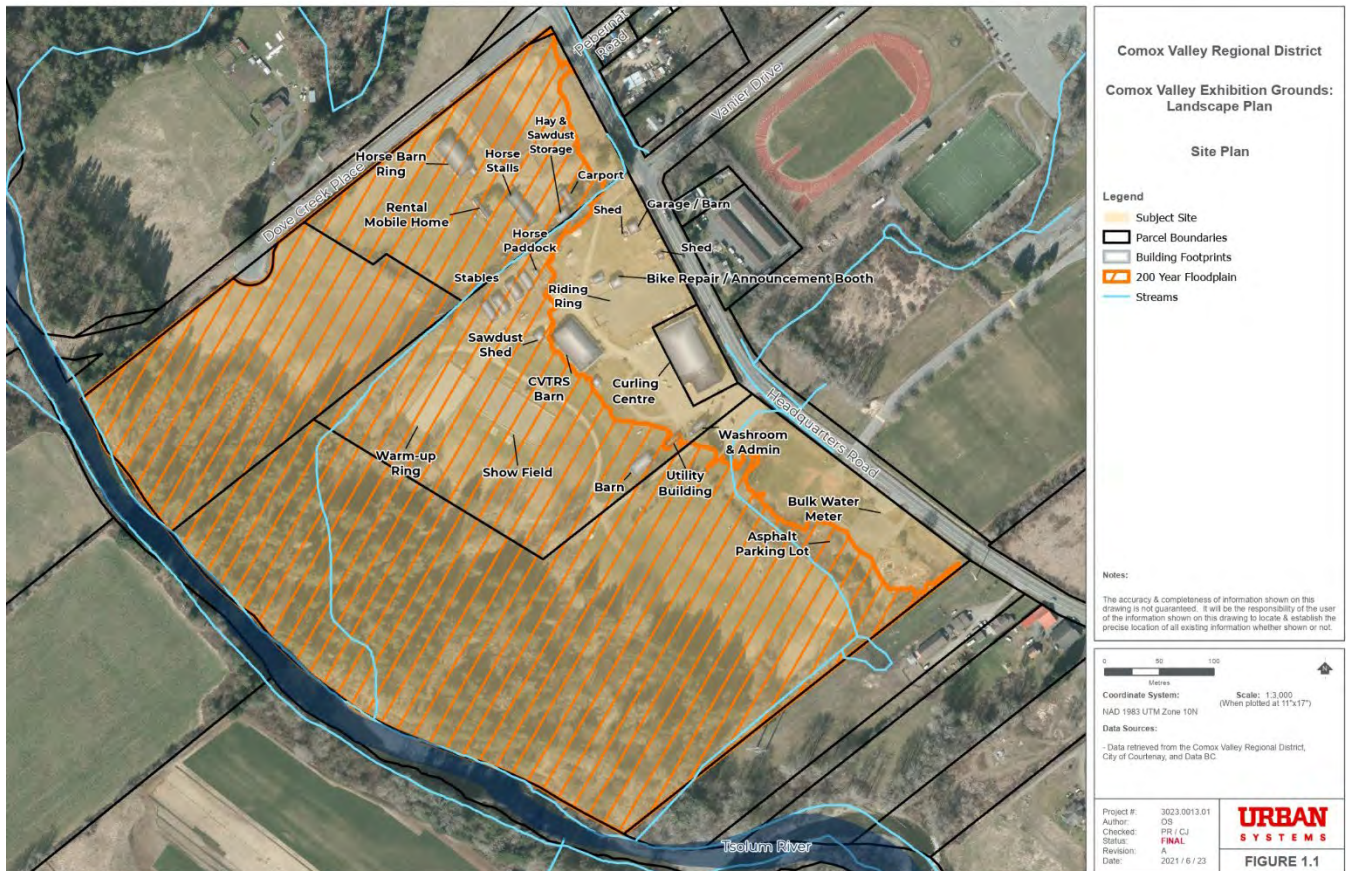


Figure 1: Existing Site Plan

The CVRD owns the grounds and facilities and is responsible for their operation and maintenance, including the newly acquired Stonehenge Farm. However, specific facilities and areas of the grounds are leased or rented to various groups throughout the year, for example:

- Comox Valley Curling Centre
- Comox Valley Farmers' Market
- Comox Valley Therapeutic Riding Society
- Fall Fair (Comox Valley Exhibition)
- Various community/user groups (e.g. equestrian, dog agility, etc.)

At the onset of the project, an initial *Site Analysis* review was conducted on-site with the CVRD project team, including CVEG Operations Manager Mike Morrissey and Resident Caretaker Gary Jerzak. This analysis is discussed in further detail within *Section 4.0* below, together with user needs and site programming. It provided the foundation for the investigations summarized below, including:

- Site Access and Mobility
- Site Servicing Infrastructure
- Environmental Considerations

2.1 SITE ACCESS AND MOBILITY

Site Access, Parking and Circulation

The site's main public vehicular access is currently located along Headquarters Road, at a significant corner near the front entrance to the Curling Centre. The 'CVEG South Gate' and an additional chained driveway (aligned with Schellinck Drive) provide access to Market Field, while the 'CVEG North Gate' provides access from the Vanier Drive intersection. Stonehenge Farm's main access is along Dove Creek Place and there is an existing gated access to Dove Creek Field from the cul-de-sac at the end of the road. A site plan including the transportation and site access routes is included as **Figure 2** below.



Figure 2: Transportation and Site Access

Historically, the site has been accessed via private vehicle traffic of all sizes, including larger vehicles such as buses and livestock trailers. However, sustained and increasing parking pressures exist that negatively impact popular community and regional events such as the weekly Farmers' Market. This parking situation is exacerbated by the limited transit access and service levels to the site, along with a lack of high-quality multi-modal connections, such as walking and cycling facilities that are safe for all users (e.g. sidewalks and roadside pathways).

The existing site configuration offers a fragmented mobility network and informal, un-signed trail system. The site offers hard-surface (aged asphalt) parking facilities mostly in proximity to the Curling Centre. However, during weekly Farmers' Markets, this space may be used directly by vendors (seasonally depending on ground condition of the primary market area) which places strain on the available parking facilities. Market days often see an overflow of parking demand along Headquarters Road, blocking the currently painted roadway shoulder and ultimately removing any space for active transportation users. In turn, this creates a safety concern for event attendees and those travelling past the site by active means.

In addition, where alternative parking opportunities exist (Georges P Vanier Secondary School and Comox Valley Sports Centre), there are no safe crossings along Headquarters Road. Ensuring off-site parking is well connected to the site would offer safety benefits for event attendees while dramatically improving the visitor experience.

Mobility Review

To better assess existing issues and potential opportunities, we have prepared and included a high-level mobility review within **Appendix A**. The mobility improvements identified through this site planning exercise focused on overall mobility, loosely defined as one's ability to:

- Reach the site and travel through it using various means;
- Navigate throughout the site easily, even with events running simultaneously;
- Recreate year-round (walking, trail use, etc.);
- Park various types of vehicles for numerous purposes; and
- Consider overall accessibility to ensure the site can accommodate all members of the community.

Wayfinding

Whereas the above proposed mobility improvements relate to transportation and mobility infrastructure, programming to facilitate site movements is also recommended. This would include the development of a formal wayfinding program which could include site gateway signage, amenity and facility signage, educational and historical information kiosks, and directional signage such as trailheads and site mapping. In addition, familiar event specific signage may help direct event vehicles and attendees and could provide flexibility (sandwich boards, flip-board arrows, temporary parking facilities) while maintaining consistent signage styles.

The development of a wayfinding program and options could be a short-term improvement, particularly with event specific signs and trailhead signage to improve the well-used trail system along the Tsolum River trails. Gateway signage, facility signage, etc. may also be designed through a site branding exercise and be implemented alongside appropriate site improvement projects such as formalized accesses and end-of-trip bicycle facilities (e.g. covered bike racks) at key site locations and facilities.

2.2 SITE SERVICING INFRASTRUCTURE

A key aspect of the project includes a site servicing review for the CVEG property and the newly acquired Stonehenge parcel. The review included the existing infrastructure of both the private services within the site, as well as the municipal services currently available. **Appendix B** includes the site servicing report that contains a high-level overview of the existing site services on-site and the municipal services to the site such as water, sewer drainage and power utilities.

Water servicing is provided by two connections to the City of Courtenay water main along Headquarters Road. Fire protection of the site is supplied via City hydrants. The onsite water system network supplies almost the entire site area, while a separate water service and meter supplies the Curling Centre building. There is little information available regarding water servicing to the Stonehenge site. City records show an existing water service to the Stonehenge property from Headquarters Road, assumed to service the current (and former) home on-site.

The site is currently connected to the City of Courtenay sanitary sewer system through three services connected to the sewer main along Headquarters Road. The Stonehenge property does not appear to have any sanitary service connections and is therefore assumed to be serviced by a septic system and disposal field on-site.

There is currently no underground stormwater infrastructure on the site. The northern and eastern site boundaries are lined with drainage ditches and culverts at the driveway access points along Headquarters Road. Due to the lack of site drainage and its location within the 200-year flood plain of the adjacent Tsolum River, the site is prone to flooding. Areas of specific concern include the Rotary Bowl, Stonehenge Farm and the trails along the Tsolum River, which experience periodic flooding and washouts.

Site power is supplied by overhead connections to the BC Hydro system supplying the electrical building south of the Curling Centre, as well as the Stonehenge site. The electrical building then supplies the site's lighting systems, buildings, and other power connections via underground servicing. On-site electrical infrastructure was not confirmed for the Stonehenge site.

As noted in the paragraphs above, the site servicing memo identifies gaps in the existing site data, particularly for the Stonehenge Farm site. It is recommended that the CVRD completes a detailed site survey and site servicing review of the Stonehenge Farm site to confirm the existing infrastructure in preparation for anticipated design and construction works.

A schematic of the existing servicing and utility systems is included below as **Figure 3**.

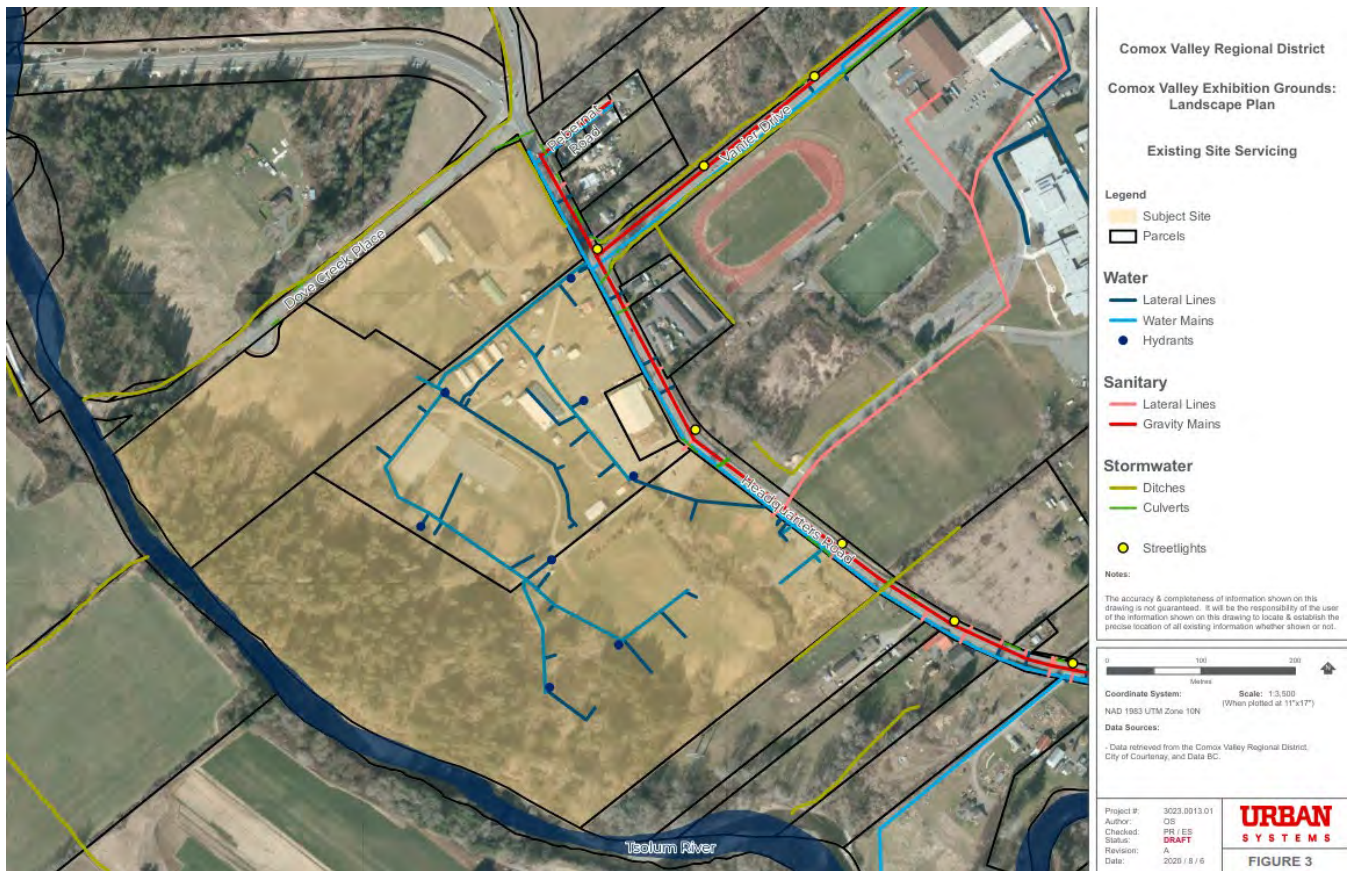


Figure 3: Existing Site Servicing

2.3 ENVIRONMENTAL CONSIDERATIONS

Comprised largely of open pastures and mature forest with both the Tsolum River and Vanier Creek watercourses running through it, the CVEG property provides habitat for local flora and fauna, in addition to its role as a central community hub and regional events centre. Current environmental features and relevant considerations, potential regulatory requirements, as well as proposed recommendations for future planning and development of site infrastructure and facilities are provided within the review memo in **Appendix C**.

Located completely within the Agricultural Land Reserve (ALR), the CVEG site falls largely within the 200-year floodplain of the Tsolum River (see **Figure 4**). According to CVRD staff, the Rotary Bowl is prone to flooding and trails along the Tsolum River occasionally wash out due to flooding, especially during high tide events in the winter. Most of the CVEG site drains well after rain events, except for the parcel in the northern corner of the site (former Stonehenge Farm) as it sometimes contains pools of water up to one metre deep in the fall. The 200-year Tsolum River floodplain setback should be a primary consideration in the planning and construction of buildings and infrastructure within the project area.

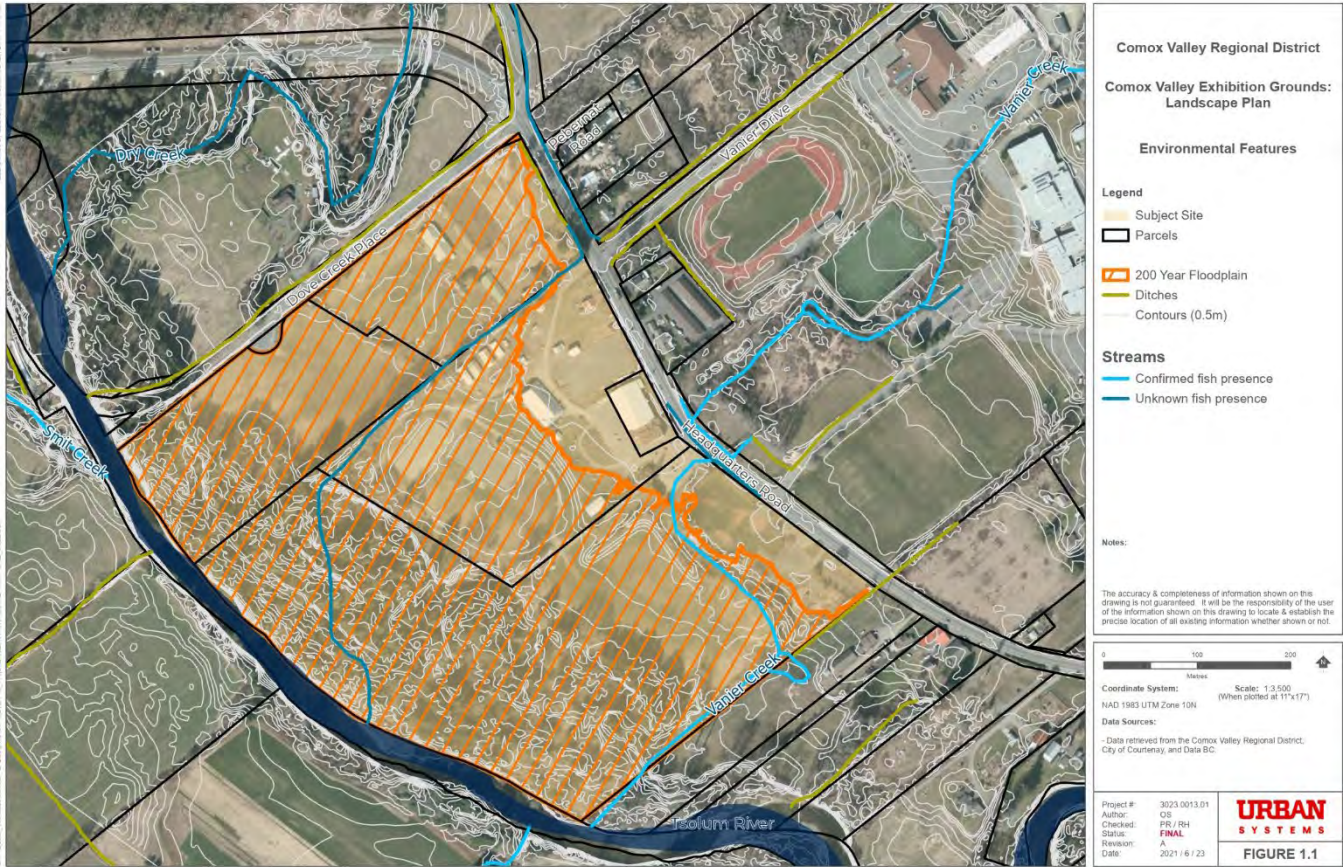


Figure 4: Site Topography and 200-Year Floodplain

The Environmentally Sensitive Areas within the project area are shown on **Figure 5** and can be summarized as follows:

- The eastern bank of the Tsolum River consists of well-established riparian forest (considered a sensitive ecosystem), which extends approximately 150m from the riverbank.
- The following environmental sensitivity buffers are required based on the City of Courtenay's Official Community Plan (OCP):
 - Tsolum River = 30m
 - Vanier Creek = 30m
 - On-site ditches and unnamed streams = 5m

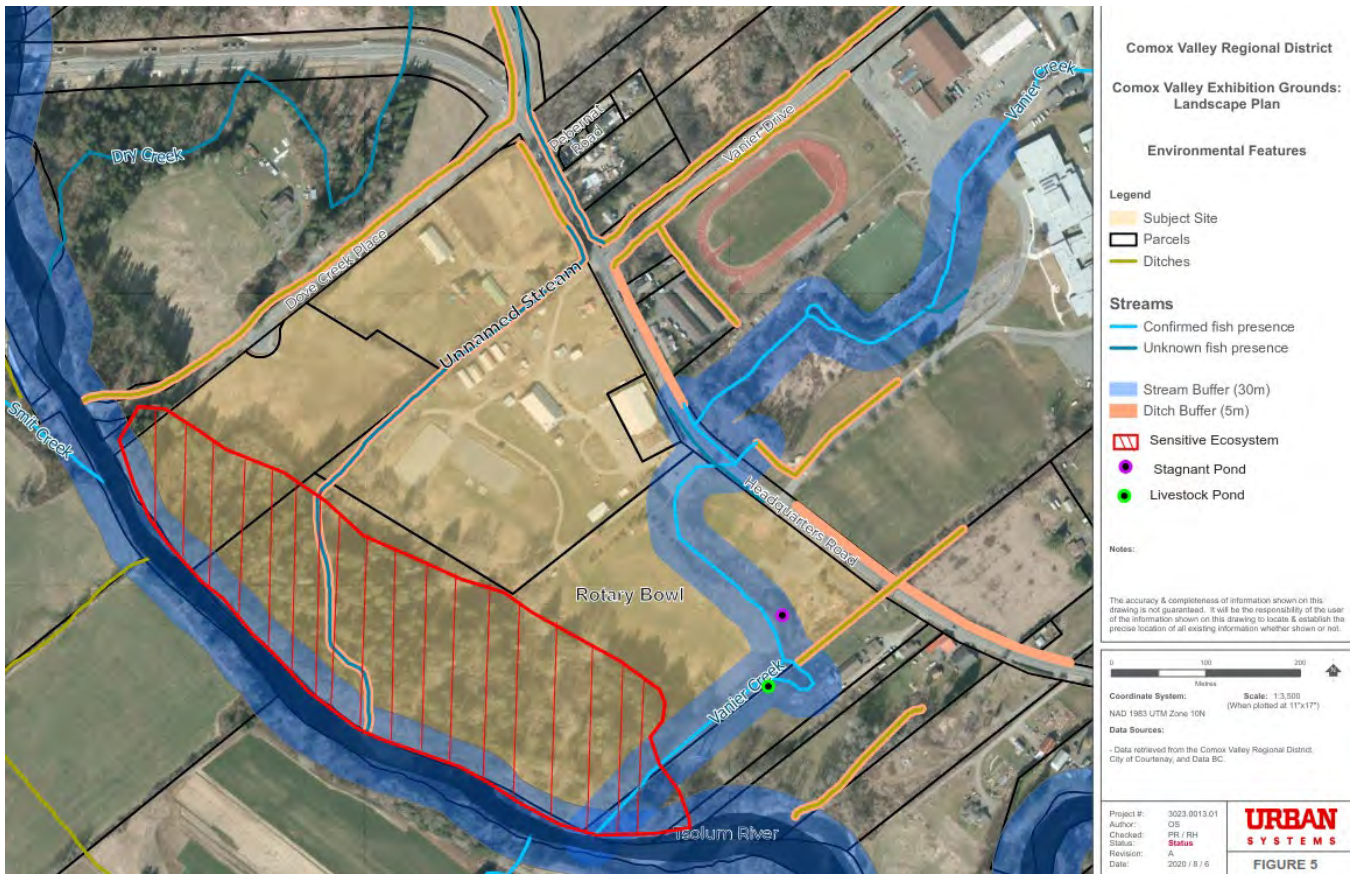


Figure 5: Environmental Features

An Environmental Development Permit may be required for works within the river and stream buffers noted above. The Environmental Considerations memo (Appendix C) provides a summary list of potential permits and applications related to the proposed site improvement, including federal, provincial, and municipal regulatory requirements.

3.0 GOALS, OBJECTIVES AND DESIGN PRINCIPLES

Goals & Objectives:

During the Programming Workshop with the District's project team (see *Section 4.0* below), it was determined that the following goals and objectives developed through the 2017 CVEG Master Plan process still apply today and should be carried forward:

1. To provide a pastoral location for the leisure and enjoyment of the region's population.
2. To protect the Tsolum River and its riparian environment.
3. To limit the construction of permanent buildings to the area above the 200-year floodplain level where possible (open air structures may be considered with appropriate mitigation of design and construction risks).
4. To serve as an event centre for a wide range of community organizations, primarily those with agricultural and equestrian roots.
5. To provide a venue for the Farmers Market.
6. To develop collaborative governance and management capabilities.
7. To allow for smooth passage and parking of vehicles.
8. To meet high environmental standards in all aspects of the site's development.

Design Principles:

A set of design principles that collectively describe the vision for the site and how it functions were developed through the *2002 Master Plan* and carried forward (verbatim) through the *2009 Revitalization Study* and *2017 Master Plan*. The CVEG project team has confirmed that these principles are still relevant and suitable for the purposes of the current plan, however principles relating to the newly acquired Stonehenge Farm site have also been incorporated.

1. The fairground's primary function is as an agricultural fairground and therefore proposals should support and not detract from this function.
2. The calibre of the open spaces should be high with an emphasis on natural and open environments.
3. The forested riverside portion of the site should be protected and managed as nature preserve. Vanier Creek should be protected and enhanced. Both the Tsolum River and Vanier Creek should be embraced in the site planning as unique landscape features.
4. Buildings and facilities should be grouped to create positive open spaces.
5. The fairgrounds should be planned to efficiently accommodate simultaneous events.
6. Facilities on the fairgrounds should be multi-functional wherever feasible.
7. The site should have a high degree of legibility to orient first time attendees and to simplify rental agreements.
8. Efficient vehicle movements on and off the site need to be planned for especially during large events. Summertime overflow parking needs to be provided.
9. Additional permanent parking should be provided very cautiously to avoid detracting from the qualities of the fairground.

10. Separation between non-compatible uses should be planned for. Likewise, grouping of compatible uses should be planned for.
11. Safety and universal access should be provided for.
12. The aesthetics of the fairgrounds should be preserved and enhanced.
13. New and existing buildings should have a form and character that supports the vision statement. In general buildings should conform to a West Coast Pioneer Farm theme. This would entail buildings that generally feature unpainted cedar board & batten or shingle siding, galvanized (non-coloured) or cedar shake roofs and rustic details and finishes. Concrete, vinyl and other modern finishes should be avoided wherever possible.
14. Proposed facilities at the fairgrounds should not compete directly with established businesses.
15. The master plan should be fiscally and environmentally responsible.
16. Buildings and functions that cannot be justified according to the fairground's vision statement should be removed over time.
17. Rows of trees should be planted to green the site and build on the rural agrarian theme. Ornamental landscaping should be avoided and considered for removal where it cannot be justified.
18. Where feasible install permanent event infrastructure (fencing, washrooms, etc.) to minimize setup/breakdown labour.
19. The newly acquired Stonehenge Farm should be integrated over time into the overall programming, site layout and circulation of the larger Exhibition Grounds property, while maintaining current operations as a revenue-generating farm in the interim.

4.0 COMMUNITY ENGAGEMENT AND SITE PROGRAMMING

Engagement with Community User Groups

The Comox Valley Exhibition Grounds property is enjoyed regularly by local residents, consistent long-term renters and user groups, along with thousands of visitors who attend large regional events each year. As part of the 2017 Master Plan process, informant interviews and focus groups were held with key individuals and organizations (see *Appendix G – Users and Uses*; and *Appendix H – Groups Consulted*), including but not limited to:

Seasonal booking organizations:	Event booking organizations:
<ul style="list-style-type: none"> • Comox Valley Curling Centre • Comox Valley Therapeutic Riding Society (CVTRS) • Comox Valley Farmers' Market • K911 Dog Sports 	<ul style="list-style-type: none"> • Comox Valley Exhibition Association (Fall Fair) • Vancouver Island Music Fest • Courtenay Rotary Rib Fest • Agricultural Groups: <ul style="list-style-type: none"> ○ Comox Valley District 4H ○ Comox Valley Farmers' Institute • Equestrian Groups: <ul style="list-style-type: none"> ○ Comox Valley Pony Club ○ Courtenay CADORA ○ North Vancouver Island Horse Association (NVIHA) ○ Backcountry Horsemen ○ North Vancouver Island Rodeo Association • Dog Groups: <ul style="list-style-type: none"> ○ Forbidden Plateau Obedience and Tracking Club ○ Roadsters Agility Club ○ Trailblazers Agility Training

Appendix D – Views of Public and Stakeholders within the 2017 Master Plan provides insight and guidance into the specific needs of different types of user groups. The CVEG project team has confirmed that this user-based input is still current and therefore it has been used to inform the development of the proposed Conceptual Site Plan (see *Section 5.0 below*).

This Conceptual Site Plan Implementation Strategy should be considered a living document; indeed it represents a brief 'snapshot in time' when considering the long and rich history and use of the site. It is anticipated that there will be further opportunity for engagement user groups and stakeholders to provide feedback on the concepts, ideas and costs presented within this report that will further inform the implementation process.

Key Site Program Considerations

Building upon the user group planning needs identified within the 2017 Master Plan and recently completed mobility, site servicing and environmental site investigations (per *Section 3.0* above), a Programming Workshop was held with CVRD leadership to establish key program elements and priorities to be included within the proposed Conceptual Site Plan layout and can be summarized as follows:

- All new buildings and significant site infrastructure should be located below 200-year floodplain wherever possible. Potential grading/drainage improvements should be considered to address localized flooding of the existing arena areas, particularly during the storm surges and king tides in the fall.
- Desire for a year-round Farmers Market venue or other type of on-site accommodation (number of users likely to remain constant in the near future).
- Improved / increased washroom facilities should be considered to better accommodate dog walkers, equestrians and their spectators, etc., particularly accessible facilities to be used during events (porta potties are not sufficient). Attendees are currently required to access facilities away from event venues, which presents challenges.
- A key focus of the *2017 Master Plan* was the potential for a future Agriplex building within the CVEG property, however it is no longer a short-term priority and may instead be re-considered several years in the future. For the purposes of the current plan, a proposed location that could accommodate a future Agriplex building and associated parking should be identified.
- Potential for a a new indoor riding arena with spectator seating to be used primarily for equestrian and agricultural events. This was a key recommendation within the *2009 Revitalization Study* and remains a desired amenity to support the long-term development of CVEG. The Stonehenge Farm parcel could be considered for this purpose.
- The bulk water station along Headquarters Road is currently being reconfigured, however it will remain in its current location. To be considered when exploring potential options for CVEG's main site access.

Summary notes for the original *Site Analysis and Programming Workshop* are provided within **Appendix D**. These initial programming ideas and intentions were then further refined through milestone reviews of the draft Conceptual Site Plan with both the CVEG project team and CVRD leadership.

5.0 CONCEPTUAL SITE PLAN

With a base understanding of the key site conditions and programming priorities established, Urban Systems prepared a *Conceptual Site Plan* incorporating existing and proposed site features and amenities. A detailed summary of the proposed site improvements is shown on the *Zoning Diagram* (**Figure 6**) below and broken down as follows:

Surrounding Road Network

- Headquarters Road
- Dove Creek Place

On-site Multi-modal Roads and Pathways

- Main Spine Road
- Tsolum Way
- Rotary Bowl Access Lane
- Tsolum River Trails

Site Plan Zones

- A - Dove Creek Field
- B - Lower Field
- C - Rotary Bowl
- D - Market Field
- E - Curling Centre and Kin Hut Field
- F - Upper Ring and CVTRS
- G - Stonehenge Farm Expansion



Figure 6: Zoning Diagram

The *Zoning Diagram* is included within a larger drawing package in **Appendix E** that also contains the *Conceptual Site Plan* (**Figure 7**) shown below, as well as the multi-modal road cross-sections (**Figures 8 and 9**) further described in *Section 5.2*.



Figure 7: Conceptual Site Plan

5.1 SURROUNDING ROAD NETWORK

5.1.1 HEADQUARTERS ROAD

Headquarters Road is a key regional connector with sustained traffic, there are numerous existing access points to the CVEG site and adjacent properties along Headquarters Road. This includes larger traffic intersections such as Schellinck Drive; Vanier Drive; Dove Creek Place and nearby Piercy Road. It is therefore important that any upcoming improvements to the Headquarters Road route consider all transportation modes and promotes multi-modal connectivity to the CVRD and City of Courtenay networks.

The shoulders along Headquarters Road are frequently used as overflow parking during events at CVEG, including the weekly Farmers' Market held on Saturdays throughout the spring to fall seasons. This creates significant safety concerns for vehicle and cyclist traffic along the road, as well as pedestrians trying to access the CVEG site. Reducing parking on Headquarters Road also aligns with the goals in the 2014 *Comox Valley Road Network Plan* and the City's 2019 *Connecting Courtenay - Transportation Master Plan* - to make Headquarters Road a safe route for cyclists.

Recreational amenities within the Regional District are also mentioned within the CVRD's draft *Active Transportation Network Plan*, including improved connections between the Comox Valley Sports Centre, Vanier Secondary School, and CVEG. A pedestrian connection across Headquarters Road would improve connectivity between these amenities, make better and more efficient use of existing parking facilities and improve access for all modes. The crossing is envisioned as a thermoplastic sidewalk with signage and overhead flashers to notify vehicle traffic when a pedestrian is waiting to cross. This will improve visibility and safety of visitors to the site and other neighboring amenities.



Site Photo 1: Headquarters Road. Looking north-west, with existing Market Field driveway access on left.

To further increase safety along Headquarters Road and improve the functionality of the internal road network, the following site access changes are also proposed:

- Shift current Market Field driveway access to the east property boundary; and
- Decommission / restrict access to the existing Curling Centre driveway (retain for emergency/event access only)

Where new accesses are recommended, a driveway permit must be sought from the City of Courtenay. Zone-specific considerations regarding Headquarters Road are further detailed within the sections below.

5.1.2 DOVE CREEK PLACE

Dove Creek Place is an existing local road along the north property boundary that provides the primary vehicular access to Stonehenge Farm, as well as gated access to Dove Creek Field. It was recently converted to a dead-end cul-de-sac, after the former bridge across Tsolum River was removed. The existing Stonehenge access is proposed to be upgraded as a secondary access for the larger CVEG site, while also providing a key connection to the proposed Main Spine Road that will traverse and connect the key site facilities and amenities. This could also relieve congestion along Headquarters Road, while providing better connectivity and traffic flow towards CVEG's internal parking lots.

Parking is not currently permitted along the road and cul-de-sac, although in practice the shoulders are used daily as parking for the Tsolum River trail network. As an alternative, a 10-vehicle gravel parking lot is proposed along the north edge of Dove Creek Field, formalizing access to the Tsolum River Trails while improving safety and operations along Dove Creek Road.



Site Photo 2: Dove Creek Place. View from end of new cul-de-sac, with access to Dove Creek Field and Tsolum River trails.

5.2 ON-SITE MULTI-MODAL ROADS AND PATHWAYS

5.2.1 MAIN SPINE ROAD

A Main Spine Road is proposed as a new multi-modal corridor stretching across the entire site, connecting the two main entrances along Headquarters Road (Market Field and Vanier Drive) and the secondary entry along Dove Creek Place to key facilities, parking and amenity areas on-site. Per the cross-section shown below, Main Spine Road will consist of a paved bidirectional road, complete with a paved and illuminated 3-4m wide pedestrian walkway, treed boulevard, and vegetated swale conveying stormwater on the opposite side.

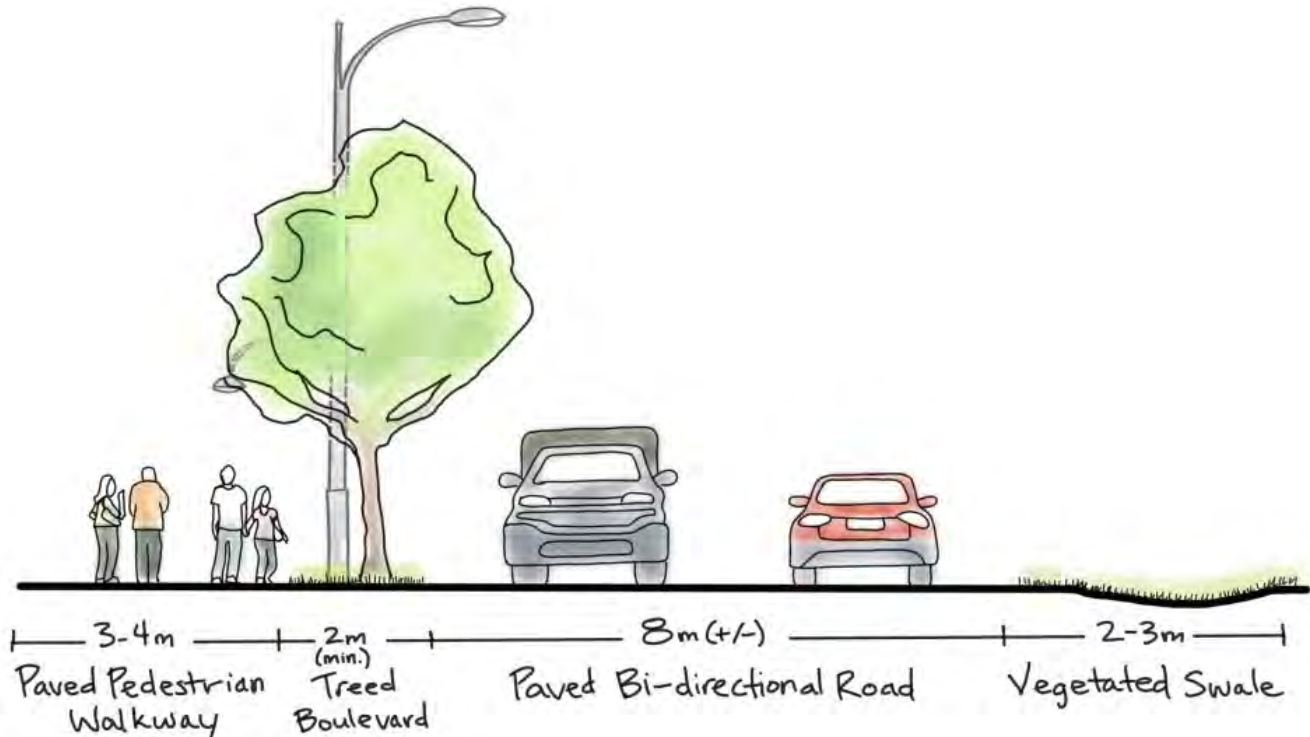


Figure 8: Main Spine Road – Proposed Cross Section (typical)

It is intended to provide a safe, physical barrier between vehicular and pedestrian/cyclist traffic, while significantly improving the gateways to the site and associated visitor experience. Controlled gate access at key locations will allow vehicular traffic to be separated when multiple events are happening simultaneously.

5.2.2 TSOLUM WAY

Primary access to the Lower Field, Rotary Bowl and the Tsolum River trails is provided via a one-lane gravel road with overhead vehicular lighting connecting to the Curling Centre parking lot (and future Main Spine Road). This narrow gravel lane is shared between large vehicles (e.g. truck with horse trailer) and significant numbers and variety of pedestrians and their pets, especially on weekends or during events. As the volume and pressure of visitors increases with the continued development and intensification of the site, it is recommended that this existing gravel lane (unofficially named Tsolum Way within this report) is upgraded to provide safe and effective connectivity across the site.



Site Photo 3: Tsolum Way - existing gravel access lane connecting Curling Centre with Lower Field, Rotary Bowl and the Tsolum River trailhead.

Tsolum Way is proposed as a bi-directional gravel road and a granular, illuminated pedestrian pathway. The vehicular and pedestrian traffic will be physically separated via a vegetated swale to promote pedestrian safety and proper drainage. The redeveloped road should maintain the existing farm fencing along its east edge for additional safety and separation from vehicular traffic, however it will likely need to be shifted to accommodate the wider proposed cross-sections.

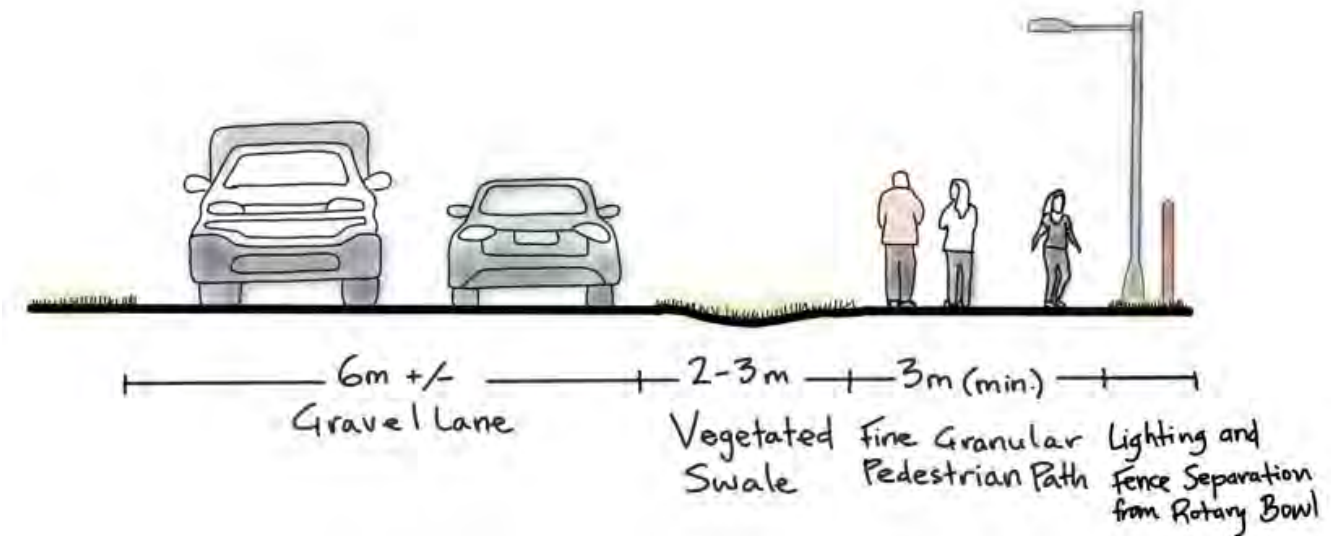


Figure 9: Secondary Road (Tsolum Way) – Proposed Cross Section (typical)

5.2.3 ROTARY BOWL ACCESS LANE

Absence of proper emergency circulation and large vehicle access to the Rotary Bowl for operations/maintenance and events was identified within the Mobility Review conducted by Urban Systems (see **Appendix A**) and further discussed with the CVEG project team during the Programming Workshop. As a result, a gravel access lane is proposed along the east and south borders of Rotary Bowl, connecting the proposed Main Spine Road alignment with the improved intersection at Tsolum Way.

The access lane should hug the existing tree line (with appropriate setbacks) to maximize available open space for events within the Rotary Bowl. It is anticipated that vehicular access to the lane will be gate-controlled, however it is recommended that pedestrians, cyclists, and equestrians are able to use this route as part of the overall connectivity network. As the new access lane will intersect with existing Vanier Creek, a proper stream crossing is proposed (e.g. culvert), and measures should be taken to avoid disturbance to the creek during construction (per *Section 2.0* above).



Site Photo 4: Rotary Bowl. Looking north-east with Market Field and Headquarters Road background left.

5.2.4 TSOLUM RIVER TRAILS

The Tsolum River and adjacent forest are important recreational amenities for the community, frequented by hikers, dog walkers, cyclists, equestrians and swimmers of all ages. As described in *Section 2.1* above, these trails connect into the larger City of Courtenay and are an important component of the regional trail network. Informal and dated wayfinding (wooden signs mounted on trees) add to the rustic nature of the trails and do provide some directional value for visitors.

However, the absence of wayfinding signage and map kiosks, particularly where the trails connect to main CVEG site, has been identified as an immediate need and is recommended for

short-term implementation to expand the recreational breadth of the site. The benefits of providing more formal wayfinding signage include:

- Improving access to the existing trails, while clearly demarcating public access;
- General improvement to enjoyment and navigability of the trail system;
- Improved safety in the event of an emergency (as sign posts can be numbered or otherwise identified for emergency response reference).



Site Photo 5: Tsolum River trail system (typical)

5.3 SITE PLAN ZONES

5.3.1 ZONE A – DOVE CREEK FIELD



Site Photo 6: Zone A - Dove Creek Field. View east from cul-de-sac at end of Dove Creek Place, with Tsolum Forest in background.

While Dove Creek Field is regularly used as horse pasture, it is also an idyllic setting for camping and overflow activities associated with annual, multi-day events at CVEG. It is a short walk from the main facilities and amenities, as well as the network of recreational trails through the forest lining the Tsolum River. However, Dove Creek Field lies well within the Tsolum River's 1:200-year floodplain and therefore experiences periodic flooding issues. In response, minor drainage improvements, including grading and ditching, are recommended to minimize the frequency/severity of the flooding and reduce functional recovery time.

Although currently prohibited by the City of Courtenay, people regularly park along Dove Creek Place and along the cul-de-sac. In response, a proposed gravel parking lot is proposed as a trailhead at the northwest corner the field, consisting of approximately ten (10) parking stalls. In addition to the obvious road safety benefits, this on-site parking lot would make the trails more accessible year-round and could be used as a staging area for events at Dove Creek Field.

5.3.2 ZONE B – LOWER FIELD



Site Photo 7: Zone B - Lower Field. View west from Tsolum Way lane, with CVTRS barn in distance.

The Lower Field is a multi-use outdoor event venue, home to a warm-up ring and show field, a judging booth and granular perimeter track that also provides vehicular access for horse trailers, etc. Primary access to Lower Field is provided from Tsolum Way. However, it is recommended that this intersection is widened to provide a larger turning radius for trailers, as well as reduce potential conflicts with pedestrians. This will increase safety and access to the riding rings, while also supporting the proposed Tsolum Way multi-modal improvements.

5.3.3 ZONE C – ROTARY BOWL

Rotary Bowl is an open, grassy field utilized for various events throughout the year. It is serviced with water and power and has a commanding view from the large wooden spectator deck. Per Section 6.2.3, a gated gravel access lane is proposed along the boundary of the Tsolum forest, providing an alternate emergency, maintenance and event access route while relieving pressure from the very busy Tsolum Way.



Site Photo 8: Zone C - Rotary Bowl. Panoramic view looking south-west, with Vanier Creek on left.

5.3.4 ZONE D – MARKET FIELD



Site Photo 9: Zone D - Market Field. Looking west from existing Headquarters Road driveway.

Market Field fronts Headquarters Road within the south-east portion of the CVEG property and is the first introduction to the site when arriving from the east. The Comox Valley Farmers' Market is hosted here every Saturday mornings during the spring to fall months, however a lack of adequate structural base and drainage in the area has caused seasonal usability challenges (e.g. pooling and stagnant water). As outlined in *Section 6.1.1*, the lack of clear and adequate parking on-site also causes safety concerns along Headquarters Road, while the existing electrical infrastructure is not adequate to support the power needs of modern vendors.

Therefore, completion of the proposed improvements to Market Field (per **Figure 7 - Conceptual Site Plan**) could arguably provide the greatest immediate benefit to the site, including the following:

- Relocate Headquarters Road driveway access nearer to east CVEG property boundary, to maximize space for the vendor area while respecting the Vanier Creek setbacks.
- Upgrade and expand the existing Farmers' Market area to allow capacity for approximately 110 vendor stalls:
 - Equipped with new water connections and approximately five (5) new electrical kiosks.
 - Re-surfaced with durable and improved grass surfacing and improved site drainage (e.g. subgrade drains or localized rock pits).
- Reconfigure and expand the existing parking lot (approx. 50-60 stalls), which will:
 - Provide convenient and accessible pedestrian access for Farmers' Market vendors and patrons, including to the washrooms and Curling Centre area.
 - Reduce the incidents of people parking along Headquarters Road, making the road safer for cyclists and pedestrians.

- Construct the first phase of Main Spine Road to improve site circulation and safety, while creating a stronger link to other key site areas and amenities, including washrooms.
- Maintain the existing access for the recently renovated bulk water station on Headquarters Road.

5.3.5 ZONE E – CURLING CENTRE AND KIN HUT FIELD

As the main access to CVEG along Headquarters Road, *Zone E – Curling Centre and Kin Hut Field* is a key site hub and includes the centrally located Curling Centre building and parking facilities, along with the large, flat grassy area known as Kin Hut Field, which overlooks the Lower Field below. A summary of the proposed enhancements to Zone E are provided below, including:

- Curling Centre and Parking
- Kin Hut Field
- Tsolum Way Trailhead

Curling Centre and Parking

As shown in **Figure 10** below, the next phase of the multi-modal Main Spine Road is proposed to bisect the Curling Centre area and Kin Hut Field and will include the thoughtful crossing of Vanier Creek. As outlined in *Section 2.1 – Site Access and Mobility*, the addition of a new main entry along Headquarters (at Market Field per above), will allow for the decommissioning of the existing Curling Centre driveway access, as well as the reconfiguration and re-purposing of the Curling Centre parking lot.

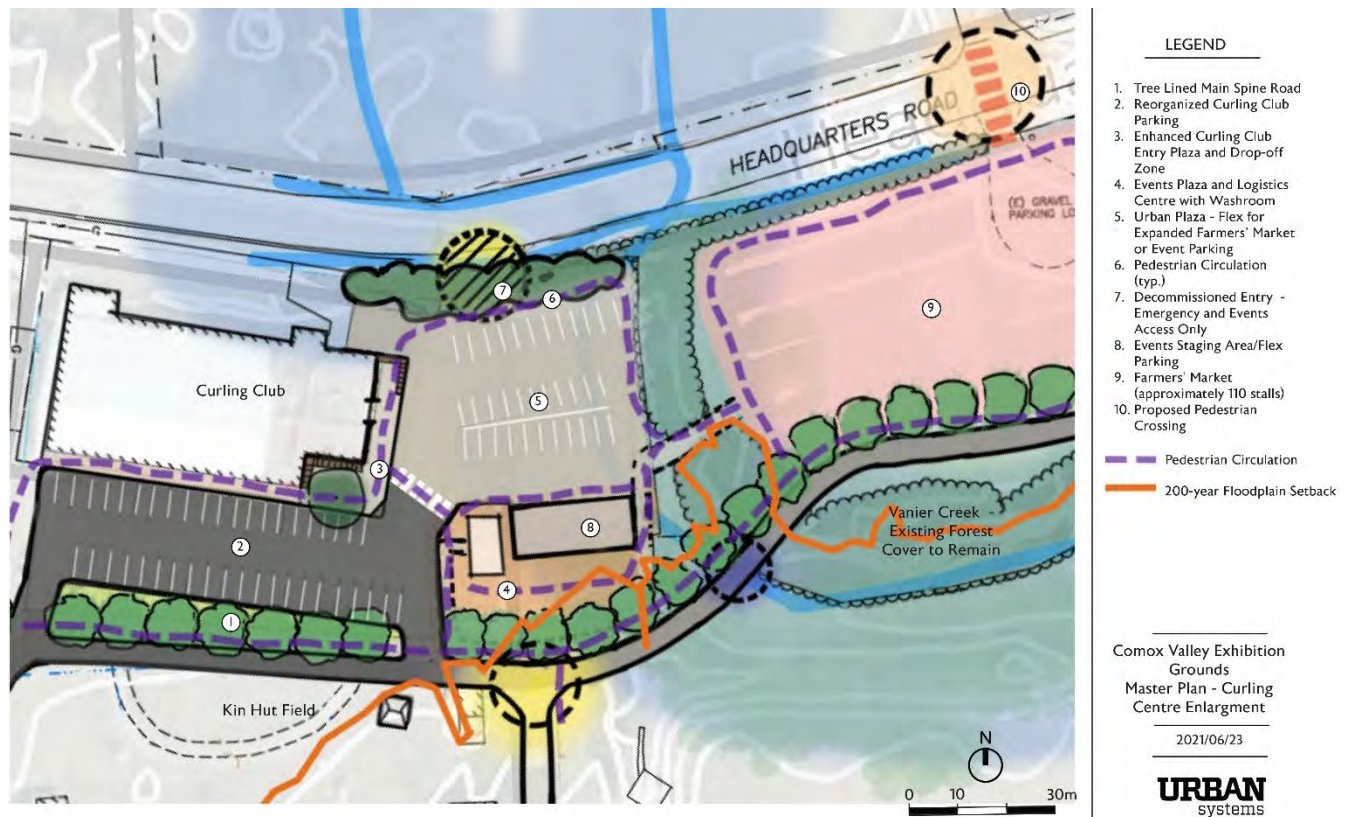


Figure 10: Site Plan Enlargement – Curling Centre Parking Lot Re-configuration



Site Photo 10: Existing Curling Centre parking lot, with main entrance at blue canopy on right and Washroom / Admin building in center background.

This change is anticipated to facilitate the following improvements:

- Retention of emergency and controlled event access at existing driveway location.
- Creation of a drop-off area and entry plaza at the Curling Centre's main public entrance, including site furnishings and traffic separators (e.g. planters).
- Reconfiguration of the current parking lot into a flexible urban plaza to be used for events or as overflow for the Farmers' Market.
- Implementation of central and perimeter pedestrian connections to the Farmers' Market, CVTRS Barn and Tsolum Way, in addition to new multi-modal pathway along Main Spine Road.
- Creation of a staging and logistics plaza adjacent to the existing Washroom and Admin building, includes dedicated flex parking, to be used primarily for staff, volunteers and support services during large events.

Kin Hut Field

In the southwest portion of Zone E lies Kin Hut Field - a large, flat, grassy space suitable to host a variety of programs and activities during large events (e.g. petting zoo at Fall Fair). A new amphitheatre is proposed to be incorporated into the existing grassy slope to provide an improved viewing experience for events being held at the Lower Field. Otherwise, this area remains largely unchanged.



Site Photo 11: Zone E - Curling Centre (background) and Kin Hut Field (foreground).

Tsolum Way Trailhead

The trails along the Tsolum River are another frequently used amenity at the Exhibition Grounds. However, improvements to the trailhead facility located at the terminus of Tsolum Way could significantly affect the user experience on typical days as well as during larger events.



Site Photo 12: View east towards Tsolum Way trailhead (from Lower Field), with Rotary Bowl in background.

Proposed upgrades for the Tsolum Way trailhead include:

- Covered shelter with picnic tables and bike racks.
- Pit toilet-style building (similar to BC Parks) to replace the existing porta-potty washroom. If a higher level of service is desired, it could be upgraded with utility services (power, water, sewer). An allowance for both basic and optional washroom upgrades is provided within the cost estimate in **Appendix F**.
- Trailhead map kiosk and wayfinding signage (for visitors arriving or departing from this location), in coordination with a site-wide wayfinding strategy.

5.3.6 ZONE F – UPPER RING AND CVTRS



Site Photo 13: Zone F - Upper Ring and CVTRS. Looking west towards Announcement Booth and Bike Repair Shop with CVTRS Barn on left.

Just north of the Curling Centre and Kin Hut Field lies Zone F – Upper Ring and CVTRS Barn (home to the Comox Valley Therapeutic Riding Society).

- In the immediate term, a consolidated and upgraded storage area is proposed near Headquarters Road, completed with gates and chain link fencing. The new storage area which would serve both CVEG and various community and user groups who currently struggle to find room to house materials needed for their weekly or annual events. It would also help to eliminate some of the many unsecured and unsightly outdoor storage areas that are scattered throughout the site.
- In the long term, this area is allocated for future development (for example to accommodate an agriculturally-focused events facility and associated drop-off and

parking area, as contemplated in previous master plans). A connection to the Curling Centre should be considered to enhance key site connections and potentially facilitate the joint hosting of events.

- The upgrade of the existing Vanier Drive driveway to a primary entrance at CVEG is anticipated to occur in preparation for or in conjunction with the future development area. This would connect to Main Spine Road and improve circulation flow through the site, particularly during larger events, while providing an alternate access to the Stonehenge parcel. An access control gate is provided at the internal entrance to Lower Field.
- Depending on the timing of the eventual development of this area as outlined above, a washroom along Main Spine Road could serve visitors in this area as well as Stonehenge.

5.3.7 ZONE G – STONEHENGE FARM EXPANSION

Zone G – Stonehenge Farm includes the recently acquired lands directly north of the existing CVEG grounds. As a functional working site, Stonehenge is envisioned to be incrementally integrated into the larger site over time. Improvements and/or relocation of site circulation, infrastructure and amenities to support new uses and user groups can be completed as demand dictates and funds are available.

The majority of the Stonehenge site lies within the 200-year floodplain setback boundary and is therefore not suitable for the development of new, permanent buildings. It is possible that open air buildings (e.g. covered shelter or riding ring) may be appropriate in this location, however further geotechnical investigation is recommended as planning and design advance.

The proposed site improvements are summarized as follows:

- Upgrading the existing access off Dove Creek Place could help immediately alleviate pressures along Headquarters Road, which experiences greater volumes and presents more challenges as far as traffic flow and congestion. The eventual connection to Main Spine Road and the Vanier Drive entry would improve overall site mobility and accessibility, including the ability to use Stonehenge as overflow parking for events. The existing driveway access off Headquarters Road driveway (from former homestead) is proposed to be retained and upgraded for emergency access only.
- To facilitate redevelopment of Market Field (Zone D), the existing Teaching and Education garden plots (incl. garden beds, shed, tables and seating) near Headquarters Road are proposed to be expanded and relocated near the Dove Creek Place entry. An approximate footprint of 2,000 square meters has been allotted for this area, which would also include a water connection with the potential to support local irrigation. A new open air shelter to support community food processing or other agricultural needs is proposed nearby .
- The Upper Ring (Zone F) is proposed to be relocated to the north portion of Stonehenge, with associated gravel parking lot and horse trailer drop-off and staging area. A new covered riding ring is also proposed to allow all-weather use, host spectator events and complement the other equestrian facilities tailored to the specific needs of this user group.

- The remaining portion of Zone G, west of the Main Spine Road, would be left as-is, including the existing covered riding ring, horse paddocks and pasture. The existing residence and outbuildings can be phased out over time as CVEG/CVRD project priorities are implemented.



Site Photo 14: Zone G - Stonehenge Farm Expansion. South-east view from tree-lined Dove Creek Place entrance (with existing covered riding ring on right).

6.0 PRELIMINARY COST ESTIMATE

Based on the site and infrastructure improvements proposed through the Conceptual Master Plan presented in *Section 5.0* above, Urban Systems prepared a 'Class D' cost estimate with a total value of approximately **\$6.93 Million**, including soft costs, permitting and 30% design/construction contingency.

A zone-by-zone breakdown of the cost estimate is provided below, with a more detailed description, including off-site and optional items, provided within **Appendix F**. The Zoning Diagram, Conceptual Site Plan and Road Cross Section drawings included within **Appendix E** are also useful reference tool when reviewing the cost estimate.

This preliminary cost estimate is intended to help align CVEG's current and future needs with the CVRD's 5-year financial planning process and asset management inventory/strategy.

Roads and Multi-use Pathways	\$1,510,000
Zone A: Dove Creek Field	\$79,000
Zone B: Lower Field	\$10,000
Zone C: Rotary Bowl	\$171,000
Zone D: Market Field	\$818,000
Zone E: Curling Centre and Kin Hut Field	\$1,021,000
Zone F: Upper Ring and CVTS	\$168,000
Zone G: Stonehenge	\$818,000
Subtotal	\$4,595,000
Site Survey, Investigations, Permitting and Soft Costs	\$739,000
Contingency (30%)	\$1,600,000
Total	\$ 6,934,000

**Note that this cost estimate does not include costs associated with the construction of buildings or other costs associated with the 'future development area' within Zone F.*

7.0 IMPLEMENTATION PRIORITIES AND PHASING

The proposed site improvements and associated costs are envisioned to be implemented over the following 10 years, in alignment with the District’s five-year financial planning process. Together with the Regional District project team, the proposed improvements have been prioritized into three implementation phases, as shown in **Figure 11** below:

- **Short term** (1-2 years)
- **Medium term** (3-5 years)
- **Long term** (6-10 years)

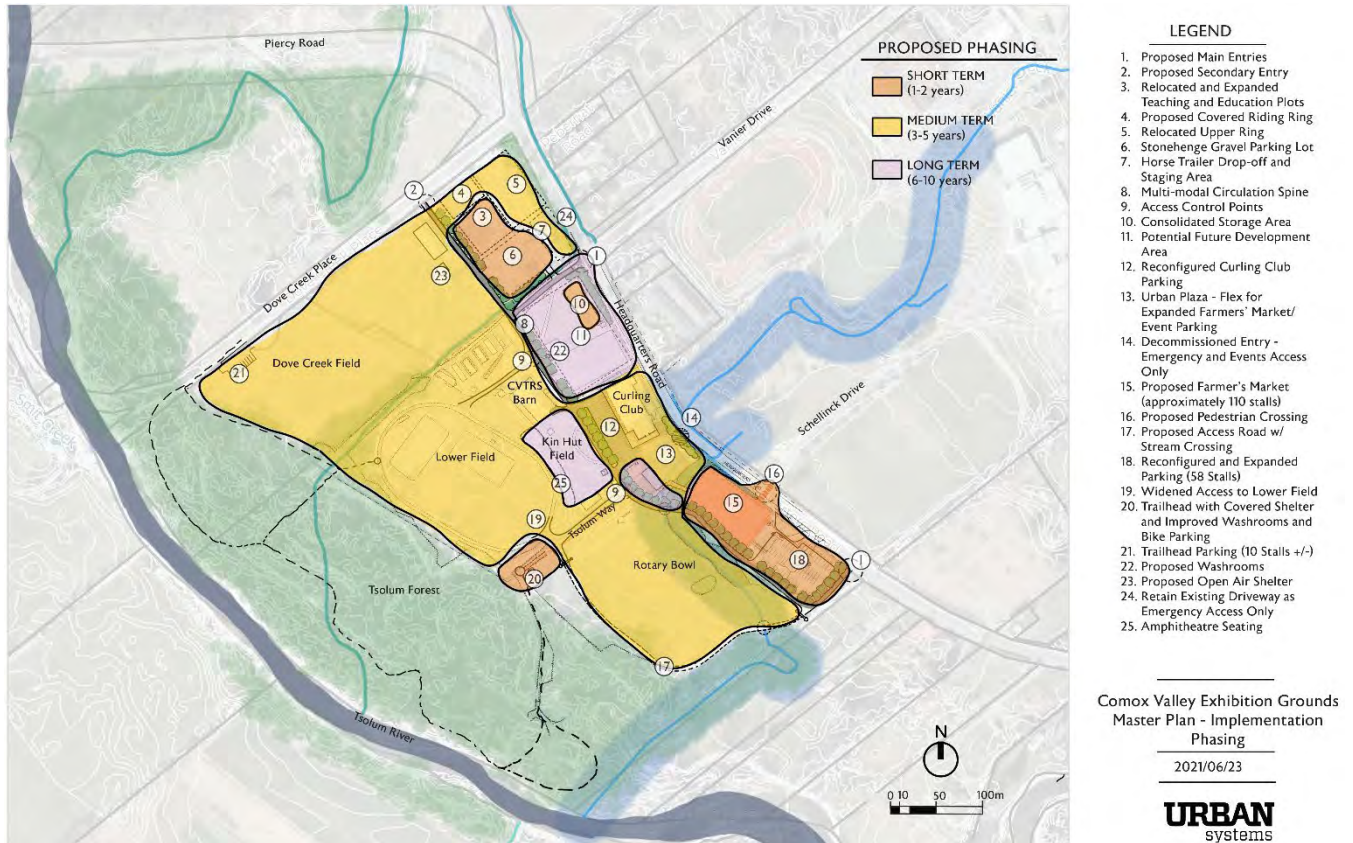


Figure 11: Proposed Implementation Phasing

While the Conceptual Master Plan provides a path forward for the long-term development of CVEG, it represents a snapshot in time and will undoubtedly evolve in the coming years. It is a tool that CVRD staff and leadership can use to facilitate ongoing discussions with various users, stakeholders and jurisdictions (e.g. City of Courtenay), and to identify potential priority projects to be funded and advanced through design and construction.

A brief description of the proposed short, medium and long-term priorities, along with associated cost summary, is provided below. Further detail for each proposed phase is also provided within **Appendix G**.

7.1 SHORT-TERM (1-2 YEARS)

Location	Proposed Improvements
Roads and Multi-use Pathways	<ul style="list-style-type: none"> Relocation of Headquarters Road driveway access (Zone D) and construction of first phase of Main Spine Road (for access to new Market Field parking). Wayfinding signage and map kiosk(s), incl. on-site Tsolum trail system
Zone D : Market Field	<ul style="list-style-type: none"> Upgraded Farmers' Market vendor area, asphalt parking lot, pedestrian connections, improvements to electrical power and site drainage
Zone E: Curling Centre and Kin Hut Field	<ul style="list-style-type: none"> Tsolum Way trailhead improvements, incl. new washroom, covered picnic shelter and bike parking
Zone F: Upper Ring and CVTRS Barn	<ul style="list-style-type: none"> Consolidated storage area
Zone G: Stonehenge	<ul style="list-style-type: none"> Relocation of Teaching and Education Plots (from Zone D) New gravel parking lot
Off-site Improvements	<ul style="list-style-type: none"> Off-site crosswalk across Headquarters Road, connecting CVRD Sports Centre, Vanier Secondary and associated parking lots (Zone D).

The estimated cost for the improvements identified to be initiated within the initial 1-2 year **short-term horizon** of the implementation plan (including allowances for soft costs and contingency), is approximately **\$2.64 Million**.

Roads and Multi-use Pathways	\$ 297,000
Zone A: Dove Creek Field	\$ -
Zone B: Lower Field	\$ -
Zone C: Rotary Bowl	\$ -
Zone D: Market Field	\$ 817,300
Zone E: Curling Centre and Kin Hut Field	\$ 90,000
Zone F: Upper Ring and CVTRS	\$ 58,000
Zone G: Stonehenge	\$ 426,000
Subtotal	\$ 1,688,300
Off-site Improvements	\$ 50,000
Site Survey, Investigations, Permitting and Soft Costs	\$ 291,000
Contingency (30%)	\$ 609,000
Total	\$ 2,638,300

7.2 MEDIUM-TERM (3-5 YEARS)

Location	Proposed Improvements
Roads and Multi-use Pathways	<ul style="list-style-type: none"> • Main Spine Road connection between Market Field and Dove Creek Place, incl. gated access control points (Zones D, E, F, G). • Decommissioning and reconfiguration of existing Curling Centre driveway on Headquarters Road, for emergency and event access only (Zone E). • Widening and redevelopment of Tsolum Way secondary road (Zone E).
Zone A: Dove Creek Field	<ul style="list-style-type: none"> • New gravel trailhead parking lot at end of Dove Creek Place, incl. grading and drainage.
Zone B: Lower Field	<ul style="list-style-type: none"> • Widened intersection at Tsolum Way.
Zone C: Rotary Bowl	<ul style="list-style-type: none"> • New access lane, incl. gated control and stream crossing.
Zone E: Curling Centre and Kin Hut Field	<ul style="list-style-type: none"> • Creation of arrival plaza and drop-off zone at main entry to Curling Centre (CC) • Reconfiguration and redevelopment of 'east' parking lot into a flexible urban plaza for events. • Upgraded 'south' parking lot, incl. pedestrian connection between CC and CVTRS Barn.
Zone G: Stonehenge	<ul style="list-style-type: none"> • Relocated Upper Ring (from Zone F), incl. access and parking improvements for equestrian users. • New covered riding ring. • Open air shelter.

The estimated cost for the **medium-term horizon** of the implementation plan, including allowances for soft costs and contingency, is approximately **\$3.60 Million**.

Roads and Multi-use Pathways	\$ 1,026,000
Zone A: Dove Creek Field	\$ 79,000
Zone B: Lower Field	\$ 10,000
Zone C: Rotary Bowl	\$ 171,000
Zone D: Market Field	\$ -
Zone E: Curling Centre and Kin Hut Field	\$ 581,000
Zone F: Upper Ring and CVTS	\$ 10,000
Zone G: Stonehenge	\$ 522,000
Subtotal	\$ 2,399,000
Site Survey, Investigations, Permitting and Soft Costs	\$ 370,000
Contingency (30%)	\$ 831,000
Total	\$ 3,600,000

7.3 LONG-TERM (6-10 YEARS)

Site improvements proposed over the long-term planning horizon are primarily intended to support the development of additional facilities and the expected increase in larger events and visitors, for example the future development area identified within the existing Upper Ring area in Zone F.

Location	Proposed Improvements
Roads and Multi-use Pathways	<ul style="list-style-type: none"> Upgraded primary entrance driveway at the Vanier Drive intersection (Zone F), including connection to Main Spine Road.
Zone E : Curling Centre and Kin Hut Field	<ul style="list-style-type: none"> New central Events Plaza and Logistics Centre. Amphitheatre seating overlooking Lower Field.
Zone F: Upper Ring and CVTRS Barn	<ul style="list-style-type: none"> New central washroom building near CVTRS Barn, along future Main Spine Road.

The estimated cost for the **long-term horizon** of the implementation plan, including allowances for soft costs and contingency, is approximately **\$950,000**.

Roads and Multi-use Pathways	\$	187,000
Zone A: Dove Creek Field	\$	-
Zone B: Lower Field	\$	-
Zone C: Rotary Bowl	\$	-
Zone D: Market Field	\$	-
Zone E: Curling Centre and Kin Hut Field	\$	340,000
Zone F: Upper Ring and CVTS	\$	100,000
Zone G: Stonehenge	\$	-
	Subtotal	\$ 627,000
Site Survey, Investigations, Permitting and Soft Costs	\$	104,000
Contingency (30%)	\$	219,000
	Total	\$ 950,000

7.4 ADDITIONAL RECOMMENDATIONS

Recommendations regarding additional foundational work to be completed in preparation for upcoming design and implementation works is provided below:

1. Connect to Adjacent Recreational Facilities:

Build on the initial work of the CVRD's ongoing Comox Valley Active Transportation Plan project by engaging in conversations with the City of Courtenay and School District 71 to develop for the development of an overall pedestrian mobility strategy between CVEG, the Comox Valley Sports Centre and Vanier Secondary School. This includes the proposed pedestrian crosswalk at the corner of Headquarters Road and Schellinck Drive, connecting directly to improved Market Field area.

2. Map the Tsolum River Trails:

Using GPS, capture the existing extent and alignment of the forest trails using to inform the development and implementation of the planned Wayfinding Signage and Map Kiosk project.

3. Detailed Site Survey and Site Servicing Review for Stonehenge Property:

To confirm the existing topography and servicing infrastructure in preparation for the anticipated design tasks proposed within the short (1-2 years) and medium-term (3-5 years) horizons.

4. Parking Study and/or Transportation Demand Study:

To confirm parking requirements as different facilities and amenities are enhanced or expanded and explore strategies to shift modal split of visitors arriving at CVEG.

The background of the page is a light gray map of a city street grid. A large red rectangular box is positioned in the upper left quadrant, containing the title text. The text is white and bold. The map shows various street patterns, including a prominent diagonal road and several circular nodes or roundabouts.

APPENDIX A

Mobility Review Memo

DATE: August 12, 2020
TO: Michael Morrissey, Exhibition Grounds Manager, CVRD
CC: Jennifer Zbinden, Senior Manager, Recreation Facilities, CVRD
Phil Rinn, Project Leader, Urban Systems
FROM: Beth Hurford, Transportation Planner, Urban Systems
FILE: 3023.0013.01

SUBJECT: Comox Valley Exhibition/Stonehenge Grounds: Mobility Review

1.0 INTRODUCTION

The Comox Valley Exhibition Grounds (CVEG) is located within the City of Courtenay and is zoned as *A-2 Agricultural*, while the former Stonehenge Farm property is zoned *A-1 Agricultural*. Owned by the CVRD, both parcels fall within the Agricultural Land Reserve (ALR) and reflect the agricultural nature of the site. Historically, these destinations have been designed to accommodate vehicle traffic including larger vehicles such as buses and livestock trailers. However, the site has limited transit access and service levels, while also lacking high quality connections to multi-modal opportunities such as walking and cycling routes safe for all users (e.g. sidewalks, roadside pathways). While the site can accommodate vehicle access, parking pressures exist that may negatively impact popular community and regional events such as the weekly Farmers Market, especially with limited alternative options.

This memorandum outlines current, high-level mobility challenges and explores opportunities to address them. This is by no means a comprehensive review of the mobility opportunities and best practices for a site of this nature; instead, it is meant to inform future discussions related to overall site function, programming, and design. Mobility in this sense is defined as one's ability to:

- Reach the site and travel through it using various means;
- Navigate throughout the site easily, even with events running simultaneously;
- Recreate year-round (walking, trail use, etc.)
- Park various types of vehicles for numerous purposes; and
- Consider overall accessibility to ensure the site can accommodate all members of the community. Universal accessibility should be a primary consideration throughout any additional phases of work within the site as is explored at a high level below.

1.1 CONNECTIVITY: ROADWAY NETWORK

1.1.1 Headquarters Road

The City of Courtenay's *2019 Transportation Master Plan* (TMP) identifies Headquarters Road, which borders the CVEG to the east, as an 'Arterial – Minor' and identifies it as part of the City's future cycling network. The TMP also clearly identifies Headquarters Road and Vanier Road as routes lacking sidewalk infrastructure. Roadway shoulders along this segment of the roadway

act as off-site parking during events, creating safety concerns for those driving past the site, those trying to access the site on foot, and those recreating along this route (cycling most commonly).

The *2014 Comox Valley Road Network Plan* also identifies Headquarters Road as a priority roadside greenway, defined as a greenway within the road right-of-way, separated where possible or with widened shoulders. Considering the importance of this pedestrian and cyclist connections to this key central community amenity, future site plans should support the implementation of these priorities.

Accessing CVEG from other off-site parking facilities such as the Comox Valley Sports Centre, or George P. Vanier Secondary School presents considerable safety concerns, as there are currently no marked pedestrian crossings across Headquarters Road. In particular, a safe connection to Vanier Secondary has been identified as important within the regional plan.

In addition, there are numerous CVEG vehicle access points along Headquarters Road. Southbound from Dove Creek Road they include:

- Stonehenge access (between Pebernat Road and Vanier Drive)
- Vanier Drive (west end) – CVEG North Gate
- Main entrance (at Curling Club)
- Schellinck Drive (west end)
- Loop access (south of Schellinck Drive) – Bulk Water Fill Station
- CVEG South Gate

These accesses are in varying condition and operate according to event requirements. The main access point at the Curling Club acts as the general site entrance for most users year-round. It is the only access with formalized and accessible parking facilities.

Parking along Headquarters Road is common during CVEG events and presents an ongoing safety challenge. This highlights the needs for increased transportation options to the site such as walking, cycling, or improved transit access.

1.1.2 Dove Creek Road

Dove Creek Road is identified within the City of Courtenay's TMP as an 'Arterial- Major'. This is likely a result of a proposed future connection at the west end of the roadway. However, this segment of roadway, which borders the north end of the CVEG site, currently operates as a dead-end cul-de-sac street with no through traffic movements.

There are currently two vehicle access points along Dove Creek Road, one allowing access to Dove Creek Field, and the other accessing the Stonehenge property immediately east of the covered equestrian arena.

1.2 CONNECTIVITY: MULTI-MODAL

1.2.1 Existing Trail Use

Currently, the site offers recreational trails primarily along the Tsolum River. There is a network of walking pathways throughout that are well used by people walking, recreating along the riverside, and walking their dogs. In addition, there are several cross-country style equestrian jumps throughout this trail network likely used during three-day equestrian events. It is assumed that trail use is restricted during events using these equestrian facilities. However, these trails are also often used by various equestrian groups (not event specific).

Within the site's trails, there are a few, informal wayfinding signs; we understand that no formal trail map currently exists. However, the trails are well defined, in a condition similar to the remainder of the site, and the site is relatively small and easy to navigate. It is recommended that potential improvements to wayfinding signage, mapping and/or emergency/maintenance markers along the trails are considered/

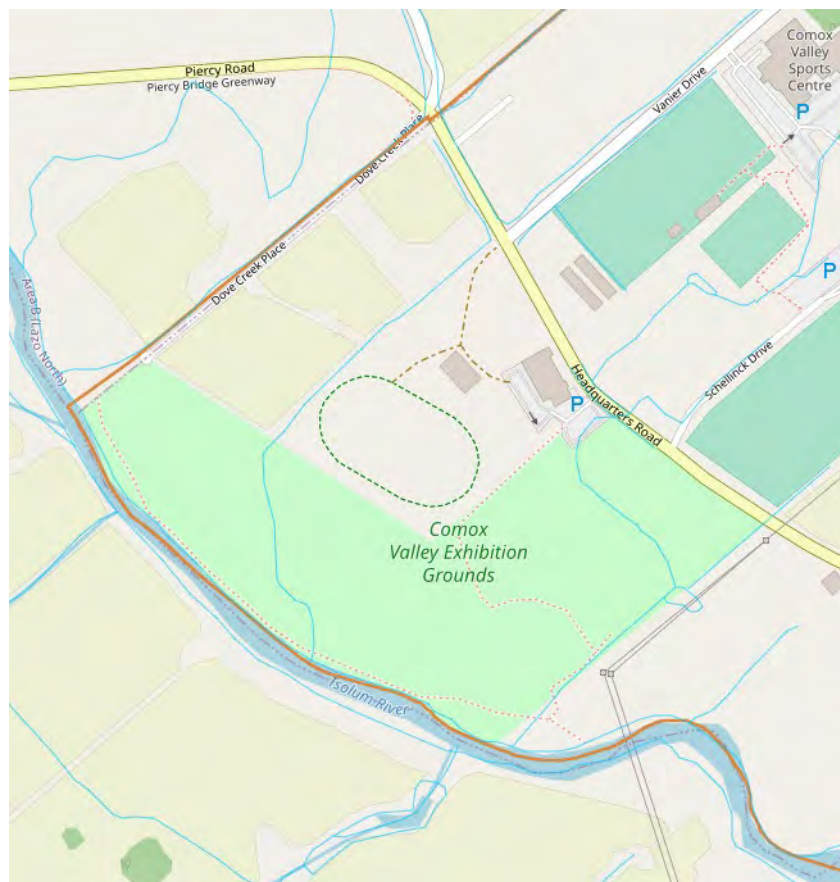


Figure 1: City of Courtenay's Interactive Trails Map (online) - CVEG main site trails shown

1.2.2 Future Trail Connections

The City of Courtenay’s 2019 Parks and Recreation Master Plan (PRMP) identifies a continuous pathway along the Tsolum River that stretches south from Dove Creek Road to Ryan Road, which would connect to the internal CVEG trail network. This would allow non-vehicular access to the site along the riverway and would likely increase frequency of use. The PRMP also identifies:

- The current access from the main entrance parking to the existing on-site trail network
- Future trail segments which align Headquarters Road with future connections to the CVRD’s One Spot Trail on the west side of Tsolum River.

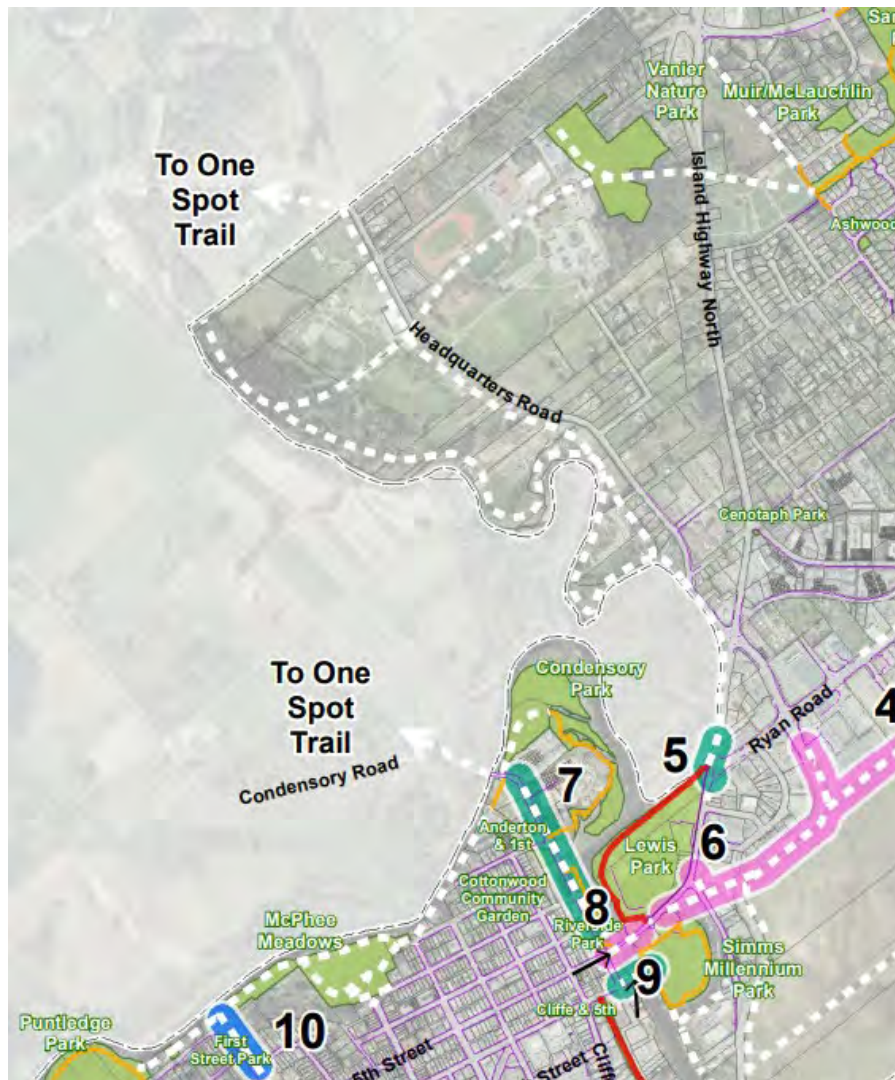


Figure 2: Proposed Trails- 2019 Parks and Recreation Master Plan, City of Courtenay

1.2.3 One Spot Trail

The One Spot Trail is a multi-use trail used by equestrians, people on bikes, and people walking. Once completed, this trail will be built completely within the agricultural land reserve. The CVRD has continued to build and maintain new sections of the One Spot Trail both north and south of the Tsolum River, with the long-term goal of a continuous trail running from Courtenay to Oyster River.

While One Spot Trail does not immediately connect to CVEG, ensuring future connectivity to the proposed trails from the City’s Parks and Recreation Master Plan, as well as the Regional trail network, would be beneficial to the site’s overall accessibility for all users and would align well with the site’s various activities throughout all four seasons.

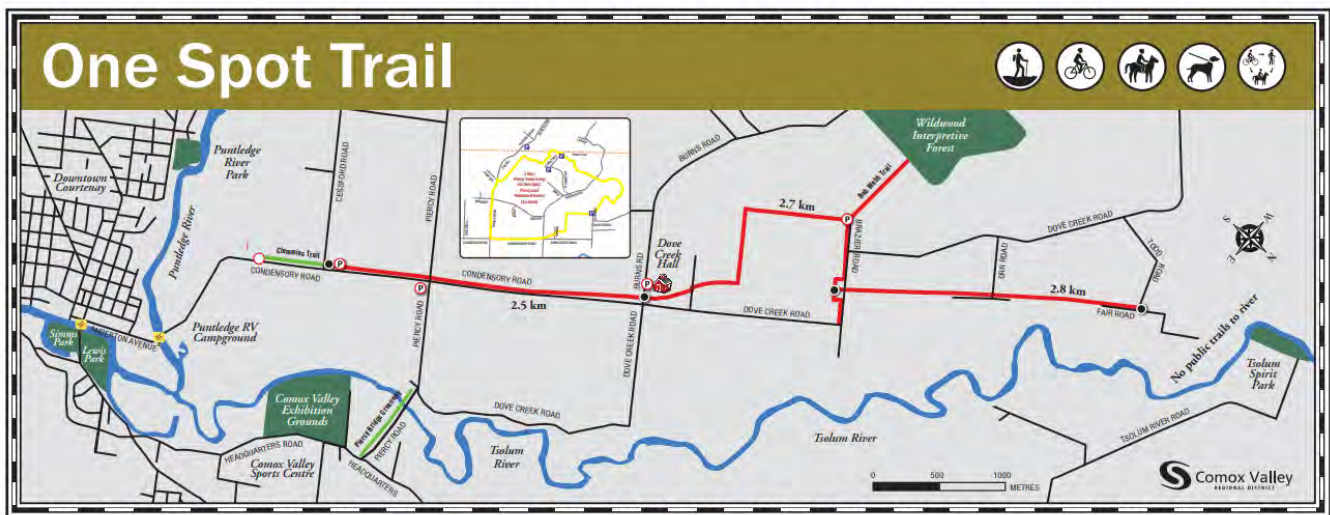


Figure 3: One Spot Trail Brochure (CVRD)

1.3 TRANSIT

Transit services do currently run past CVEG along Headquarters Road. The site is most easily accessible by private vehicle, as there are no dedicated transit stops in proximity to CVEG and few safe/convenient multi-modal connections as discussed above. BC Transit does service nearby facilities such as Comox Valley Sports Centre, however there are no transit stops between the Comox Valley SDA Church (across from Maple Pool Campground and RV Park), and the Sports Centre on Vanier Drive. Headquarters Road and Vanier Road have both been identified as local transit network routes within BC Transit’s Transit Futures Plan, indicating a commitment to long-term transit service.

Routes 5, 12, 13, and 99 (one route per day for school-based services) are relatively infrequent, however the potential addition of a stop to better serve CVEG along these existing routes would provide a safe, affordable and low-impact way to access the site. An on-site bus or shuttle loop for special events would also be beneficial to the site's overall multi-modal connectivity, accessibility, and site circulation.

As previously mentioned, the site offers a small network of trails and pathways along the Tsolum River. These trails provide high-quality recreational opportunities, however they do not facilitate on-site movement of people and animals during CVEG events. Site circulation is critically important for large scale events and must consider all event users including emergency access and other service vehicles alongside people walking, livestock, parking, etc. As mentioned previously, the site currently offers several site access points which are used differently for various events. Ensuring the safe and efficient movement of people and vehicles should be an important consideration for all operational-focused decisions.

1.4 WALKING: ON-SITE

Currently people walking throughout the site during events primarily travel along the site's gravel roadways and through the central parking area. There is no continuous route that runs along the upper terrace and connects to the Rotary Bowl or other southern sites, which presents challenges for people navigating the site, while also impeding emergency response or service vehicle access during large events. These existing roadways therefore act as access routes for agricultural vehicles, maintenance vehicles, private vehicles, people walking (with children, dogs, etc.) and livestock.

Separating users whenever possible would improve the overall site circulation and safety for all users. This separation could create additional recreational facilities for people walking, or riding (horses or bikes) throughout the year and may also reduce parking demand along Headquarters Road if comfortable walking facilities are implemented. In addition, this would strengthen wayfinding efforts as considerations for different users would be better accommodated and conflicts between users minimized. Ensuring these walking pathways are well connected to parking (but do not travel directly through parking facilities) would also improve safety and the overall attractiveness of the site. In addition, events happening simultaneously may be better attended with an improved connection between them (i.e. equestrian event and weekly Farmers Market).

Ensuring these walkways can withstand heavy rainfalls and remain accessible year-round, even with equestrian use, combined with adequate width for multiple users or emergency access, should be considered in the design of the walkways.

1.5 PARKING AND ROAD CROSSINGS

Existing, year-round, parking facilities can be found at the site's main entrance off Headquarters Road, generally accompanying the curling rink. This parking area is paved and moderately lit, with three marked accessible parking stalls. As mentioned previously, parking often occurs along Headquarters Road during CVEG events, most frequently for the weekly Farmers Market. This is a result of lack of on-site parking, poor parking signage and directions (indicating on-site availability), and visitors generally being accustomed to road-side parking. This extensive road-side parking should be addressed in future site planning and programming exercises.

Relocation of site events (such as the Farmers Market) should consider parking availability for vendors and customers, with safety and accessibility being a top priority. Several other improvements related to better connecting the site to various means of transportation and amenities (e.g. washrooms) may also help alleviate demand for parking at the site, but should be considered a long-term solution.

Numerous access points have also been identified above, off both Dove Creek Road and Headquarters Road. Formalized parking does not currently accompany these access points, with event parking taking place in grassed areas or unused arena spaces. Due to the nature of these access areas (event staging, emergency, camping and recreational vehicles, livestock vehicles, attendee parking, etc.) it is recommended that parking facilities remain fluid without considerable space being dedicated to parked vehicles. Making use of open spaces as needed for event parking allows for flexibility in programming and site designs, while still accommodating various vehicle types and parking frequencies (e.g. high turnover vs. longer-term events).

Understanding the various needs of users such as recreational vehicle hook-ups and potential sanitary dump facilities, as well as horse trailer parking and adequate space for tying horses between events, etc., are critical considerations when establishing adequate parking levels for the site. These parking considerations should align with program planning.

Locations providing year-round access for recreational purposes such as in proximity to the Tsolum River pathways on-site would benefit from small formalized parking areas which may also be used for other, short term or accessible parking for different types of events. Parking has been established off Headquarters Road with a direct pedestrian connection to the pathways along the north end of the Rotary Bowl, however access off Dove Creek Road could be formalized with a small parking facility to provide access to trail users. In general, considering Dove Creek Field for special events and associated parking along Dove Creek Road would drastically improve the safety of attendees.

Maintaining the rural charm and character of the site may be challenging if substantially expanding on-site, paved or hardscaped parking facilities. Further exploring on-street parking opportunities and access along Dove Creek Road, combined with regular and well-advertised

overflow parking locations (e.g. Vanier School, Sports Centre), combined with safe event-specific pedestrian crossing locations on Headquarters Road (traffic control or permanent marked crossings) would also alleviate pressures along this segment of roadway without requiring substantial parking changes on-site. Paved parking facilities, if necessary, should be provided very cautiously for this purpose. It is also understood that the greatest parking demands occur throughout the drier months, which would allow for open grassed areas to be used for parking (and other uses as needed) with minimal damage to the fields themselves. For all events, clearly identified accessible parking should be readily available and prioritized in proximity to the main event venue or arena.

Should further development occur on site, green parking design elements (e.g. with focus on stormwater management and shade) could help maintain the site's character, environmental qualities, and improve accessibility over existing grassed parking areas.

In summary, there is a shortage of parking on-site for both regular and special events occurring at CVEG. Increasing parking supply should be done in parallel with future program planning to ensure increased supply does not detract from the site's agricultural nature. In addition, parking should be designed in such a way that it does not impede the circulation of people throughout the site, yet can be accessed from potential pathways connecting various venues. Improving multi-modal connections to the site over the long term should be a priority to help alleviate parking pressures and further highlight the recreational qualities and offerings of the property.

1.6 EMERGENCY ACCESS

Emergency access to and throughout the site, combined with emergency location identification methods, should be considered in all future site design. While 'back-of-house' access points may shift depending on event needs, a constant central emergency access point should be identified. It is assumed that the main entrance currently acts as the primary emergency access.

In addition to initial site access, emergency circulation around the site is critical to response times. As mentioned above, a continuous pathway to connect the site from north to south along the upper terrace could expedite emergency access while events are underway. In addition, emergency location markers could improve response time throughout the site, including throughout the Tsolum River trail network. These would allow someone requesting emergency response to inform personnel of their exact location.

1.7 ACCESSIBILITY

Currently the site offers little in the way of universal accessibility. This is a result of the agricultural nature and the importance of soft footing and natural landscape of the site. However, the site would benefit from accessibility improvements such as increased accessible parking at various entrances to ensure proximity to various venues, an on-site shuttle or bus loop to accommodate HandyDart or other private accessible vehicle services, a continuous pathway to support

wheelchairs and walkers, or directional support for those with visual impairments. Hard, smooth surfaces are recommended, however these will need to align with the site's character and user group needs (e.g. equestrians typically prefer soft surfaces). As mentioned throughout this memorandum, a wide, continuous gravel pathway is recommended for site circulation, however accessibility concerns should be considered when establishing design criteria and wayfinding design, as described below.

1.8 WAYFINDING

Site wayfinding serves an important function and could help address several site challenges, particularly when the site is hosting several events simultaneously. Currently, there is little signage on-site to identify buildings or specific areas with the Exhibition Grounds, or to guide users to other facilities such as trails or washrooms. In addition, having flexible wayfinding options and designs can facilitate event operations and set-up, reduce waste (many events may only use signs once), and may emphasize the site's character depending on the design.

Wayfinding is not just about signs directions but more of a two-stage process during which attendees' questions may be answered - such as where to park, how to find appropriate venues (permanent and event specific such as stages), and provide emergency response location information as discussed above. A clear, organized set of sign elements strategically arranged to guide venue users will result in a good wayfinding system and an easily navigable exhibition facility. There are many types and styles of wayfinding to consider and their placement requires substantial consideration for programming and venue user needs prior to implementation. The following types of wayfinding may be beneficial for CVEG:

- Site orientation maps
- Directional signage
(smaller, pedestrian scale and larger for vehicle access, directions, parking availability)
- Symbol-based accessible signage (along accessible route, if developed)
- Venue identification signage (i.e. Rotary Bowl, CVTRS Barn, etc.)
- Facilities signage
(i.e. washrooms – both permanent and event specific, utility/maintenance information)
- CVEG identity signage such as historic or educational information
- Access and “gateway” signage at site entrances
(permanent identification and event specific information)

Any future wayfinding signs should be legible, readable, and understandable to as wide of a range of users as possible, including people with various physical disabilities. This can be achieved in part by keeping signs simple and intuitive, by using non-text cues and by ensuring signs use high contrast graphics to assist persons with low vision, and that signs are located where persons in wheelchairs can easily read them from a distance. In summary, wayfinding should be considered throughout future design processes and event planning considerations.

URBAN SYSTEMS MEMORANDUM

DATE: August 12, 2020

PAGE: 10 of 10

SUBJECT: Comox Valley Exhibition/Stonehenge Grounds: Mobility Review

We trust this memo is informative and will act as a foundational document in preparing the CVEx Landscape Plan and beyond. Please contact me directly if you have any questions or comments regarding the mobility/transportation scope of the project.

Sincerely,

URBAN SYSTEMS LTD.

Beth Hurford,
Community Transportation Consultant

/bh

file:///usl.urban-systems.com/projects/Projects_VIC/3023/0013/01/R-Reports-Studies-Documents/R1-Reports/2020-08-12_CVEx_MobilityMemo_UrbanSystems.docx



Comox Valley Regional District

Comox Valley Exhibition Grounds: Landscape Plan

Transportation & Site Access

Legend

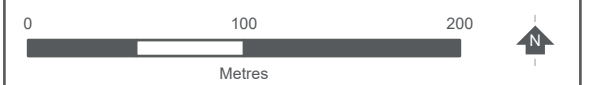
- Subject Site
- Parcels
- Streams
- Roads
- Trails

Site Access

- Primary
- Secondary

Notes:

The accuracy & completeness of information shown on this drawing is not guaranteed. It will be the responsibility of the user of the information shown on this drawing to locate & establish the precise location of all existing information whether shown or not.



Coordinate System: NAD 1983 UTM Zone 10N
Scale: 1:3,500
(When plotted at 11"x17")

Data Sources:
- Data retrieved from the Comox Valley Regional District, City of Courtenay, and Data BC.

Project #:	3023.0013.01
Author:	OS
Checked:	PR / BH
Status:	DRAFT
Revision:	A
Date:	2021 / 5 / 18

FIGURE 1.1



APPENDIX B

Site Servicing Memo

Date: August 14, 2020
To: Mike Morrissey, Exhibition Grounds Manager, CVRD
cc: Jennifer Zbinden, Senior Manager, Recreation Facilities, CVRD
Phil Rinn, Project Leader, Urban Systems
From: Eric Sears, P.Eng
File: 3023.0013.01
**Subject: Comox Valley Exhibition / Stonehenge Grounds:
Site Servicing Report**

1.0 INTRODUCTION

Urban Systems is working with the Comox Valley Regional District (CVRD) on a new landscape plan for an expanded Comox Valley Exhibition/ Stonehenge Grounds (CVEx) property, located within the City of Courtenay. CVEx includes indoor and outdoor barns, riding rings, arenas, and a curling centre. Herein referred to as the “project area,” CVEx consists of 40 acres, bounded by Dove Creek Place, Headquarters Road, and the Tsolum River.

This memo is intended to provide a high-level overview of the existing site services that currently exist on-site to provide the CVRD and the project team with an understanding of the current state of the infrastructure of both the private services within the site and the municipal services that are available to the site. The expectation of the infrastructure review is that it will aid the development plans prepared as part of future phases of the project. Information for this memo has been summarized based on the following information that was made available for the site:

- Record information for onsite private water and electrical utilities constructed in 2012.
- City of Courtenay public data information on existing City utilities in the area; and
- Information gathered during the site visit conducted on July 13, 2020.

For the purposes of this memo, the site is divided into the existing CVEx property and a second parcel that is known as the Stonehenge Farm site. While both sites are discussed in this memo, there is little information known about the on-site utilities for the Stonehenge site. Moving forward into concept design, it may be beneficial to undertake a more detailed study and review of the on-site infrastructure for the Stonehenge site to understand opportunities, constraints or restrictions based on the available infrastructure such as water supply and sewage disposal availability. A site survey documenting existing buildings, infrastructure, utilities and significant site features such as specimen trees is also recommended to assist with current and future

Date: August 14, 2020
File: 3023.0013.01

planning and design initiatives and implementation. We would be pleased to discuss this with you in further detail.

A schematic of the existing servicing and utility systems is included as Figure 1.1. The 2012 record drawings are also attached to this memo for reference.

2.0 SITE DRAINAGE

Currently, there is no existing stormwater infrastructure on-site and the CVRD has reported that the site is prone to flooding (up to 3 feet deep). Drainage ditches line the northern and eastern project area boundaries along Dove Creek Place and Headquarters Road. Some of the numerous driveway accesses along Headquarters Road contain culverts, but others do not and are prone to pooling and stagnant water.

The site generally slopes to the southwest towards Tsolum River and there are a number of drainage connections between Headquarters Road and the river. The major watercourse which bisects the site is named Vanier Creek. Based on the topography and the presence of waterways, it can be expected that drainage from the site is directed into Vanier Creek and other unnamed watercourses, which eventually discharge into the Tsolum River. Drainage from the various parking areas appears to drain to localized ditches and channels and into the various waterways.

It should be noted that the project area falls largely within the 200-year floodplain of the Tsolum River. According to CVRD staff, areas of the site, and specifically the Rotary Bowl, are prone to flooding (up to 2.5 feet deep) and trails along the Tsolum River occasionally wash out due to flooding. Flooding and wash out are especially evident during high tide events during the rainy season. The CVRD has stated that most of the project area drains well after rain, except for the Stonehenge Farm site as it sometimes contains pools of water up to 3 feet deep in the fall.

3.0 SANITARY SERVICING

There are currently three sanitary sewer service connections that connect the site to the City of Courtenay sanitary sewer main running along Headquarters Road. One service is located near the community garden, a second is located across from the Vanier Secondary School entrance, and the third is located at the entrance to the curling rink. Beyond the location of the services, little is known about the size, depth of condition of the sewer services to the site or any infrastructure on the site. These services were not included in detailed drawings received for the site. A request for service cards for the site was made to the City of Courtenay; however no additional information was available.

Date: August 14, 2020
File: 3023.0013.01

For the Stonehenge property, it does not appear there is a sewer connection to the City of Courtenay System. It is expected that the site would be utilizing a septic system and disposal field on the property. The location and future use ability of this field would need to be confirmed via a detailed review of the site.

4.0 WATER SERVICING

Water servicing to the site is provided by the existing City of Courtenay 150 mm watermain that runs along Headquarters Road. This main provides water service to the site and also provides a level of fire protection via existing City hydrants.

The main water connection to the site is location near the CVEx and the Stonehenge property line (across from Vanier Drive), which was installed in 2012. The main service connection is shown to be a 150 mm service, complete with a backflow preventer and allowance for the installation of a water meter. It is unknown if a water meter has been installed for the site.

The main service provides water to a significant onsite water system network. Much of the network was installed in 2012 and consists of a number of fire hydrants, yard hydrants, irrigation lines, water services and blow-offs. Water is fed through a network of 150 mm and 50 mm mains to almost all areas of the main site. There is a secondary water connection from the City system shown to the east of the community garden. This service pre-dates the improvements that were undertaken in 2012 and it is unknown if this service is still active or what it may service (in addition to the community garden in which a few irrigation boxes were observed during our July 13 site visit.

As it is located within a distinct parcel, there is a separate 50 mm water service and meter off Headquarters Road to service the existing Curling Centre building. There is also a bulk water fill station located off Headquarters Road near the Farmers Market Field. Based on the information provided, it is understood that this fill station is connected directly to the City system, however this should be confirmed.

Little is known about the water servicing to the Stonehenge Farm site. Records show a water service off Headquarters road to the site that is presumed to run to the existing home on the site.

5.0 SITE POWER

A major power upgrade was installed on the site in 2012 in conjunction with the water system upgrades. There is an overhead power connection to the BC Hydro system located near the curling rink and this service is connected to the main electrical building located south of the

MEMORANDUM

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File: 3023.0013.01

curling rink. From the electrical building, underground power has been installed throughout the site to power lighting systems, various buildings, and other power connections located at key areas of the site. The location of the underground services is shown on record drawings received for the project, which are attached to this memo.

Power to the Stonehenge site is provided by a single overhead connection located off Headquarters Road at the south end of the property. On-site electrical was not able to be confirmed at this time.

6.0 CLOSING

We trust this memo is informative and will act as a foundational document in the CVEx Landscape Plan regarding existing utilities. We expect that some information presented within this memo may need to be confirmed as the project moves forward. Please contact me directly if you have any questions or comments regarding the site servicing scope of the project.

URBAN SYSTEMS LTD.



Eric Sears, P.Eng

Projects_VIC/3023/0013/01/R-Reports-Studies-Documents/R1-Reports/2020-08-06-MEM-CVRD%20Exhibition%20Grounds-%20Site%20Servicing%20Report.docx



Comox Valley Regional District
Comox Valley Exhibition Grounds:
Landscape Plan

Existing Site Servicing

Legend

- Subject Site
- Parcels
- Water**
- Lateral Lines
- Water Mains
- Hydrants
- Sanitary**
- Lateral Lines
- Gravity Mains
- Stormwater**
- Ditches
- Culverts
- Streetlights

Notes:

The accuracy & completeness of information shown on this drawing is not guaranteed. It will be the responsibility of the user of the information shown on this drawing to locate & establish the precise location of all existing information whether shown or not.



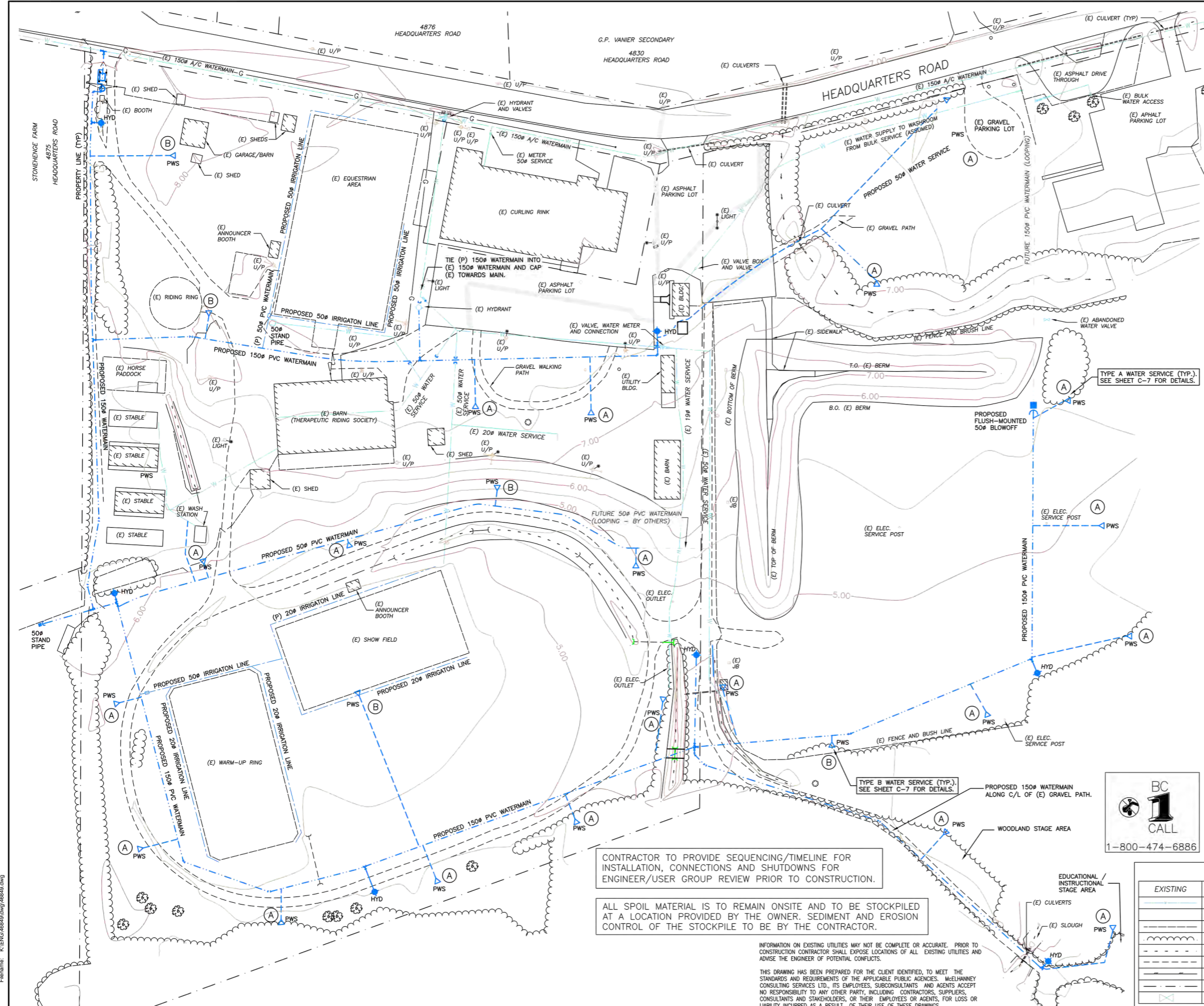
Coordinate System: NAD 1983 UTM Zone 10N
Scale: 1:3,500
 (When plotted at 11"x17")

Data Sources:
 - Data retrieved from the Comox Valley Regional District, City of Courtenay, and Data BC.

Project #:	3023.0013.01
Author:	OS
Checked:	PR / ES
Status:	DRAFT
Revision:	A
Date:	2021 / 5 / 18

URBAN
 SYSTEMS

FIGURE 1.1



- RESTORATION:**
- PAVEMENT AREAS:**
GRIND EDGE OF TRENCH MIN. 500mm BACK OF TRENCH WALL AND 300mm FROM ANY BROKEN OR DAMAGED EDGES. BACKFILL WITH 230mm PIT-RUN GRAVEL COMPACTED TO 95% MODIFIED PROCTOR DENSITY. TOP WITH 75mm 20mm CRUSHED GRAVEL COMPACTED TO 95% MODIFIED PROCTOR DENSITY AND 50mm OF HOT-MIX ASPHALT.
 - GRAVEL ACCESS AREAS:**
BACKFILL WITH 230mm PIT-RUN GRAVEL COMPACTED TO 95% MODIFIED PROCTOR DENSITY. TOP WITH 150mm 20mm CRUSHED GRAVEL COMPACTED TO 95% MODIFIED PROCTOR.
 - BOULEVARD AREAS:**
RESTORE ALL TOPSOIL, TURF, LANDSCAPING, RETAINING WALLS, DRIVEWAYS, ETC. TO A CONDITION EQUAL TO OR BETTER THAN EXISTED PRIOR TO CONSTRUCTION. DRIVEWAYS TO BE SAWCUT AND RESTORED OVER A MINIMUM CUT WIDTH OF 1.2m, WITH GRAVEL BASE AND SURFACING MATERIAL TO MATCH EXISTING.

CONSTRUCTION

THE UTILITIES SHOWN ON THESE DRAWINGS ARE BASED ON FIELD SURVEYS AND VARIOUS DRAWINGS, "AS-BUILT" AND OTHERWISE, AND NO LIABILITY IS ASSUMED BY McELHANNEY OR THE OWNER FOR THE ACCURACY AND COMPLETENESS OF THE INFORMATION PRESENTED.

CONTRACTOR TO ARRANGE A PRECONSTRUCTION MEETING AND NOTIFY THE CVRD/ENGINEER ONE (1) WEEK PRIOR TO BEGINNING WORK.
CONTRACTOR TO ARRANGE FOR ENGINEER REVIEW OF ALL KEY UNDERGROUND ASPECTS OF THE WORK PRIOR TO BACKFILL. ALL REQUESTS FOR FIELD CHANGES TO BE MADE IN WRITING TO THE ENGINEER FOR CONSIDERATION.

PERMITS:

A PERMIT IS REQUIRED FROM THE CITY OF COURTENAY ENGINEERING DIVISION TO CONSTRUCT WORKS WITHIN A CITY ROAD ALLOWANCE, CITY STATUTORY RIGHT-OF-WAY AND/OR CITY PROPERTY.

A PERMIT IS REQUIRED FROM TERASEN GAS WHEN THE SITE WORK OR ACTIVITY INVOLVES:

- A) WORKING WITHIN TWO (2) METRES OR CROSSING OVER/UNDER AN INTERMEDIATE PRESSURE (IP) GAS PIPELINE (701-2070 kPa / 101.6 - 300 psi)
- B) CROSSING A TRANSMISSION PRESSURE (TP) GAS PIPELINE (ABOVE 2070 kPa / 300 psi) OR WORKING WITHIN A RIGHT-OF-WAY.

MINIMUM OF 2 WEEKS NOTICE REQUIRED TO CITY OF COURTENAY PUBLIC WORKS PRIOR TO CONNECTIONS TO EXISTING INFRASTRUCTURE, INCLUDING:

- A) WATERMANS
- B) SANITARY SEWER
- C) STORM SEWER
- D) STREETLIGHT SYSTEM
- E) ACCESS VIA CITY LOCKS FOR:
 - STREETLIGHT DISTRIBUTION BASE
 - SANITARY LIFT STATION, KIOSK, GENERATOR (AS APPLICABLE)
 - F) OTHER

CONTRACTOR TO ARRANGE WORKS IN VICINITY OF EX. UTILITY POLES AND GUY WIRES WITH BC HYDRO UPON AWARD OF CONTRACT. THE CONTRACTOR MUST CONTACT B.C. HYDRO, 897-7400, AND SUBMIT A PROPOSED CONSTRUCTION SCHEDULE.

DATUM

ELEVATIONS ARE GEODETIC AND BASED ON MONUMENTS 87HAW042 (DESTROYED) AND 77C500 (DESTROYED).

BENCHMARKS SET:

ARROWHEAD ON CITY OF COURTENAY FIRE HYDRANT D4078 (ON HEADQUARTERS ROAD ACROSS FROM G.P. VANIER SECONDARY) ELEVATION = 8.30

TRAFFIC / PUBLIC SAFETY

CONTRACTOR TO VERIFY THAT SITE SAFETY FOR VEHICLE OPERATORS AND PEDESTRIANS (INCLUDING HORSES) IS MAINTAINED FROM THE END OF EACH WORK DAY, THROUGH THE NIGHT, AND UNTIL THE START OF NEXT WORK DAY BY USING FLASHING BEACONS, BARRICADES, SIGNAGE, DELINEATORS ETC.

THE CONTRACTOR WILL ASSUME "PRIME CONTRACTOR" STATUS AND WILL BE RESPONSIBLE FOR ALL MULTIPLE WORK PLACE SAFETY RESPONSIBILITIES FOR WORKERS IN ACCORDANCE WITH WCB-OHS REGULATIONS. WRITTEN CONFIRMATION TO BE PROVIDED TO THE PROJECT ENGINEER PRIOR TO MOBILIZATION.

CONTRACTOR TO NOTIFY ALL EMERGENCY SERVICE AGENCIES OF THE SUBSEQUENT WORK ZONE AREA, SPEED REDUCTIONS, OR DETOURS WHICH MAY EFFECT TRAFFIC FLOW ON A DAILY BASIS.

ENVIRONMENTAL PROTECTION

THE CONTRACTOR SHALL OBTAIN COPIES OF, AND SHALL FOLLOW THE PROCEDURES/GUIDELINES CONTAINED IN THE FEDERAL/PROVINCIAL DOCUMENT "LAND DEVELOPMENT GUIDELINES FOR THE PROTECTION OF AQUATIC HABITAT" (SEPT. '93), AND IN THE MINISTRY OF ENVIRONMENT'S "DEVELOPMENT WITH CARE" (MARCH '06).

CONTRACTOR TO PROVIDE SEQUENCING/TIMELINE FOR INSTALLATION, CONNECTIONS AND SHUTDOWNS FOR ENGINEER/USER GROUP REVIEW PRIOR TO CONSTRUCTION.

ALL SPOIL MATERIAL IS TO REMAIN ONSITE AND TO BE STOCKPILED AT A LOCATION PROVIDED BY THE OWNER. SEDIMENT AND EROSION CONTROL OF THE STOCKPILE TO BE BY THE CONTRACTOR.

INFORMATION ON EXISTING UTILITIES MAY NOT BE COMPLETE OR ACCURATE. PRIOR TO CONSTRUCTION CONTRACTOR SHALL EXPOSE LOCATIONS OF ALL EXISTING UTILITIES AND ADVISE THE ENGINEER OF POTENTIAL CONFLICTS.

THIS DRAWING HAS BEEN PREPARED FOR THE CLIENT IDENTIFIED, TO MEET THE STANDARDS AND REQUIREMENTS OF THE APPLICABLE PUBLIC AGENCIES. McELHANNEY CONSULTING SERVICES LTD., ITS EMPLOYEES, SUBCONSULTANTS AND AGENTS ACCEPT NO RESPONSIBILITY TO ANY OTHER PARTY, INCLUDING CONTRACTORS, SUPPLIERS, CONSULTANTS AND STAKEHOLDERS, OR THEIR EMPLOYEES OR AGENTS, FOR LOSS OR LIABILITY INCURRED AS A RESULT OF THEIR USE OF THESE DRAWINGS.



EXISTING			PROPOSED		
EXISTING	DESCRIPTION	PROPOSED	EXISTING	DESCRIPTION	PROPOSED
	WATERMAIN			HYDRANT ASSEMBLY	
	IRRIGATION MAIN			BLOW-OFF	
	FENCE			MANHOLE	
	TREE LINE			CLEANOUT	
	CENTERLINE OF OPEN DITCH			CATCH BASIN	
	EDGE OF GRAVEL			UTILITY POLE	
	EDGE OF ROAD			POLE ANCHOR	
	APPROXIMATE PROPERTY LINE			STREETLIGHT	
	WATER VALVE			PROPOSED WATER SERVICE (PWS)	

Designed: CDE Checked: BH Date: JUNE 30/11
 Drawn: CDE Surveyed: SM

SCALE : 1: 750

(ALL DIMENSIONS ARE IN METRES)

Approved Sealed

McElhanney
 McElhanney Consulting Services Ltd.
 495-8th STREET PH (250) 338-5495
 COURTENAY, B.C. V9N 6V4 FAX (250) 338-7700

COMOX VALLEY REGIONAL DISTRICT

OVERALL SITE SERVICING PLAN
 CVRD EXHIBITION GROUNDS REVITALIZATION
 CVRD EXHIBITION GROUNDS
 COURTENAY, B.C.

Client Project No. —
 Client Drawing No. —
 MCSL Project No. 2211-46849-0
 Drawing No. C-1
 Sheet 1 of 9 Revision 1

No.	Date	Revision	Dr.	Chk.
1	SEPT. 6/11	ISSUED FOR CONSTRUCTION	CDE	BH
0	JULY 6/11	ISSUED FOR TENDER	CDE	BH
PA	JUNE 30/11	ISSUED FOR CLIENT REVIEW	CDE	—

THIS DRAWING AND DESIGN IS THE PROPERTY OF McELHANNEY CONSULTING SERVICES LTD. AND SHALL NOT BE USED, REUSED OR REPRODUCED WITHOUT THE CONSENT OF THE SAID COMPANY. McELHANNEY CONSULTING SERVICES LTD. WILL NOT BE HELD RESPONSIBLE FOR THE IMPROPER OR UNAUTHORIZED USE OF THIS DRAWING AND DESIGN.

Filename: K:\ENVO\46849\dwg\46849.dwg Pinned: March 15, 2012, 13:03:29



APPENDIX C

Environmental Considerations Memo

Date: August 07, 2020
To: Michael Morrissey, Exhibition Grounds Manager, CVRD
cc: Jennifer Zbinden, Senior Manager, Recreation Facilities, CVRD
Phil Rinn, Project Leader, Urban Systems
From: Rachel Howes and Rhonda Maskiewich, Urban Systems
File: 3023.0013.01
**Subject: Comox Valley Exhibition/Stonehenge Grounds:
Environmental Considerations**

1.0 INTRODUCTION

Urban Systems is working with the Comox Valley Regional District (CVRD) on a new landscape plan for the newly expanded Comox Valley Exhibition/ Stonehenge Grounds (CVEx). Herein referred to as the “project area,” CVEx is located on Headquarters Road within the City of Courtenay (**Figure 1.1**). Considerations for the ongoing transformation of CVEx as a central community hub and regional events centre, including potential expansion of facilities and infrastructure, and associated floodplain setbacks, have been included within this memo.

This memorandum includes relevant environmental features, potential regulatory requirements, and project specific recommendations. However, this memorandum does not constitute a full environmental assessment of the project area, nor does it provide an exhaustive list of recommendations. Further investigations and mitigation measures may be required.

2.0 ENVIRONMENTAL FEATURES

2.1 Surface Water Resources

Searches of the BC iMap¹ and BC Habitat Wizard² web applications were conducted on July 27, 2020. The search results did not show surface water resources within the project area. The search indicated that the Tsolum River is adjacent to the project area to the south-west (**Figure 2.1**). Tsolum River is approximately 40 km in length and a fifth order stream. Species present include: chum salmon, coho salmon, cutthroat trout, cutthroat trout (anadromous), dolly varden,

¹ BC Ministry of Forests, Lands and Natural Resource Operations. 2020. iMapBC. Available: <http://maps.gov.bc.ca/ess/sv/imapbc/>. Accessed July 27, 2020.

² BC Ministry of Forests, Lands and Natural Resource Operations. 2020. BC Habitat Wizard. Available: <http://www.env.gov.bc.ca/habwiz/>. Accessed July 27, 2020.

Date: August 07, 2020
File: 3023.0013.01

kokanee, pacific lamprey, pink salmon, rainbow trout, sockeye salmon, steelhead, steelhead (winter-run), threespine stickleback, and western pearlshell mussel.

Although Vanier Creek and an unnamed stream were not identified within provincially available data, they have been identified within the project area and are mapped to show connectivity to the Tsolum River (**Figure 2.1**). During our site visit in July 2020, these streams did not contain water. However, the unnamed stream had a stagnant pond of water present in the south-east corner of the project area. According to CVRD sources, over 3,000 trapped salmon fry were relocated from ponds in upper reaches of Vanier Creek in 2019.

The *Tsolum River Tributaries Mapping and Inventory Project*³ reported that salmonids within Vanier creek were killed during a siltation event and that an instream pond used for livestock watering is likely used by coho including wintering juveniles and migrating smolts. Five (5) ditches were also identified in the City of Courtenay *Official Community Plan Map #6 - Environmental Development Permit Areas*⁴. One additional ditch was identified across Dove Creek Place. The ditches are shown on **Figure 2.1**.

Additionally, there are existing drainage ditches located along Dove Creek Place, Headquarters Road, and the eastern edge of the project area (**Figure 2.1**).

2.2 Flood Plains

The project area falls largely within the 200-year floodplain of the Tsolum River (**Figure 1.1**). According to CVRD sources, the Rotary Bowl (**Figure 2.1**) is prone to flooding (up to 2.5 feet deep) and trails along the Tsolum River occasionally wash out due to flooding. Flooding and wash out is especially evident during King tides during the rainy season. The CVRD also stated that most of the project area drains well after rain except for the parcel in the northern corner of the site (former Stonehenge Farm) as it sometimes contains pools of water up to 3 feet deep in the fall.

³ Bainbridge, G. and Chamberlain, D. 1998. Tsolum River Tributaries Mapping and Inventory Project Sensitive Habitat Inventory and Mapping (SHIM) Surveys. Available: <https://docs.google.com/file/d/0BxixYjvpOF3neFNPZVE0ajlIMTA/edit>.

⁴ City of Courtenay. Revised 2010. Map 6 Environmental Development Areas. Available: https://www.courtenay.ca/assets/Departments/Development~Services/OCP_Map_EnviroDPAreas.pdf.

Date: August 07, 2020
File: 3023.0013.01

2.3 Riparian Area information

2.3.1 Tsolum River

According to a sensitive habitat inventory conducted by Project Watershed in 1998⁵, the riparian area (sensitive ecosystem) of the eastern bank of the Tsolum River extends approximately 150 m into the project area (**Figure 2.1**), with the riparian area consisting primarily of a well-established forest. For more information, refer to the Tsolum River Restoration Society (<https://www.tsolumriver.org/>).

2.3.2 Vanier Creek

Within the project area, the riparian area of Vanier Creek is found within the eastern portion of the project area (**Figure 2.1**). The riparian area consists of a narrow band of forested area. According to Google Earth Satellite Imagery, the forested area along Vanier Creek varies from approximately 13 m wide to 25 m wide within the project area. Vegetation along Vanier Creek was confirmed during the July 2020 field assessment.

2.3.3 Unnamed Stream

Within the project area, the riparian area of the unnamed stream is found within the north-west (**Figure 2.1**). The riparian area consists of a narrow band of forested area until it meets with the larger forested riparian area of Tsolum River. According to Google Earth Satellite Imagery, the narrow band of forested area along the unnamed stream varies from approximately 9 m wide to 22 m wide. Vegetation along the unnamed stream was confirmed during the July 2020 field assessment.

2.3.4 Drainage Ditches

There are existing drainage ditches located along Dove Creek Place, Headquarters Road, and the eastern edge of the project area (**Figure 2.1**). The riparian areas along the ditches generally consist of low-lying vegetation, shrubs and some smaller trees. The approximate width of the riparian areas varies from approximately 4 m wide to 12 m wide, according to Google Earth Satellite Imagery. Vegetation along the ditches was confirmed during the July 2020 field assessment.

2.4 Ecosystem Classifications

The *Biogeoclimatic Ecosystem Classification system* is used by natural resource practitioners within the Province of British Columbia to describe general terrestrial ecosystem characteristics, including regional vegetation, as well as biological, geographical and climatic characteristics.

⁵ Project Watershed. 1998. Sensitive Habitat Inventory and Mapping (SHIM) Surveys. Available: <https://drive.google.com/file/d/0Bzmx5xIjT8EODRhZiQyMzAtN2M2My00ZWE4LWI3MGltMzQzMGFIODRiMTQx/view>.

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The project area is located within the *Coastal Western Hemlock very dry maritime biogeoclimatic sub-zone (CWHxm)*. The CWH zone occurs at low to middle elevations, mostly west of the coastal mountains, along the entire British Columbia coast⁶.

2.5 Archaeological/ Heritage Resources

A search of the Integrated Land and Resource Registry (ILRR) records was conducted on July 28, 2020. The ILRR provides information on various legal interests on provincial Crown land and private land, where available, including tenures, regulated uses, sensitive occurrence records such as archaeological sites, land and resource use restrictions, and reservations. For the purposes of this memo, the search was conducted to determine sensitive records that may indicate cultural resources and archaeological sites.

The ILRR search revealed one sensitive record within proximity to the project area. A request was sent to the provincial Archaeology Branch to determine details of the sensitive record. The archaeological site inventory officer indicated that the sensitive record pertains to the “historic place designation” of the Comox Valley Exhibition Grounds. The officer also stated that there are no known archaeological sites recorded on any of the properties within the project area. The Archaeology Branch did not identify the need for an archaeological study or provincial heritage permit. However, if archaeological materials are encountered during development, works must stop immediately, and the Archaeology Branch must be contacted for further direction at 250-953-3334.

2.5.1 City of Courtenay Heritage Register

Comox Valley Exhibition Grounds (4795, 4835 and 4839 Headquarters Road in Courtenay, B.C.) is registered under the City of Courtenay Heritage Register⁷.

2.6 Species and Ecosystems at Risk

The *BC Conservation Data Centre (CDC)* maps known species and ecosystem occurrences of red- and blue-listed species and ecosystems using the best available information. The CDC iMap was used to search for species occurrences within proximity to the project area⁸. No known species occurrences were documented within the project area; however, one documented occurrence of a green heron (*Butorides virescens*) has been identified approximately 1 km south-

⁶ Meidinger, D. and Pojar, J. (Eds.) (1991). *Ecosystems of British Columbia: Coastal Western Hemlock Zone*. British Columbia Ministry of Forests: Victoria, BC.

⁷ City of Courtenay. 2011. Heritage Register. Available: https://www.courtenay.ca/assets/Community/Heritage/Docs~~~Heritage/courtenay_heritage_register2009.pdf.

⁸ BC Government. 2020. BC Conservation Data Centre Website. Available: <http://maps.gov.bc.ca/ess/hm/cdc/>. Accessed July 20, 2020.

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east of the project area. Additionally, a documented occurrence of western screech owl (*Megascops kennicottii kennicottii*) was identified approximately 1.4 km north-west of the project area.

2.7 Critical Habitat

Critical habitat is identified for species listed as *Endangered* or *Threatened* under the federal *Species at Risk Act* (SARA), and is defined under Section 2 of the *Act* as: “the habitat that is necessary for the survival or recovery of a listed wildlife species and that is identified as the species’ critical habitat in the recovery strategy or in an action plan for the species.”

Under SARA, it is illegal to destroy any part of the critical habitat of any listed endangered species or of any listed threatened species (or of any extirpated species if a recovery strategy has recommended the reintroduction of the species into the wild in Canada) if:

- a) the critical habitat is on federal land, in the exclusive economic zone of Canada or on the continental shelf of Canada;
- b) the listed species is an aquatic species; or
- c) the listed species is a species of migratory birds protected by the [Migratory Birds Convention Act](#).

A search of the Province of British Columbia’s DataBC information was conducted on July 20, 2020⁹. The search revealed that there is no critical habitat within the project area.

2.8 Contaminated Sites

2.8.1 Provincial Site Registry

Data downloaded from the Government of BC’s Data Catalogue on July 29, 2020, indicated that there were three (3) contaminated sites within the project area¹⁰. However, addresses associated with the contaminated sites indicate that two of the contaminated sites are found outside of the project area (**Table 2.1**). The Site IDs for the contaminated sites were searched through the BC Ministry of Environment’s (MoE) Contaminated Sites Registry, using BC OnLine on July 29, 2020¹¹. Records were downloaded from the BC OnLine Site Registry and a brief summary of these sites is provided in **Table 2.1** below (detailed reports are available upon request). There were no other provincially documented contaminated sites within 500 m of the project area boundary.

⁹ BC Government. 2020. iMap BC. Available: <https://maps.gov.bc.ca/ess/hm/imap4m/>. Accessed July 20, 2020.

¹⁰ BC data Catalogue. 2020. Environmental Remediation Sites. Available: <https://catalogue.data.gov.bc.ca/dataset/environmental-remediation-sites>. Accessed July 29, 2020.

¹¹ BC Government. 2020. BC OnLine. Available: <https://www.bconline.gov.bc.ca/>. Accessed July 29, 2020.

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Table 2.1 – Summary of Provincial Contaminated Sites within the project area

Site ID	Address	Location	Status	Notes
18031*	4835 Headquarters Road	Within the project area	Not assigned	No activities reported.
4829	4830 Headquarters Road & 3001 Vanier Drive	Across Headquarters Road at Vanier Secondary School and Comox Valley Sports Centre	Not assigned	Commercial and industrial purposes or activities on site. Schedule 2: <ul style="list-style-type: none"> • Paint/lacquer/varnish manu/formulat/recycle/whlsle bulk store • Welding or machine shops (repair or fabrication) • Appliance/equip or engine repair/recondition/cleaning/salvage • Rifle or pistol firing ranges • Auto/truck/bus/subway/other vehicle repair/salvage/wrecking • Hazardous waste storage, treatment, disposal • Contaminated soil storage, treatment or disposal • Wafer board manufacturing Areas of Potential Concern listed
4735	4830 Headquarters Road	Across Headquarters Road at Vanier Secondary School	Not assigned	Soils originated from site at 4734; bio-cell constructed to remediate soils at site 4735

*Additional information should be obtained for this contaminated site to determine if it is associated with the curling rink investigation conducted by McElhanney in 2014¹².

¹² McElhanney. 2014. Phase II Environmental Site Assessment 4835 Headquarters Road Courtenay, BC. Prepared for Comox Valley Regional District.

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2.8.2 Federal Contaminated Sites Inventory

A search of the *Treasury Board of Canada's Federal Contaminated Sites Inventory* website was conducted on July 20, 2020. The results of the search indicated that there are no known federally registered contaminated sites within the project area. There is one federally registered contaminated site located approximately 700 m south-east of the project area, which has the site status of "closed" (Treasury Board of Canada Secretariat, 2020). The site name is "Stotan Falls Fish Passage – Unassessed" and the reporting organization is *Fisheries and Oceans Canada*. This contaminated site is not anticipated to affect the project area.

2.9 Connectivity to Adjacent Ecosystems

The project area is adjacent to the Tsolum River. The majority of the surrounding area is residential or agricultural land. Wildlife corridors appear to be present along Vanier Creek and the unnamed stream in the form of a narrow band of forested area. Both forested areas extend past Headquarters Road to larger forested areas north-east of the project area. A narrow, forested band also exists along the south-east edge of the property that extends from the forested area adjacent to the Tsolum River to a patch of forest to the west of Highway 19. Operational road crossings are present within the narrow band of forested area. The forested riparian area along the Tsolum River acts as a wildlife corridor to the north and south of the project area.

Additionally, agricultural areas are often used by wildlife. Connectivity to agricultural areas to the north of Dove Creek Road and to the south-east of the project area likely also provide corridors for resident and migratory wildlife species.

3.0 POTENTIAL REGULATORY REQUIREMENTS

3.1 Federal

3.1.1 Fisheries Act

The *Fisheries Act* provides a framework to manage and control Canada's fisheries, and to conserve and protect fish and fish habitat, including by preventing pollution. The *Act* was amended June 21, 2019, with changes coming into force August 28, 2019. Under the *Act*, activities (other than fishing) that result in the death of fish, and/or activities that may result in the harmful alteration, disruption or destruction of fish habitat, are prohibited.

Projects with the potential to adversely impact fish and/or fish habitat should be reviewed by the Department of Fisheries and Oceans Canada (DFO) through the "Request for Review" process. This applies to work in or near water bodies that are frequented by fish and any other areas on which fish depend directly or indirectly to carry out their life processes, including spawning grounds and nursery, rearing, food supply and migration areas, including any waterbody that is connected to fish-bearing waters at any time of the year. The review will determine if the project requires an authorization under the *Fisheries Act*.

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3.1.1.1 Request for Review Application

A Request for Review should be submitted to Fisheries and Oceans Canada that details construction and mitigation to avoid impacts to fish and/or fish habitat. Timelines associated with responses to the Request for Review can be in excess of four (4) weeks. If it is determined that an authorization is required, then timelines could be longer.

3.1.1.2 Application for a Licence to Fish for Scientific, Experimental, or Educational Purposes

Pursuant to Section 52 of the Fishery (General) Regulations under the *Fisheries Act*, a licence to fish for scientific, experimental, or educational purposes will be required for works where a fish salvage is warranted.

3.1.2 Migratory Birds Convention Act

The federal *Migratory Birds Convention Act* (S.C. 1994, c. 22) protects migratory birds and their nests from indiscriminate harvesting and destruction. This Act primarily pertains to the initial phase of construction (i.e. land clearing and tree removal). A preliminary review indicates that clearing should be conducted outside of the bird nesting season (nesting season: late March – mid August) to avoid potential impacts to migratory birds. If this is not possible for any reason, then a Qualified Environmental Professional (QEP) should be retained to undertake an active nest survey prior to clearing to maintain compliance with this Act.

No applications are anticipated under this Act if works can be conducted outside of the above-mentioned nesting season.

3.1.3 Species at Risk Act

The federal *Species at Risk Act* (SARA) provides protection to endangered or threatened organisms and their habitats. This legislation applies to all federal land. Although SARA prohibitions are automatically imposed on federal lands including First Nations lands, the *intent* of SARA also applies to provincial crown and private lands.

On non-federal or private land, the general prohibitions under SARA apply to aquatic species listed as endangered, threatened, or extirpated in Schedule 1 and to migratory birds listed in the *Migratory Birds Convention Act* and also listed as endangered, threatened or extirpated in Schedule 1 of SARA.

3.1.3.1 Application for a Species at Risk Permit

The project area is not within federal land. However, permits may be required under this Act if any impacts may result to any aquatic species that are listed on Schedule 1. A search of the *Fisheries and Oceans Canada's Aquatic Species at Risk Map* did not identify aquatic species at

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risk or critical habitat within the project area¹³. Therefore, it is unlikely that a permit under SARA will be required.

3.2 Provincial

3.2.1 Agricultural Land Commission Act and Agricultural Land Reserve Regulations

The *Agricultural Land Commission Act* (ALC Act) was enacted to provide protection of agricultural land in British Columbia¹⁴. The ALC Act takes precedence over, but does not replace, other legislation and bylaws that may apply to the land. Local/ regional governments and provincial agencies are expected to preserve agricultural land in accordance with this provincial policy. The *Agricultural Land Reserve Use Regulation* specifies land uses permitted in the Agricultural Land Reserve (ALR).

The project area is within the ALR. Therefore, land use within the project area must adhere to permitted land uses within the ALR. Alternatively, the following applications may be required depending on the proposed works:

3.2.1.1 Transportation, Utility, or Recreational Trail Uses within the ALR

If new recreational trails, utility installations, or roads are proposed within the project area, an application under the *Agricultural Land Commission Act* may be required.

3.2.1.2 Conduct a Non-Farm Use activity within the ALR

If a non-farm use activity is proposed within the ALR, an application under the *Agricultural Land Commission Act* will be required.

3.2.1.3 Placement of fill on ALR land for a non-farm use activity

If placement of fill on the ALR is proposed within the project area, an application under the *Agricultural Land Commission Act* will be required.

3.2.2 Riparian Areas Protection Regulation

The Riparian Areas Protection Regulation (RAPR) is enabled by the *Riparian Areas Protection Act*. The RAPR applies to all streams, rivers, creeks, ditches, ponds, lakes, springs and wetlands connected by surface flow to a watercourse that provides fish habitat within the jurisdiction of local governments that have adopted the RAPR for all residential, commercial and industrial development. The CVRD is

¹³ Fisheries and Oceans Canada. 2020. Aquatic Species at Risk Map. Available: <https://www.dfo-mpo.gc.ca/species-especes/sara-lep/map-carte/index-eng.html>. Accessed July 30, 2020.

¹⁴ Agricultural Land Commission. 2020. The ALC Act and ALR Regulations. Available: <https://www.alc.gov.bc.ca/alc/content/alc-act-alr-regulation/the-alc-act-and-alr-regulations>.

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a local government that has accepted the RAPR and the City of Courtenay accepts the RAR as a minimum standard for stream and riparian protection.

The RAPR applies to development that is residential, commercial or industrial development. Therefore, it is not anticipated that an application under the RAPR will be required for the project works.

3.2.3 Water Sustainability Act

The *BC Water Sustainability Act* (SBC 2014; c. 15) is intended to protect the quantity and quality of water, fish and wildlife habitat, and the rights of licensed water users. It is the principal law for managing the use and diversion of both groundwater and surface water resources in BC. Under Section 11 of the *Act*, any activities that result in potential “changes in or about a stream” requires a Section 11 notification or approval.

3.2.3.1 Changes in and About a Stream Application

It is anticipated that any works in and around Vanier Creek, the unnamed stream or fish-bearing ditches, including culverts and stream crossings, will need to be addressed via an application under Section 11 of the *BC Water Sustainability Act*. Timelines associated with an approval under the *Water Sustainability Act* can be significant – in excess of five (5) months.

3.2.4 Wildlife Act

The *Wildlife Act* governs the protection and management of wildlife in BC. The *Act* defines wildlife as all native and some non-native amphibians, reptiles, birds, mammals and fish. The *Wildlife Act* protects virtually all vertebrate animals from direct harm, except as allowed by regulations (e.g., hunting or trapping). In BC, 152 wildlife species and sub-species are considered candidates for endangered, threatened or vulnerable status. The *Act* deals with the protection and maintenance of suitable habitat and the conservation of wild species; in particular those species that may be at risk of extinction, as well as nesting birds, their nests and their eggs. Section 34 of the *Wildlife Act* prohibits possessing, taking or destroying (i) a bird or its egg, (ii) the nest of an eagle, peregrine falcon, gyrfalcon, osprey, heron or burrowing owl, or (iii) the nest of a bird not mentioned in (ii), when the nest is occupied by a bird or its egg unless authorized under permit.

By conducting vegetation and ground disturbance activities outside of the nesting season for birds (nesting season for birds in the Courtenay area is late March to mid August), a proponent is often able to maintain compliance with respect to Section 34 of this *Act*. In addition, ensuring construction activities do not harm vertebrate animals will help to maintain compliance with this *Act*.

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3.2.4.1 Fish Salvage Application

Pursuant to Section 18 of the *Angling and Scientific Collection Regulation* under the *Wildlife Act*, a fish collection permit will be required for works where a fish salvage is warranted.

3.2.4.2 Amphibian Salvage Application

Pursuant to Section 2 (c)(i) of the Permit Regulation, a permit under the *Wildlife Act* for the salvage of amphibians will be required where an amphibian salvage is warranted.

3.2.5 Environmental Management Act, BC Contaminated Sites Regulation

Many sites in the province became contaminated during past industrial or commercial activities that resulted in chemicals or toxic materials being spilled or deposited on land. The most common contaminants include heavy metals such as lead, arsenic, cadmium, and mercury. Many sites also have organic chemicals, including benzene and toluene in gasoline. Currently, there are over 14,000 sites being tracked in government records. This includes sites that are:

- Still going through the screening process (and are not yet confirmed as contaminated or not)
- Being cleaned up
- Awaiting final confirmation that cleanup is complete
- Confirmed as cleaned up
- There are a number of triggers that bring sites to the Province's attention:
 - Applications for contaminated sites legal instruments and services
 - Notifications of independent remediation and contaminant migration
 - The receipt of site profiles
 - Spill reports
 - Complaints

The Site Registrar at the Ministry of Environment is legally obligated to record such information on the Site Registry. Although three sites have been noted within the project area, only one provincially registered contaminated site appears to be within the project area.

3.2.6 Heritage Conservation Act

All archaeological sites in BC are protected under the *Heritage Conservation Act* and must not be damaged or altered without a Provincial heritage permit issued by the BC Archaeology Branch. This protection applies even when archaeological sites are previously unidentified or disturbed and applies to sites located on public and/or private land. If a permit is required, the permit application and issuance process takes 8-12 weeks and involves First Nation consultation.

If a known recorded archaeological site is present within the project area, a site alteration permit under the *Heritage Conservation Act* will be required. Additionally, if archaeological artefacts are

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uncovered during development of the project area, works must stop and the Archaeology Branch must be contacted for direction.

3.2.7 Local Government Act

The purpose of the *Local Government Act* is to provide a framework for the establishment and continuation of local governments to represent the interests of their communities. The *Local Government Act* requires local governments to consider the *Flood Hazard Area Land Use Management Guidelines* when designating floodplains. In January 2018, there was an amendment to the *Flood Hazard Area Land Use Management Guidelines* that incorporates sea level rise into the determination of building setbacks and flood construction levels in coastal areas. This Act and the Guidelines should be considered when considering the planning and design of future buildings, facilities and infrastructure.

3.3 Municipal Bylaws

While the project area is owned by the CVRD, it is within the City of Courtenay and is subject to City of Courtenay Bylaws.

3.3.1 Zoning Bylaw No. 2500, 2007

The Zoning Bylaw is applicable to all land, buildings and structures within the Corporation of the City of Courtenay¹⁵. The Zoning Interactive Map indicates that the project area consists of Agricultural One Zone (A-1) (north corner of the site) and Agricultural Two Zone (A-2) (remainder of the site).

Zone A-1 permitted uses include agricultural use, accessory, building and structure, agricultural business, mobile home, home occupation, and single residential dwelling.

Zone A-2 permitted uses include: agricultural use, fairgrounds, assembly hall, recreation facility and accessory temporary accommodation, utility facility, and accessory uses (residential use limited to one dwelling unit, and camping directly related to a sanctioned event occurring on the same lands (on any lot containing fairgrounds)).

Any agricultural buildings are subject to the Zoning Bylaw and must adhere to the setbacks from watercourses that are provided within this bylaw.

¹⁵ City of Courtenay. 2007. Zoning Bylaw No. 2500, 2007. Available:
https://www.courtenay.ca/assets/Departments/Development~Services/Bylaw_2500_Zoning.pdf.pdf.

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3.3.2 Official Community Plan Bylaw No. 2387, 2005

The Official Community Plan (OCP) outlines environmental, economic, social, and cultural policies in addition to servicing, land use patterns, and transportation¹⁶. Environmentally Sensitive Areas are outlined in *Map #6 - Environmental Development Permit Areas*¹⁷, which have been established to protect river systems and associated aquatic features such as streams, ditches and associated buffers that need to be considered throughout design and construction. Map #6 also shows that the project area is entirely within the Agricultural Land Reserve. The Environmentally Sensitive Areas within the project area are shown on **Figure 2.1** and can be summarized as:

- The Tsolum River has a 30 m buffer
- Vanier Creek is considered a stream with a 30 m buffer
- The unnamed stream is considered a ditch with a 5 m buffer
- There are two more ditches with a 5 m buffer within or adjacent to the project area and additional ditches are shown to the east of Headquarters Road.

According to the OCP, no development or fill shall be allowed within the designated 200-year floodplain of the Tsolum River. Additionally, The OCP states that any development adjacent to or near a stream or wetland area must adhere to the requirements of the *Land Development Guidelines for the Protection of Aquatic Habitat 1992* (**Section 4.2**).

3.3.2.1 Environmental Development Permit

An Environmental Development Permit may be required for works within the stream buffers, the riparian area (sensitive ecosystem) of Tsolum River, and/or for other project works.

3.3.3 Floodplain Management Bylaw No. 1743

The *Floodplain Management Bylaw*¹⁸ is applicable to all land, buildings and structures within the corporate limits of the Corporation of the City of Courtenay. This bylaw outlines floodplain designation, floodplain specifications including flood construction levels and floodplain setbacks, and the application of floodplain specifications. The bylaw includes mapping of the existing floodplains for the Puntledge River, Tsolum River, and Courtenay River.

¹⁶ City of Courtenay. 2016. Official Community Plan Appendix “A” to Bylaw No. 2387. Available: https://www.courtenay.ca/assets/Departments/Development~Services/Bylaw_2387_OCP.pdf.pdf.

¹⁷ City of Courtenay. Revised 2010. Map 6 Environmental Development Areas. Available: https://www.courtenay.ca/assets/Departments/Development~Services/OCP_Map_EnviroDPAreas.pdf.

¹⁸ City of Courtenay. 1994. Floodplain Management Bylaw No. 1743. Available: [https://www.courtenay.ca/assets/City~Hall/Bylaws/Land~Use/cons1743%20Floodplain%20Management%20\(updated%20May%203%202011\)%20with%20big%20maps.pdf](https://www.courtenay.ca/assets/City~Hall/Bylaws/Land~Use/cons1743%20Floodplain%20Management%20(updated%20May%203%202011)%20with%20big%20maps.pdf)

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The 200-year Tsolum River floodplain setback should be a primary consideration in the in the planning and construction of buildings and infrastructure within the project area. Please note that the floodplain illustrated in this bylaw's map sheet (Schedule B) varies from the floodplain mapping provided by the CVRD.

3.3.4 Tree Protection and Management Bylaw No. 2850, 2016

Under the *Tree Protection and Management Bylaw*, the cutting and removal of trees, the protection of retained trees during development, the treatment of trees, and tree retention and or/ planting targets are regulated¹⁹. This bylaw applies to all properties within the City of Courtenay and to all protected trees. This bylaw also includes definitions for protected species and protected trees (which include trees within a Riparian Assessment Area and within an Environmentally Sensitive Area).

3.3.4.1 Tree Cutting Permit

A Tree Cutting Permit is required prior to the removal of any tree over 20 cm in diameter at breast height (dbh), the removal of a protected tree, and/or the cutting of a tree branch over 10 cm in diameter.

4.0 PROJECT-SPECIFIC RECOMMENDATIONS

Based on the summary of the environmental values and the findings summarized in this memorandum, the following recommendations are provided for the design and planning of the proposed Comox Valley Exhibition/Stonehenge Grounds:

Planning / Design:

1. If possible, avoid development within the 200-year floodplain of the Tsolum River. If this cannot be achieved, site specific construction methodology and mitigation will need to be implemented in order to reduce the potential risk and impacts.
2. Avoid development within riparian areas and established buffers (**Figure 2.1**).
3. If stream crossings / works within streams are required, determine their exact locations to inform permit applications
4. Complete a stream habitat assessment on Vanier Creek if works are proposed that may affect the stream
5. Apply for the permits and applications listed in **Section 4.1** as soon as possible to avoid project delays.

¹⁹ City of Courtenay. 2016. Tree Protection and Management Bylaw No. 2850, 2016. Available: https://www.courtenay.ca/assets/City~Hall/Bylaws/Land~Use/2850_Tree_Protection_Bylaw.pdf.

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6. Follow guidance documents listed in **Section 4.2**
7. Have a Qualified Professional prepare an Environmental Management Plan, including appropriate mitigation, to be followed during construction.
8. Review all applicable local bylaws and maintain compliance.
9. Conduct works within or adjacent to surface water resources (including roadside ditches) within the reduced risk timing window for fish in the Vancouver Island Region, June 15 to September 15. If works cannot be completed within the reduced risk timing window, consult a Qualified Professional to develop appropriate mitigation methods.
10. Additional details should be requested regarding each of the three provincially registered contaminated sites prior to the completion of the detailed design.

Construction

1. If works are to occur in watercourses that may contain fish, then fish salvage will be required. A permit is required to undertake fish salvage. This should be applied for well in advance of planned salvage activities.
2. Prepare a sediment and erosion control plan.
3. As tree removal will occur and works will occur with proximity to trees, a Qualified Professional should be consulted to assess the area for bird nests prior to vegetation removal.
4. Have a Qualified Professional prepare a site-specific Construction Environmental Management Plan
5. Conduct vegetation clearing outside of the nesting season for birds (nesting season: late March – mid August). However, if clearing does occur during the nesting season a Qualified Professional should be consulted to assess the area for bird nests prior to vegetation removal. Avoid the removal of trees whenever possible.

4.1 Summary of Permits and Applications

The following is a list of permits and applications that may be required for the project area:

- Provincial Changes in and About a Stream Application (Section 11)
- Federal Request for Review Application
- Provincial Fish Salvage Application
- Federal Licence to Fish for Scientific, Experimental, or Educational Purposes.
- Amphibian Salvage Application
- Application for a Species at Risk Permit (Aquatic Species)
- Environmental Development Permit
- Tree Cutting Permit

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- Transportation, Utility, or Recreational Trail Uses within the ALR
- Conduct a Non-Farm Use activity within the ALR
- Placement of fill on ALR land for a non-farm use activity

4.2 Guidance Documents

The following is a list of relevant guidance documents:

- Government of British Columbia. 2004. **Provincial Flood Hazard Land Use Management Guidelines**. Available: https://www2.gov.bc.ca/assets/gov/environment/air-land-water/water/integrated-flood-hazard-mgmt/flood_hazard_area_land_use_guidelines_2017.pdf.
- Department of Fisheries and Oceans Canada. 1992. **Land Development Guidelines for the Protection of Aquatic Habitat 1992**. Available: http://www.sxd.sala.ubc.ca/9_resources/fed_%20files/fed%20land%20development%20guidelines.pdf.
- Government of British Columbia. 2004. **Standards and Best Practices for Instream Works**. Available: <https://www2.gov.bc.ca/assets/gov/environment/natural-resource-stewardship/best-management-practices/iswstdsbpsmarch2004.pdf>.
- MFLNRO. 2011. **Terms and Conditions for Changes In And About A Stream Specified By Ministry of Forests, Lands and Natural Resource Operations Habitat Officer, West Coast Region (Vancouver Island & Gulf Islands)**. Available: https://www2.gov.bc.ca/assets/gov/environment/air-land-water/water/working-around-water/terms_conditions_van_island.pdf.
- MFLNRO. 2016. **Best Management Practices For Amphibian And Reptile Salvages In British Columbia** Available: <http://a100.gov.bc.ca/pub/eirs/finishDownloadDocument.do?subdocumentId=10351>.
- Fisheries and Oceans Canada. 2020. **Fisheries and Oceans Canada Standards and Codes of Practice**. Available: <https://www.dfo-mpo.gc.ca/pnw-ppe/practice-pratique-eng.html>.
- MFLNRO and Fisheries and Oceans Canada. 2012. **Fish-stream Crossing Guidebook**. Available: https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/resource-roads/fish-stream_crossing_web.pdf.
- Fisheries and Oceans Canada. 2020. **Measures to Protect Fish and Fish Habitat**. Available: <https://www.dfo-mpo.gc.ca/pnw-ppe/measures-mesures-eng.html>.
- ALC. 2018. **ALC Bylaw Reviews A Guide for Local Governments**. Available: https://www.alc.gov.bc.ca/assets/alc/assets/library/land-use-planning/alc_bylaw_review_guide.pdf.
- British Columbia Ministry of Agriculture and Lands. 2005. **A Guide to Using and Developing Trails in Farm and Ranch Areas**. Available: https://www.kpu.ca/sites/default/files/BCMA_trail%20use%20and%20development%20guide_2005.pdf.

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5.0 CLOSING

We trust this memo is informative and will act as a foundational document in the CVEx Landscape Plan. Please contact us directly if you have any questions or comments regarding the environmental scope of the project.

URBAN SYSTEMS LTD.

A handwritten signature in black ink, appearing to read 'Rachel Howes'.

Rachel Howes, B. Sc.
Environmental Consultant

Reviewed by:

A handwritten signature in black ink, appearing to read 'Rhonda Maskewich'.

Rhonda Maskewich, P.Ag, RPBio
Environmental Planner/Principal

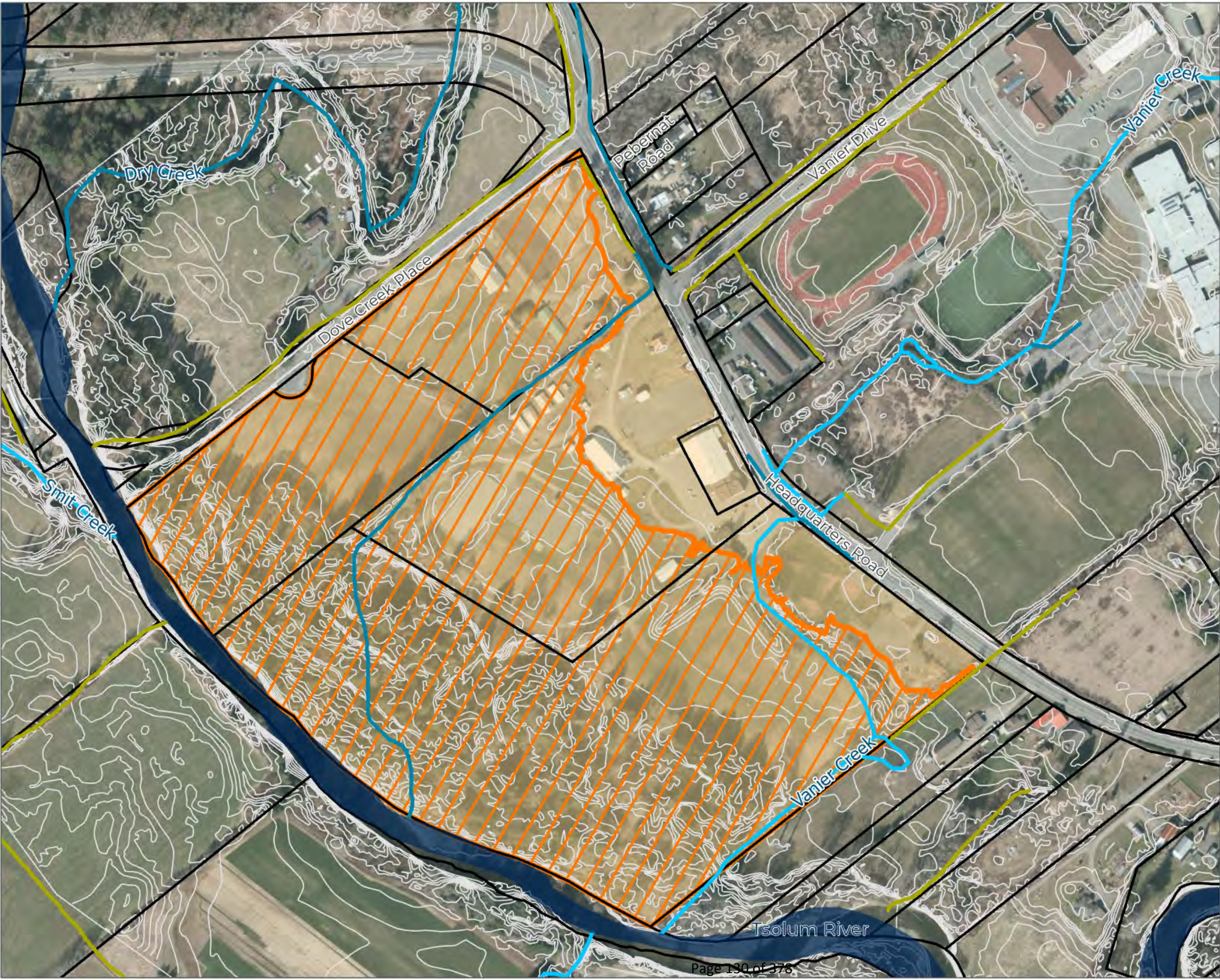
A handwritten signature in black ink, appearing to read 'Chad Lishman'.

Chad Lishman, M.Sc., P.Ag.
Environmental Consultant

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Comox Valley Regional District
Comox Valley Exhibition Grounds:
Landscape Plan

Environmental Features

Legend

- Subject Site
- Parcels
- 200 Year Floodplain
- Ditches
- Contours (0.5m)
- Confirmed fish presence
- Unknown fish presence

Streams

- Confirmed fish presence
- Unknown fish presence

Notes:

The accuracy & completeness of information shown on this drawing is not guaranteed. It will be the responsibility of the user of the information shown on this drawing to locate & establish the precise location of all existing information whether shown or not.



Coordinate System: NAD 1983 UTM Zone 10N **Scale:** 1:3,500 (When plotted at 11"x17")

Data Sources:
 - Data retrieved from the Comox Valley Regional District, City of Courtenay, and Data BC.

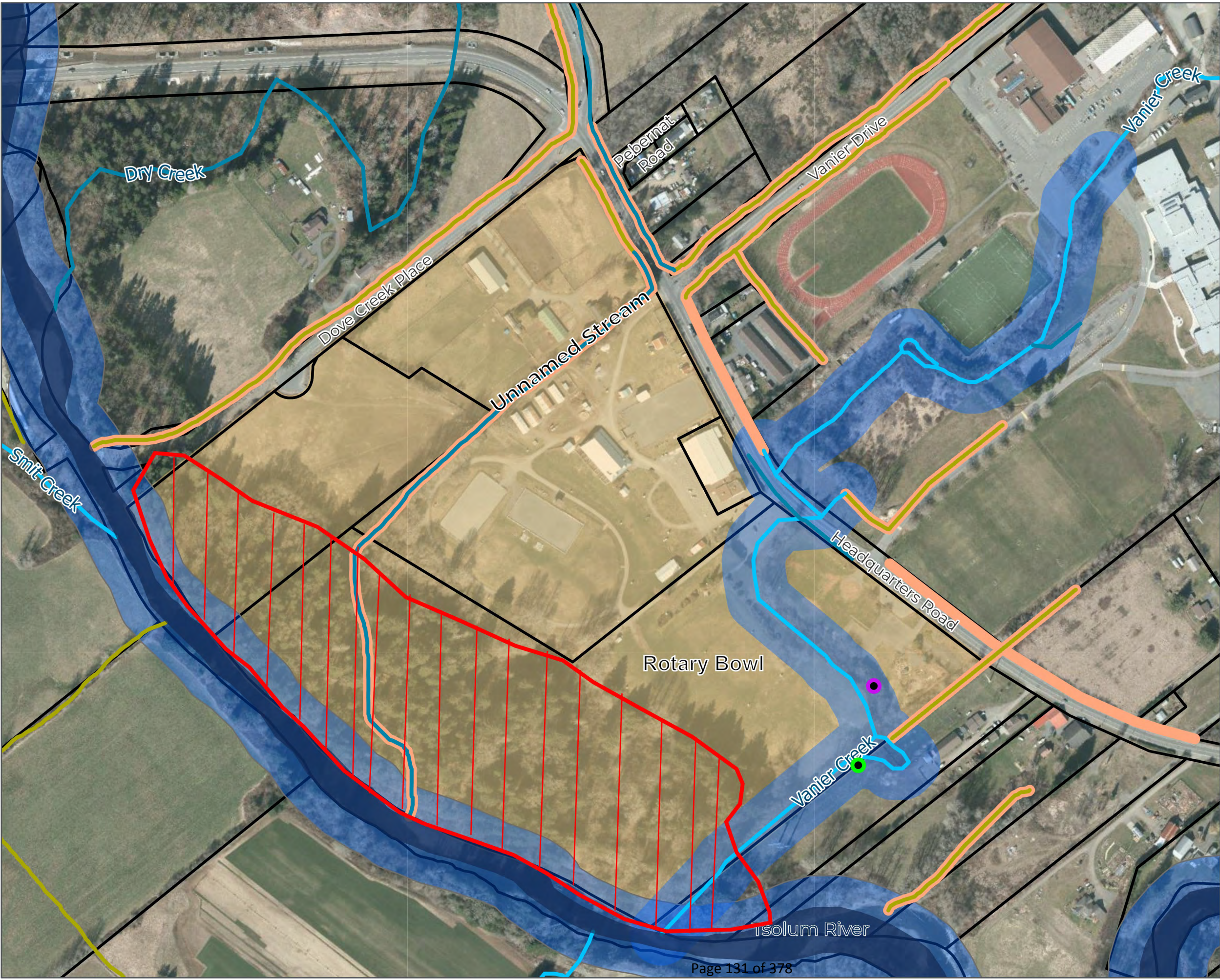
Project #:	3023.0013.01
Author:	OS
Checked:	PR / RH
Status:	FINAL
Revision:	A
Date:	2021 / 6 / 23



FIGURE 1.1

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 Last exported by osterlert on August 6, 2020 10:33 AM
 Last printed by osterlert on September 25, 2017 11:46 AM



Comox Valley Regional District
Comox Valley Exhibition Grounds:
Landscape Plan

Environmental Features

Legend

- Subject Site
- Parcels
- Ditches

Streams

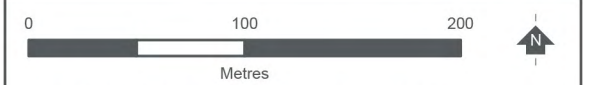
- Confirmed fish presence
- Unknown fish presence

- Stream Buffer (30m)
- Ditch Buffer (5m)

- Sensitive Ecosystem
- Stagnant Pond
- Livestock Pond

Notes:

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Coordinate System: NAD 1983 UTM Zone 10N
Scale: 1:3,500 (When plotted at 11"x17")

Data Sources:
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Project #:	3023.0013.01
Author:	OS
Checked:	PR / RH
Status:	Status
Revision:	A
Date:	2020 / 8 / 6

URBAN
S Y S T E M S

FIGURE 2.1

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APPENDIX D

Site Analysis & Workshop Summaries

MEETING NOTES

Subject: **CVEx Landscape Plan: Site Visit / Analysis**
 Meeting Date: July 13, 2020
 Time: 1:30pm- 5:30pm
 Location: On-site
 File: 003023.0013.01

ATTENDEES

Gary Jerzak
 Mike Morrissey
 Beth Hurford
 Phil Rinn

COMPANY

Comox Valley Regional District
 Comox Valley Regional District
 Urban Systems
 Urban Systems

EMAIL

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bhurford@urbansystems.ca
prinn@urbansystems.ca

<u>ITEM</u>	<u>DISCUSSION</u>	<u>ACTION BY:</u>
1	<p>Site Servicing</p> <ul style="list-style-type: none"> • Existing bulk water pickup (along Headquarters Road; northeast corner of Market Field) <ul style="list-style-type: none"> ○ Consider alternate location/access ○ Currently a lack of signage • Feasibility of sani-dump on-site for on-site campers during large events? <ul style="list-style-type: none"> ○ Public vs. secure access? ○ Asset vs. liability? • Existing water service(s) and irrigation system installed at the Vanier Community Garden (east corner of Market Field adjacent to Vanier Creek) • Stonehenge Farm property: Is existing utility information available? <ul style="list-style-type: none"> ○ City of Courtenay water connection from Headquarters Road ○ On-site septic system (location and condition TBD) • Mike Herschmiller, Manager of Water Services (CVRD) can be contacted with questions about the project. 	Info
2	<p>Site Access Observations / Discussion</p> <ul style="list-style-type: none"> • Multiple access points along low-visibility corner of Headquarters Road (east to west) <ul style="list-style-type: none"> ○ CVEG South Gate: paved, gated access - typically left open ○ Bulk Water Fill Station: (x2 – entry/exit) ○ Market Field: gravel, chained access - aligned with Schellinck Drive (main access road to G.P. Vanier Secondary School – gravel shoulder) ○ Curling Club (main public access) ○ CVEG North Gate: aligned with Vanier Drive (overhead lighting and servicing within median of potential 2-way entry access road installed as part of 2011 water/electrical upgrades by McElhanney. ○ Stonehenge Farm: gravel, gated access ○ Community Mailbox Layby • Ditches along Headquarters Road are steep, difficult to maintain appear to have drainage issues (e.g. missing culverts; low points with no conveyance). 	Info

MEETING NOTES

Subject: CVEx Landscape Plan: Project Meeting #2
 Meeting Date: July 13, 2020
 File: 003023.0013.01
 Page: 2 of 3



	<ul style="list-style-type: none"> • Comox Sports Centre and G.P. Vanier Secondary School (directly north across Headquarters Road) are used for off-site parking during large events, as well as overflow storage for CVEx. <ul style="list-style-type: none"> ○ Large amounts of people crossing the road uncontrolled = dangerous ○ Problem with students regularly engaging in theft and vandalism • Dove Creek Road Accesses: <ul style="list-style-type: none"> ○ Stonehenge Farm: well-built, tree-lined gravel driveway with overhead lighting ○ Dove Creek Field Gate: paved access along new cul-de-sac at the end of the road 	
3	<p>Site Issues / Opportunities</p> <ul style="list-style-type: none"> • Main entry by Curling Club has an underwhelming visitor experience and pedestrian safety concerns: <ul style="list-style-type: none"> ○ Lack of drop-off and pedestrian facilities ○ Circulation and wayfinding challenges ○ Lack of shade (trees/shelter) to protect from sun/rain ○ Dumpster location and lack of visual screening ○ Lack of planting/beauty in main parking lot • On-site, covered/interior storage is a BIG issue: <ul style="list-style-type: none"> ○ There are informal storage areas around the exterior of most buildings – susceptible to theft and damage from vandals, weather, rodents, etc. ○ Substantial storage contemplated as part of potential Agriplex project. • Farmer’s Market: <ul style="list-style-type: none"> ○ What is the story RE: its current location? ○ Current site has accessibility / flooding challenges and access to washrooms is poor ○ Winter location at CVEx? • Stonehenge Farm: <ul style="list-style-type: none"> ○ Could remove windrow trees and open use for extra parking ○ Specimen trees = 4 London Planes + 1 Cherry ○ Opportunity to co-locate Farmers’ Market and event parking? • Cross-country equestrian course/jumps: <ul style="list-style-type: none"> ○ To what extent is it used? By who? (e.g. English riders...) ○ Current condition – maintenance plans/needs? • Tsolum River Trails: <ul style="list-style-type: none"> ○ Network of primary, secondary, tertiary trails ○ Used by CVEx and larger community (popular for bathers and dog-walkers) ○ Obtain official / informal trail mapping if possible. 	Info

*The preceding is the writer's interpretation of the proceedings and any discrepancies and/or omissions should be reported to the writer within 3 days of receipt.

MEETING NOTES

Subject: CVEx Landscape Plan: Project Meeting #2
Meeting Date: July 13, 2020
File: 003023.0013.01
Page: 3 of 3



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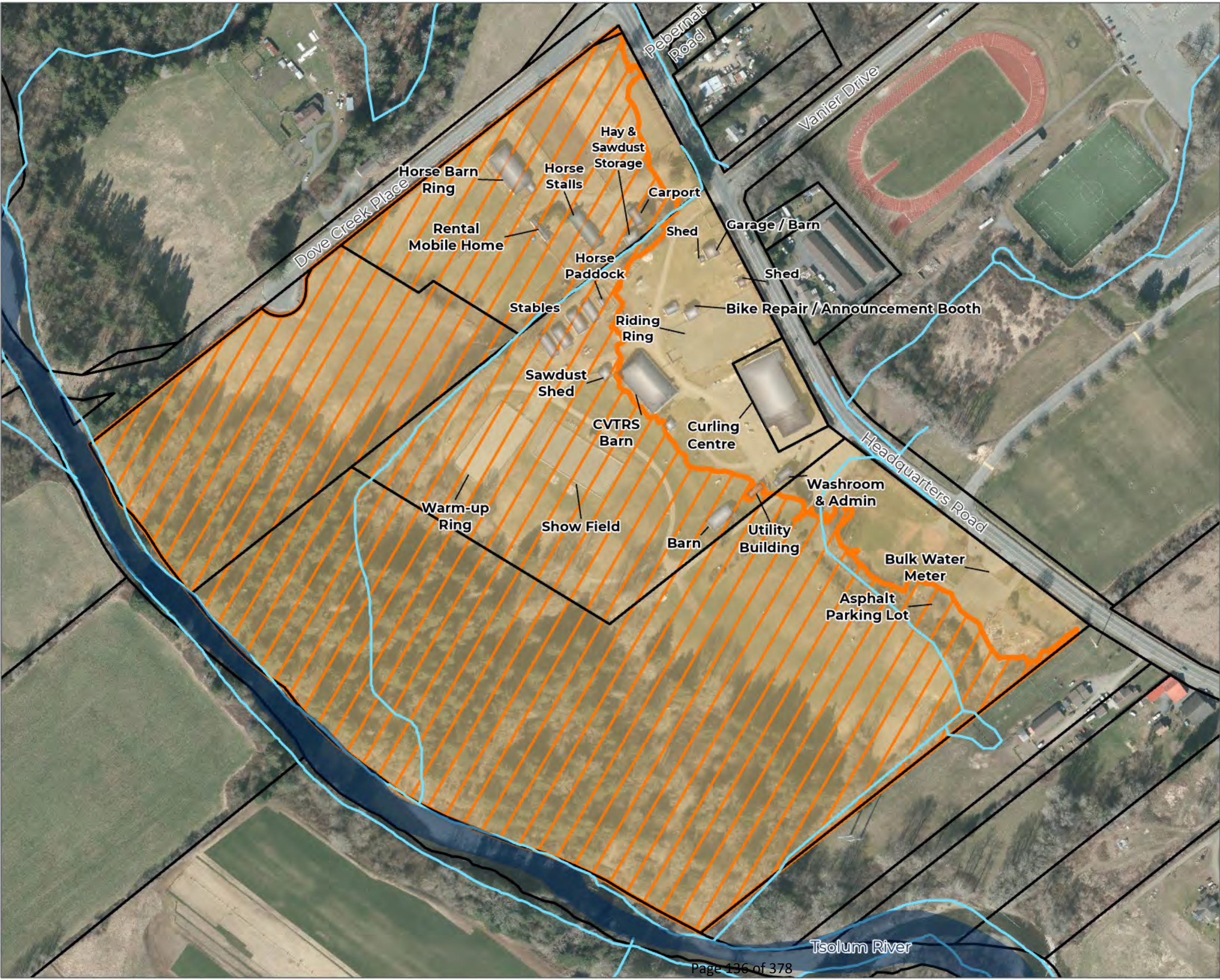
Phil Rinn, MBCSLA
Project Lead

cc: All Attendees
Jennifer Zbinden, Comox Valley Regional District (jzbinden@comoxvalleyrd.ca)
Rachel Howes, Urban Systems (rhowes@urbansystems.ca)
Devon Phillips, Urban Systems (dphillips@urbansystems.ca)
Eric Sears, Urban Systems (esears@urbansystems.ca)
Michael Vorhies, Urban Systems (mvorhies@urbansystems.ca)

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Comox Valley Regional District
Comox Valley Exhibition Grounds:
Landscape Plan

Site Plan

Legend

- Subject Site
- Parcel Boundaries
- Building Footprints
- 200 Year Floodplain
- Streams

Notes:

The accuracy & completeness of information shown on this drawing is not guaranteed. It will be the responsibility of the user of the information shown on this drawing to locate & establish the precise location of all existing information whether shown or not.



Coordinate System: NAD 1983 UTM Zone 10N
Scale: 1:3,000 (When plotted at 11"x17")

Data Sources:
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Project #: 3023.0013.01
 Author: OS
 Checked: PR / CJ
 Status: **FINAL**
 Revision: A
 Date: 2021 / 6 / 23



FIGURE 1.1

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MEETING NOTES

Subject: **CVEx Landscape Plan: Programming Workshop**
 Meeting Date: August 20, 2020
 Time: 1:30pm- 3:30pm
 Location: On-site
 File: 3023.0013.01

ATTENDEES

Mike Morrissey
 Jennifer Zbinden
 Beth Hurford
 Phil Rinn
 Michael Vorhies

COMPANY

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 CVRD
 Urban Systems
 Urban Systems
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mvorhies@urbansystems.ca

<u>ITEM</u>	<u>DISCUSSION</u>
1	<p>Project Update and Data Confirmation</p> <ul style="list-style-type: none"> Phil provides general progress update. Technical background memos delivered to date (mobility, environmental, site servicing) will be included as appendices within the final report Mike recognizes there are gaps in the data (especially for the Stonehenge site), despite attempts by the Urban Systems team to reach out to several departments within the City of Courtenay and CVRD Group agrees that the unknown infrastructure and associated opportunities and constraints may influence the concept layout plans and recognizes the important of acquiring this information if available (see 'Servicing' section within the 'Memorandum Reviews' below) The City of Courtenay confirmed there are no site servicing cards for the 8-acre Stonehenge site Phil recommends contacting Yates, Thorn & Associates to request CAD base used to create maps within 2017 Master Plan <p>Action: Mike (CVRD team) to follow-up with YTA to determine if this information is available</p>
2	<p>Memorandum Reviews</p> <p><u>Mobility</u></p> <ul style="list-style-type: none"> Site should be planned to accommodate and encourage year-round activity (except for extreme weather events such as flooding or wind) There are perceived ownership and potential conflicts between user groups throughout the year (each group with competing ideas of priorities) Parking and mobility represent greatest need for change on the site (e.g. consider relocating Farmers Market to Stonehenge and/or Dove Creek Field to increase parking availability and reduce impacts on Headquarters Road)

MEETING NOTES

Subject: CVEx Landscape Plan: Programming Workshop
Meeting Date: August 20, 2020
File: 3023.0013.01
Page: 2 of 5



	<ul style="list-style-type: none">• Mike and Jennifer recognize potential to improve safety for event attendees by providing adequate, safe, on-site parking• Several multi-modal connections and plans (e.g. City of Courtenay, CVRD) identify future improvements along Headquarters Road, as well as future trail connections along the Tsolum River (connecting to existing trail network)• Beth recommends a continuous pathway throughout the site from north to south to support site cohesion, safety, navigability, and general accessibility year round <p><u>Servicing</u> The site servicing memo identifies gaps in the existing site data, particularly for the Stonehenge Farm site. It is recommended that CVRD considers a detailed site servicing review and/or site survey to confirm the existing infrastructure and potential constraints for Stonehenge that will inform next steps for planning/design</p> <p>Action: Mike and Jennifer to confirm approach for obtaining site information for Stonehenge. Urban Systems to provide support as needed</p> <p><u>Environmental</u></p> <ul style="list-style-type: none">• While there are several environmental features on the site (e.g. river floodplain, forest, fish-bearing stream), they should be manageable for the proposed uses and potential impacts. Memo provides significant background information to help guide the planning and design process.
3	<p>User Group and Event Priorities (from 2017 Master Plan)</p> <ul style="list-style-type: none">• Group confirms relevance of previous plans and activities for current scope• Desire for a year-round Farmers Market venue or other type of on-site accommodation (number of users likely to remain constant in the near future)• Plans for a future Agriplex have been delayed and it should not be a focus of this work:<ul style="list-style-type: none">○ The Farmers Institute has been asked to “downgrade” the proposed size of the Agriplex. The corner of the Stonehenge site was previously the preferred location, however others are being considered○ Jennifer suggests this process move forward and that the Agriplex be revisited in 5-8 years time• Specific site and user group planning needs identified within the 2017 Master Plan will be considered in the current scope of work (Appendix D – Views of Public and Stakeholders).
4	<p>Key Program Elements/Amenities and Future Expansion Plans</p> <ul style="list-style-type: none">• Goal for the discussion is to identify areas that would be suitable for new buildings and/or contribute to improvements (e.g. site access, drop off locations, etc.), while considering/accommodating future expansion opportunities• Design for re-configuration of bulk water station is currently underway – may be an important consideration for relocation of main site access.

MEETING NOTES

Subject: CVEx Landscape Plan: Programming Workshop
Meeting Date: August 20, 2020
File: 3023.0013.01
Page: 3 of 5



	<p><u>Post-meeting note:</u> Mike has provided the current design drawings for the bulk water station. Functional and aesthetic improvements anticipated, with little to no impact on current footprint and/or site access.</p> <ul style="list-style-type: none">Jennifer identifies washroom facilities as an important consideration (particularly accessible washroom facilities during events). She suggests some type of washroom facility lower on site to accommodate dog walkers, equestrians and their spectators, etc. as event users currently are required to access facilities away from these venues which may be a challenge (porta potties are not sufficient).Mike mentions the arena areas experience flooding in the fall and would like to ensure this is not forgotten in the designMike identifies three facilities currently missing from this site: indoor arena, bulk water, and washroom facilities
5	Establish /Confirm Project Vision and Principles <ul style="list-style-type: none">The group confirms the Design Principles identified within the 2002 Master Plan remain largely relevant, however consideration of Stonehenge Farm site should be included.
6	Site Planning Exercise <p>(see attached map mark-ups which capture key considerations)</p> <ul style="list-style-type: none">Michael (Urban Systems) begins the mapping discussion live on screen. Final notes and comments from the discussion are included on the marked-up reference maps within this meeting note package (following pages). The following typed notes capture additional conversation that could not be captured visually:<u>Access:</u><ul style="list-style-type: none">Phil raises opportunity to move main entrance from Curling Club, with potential to relocate to chained entrance off Headquarters Road (CVEG South Gate). Other option along Headquarters Road is the Vanier entrance (CVEG North Gate), as electrical connection and other services are already present.Jennifer says access at Vanier Drive would be good to have – providing one unified recreational area together with the CVRD Sports Centre. There is also an obvious and significant need for one or more improved crossings for Headquarters Road.Beth mentions recent or potential upcoming work to realign Vanier that may impact desirable access. This has not yet been confirmed. Action: Beth to explore public information regarding rumored Vanier Drive realignment.Mike asks about desirable alignment for continuous multi-use pathway through site; Beth recommends origins and destinations inform this placement.Mike identifies trailhead parking at end of Dove Creek Road for access to Tsolum River trail network.

MEETING NOTES

Subject: CVEx Landscape Plan: Programming Workshop
Meeting Date: August 20, 2020
File: 3023.0013.01
Page: 4 of 5



	<ul style="list-style-type: none">• <u>Farmers Market:</u><ul style="list-style-type: none">○ Jennifer expresses a need for the Farmers Market to be visible from Headquarters Road. Also, relocating to Dove Creek Field would minimize grazing opportunities from September – June.○ Group explores Kin Hut Field as a potential site for Farmers Market, however issues during event overlap are a concern and can be problematic. It is often used by the Farmers Market in the spring due to ground saturation on usual Farmers Market site. However, the space is too small during main market season as the number of vendors increases. Again, a permanent spot for the Market is desirable. Adding a community kitchen or an educational venue of some type would also increase the usage of the site. • <u>Equestrian and Dog Agility:</u><ul style="list-style-type: none">○ Phil asks about the therapeutic riding arena usage. Mike mentions it is well used and a good venue during wet months, however the paddocks along Headquarters Road are not necessary and under-utilized○ Phil asks about storage noting there are several ad-hoc storage locations for several groups throughout the site. He asks if a central, or purpose-built storage venue would be desirable○ Mike says user groups do not pay for these storage opportunities and that relocating or providing storage elsewhere would result in less of an “eyesore”. He is open to relocating them and recommends that the report touches on future storage needs○ Phil asks about dog agility area and what improvements might be required○ Jennifer identifies a covered stage as desirable for this area and to ensure consideration is paid to the footing
7	Next Steps <ul style="list-style-type: none">• Concept development and graphic plans with wider consulting team will be the immediate next step. These concepts will then be distributed to Mike and Jennifer for review.• In parallel to this concept process, information related to unknown characteristics of the Stonehenge site (e.g. infrastructure and servicing) can proceed, but should not delay the concept timeframe and approach.

**The preceding is the writer's interpretation of the proceedings and any discrepancies and/or omissions should be reported to the writer within 3 days of receipt.*

MEETING NOTES

Subject: CVEx Landscape Plan: Programming Workshop
Meeting Date: August 20, 2020
File: 3023.0013.01
Page: 5 of 5



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A handwritten signature in black ink, appearing to read "Phil Rinn".

Phil Rinn, MBCSLA
Project Lead

cc: All Attendees
Rachel Howes, Urban Systems (rhowes@urbansystems.ca)
Devon Phillips, Urban Systems (dphillips@urbansystems.ca)
Eric Sears, Urban Systems (esears@urbansystems.ca)
Owen Sieffert, Urban Systems (osieffert@urbansystems.ca)

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Comox Valley Regional District
 Comox Valley Exhibition Grounds:
 Landscape Plan
 Site Access
 Base Map - All Layers

- Legend**
- Subject Site
 - Parcels
 - Streams
 - Confirmed fish presence
 - Unknown fish presence
 - 200 Year Floodplain (20 m Buffer)
 - Stream Buffer (30m)
 - Ditch Buffer (6m)
 - Contours (0.5 m)
 - Stormwater
 - Ditches
 - Culverts
 - Sanitary
 - Gravity Mains
 - Lateral Lines
 - Water
 - Water Mains
 - Lateral Lines
 - Hydrants
 - Electrical
 - Streetslights
 - Stream Buffer (30m)

Notes:

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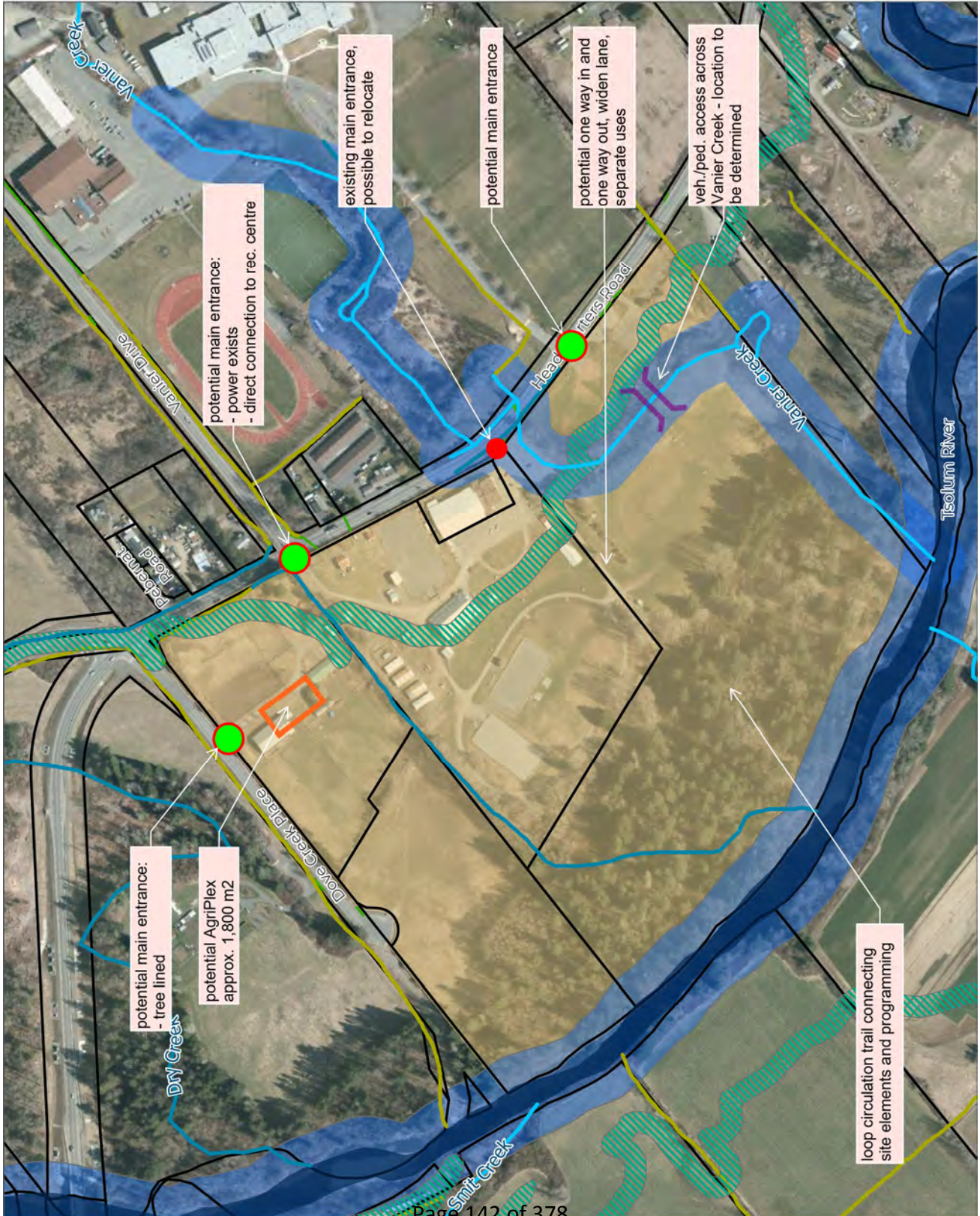


Coordinate System:
 Scale: 1:3,500
 (When plotted at 111,177)
 NAD 1983 UTM Zone 10N

Data Sources:
 - Data retrieved from the Comox Valley Regional District, City of Courtenay, and Data BC.

Project #:	3023.001.01
Author:	OS
Checked:	PR/ES
Status:	DRAFT
Revision:	A
Date:	2020/18/20

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 FIGURE 1.1



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 Last updated by consultant on September 25, 2017 at 11:46 AM

Comox Valley Regional District
Comox Valley Exhibition Grounds:
Landscape Plan
Market Location
Base Map - All Layers

- Legend**
- Subject Site
 - Parcels
 - Streams
 - Confirmed fish presence
 - Unknown fish presence
 - 200 Year Floodplain (20 m Buffer)
 - Stream Buffer (30m)
 - Ditch Buffer (6m)
 - Contours (0.5 m)
 - Stormwater
 - Ditches
 - Culverts
 - Sanitary
 - Sanitary
 - Gravelly Mains
 - Lateral Lines
 - Water
 - Water Mains
 - Lateral Lines
 - Hydrants
 - Electrical
 - Streetlights
 - Stream Buffer (30m)

Notes:

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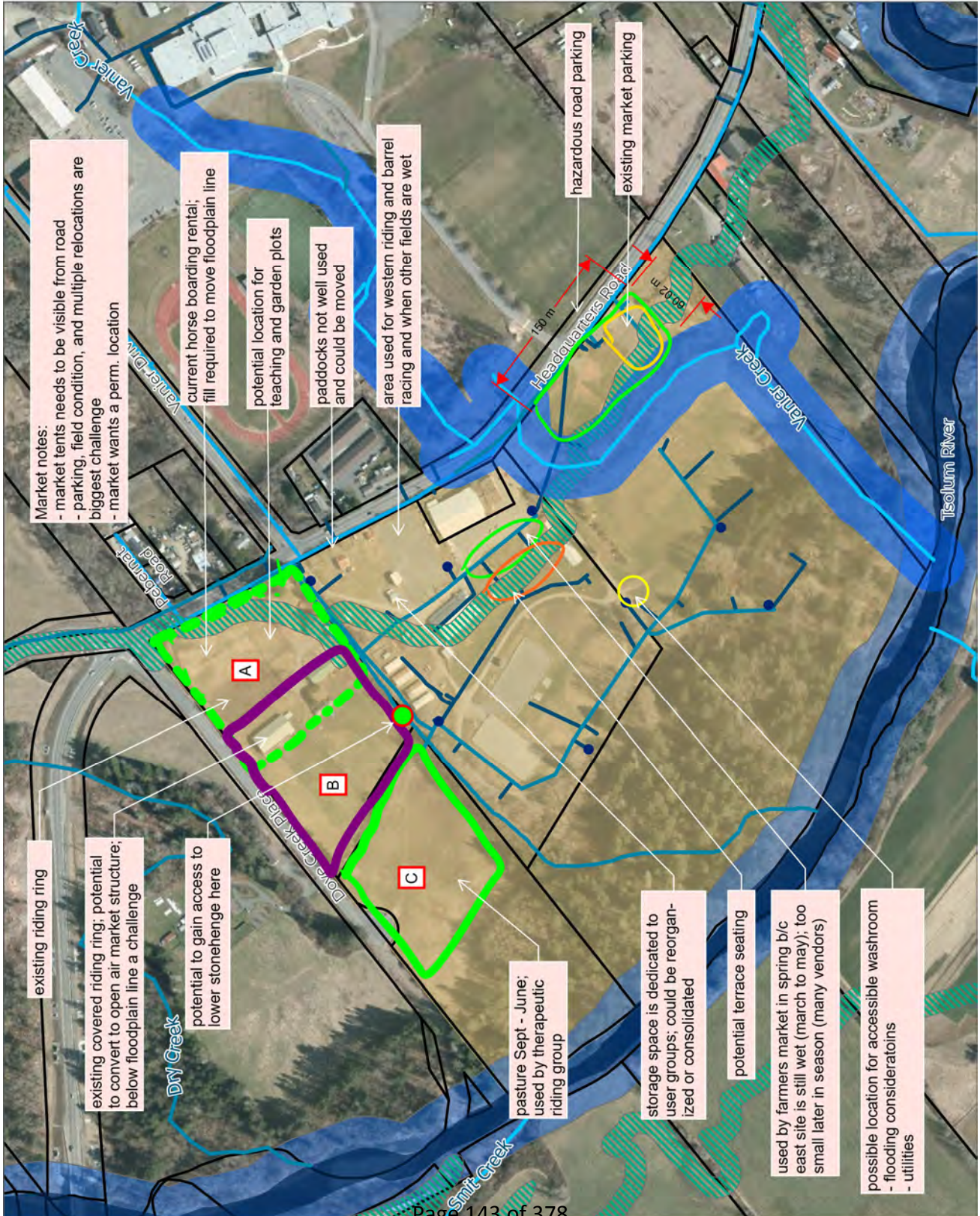


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Data Sources:
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Project #:	3023.0013.01
Author:	OS
Checked:	PR / ES
Status:	DRAFT
Revision:	A
Date:	2020 / 8 / 20

URBAN
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FIGURE 1.1

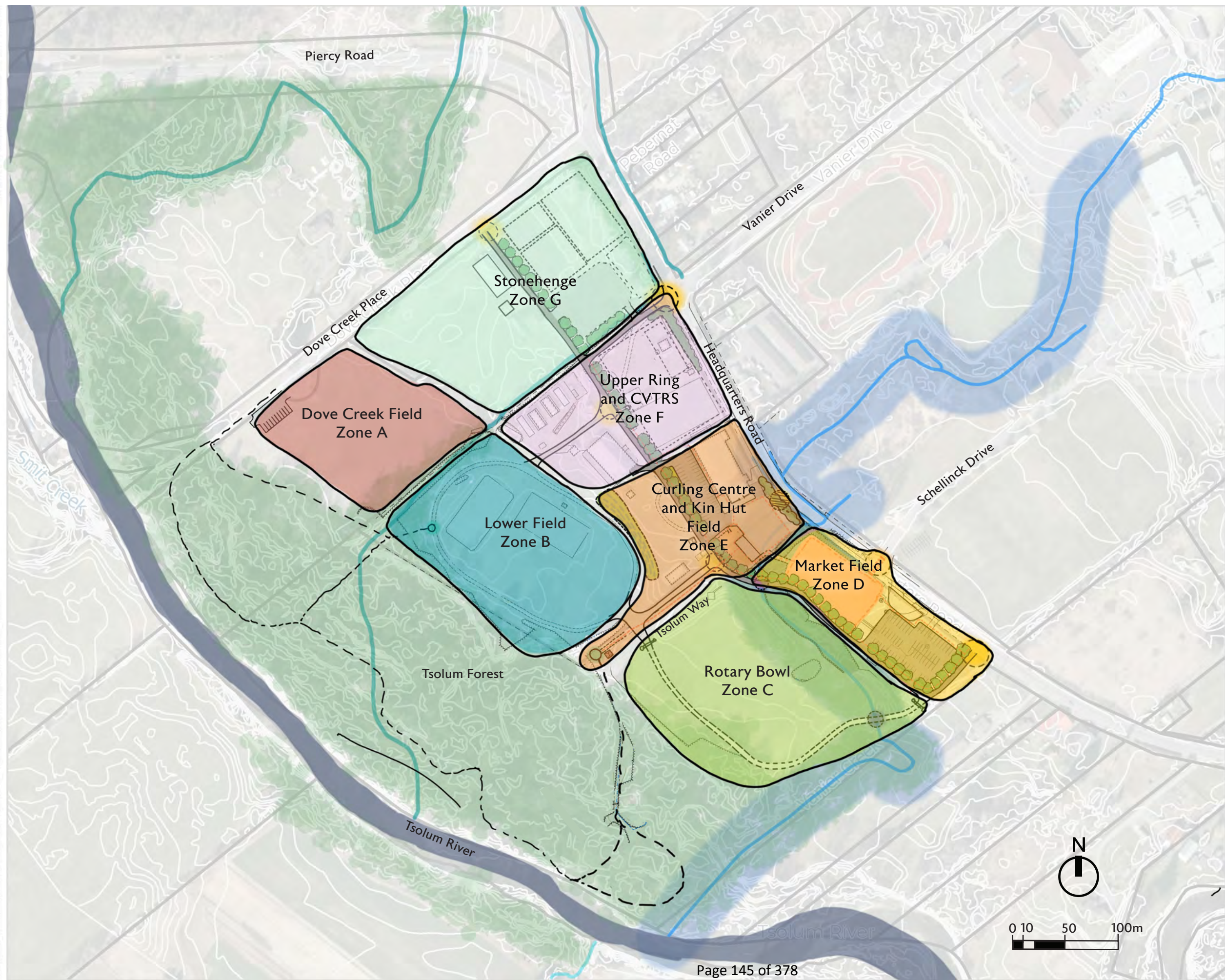


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 I:\Projects\30230013013\30230013013-Draft\GIS\FIGURE_1.1_FIGURE_1.1_URBAN_SYSTEMS_TEMPLAT

The background of the page is a light gray map of a city street grid. A prominent red rectangular box is overlaid on the left side of the page, containing the title text. The text is white and bold. The map shows a complex network of streets with several circular nodes or junctions highlighted.

APPENDIX E

Conceptual Site Plan Drawings & Cross Sections



Comox Valley
Exhibition Grounds
Master Plan - Zone
Diagram

2021/06/23

URBAN
systems



LEGEND

1. Proposed Main Entries
2. Proposed Secondary Entry
3. Relocated and Expanded Teaching and Education Plots
4. Proposed Covered Riding Ring
5. Relocated Upper Ring
6. Stonehenge Gravel Parking Lot
7. Horse Trailer Drop-off and Staging Area
8. Multi-modal Circulation Spine
9. Access Control Points
10. Consolidated Storage Area
11. Potential Future Development Area
12. Reconfigured Curling Club Parking
13. Urban Plaza - Flex for Expanded Farmers' Market/ Event Parking
14. Decommissioned Entry - Emergency and Events Access Only
15. Proposed Farmer's Market (approximately 110 stalls)
16. Proposed Pedestrian Crossing
17. Proposed Access Road w/ Stream Crossing
18. Reconfigured and Expanded Parking (58 Stalls)
19. Widened Access to Lower Field
20. Trailhead with Covered Shelter and Improved Washrooms and Bike Parking
21. Trailhead Parking (10 Stalls +/-)
22. Proposed Washrooms
23. Proposed Open Air Shelter
24. Retain Existing Driveway as Emergency Access Only
25. Amphitheatre Seating

— 200-year Floodplain Setback

**Comox Valley Exhibition Grounds
Master Plan - Concept Plan**



2021/06/23





LEGEND

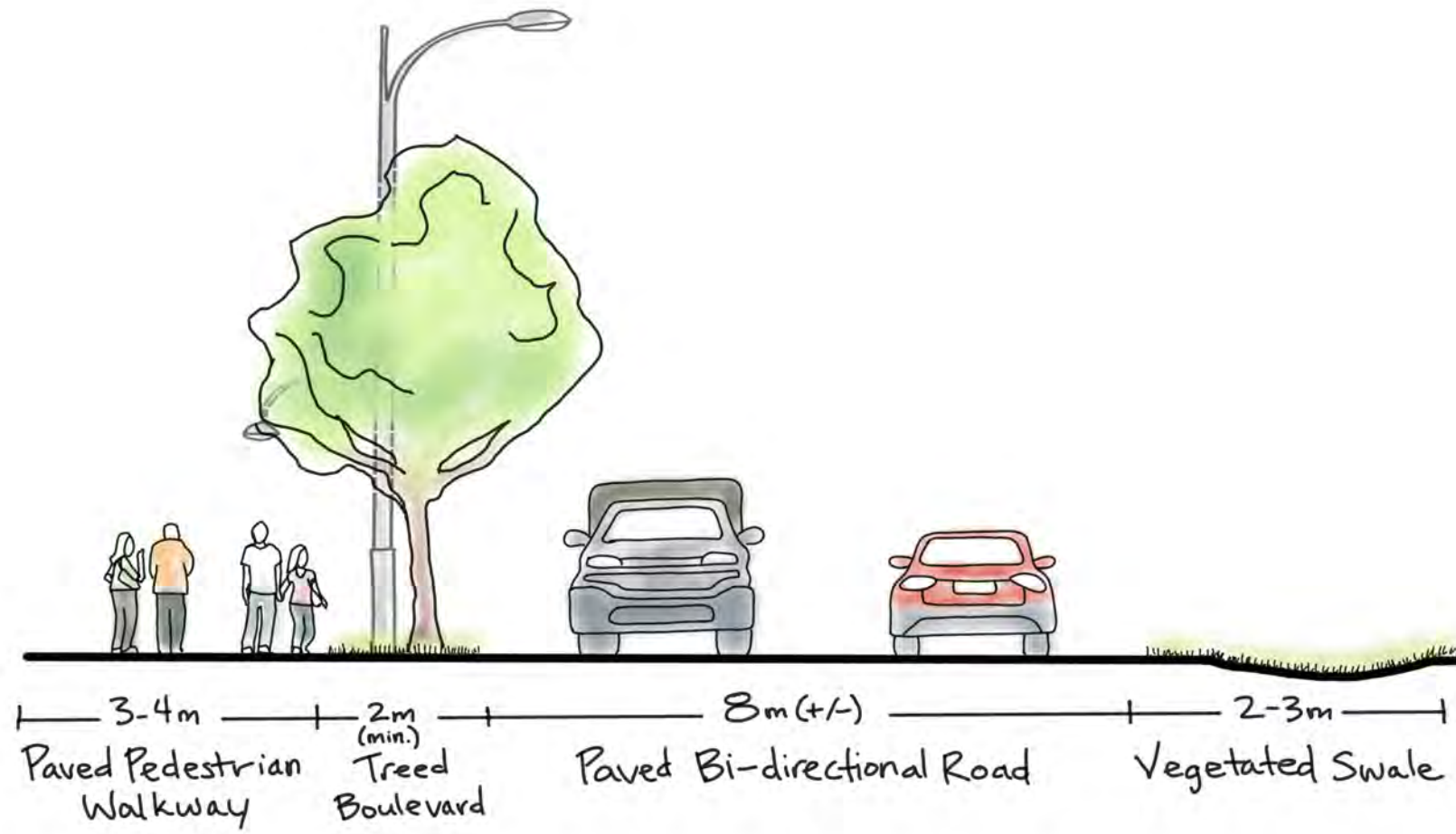
1. Tree Lined Main Spine Road
2. Reorganized Curling Club Parking
3. Enhanced Curling Club Entry Plaza and Drop-off Zone
4. Events Plaza and Logistics Centre with Washroom
5. Urban Plaza - Flex for Expanded Farmers' Market or Event Parking
6. Pedestrian Circulation (typ.)
7. Decommissioned Entry - Emergency and Events Access Only
8. Events Staging Area/Flex Parking
9. Farmers' Market (approximately 110 stalls)
10. Proposed Pedestrian Crossing

-  Pedestrian Circulation
-  200-year Floodplain Setback

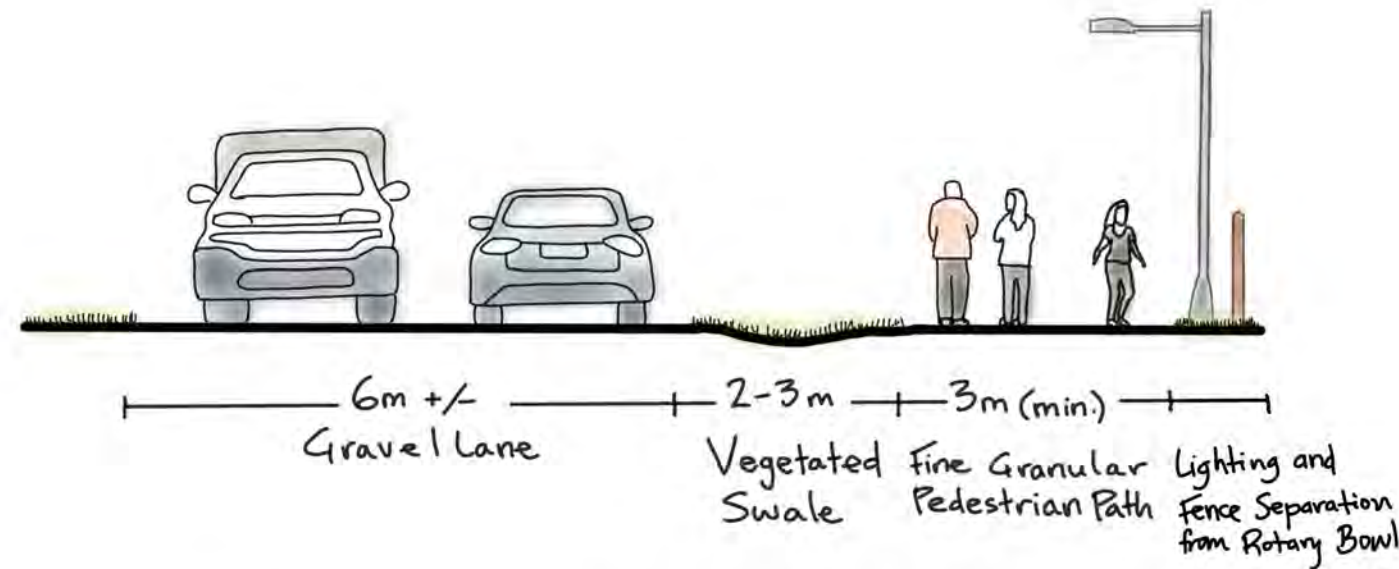
Comox Valley Exhibition
 Grounds
 Master Plan - Curling
 Centre Enlargement

2021/06/23





Main Spine Road - Proposed Section (typ.)



Secondary Road - Proposed Section (typ.)



APPENDIX F

Preliminary Cost Estimate

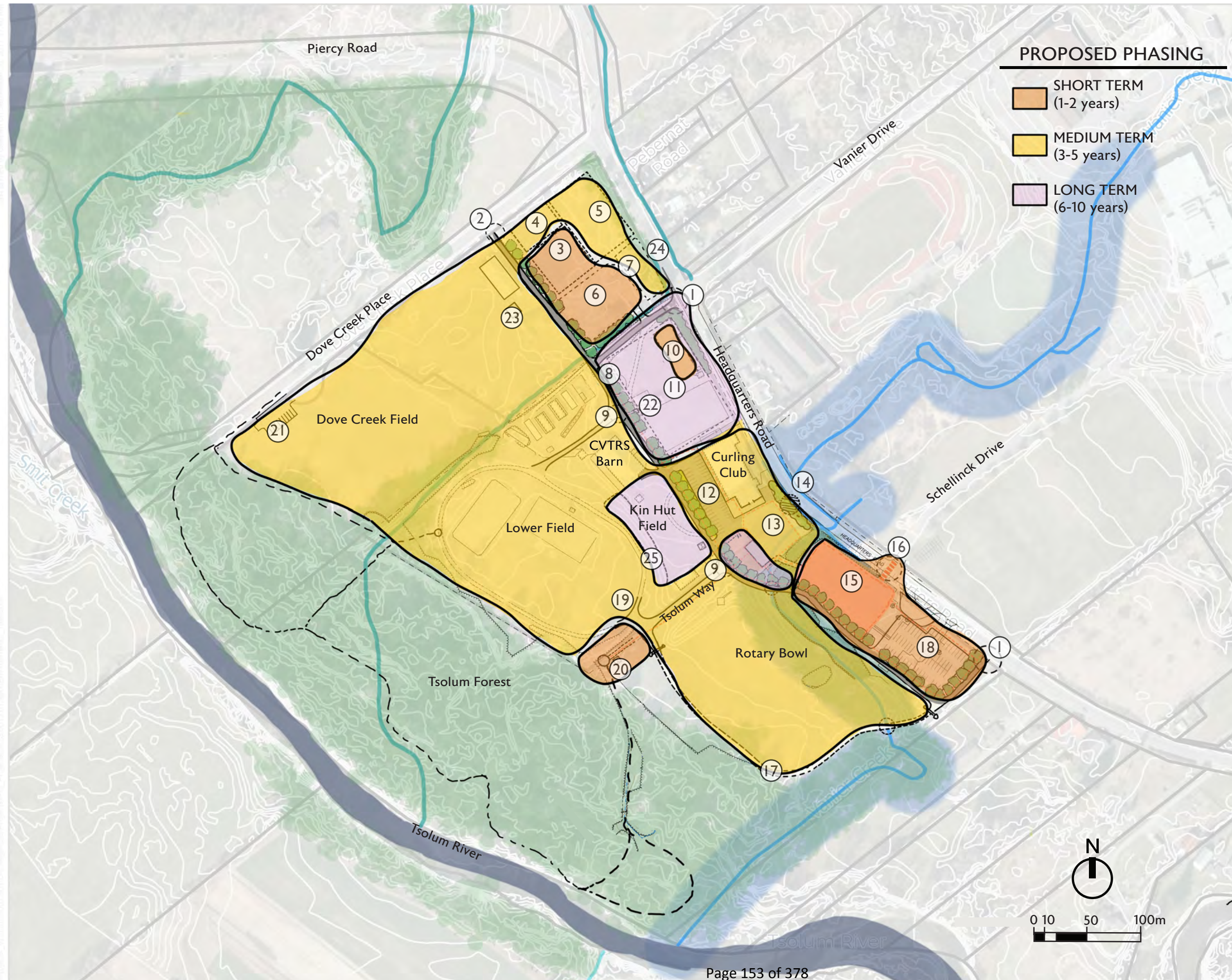
Item	Description of Work	Unit of Measure	Quantity	Unit Price	Total	
Roads and Multi-Use Pathways						
R1	Main Spine Road	m	800	\$ 1,700	\$ 1,360,000	8m wide bi-directional paved road w/ street lighting, 4m wide paved multi-use pathway, treed boulevard and vegetated swale, incl. stream crossing
R2	Secondary Road - Tsolum Way	m	100	\$ 1,000	\$ 100,000	6m wide bi-directional gravel lane w/ 3m wide granular pathway, pedestrian lighting and vegetated swale (redevelopment of existing lane)
R3	Map Kiosk and Wayfinding Signage (property-wide, incl. Tsolum Trails)	ls	1	\$ 50,000	\$ 50,000	Allowance for set signage, some budget to be allocated for event specific/mobile wayfinding
Zone A - Dove Creek Field						
A1	Trailhead Parking (10 stalls)	ls	1	\$ 59,000	\$ 59,000	Gravel surface incl. base prep., hammerhead turnaround and signage
A2	Grading / Drainage Improvements	ls	1	\$ 20,000	\$ 20,000	Allowance
Zone B - Lower Field						
B1	Widened Road Access to Lower Field	ls	1	\$ 10,000	\$ 10,000	Allowance
Zone C - Rotary Bowl						
C1	Maintenance / Emergency Access Lane	m	360	\$ 400	\$ 144,000	6m bi-directional gravel lane, incl. stream crossing
C2	Stream Crossing Allowance	ls	1	\$ 15,000	\$ 15,000	Assume culvert crossing
C3	Access Road Gates	ea.	2	\$ 6,000	\$ 12,000	Steel access gate
Zone D - Market Field						
D1	Reconfigured and Expanded Asphalt Parking	ls	1	\$ 303,000	\$ 303,000	Includes overhead lighting, signage, line painting, curb stops, signage, etc. (excludes islands)
D2	New Main Entry Road Access from Headquarters Road	ls	1	\$ 50,000	\$ 50,000	Includes widened road at intersection, signage, medians, crosswalk, etc.
D3	Farmers' Market Vendor Area (approx. 110 stalls)					
D3.1	Clearing/Grading	ls	1	\$ 50,000	\$ 50,000	Allowance
D3.2	Power	ls	1	\$ 175,000	\$ 175,000	Allowance for 5 new kiosks, including: electrical kiosk purchase and installation, conduit and trenching, new concrete pad, minor electrical connection
D3.3	Porous Grass Pavers	m2	1,300	\$ 65	\$ 84,500	Approx. 1/3 of total vendor area to be grass paved (e.g. high traffic areas)
D3.4	Structural Sand Based Soil	m2	2,600	\$ 28	\$ 72,800	Approx. 2/3 of total vendor area to be structural sand based soil
D3.5	Perimeter Walkway	m2	750	\$ 42	\$ 32,000	3m granular path connecting the proposed Main Entry on Headquarters Road, the proposed crosswalk and the connection to the Curling Club Parking Lot
D3.6	Site Drainage Improvements	ls	1	\$ 50,000	\$ 50,000	Allowance for subgrade drains or localized rock pits
Zone E - Curling Centre and Kin Hut Field						
E1	Urban Plaza - Flex for Expanded Farmers Market/Event Parking	ls	1	\$ 213,000	\$ 213,000	Asphalt surface with 4m wide paver path lining the perimeter (w/ simple barrier)
E2	Decommissioned Headquarters Road Access at Curling Club - Emergency and Events	ls	1	\$ 25,000	\$ 25,000	Allowance includes \$6k gate, landscaping, signage, etc.
E3	Reconfigured and Repaved Curling Club Asphalt Parking	ls	1	\$ 256,000	\$ 256,000	Includes repaving construction and allowance for lighting, parking lot landscaping, and signage
E4	Enhanced Curling Club Entry Plaza and Drop-off Zone	ls	1	\$ 50,000	\$ 50,000	Allowance includes site furnishing, pedestrian/traffic separators, etc.
E5	Events Plaza and Logistics Centre with Washroom	ls	1	\$ 250,000	\$ 250,000	Includes paved plaza and lighting
E6	Pedestrian Connection from Curling Club main entry to CVTRS barn	m2	225	\$ 120	\$ 37,000	Concrete; 2.5m width
E7	Amphitheatre	ls	1	\$ 90,000	\$ 90,000	Assumes 4 seat walls, 28m in length at \$800/lin.m
E8	Trailhead					
E8.1	Covered Shelter with Picnic Tables and Bike Parking	ls	1	\$ 40,000	\$ 40,000	Assume covered shelter with concrete slab, 2 picnic tables, inverted-u bike racks
E8.2	Replace Existing Washrooms	ls	1	\$ 50,000	\$ 50,000	Pit toilet with concrete vault (see Optional Items)
E8.3	Access Control Point	ls	1	\$ 10,000	\$ 10,000	Includes gate and crosswalk

Zone F - Upper Ring and CVTRS						
F1	Consolidated Storage Area	ls	1	\$ 58,000	\$ 58,000	Includes fencing, 2 vehicle gates, gravel lot
F2	Upgraded Main Entry Road Access from Headquarters Road	ls	1	\$ 50,000	\$ 50,000	Located at Vanier Drive intersection
F3	Access Control Point	ls	1	\$ 10,000	\$ 10,000	Includes gate and crosswalk
F4	New Washrooms	ls	1	\$ 50,000	\$ 50,000	Pit toilet with concrete vault and lighting (see Optional Items)
Zone G - Stonehenge						
G1	Retain/Upgrade Existing Driveway (as emergency access only)	ls	1	\$ 10,000	\$ 10,000	Allowance for upgrading existing driveway to an emergency access point only
G2	Horse Trailer Drop-off and Staging Area	m2	1,000	\$ 62	\$ 62,000	Gravel parking lot for horse trailers
G3	Stonehenge Gravel Parking Lot	m2	4,000	\$ 62	\$ 246,000	Includes site preparation, gravel lot base and subbase
G4	Relocated Upper Ring	ls	1	\$ 90,000	\$ 90,000	100 ft x 60 ft ring, allowance for footing and fencing costs only
G5	Covered Riding Ring	ls	1	\$ 180,000	\$ 180,000	100 ft x 60 ft covered riding ring, allowance for footing and fencing costs only
G6	Upgraded Secondary Entry Access from Dove Creek Place	ls	1	\$ 30,000	\$ 30,000	2-way access that accommodates large/long trailers, includes allowance for signage, cedar fencing, basic landscaping
G7	Relocated and Expanded Teaching and Education Plots	ls	1	\$ 50,000	\$ 50,000	Allowance for site furnishings (shed, picnic tables), fencing, water servicing, onsite topsoil relocation and placement, tilling and potential soil amendment
G8	Open Air Shelter	ls	1	\$ 150,000	\$ 150,000	12m x 10m covered shelter
Sub-Total (On-site Infrastructure)					\$ 4,594,300	
Planning, Design and Contingency						
P1	Site Survey (e.g. Stonehenge), Investigations (e.g. geotechnical), Permitting (e.g. environmental)				\$ 50,000	Allowance for Geotechnical, Environmental and other permitting
P2	Soft Costs - Planning and Design Services (15%)				\$ 689,000	
P3	Contingency (30%)				\$ 1,600,000	
TOTAL (Capital and Soft Costs)					\$ 6,933,300	
Off-Site Improvements (by others)						
OS1	Headquarters Road Crosswalk	l.s.	1	\$ 50,000	\$ 50,000	Allowance for thermoplastic sidewalk complete with overhead flashers and signage
Sub-Total (Off-Site Costs)					\$ 50,000	
Optional Items						
E8.2A	Improved Washroom with Water and Electrical Service	l.s.	1	\$ 200,000	\$ 200,000	Allowance for higher level of service washrooms which could include power and water connections, building and septic holding tank
<p>Notes:</p> <p>1. This cost estimate does <u>not</u> include costs for the construction or renovation of buildings, costs associated with the 'future development area' within Zone F (Upper Ring and CVTRS).</p> <p>2. This cost estimate does <u>not</u> include any allowance for underground irrigation.</p> <p>3. This cost estimate should be read in conjunction with Urban Systems' Exhibition Grounds Conceptual Site Plan, Zone Diagram, and Road Section drawings.</p>						
Cost Estimate Summary (by Zone)						
	Roads and Multi-use Pathways			\$	1,510,000	
	Zone A: Dove Creek Field			\$	79,000	
	Zone B: Lower Field			\$	10,000	
	Zone C: Rotary Bowl			\$	171,000	
	Zone D: Market Field			\$	817,300	
	Zone E: Curling Centre and Kin Hut Field			\$	1,021,000	
	Zone F: Upper Ring and CVTS			\$	168,000	
	Zone G: Stonehenge			\$	818,000	
	Subtotal			\$	4,594,300	
	Site Survey, Investigations, Permitting and Soft Costs			\$	739,000	
	Contingency (30%)			\$	1,600,000	
	Total			\$	6,933,300	



APPENDIX G

Implementation Phasing & Costs



PROPOSED PHASING

- SHORT TERM
(1-2 years)
- MEDIUM TERM
(3-5 years)
- LONG TERM
(6-10 years)

LEGEND

1. Proposed Main Entries
2. Proposed Secondary Entry
3. Relocated and Expanded Teaching and Education Plots
4. Proposed Covered Riding Ring
5. Relocated Upper Ring
6. Stonehenge Gravel Parking Lot
7. Horse Trailer Drop-off and Staging Area
8. Multi-modal Circulation Spine
9. Access Control Points
10. Consolidated Storage Area
11. Potential Future Development Area
12. Reconfigured Curling Club Parking
13. Urban Plaza - Flex for Expanded Farmers' Market/ Event Parking
14. Decommissioned Entry - Emergency and Events Access Only
15. Proposed Farmer's Market (approximately 110 stalls)
16. Proposed Pedestrian Crossing
17. Proposed Access Road w/ Stream Crossing
18. Reconfigured and Expanded Parking (58 Stalls)
19. Widened Access to Lower Field
20. Trailhead with Covered Shelter and Improved Washrooms and Bike Parking
21. Trailhead Parking (10 Stalls +/-)
22. Proposed Washrooms
23. Proposed Open Air Shelter
24. Retain Existing Driveway as Emergency Access Only
25. Amphitheatre Seating

**Comox Valley Exhibition Grounds
Master Plan - Implementation
Phasing**

2021/06/23





Comox Valley Exhibition Grounds Master Plan
 CLASS 'D' COST ESTIMATE
 10 YEAR IMPLEMENTATION PLAN

Prepared by: Cassidy Jackson
 Checked by: Phil Rinn

June 14, 2021
 3023.0013.01

Short Term (Year 1-2)			
Item	Description of Work	Total	Comments
Roads and Multi-Use Pathways			
R1	Main Spine Road	\$ 247,000	8m wide bi-directional paved road w/ street lighting, 4m wide paved multi-use pathway, treed boulevard and vegetated swale, incl. stream crossing
R3	Map Kiosk and Wayfinding Signage (property-wide, incl. Tsolum Trails)	\$ 50,000	Allowance for set signage, some budget to be allocated for event specific/mobile wayfinding
Zone D - Market Field			
D1	Reconfigured and Expanded Asphalt Parking	\$ 303,000	Includes overhead lighting, signage, line painting, curb stops, signage, etc. (excludes islands)
D2	New Main Entry Road Access from Headquarters Road	\$ 50,000	Includes widened road at intersection, signage, medians, crosswalk, etc.
D3	Farmers' Market Vendor Area (approx. 110 stalls)	\$ -	
D3.1	Clearing/Grading	\$ 50,000	Allowance
D3.2	Power	\$ 175,000	Allowance for power connection and power access at new stalls by the installation of 5 new kiosks
D3.3	Porous Grass Pavers (e.g. Grasspave2 by Invisible Structures)	\$ 84,500	Approx. 1/3 of total vendor area to be grass paved (e.g. high traffic areas)
D3.4	Structural Sand Based Soil	\$ 72,800	Approx. 2/3 of total vendor area to be structural sand based soil
D3.5	Perimeter Walkway	\$ 32,000	3m granular path connecting the proposed Main Entry on Headquarters Road, the proposed crosswalk and the connection to the Curling Club Parking Lot
D3.6	Site Drainage Improvements	\$ 50,000	Allowance for subgrade drains or localized rock pits
Zone E - Curling Centre and Kin Hut Field			
E8	Trailhead		
E8.1	Covered Shelter with Picnic Tables and Bike Parking	\$ 40,000	Assume covered shelter with concrete slab, 2 picnic tables, inverted-u bike racks
E8.2	Replace Existing Washrooms	\$ 50,000	Pit toilet with concrete vault (see Optional Items)
Zone F - Upper Ring and CVTRS			
F1	Consolidated Storage Area	\$ 58,000	Includes fencing, 2 vehicle gates, gravel lot

Zone G - Stonehenge			
G3	Stonehenge Gravel Parking Lot	\$ 246,000	Includes site preparation, gravel lot base and subbase
G7	Relocated and Expanded Teaching and Education Plots	\$ 180,000	allowance for tilling and soil amendment
Sub-Total (On-site Infrastructure)		\$ 1,688,300	
Off-site Improvements (by others)			
OS1	Headquarters Road Crosswalk	\$ 50,000	Allowance for thermoplastic sidewalk complete with overhead flashers and signage
Sub-Total (Off-Site Costs)		\$ 50,000	
Planning, Design and Contingency			
P1	Site Survey (e.g. Stonehenge), Investigations (e.g. geotechnical), Permitting (e.g. environmental)	\$ 30,000	Allowance for Geotechnical, Environmental and other permitting
P2	Soft Costs - Planning and Design Services (15%)	\$ 261,000	
P3	Contingency (30%)	\$ 609,000	
TOTAL (Capital and Soft Costs)		\$ 2,638,300	
Optional Items			
E8.2A	Improved Washroom with Water and Electrical Service	\$ 200,000	Allowance for higher level of service washrooms which could include power and water connections, building and septic holding tank

Short Term (Year 1-2) Summary by Zone			
	Roads and Multi-use Pathways	\$ 297,000	
	Zone A: Dove Creek Field	\$ -	
	Zone B: Lower Field	\$ -	
	Zone C: Rotary Bowl	\$ -	
	Zone D: Market Field	\$ 817,300	
	Zone E: Curling Centre and Kin Hut Field	\$ 90,000	
	Zone F: Upper Ring and CVTS	\$ 58,000	
	Zone G: Stonehenge	\$ 426,000	
	Subtotal	\$ 1,688,300	
	Off-site Improvements	\$ 50,000	
	Site Survey, Investigations, Permitting and Soft Costs	\$ 291,000	
	Contingency (30%)	\$ 609,000	
	Total	\$ 2,638,300	

Medium Term (Year 3-5)			
Item	Description of Work	Total	
Roads and Multi-Use Pathways			
R1	Main Spine Road	\$ 926,000	8m wide bi-directional paved road w/ street lighting, 4m wide paved multi-use pathway, treed boulevard and vegetated swale, incl. stream crossing
R2	Secondary Road - Tsolum Way	\$ 100,000	6m wide bi-directional gravel lane w/ 3m wide granular pathway, pedestrian lighting and vegetated swale (redevelopment of existing lane)
Zone A - Dove Creek Field			
A1	Trailhead Parking (10 stalls)	\$ 59,000	Gravel surface incl. base prep., hammerhead turnaround and signage
A2	Grading / Drainage Improvements	\$ 20,000	Allowance
Zone B - Lower Field			
B1	Widened Road Access to Lower Field	\$ 10,000	Allowance
Zone C - Rotary Bowl			
C1	Maintenance / Emergency Access Lane	\$ 144,000	6m bi-directional gravel lane, incl. stream crossing
C2	Stream Crossing Allowance	\$ 15,000	Assume culvert crossing
C3	Access Road Gates	\$ 12,000	Steel access gate
Zone E - Curling Centre and Kin Hut Field			
E1	Urban Plaza - Flex for Expanded Farmers Market/Event Parking	\$ 213,000	Asphalt surface with 4m wide paver path lining the perimeter (w/ simple barrier)
E2	Decommissioned Headquarters Road Access at Curling Club - Eme	\$ 25,000	Allowance includes \$6k gate, landscaping, signage, etc.
E3	Reconfigured and Repaved Curling Club Asphalt Parking	\$ 256,000	Includes repaving construction and allowance for lighting, parking lot landscaping, and signage
E4	Enhanced Curling Club Entry Plaza and Drop-off Zone	\$ 50,000	Allowance includes site furnishing, pedestrian/traffic separators, etc.
E6	Pedestrian Connection from Curling Club main entry to CVTRS bar	\$ 37,000	Concrete; 2.5m width
Zone F - Upper Ring and CVTRS			
F3	Access Control Point	\$ 10,000	Includes gate and crosswalk

Zone G - Stonehenge			
G1	Retain/Upgrade Existing Driveway (as emergency access only)	\$ 10,000	Allowance for upgrading existing driveway to an emergency access point only
G2	Horse Trailer Drop-off and Staging Area	\$ 62,000	Gravel parking lot for horse trailers
G4	Relocated Upper Ring	\$ 90,000	100 ft x 60 ft ring, allowance for footing and fencing costs only
G5	Covered Riding Ring	\$ 180,000	100 ft x 60 ft covered riding ring, allowance for footing and fencing costs only
G6	Upgraded Secondary Entry Access from Dove Creek Place	\$ 30,000	2-way access that accommodates large/long trailers, includes allowance for signage, cedar fencing, basic landscaping
G8	Open Air Shelter	\$ 150,000	12m x 10m covered shelter
Sub-Total (On-site Infrastructure)		\$ 2,399,000	
Planning, Design and Contingency			
P1	Site Survey (e.g. Stonehenge), Investigations (e.g. geotechnical), Permitting (e.g. environmental)	\$ 10,000	Allowance for Geotechnical, Environmental and other permitting
P2	Soft Costs - Planning and Design Services (15%)	\$ 360,000	
P3	Contingency (30%)	\$ 831,000	
TOTAL (Capital and Soft Costs)		\$ 3,600,000	

Mid Term (Year 3-5) Summary by Zone			
	Roads and Multi-use Pathways	\$ 1,026,000	
	Zone A: Dove Creek Field	\$ 79,000	
	Zone B: Lower Field	\$ 10,000	
	Zone C: Rotary Bowl	\$ 171,000	
	Zone D: Market Field	\$ -	
	Zone E: Curling Centre and Kin Hut Field	\$ 581,000	
	Zone F: Upper Ring and CVTS	\$ 10,000	
	Zone G: Stonehenge	\$ 522,000	
	Subtotal	\$ 2,399,000	
	Site Survey, Investigations, Permitting and Soft Costs	\$ 370,000	
	Contingency (30%)	\$ 831,000	
	Total	\$ 3,600,000	

Long Term (Year 6-10)			
Item	Description of Work	Total	
Roads and Multi-Use Pathways			
R1	Main Spine Road	\$ 187,000	8m wide bi-directional paved road w/ street lighting, 4m wide paved multi-use pathway, treed boulevard and vegetated swale, incl. stream crossing
Zone E - Curling Centre and Kin Hut Field			
E5	Events Plaza and Logistics Centre with Washroom	\$ 250,000	Includes paved plaza and lighting
E7	Amphitheatre	\$ 90,000	Assumes 4 seat walls, 28m in length at \$800/lin.m
Zone F - Upper Ring and CVTRS			
F2	Upgraded Main Entry Road Access from Headquarters Road	\$ 50,000	Located at Vanier Drive intersection
F4	New Washrooms	\$ 50,000	Pit toilet with concrete vault and lighting (see Optional Items)
Sub-Total (On-site Infrastructure)		\$ 627,000	
Planning, Design and Contingency			
P1	Site Survey (e.g. Stonehenge), Investigations (e.g. geotechnical), Permitting (e.g. environmental)	\$ 10,000	Allowance for Geotechnical, Environmental and other permitting
P2	Soft Costs - Planning and Design Services (15%)	\$ 94,000	
P3	Contingency (30%)	\$ 219,000	
TOTAL (Capital and Soft Costs)		\$ 950,000	
Optional Items			
E8.2A	Improved Washroom with Water and Electrical Service	\$ 200,000	Allowance for higher level of service washrooms which could include power and water connections, building and septic holding tank
Long Term (Year 6-10) Summary by Zone			
	Roads and Multi-use Pathways	\$ 187,000	
	Zone A: Dove Creek Field	\$ -	
	Zone B: Lower Field	\$ -	
	Zone C: Rotary Bowl	\$ -	
	Zone D: Market Field	\$ -	
	Zone E: Curling Centre and Kin Hut Field	\$ 340,000	
	Zone F: Upper Ring and CVTS	\$ 100,000	
	Zone G: Stonehenge	\$ -	
	Subtotal	\$ 627,000	
	Site Survey, Investigations, Permitting and Soft Costs	\$ 104,000	
	Contingency (30%)	\$ 219,000	
	Total	\$ 950,000	



Provincial Agricultural Land Commission - Applicant Submission

Application ID: 66957

Application Status: Under LG Review

Applicant: Comox Valley Regional District

Agent: Comox Valley Regional District

Local Government: City of Courtenay

Local Government Date of Receipt: 02/14/2023

ALC Date of Receipt: This application has not been submitted to ALC yet.

Proposal Type: Non-Farm Use

Proposal: The purpose is to present the Comox Valley Exhibition Grounds Conceptual Site Plan and Implementation Strategy to the ALC for your consideration.

Agent Information

Agent : Comox Valley Regional District

Mailing Address :

770 Harmston Avenue

Courtenay, BC

V9N 0G8

Canada

Primary Phone : (250) 898-3710

Mobile Phone : (250) 218-2335

Email : mmorrissey@comoxvalleyrd.ca

Parcel Information

Parcel(s) Under Application

1. **Ownership Type :** Fee Simple

Parcel Identifier : 025-798-464

Legal Description : LOT 1 SECTIONS 18 AND 45 COMOX DISTRICT PLAN VIP76128

Parcel Area : 15 ha

Civic Address : 4825 Headquarters Road Courtenay

Date of Purchase : 01/01/1972

Farm Classification : No

Owners

1. **Name :** Comox Valley Regional District

Address :

770 Harmston Avenue

Courtenay, BC

V9N 0G8

Canada

Phone : (250) 898-3710
Cell : (250) 218-2335
Email : mmorrissey@comoxvalleyrd.ca

2. **Ownership Type :** Fee Simple
Parcel Identifier : 004-511-549
Legal Description : LOT 2 SECTION 45 COMOX DISTRICT PLAN 13392
Parcel Area : 3.5 ha
Civic Address : 4875 Headquarters Road
Date of Purchase : 01/01/2016
Farm Classification : No
Owners

1. **Name :** Comox Valley Regional District
Address :
770 Harmston Avenue
Courtenay, BC
V9N 0G8
Canada
Phone : (250) 898-3710
Cell : (250) 218-2335
Email : mmorrissey@comoxvalleyrd.ca
-

3. **Ownership Type :** Fee Simple
Parcel Identifier : 004-517-563
Legal Description : LOT 3, SECTION 45, COMOX DISTRICT, PLAN 13392 EXCEPT PART ON PLAN EPP81392
Parcel Area : 4.4 ha
Civic Address : Adjacent to site of old RD offices
Date of Purchase : 01/01/1972
Farm Classification : No
Owners

1. **Name :** Comox Valley Regional District
Address :
770 Harmston Avenue
Courtenay, BC
V9N 0G8
Canada
Phone : (250) 898-3710
Cell : (250) 218-2335
Email : mmorrissey@comoxvalleyrd.ca
-

4. **Ownership Type :** Fee Simple
Parcel Identifier : 005-042-526
Legal Description : LOT 1, SECTIONS 18 AND 45, COMOX DISTRICT, PLAN 11475 EXCEPT PART IN PLAN 12735
Parcel Area : 6.6 ha
Civic Address : Adjacent to site of old RD offices (now removed)
Date of Purchase : 01/01/1972
Farm Classification : No
Owners
1. **Name :** Comox Valley Regional District
Address :

770 Harmston Avenue
Courtenay, BC
V9N 0G8
Canada
Phone : (250) 898-3710
Cell : (250) 218-2335
Email : mmorrissey@comoxvalleyrd.ca

5. Ownership Type : Fee Simple

Parcel Identifier : 004-843-754

Legal Description : LOT A, SECTION 18, COMOX DISTRICT, PLAN 12735

Parcel Area : 0.4 ha

Civic Address : 4835 Headquarters Road Adjacent to site of old RD offices (now removed),

Date of Purchase : 01/01/1959

Farm Classification : No

Owners

1. **Name :** Comox Valley Regional District

Address :

770 Harmston Avenue

Courtenay, BC

V9N 0G8

Canada

Phone : (250) 898-3710

Cell : (250) 218-2335

Email : mmorrissey@comoxvalleyrd.ca

Current Use of Parcels Under Application

1. Quantify and describe in detail all agriculture that currently takes place on the parcel(s).

The parcels make up what the residents of the Comox Valley and beyond know as the Comox Valley Exhibition Grounds. With the exception of a small composting yard and educational plot where some crops are grown the site is not used for agricultural purposes. It does support the agriculture industry by means of hosting the Comox Valley Farmers Market and Comox Valley Exhibition. It is a multifunctional site which includes facilities for equestrian events, festivals, trails for walking or riding of horses. The grounds are home to the CV Therapeutic Riding Society, the Comox Valley Curling Centre, the CV Farmers Market from March through October, Lush Valley Food Society in partnership w CVRD and SD71 have a composting yard, fruits trees and some raised bed they conduct classes providing education on gardening for children and adults. The nearly 50 acre property hosts the annual Comox Valley Exhibition late August and various festivals and events. The Comox Valley Exhibition grounds last provided the ALC with a masterplan in 2002, we recently commissioned Urban Systems to develop a Conceptual Site plan for the Exhibition grounds which we wish to present here. The study offers a suggested view of potential improvements to the Comox Valley Exhibition Grounds into the future. Some of these projects we hope to realize in the next five years, some may be realized as we start to near 2030. Our goal to to present the report in its entirety and seek acceptance of its contents. in the event that the ALC have concerns with any of what is proposed within the Conceptual Design Report that we made aware so that we can answer any questions and act upon any concerns raised.

2. Quantify and describe in detail all agricultural improvements made to the parcel(s).

In accordance with the Conceptual site plan improvements opportunities will be made for additional food

growing activities such as on parcel 1. expanded teaching and education plots are a priority.

3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).

The Comox Valley Exhibition Grounds provides a venue for a wide variety of activities and is enjoyed by residents of all ages. There are many individuals who walk themselves and their dogs, ride horses on trails or within arenas in competition or for self enjoyment. The site has a curling facility which is used for that sport from September to March and has rental facilities; banquet room year round, with the large open space outside the curling season for trade shows etc. Various Equestrian disciplines utilize the varied rings and stables for horse shows and competitions. The site has some year young horse boarders within the stables and there are programs offered for young riders and as assistive programs for disabled. The grounds also is available to rent for dog agility and dog shows and the Farmers institute holds its annual auction here.

Adjacent Land Uses

North

Land Use Type: Transportation/Utilities

Specify Activity : Dove creek place a roadway with just one residence borders to the North

East

Land Use Type: Transportation/Utilities

Specify Activity : Headquarters Road borders all along the East border

South

Land Use Type: Residential

Specify Activity : property is privately owned

West

Land Use Type: Other

Specify Activity : Tsolum River forms the West border of the property

Proposal

1. How many hectares are proposed for non-farm use?

27.5 ha

2. What is the purpose of the proposal?

The purpose is to present the Comox Valley Exhibition Grounds Conceptual Site Plan and Implementation Strategy to the ALC for your consideration.

3. Could this proposal be accommodated on lands outside of the ALR? Please justify why the proposal cannot be carried out on lands outside the ALR.

No, these lands are owned and operated by the Comox Valley Regional District and the proposed Conceptual Site Plan has been formulated to address its future use.

4. Does the proposal support agriculture in the short or long term? Please explain.

Yes the site will continue to support Agriculture presently and into the future in its role as a support agency providing sales and marketing opportunities to area farmers, an area where they may gather to share

knowledge and support one another. The proposed expansion of the educational gardens will provide for greater access to learning agriculture methods and best practices for home gardeners.

5. Do you need to import any fill to construct or conduct the proposed Non-farm use?

Yes

Proposal dimensions

Total fill placement area (0.01 ha is 100 m²) *6.9 ha*

Maximum depth of material to be placed as fill *0.4 m*

Volume of material to be placed as fill *7275 m³*

Estimated duration of the project. *9 Years 9 Months*

Describe the type and amount of fill proposed to be placed.

The fill types will vary dependent on landscape architect recommendations for the areas to be upgraded.

Briefly describe the origin and quality of fill.

The fill will specific to the area and intended use. Where recommended an aggregate base will be constructed to support pedestrian walkways, light duty roads and parking. Leveling and soil amendments will occur in area 15 Market Field as indicated in the study.

Applicant Attachments

- Agent Agreement - Comox Valley Regional District
- Other correspondence or file information - pdf with jpegs
- Proposal Sketch - 66957
- Professional Report - Conceptual Site Plan
- Certificate of Title - 025-798-464
- Certificate of Title - 004-511-549
- Certificate of Title - 004-517-563
- Certificate of Title - 005-042-526
- Certificate of Title - 004-843-754

ALC Attachments

None.

Decisions

None.

Attachment No. 3: Comparative analysis of proposed uses with ALC and City of Courtenay Zoning regulations

Existing or proposed use	Permission of uses under ALC Act	Permission of uses under Zoning Bylaw
<p>Larger scale events (E.g. Music Fest). Classified as multi-day events attended by more than 150 persons.</p> <p>These uses currently take place.</p>	<p>Yes, when farm uses are occurring on the property, and only if the applicant is holding more than ten (10) gatherings per calendar year.</p> <p>Permission for additional large scale events is required.</p>	<p>Is permitted on the A-2 zoned properties under the use “fairground”. 4875 Headquarters property (A-1 zone) however does not have this designation. To permit this use on this parcel, an OCP land use amendment and rezoning application would be required.</p>
<p>Retail sales of farm products not produced on CVEG lands (i.e. vendors who sell at the Farmer’s Market but who produce elsewhere).</p> <p>These uses currently take place.</p>	<p>Same as for ‘larger scale events’.</p>	<p>Is permitted in the A-2 zoned properties. Outdoor markets is part of the “fairground” definition. This use is not permitted on the 4875 Headquarters property (A-1 zone). To permit this use on this parcel, an OCP land use amendment and rezoning application would be required.</p>
<p>Tsolum River recreation trail improvements and associated wayfinding signage and kiosks.</p>	<p>No. While, conservation, passive recreation and open land parks are a permitted non-farm use, they must be permitted through special ALC permitting.</p>	<p>Yes. Parks and playgrounds may be permitted in any zone. Parks established under certain provincial acts may not be prohibited on ALR land by a municipality.</p>
<p>Equestrian facilities including horse boarding, shows, competitions and training.</p>	<p>Yes, horse facilities in the form of horse riding, training and boarding are classified as a farm use. Larger scale horse show events must follow the same criteria as for large scale events.</p>	<p>Although horse/equestrian facilities are not defined in the Zoning Bylaw, the A-2 zone “fairground” definition includes rodeos and equestrian events and both the A-1 and A-2 allow agricultural use. The ALC Act considers horse facilities a farm use. In general, equestrian facilities may not be prohibited on ALR land by a municipality.</p>
<p>Education gardens including small scale composting yard.</p>	<p>Yes, permitted as a non-farm use (education and research).</p>	<p>Is permitted on the A-2 zoned properties which permit a wide range of public assembly uses. 4875 Headquarters property (A-1 zone) however does not have this designation. To permit this use on this parcel, an OCP land use amendment and rezoning application would be required. Under certain</p>

Existing or proposed use	Permission of uses under ALC Act	Permission of uses under Zoning Bylaw
		circumstances, a municipality may not prohibit these uses.
Curling rink including rental banquet room.	No, although the historical use is existing. ALC application provides an opportunity to formalize the historical non-farm use.	The A-2 properties permit it as a recreational facility. The A-1 property does not. The concept plan does not propose these uses for the A-1 property.
Storage facilities to support in the future agriculturally-focused events.	No. Structures, ancillary services and land development works are only permitted when in support of farm uses. Permission is required.	Yes, provided that the storage facilities are accessory to the primary permitted uses of the zone.
Public gathering features such as urban plaza opportunity into existing parking lot, new amphitheatre into landscape, covered picnic table and bike rack shelter.	No. Structures, ancillary services and land development works are only permitted when in support of farm uses. Permission is required. And, while open land parks are a permitted non-farm use, they must be permitted through special ALC permitting.	Yes. Falls into the same classification as parks and playgrounds which may be permitted in any zone. Accessory structures may be permitted so long as the principal use is being performed.
Public washroom	No. Permission is required.	Is permitted on the A-2 properties as recreational and fairground facilities which may also include public washrooms as part of those uses. Public washrooms are only proposed on the A-2 properties. To permit this use on the A-1 parcel, an OCP land use amendment and rezoning application would be required.
Upgrades to internal access roads that are associated with non-farm uses including portions of the Main Spine Road and Tsolum Way.	No. These are ancillary services and land development works needed to support non-farm uses. Permission is required.	Not uses as defined in the Zoning Bylaw. These activities are permitted in order to service permitted uses.
Parking facilities. Parking lots currently exist in proximity to the curling rink and community education	No. These are ancillary services and land development works needed to support non-	Is permitted on the A-2 properties as recreational and fairground facilities which may also include parking lots as part of those uses. To permit this use on the A-1 parcel, an OCP land use

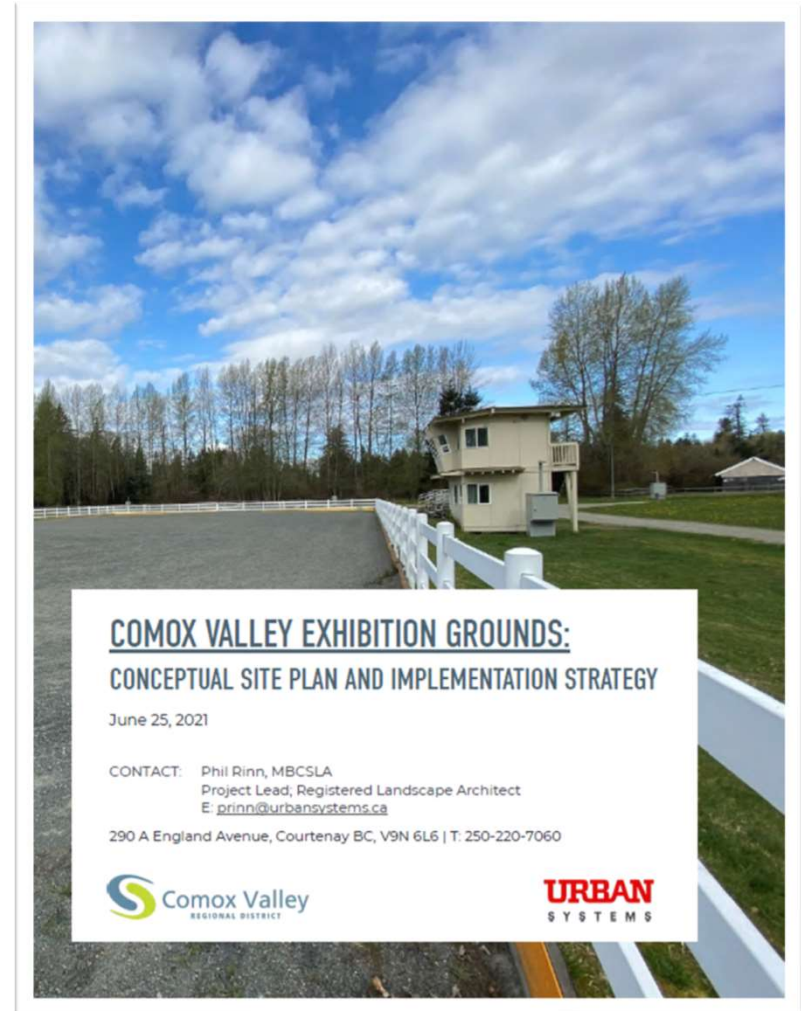
Existing or proposed use	Permission of uses under ALC Act	Permission of uses under Zoning Bylaw
gardens. A new one (10 stalls) is proposed with Dove Creek Place.	farm uses. Permission is required.	amendment and rezoning application would be required.

Comox Valley Exhibition Grounds

Conceptual Site Plan & Implementation Strategy

Background

- This plan is a roadmap to implement the capital improvements identified in previous plans
- ALC overall approval for the Landscape Plan objectives is being sought.
- 10 year+ plan
 - some work may take longer depending on funding, resources, permit & plan requirements, etc.



Goals & Objectives

In 2017 goals & objectives were identified during the development of the Master Plan and were reconfirmed in 2020:

- To provide a pastoral location for the leisure and enjoyment of the region's population.
- To serve as an event centre for a wide range of community organizations, primarily those with agricultural and equestrian roots.
- To provide a venue for the Farmers Market.
- To allow for smooth passage and parking of vehicles.
- To meet high environmental standards in all aspects of the site's development.



Plan Highlights

- Revitalization of Market Field
- Possible new or relocation of educational garden plots
- Replacement of storage facilities
- Trailhead improvements – bike racks, covered shelter & toilet
- New signage & wayfinding
- Realignment of driveways & changes to internal road networks and parking
- New amphitheater for events



Site Improvements – 10 Year Plan

- **Short term** (1-2 years)
- **Medium term** (3-5 years)
- **Long term** (6-10 years)

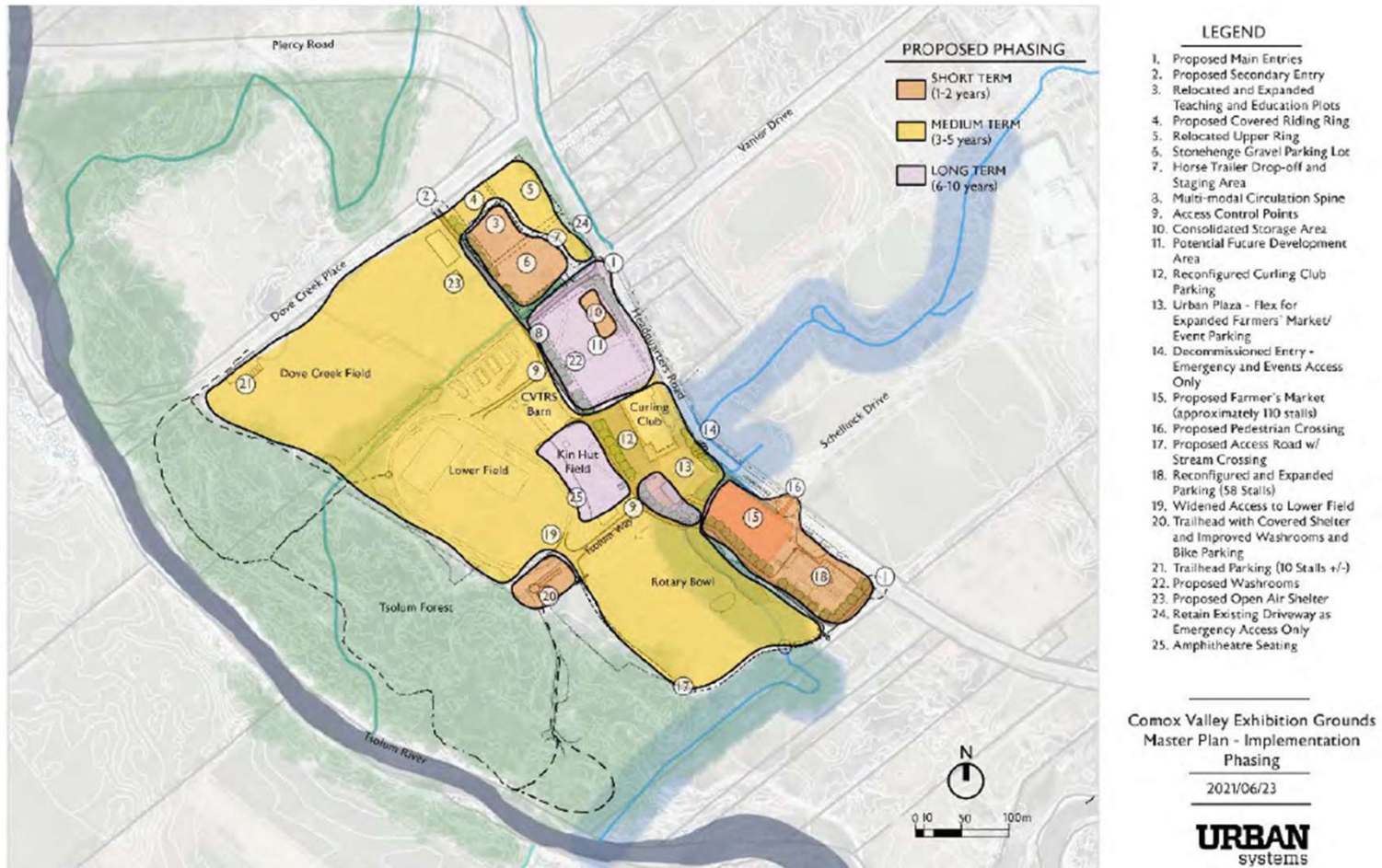


Figure 11: Proposed Implementation Phasing

Where are we now?

Agricultural Land Commission

- ALC non-farm use approval
 - Historically have received approval from the ALC for the full plan
 - City's review of the CVRD's ALR Application
 - ALC review panel decision likely in 2024



Engineering & Assessments

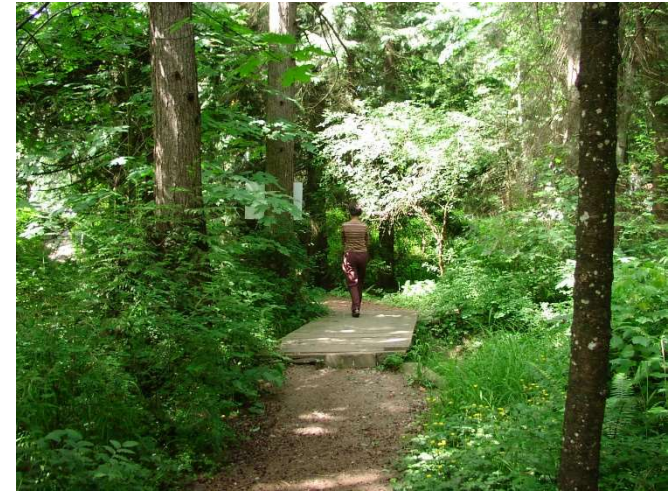
- Engineered design plan for Market Field
- Environmental assessments for Market Field
- Soil assessments



CVRD & City of Courtenay working together

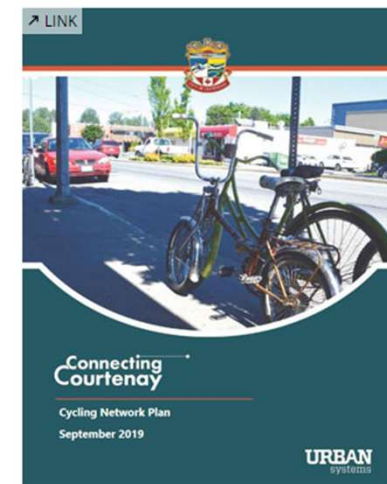
Trails

- Trail connectivity through the CVEG & linkages to City plans and OCP



Parking & Bike Lanes

- Collaborate on:
 - traffic impact assessment
 - planning for bikes lanes
 - entrances/exits and road crossings
 - parking options on/off Dove Creek Road



CVRD Request to Council

Recommendation

That Council direct staff to forward to the Agricultural Land Commission, with a recommendation of support, the application for a non-farm use and associated fill placement application for the Comox Valley Exhibition Grounds properties located at 4795, 4825, 4835, 4839, and 4875 Headquarters Road and Lot 3, Section 45, Comox District, Plan 13392 Except Part on Plan EPP81392;

AND THAT Council request that the ALR consider the following items be addressed **at the time of development of projects that may significantly increase facility usage:**

- a. Traffic Impact Assessment
- b. Capacity modelling for infrastructure
- c. Coordination of parks plans, cycling network plan, and infrastructure plans into the proposed master plan
- d. City land use and zoning items be addressed for 4875 Headquarters Road and consolidation of the parcels into one to address impacts of multiple property lines.

Questions?





THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 7800-20

From: Director of Recreation, Culture and Community Services

Date: September 13, 2023

Subject: Strategic Cultural Plan Update – What We Heard Report

PURPOSE: To provide Council with a summary of the community engagement findings for the Strategic Cultural Plan in the attached *Courtenay Strategic Cultural Plan - What We Heard Report*.

BACKGROUND:

The Strategic Cultural Plan is a 2023 Council strategic priority; the purpose of which is to provide a framework and roadmap to support arts and culture in Courtenay over the next ten years. Staff are leading the project with Nordicity, a consulting firm that specializes in planning for the arts, culture, and heritage sector. The Strategic Cultural Plan will seek to ensure that arts and culture is integrated into the community and representative of all residents. The development of the Cultural Strategic Plan will assist the City in achieving the following key outcomes:

- Highlight importance of cultural services, cultural awareness, and cultural activities
- Evaluate and benchmark impact of the cultural community
- To build investment and promotion of cultural tourism, economic development, and social cohesion
- Identify cultural service needs, and analyse facilities options
- Identify best practices to inform cultural service policies
- Develop an implementation plan: identify roadmap, timeline, and responsible party(ies)

The development of the plan involves a five-phase process, involving desk research, community engagement, analysis (including facility options and economic and social impact analysis, municipal benchmarking), followed by the development of a draft strategy and recommendations for community feedback and review, and lastly, the creation of a final plan.

Phase One included an in-depth review of historic strategic City documents that inform the development of the Strategic Cultural Plan. Background documents included the Cultural Services Review (2019), Parks and Recreation Master Plan (2019) and the Official Community Plan (2022), as well as other regionally relevant documents. Phase Two was completed from May to July, 2023 focusing on inclusive and diverse community engagement. The attached *Courtenay Strategic Cultural Plan: What We Heard Report* (Please see Attachment 1) provides a detailed summary of the community engagement approach, activities, and findings.

Staff and Nordicity continue to work on the Strategic Cultural Plan including completing the analysis phase and working towards the creation of draft recommendations, with a final strategy and recommendations expected to be completed in Winter 2023 / 2024.

DISCUSSION:

The *What We Heard* report shares the community engagement research findings for the Courtenay Strategic Cultural Plan based on the community engagement activities completed May through July, 2023. It summarizes findings from the community engagement research, highlighting community-identified needs relating to arts and culture in Courtenay. The findings will be used to develop recommendations on how the City of Courtenay can support artists, arts and culture organizations and creatives, as well as support wider community priorities through arts and culture.

Community engagement was guided by Courtenay’s OCP Cardinal Directions and sought to ensure that a diverse and representative range of voices was heard through inclusive community consultation with an equity lens. Historically under-represented groups and individuals were connected with through community organizations representing equity priority groups as intermediaries including Indigenous peoples, people of colour, people with disabilities, youth, new and emerging artists, people who are unhoused, 2SLGBTQIA+, and newcomers.

Nordicity carried out the following public engagement activities to help benchmark the community’s arts and culture impact and identify needs and gaps in the community:

Table 1: Engagement Activities

Engagement Activity	Number of People	Dates
Arts and Culture Round Table Focus Group	38 participants	May 9, 2023
1 on 1 interviews with cultural service providers, City staff, arts and culture interest groups, and equity priority groups	24 interviews & 54 participants	May to July 2023
Group conversations with equity priority communities. Public drop in event.	28 participants	July 2023
On-line community survey	~700 respondents	June to July 2023

The City is currently in the process of engaging with K’ómoks First Nation Chief and Council regarding the development of the Strategic Cultural Plan. The City is committed to working collaboratively with K’ómoks First Nation to ensure the plan is representative of Indigenous values and supportive of our work towards reconciliation. The City recognizes the colonial aspects of having a specific and limited timeframe which can create barriers to meaningful engagement and as such the City hopes to continue to work with K’ómoks First Nation to define a path forward. The ambition for the Strategic Cultural Plan is that it will become a living document rather than a static, one-time report – one that is open to adjustment to ensure KFN priorities are included in the process. The City will continue to work collaboratively with K’ómoks First Nation to develop a framework and process for continued engagement in the development of the Strategic Cultural Plan.

Key Engagement Findings

The *What We Heard* report provides a detailed description of the engagement activities, survey results, and community identified needs, challenges, strengths, and opportunities.

With approximately 700 responses, the community survey provided opportunities for both members of the public and those who work in the arts and culture industry to provide feedback. As such, responses are sometimes separated to show the unique perspectives of these groups of respondents. Additionally, the survey reached a wide range of identities as demonstrated by individuals identifying as Indigenous (17%), racialized (Black or person of colour) (16%), and or 2SLGBTQIA+ (14%) which is greater than the Statistics Canada Census Profile for the City of Courtenay which shows that 8% of the population identify as a visible minority and 8% of the population are of Indigenous ancestry.

Survey highlights include that a high number of respondents are culturally engaged and that arts and culture encourage social participation and sense of belonging. Barriers to accessing culture included limited options nearby, limited options of interest, and not having enough time while critical needs identified by the culture sector respondents include more space for performance / exhibitions, more rehearsal and creation space, and supportive bylaws and policies for arts and culture. Respondents would like to see more live performances, more education, programming and workshops, and more Indigenous arts and culture in the future, with recommendations to prioritize the areas of enhancing indoor and outdoor space for arts and culture and using arts and culture as a way to enhance community wellbeing.

The survey also asked respondents to identify which arts and culture facilities and spaces they had visited in the past two years and their level of satisfaction with those spaces. Specific feedback regarding accessibility, affordability, facility condition, programs and events, and safety was gathered for the Sid Williams Theatre, Courtenay & District Museum, Comox Valley Art Gallery, and Centre of the Arts – Comox Valley Community Arts Council facilities given that these are City facilities and the organizations receive funding from the City of Courtenay. Feedback regarding these facilities will be shared with the operators and inform strategic planning, capital planning, and future management and operating agreements.

The combined findings from the community engagement activities identified strengths, challenges and gaps when it comes to arts and culture in Courtenay, as outlined in the report. In addition, community identified priority needs are described in the *What We Heard* report as follows:

- Engaging K’ómoks First Nation, Metis, Inuit, and other Urban Indigenous Communities
- More cultural spaces / facilities, and better availability and affordability
- Developing more diverse and affordable cultural programming
- Further promotion of community partnerships and collaboration
- Increased municipal support – financial and in-kind, local, and regional
- Further development of cultural tourism
- Attraction and training of technical cultural workers
- Development of a Public Arts Policy

Interview and group conversations with equity priority groups including Indigenous community members, newcomers and immigrants, unhoused community members, people with disabilities, and 2SLGBTQIA+ community members highlighted specific needs which are described in the report.

While the City’s engagement with K’ómoks First Nation is in the early stages and will be ongoing throughout the Strategic Cultural Plan development and beyond, the City met with K’ómoks First Nation Chief and Council in the summer to discuss how the City can work with K’ómoks First Nation to ensure their priorities are reflected in the Strategic Cultural Plan. While a framework and process would need to be developed with

K’ómoks First Nation Chief and Council which would include Elders and Knowledge Keepers, the following initial collaborative opportunities were identified:

- Murals and public art;
- Enhancing the City’s role in National Indigenous People’s Day;
- Signage that respectfully acknowledges that visitors are on K’ómoks First Nation territory (following a new policy developed with K’ómoks First Nation’s input);
- Education opportunities; highlighting First Nations history and preserving K’ómoks First Nation culture, language and traditions;
- Addressing critical issues in our community, including climate change, harm reduction, and developing a joint response to racism and racist acts; and
- Seeking joint grant funding.

The City looks forward to our next opportunity to meet with K’ómoks First Nation Chief and Council to discuss next steps and how we will work together.

NEXT STEPS:

Having completed the first two phases of the Strategic Cultural Plan development, Nordicity and staff are currently working through the analysis component including facility needs assessments, economic and social impact, and municipal benchmarking. This work will be combined with the findings of the community engagement research to produce draft recommendations which will be presented at a community check in event planned this fall. It will also be supported by an online survey to capture feedback on the draft strategy from those who cannot attend the community check-in event. A draft strategy, including prioritized recommendations and implementation plan will be then be presented to Council for approval.

Below is a timeline summary of the next steps to the development of the cultural strategic plan.

Activity	Date
What We Heard Draft report	September 2023
Community Check in Event	Fall 2023
Draft Strategic Cultural Plan	November 2023
Launch Online Cultural Mapping Tool	November 2023
Final Strategic Cultural Plan	Winter 2023/2024



It is important to highlight that this timeline may need to be adjusted to allow for relationship-building and meaningful engagement with K’ómoks First Nation and other Indigenous peoples in our community. This is a long-term process that aligns our work with the United Nations Declaration on the Rights of Indigenous Peoples.

POLICY ANALYSIS:

At the October 26, 2020 Committee of the Whole meeting, Council adopted the following resolution (excerpt below):

Be it resolved that the City of Courtenay adopt the United Nations Declaration on the Rights of Indigenous Peoples as its framework for indigenous reconciliation.

To demonstrate the City’s commitment to reconciliation with K’ómoks First Nation and other Indigenous people in the community, staff and Nordicity have aligned the development of the Strategic Cultural Plan with UNDRIP as its framework for reconciliation. To ensure this project also includes other Indigenous peoples who live within the community, the City will align with the distinction-based approach adopted by the Province of BC. This means that our work respects and acknowledges the unique cultures, histories, rights, laws, and governments of First Nations, Métis, and Inuit peoples. To this end, we will work with KFN to ensure that K’ómoks First Nation’s land rights are met, while also ensuring that newcomers, settlers, and other members of the Indigenous community also feel welcome and can celebrate their unique cultures.

FINANCIAL IMPLICATIONS:

The Strategic Cultural Plan project budget is in the 2023 Operating Budget.

ADMINISTRATIVE IMPLICATIONS:

This project is part of the department’s core duties and has been identified in the staff members annual work plan. Involvement from other City departments will be required as draft recommendations and implementation strategies are developed.

STRATEGIC PRIORITIES REFERENCE:

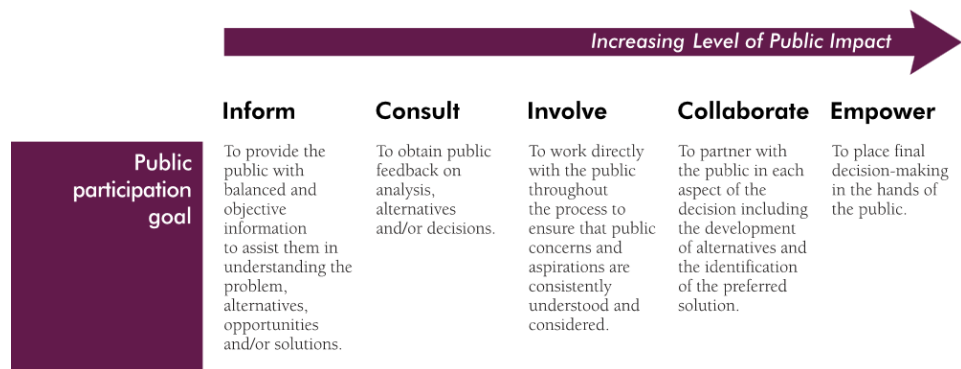
This initiative addresses the following strategic priorities:

- Arts, Culture, and Heritage - Complete Strategic Cultural Plan
- Good Governance - Develop a Reconciliation Framework

PUBLIC ENGAGEMENT:

Following direction provided by the Courtenay’s Official Community Plan, 2022, staff have applied an equity lens for community participation in the development of this plan.

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



© International Association for Public Participation www.iap2.org

CONCLUSION:

With the initial community engagement activities completed and Council's receipt of the *What We Heard Report*, staff will continue to work with Nordicity on next steps which include drafting recommendations, and co-facilitating a community check in event in the fall, supported by an online survey. Following these initiatives, the draft Strategic Cultural Plan will be developed and presented to Council for approval.

OPTIONS:

1. THAT the Courtenay Strategic Cultural Plan What We Heard Report (Attachment 1) be received for information. **(Recommended)**
2. THAT Council provide alternative direction to staff.

ATTACHMENTS:

1. Courtenay Strategic Culture Plan – What We Heard Report

Prepared by: Joy Chan, Manager of Business Administration, Recreation, Culture, and Community Services

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

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

Courtenay

Strategic 10-Year Cultural Plan

What We Heard Report

September 5th, 2023

Prepared for

City of Courtenay

Prepared by

Nordicity



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Executive Summary

Background

This 'What We Heard' report shares **community engagement research findings for the Courtenay Strategic Cultural Plan**. The purpose of the Plan is to provide a framework and roadmap to support arts and culture in Courtenay over the next 10 years. This document summarizes findings from the community engagement research, highlighting community-identified needs relating to arts and culture in Courtenay.

Methodology and Engagement Approach

The Strategic Cultural Plan is following a **5-phase process**, involving desk research, community engagement, analysis (including facility options and economic and social impact analysis), followed by the development of a draft strategy and recommendations for community feedback and review, and lastly, the creation of the final plan.

The planning process has involved inclusive community consultation with an equity lens. This engagement approach has included:

- Respectfully seeking input from across the community, including from equity priority groups such as Indigenous and Black community members and People of Colour, 2SLGBTQIA+ individuals, and unhoused people.
- Leveraging established relationships with existing community organizations advocating for equity priority groups to ensure that all community members, especially historically underrepresented groups, have a voice.
- Recognizing the need for long term commitments to relationship building with Indigenous communities.

Community engagement activities

Community engagement research for the Strategic Cultural Plan has included an **online survey** (live from June 14th to July 14th 2023) which received ~700 responses, an **arts and culture sector focus group consultation event** attended by 38 participants from local arts and culture organizations in May 2023, and a **public drop-in engagement event** in July 2023.

The planning process has also involved **1:1 interviews** with community members, and **targeted group conversations** with four equity priority communities (i.e., representatives of/people with lived experience of disabilities, homelessness, being a newcomer, and being part of the 2SLGBTQIA+ community).

Key Findings

Survey Highlights

- The overall survey results show that a very **high number of respondents are culturally engaged (94%)**. Performing arts (such as theatre, dance, and music) are the most popular way to engage.
- Arts and culture in Courtenay encourage **social participation** and a sense of belonging.

- **Main barriers to accessing culture** in Courtenay are limited options nearby (29%), limited options of interest (21%), and not having enough time (20%). However, nearly a quarter of all participants stated that they do not experience any barriers.
- **Critical needs**, according to culture sector respondents (artists and cultural sector workers), are more space for performance/exhibitions (identified as a challenge by 45% of sector respondents), more rehearsal and creation space (36%), and supportive bylaws and policies for arts and culture (32%).
- **The future arts and culture offerings respondents would most like to see** more of include live performances (selected by 44% of total participants), more education, programming and workshops (29%) and more Indigenous arts and culture (28%).
- **The main culture themes that the City should prioritize in the Culture Plan**, according to all survey participants, are enhancing space for arts and culture (35% of participants selected this option) and using arts and culture to enhance community wellbeing (26%).
- **Expenditure:** The average amount spent in the community before and after a cultural event is \$105 per individual.

For more on specific findings relating to the community-identified needs of the cultural sector and equity priority groups in Courtenay, see pages 30-33 of the full What We Heard report. Detailed survey results can be found in Appendix A.

Strengths, Challenges and Gaps

Courtenay’s current strengths, challenges and gaps when it comes to culture, based on analysis of all engagement findings, include the following:

+ Strengths

- Courtenay has a beautiful geographic location that provides artistic inspiration.
- Strong cultural anchors, collaborative spirit, and cultural capital.
- Established City municipality support for core arts and culture organizations.
- Community support for and interest in arts and culture is notable in Courtenay.
- Variety of cultural offerings to attract people year-round to the city.
- Demonstrated social and economic impact of arts and culture in Courtenay.

- Challenges and Gaps

- Lack of visibility of Indigenous arts, culture, and heritage in Courtenay.
- Inadequate municipal support for arts and culture, including at the City and regional level.
- Limited human resources, including technical professionals, in some areas of the arts and culture sector.
- Lack of accessibility to cultural spaces and events.
- Limited arts and culture programming opportunities for youth, and lack of awareness of what is available.

Community-Identified Priority Needs

Engaging K'ómoks First Nation, Métis, Inuit, and other Urban Indigenous communities

- Many participants want to see **more Indigenous arts and culture in public spaces** – e.g., for storytelling and educational opportunities, especially to raise awareness of K'ómoks' ongoing culture and heritage.
- The City of Courtenay is currently in the process of **engaging with K'ómoks First Nation** Chief and Council regarding the development of the Strategic Cultural Plan. The City is committed to working collaboratively with K'ómoks First Nation to ensure the plan is representative of Indigenous values and supportive of our work towards reconciliation.
- Part of the engagement with KFN will be identifying and defining what 'culture' means in Courtenay, given that it is situated on the Unceded Traditional Territory of K'ómoks First Nation.

More cultural spaces/facilities, and better availability and affordability

- Participants expressed the **need for more equipped and accessible cultural spaces and performance venues** to meet various sector needs, including the need for rental space. The types of spaces needed include small, medium, and larger venues, including performance and rehearsals venues.

Developing more diverse and affordable cultural programming

- There is a desire for more **diverse and affordable cultural programming**, both in terms of services delivered by the City and by local arts and cultural groups.

Further promotion of community partnerships and collaboration

- There is a need for more community collaborations and partnerships. There is also a need to have **avenues for knowledge sharing** across the sector, for example through regular gatherings.

Increased municipal support – financial and in-kind, local, and regional

- There is a desire **for increased City financial support** for arts and culture, especially in the form of community grants.
- Participants further expressed the **need for regional funding support for arts and culture in Courtenay**, given cultural offerings are beneficial or serve the wider population in the Comox valley or region.

Further development of cultural tourism

- Participants expressed the need to leverage events such as gallery exhibitions and festivals to help make Courtenay the **cultural hub of the region**, and to **promote cultural tourism**.

Attraction and training of technical cultural workers

- There is a need for more **technical expertise in relation to hosting live performances and events** – i.e., more sound and lighting technicians, stage management and crowd control specialists are in high demand.

Development of a Public Arts Policy

- There is a desire for Courtenay to develop a **Public Arts Policy** that is reviewed periodically to support public arts in the city. Individuals noted such a policy could **leverage the talent of young artists** and involve them in community public arts initiatives.

Next Steps

- **Ongoing and open dialogue with K'ómoks First Nation** Chief and Council to discuss meaningful engagement;
- **Municipal benchmarking** and comparative review;
- Assessing the **economic impact** of Courtenay's arts and culture sector;
- Analyzing **cultural facilities options**, drawing on the survey and other research engagement findings shared in this report;
- **Drafting recommendations**, and seeking community check-in via a public event and online feedback
- Developing the final **Strategic Cultural Plan**

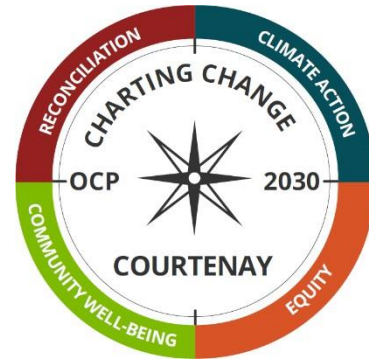
Courtenay 10-year Strategic Cultural Plan: What We Heard

Background

This What We Heard report shares community engagement research findings for the Courtenay Strategic Cultural Plan. The purpose of the Plan is to provide a framework and roadmap to support arts and culture in Courtenay over the next 10 years.

Through the Strategic Cultural Plan, the City of Courtenay aims to:

- Mirror the City of Courtenay’s values of Reconciliation, Community Wellbeing, Equity and Climate Action – as identified in the Official Community Plan.
- Engage in inclusive community dialogue.
- Build on and action policy recommendations, e.g., OCP (2022), Parks and Recreation Plan (2019), Cultural Service Review (2019).
- Consider both the social and economic impact of arts and culture.



“Cardinal Directions” from the City of Courtenay Official Community Plan Update, 2022

This document summarizes the work that has taken place so far, and what the community has told us about the strengths, challenges and priority needs relating to arts and culture in Courtenay. The findings will be used to develop recommendations on how the City of Courtenay can support artists, arts and culture organizations and creatives, as well as support wider community priorities through arts and culture. Through these actions, the Strategic Cultural Plan will seek to ensure that arts and culture is integrated into the community, and representative of all residents.

What is Cultural Planning?

Cultural planning is a process of community consultation which aims to help towns and cities to support arts and culture development, to benefit the community. The planning process highlights a community’s unique strengths, gaps, and needs in relation to arts and culture. The aim is to strategically integrate arts and culture with wider municipal planning and strategies. Essentially, it means asking, “where are we now? Where do we want to be?” – and considers strategies to get there.¹

Defining Arts and Culture – What’s Included?

Arts and culture can be difficult to define because they mean many things to different people. This Plan defines arts and culture broadly – including tangible assets (like artworks and

¹ Drawing from Cultural Planning (2022), Government of Ontario <https://www.ontario.ca/page/cultural-planning>

buildings), organized groups (such as performance and dance troupes), and intangible things (like stories and cultural traditions). The ‘Cultural Resources Framework’ below maps different types of arts and culture resources or assets.

The City of Courtenay is currently in the process of **engaging with K’ómoks First Nation** Chief and Council regarding the development of the Strategic Cultural Plan. The City of Courtenay acknowledges that the definition of ‘culture’ and its impacts may be different from K’ómoks First Nation’s view. As such, part of the engagement with KFN will be identifying and defining what ‘culture’ means in Courtenay, given that it is situated on the Unceded Traditional Territory of K’ómoks First Nation.

Figure 1. Cultural Resources Framework



Source: Adapted from Municipal Cultural Planning Incorporated’s Cultural Resources Mapping: Guide for Municipalities (2010), Statistics Canada Canadian Framework for Cultural Statistics (2011), and North Shore Culture Compass.

Planning Process

Figure 2. Five-phase planning process



The Strategic Cultural Plan is following a **5-phase process**, involving desk research, community engagement, analysis (including facility options, economic and social impact analysis, and municipal benchmarking via a comparative review), followed by the development of a draft strategy and recommendations for community feedback and review, and lastly, the creation of the final plan.

The community engagement work has been led by the Business Administration section of the City of Courtenay’s Recreation, Culture and Community Services Department, in collaboration with [Nordicity](#), with input from artists, arts and culture organizations, interested community parties, and the wider public.

Planning Context

Community Context

Located in the Comox Valley, Courtenay offers a natural and beautiful landscape that supports artistic inspiration. The city’s vibrant arts and culture scene presents a variety of opportunities for residents and visitors from within and beyond the region. Courtenay’s cultural sector has a strong creative community who are supported by multiple local arts organizations, and a high number of volunteers who are passionate about arts and culture in the community. The city is also home to many artists who add depth to the artistic community.

Courtenay has multiple arts and culture assets including cultural spaces and facilities, community arts and cultural organizations, creative cultural enterprises, festivals and events, cultural heritage, public arts, diverse art forms including visual and performing and public arts.

Specifically, there are over 150 cultural assets² in Courtenay, including over 30 community cultural organizations, 29 facilities and spaces² used for cultural events and programming, 10 arts-related educational institutions among other resources in the community.

Furthermore, arts and culture in Courtenay contribute to community wellbeing and economic development (through events such as the [Downtown Courtenay Summer Street Markets](#) and [Vancouver Island Music Festival](#), which draws visitors to the city, and initiatives such as the [Youth Media Project](#) which provides skilled training to youth in the community). Arts and culture can further play a profound role in addressing important issues like reconciliation (e.g., by increasing awareness that Courtenay is on K'ómoks First Nation territory through public arts such as murals and sculptures), and addressing mental health and the toxic drug poisoning crisis (through programs such as [Walk With Me](#), a project of the Comox Valley Art Gallery).

Various strategic planning in Courtenay highlighted the need for a plan to guide the City's support of arts and culture. The Strategic Cultural Plan will therefore guide the City in its relationships with the cultural sector, residents (including equity priority groups such as Indigenous communities, newcomers and immigrants, people who are unhoused, people with disabilities, and 2SLGBTQIA+ community), and neighbours from the Comox Valley in relation to arts and culture.

City of Courtenay Priorities

The Strategic Cultural Plan can support a number of existing community priorities in Courtenay. The following table outlines key priorities identified from a review of existing plans and strategies and indicates how the Strategic Cultural Plan can support them.

Table 1. Existing community priorities in Courtenay

Priority	Relevance and Direction for the Cultural Planning Strategy	City Municipal Plans
Advance reconciliation efforts	<p>Reconciliation is a guiding cardinal direction</p> <p>Direction for the Cultural Planning Strategy:</p> <ul style="list-style-type: none"> ▪ Prioritize engagement with Indigenous partners ▪ Support actions identified in the OCP 	<ul style="list-style-type: none"> ▪ Public Engagement Strategy & Toolkit, 2020 ▪ OCP, 2022

² Cultural assets identified through Nordicity asset mapping research. 'Cultural assets' include festivals and events (including arts and culture festivals and events and other events with culture component), creative cultural enterprises, arts education, spaces and facilities (including formal arts and culture venues, and occasional venues), community and cultural organizations (including non-profits, associations/societies, Indigenous organizations and community arts organizations), cultural heritage, multimedia (including radio & television, publishing and printing, film and media), and arts (i.e., performing arts, visual arts and public arts).

Priority	Relevance and Direction for the Cultural Planning Strategy	City Municipal Plans
Reduce social inequalities	<p>Equity is a guiding cardinal direction</p> <p>Direction for the Cultural Planning Strategy:</p> <ul style="list-style-type: none"> ▪ Prioritize engagement with equity-priority communities ▪ Support actions identified in the OCP 	<ul style="list-style-type: none"> ▪ Public Engagement Strategy & Toolkit, 2020 ▪ OCP, 2022
Address funding challenges	<p>Funding is an ongoing challenge throughout policy documents</p> <p>Direction for the Cultural Planning Strategy:</p> <ul style="list-style-type: none"> ▪ Evaluate outstanding Cultural Services Report recommendations ▪ Review Comox Valley Regional District's Principle-Based Framework for Allocating Recreation Grants (Wilson, 2011) 	<ul style="list-style-type: none"> ▪ Cultural Services Report, 2019 ▪ OCP, 2022
Enhance downtown	<p>Downtown vision remains relevant and desired</p> <p>Direction for the Cultural Planning Strategy:</p> <ul style="list-style-type: none"> ▪ Support steps to advance Duncan Commons vision and activate 4th, 5th, and 6th Streets 	<ul style="list-style-type: none"> ▪ Downtown Playbook, 2016 ▪ OCP, 2022 ▪ Parks and Recreation Master Plan 2019 ▪ Cultural Services Report 2019
Support regional interconnectivity	<p>Arts and culture in Courtenay serves the region</p> <p>Direction for the Cultural Planning Strategy:</p> <ul style="list-style-type: none"> ▪ Build on Cultural Services Report to identify ongoing gaps in funding, service provision, etc. ▪ Revisit Wilson's frameworks 	<ul style="list-style-type: none"> ▪ CVRD 'A Principle-based Framework for Funding Regional Recreation and Cultural Facilities', J. Wilson, 2011 ▪ Cultural Services Report, 2019
Encourage active community engagement	<p>Courtenay prioritizes community participation</p> <p>Direction for the Cultural Planning Strategy:</p> <ul style="list-style-type: none"> ▪ Engage the community throughout the research ▪ Apply processes identified in the Public Engagement Strategy & Toolkit 	<ul style="list-style-type: none"> ▪ Public Engagement Strategy & Toolkit, 2020 ▪ OCP, 2022 ▪ Cultural Plan Scoping Workshop, 2022

Priority	Relevance and Direction for the Cultural Planning Strategy	City Municipal Plans
Celebrate cultural offerings	<p>Courtenay is home to a vibrant cultural scene</p> <p>Direction for the Cultural Planning Strategy:</p> <ul style="list-style-type: none"> Map cultural assets Document strengths of Courtenay’s cultural scene Need for a special events and hosting policy 	<ul style="list-style-type: none"> Cultural Services Report, 2019 Cultural Inventory Report, 2017 Parks and Recreation Master Plan 2019 Parks, Rec. & Culture Analysis document, 2017 OCP, 2022
Recognize community impact	<p>There is a desire to capture social and economic impacts</p> <p>Direction for the Cultural Planning Strategy:</p> <ul style="list-style-type: none"> Conduct economic and social impact assessments 	<ul style="list-style-type: none"> Cultural Services Report, 2019 Cultural Plan Scoping Workshop, 2022

Existing Cultural Sector Priorities

Previous consultation with Courtenay’s arts and culture sector highlighted the following points as important considerations for the Strategic Cultural Plan:³

- **Developing sector capacity**
 - Ensuring sustainable levels of core services
 - Adequate financial support and staff capacity
- **Engaging with local First Nations**
 - There is a need to engage meaningfully with K’ómoks First Nation, in recognition that the lands Courtenay is situated on are on Unceded Traditional Territory of K’ómoks First Nation.
- **Maintaining cultural capital assets**
 - There is a need for Cultural Mapping, a Facilities Needs Assessment, and support for aging infrastructure.
- **The City of Courtenay playing an enhanced role**
 - The City needs a cultural plan and a review of how the City funds and supports arts and culture.

³ Sources: Culture Services Report (2019) and consultative scoping for the Cultural Plan with the core cultural service providers (i.e., those that receive operational funding from the City of Courtenay).

- New policies are required to support arts and culture (e.g., Public Art Policy, Special Events Policy).
- **Recognizing the role of arts and culture in economic development and tourism**
 - There is a need for increased marketing investment to support the valuable role that arts, culture, and heritage drive in attracting visitors and spending to the region.
 - There is a need to recognize the regional role that cultural services play.
 - Demonstrating this role will help the sector to make the case for increased financial support.
- **Serving all of Courtenay**
 - Arts and culture in Courtenay need to reach under-represented groups.
 - There's a need for a greater focus on the links between arts and culture and wider community issues (such as housing and affordability).

Community Engagement Approach






Aligning with the City's Official Community Plan and the 2022 action policies, the Strategic Cultural Plan is being developed through a process of inclusive community consultation. The key engagement principles are taking a **human-centred** approach; having **respect for Indigenous Nations and People** – especially K'ómoks First Nation, on whose unceded territory Courtenay is located; **trust; privacy**; and taking an **intersectional approach**. Taking an intersectional approach to engagement means taking into consideration the perspectives of diverse community members, including equity priority groups who are often not included in engagement activities due to barriers that limit their participation.⁴ This approach has included:

- Respectfully seeking input from equity priority groups including Indigenous and Black community members and People of Colour, youth, 2SLGBTQIA+ individuals, and unhoused people.
- Leveraging established relationships with existing community organizations advocating for equity priority groups to ensure that all community members, especially historically underrepresented communities, have a voice.
- Recognizing the need for long term commitments to relationship building with Indigenous communities.

⁴ "Intersectionality brings attention to how people are defined by differing positionalities in a society based on their gender, ethnicity or race, sexual orientation, ability, and class, etc. These are identities and positionalities that form overlapping positions of inequality and privilege. They are in hierarchical relations to one another according to which some people have more power in societies than others." Source: Salla Sariola (2020) Intersectionality and Community Engagement: Can Solidarity Alone Solve Power Differences in Global Health Research?, *The American Journal of Bioethics*, 20:5, 57-59, DOI: [10.1080/15265161.2020.1745951](https://doi.org/10.1080/15265161.2020.1745951)

See the figure below for details of how these principles informed the engagement approach.

Figure 3. Community engagement principles

Principles				
Human-centred	Respect for Indigenous Nations and People	Trust-based	Privacy	Intersectional
				
<ul style="list-style-type: none"> ▪ People-focused ▪ Respectful sharing environment ▪ Community based 	<ul style="list-style-type: none"> ▪ Respect stature ▪ Respect time considerations ▪ Respect a mutually-defined process 	<ul style="list-style-type: none"> ▪ Clear communication ▪ Transparent processes ▪ Incorporate feedback 	<ul style="list-style-type: none"> ▪ Consent-based ▪ Secure storage and disposal of data ▪ Aggregate data 	<ul style="list-style-type: none"> ▪ Following an equity lens ▪ Cultural competency ▪ Foster safe
Processes				
<ul style="list-style-type: none"> ▪ Allowing people space to speak ▪ Engaging with under-represented communities ▪ Providing materials so representative organizations could facilitate sessions with people with lived experience in their community 	<ul style="list-style-type: none"> ▪ Seeking to consult with K'ómoks First Nation Council to develop protocols for engagement around arts and culture ▪ Connecting with Indigenous Elders and Knowledge Keepers to incorporate their perspectives for the plan via interviews and small group discussions 	<ul style="list-style-type: none"> ▪ Clearly explaining the purpose of interviews, focus groups, and the survey and how findings will be used ▪ Updating the approach in response to feedback ▪ Reporting back to the community for input and iteration 	<ul style="list-style-type: none"> ▪ Not recording online engagements (typed notes only) ▪ Anonymizing participant responses ▪ Sharing notes with participants who want to see them ▪ Saving data securely and deleting when no longer needed 	<ul style="list-style-type: none"> ▪ Seeking perspectives from people from equity priority communities, including BIPOC and LGBTQ2S+ ▪ Engaging groups who may not regularly engage in arts and culture activities (e.g., newcomers, unhoused people, people with disabilities)

Engagement with K'ómoks First Nation

The Strategic Cultural Plan project team looks forward to working with K'ómoks First Nation (KFN) to ensure that the Strategic Cultural Plan is developed in a meaningful way, aligned with the United Nations Declaration on the Rights of Indigenous People (UNDRIP) and guided by the Truth and Reconciliation Findings and Calls to Actions.

The City recognizes the colonial aspects of having a specific and limited timeframe, which creates barriers to meaningful engagement. The City hopes to work together with KFN to define a path forward recognizing that true relations building takes time. The ambition is for the Strategic Cultural Plan will become a living document rather than a static, one-time report – one that is open to adjustment to ensure KFN priorities are included in the process. This iterative approach should allow time for true relations building and community engagement with KFN members, and could include a regular review of the Plan and implementation progress with KFN Chief and Council.

Engagement Methodology

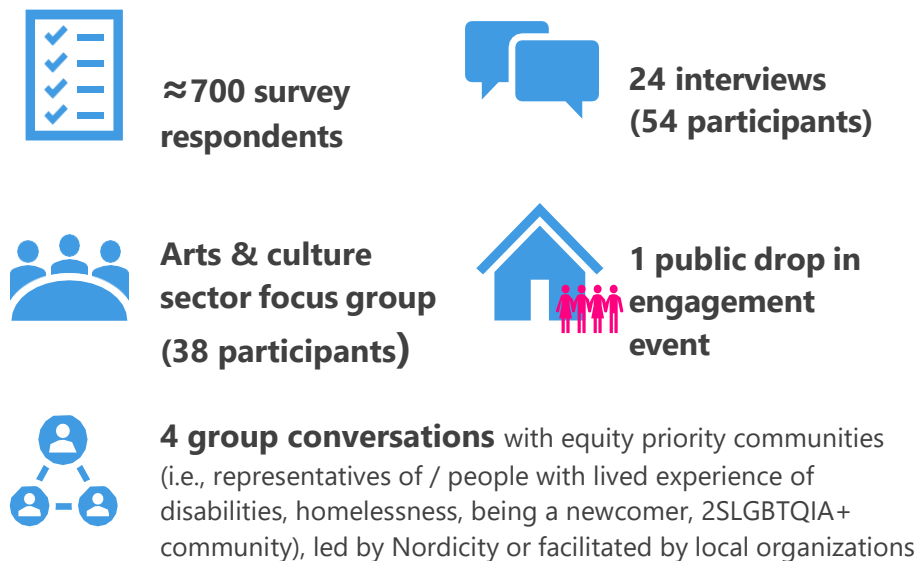
Figure 4 presents the engagement activities at a glance. The project has sought to ensure that a diverse and representative range of voices are heard. As such, community engagement research for the Strategic Cultural Plan has included an **online survey**, which was live from June 14th to July 14th, 2023, and received **~700 responses** overall. In addition, the Project Team heard from **over 120 community members via qualitative engagements**.

The qualitative research engagements included an **arts and culture sector focus group** consultation event in May 2023 which was attended by 38 participants from local arts and culture organizations, and a **public drop-in engagement event** in July 2023. The team also

held **24 interviews, which engaged 54 participants** in total. These interviews included consultations with four core cultural services providers (i.e., the Sid Williams Theatre, the Comox Valley Arts Gallery, the Comox Valley Community Arts Council, and the Courtenay and District Museum). In addition, 28 participants were engaged as part of **four group conversations with equity priority communities** (i.e., representatives of / people with lived experience of disabilities, being unhoused, being a newcomer, and being part of the 2SLGBTQIA+ community). These conversations were led by Nordicity or facilitated by local organizations (including the Comox Valley Coalition to End Homelessness and the Comox Valley Accessibility Committee) which work specifically with these communities. See Appendix B for a list of participating organizations.

Furthermore, to ensure this project also includes other Indigenous peoples who live within the community, the City aligns with the [distinction-based approach](#) adopted by the Province of British Columbia. The engagement process respects and acknowledges the unique cultures, histories, rights, laws, and governments of First Nations, Métis, and Inuit peoples. To this end, the City will continue to work with KFN to ensure that K'ómoks First Nation's land rights are met and that KFN culture is represented and celebrated, while also ensuring that newcomers, settlers, and members of other Indigenous groups feel welcome and can celebrate their unique cultures.

Figure 4. Engagement activities at a glance



What We Heard

Note, the City of Courtenay will continue to receive feedback until the draft Strategic Cultural Plan is created. The survey participant numbers reported in this section vary because some participants opted to only answer some questions rather than the whole survey.

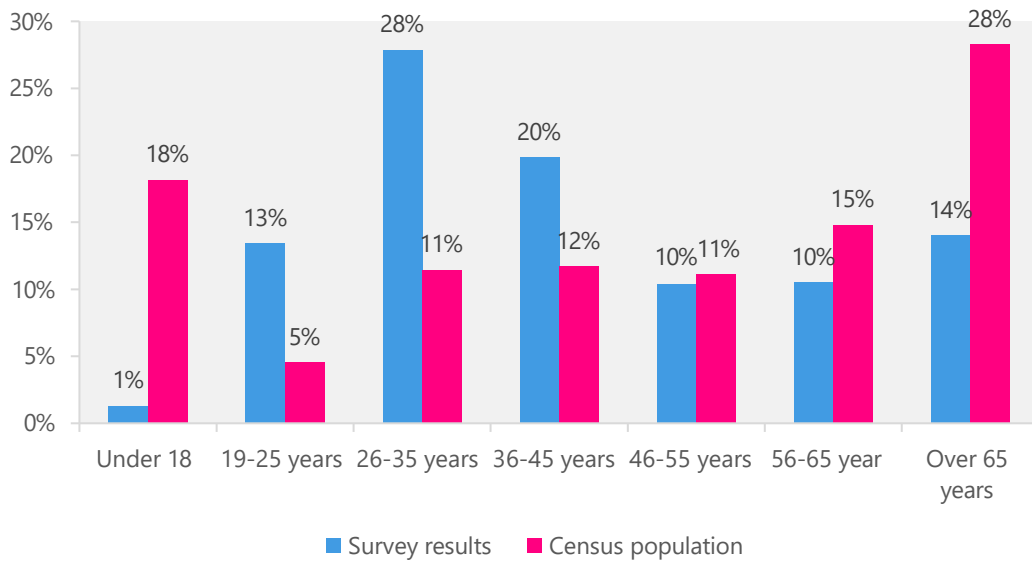
Key Survey Findings

Survey participant profile

63% of respondents provided stated they are from a Courtenay postal code, while 37% identified as living outside of Courtenay. When participants were asked how they engage with culture in Courtenay, 67% said that they engage as members of the public, 35% as a practicing artist or cultural worker, and 14% as an owner/manager/operator of an arts and culture organization or facility. Survey results include all survey participant responses unless stated otherwise. (Note, some information from organizations will also be used to complete economic impact analysis which will be completed in the later phases of Strategic Cultural Plan development work).

In comparison with the Statistics Canada City of Courtenay Census population age breakdown, the survey garnered a higher portion of those between the ages of 26-35 years, and a lower portion of those over 65 years.

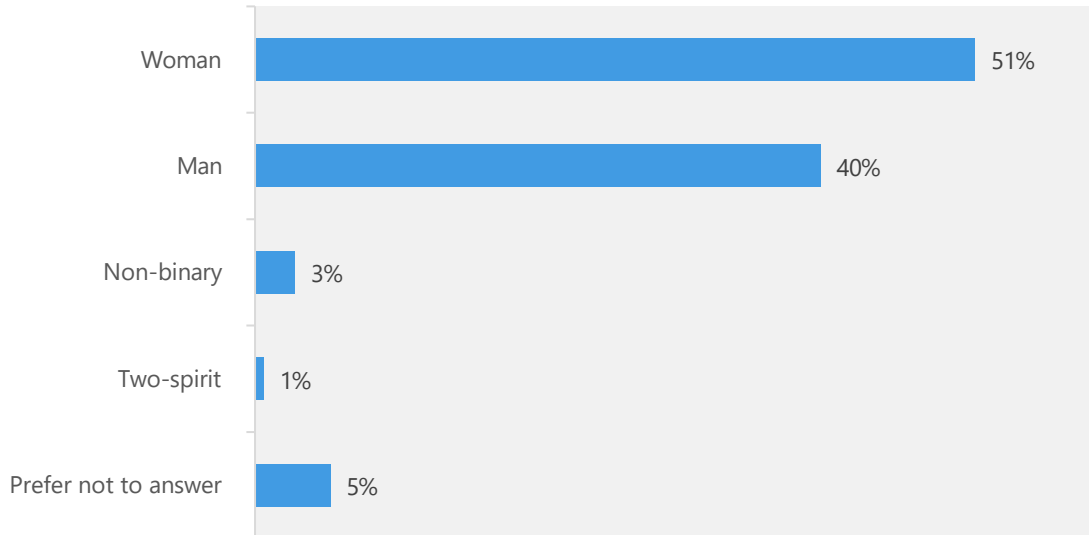
Figure 5. Population age characteristics (all responses, n=686)



Source: Courtenay Strategic Culture Plan Survey 2023 and Statistics Canada Census Profile for the City of Courtenay 2021

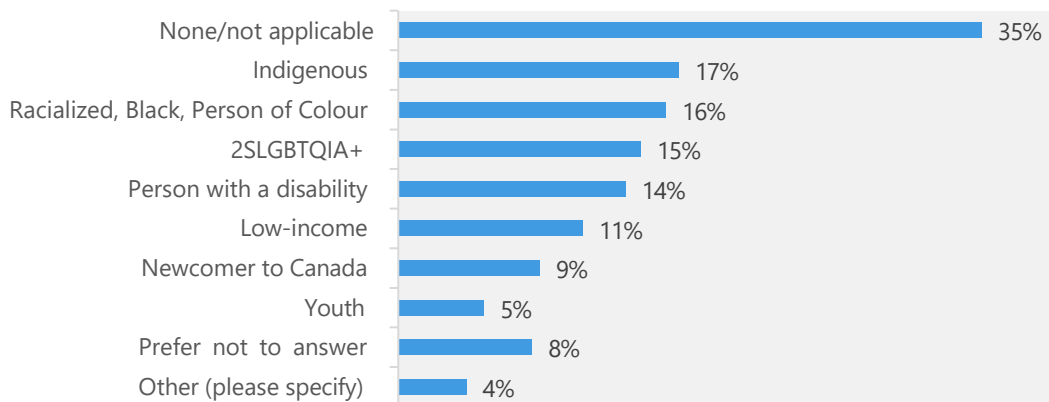
Survey participants were asked to self-identify their gender (Figure 6). The majority of participants identified as female (51%) and male (40%). Of the remaining respondents, 3% identified as non-binary, 1% two-spirit, and 5% preferred not to answer.

Figure 6. What is your gender? (all responses, n=675)



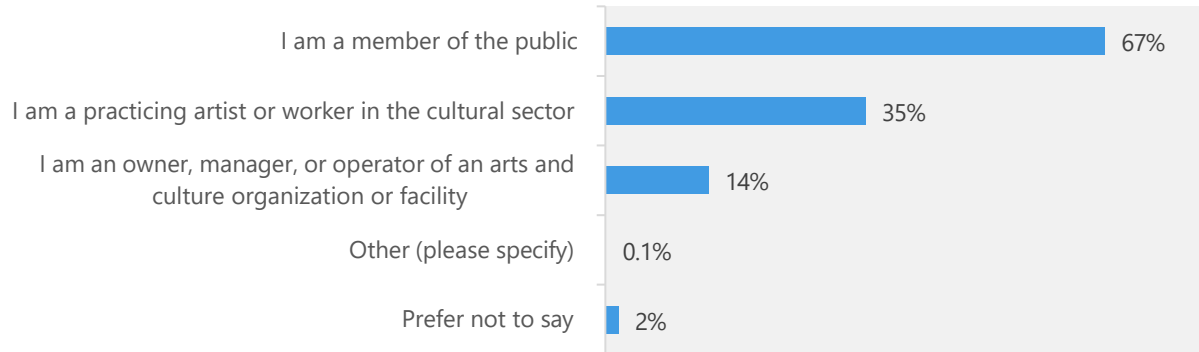
The survey was able to reach a wide range of identities (Figure 7). While 35% did not identify with any visible group, 17% identified as Indigenous, 16% identified as racialized (Black or person of colour), and 14% 2SLGBTQIA+. The Statistics Canada Census Profile for the City of Courtenay shows that 8% of the population identify as a visible minority, and 8% of the population are of Indigenous ancestry. Therefore, the survey garnered a higher proportion of those who identified from these identities. Moreover, 21 individuals identified with more than one category. This finding shows that the survey was able to reach a diverse representation of Courtenay’s ethnographic makeup, while also showing that there is diverse participation in arts and culture in Courtenay.

Figure 7. Do you identify with any of the following? Select all that apply (all responses, n=655)



When participants were asked how they engage with culture in Courtenay (Figure 8), 67% said that they engage as members of the public, 35% as a practicing artist or cultural worker, and 14% as an owner/manager/operator of an arts and culture organization or facility.

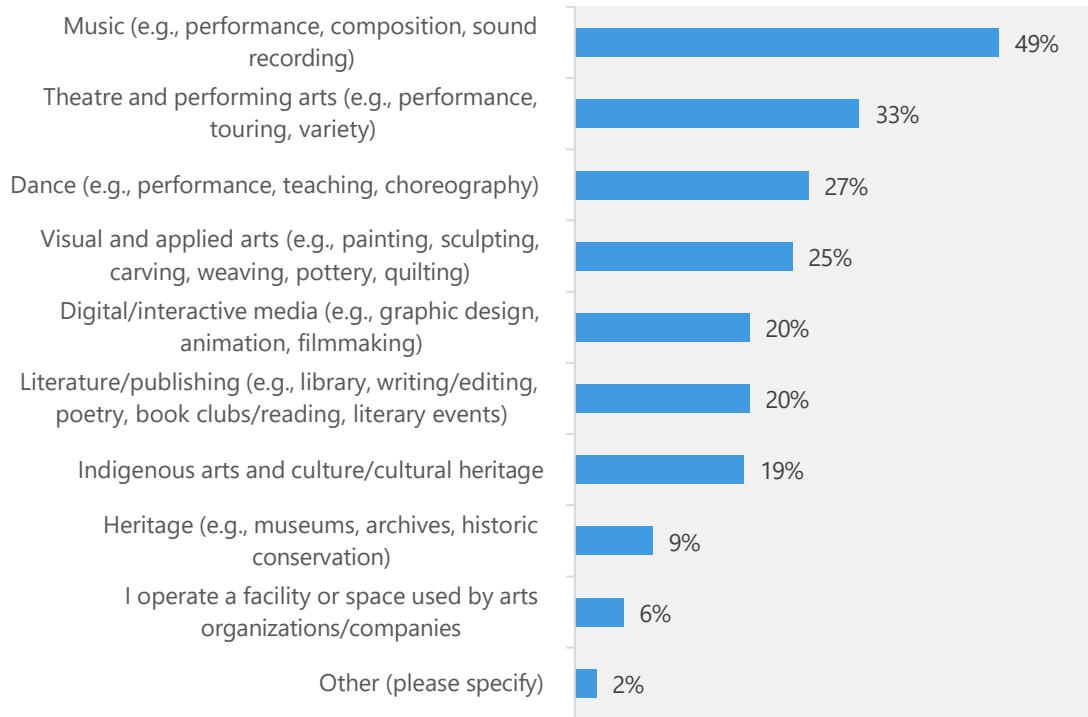
Figure 8. How do you engage with culture in Courtenay? Please select the statement(s) that best describe you (all responses, n=779)



Artists and owners/managers of arts and culture organizations/facilities were asked which sub-domain of arts and culture they work within (Figure 9). The top three areas of work included music (49%), theatre and performing arts (33%), and dance (27%). These responses were followed by visual and applied arts (25%).⁵ Notably, the performing arts sector encompassed the top three identified areas of work. Although the survey was not designed to be statistically representative, the findings suggest that performing arts are a particularly strong aspect of the arts and culture sector in Courtenay.

⁵ The responses do not add up to 100% as participants could select more than one sub-domain, reflecting that artists and organizations often work across more than one artistic discipline.

Figure 9. In which area(s) of arts and culture do you or your organization/company work? Select all that apply (culture sector responses, n=324)



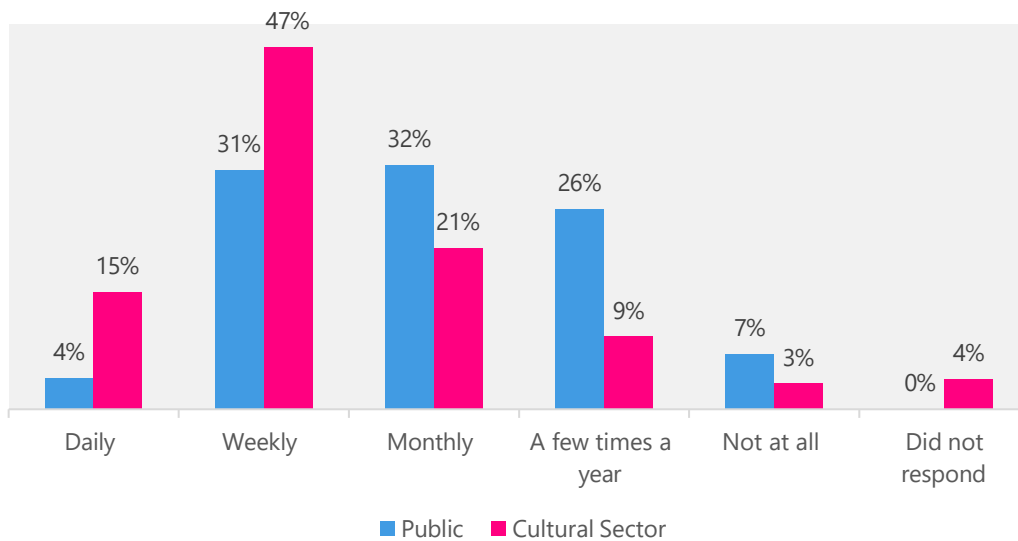
Source: Courtenay Strategic Culture Plan Survey 2023

Survey Highlights



The survey results show that a very high number of respondents are culturally engaged. Approximately 450 members of the public responded to this question while 329 creators and culture sector respondents (creators and organizations) responded. 62% of culture sector respondents identified that they engage with arts and culture in Courtenay weekly or more, with 47% identifying they participate in arts and culture weekly. Comparatively, 63% of the public participate in arts and culture events or activities weekly to monthly (Figure 10).

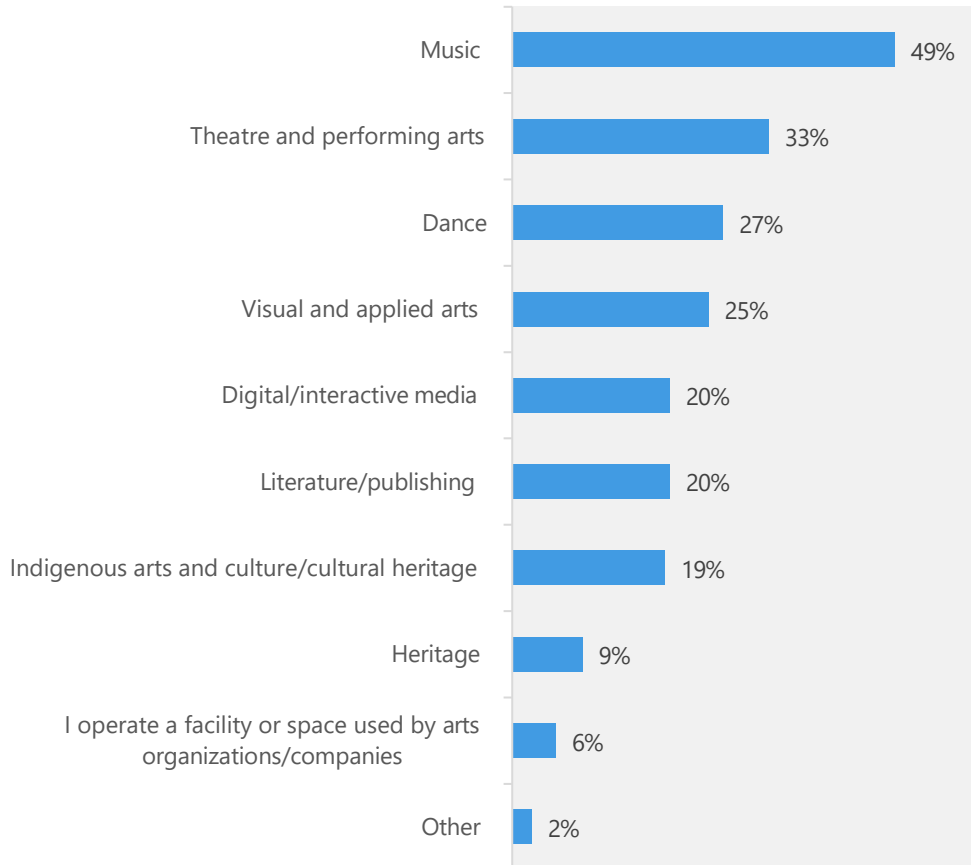
Figure 10. How often do you participate in arts and culture events or activities in Courtenay? (all responses, n=779)





Performing arts (such as theatre, dance, and music) are the most popular way to engage with arts and culture in Courtenay according to survey participants (Figure 11). Also, performing arts is the sub-sector that artists and cultural organizations in Courtenay are most likely to work in.

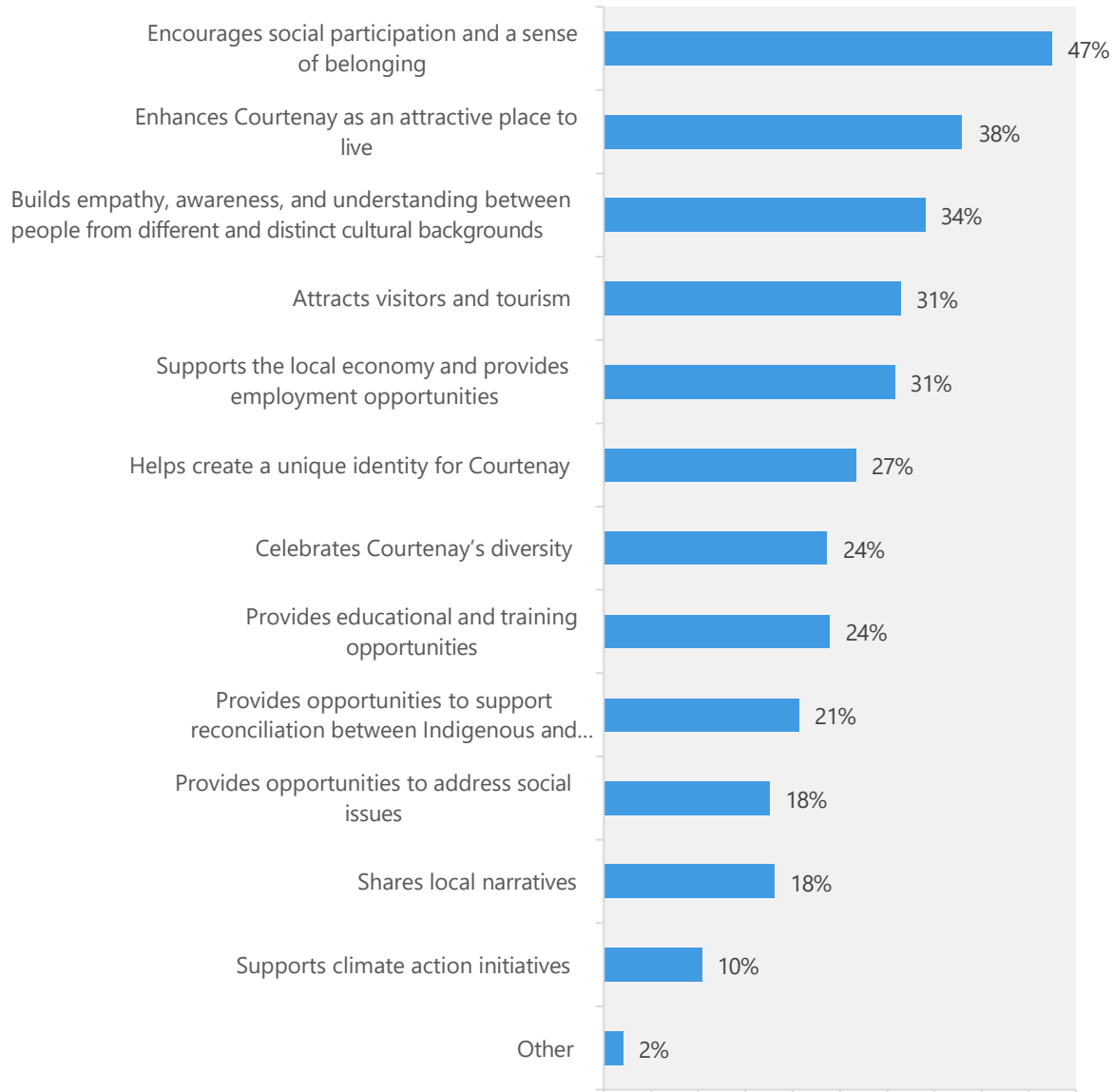
Figure 11. In which area(s) of arts and culture do you or your organization/company work? Select all that apply (culture sector responses, n=324)





When asked about how the local arts and culture sector impacts the community (Figure 12), 47% said that **arts and culture in Courtenay encourage social participation and a sense of belonging**. 38% said arts and culture enhance Courtenay as an attractive place to live, and 34% said the arts help build empathy, awareness, and understanding between different and distinct cultural backgrounds (Figure 12).

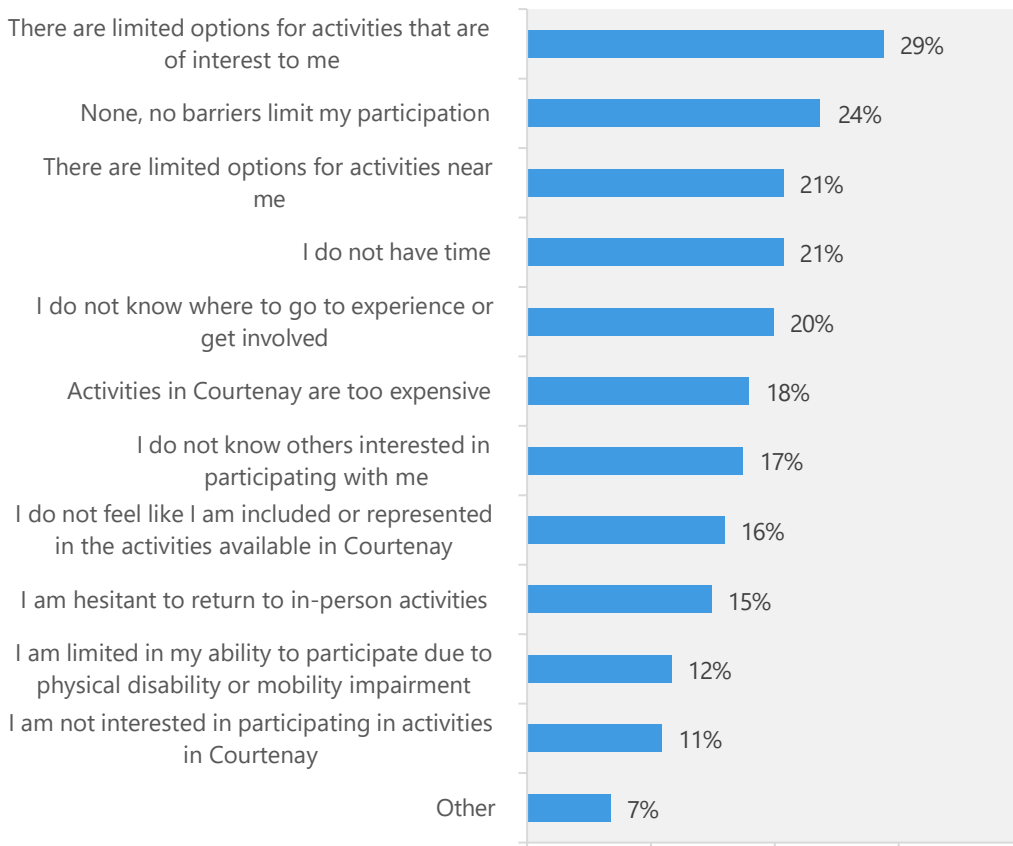
Figure 12. What social impact does arts and culture have on Courtenay and the wider community? Select your top 3 (all responses, n=779)





Barriers to accessing culture in Courtenay (Figure 13) according to survey participants, are 'limited options near me' (29%), 'limited options that interested me' (21%), 'not having enough time' (21%), and 'not knowing where to go to find out about arts and culture in Courtenay' (20%). However, nearly a quarter of survey participants stated that they do not experience any challenges to accessing culture in Courtenay (24%). Other, please specify examples included, 'transportation and carpooling, as I live in Campbell River,' 'I do not feel safe getting to and from arts and culture locations,' and, 'I do not know where to find out about activities near me.'

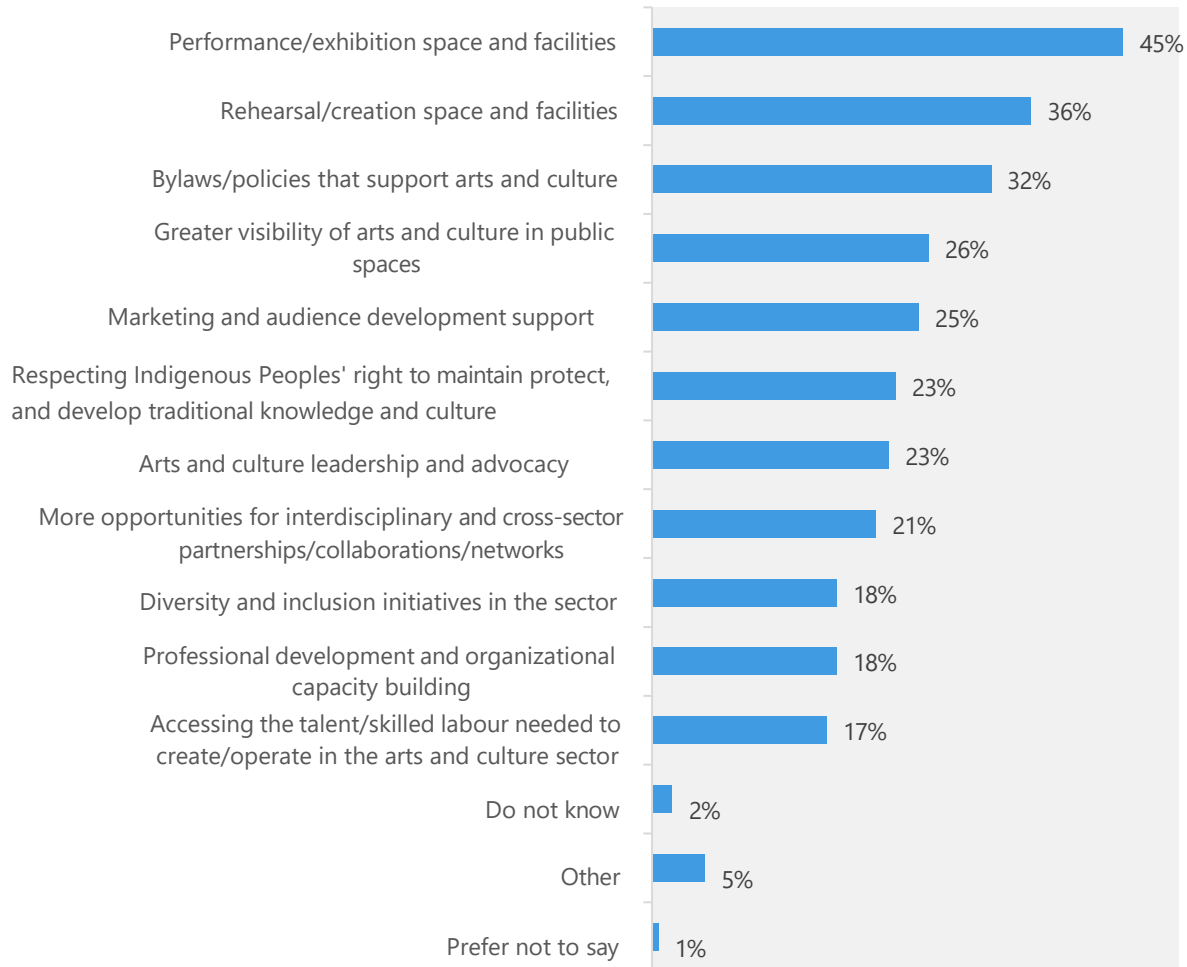
Figure 13. What factors, if any, might limit you from accessing and/or participating in arts and culture in Courtenay? Select up to 3 (all responses, n=754)





Critical needs in the local arts and culture sector, according to survey participants who identified as artists and workers in the sector, relate to the need for space (Figure 14). More specifically, the top needs highlighted were performance/exhibition space (45%), rehearsal and creation space (36%), and bylaws and policies that support arts and culture (32%).

Figure 14. What do you think are the most critical needs for arts and culture to thrive in Courtenay? Select your top 3 (culture sector responses, n=320)





When asked what future arts and culture offerings people would like to see more of in Courtenay (Figure 15) the top response from members of the public was more live performances (44% selected that option). The second most popular response was more special events and festivals (30%), followed by more Indigenous arts and culture (28%), and more public art (28%). Responses from artists and those who work in the cultural sector were very close to these total participant responses, also highlighting the need for more live performances (44%). However, the second most popular response was more arts education programming and workshops (34%) rather than more special events and festivals (Figure 16).

Figure 15. Looking to the future, what arts and culture offerings would you like to see more of in Courtenay? Select your top 3 (public responses, n=409)

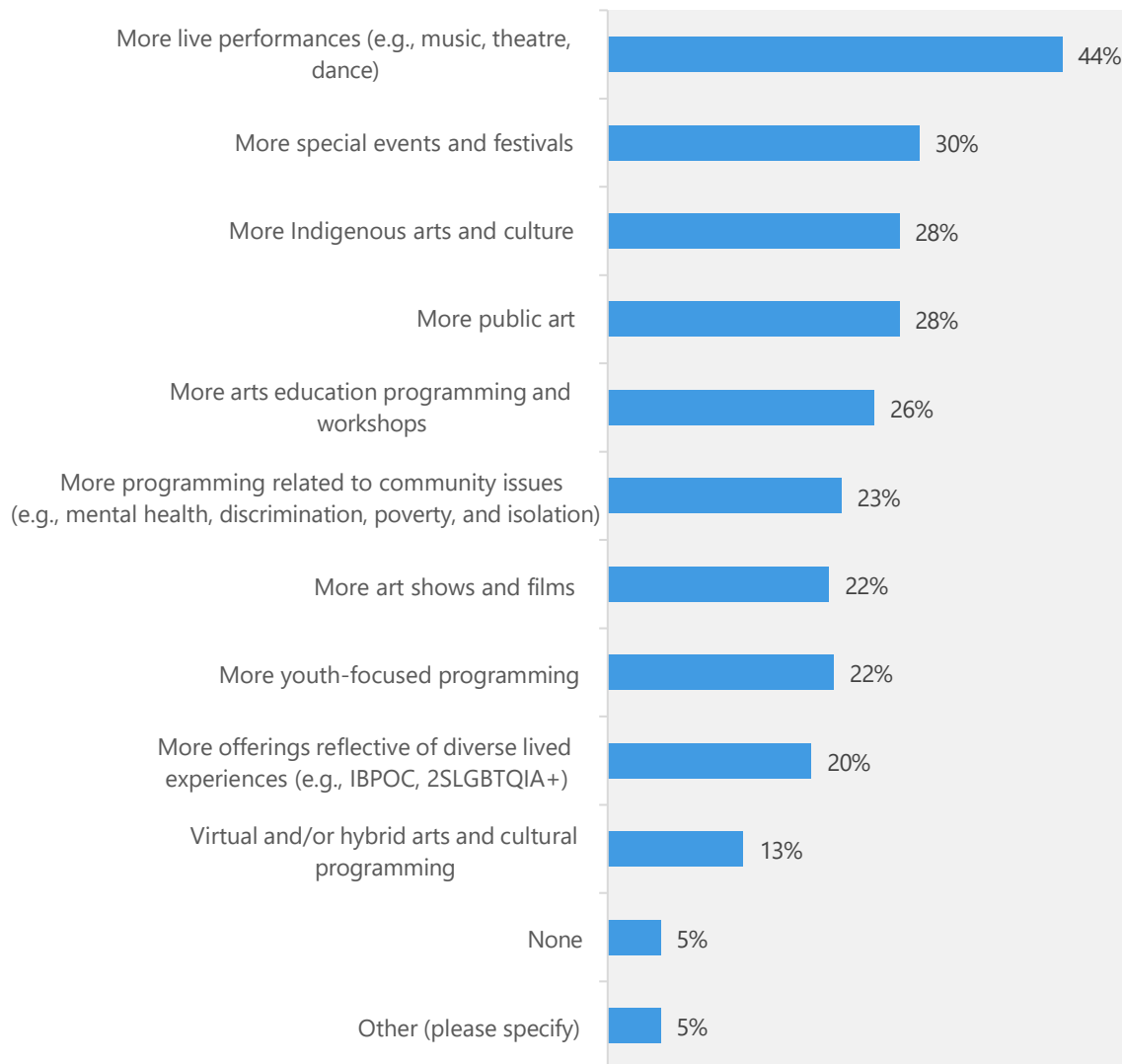
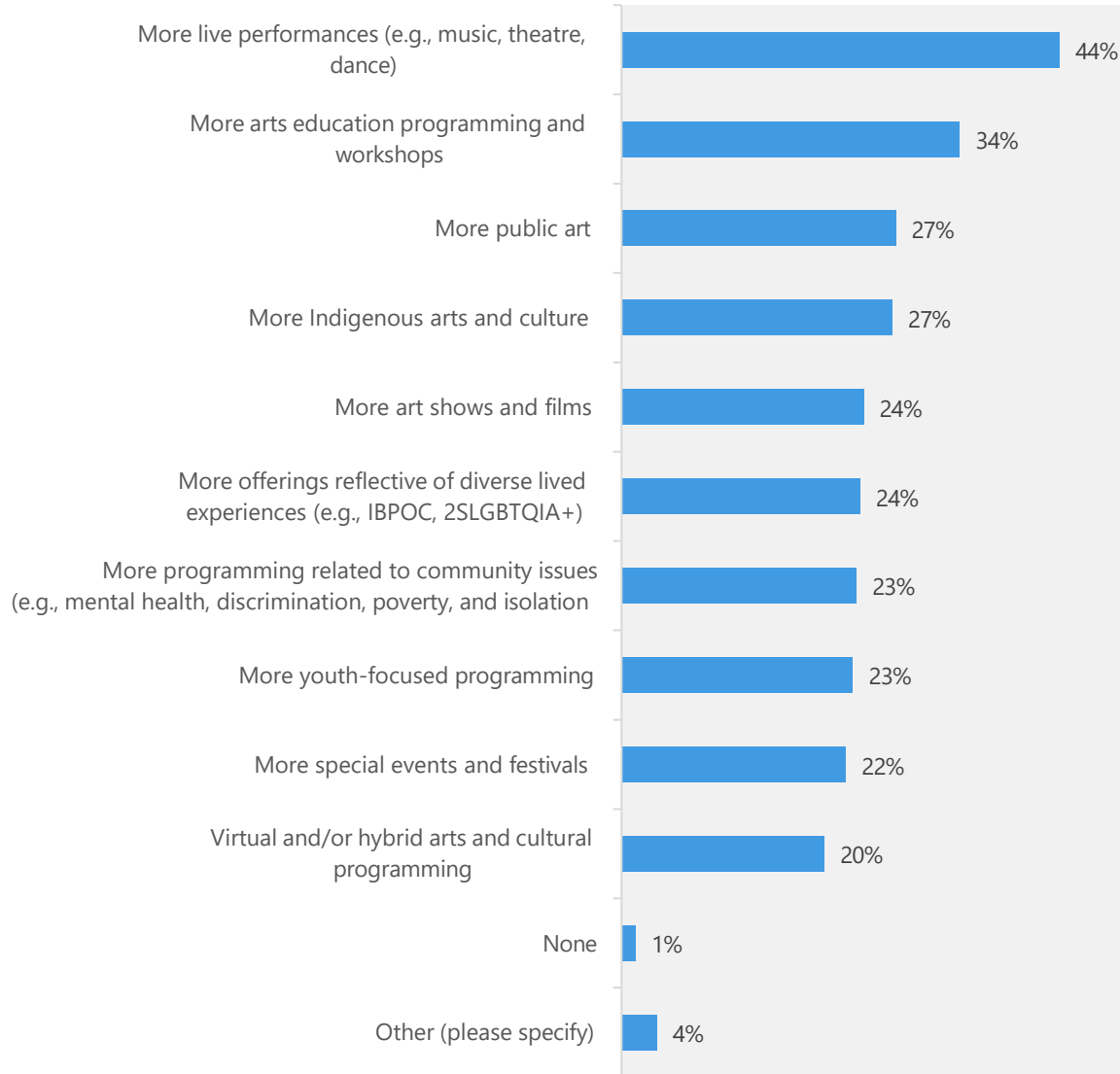


Figure 16. Looking to the future, what arts and culture offerings would you like to see more of in Courtenay? Select your top 3 (culture sector responses, n=282)





The main culture themes that the City should prioritize in the Culture Plan, according to public survey participants (Figure 17), are enhancing space for arts and culture (35% of participants selected this option). Culture sector participants (Figure 18) also identified enhancing space for arts and culture as the top need (35%). Overall, however, there was a lack of consensus about what the priorities should be. The wide range of opinions could indicate participants' uncertainty regarding what the focal points for the Culture Plan should be, as well as the profound influence of arts and culture throughout so many areas of the community's fabric.

Figure 17. What do you think the City of Courtenay should prioritize in the new Strategic Cultural Plan? Select your top 3 (public responses, n=404)

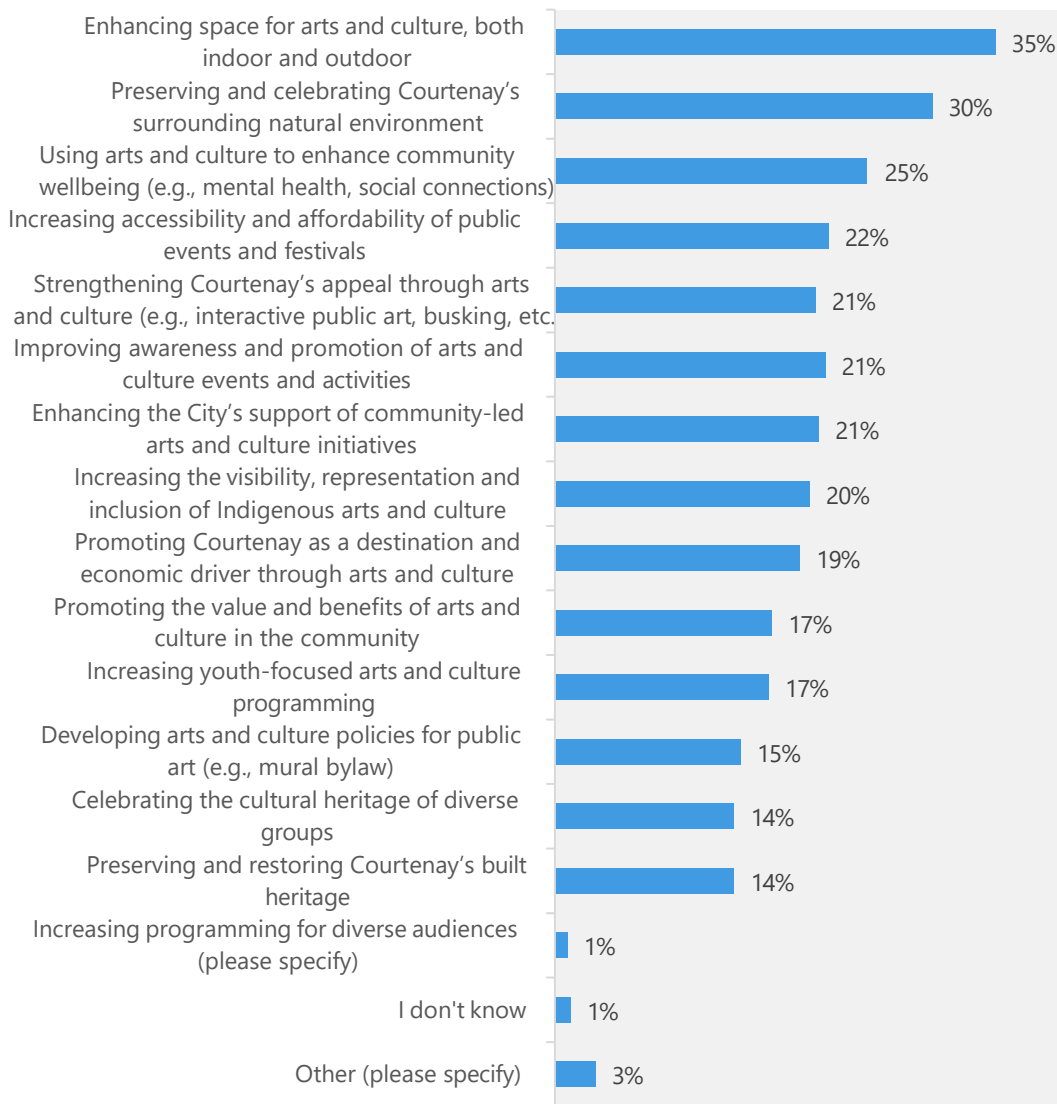
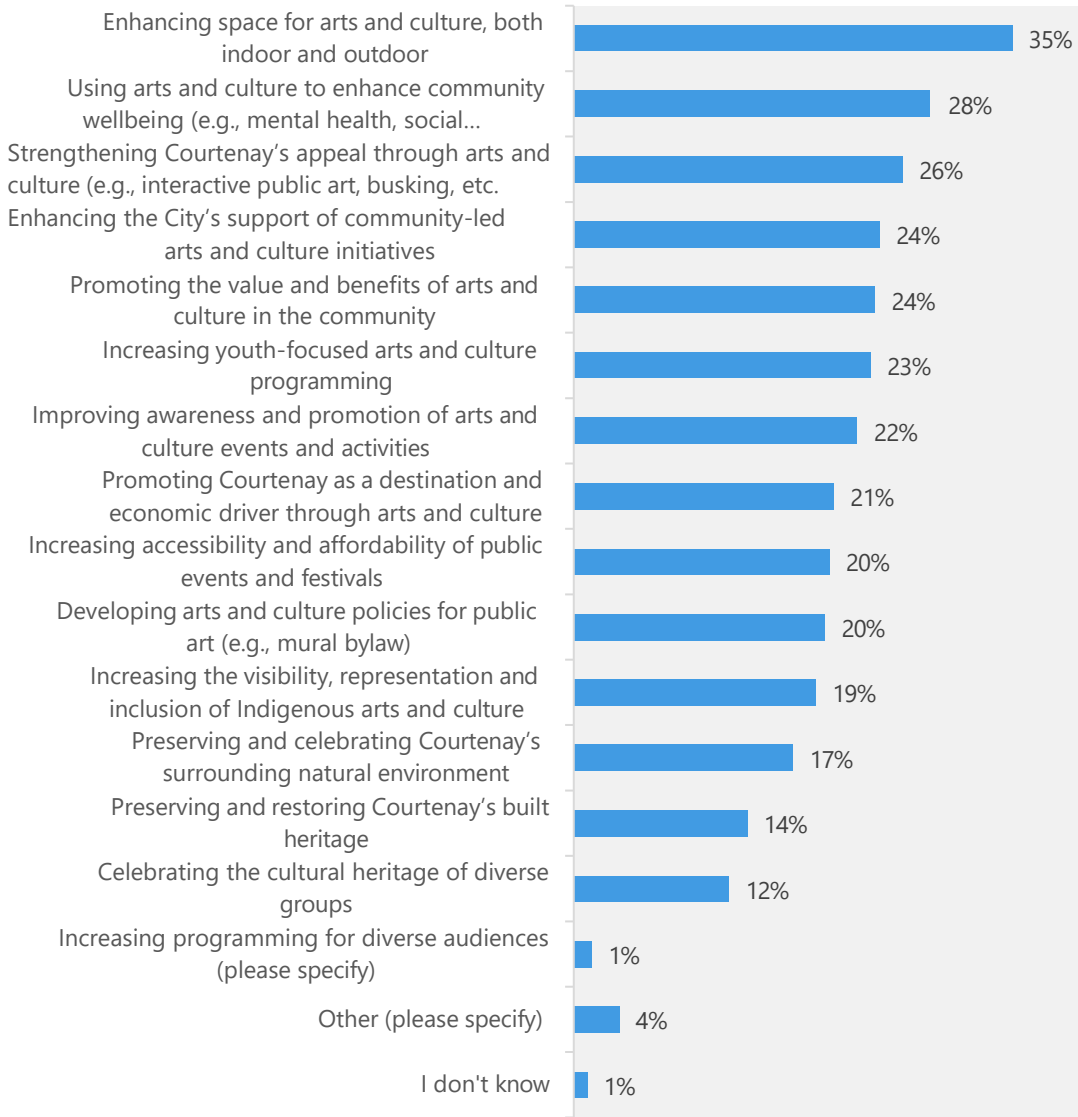


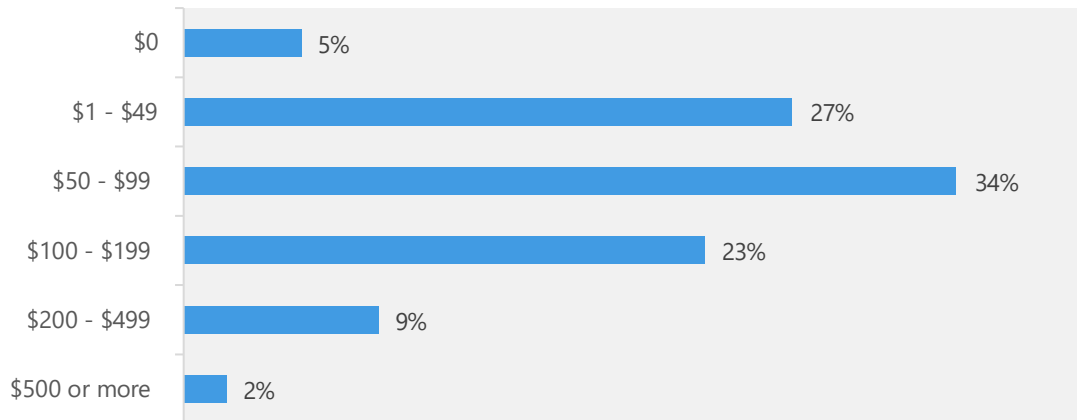
Figure 18. What do you think the City of Courtenay should prioritize in the new Strategic Cultural Plan? Select your top 3 (culture sector responses, n=278)





When respondents were asked how much money they spend in the community before and after a cultural event, the total average was **\$105 per individual** (Figure 19).

Figure 19. As an individual, how much do you typically spend before or after attending/participating in cultural events? (all responses, n=728)



Full survey results can be found in Appendix A.

Cultural Sector Findings

These findings draw on discussions at a cultural sector roundtable event hosted on May 9th, 2023, one-to-one interviews with artists and members of Courtenay’s cultural community, and discussions at a public event on July 13th, 2023.

Figure 20. Live graphic recording by Jill Banting from the May 9th focus group with arts and culture sector participants



Key Findings

Courtenay's cultural sector has a collaborative spirit and is supported by numerous arts and culture organizations and cultural facilities. The sector is further supported by volunteers who have a passion for arts and culture.

While the cultural sector offers rich and vibrant arts and cultural offerings, certain needs have been identified by the sector, including:

- **More equipped and accessible cultural spaces and performance venues** (e.g., with different sizes for different audiences and art forms). Specific types of space needs identified include a black box theatre, multi-use or adaptive spaces and outdoor venues equipped for performances. Other space needs identified include:
 - **Greater access to City-owned spaces for rentals with discounted pricing for small community groups** – i.e., cost of spaces was identified as a barrier for small and medium sized local arts organizations.
 - **To conduct an accessibility audit of City-owned facilities and upgrade facilities where accessibility is an issue** for groups such as seniors (e.g., provide grab bars in washrooms, stage upgrades for performances).
 - For the **City to provide support** setting up spaces (including outdoor) for events.
- **More funding (i.e., community grants) to help subsidize cultural events and programs.** The cost of some events/programs remains too high for sections of the population including seniors, newcomers, youth and the unhoused. Cultural organizations are also under financial pressure and unable to meet all participation costs, hindering the sector from offering more inclusive programming.
- **A need for regional support through development of cultural facilities/spaces, and funding programs** to support arts and cultural organizations within the region including those based in Courtenay (e.g., it was noted that other residents in the region benefit from Courtenay's cultural offerings).
- **To review transportation options to cultural events.** Transit is often a barrier for seniors, newcomers, youth, and unhoused community members.
- **The need for the City to play a coordinating role** in facilitating event schedules across cultural service providers and to maintain an event calendar (e.g., the City of Courtenay could play this role by appointing an Events Coordinator and also hosting an events calendar on City website).
- **To foster relationships between the cultural sector and the community** including the school district.
- **Succession planning protocols for local arts and cultural organizations.** For example, internships and mentorships for youth could enhance their interest in working within the arts and culture sector.
- **More technical and professional cultural workers** to support programming and events in Courtenay. Partnerships with educational providers including the school district and North Island College (NIC) could be beneficial, for example to encourage more young

people to work in the sector and to offer technical courses in sound and lighting, crowd control & management, arts administration and event management among others.

Specific Community Findings

The interviews and group conversations highlighted specific needs pertaining to different types of community members, which are important to highlight in their own right. Table 2 presents specific needs pertaining to Indigenous community members (including Indigenous organizations),⁶ newcomers and immigrants, unhoused community members, people with disabilities, and 2SLGBTQIA+ community members. These findings emerged from 1:1 interviews and group conversations.

Table 2. Specific community needs identified

Community/Group	Identified Needs
Indigenous community members⁷	<ul style="list-style-type: none"> ▪ There is a need to provide opportunities to include Indigenous voices and presence in community activities. Having an Indigenous Liaison staff member at the City could help meet this need. ▪ It is important to ease bureaucratic barriers and decolonize practices in the City so that it is able to fully respond to requests from Indigenous communities. ▪ There is a need to provide support to create Indigenous cultural spaces such as an urban cultural wellness centre, campgrounds (with fire pits that are open to community gatherings including outdoor cultural events) and outdoor spaces for Indigenous gatherings. ▪ There is a desire for partnerships with the City to host Indigenous cultural events (e.g., ‘Spirit Walk’ held on September 30th). ▪ There is a need to create more awareness of Indigenous culture through cultural events and public art. ▪ Participants noted that there should be more opportunities for Indigenous cultural education for City staff.
Newcomers and immigrants	<ul style="list-style-type: none"> ▪ There is a need for more arts and culture programming that welcomes newcomers to the community to help address social isolation. ▪ Another need is to provide more information on arts and cultural services or programs that newcomers can access or participate in, e.g., art galleries, theatres. ▪ Newcomer and immigrant participants would like to see more opportunities for more representation of different cultures in cultural programming. This could include programming that celebrates different cultures and providing language options other than English. ▪ There is a need to foster collaboration among immigrant groups (such as CV Immigration Welcome Centre and CV Multicultural Society) –

⁶ Note, the City’s engagement with K’ómoks First Nation is in the early stages and will be ongoing throughout the Strategic Cultural Plan development and beyond. These findings are from conversations with Indigenous Elders and Knowledge Keepers, and Indigenous-led organizations in Courtenay.

Community/Group	Identified Needs
	<p>connecting them, for example through facilitated introductions and multi-cultural events.</p>
<p>Unhoused community members</p>	<ul style="list-style-type: none"> ▪ There is a need for a gathering space that provides opportunities for free drop-in arts and cultural classes/activities for the unhoused population. Such spaces could be developed in partnership with community organizations. ▪ A wellness centre could respond to individuals’ needs, both tangible and intangible. Basic facilities for unhoused community members are lacking in Courtenay, as there is no 24/7 water source, nowhere to do laundry and nowhere for people to store their belongings. A centre could offer opportunities to participate in the arts, and a place to connect to Indigenous learning and culture. ▪ Although the majority of participants with lived experience of homelessness said they felt welcome at the City’s cultural facilities, more critical thinking is needed in the arts and culture sector (and more broadly) about how to respond to the needs of people engaged in public spaces (including access to washrooms, a chance to charge phones, etc.). There is a need for more listening to people with lived experience, deeper engagement, and critical imagining of new possibilities/solutions – including innovative housing options. ▪ There is a need to create a more welcoming atmosphere at events and programs for people experiencing homelessness, overcoming stigma and discrimination from substance use. Having cultural and recreation staff (with appropriate training) or social workers present would help people feel comfortable. ▪ Arts participation and therapy can be an important part of healing. For example, many participants from across community groups highlighted the Comox Valley Art Gallery’s Walk With Me project as exceptional, because the project addresses critical issues relating to homelessness and the toxic drug poisoning crisis through culture and storytelling – building empathy and understanding.
<p>People with disabilities</p>	<ul style="list-style-type: none"> ▪ People with accessibility needs of all types need to be included in creating solutions. ▪ There is a need to ensure that cultural activities and events are truly accessible, with venues that follow universal design principles and meet Accessibility Standards Canada. For example, there should be a review of whether bathrooms are genuinely accessible, if lighting is sensory-friendly, and so forth – with people with lived experience carrying out the accessibility testing. ▪ There is a need for clear information on the accessibility of venues and activities to help community members to plan. E.g., is the venue wheelchair accessible, are parking/bathrooms accessible, and will loop systems or captioning be available? Advertising for events and programming should include symbols relating to accessibility, so people know what they can expect (e.g., wheelchairs, sign language, assistive listening, accessible print, braille - see example).

Community/Group	Identified Needs
	<ul style="list-style-type: none"> ▪ There is a need to adapt facilities so that accessible seats are not for only one person with one companion but a whole group. This change would enable people with physical disabilities to participate with their friends and families. ▪ Transit to get to arts and culture needs further improvement. Although buses are accessible, schedules are not in sync with the timing of events, creating a real barrier to participation. ▪ Hybrid programming has largely stopped since the pandemic, but there remains a need for hybrid options for some people with disabilities, including those with invisible disabilities.
2SLGBTQIA+ community members	<ul style="list-style-type: none"> ▪ Overall, there is a lack of visibility of the 2SLGBTQIA+ community in Courtenay. Although there are various queer artists and creatives in the city, they are scattered and there are limited opportunities for them to meet. ▪ There is a need for a central place for the 2SLGBTQIA+ to gather. Although there are some great organizers in the city (Queer Culture, Pride) no one has a brick-and-mortar space. Additionally, although allies are important and welcome, some participants noted a need for some events or programming to be for the 2SLGBTQIA+ community only, as the dynamic and level of understanding is different. ▪ Although overall there has been an outpouring of support for Pride events in Courtenay, phobia and incidents of violence or intimidation continue. Some people are deterred from attending 2SLGBTQIA+ events as they fear attracting attention to themselves. Real effort is needed to ensure 2SLGBTQIA+ people are not only welcome, but safe. ▪ With some more focus, there is an opportunity to launch more 2SLGBTQIA+ activities and art shows in Courtenay – both virtually and in person. Such events/activities should be developed with accessibility in mind, including considering ways to address time/financial barriers. Potential opportunities include arts exhibitions during Pride month and other key 2SLGBTQIA+ dates.

Summary Findings

This section summarizes Courtenay’s current strengths, challenges and gaps when it comes to culture, based on analysis of the engagement findings.

+ Strengths	- Challenges and Gaps
Courtenay has a beautiful geographic location that provides artistic inspiration.	Lack of visibility of Indigenous arts, culture, and heritage in Courtenay.
Strong cultural anchors, collaborative spirit, and cultural capital.	Inadequate municipal support for arts and culture, including at the City and regional level.
Established City municipality support for core arts and culture organizations.	Limited human resources, including technical professionals, in some areas of the cultural sector.
Community support for and interest in arts and culture is notable in Courtenay.	Lack of accessibility to cultural spaces and events.
Variety of cultural offerings to attract people year-round to the city.	Limited arts and culture programming opportunities for youth, and lack of awareness of what is available.
Demonstrated social and economic impact of arts and culture in Courtenay.	

Strengths

- **Courtenay has a beautiful geographic location that provides artistic inspiration.**
 - Courtenay’s geography and location in the Comox Valley contribute to its overall appeal.
 - Courtenay’s natural beauty, with picturesque landscapes and proximity to water bodies, provides residents with recreational opportunities and rich inspiration for arts and culture.
 - Although the community is small, numerous participants highlighted its substantial, and vibrant arts scene.

“The location and landscape of Courtenay is the Comox Valley is a point attraction to most people who move here, for example for retirement or visit.”

- **Strong cultural anchors, collaborative spirit, and cultural capital.**

- Courtenay hosts numerous arts and culture organizations, including cultural anchor institutions such as the Sid Williams Theatre, the Comox Valley Arts Gallery, the Comox Valley Community Arts Council, and the Courtenay and District Museum.
- These facilities are in proximity to the downtown core and offer a variety of cultural offerings. These cultural anchors are a draw for the region, and support other communities in the Comox Valley, as well as Courtenay.
- Other key cultural organizations include, but are not limited to, the Old Church Theatre Society, HMCS Alberni Memorial Museum, as well as cultural events such as Simms Summer Series and Vancouver Island Music Festival.
- The city is home to people with a background in a variety of art forms and cultures whose creativity feeds the cultural growth in the community. Many participants mentioned a strong collaborative spirit across the sector.
- In addition, North Island College supports arts and culture through related courses and draws students from the valley and beyond.

“A strong creative community and variety of activities are offered locally.”

- Survey participant

- **Established City municipality support for core arts and culture organizations.**

- The City of Courtenay provides funding support to the core cultural partner organizations (i.e., the Sid Williams Theatre, the Courtenay and District Museum, the Comox Valley Art Gallery and the Comox Valley Community Arts Council).
- The City also maintains and invests in other facilities such as the Florence Filberg Centre, Native Sons Hall, and the LINC Youth Centre, each of which host arts and culture-related activities alongside other community uses.
- The City works with the Heritage Advisory Commission to support heritage conservation and celebration of heritage assets.
- The City developed a Downtown Playbook (in consultation with the public and businesses) to support the revitalization of downtown Courtenay – a strategy with strong links to culture.

“The structured delivery of arts and culture is a key thing –i.e., the City municipality support to four core partners.”

- Focus group participant

- **Community support for and interest in arts and culture is notable in Courtenay.**

- Courtenay boasts many individuals and organizations with a high level of interest in promoting arts and culture in the community.
- Many artists live in the community, and there are numerous cultural groups, and volunteers who run cultural events.
- Almost all survey participants (94%) participate in arts and culture in Courtenay at least a few times a year. Nearly half (47%) participate weekly or more.

"... there are a lot of arts consumers; people who go out and support local filmmaking, and local theatre. There's just a tremendous tradition here of supporting music of all kinds, local music, music from all over the world, it's particularly more sophisticated than many other communities of its size."

- **Variety of cultural offerings to attract people year-round to the city.**

- The city has both summertime and winter activities that promote cultural tourism and draw visitors to the community year-round.
- Courtenay and the region offers a variety of cultural events including festivals such as the Canada Day and Vancouver Island Music Festival, which appeal to locals and visitors alike.

"...so many choices in terms of the number of things hosted in the city."

- Focus group participant

- **Demonstrated social and economic impact of arts and culture in Courtenay.**

- There is an awareness of the social and economic impact of arts and culture in Courtenay. Note, economic impact analysis is currently in progress.
- Social impacts cited by participants include contribution to mental and emotional well-being, quality of life, bringing the community together in a positive way, and creating a sense of belonging.
- The survey findings showed participants think arts and culture in Courtenay encourage social participation and a sense of belonging (47% of participants highlighted this impact); enhance Courtenay as an attractive place to live (38%); and build empathy, awareness, and understanding between different and distinct cultural backgrounds (34%).
- Economic contributions come from arts and culture across the board, from events/festivals, employment, consumer spending and cultural tourism - e.g., Music Festival was noted as an event that brings economic value to the city and region.

"Art is a mental and emotional thing. I think it's therapeutic for humans to make things."

- Focus group participant

Challenges and Gaps

- **Lack of visibility of Indigenous arts, culture, and heritage in Courtenay.**

- Courtenay is located on the lands of the K'ómoks First Nation, but there is currently limited visibility of K'ómoks arts and culture. Elements that participants suggested could be incorporated include signage, murals, and sculptures, or changing/rotating installations that tell the history and stories of K'ómoks territory to residents and visitors.
- There is also a lack of awareness, recognition, and representation of distinct Indigenous cultures, including Métis and Urban Indigenous people's cultures.
- Although several cultural groups collaborate with Indigenous Elders and artists, including K'ómoks, there is not yet formal collaboration between the City and K'ómoks First Nation in relation to arts and culture.
- There remains a need to educate the community on Indigenous cultures and reconciliation and to celebrate Indigenous cultural heritage in Courtenay, to increase understanding and eradicate racism.

"How can we support learning about Indigenous cultures, & truth and then moving towards reconciliation together as a community?"
- Interview participant

- **Limited availability and affordability of suitable cultural spaces/facilities.**

- When the survey asked sector participants about the top three critical needs to help arts and culture thrive in Courtenay, the top responses all pointed to space. 45% selected 'Performance/exhibition space and facilities', followed by 'rehearsal/creation space and facilities' (selected by 36%).
- Outdoor performance spaces (e.g., an amphitheatre) and multi-purpose spaces were also noted by participants as lacking in Courtenay.
- Existing facility rentals are too costly for many community arts groups, or often have conflict in scheduling. These challenges can make it difficult for cultural groups – especially performing arts groups – to find space.
- Although there are some multipurpose facilities in the city which are used for cultural purposes, they are not adequately equipped for performing arts. For example, Native Son's Hall has no

"...we [a cultural organization] cannot fill the Filberg, so we need small type intimate spaces for shows. Affordable rentals will also help with overhead cost and in turn pricing for shows so everyone would then be able to afford to attend."

"We desperately need a big theatre for performances. The Sid William's Theatre is far too small a venue."

stages for performing arts groups to use the venue, and the Florence Filberg Centre does not have suitable acoustics for some types of shows.

- **Inadequate municipal support, including at the City and regional level.**

- City municipality support in terms of funding is currently considered inadequate, especially when it comes to funding beyond that offered to the Comox Valley Art Gallery, Courtenay and District Museum, Sid Williams Theatre, and Comox Valley Community Arts Council.

Municipalities surrounding Courtenay use the city's cultural amenities, but do not equitably pay to maintain or sustain (and vice versa). Any capital plans are affected by this (in all communities)"

- There is a desire for more arts and culture-specific grants. Several participants expressed that there is a challenge in balancing community or local groups needs with the needs of professional institutions and felt that smaller organization are not as valued as larger organizations – e.g., as they lack access to funding and resources.
- There is no dedicated staff for arts and culture only at the City of Courtenay. Having dedicated cultural services staff could provide a useful liaison point between different groups in the community.
- Participants expressed there is limited coordinated investment in arts and culture from surrounding municipalities. Given that it is not only Courtenay residents who benefit from Courtenay's cultural offerings, this is considered a gap.
- Survey respondents (32%) identified bylaws and policies that support arts and culture as the third most critical need in the cultural sector.

- **Limited human resources, including technical professionals, in some areas of the cultural sector.**

- Technical professionals in lighting and sound who can work on events/festivals are in particularly high in demand and lacking in Courtenay.
- The capacity of local arts and culture organizations is limited by a lack of paid staff. Most local arts groups are supported by volunteers only, and as such, have limited human capacity to offer more programming as they would like to.
- One survey respondent suggested that there is growing demand for experiences that include interactive technology, materials, and design. This often requires more specialty training and skills, which can be difficult to find in Courtenay at present.

"There are more things that could be done but we just don't have the people to do it."
- Survey participant

- **Lack of accessibility to cultural spaces and events.**

- Accessibility barriers – including structural accessibility for people with physical disabilities, ease of access via transit, awareness of offerings and financial costs – limit arts and culture participation. These barriers are prevalent for some groups, including newcomers, seniors, youth and unhoused people.
- Other accessibility concerns include the opening hours of some cultural spaces (i.e., 10am to 4pm). Daytime opening hours only mean some community members cannot attend, including those who work full time and families who want to bring their children outside of school hours.
- In open-ended comments, survey respondents identified a need for increased availability and awareness of what arts and culture activities are occurring in the community.

"I wish there was more information on the website or in the media. We as newcomers are very willing to participate in community activities."

- **Limited arts and culture programming opportunities for youth, and lack of awareness of what is available.**

- There are limited arts and culture programming opportunities, as well as awareness of existing programs, for youth in Courtenay at present. This includes programming for Indigenous youth to connect to their culture, e.g., through language, crafting, or drumming.
- For example, in the survey, one participant commented that they would like to see greater diversity of exhibits as well as range of content for programs offered in the community for youth and children, as the existing offer is quite static.
- Participants described how there are almost no evening cultural activities in Courtenay, i.e., limited live music events in the evening, and no nightclubs.
- There is a need for more funding dedicated to supporting young and emerging artists.

"...there are currently no music or dance programs in middle school; there were some changes a few years back that led to the cutting of several middle school programs. The kids do have something in elementary school and high school but there is a gap in between."
- Survey participant

Community-Identified Priority Needs



Engaging K'ómoks First Nation, Métis, Inuit, and Urban Indigenous communities⁷

Many participants want to see **more Indigenous arts and culture in public spaces** – e.g., for storytelling and educational opportunities, to raise awareness of K'ómoks' ongoing culture and heritage. Indigenous survey participants (n=111) were most likely to say that Courtenay can further reconciliation and support Indigenous artists through more Indigenous naming, signage, and visibility, more opportunities to learn about Indigenous cultural protocols, and more opportunities to learn about Indigenous arts, culture, and language.

Other priority needs relating to Indigenous engagement and reconciliation include the need for proper land acknowledgements during public events, as well as continuous engagement with Indigenous communities in strategic planning initiatives. Interview and group conversation participants suggested programming such as Call for Indigenous Artists, an Indigenous arts residency, festivals or events to engage Indigenous communities, as well as create learning opportunities for residents and visitors.



More cultural spaces/facilities, and better availability and affordability

Participants expressed the **need for more equipped and accessible cultural spaces and performance venues**, to meet various sector needs, including the need for rental space. The types of spaces identified include small, medium, and larger venues, including performance and rehearsals venues. Specific types of spaces include a **black box theatre, multi-use spaces** that can be adapted for different uses, and **outdoor venues** equipped with stages for performances.

There is also a need for spaces to be **affordable** for local community groups. In addition, existing **facilities require upgrades** to meet requirements for events particularly in terms of sound system and stage set-ups for live performances. The **core cultural facilities** funded by the City also require various upgrades to meet their needs.



Developing more diverse and affordable cultural programming

There is a desire for more **diverse and affordable cultural programming**, both in terms of services delivered by the City and by local arts and cultural groups. Programming needs noted by participants include an Artists in

⁷ Needs identified from engagement with Indigenous organizations and community members, as well as broader community members. Note, K'ómoks First Nation feedback will be included in later stages of Strategic Cultural Plan development.

Residence program facilitated by the City in collaboration with arts organizations; more youth programming, and multi-cultural programming to bring diverse groups together in the community.

Developing programming in partnership with organizations that serve **diverse groups** including newcomers, people who are unhoused, Indigenous (including Métis, Urban Indigenous), and 2SLGBTQIA+ communities was described as a priority need in group conversations and interviews.

There is a desire for support in develop cultural opportunities that **support nightlife** – e.g., live music events to offer residents a chance to participate and enjoy such events.



Further promotion of community partnerships and collaboration

There is a need for more community collaborations and partnerships. For example, several participants highlighted the need to foster a better relationship between the arts and cultural sector and the school district. Greater collaboration could potentially lead to programming in the school and use of school facilities/spaces for cultural events outside school hours.

There is a need to have **avenues for knowledge sharing** across the sector, for example through regular gatherings.

Other partnerships of interest include **building relationships with diverse groups** including Indigenous communities, newcomer/immigrant groups, people who are unhoused, people who use substances, and 2SLGBTQIA+ communities.



Increased municipal support – financial and in-kind, local, and regional

There is a desire **for increased municipal financial support** for arts and culture, especially in the form of community grants.

There is a desire for the City to offer **operational funding to more local arts organizations to support the hiring of full-time staff** – which would build capacity as well as succession planning needs. Additionally, many participants identified a need for **dedicated staff for arts and culture** services at the City of Courtenay.

Other forms of support required from the City noted by participants include: **facilitating corporate support** for arts and culture, e.g., through sponsorships; providing more support (i.e., operating and project grants, City space rental discounts, capacity building e.g., grant writing) to **smaller and medium-sized groups or organizations**; developing a **one stop place to access information on events** and programs, i.e., a community events calendar facilitated or hosted by the City; and **capacity building** for local organizations.

Participants further expressed the **need for regional funding support for arts and culture in Courtenay**, given cultural offerings are beneficial or serve the wider population in the Comox valley or region.



Further development of cultural tourism

Participants expressed the need to leverage events such as gallery exhibitions and festivals to help make Courtenay the **cultural hub of the region**, and to **promote cultural tourism**. Additionally, community members would like to see more representation of **public arts** in the downtown core, e.g., more murals and sculptures.

There is a need for **coordination among cultural groups on summer events schedules** to ensure that this opportunity is maximized. Individuals noted that the City could create a role that coordinates such collaborations and support promotion of events, while others suggested this could be a role led by the Comox Valley Arts Council.



Attraction and training of technical cultural workers

There is a need for more **technical expertise in relation to hosting live performances and events** – i.e., more sound and lighting technicians, stage management and crowd control specialists are in high demand. These needs could potentially be met through collaborations with educational bodies such as North Island College to develop **professional courses/micro-credentials**. Additionally, **mentorship and internship programs** could help the youth to learn useful skills that are in demand in the local arts and culture sector.

Individuals noted that there is a need to make Courtenay a vibrant cultural community in the Comox Valley, in order to attract such skilled cultural workers (and others who value a vibrant cultural scene).



Development of a Public Arts Policy

There is a desire for Courtenay to develop a **Public Arts Policy** that is reviewed periodically to support public arts in the city. Individuals noted such a policy could **leverage the talent of young artists** and involve them in community public arts initiatives.

Next Steps

The research analysis, and engagement with K'ómoks First Nation is still in progress. The future stages of the Strategic Cultural Plan development are as follows:

Further engagement and analysis activities:

- Ongoing and open dialogue with K'ómoks First Nation Chief and Council to discuss meaningful engagement;
- Municipal benchmarking and comparative review;

- Assessing the economic impact of Courtenay’s arts and culture sector;
- Analyzing cultural facilities options, drawing on the survey, municipal benchmarking, and other research engagement findings shared in this report

Strategy development:

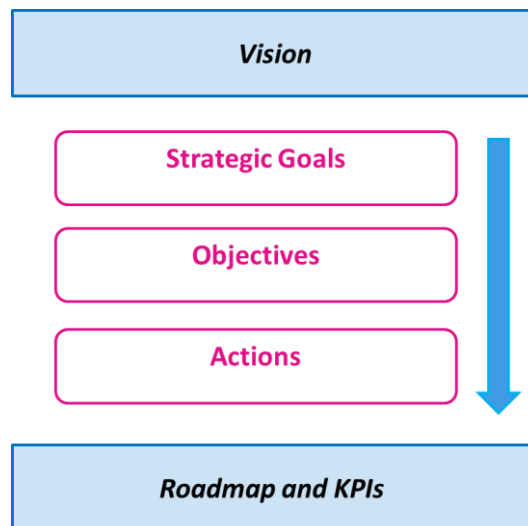
- Drafting strategic goals for the Strategic Cultural Plan
- Developing strategic recommendations and an implementation plan
- Sharing draft recommendations with the community, and seeking feedback via an in-person community check-in event and online feedback
- Revising the draft Strategic Cultural Plan in line with feedback received

Reporting:

- Drafting the final Strategic Cultural Plan
- Presenting the draft Plan to City Council
- Finalizing the Strategic Cultural Plan

The final Courtenay Strategic Cultural Plan will have several components: a **vision** for arts and culture, informed by the community; **strategic goals**; **objectives** linked to each goal; and specific **actions** linked to each objective (Figure 18). Lastly, it will include an **implementation plan** – or ‘roadmap’. The purpose of the roadmap is to outline which actions need to happen when, with key performance indicators, so the City of Courtenay can monitor progress towards the goals.

Figure 21. Components of a strategic arts and culture plan



Appendix A. Full Survey Results

To gain valuable, broad engagement input from the community for the Strategic Cultural Plan, a survey questionnaire was deployed from June 14th to July 14th, 2023. The survey collected a total of 779 useable responses and, of that number, 697 complete survey responses. Survey results include all survey participant responses unless stated otherwise. The following tables and figures collate all survey results.

1. Key Survey Findings

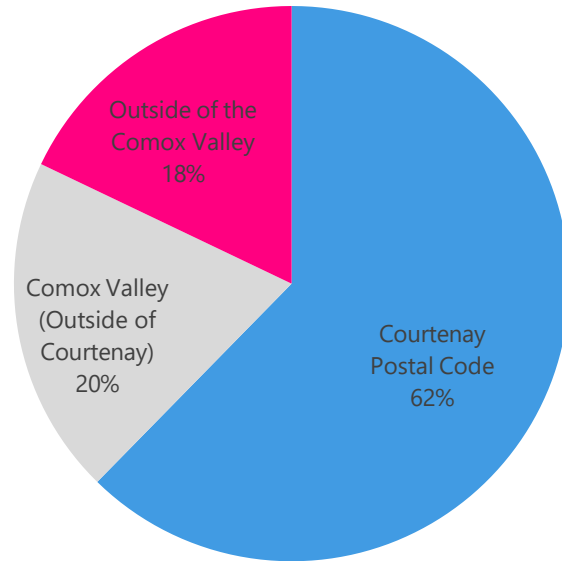
- The overall survey results show that a very **high number of respondents are culturally engaged (94%)**. Performing arts (such as theatre, dance, and music) are the most popular way to engage.
- Arts and culture in Courtenay encourage **social participation** and a sense of belonging.
- **Main barriers to accessing culture** in Courtenay are limited options nearby (29%), limited options of interest (21%), and not having enough time (20%). However, nearly a quarter of all participants stated that they do not experience any barriers.
- **Critical needs**, according to culture sector respondents (artists and cultural sector workers), are more space for performance/exhibitions (identified as a challenge by 45% of sector respondents), more rehearsal and creation space (36%), and supportive bylaws and policies for arts and culture (32%).
- **The future arts and culture offerings respondents would most like to see** more of include live performances (selected by 44% of total participants), more education, programming and workshops (29%) and more Indigenous arts and culture (28%).
- **The main culture themes that the City should prioritize in the Culture Plan**, according to all survey participants, are enhancing space for arts and culture (35% of participants selected this option) and 'using arts and culture to enhance community wellbeing (26%).
- **Expenditure:** The average amount spent in the community before and after a cultural event is \$105 per individual.

2. Survey Participant Profile

The following section provides a profile of survey participants. All questions were optional. While the survey did not seek to be statistically representative of the community, there were a higher number of responses from those aged 26-35 and over 65, as well as visible minority groups (i.e., IBPOC).

Survey respondents were asked to share the first three digits of their postal codes. Of the 257 respondents who opted to share these details, 62% identified that they live in Courtenay, 20% identified they live outside of Courtenay but within the Comox Valley, while 18% stated that they live outside of the Comox Valley.

Figure 22 Residence (all responses, n=257)

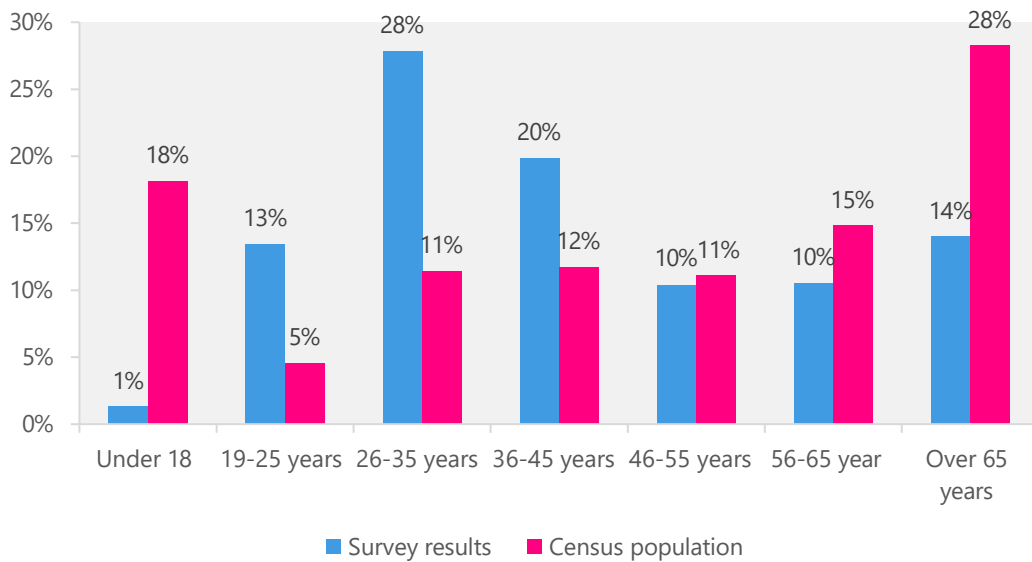


Source: Courtenay Strategic Culture Plan Survey 2023

Figure 23 indicates the age range of survey participants compared to Stats Canada 2021 Courtenay Profile findings. The largest share of participants was between the ages of 26-35 (28%) and 36-45 (20%). This is followed by those aged 65 and over (14%). At only 1%, participants aged under 18 years are underrepresented in the survey data.

In comparing the survey age breakdown with the Statistics Canada Census 2021 Courtenay Profile,⁸ the survey was able to garner a much higher representation of adults between the ages of 26-45. This is significant, as it is quite common that online survey results are skewed towards an older demographic (65 years and above).

Figure 23. Survey and population age characteristics (all responses, n=686)

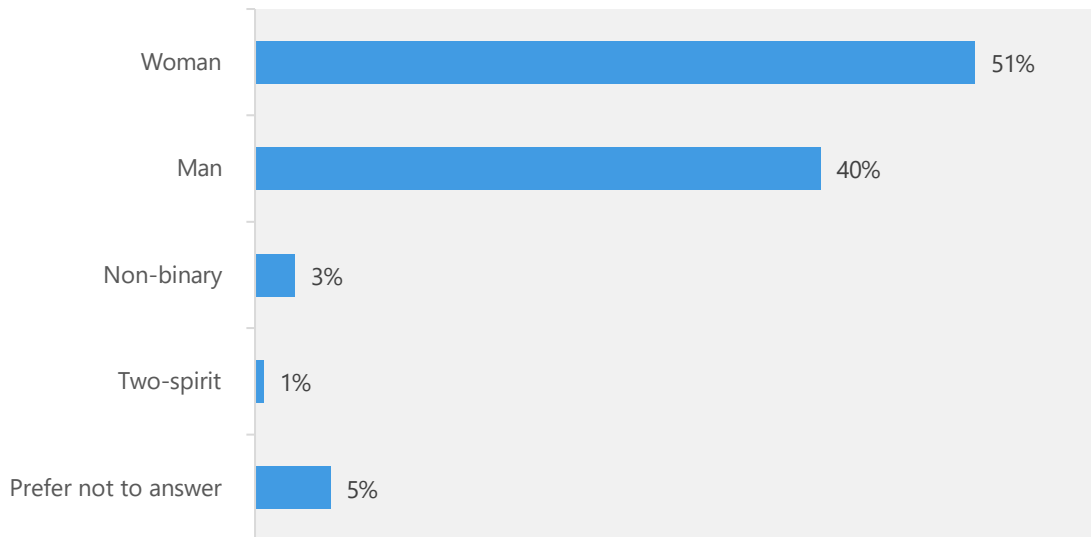


Source: Courtenay Strategic Culture Plan Survey 2023 and Statistics Canada – City of Courtenay Census Profile 2021

⁸ Statistics Canada 2021. City of Courtenay Census Profile 2021 – Census of Population.
<https://www12.statcan.gc.ca/census-recensement/2021/dp-pd/prof/details/page.cfm?Lang=E&SearchText=courtenay&DGUIDlist=2021A00055926010&GENDERlist=1&STATISTIClist=1&HEADERlist=0>

Survey participants were asked to self-identify their gender. The majority of participants identified as female (51%) and male (40%). Of the remaining respondents, 3% identified as non-binary, 1% two-spirit, and 5% preferred not to answer.

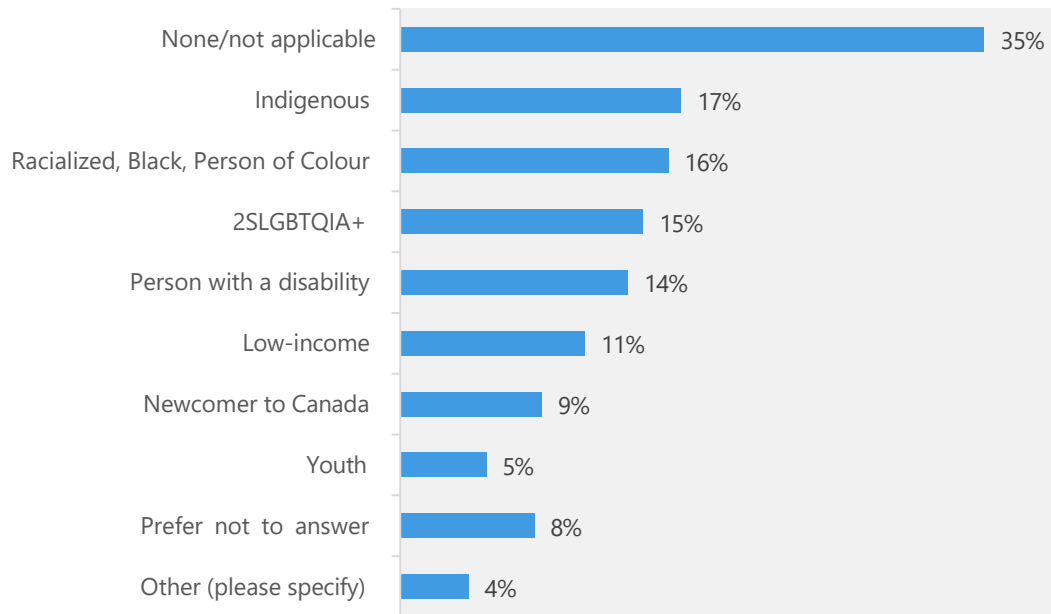
Figure 24. What is your gender? (all responses, n=675)



Source: Courtenay Strategic Culture Plan Survey 2023

The survey was able to reach a wide range of identities. While 35% did not identify with any visible group, 17% identified as Indigenous, 16% identified as racialized (Black or person of colour), and 14% 2SLGBTQIA+. Moreover, 21 individuals identified falling in more than one category. These findings indicate that the survey was able to reach a diverse range of Courtenay residents.

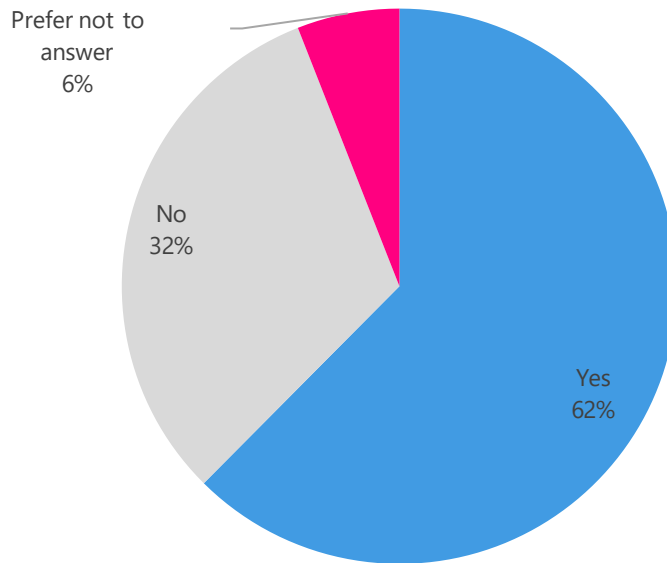
Figure 25. Do you identify with any of the following? Select all that apply (all responses, n=655)



Source: Courtenay Strategic Culture Plan Survey 2023

As illustrated in Figure 26 below, the majority of households had two or more wage earners (62%). Additionally, 32% had one or no wage earner (or were retired), while 6% preferred not to answer.

Figure 26. Does your household have two or more wage earners? (all responses, n=671)

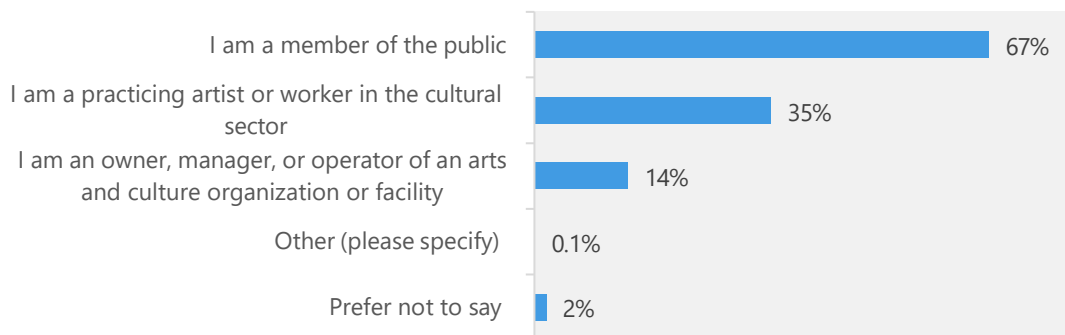


Source: Courtenay Strategic Culture Plan Survey 2023

3. Engaging with Culture in Courtenay

When participants were asked how they engage with culture in Courtenay, 67% said that they engage as members of the public, 35% as a practicing artist or cultural worker, and 14% as an owner/manager/operator of an arts and culture organization or facility.

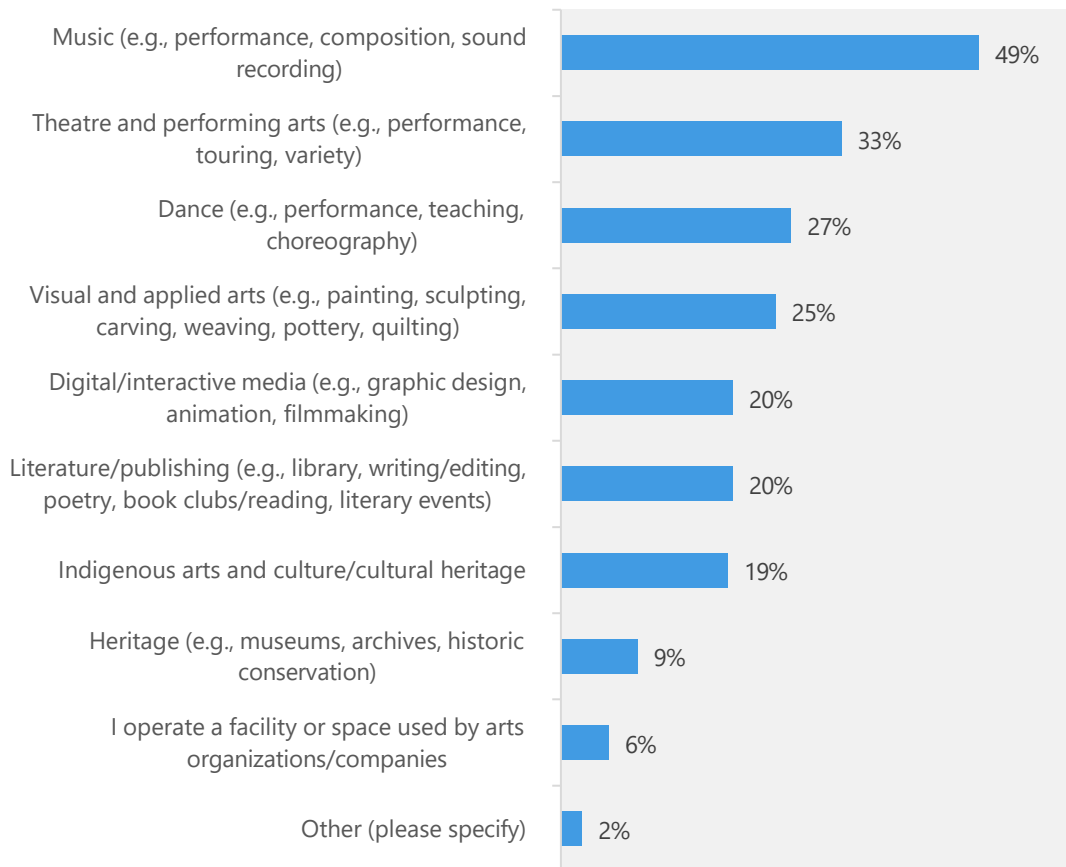
Figure 27. How do you engage with culture in Courtenay? Please select the statement(s) that best describe you (all responses, n=779)



Source: Courtenay Strategic Culture Plan Survey 2023

Artists and owners/managers of arts and culture organizations/facilities were asked which sub-domain of arts and culture they work within. The top three areas of work included music (49%), theatre and performing arts (33%), and dance (27%). These responses were followed by visual and applied arts (25%).⁹ Notably, the performing arts sector encompassed the top three identified areas of work. Although the survey was not designed to be statistically representative, the findings suggest that performing arts are a particularly strong aspect of the arts and culture sector in Courtenay.

Figure 28. In which area(s) of arts and culture do you or your organization/company work? Select all that apply (culture sector responses, n=324)

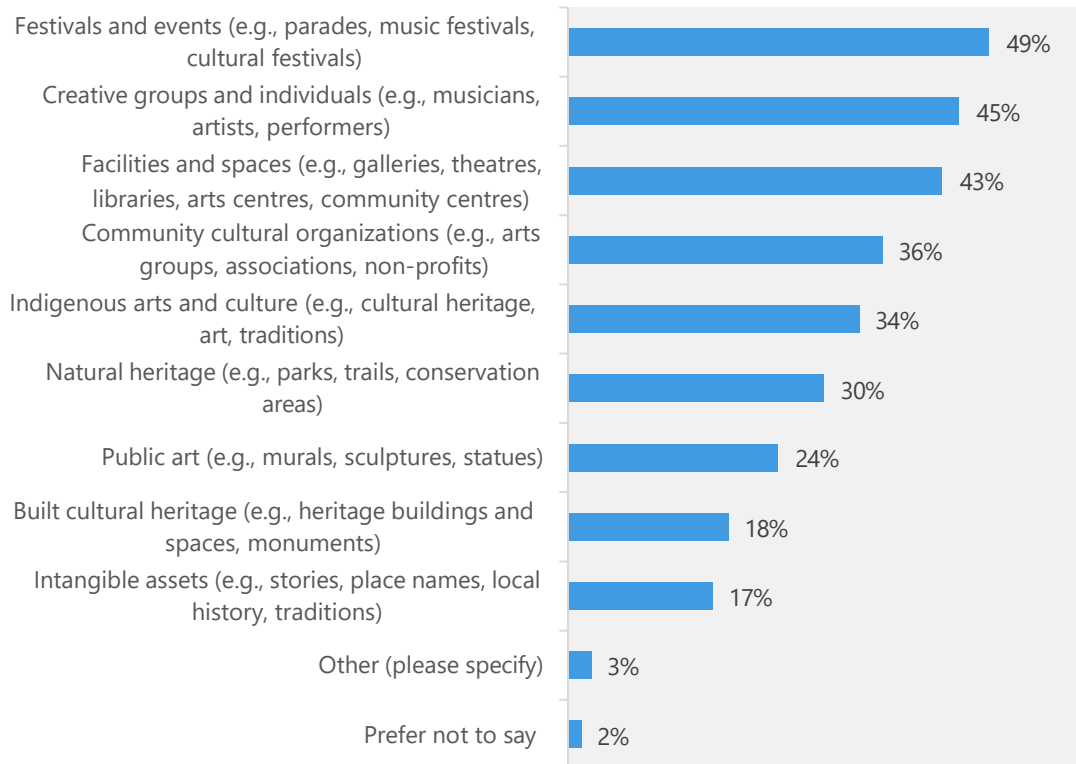


Source: Courtenay Strategic Culture Plan Survey 2023

⁹ The responses do not add up to 100% as participants could select more than one sub-domain, reflecting that artists and organizations often work across more than one artistic discipline.

All survey participants were asked what comes to mind when they think of arts and culture in Courtenay. The most widely cited responses by survey participants included festivals and events (49%), creative groups and individuals (45%), and facilities and spaces (43%). Other examples specified included arts in education and research-based arts practices.

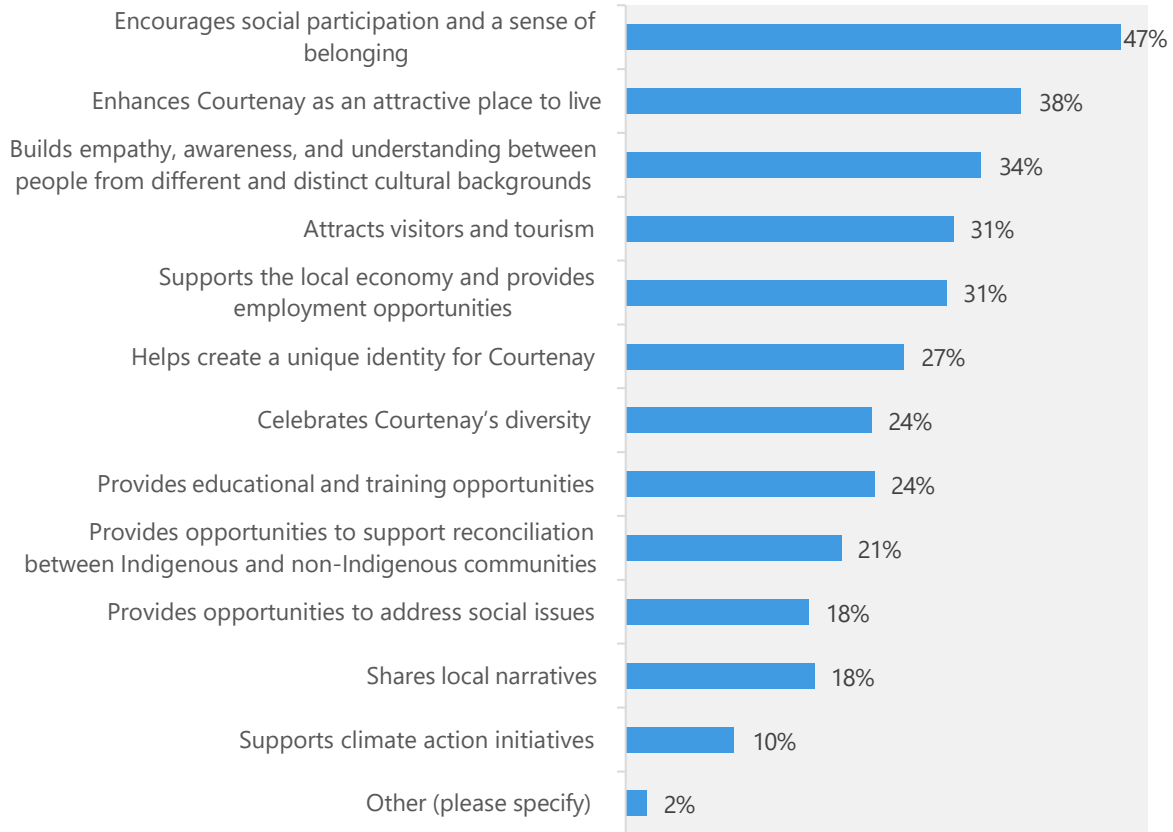
Figure 29. When you think of arts and culture in Courtenay, what comes to mind? Select your top 3 (all responses, n=779)



Source: Courtenay Strategic Culture Plan Survey 2023

It is widely recognized that arts and culture provide significant benefits to communities, creating lasting impact. When participants were asked to select the top three social impacts of arts and culture in Courtenay, participants were mostly likely to choose 'encourages social participation and a sense of belonging' (47% of respondents selected this option); 'enhances Courtenay as an attractive place to live' (38%); and 'builds empathy, awareness, and understanding between different and distinct cultural backgrounds' (34%).

Figure 30. What impact does arts and culture have on Courtenay and the wider community? Select your top 3 (all responses, n=779)



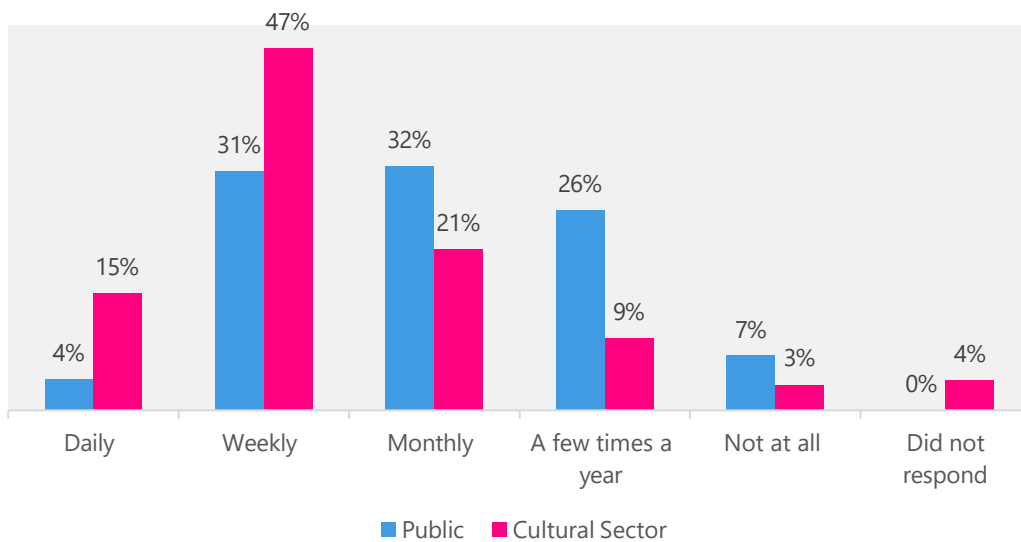
Source: Courtenay Strategic Culture Plan Survey 2023

4. Cultural Programming

Survey respondents participate in arts and culture activities in Courtenay on a regular basis. The figure below compares public responses with culture sector responses. 62% of culture sector respondents said that they participate weekly or more, while 35% of the public identified participating weekly or more. Most culture sector participants participate weekly (47%), while most members of the public participate monthly (32%) and weekly (31%). Only 10% of all survey participants said they do not participate in arts and culture in Courtenay at all. The greatest number of survey respondents identified participating weekly to a few times a year.

While the overall distribution is consistent with regional culture research findings,¹⁰ it is skewed slightly higher towards weekly participation.

Figure 31. How often do you participate in arts and culture events or activities in Courtenay? (all responses, n=779)

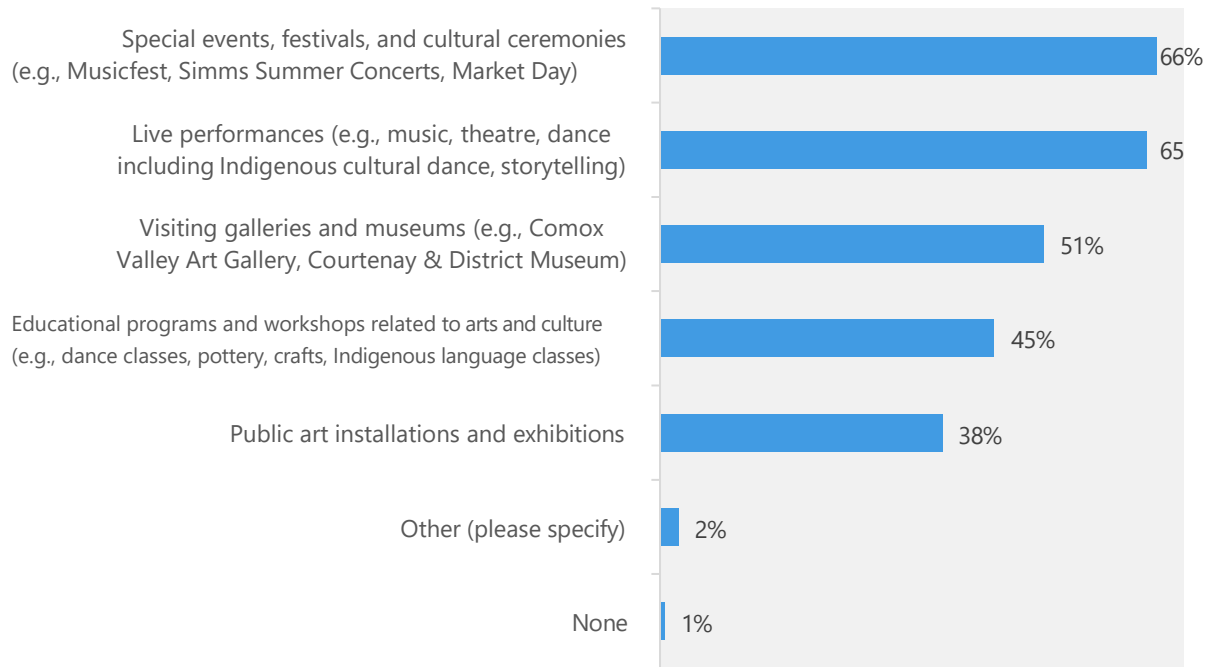


Source: Courtenay Strategic Culture Plan Survey 2023

¹⁰ Comparing these survey responses with findings from the 2021 *Arts and Culture Impact Assessment: Vancouver Island & Gulf Islands Super Region* that Nordicity conducted for the Digital Innovation Group (now Creative Coast).

The **top three arts and culture activities** that survey participants have experienced in Courtenay include special events, festivals, and cultural ceremonies (66%); other types of live performances (65%); and visiting galleries and museums (51%).

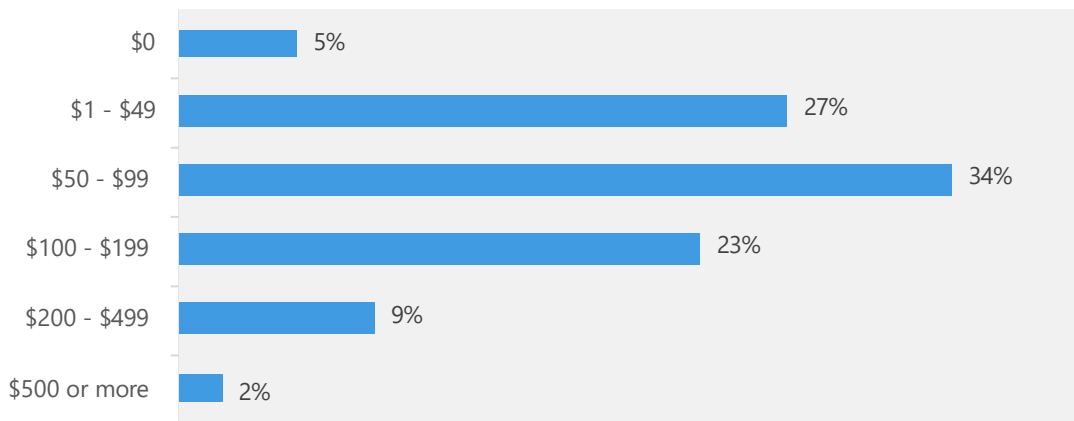
Figure 32. Which of the following arts and culture activities have you experienced (within Courtenay)? Select all that apply (all responses, n=731)



Source: Courtenay Strategic Culture Plan Survey 2023

Interaction or participation in arts and culture in Courtenay contributes to the local community's economy through additional spending in other areas. Significantly, **survey participants spend an average of \$105 in the community before or after attending/participating in cultural events** (such as at local restaurants, bars, etc.). To put this in perspective, if every adult in Courtenay were to attend one cultural event in Courtenay, this could contribute to an additional \$2.4 million of spending in the community.¹¹ Illustrated below, the largest cohort of survey respondents indicated spending between \$50 and \$100 (34%). A smaller group of participants (11%) spend above \$200.¹²

Figure 33. As an individual, how much do you typically spend before or after attending/participating in cultural events? (all responses, n=728)



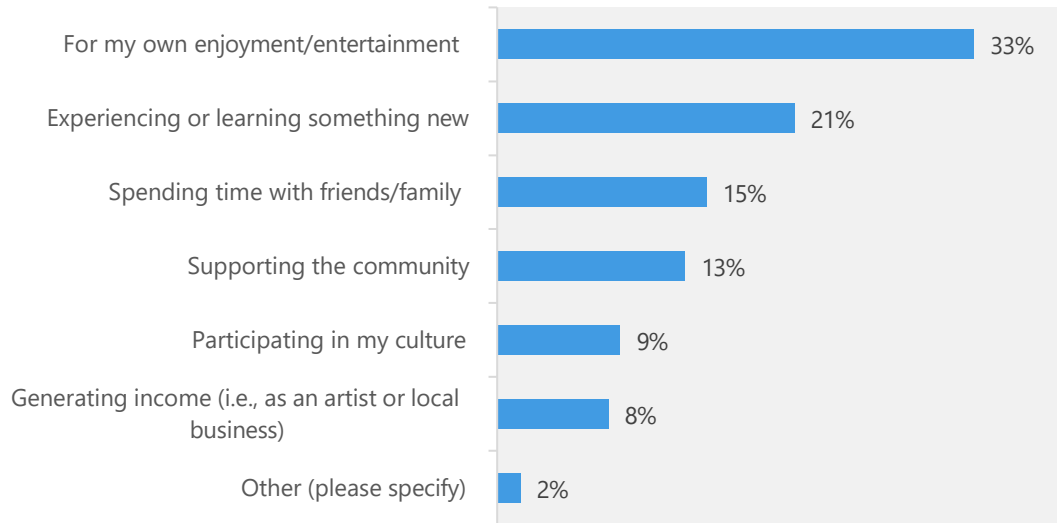
Source: Courtenay Strategic Culture Plan Survey 2023

¹¹ This finding uses the population figure from the Statistics Canada - City of Courtenay Census Profile population of approximately 28k. Note, it does not include children and youth.

¹² Further information will be included in the economic analysis work.

The main reason survey respondents participate in arts and cultural events in Courtenay is ‘for my own enjoyment/entertainment’ (33%). This response was followed by ‘experiencing or learning something new’ (21%) or ‘spending time with friends/family’ (21%). These findings reflect how participants value arts and culture events for social and not only personal reasons.

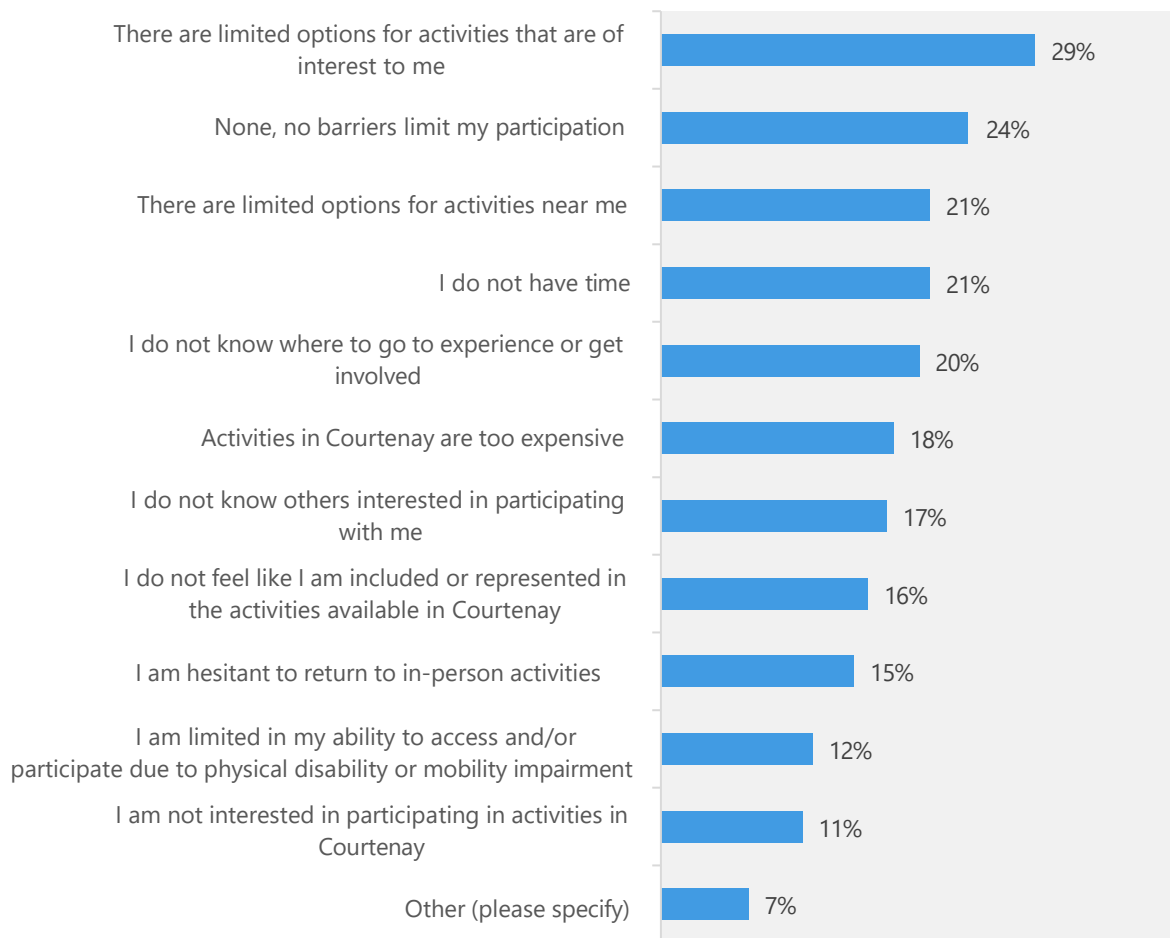
Figure 34. What is your main reason for participating in arts and cultural events or activities in Courtenay? (all responses, n=731)



Source: Courtenay Strategic Culture Plan Survey 2023

When asked if any factors might limit them from accessing and/or participating in arts and culture in Courtenay, the top three survey responses included 'there are limited options for activities that are of interest to me' (29%); 'none, no barriers limit my participation' (24%); and 'there are limited options for activities near me' (21%). Two of the top responses relate to the diversity of arts and culture activities offered. Notably, and positively, many survey respondents do not experience any barriers to participating in arts and culture in Courtenay. Other, please specify examples included, 'transportation and carpooling, as I live in Campbell River,' 'I do not feel safe getting to and from arts and culture locations,' and, 'I do not know where to find out about activities near me.' This final response could point to the need for further communications and marketing to let the community know what is available in Courtenay.

Figure 35. What factors, if any, might limit you from accessing and/or participating in arts and culture in Courtenay? Select up to 3 (all responses, n=754)

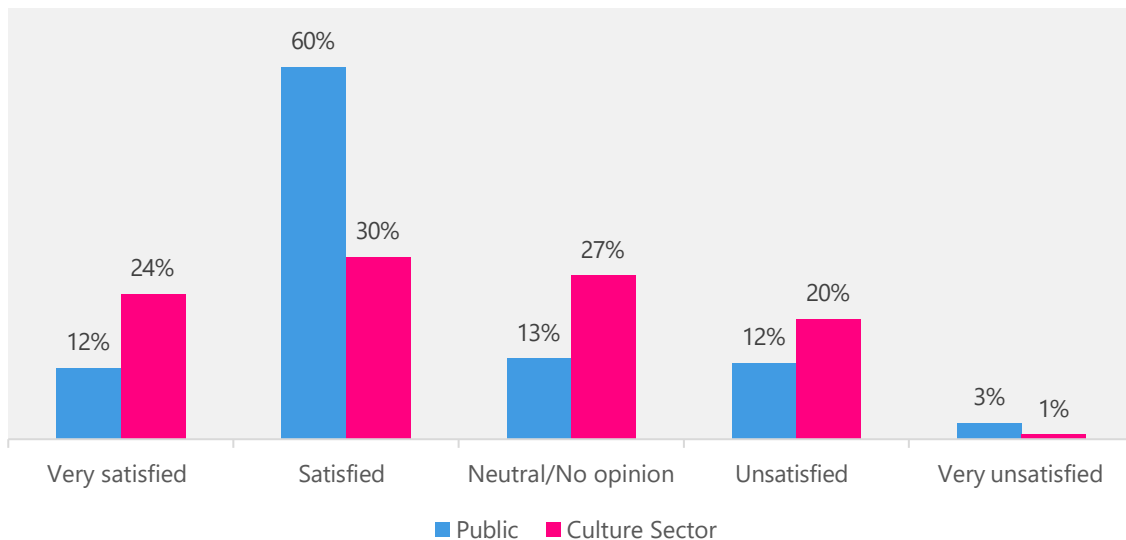


Source: Courtenay Strategic Culture Plan Survey 2023

The public and culture sector participants were asked to rate their overall experience with arts and culture activities in Courtenay. Significantly, **72% of public respondents said they were 'satisfied' or 'very satisfied' with arts and culture activities, while only 54% of the culture sector said they were 'satisfied' or 'very satisfied.'** Generally, the culture sector was more 'unsatisfied' to 'very unsatisfied' (21%), than the public (15%). When asked to explain this rating, some interesting comments to highlight include:

- *"The Courtenay area has a rich history and cultural traditions that go back hundreds of years. These traditions are highly valued and protected by the local people and can be reflected and displayed through museums, art festivals and cultural events."*
- *"Could be so much better than it already is. Unfortunately, I don't think we've collectively prioritized arts and culture enough over the years as a community so it can feel underwhelming. Also, not always a fan of the arts presented in the city."*
- *"I am both a participant and observer. I think local cultural organizations are doing a pretty good job of both showcasing local artists and bring provocative and/or inspiring artists from away. However, I would say our performance and gallery spaces limit the opportunities. In summary, we are doing well however there can always be improvements."*

Figure 36. How would you rate your experience with arts and culture activities in Courtenay? (all responses, n=715)



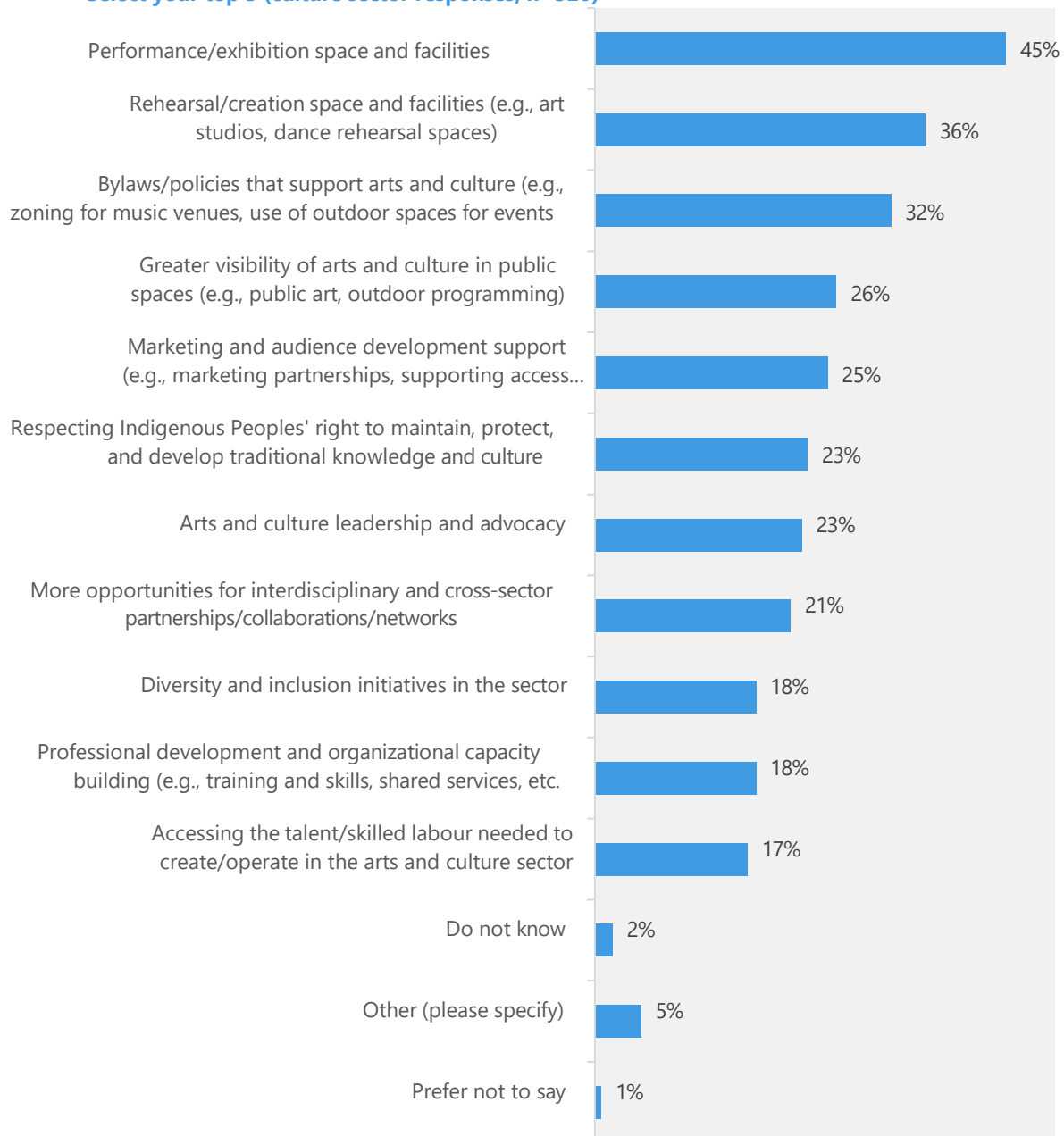
Source: Courtenay Strategic Culture Plan Survey 2023

5. Facilities and Spaces

Facilities and spaces are essential for community-based arts and culture. In the following section, all survey participants were asked to identify the types of facilities and spaces they have visited or used in the past two years, as well as identify their level of satisfaction regarding those existing arts and culture spaces in Courtenay.

Artists and culture organizations were asked an additional question on what they see as the most critical needs for arts and culture to thrive in Courtenay. In the following figure, **the most critical needs identified for arts and culture in Courtenay relates to space and facilities**. 'Performance/exhibition space' was identified by artists and cultural sector survey participants as the top need (45%), followed by 'rehearsal and creation space' (36%). The third most critical need identified was 'bylaws and policies that support arts and culture' (32%), such as zoning for venues – a need that is also related to cultural space. Other examples provided included a need for greater access to funding and finding financial patrons for the arts and culture sector.

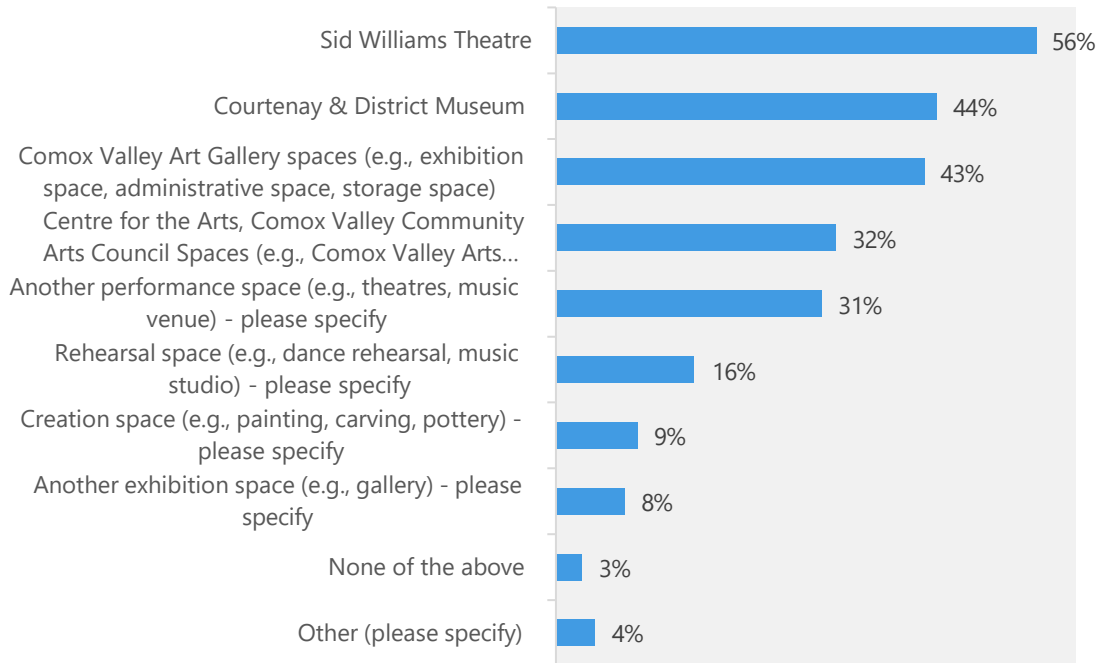
Figure 37. What do you think are the most critical needs for arts and culture to thrive in Courtenay? Select your top 3 (culture sector responses, n=320)



The following illustrates which Courtenay facilities survey participants visited in the past two years. The top three facilities included the Sid Williams Theatre (56%), Courtenay & District Museum (44%), and Comox Valley Art Gallery spaces (43%).

Survey participants also identified other types of spaces they visit in the community in terms of performance spaces, rehearsal spaces and creation spaces. Performance spaces included Native Sons Hall, Filberg Centre, Little Red Church, Old Church Theatre, Simms Park, St. Georges United Church, Stan Hagen, and Vanier Secondary School Theatre. Examples of additional exhibition spaces identified include Artful the Gallery, ArtWrx studio, Pearl Ellis Gallery, and Potters Place. Rehearsal spaces identified include Courtenay Little Theatre, a variety of churches, as well as high school theatre spaces. Finally, creation spaces identified include Lupine Art Studio, Make it Zone, Scrapbook Central, Spool Sewing Studio, Tin Town, and North Island College.

Figure 38. In the past two years, which Courtenay facilities have you visited for an arts and cultural activity? Select all that apply (all responses, n=677)

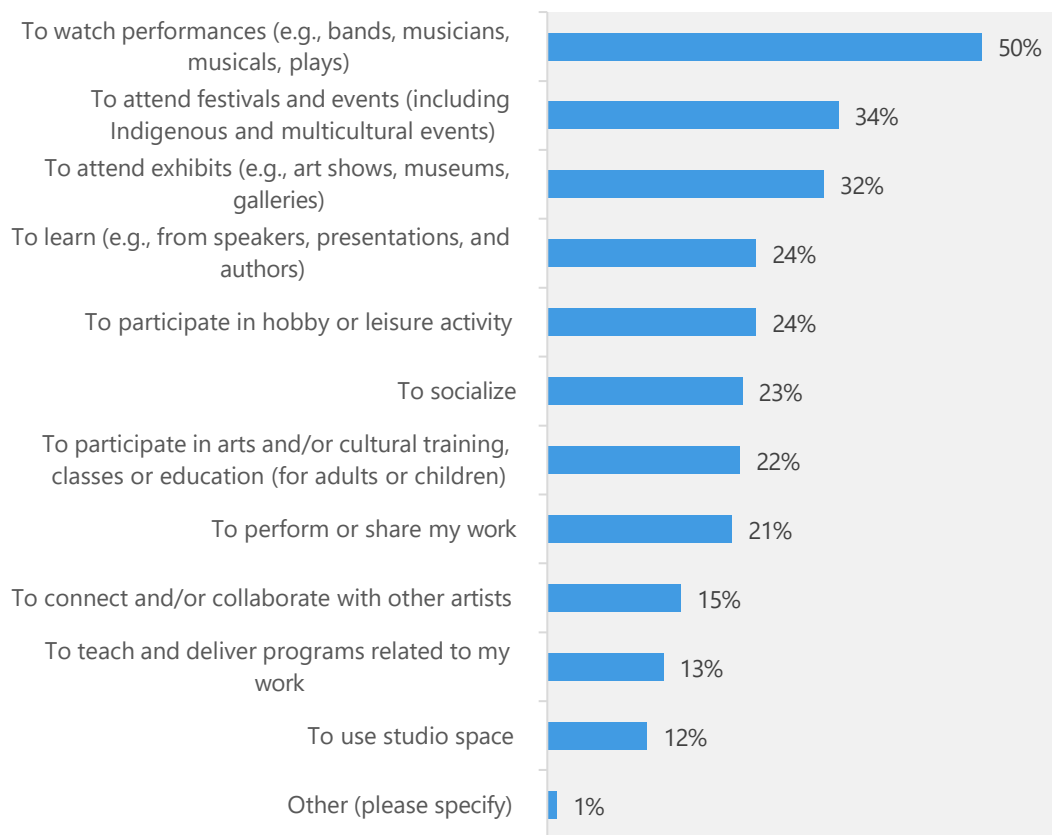


Source: Courtenay Strategic Culture Plan Survey 2023

5.1 Cultural facility needs

All survey participants were asked to identify their top three reasons they usually visit arts and culture facilities in Courtenay. 'To watch performances' (50%), 'attend festivals and events' (34%), and 'attend exhibits' (32%), were the statements that most resonated with survey participants.

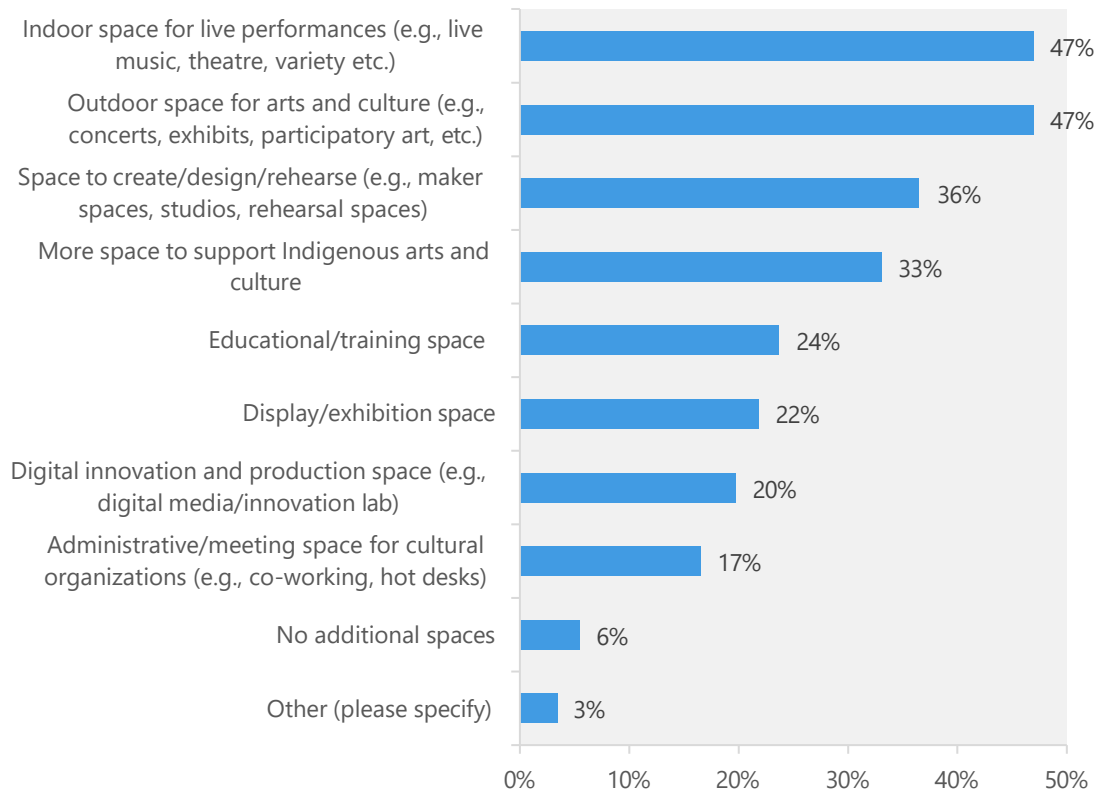
Figure 39. What are the main reasons you usually visit arts or culture facilities in Courtenay? Select your top 3 (all responses, n=639)



Source: Courtenay Strategic Culture Plan Survey 2023

Looking to the future, public survey participants were asked to identify **the top three future types of facilities** they would like to see in the community. Survey participants identified that they would like to see **'more indoor space for live performances'** (44%), and **'more special events and festivals'** (30%). These findings illustrate that arts and culture space and events are needed in Courtenay, especially live performances.

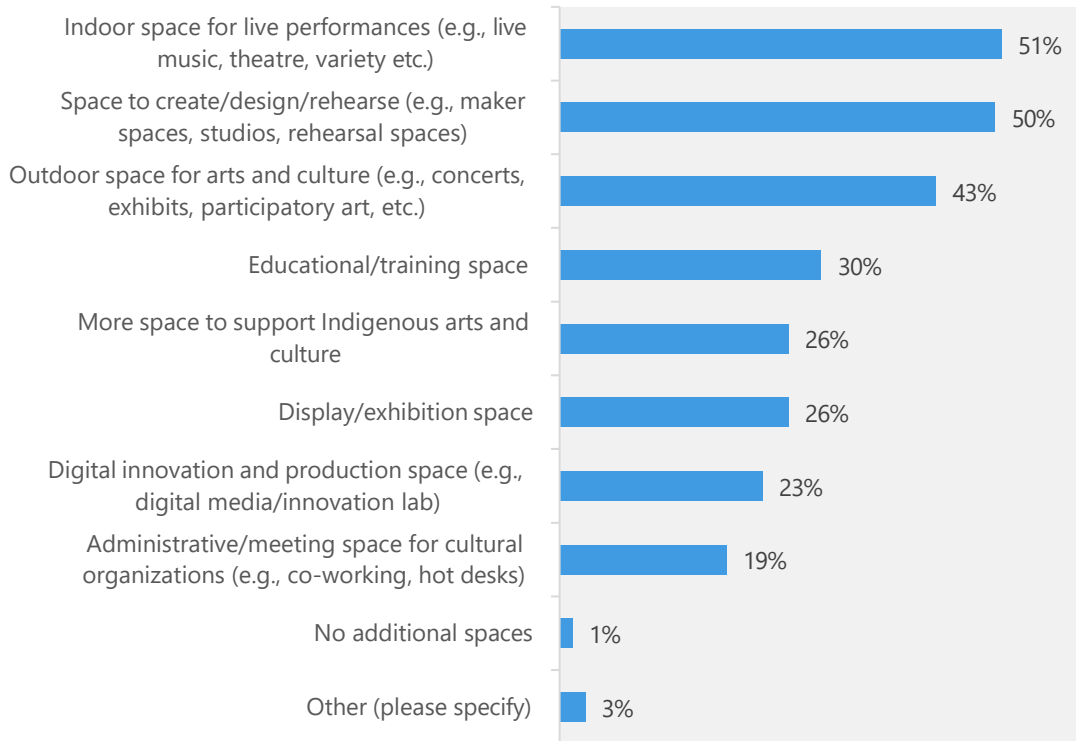
Figure 40. What kinds of facilities would you like to see more of in the future (if any)? Select your top 3 (public responses, n=381)



Source: Courtenay Strategic Culture Plan Survey 2023

Future facilities, according to survey participants who identified as artists and workers in the sector, include 'indoor space for live performance' (51%), 'space to create/design/rehearse' (50%), and 'outdoor space' (43%). Compared to the overall results for this question, the top three responses are the same but in different order, however, 'indoor space' was highlighted in both cases as the top need.

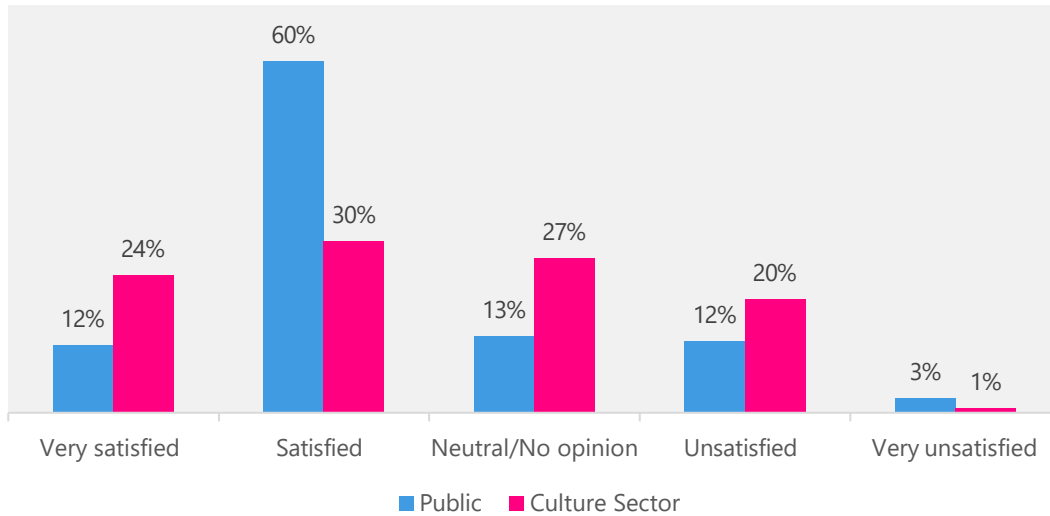
Figure 41. What kinds of facilities would you like to see more of in the future (if any)? Select your top 3 (culture sector responses, n=267)



Source: Courtenay Strategic Culture Plan Survey 2023

Participants were also asked about their overall satisfaction with the **availability of live performance/cultural entertainment options**. The following figure illustrates responses for the public versus culture sector. It was found that 72% of the public is 'satisfied' or 'very satisfied,' while only 54% of the culture sector is 'satisfied' to 'very satisfied.' 21% of the culture sector is 'unsatisfied' to 'very unsatisfied,' while 15% of the public is 'unsatisfied' or 'very unsatisfied.'

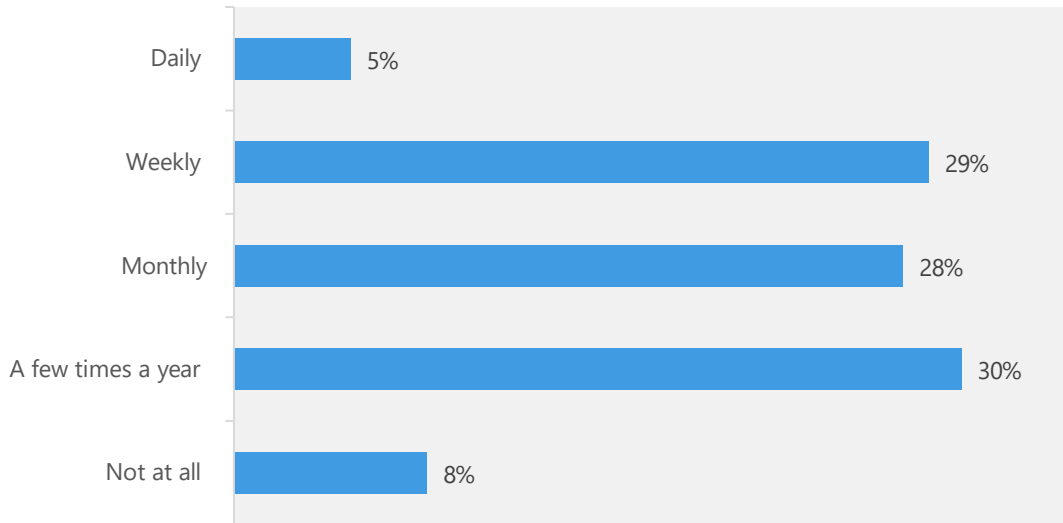
Figure 42. How satisfied are you with the availability of live performance/cultural entertainment options in Courtenay (not including the surrounding region)? (all responses, n=660)



Source: Courtenay Strategic Culture Plan Survey 2023

Considering facilities outside of Courtenay, survey participants were also asked how often they visit facilities outside of the city, but within the Comox Valley region. Weekly (29%), monthly (28%), and a few times a year (30%), garnered very similar levels of response. These findings indicate that nearly 60% of participants frequently travel outside of the immediate community to experience or participate in arts and culture.

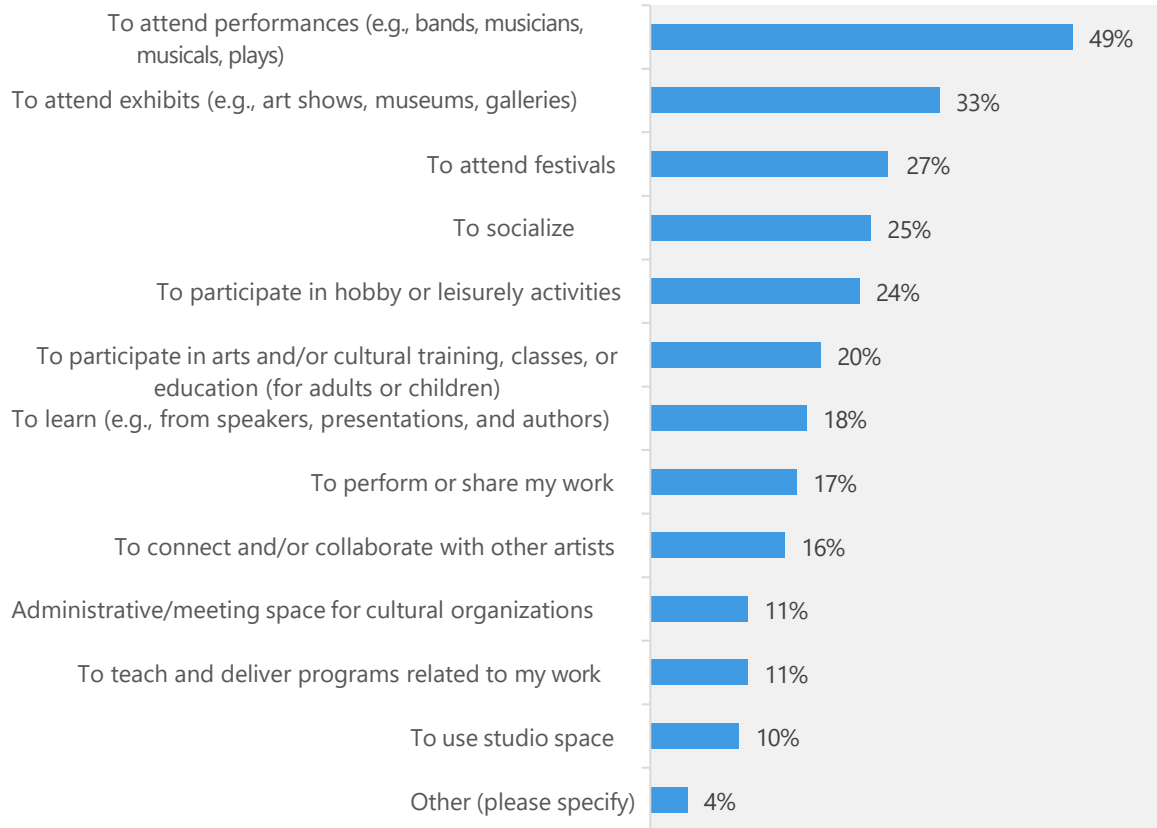
Figure 43. How often do you visit facilities outside of Courtenay but within the Comox Valley region for arts and culture activities? (all responses, n=660)



Source: Courtenay Strategic Culture Plan Survey 2023

When asked what for the **primary reason for visiting cultural facilities outside of Courtenay**, the top responses included 'to attend performances' (49%), 'to attend exhibits' (33%), and 'to attend festivals' (27%). This finding could point to opportunities that Courtenay could pursue in terms of expanding the current community offer, such as more live performances, shows, festivals, and exhibits. Further investigation would be needed to identify whether these trips are taking place because the participants' needs are unmet within Courtenay.

Figure 44. What is your primary reason for visiting cultural facilities outside of Courtenay but within the Comox Valley region? Select your top 3 (all responses, n=605)

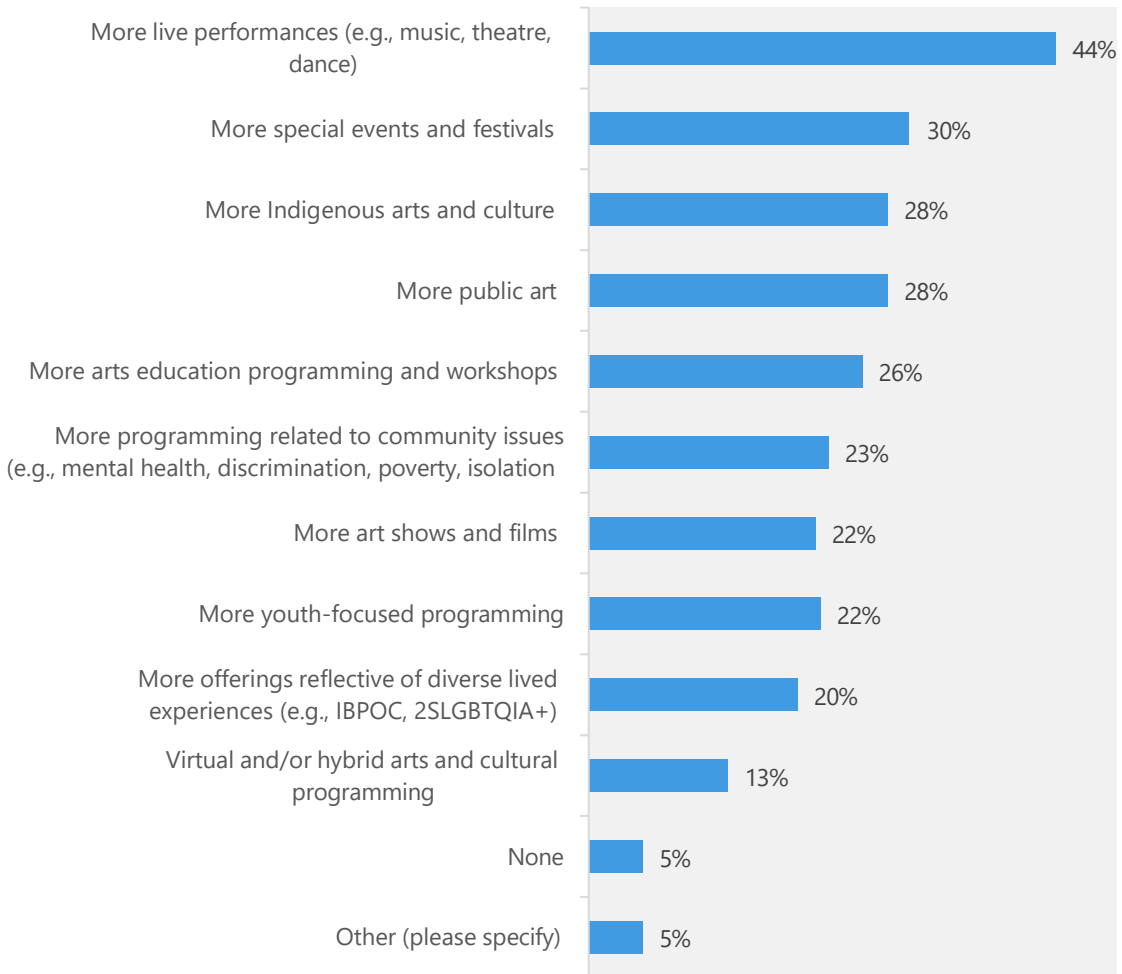


Source: Courtenay Strategic Culture Plan Survey 2023

6. The Future of Arts and Culture

Finally, survey participants were asked questions regarding the future of arts and culture in Courtenay. When asked what types of arts and culture offerings they would like to see more of in Courtenay, the top response was 'more live performances' (44%). Other popular responses included 'more special events and festivals' (30%), 'more Indigenous arts and culture' (28%), and 'more public art' (28%).

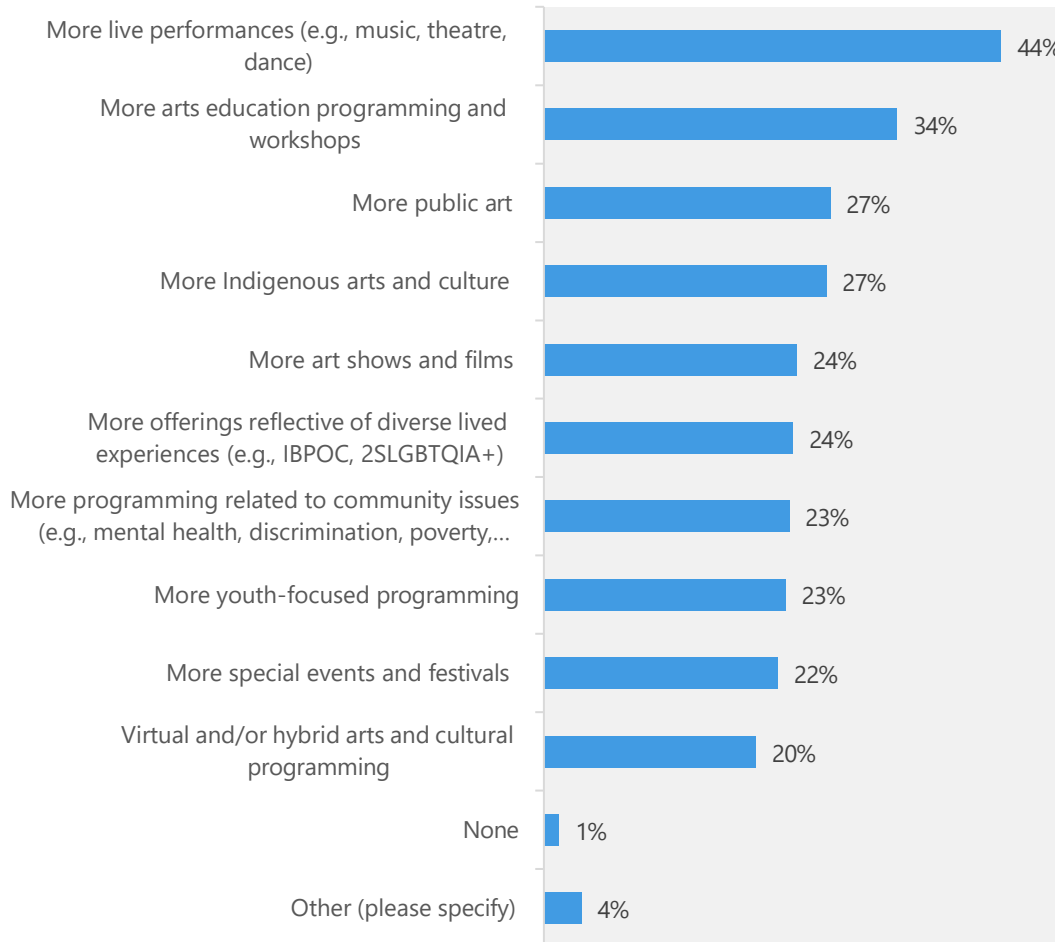
Figure 45. Looking to the future, what types of arts and culture offerings would you like to see more of in Courtenay? Select your top 3 (public responses, n=409)



Source: Courtenay Strategic Culture Plan Survey 2023

Culture offerings, according to survey participants who identified as artists and workers in the sector, the top response was also 'more live performances' (44%), 'more arts education and programming' (34%), 'public art' (27%), and 'Indigenous arts' (27%).

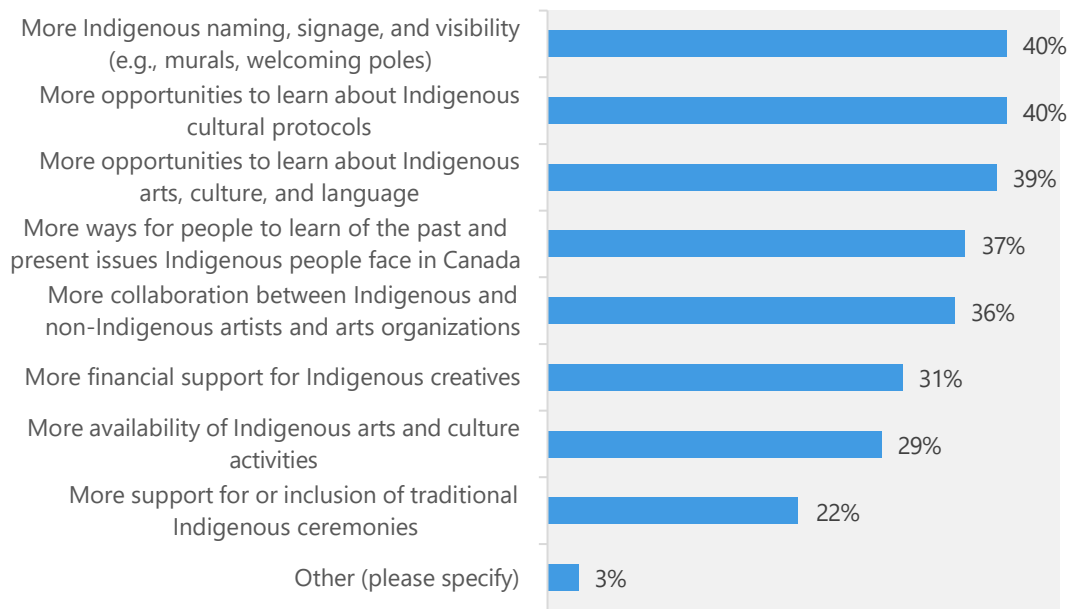
Figure 46. Looking to the future, what types of arts and culture offerings would you like to see more of in Courtenay? Select your top 3 (culture sector responses, n=282)



Source: City of Courtenay Culture Plan Public Survey

The City of Courtenay is home to a diverse Indigenous community with a rich cultural heritage. Survey participants were asked how Courtenay can further reconciliation and support Indigenous arts and culture. Indigenous survey participants were most likely to say that Courtenay can further reconciliation and support Indigenous artists through 'more Indigenous naming, signage, and visibility' (40% of Indigenous respondents selected this option); 'more opportunities to learn about Indigenous cultural protocols' (40%); and 'more opportunities to learn about Indigenous arts, culture, and language' (39%). Other open-ended responses included the need for fiscal stewardship, environmental protection, and group events and activities to bridge differences.

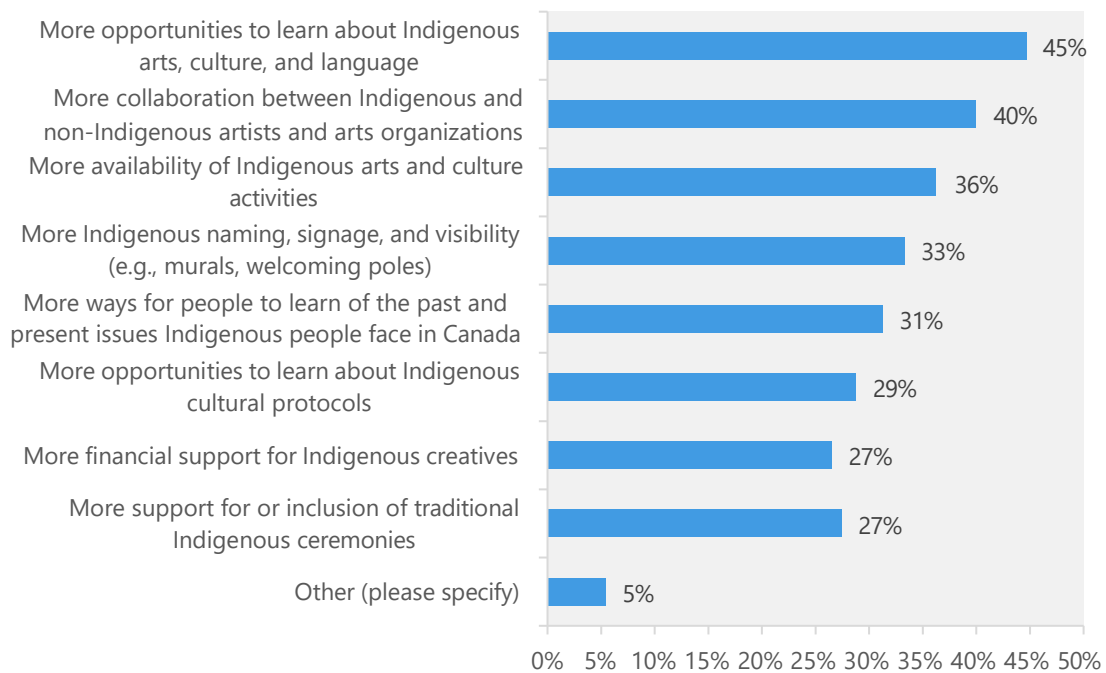
Figure 47. How do you think Courtenay can further reconciliation and support Indigenous arts and culture? Select your top 3 (Indigenous responses, n=109)



Source: Courtenay Strategic Culture Plan Survey 2023

In comparison to overall results for this question, survey respondents (including results from non-Indigenous and Indigenous participants combined) were mostly likely to say 'more opportunities to learn about Indigenous arts, culture, and language' (with 45% of respondents choosing this option); and 'greater collaboration between Indigenous and non-Indigenous artists and arts organizations' (40%). These responses were closely followed by 'more availability of Indigenous arts and culture activities' (36%) and 'more Indigenous naming, signage, and visibility' (33%).

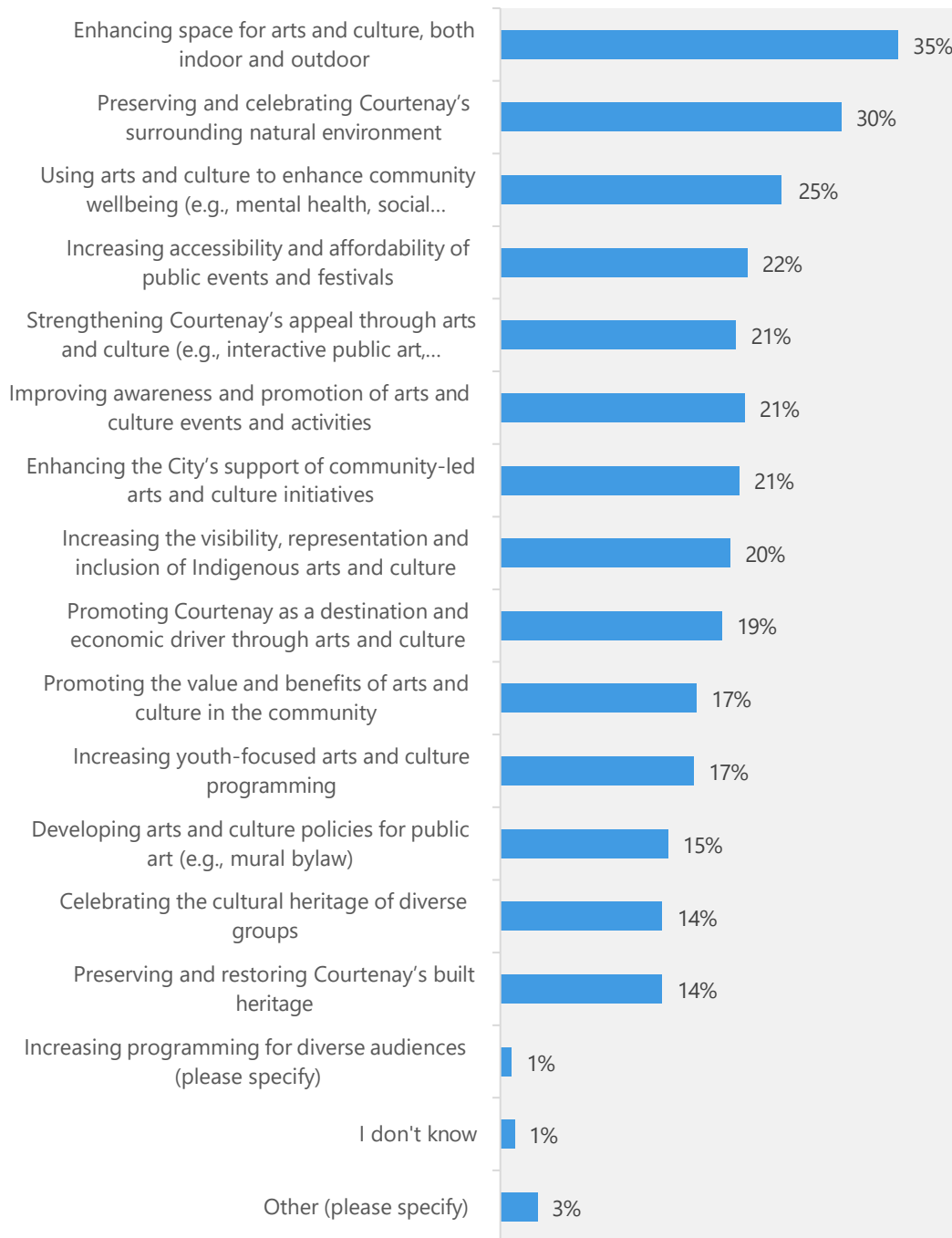
Figure 48. How do you think Courtenay can further reconciliation and support Indigenous arts and culture? Select your top 3 (public and culture sector responses, n=546)



Source: Courtenay Strategic Culture Plan Survey 2023

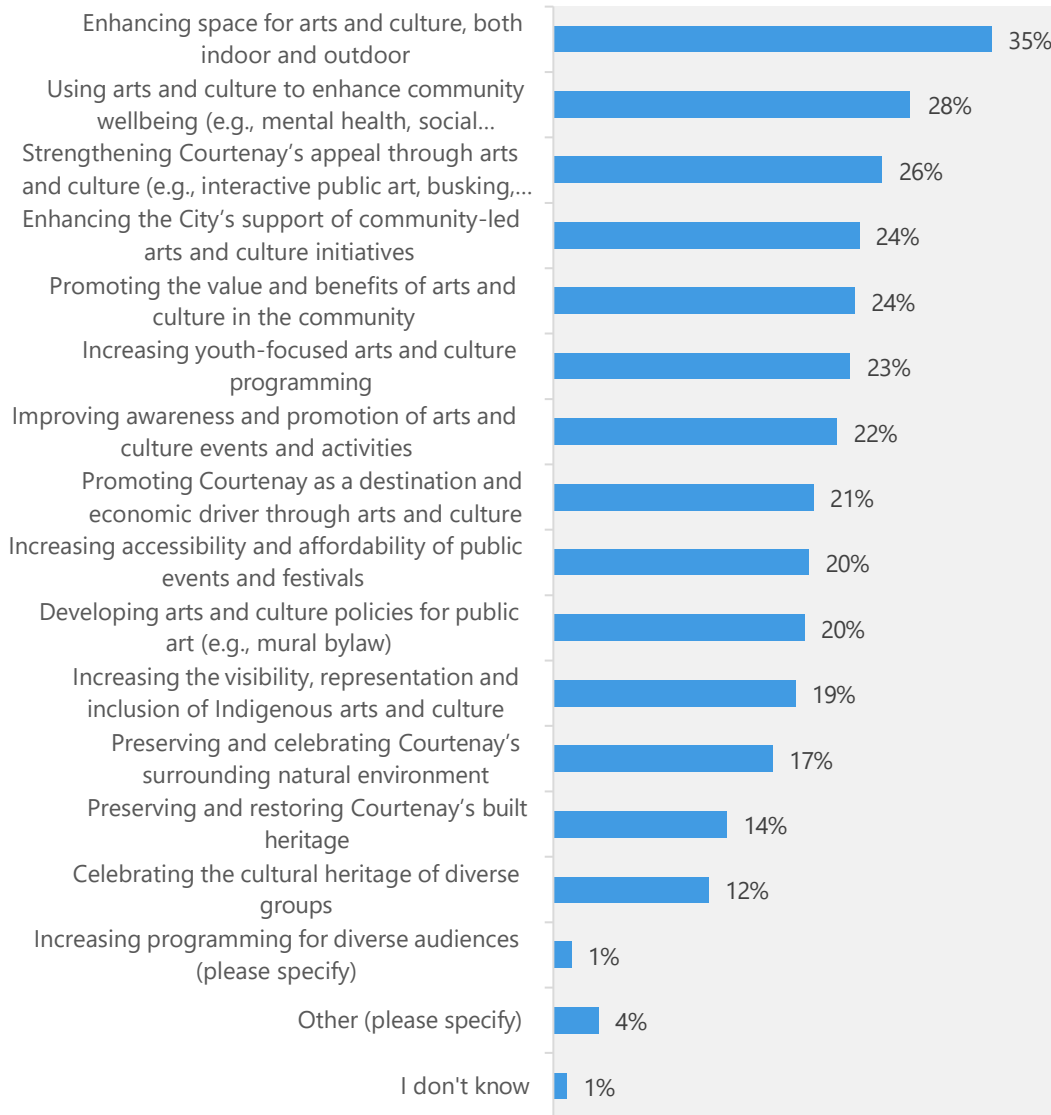
Survey participants were also asked more broadly **what should be prioritized within the Strategic Culture Plan** (see Figure 49 on following page). 'Enhancing space for arts and culture both indoors and outdoors' was the most popular response overall by both the culture sector and public (with 35% of respondents choosing this option). Overall, however, there was a lack of consensus about what the priorities should be. The wide range of opinions could indicate participants' uncertainty regarding what the focal points for the Culture Plan should be or the profound influence of arts and culture throughout so many areas the community's fabric.

Figure 70. What do you think the City of Courtenay should prioritize in the new Strategic Cultural Plan? Select your top 3 (public responses, n=404)



Source: Courtenay Strategic Culture Plan Survey 2023

Figure 71. What do you think the City of Courtenay should prioritize in the new Strategic Cultural Plan? Select your top 3 (culture sector responses, n=278)



Source: City of Courtenay Culture Plan Public Survey

Appendix B. Participants

Table 4 presents a list of organizations consulted through interviews and roundtables.

Table 4. Community Engagement Participants

Organization	Date	Number of participants
Interviews		
Courtenay and District Museum and Paleontology Centre	May 2023	24 Interviews with 54 participants in total
Comox Valley Art Gallery (CVAG)	May 2023	
Sid Williams Civic Theatre	May 2023	
Comox Valley Community Arts Council (CVCAC)	May 2023	
SD 71	May 2023	
CRA Evergreen Club and Building Friendships Program (at the Lewis Centre)	May 2023	
CV Social Planning Committee/CV Accessibility Committee	May 2023	
City of Courtenay - Senior Leadership	May 2023	
Comox Valley Regional District	May 2023	
City of Comox	May 2023	
Town of Cumberland	May 2023	
Comox Valley Folk Society (MUSICFEST) and NI Festival of Performing Arts	May 2023	
Elevate the Arts	May 2023	
City of Courtenay Heritage Committee (Nordicity facilitated group interview with 7 members)	May 2023	
City of Courtenay - Department of Recreation, Culture, and Community Services, Development Services (Nordicity facilitated group interview with 4 participants)	May 2023	
KFN Elder	June 2023	
Wachiay Friendship Centre Society	June 2023	
Comox Valley Metis Association (Nordicity facilitated group conversation with 6 members)	June 2023	

Organization	Date	Number of participants
Indigenous Women’s Sharing Society	June 2023	
Walk With Me (a project of Comox Valley Art Gallery)	June 2023	
Homeless Response Team (Nordicity facilitated group interview with 12 members)	June 2023	
Comox Valley Chamber of Commerce	July 2023	
AVI Health and Community Services	July 2023	
Theatre Works Centre for Performing Arts	July 2023	
Performing arts sector leader	July 2023	
Roundtables/Group Conversations		
Arts and culture sector focus group	May 9, 2023	38 participants
CV Coalition to End Homelessness (intermediary-facilitated group conversation with 11 participants with lived experience)	June 30, 2023	5 group conversations with 28 participants in total
CV Accessibility Committee (intermediary-facilitated group conversation with 12 participants)	June 26, 2023	
CV Immigration Welcome Centre (Nordicity facilitated group conversation with 3 participants)	July 14, 2023	
CV Pride Society (Nordicity group conversation with 2 members)	July 20, 2023	
Community Event		
Public drop in engagement event	July 12, 2023	



Courtenay Strategic Cultural Plan

What We Heard Update

September 13th, 2023

Delivered to

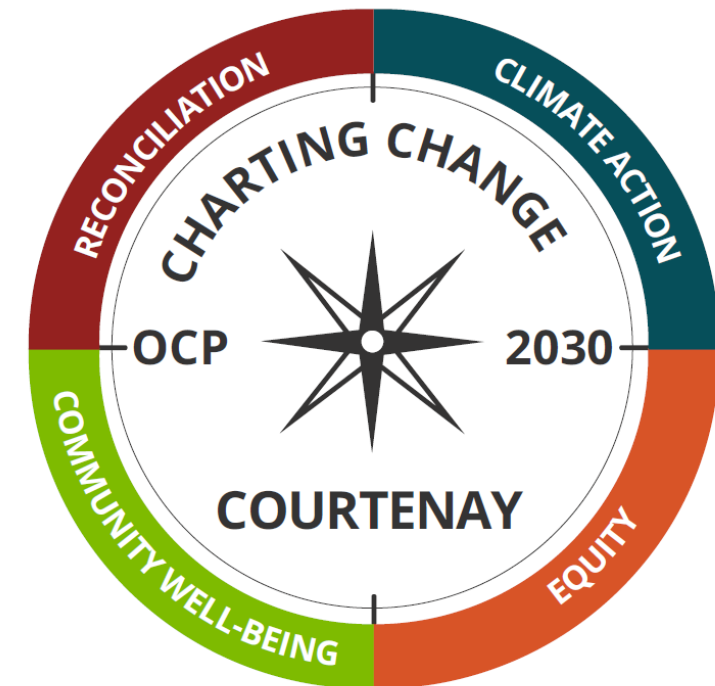
**City of Courtenay
Mayor and Council**



Strategic Cultural Plan | Background and Activities

Background and Context

- Various strategic planning in Courtenay has highlighted the need for a plan to **guide the City's support of culture**:
 - Parks and Recreation Masterplan, 2019 recommendations
 - Cultural Service Review, 2019
 - OCP, 2022
 - Strategic priorities for 2023
- Arts and culture in Courtenay contribute to community wellbeing and economic development – and further strategic focus can help **grow positive impact**.
- Arts and culture can play a profound role in **addressing important issues** like reconciliation, mental health and the toxic drug poisoning crisis.
- The Plan will **guide the City in its relationships** with its residents and neighbours in relation to arts and culture.



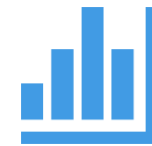
“Cardinal Directions”
OCP Update, 2022

Recap | Aims

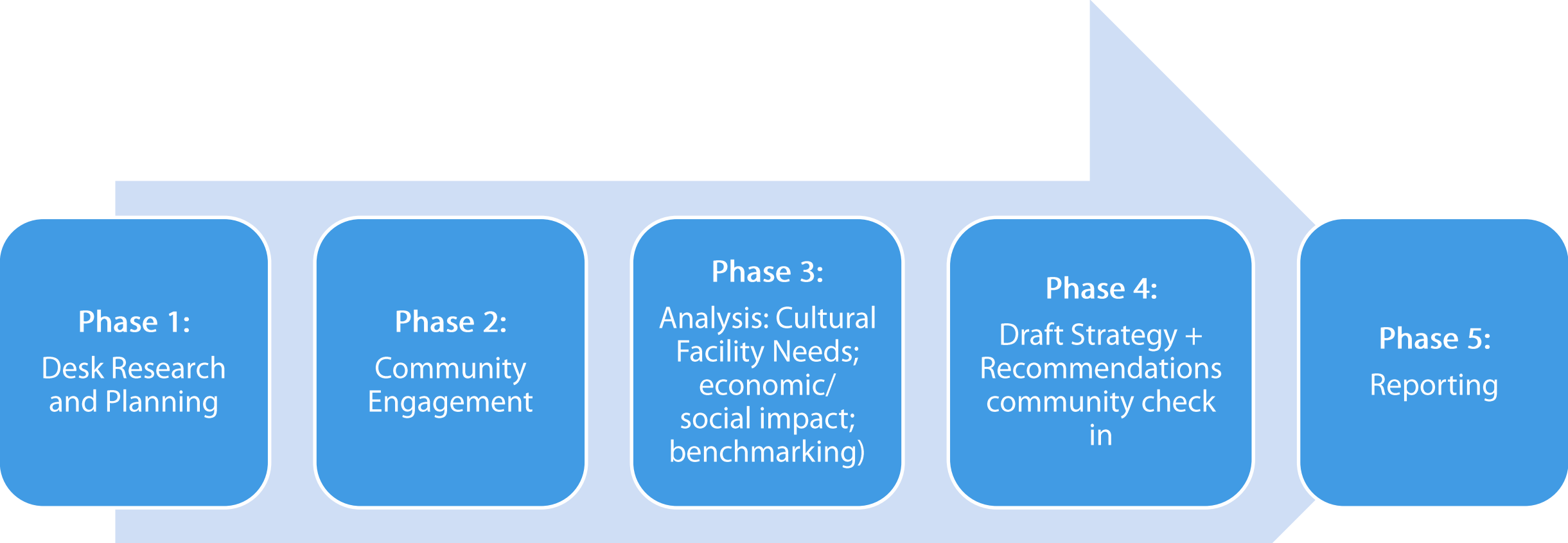
Develop a 10-year Strategic Cultural Plan for the City of Courtenay that includes strategic recommendations for cultural services, and how the city's cultural assets can support those services.

Key Objectives:

- Highlight the importance of cultural services, cultural activities, and cultural awareness in the community
- Evaluate and benchmark impact of the cultural community
 - To build investment and increased promotion of cultural tourism, economic development, and social cohesion
- Identify cultural service needs, and analyze facilities options
- Identify best practices to inform cultural service policies
- Develop a roadmap, timeline, and responsible party for implementation








Project Phases



We are here

Community Engagement Approach

<i>Principles</i>				
Human-centred	Respect for Indigenous Nations and People	Trust-based	Privacy	Intersectional
				
<ul style="list-style-type: none"> ▪ People-focused ▪ Respectful sharing environment ▪ Community based research & practices 	<ul style="list-style-type: none"> ▪ Respect stature ▪ Respect time considerations ▪ Respect a mutually-defined process 	<ul style="list-style-type: none"> ▪ Clear communication ▪ Transparent processes ▪ Incorporate feedback 	<ul style="list-style-type: none"> ▪ Consent-based ▪ Secure storage and disposal of data ▪ Aggregate data collection and use 	<ul style="list-style-type: none"> ▪ Following an equity lens ▪ Cultural competency ▪ Foster safe spaces

Community Engagement



≈700 survey respondents



24 interviews (54 participants)



Arts & culture sector focus group (38 participants)



1 public drop-in engagement event



4 group conversations with equity priority communities (i.e., representatives of / people with lived experience of disabilities, homelessness, being a newcomer, 2SLGBTQIA+ community) led by Nordicity or facilitated by local organizations (28 participants).

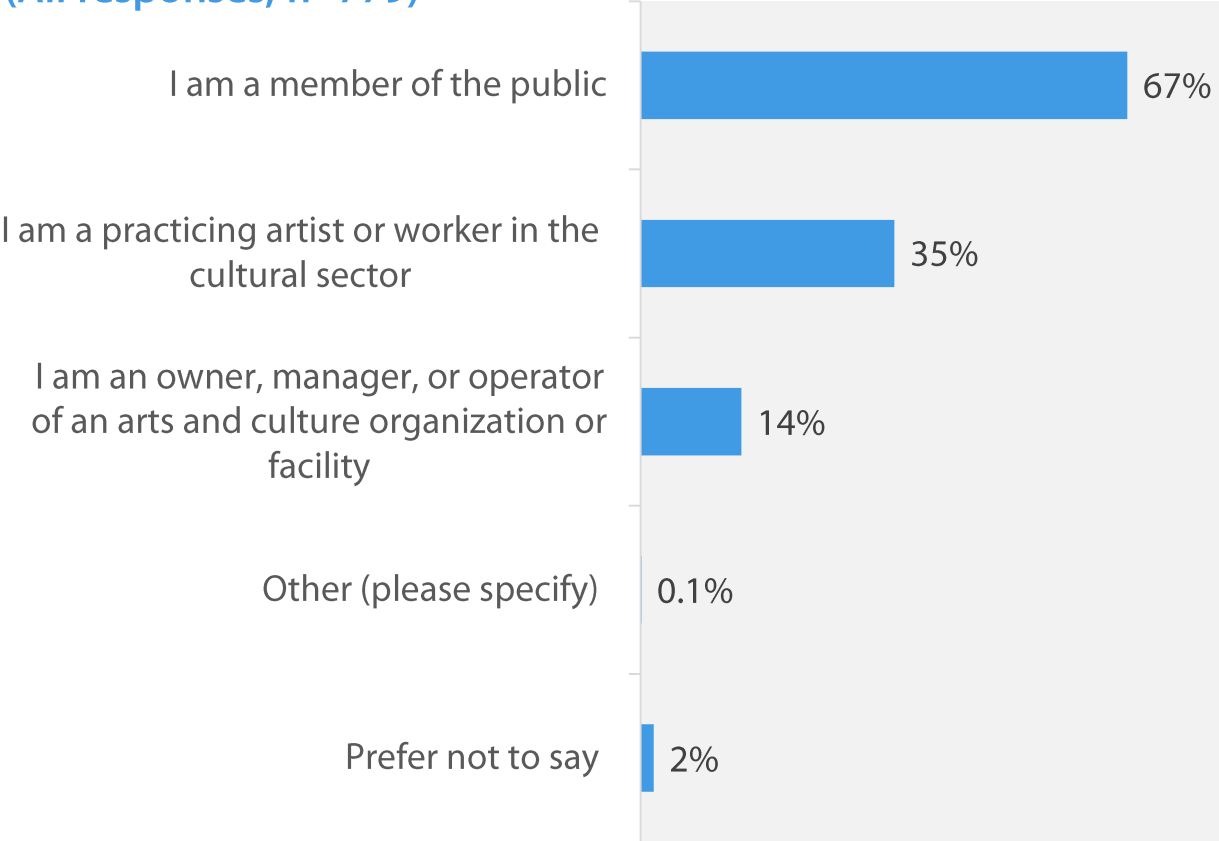


What We Heard | Survey Highlights

Survey Results | Participant Profile

- ~700 participants. The majority (67%) attend or participate in arts and culture as a member of the public.
- 35% work in the arts & culture sector.
- 14% described themselves as an owner, manager, or operator of an arts and culture organization or facility.
- 51% identified as a woman and 40% as a man. 5% preferred not to answer, 3% identify as non-binary and 1% as two-spirit.
- 17% identified as Indigenous; 16% Racialized/Black/Person of Colour; 15% 2SLGBTQIA+; 14% person with a disability; and 9% newcomer.
- 62% live in Courtenay, 20% in the Comox Valley, and 18% outside of the Valley.

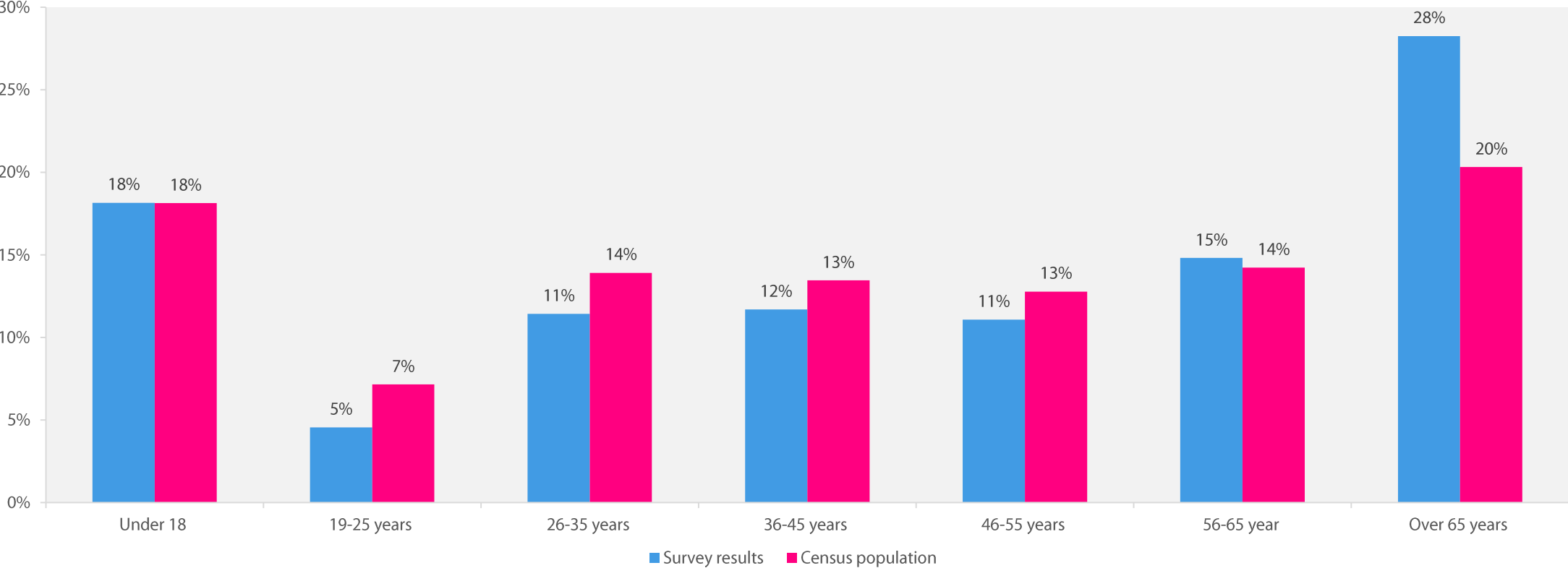
How do you engage with culture in Courtenay? (All responses, n=779)



Survey Results | Participant Profile - Age

In comparison with Census data on Courtenay’s population, the survey garnered a **high portion of responses from young adults (aged 26-35 years)** and a lower portion of those aged 65+.

What age range do you fall into? (all responses, n=686)



Source: City of Courtenay Culture Plan Public Survey and Statistics Canada Census Profile 2021

Survey Results | Highlights



A very high number of respondents are culturally engaged (94%). 47% engage with arts and culture in Courtenay weekly or more.



Performing arts are the most popular way to engage with arts and culture in Courtenay according to survey participants. Cultural sector respondents were also most likely to work in performing arts.



47% said that arts and culture in Courtenay encourage social participation and a sense of belonging. 38% said arts and culture enhance Courtenay as an attractive place to live.

Survey Results | Highlights (Continued)



The average amount spent in the community before and after a cultural event is **\$105 per individual**.



The **main barriers** to accessing culture in Courtenay are limited options nearby (29%), options of interest (21%), and not knowing where to find out about what's on (20%).



Critical needs, according to artists and cultural sector workers, are performance/exhibition space (45%), rehearsal and creation space (36%), and bylaws and policies that support arts and culture (32%).

Survey Results | Highlights (Continued)



When members of the public were asked what **future arts and culture offerings people would like to see more of in Courtenay**, the top response was more live performances (44%). The second most popular response was more special events and festivals (30%).

- Artist and cultural sector responses were very similar – live performances (44%) but followed by more arts education programming and workshops (34%).



The main culture theme that the City should prioritize in the Culture Plan, according to both public and sector participants, is enhancing space for arts and culture (35% of participants in both groups selected this option).

ROSES

STRENGTHS

- RICH • CAPABLE • PEOPLE
- Abundance of skilled + talented
- Strong Performance spaces
- Volunteer support
- Interconnected + Growing
- Grassroots Localism
- Attractive place to Live

- PERFORMING ARTS + EDUCATION
- COLLABORATIVE SPIRIT IS STRONG!
- ESTABLISHED FESTIVALS
- Free and Low Cost events
- PASSION interdisciplinary ARTS 'unsilo'



THORNS

CHALLENGES

- RENTALS rehearsal space
- CONFLICTS event dates
- LACK OF FACILITIES
- SPACES for TEEN AGERS
- LACK of Professionals
- Loss of Volunteers
- CITY OF COURTENAY
- STAFF REPRESENTATION
- LACK OF Accomodation
- ELECTRICAL

- NO NIGHT LIFE!
- LACK OF DIVERSITY

ARTS Culture ROUND TABLE SESSION



BUDS

OPPORTUNITIES

- Build RELATIONSHIPS with School DISTRICT
- New musicians arriving!
- BUILD Community through ARTS EDUCATION
- MAINTAIN connections with RETIRING artists' community
- DIVERSE performances and NEW ARTISTS
- TRAINING in Light + Sound SKILLS
- MICRO-GRANT program



- Diversify SPACES
- New OCP openings that support ARTS

HIPS

LEGACY

- PERFORMANCE LIGHTING + SOUND
- RESPECT INTEGRITY + QUALITY of PROGRAMS
- CONFERENCE Centre with TRAINED Staff
- SUCCESSION Planning PROTOCOLS
- "FLAT SPACES" with outlets
- TRANSPORTATION
- ACCESSIBLE



Arts Centre TECHNICIANS

What We Heard | Summary

Strengths

- Beautiful geographic location that provides artistic inspiration
- Strong cultural anchors, collaborative spirit, and cultural capital
- Established municipal support for core arts and culture organizations
- Community support for and interest in arts and culture
- Variety of cultural offerings to attract people year round
- Demonstrated social and economic impact

“For a small town, the Valley has a very vibrant arts scene and many artists!”

- Survey participant

“All the things that tourists buy; they all have some form of art on them”

- Interview participant

What We Heard | Summary

Challenges/Gaps

- Lack of visibility of Indigenous arts, culture, and heritage
- Limited availability and affordability of suitable cultural spaces/facilities
- Need for more municipal support, including at the regional level
- Limited human resources in some areas of the cultural sector
- Accessibility and awareness of cultural spaces and events
- Limited programming and arts and culture opportunities for youth

“How can we support learning about Indigenous cultures, & truth and then moving towards reconciliation together as a community”?

- Interview participant

“There are more things that could be done but we just don't have the people to do it”

- Interview participant



What We Heard | Community-identified Needs

What We Heard | Community-Identified Needs



Engaging K'ómoks First Nation, Métis, Inuit, and Urban Indigenous communities

- Desire for more Indigenous arts and culture in public spaces
- Working collaboratively with KFN to ensure the plan is representative of Indigenous values and supportive of work towards reconciliation



More cultural spaces/facilities

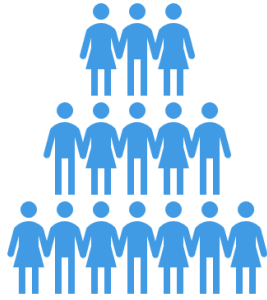
- Need for more equipped and accessible cultural spaces and performance venues to meet various sector needs
- Small, medium, and larger venues, including performance and rehearsals venues



More diverse and affordable cultural programming

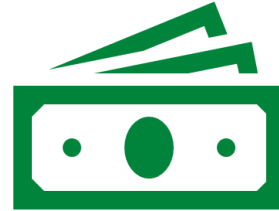
- Desire for more diverse and affordable cultural programming
- Both in terms of services delivered by the City and by local arts and cultural groups

What We Heard | Community-Identified Needs



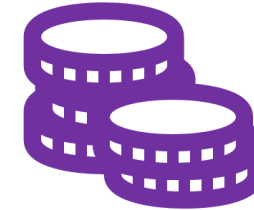
More promotion of community partnerships & collaboration

- Need for more community collaborations and partnerships
- Also need to have avenues for knowledge sharing across the sector, for example through regular gatherings



Increased municipal support – financial and in-kind, local and regional

- Desire for increased City financial support for arts and culture, especially community grants
- Need for regional funding support for arts and culture in Courtenay



Further development of cultural tourism

- Need to leverage events such as gallery exhibitions and festivals to help make Courtenay the cultural hub of the region, to promote cultural tourism

What We Heard | Community-Identified Needs



Attraction and training of technical cultural workers

- Need for more technical expertise in relation to hosting live performances and events
- More sound and lighting technicians, stage management and crowd control specialists are in high demand



Development of a public arts policy

- Desire for a Public Arts Policy to support public arts in the city
- Such a policy could leverage the talent of young artists and involve them in community public arts initiatives

What We Heard | Specific Community Needs

Indigenous Community

- *Feedback specifically from K'ómoks First Nation will be included in later planning stages*
- Need to provide support to create Indigenous cultural spaces such as an urban cultural wellness centre and outdoor spaces for Indigenous gatherings
- Important to ease bureaucratic barriers and decolonize practices so the City can fully respond to requests from Indigenous communities



What We Heard | Specific Community Needs

Newcomers and Immigrants

- More arts and culture programming that welcomes newcomers to the community to help address social isolation – and information about what’s on
- More representation of different cultures in cultural programming
- Need to foster collaboration among immigrant groups and organizations, e.g., via facilitated introductions

Unhoused Community Members

- Need for a gathering space that provides opportunities for free drop-in arts and cultural classes/activities
- A wellness centre could respond to individuals’ needs, both tangible and intangible – arts participation can be a powerful way of healing
- Need for more listening to people with lived experience, deeper engagement, and imagining new possibilities/solutions – including innovative housing options

What We Heard | Specific Community Needs

People with Disabilities

- People with accessibility needs should be involved in creating solutions
- Need to ensure that cultural activities and events are truly accessible, with venues that follow universal design principles and meet Accessibility Standards Canada
- Need for clearer information on the accessibility of venues and activities to help community members to plan
- Transit to get to arts and culture needs further improvement
- Hybrid programming is desired

2SLGBTQIA+

- Overall lack of visibility of the 2SLGBTQIA+ community in Courtenay
- There is a need for a central place for the 2SLGBTQIA+ to gather – currently limited opportunities to meet
- Some people are deterred from attending 2SLGBTQIA+ events as they fear attracting attention – need to ensure people are not only welcome, but safe
- There's an opportunity to launch more 2SLGBTQIA+ activities and art shows in Courtenay



Next Steps

Next Steps



- **Ongoing and open dialogue with K'ómoks First Nation** Chief and Council to discuss meaningful engagement
- **Municipal benchmarking** and comparative review
- Assessing the **economic impact** of Courtenay's arts and culture sector
- Analyzing **cultural facilities options**, drawing on the survey and other research engagement findings shared in this report
- **Drafting recommendations**, and seeking community check-in via a public event and online feedback
- Developing the final **Strategic Cultural Plan**, including an implementation strategy

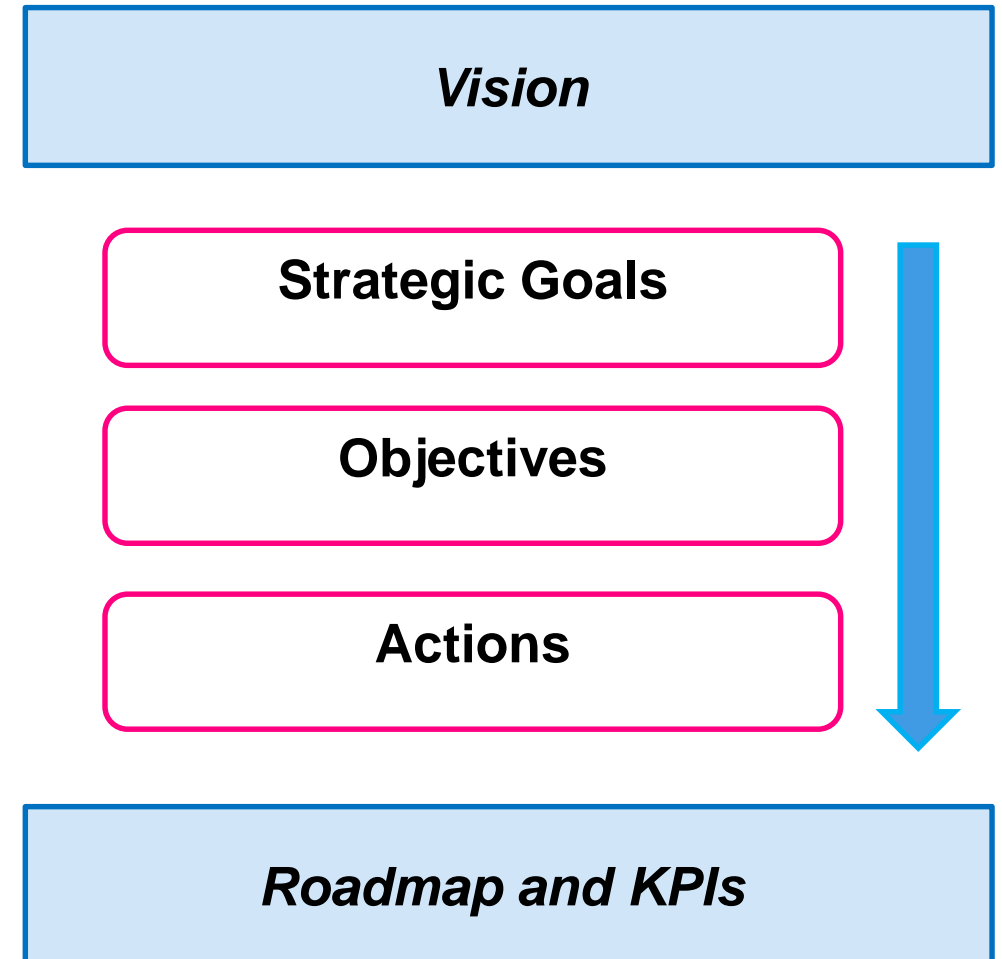
Next Steps | Strategic Planning Framework

The Strategic Cultural Plan will articulate:

- **Vision** for arts and culture in Courtenay
- **Goals**
- **Objectives** – for each goal
- **Actions** – for each objective

+ **Implementation Roadmap**

with target outcomes, roles, responsibilities, timeframe + identifying resources, funding and assets needed



Thank you!
Happy to answer
any questions.





STAFF REPORT

To: Council

File No.: 0250-20

From: Director of Financial Services

Date: September 13, 2023

Subject: Downtown Courtenay Business Improvement Area Bylaw Update

PURPOSE:

To provide Council with information on the process to adopt a new Business Improvement Area (BIA) for the Downtown Courtenay Business Improvement Area (DCBIA), and to seek Council direction to create a new BIA bylaw.

BACKGROUND:

A Business Improvement Area is a specialized tool permitted under the *Community Charter* to create a local service tax specifically for commercial properties. This local service tax applies only to a specific area and can be used as a business promotion scheme which includes beautifying, graffiti removal, heritage conservation or business promotion. All funds collected through the BIA must flow to the DCBIA.

The current “Downtown Courtenay Business Improvement Area Bylaw No. 2264, 2002” was adopted in January 2003 with an annual levy of \$60,000 that has not changed since adoption. The maximum levy is authorized in the bylaw and can only be increased with a new bylaw, which requires property owner approval.

Delegates from the DCBIA provided a presentation to Council at the June 28, 2023 regular Council meeting and requested that Council update the Downtown Courtenay Business Improvement Area Bylaw No. 2264 to increase the maximum local area service property tax. They have requested an increase in their levy to \$120,000 for 2024, and increasing each subsequent year to a maximum of \$225,000 in 2033. They have also requested that the City gain property owner approval for the new bylaw via the “Council Initiative – Subject to Petition Against” process.

DISCUSSION:

Part 7, Division 5 – Local Services Taxes section of the *Community Charter* provides the required steps to adopt a new BIA bylaw. In order for Council to adopt a new BIA bylaw, it must gain property owner approval from the property owners. There are two options for gaining property owner approval (from the provincial BIA guide):

- **Petition for service:** Generally initiated by local business owners, the petition must include information about the proposed business improvement area including boundaries and estimated cost. The petition must be signed by the owners of at least 50 percent of the parcels that would be subject to the local area tax and those persons must be the owners of parcels that in total represent at least 50 percent of the assessed value of land and improvements that would be subject to the local service tax.
- **Council initiative - subject to petition against:** A municipal council can also initiate the establishment of a business improvement area by providing an opportunity for a petition against the proposed service. Council must give notice of a petition against in accordance with section 94

of the *Community Charter* and by mailing notice to all the owners of parcels that would be subject to the local service tax. The notice must include information about the proposed business improvement area including boundaries and estimated cost. Unless Council receives a sufficient petition against within 30 days it can proceed. The threshold for sufficient petition against (50 percent of parcels and 50 percent of assessed value as described above) is the same as for a petition for service.

The DCBIA has engaged its members about this change, including approving key elements of the bylaw in a vote at its June 2023 Annual General Meeting. However, it has not started any formal process to gain property owner approval and does not propose to petition its members per the “Petition for Service” option. The DCBIA has requested that Council use the “Council initiative” option under section 213 of the *Community Charter*.

The Council initiative option is similar to an alternative approval process in that it requires a petition against rather than votes in favour. Here is an overview of the process:

- Council gives first three readings to the proposed bylaw
- The City conducts notifications, including notices in the paper and notification of all property owners within the local area service
- Following publication of the second notice in the paper, a minimum 30-day period starts
- During the 30-day period, affected property owners may submit a form if they do not want the bylaw to proceed. If a minimum of 50% of parcel owners, representing at least 50% of total assessed value do not want the bylaw to proceed and submit valid forms, then the petition against has succeeded and Council is not permitted to adopt the bylaw.
- If the number of objectors and combined assessment of objectors is below 50%, Council is permitted to adopt the bylaw.
- Following bylaw adoption, the City would wait a month for the quashing period to be over prior to proceeding with the bylaw. The quashing period is a one-month period when a bylaw may be challenged in the BC Supreme Court and possibly quashed (Local Government Act s. 623).

There are 106 parcels in the DCBIA. One form may be submitted per parcel, and the majority of property owners for a parcel must sign the form. This means that in order to gain property owner approval, fewer than 53 owners would submit a form to oppose the bylaw. The DCBIA has conducted member outreach to gain support for the increased levy (see Attachment “Downtown Courtenay Improvement Area Bylaw Review”) and feels their members will support the increased levy.

Staff propose the following timeline, if Council chooses to proceed with the bylaw and the “Council initiative” option for property owner approval:

- September 13 – Council provides direction to proceed with the bylaw
- September 27 – Council gives first, second, and third readings of the bylaw
- October 4 and 11 – Notices in the paper, notices sent to property owners
- October 12 to November 15 at 4pm – 30-day period for property owners to submit forms opposing the bylaw
- November 15/16 – Corporate Officer certifies the results of the property owner approval process
- November/December – Staff report to Council on the results. If the bylaw has received property owner approval, Council may consider adopting the bylaw.
- One-month quashing period follows
- The new levy would be in place for the 2024 taxation year

POLICY ANALYSIS:

Division 5 of the *Community Charter*, Local Service Taxes, provides guidance on the creation of business improvement area bylaws. The bylaw must:

- Describe the service
- Define the boundaries of the local service area
- Identify the methods of cost recovery for the service, including the form of local service tax and the portion of the costs of the service that are to be recovered by the local service tax
- If applicable, identify the portion of the costs of the service that are to be recovered by a general property tax
- Identify the business promotion scheme for which the money will be granted
- Identify the organization to which the money will be granted
- Establish the maximum amount of money to be granted
- Establish the maximum term over which it may be granted

A BIA bylaw must be completed prior to the annual property tax bylaw deadline of May 14 to permit appropriate taxation of the BIA. If the bylaw is not updated by that date, the DCBIA will not be able to increase its levy. Additionally, the current DCBIA bylaw does not comply with s. 215 of the Community Charter, which requires that the bylaw establish a maximum term. If the “Council initiative” option did not succeed, that would mean that Council would be unable to propose the same service as a Council initiative for one year. The DCBIA would be able to make its own petition for local area service at any time, and it is possible it would still be able to meet the deadline of May 14 for the 2024 taxation year.

The DCBIA has also explored the idea of expanding the DCBIA boundaries, but estimate they will not be ready to proceed with a boundary expansion until 2025. A boundary expansion would also require property owner approval and a new bylaw. If the DCBIA requested a change to the maximum levy at the same time, a boundary expansion would require property owner approval of the entire DCBIA area. If the DCBIA requested only a boundary change, with the maximum levy remaining the same, property owner approval would only be required for the proposed additions to the area.

The DCBIA initially proposed a 5-year term for the bylaw. This would mean that the bylaw would have to be updated again by May 2029 or the DCBIA would not be able to receive funding in the 2029 tax year. Staff have recommended including ten years in the bylaw as a safety net if issues arise with the planned expansion of the BIA, or if other unforeseen circumstances prevent the DCBIA from updating the bylaw within five years. The DCBIA agreed and proposed a 10-year schedule of levy increases (see attached). The process to bring a new bylaw into place is not quick or simple, so reducing the number of times the process needs to be completed may also reduce the administrative burden on the City. A BIA bylaw can be repealed before its expiry date, so there is no restriction on a bylaw update prior to 2033.

FINANCIAL IMPLICATIONS:

The administration costs of the “Council Initiative” option, while more costly than the “Petition for Local Area Service” option, are not significant and limited to mostly advertising and postage. The City is not imposing an additional taxation burden on properties outside of the DCBIA, and therefore the financial implications are restricted to those eligible properties within the DCBIA.

The proposed bylaw continues the practice of using property value taxation method to distribute the BIA levy. A BIA can use a parcel tax to distribute the levy, however, the DCBIA has not requested a change to the current method of distribution of the levy. This means that properties with a higher assessment value will pay a higher proportion of the levy, rather than a flat rate per parcel.

The annual property taxation method for the DCBIA is well established, and again has limited impact on the City's operations. Annually, the City calculates the required tax rate to levy the requested amount, and the BIA tax rate is included in the City's annual property tax bylaw. The City collects the required taxation and forwards the funds onto the DCBIA after the July property tax deadline.

The DCBIA has requested the following funding for 2024-2033 (Appendix C).

Annual DCBIA Levy	
Year	Levy
2024	\$ 120,000
2025	130,000
2026	145,000
2027	160,000
2028	175,000
2029	185,000
2030	195,000
2031	205,000
2032	215,000
2033	225,000
Total	\$ 1,755,000

The current DCBIA levy, set in 1995 and unchanged since then, is \$60,000. The new requested levy amount was arrived at through the DCBIA's engagement process with its members. Currently there are 106 properties within the DCBIA, and the average levy in 2023 was \$567. There is one property that pays more than \$3,000 towards the DCBIA, three that pay more than \$2,000 and 6 that pay more than \$1,000. These 10 properties combined contributed \$17,920 towards the \$60,000 levy for 2023.

With the proposed increase in the DCBIA levy, the distribution of the levy is expected to remain consistent as the levy is based upon assessed value. The amount paid under the new bylaw in 2024 would be about double the amount paid in 2023. The total levy increase from 2023 (\$60,000) to 2033 (\$225,000) is \$165,000 which is equivalent to 275% increase. Assuming similar assessment distribution the expected average DCBIA levy in 2033 would be \$1,559 per property.

ADMINISTRATIVE IMPLICATIONS:

The property owner approval process would be a collaboration between Corporate Services (Legislative Services and Communications) and Financial Services departments. The additional work required will impact current work programs, i.e. some delays in other projects. Actual impact depends on the number of forms submitted and volume of inquiries about the property owner approval process.

While the "Petition for Service" method of property owner approval would be less costly and time-consuming for the City, it is not what the DCBIA has requested, and staff do not recommend it as it may not be feasible at this time. The DCBIA is undergoing a change in staffing and may not have the capacity for the petition for service. The bylaw update could be delayed if Council requested that the DCBIA undertake the "Petition for Service" method.

STRATEGIC PRIORITIES REFERENCE:

Strong Neighbourhoods – Through improved investment in the downtown core.

Arts, Culture and Heritage – Through improved support to the DCBIA additional events could be held.

Local Economy – Through improved support of the DCBIA the local economy will continue to flourish.

PUBLIC ENGAGEMENT:

Staff would empower the public (applicable property owners) based on the IAP2 Spectrum of Public Participation, as the DCBIA property owners will have the power to decide whether to approve the bylaw. Members of the public who are not DCBIA property owners will be informed through the required public notifications.

OPTIONS:

1. THAT Council direct staff to proceed with an update to the Downtown Courtenay Business Improvement Area Bylaw to increase the maximum levy, as requested by the DCBIA;

THAT Council consider first, second and third readings of the “Downtown Courtenay Business Improvement Area Bylaw No. 3105, 2023” at the September 27, 2023 Council meeting;

AND THAT Council direct staff to undertake property owner approval for the proposed bylaw using the “Council initiative – subject to petition against” method under s. 213 of the Community Charter.

2. THAT Council direct staff to proceed with an update to the Downtown Courtenay Business Improvement Association Bylaw to increase the maximum levy, as requested by the DCBIA;

AND THAT Council direct staff to work with the DCBIA and seek property owner approval using the “Petition for Service” method under s. 212 of the Community Charter.

3. THAT Council provide alternative direction to staff.

APPENDIX:

Appendix A – Downtown Courtenay Business Improvement Area Bylaw No. 3105, 2023

Appendix B – 2023-07-21 DCBIA Bylaw Review (Urban Systems)

Appendix C – DCBIA letter re: 10-year term

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

Prepared by: Adriana Proton, MPA, CRM, Manager of Legislative Services

Reviewed by: Kate O’Connell, MPA, Director of Corporate Services

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

THE CITY OF COURTENAY BYLAW NO. 3105, 2023

A bylaw to establish the Downtown Courtenay Business Improvement Area

WHEREAS a municipal council may under the *Community Charter* grant money to an organization that has as one of its aims, functions and purposes, the planning and implementation of Business Promotion Scheme;

AND WHEREAS Council of the City of Courtenay has previously adopted Downtown Courtenay Business Improvement Area Bylaw No. 2264, 2002;

AND WHEREAS Council, at the request of the Downtown Courtenay Business Improvement Association, wishes to amend the Downtown Courtenay Business Improvement Area;

THEREFORE, BE IT RESOLVED that the Council of the City of Courtenay in open meeting assembled enacts as follows:

1. DEFINITIONS

In this Bylaw, unless the context otherwise requires:

"Applicant" means the Downtown Courtenay Business Improvement Association.

"Business Improvement Area" means the area of the City designated in Schedule "A" of this Bylaw.

"Business Promotion Scheme" means:

- (a) carrying out studies and making reports respecting the Downtown Courtenay Business Improvement Area;
- (b) the improvement, beautification or maintenance of streets and sidewalks in the Downtown Courtenay Business Improvement Areas; and
- (c) the encouragement and promotion of commercial business development within the Downtown Courtenay Business Improvement Area both directly, and indirectly through the encouragement of entertainment, sports and cultural activities.

"Taxable Property" means land and improvements that fall within Class 5 and 6 under the Assessment Act – Prescribed Class of Property Regulation, B.C. Reg. 438/81.

2. DESIGNATION OF AREA

2.1 Council designates the Downtown Courtenay Business Improvement Area boundary to include the lands within the outlined area as identified in Schedule "A".

3. GRANT

3.1 The Council may, in the calendar years 2024 through 2033, grant to the Applicant, in the aggregate, funds not to exceed \$1,755,000 over the ten-year term and not to exceed in any calendar year the amount collected by property value tax imposed under this Bylaw for that year. These monies shall be paid to the Applicant on or before the 1st day of September in each year. Funds will be broken down into annual amounts as follows:

- 2024 - \$120,000
- 2025 - \$130,000
- 2026 - \$145,000
- 2027 - \$160,000
- 2028 - \$175,000
- 2029 - \$185,000
- 2030 - \$195,000
- 2031 - \$205,000
- 2032 - \$215,000
- 2033 - \$225,000

3.2 The Applicant shall submit, annually on or before March 1st, a budget for the purpose of the Business Promotion Scheme as in section 1.

(a) The budget for the Business Promotion Scheme which is based on a fiscal year commencing January 1st, must contain sufficient information to describe all anticipated expenses and revenues, and has been approved by a majority of the members present at the Annual General Meeting of the Downtown Courtenay Business Improvement Area.

3.3 Monies granted to the Applicant under this Bylaw must be expended only by the Applicant and in accordance with the conditions and limitations set out in this Bylaw.

3.4 Monies granted pursuant to Section 4.1 of this Bylaw shall be expended only for projects provided for in the annual budget submitted and approved by the Financial Officer pursuant to Section 4.2.

4. RECOVERY OF FUNDS

4.1 All of the money granted to the Applicant pursuant to this Bylaw shall be recovered within the Downtown Courtenay Business Improvement Area from the owners of Taxable Property.

- 4.2 For the purpose of recovering the monies granted to the Applicant, an annual property value tax shall be imposed on Taxable Property within the Downtown Courtenay Business Improvement Area, and such tax shall be based on the assessed value of the land and improvements.

5. CONDITIONS AND LIMITATIONS

- 5.1 The Applicant shall not carry out any borrowing, which results in an indebtedness or other obligation as to money granted to it by the Council pursuant to this Bylaw, which extends beyond the fiscal year in which that money was granted.
- 5.2 Any money granted to the Applicant by the Council pursuant to this Bylaw shall, if not required for immediate use, be invested only in securities in which trustees are authorized by law to invest.
- 5.3 The Applicant shall not alter or approve amendments to its Constitution or Bylaws without providing the Corporate Officer of the City with two months' notice of its intention to make such alteration or amendment, and if any alteration or amendment is made without such notice the City may withhold any payments under this Bylaw.
- 5.4 The Applicant shall account for the money granted by the Council for the previous year by submitting to the City on or before March 1 in each year a compiled financial statement for the previous calendar year which shall be prepared in accordance with generally accepted accounting principles and shall include a balance sheet and an income statement.

6. INSURANCE

- 6.1 The Applicant shall at all times carry a policy of comprehensive general liability insurance in the amount of \$2,000,000.00 with the City as an additional named insured.

7. EXPIRATION DATE

- 7.1 This bylaw shall be in effect until December 31, 2033 but the lapsing of the term over which money may be granted under this Bylaw shall not affect the obligations of the Applicant as to the expenditure of and accounting for monies granted under the Bylaw.

8. REPEAL

- 8.1 "Downtown Courtenay Business Improvement Area Bylaw No. 2264, 2002" is hereby repealed.

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

Schedule A – Downtown Courtenay Business Improvement Area Boundary



-  EXTENT OF BUSINESS IMPROVEMENT AREA
-  PUNTLIDGE RIVER

THE CITY OF COURTENAY

Schedule A

Bylaw No. 3105



Date: 18th of August, 2023

Downtown Courtenay Improvement Area Bylaw Review



July 2023

Prepared by Urban Systems

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Appendices

Appendix A – Communication and Engagement Report

Appendix B – Verbatim Engagement Results

Appendix C – DCBIA AGM Meeting Minutes

1.0 Introduction

In 2022, the Downtown Courtenay Business Improvement Area (DCBIA) with support from the City of Courtenay, began the process of reviewing service levels, fees and operating budget. The goal of this project is ultimately to update the Downtown Courtenay Business Improvement Area Bylaw No. 2264, 2002 to better serve the Downtown Courtenay business community.

The DCBIA contracted Urban Systems to support with outreach efforts, best practice review and to conduct a strategic analysis to provide recommendations for improvement. This report is a result of this work and details the project background, methodology, best practice research, and the results of outreach efforts. Section 6.0 provides specific recommendations based on this information to build on the success of the DCBIA to continue to serve the Courtenay community in the years to come.



2.0 Downtown Courtenay Business Improvement Area

The Downtown Courtenay Business Improvement Area (DCBIA) is one of 70 Business Improvement Areas in BC. It has been in existence since 1995 and aims to provide support for downtown Courtenay businesses and enhance a vibrant business community through leadership and advocacy. The DCBIA currently has a membership of approximately 200 businesses. This number fluctuates from year to year as businesses come and go. It has operated with annual budget of \$60,000 since 1995, which is collected from the member businesses as part of their property taxes. The rate per \$1000 of assessed value changes based on the total assessed value for that year. Table 1 below lays out the DCBIA tax rate over the last 5 years.

Table 1: DCBIA tax rate over the last 5 years

Year	Tax Rate	Total Assessed Value	Total Levy
2018	1.1201	\$53,566,646	\$60,000
2019	1.0140	\$59,171,598	\$60,000
2020	0.9257	\$64,815,815	\$60,000
2021	0.9608	\$62,447,960	\$60,000
2022	0.8371	\$71,676,024	\$60,000

The DCBIA service levels are dependent on staff capacity and annual operating budget. The DCBIA is currently run by a part-time Executive Director and supported by a working Board of Directors. Board members volunteer their time to contribute to various DCBIA committees. Currently, the primary services that are offered are as follows:



Marketing and promotion which includes social media, signage and targeted marketing campaigns.



Beautification and revitalization which includes wayfinding signs, banners, lights, and working with the City to provide amenities such as parklets and garbage cans.



Safety and security which includes lighting dark areas, resources, surveillance and working with the RCMP to identify areas of concern.

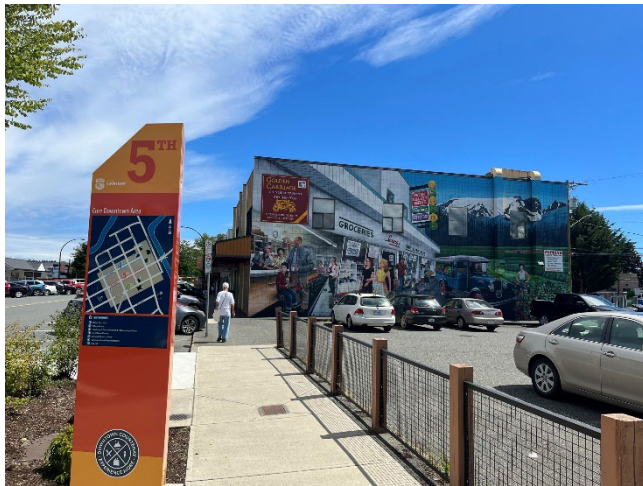


Advocacy for downtown businesses to external organizations which includes external funders, City of Courtenay, the Comox Valley Regional District, provincial and federal governments, Chamber of Commerce, and other Business Improvement Areas throughout BC.

2.1 Current Conditions

As it stands, the current bylaw does not contain a sunset or renewal clause. As well, it does not include an annual levy increase to ensure the annual operating budget keeps up with inflation. Therefore, the DCBIA has had the same operating budget for the last 20 years.

As such, the DCBIA's financial capacity to serve the community is increasingly limited. One example of this is the ability to retain staff. With operating costs increasing every year, the DCBIA is limited in what they are able to pay an Executive Director. The DCBIA has had four Executive Directors within the last 5 years, with staff leaving for higher paid roles with more support.



3.0 Enabling Provincial Legislation and City Bylaw

All municipalities in British Columbia¹ are legislated under the *Community Charter*. The *Community Charter* provides municipalities with broad powers and a legal framework to address existing and future community needs. Part 7, Division 5 of the *Community Charter* provides municipalities the authority to establish a “local service areas”, which include BIAs.

Business Improvement Areas are considered local service areas that carry out “business promotion schemes,” which include:

- Carrying out studies or making reports respecting one or more areas in the municipality where business or commerce is carried on.
- Improving, beautifying or maintaining streets, sidewalks or municipally owned land, buildings or other structures in one or more business improvement areas.
- The removal of graffiti from buildings and other structures in one or more business improvement areas.
- Conserving heritage property in one or more business improvement areas.
- Encouraging business in one or more business improvement areas.

It has been noted that the language around the nature of business promotion schemes is deliberately vague, allowing for a broad range of interpretations.

The *Community Charter* indicates that, to establish a local service area (including a BIA), a municipality must adopt a bylaw that outlines the proposed service and cost recovery methods. The local service area bylaw must describe the service, define the boundaries, identify the cost of service and recovery methods, including form and portion of the service to be covered by the local service tax. Establishing bylaws for BIAs are required to identify the business promotion scheme and the organization that will receive and expend the funds, the term of the grant and the maximum amount of money to be granted, and any conditions and limitations on receipt and expenditure of the funds.

In the case of the DCBIA, Courtenay City Council would need to amend or replace the current Bylaw which establishes the DCBIA local area service in order to set new funding and taxation arrangements, as well as confirm the boundaries of the local service area. Section 137 (1)(b) of the *Community Charter* states that... “*the included power to amend or repeal must be exercised by bylaw and is subject to the same approval and other requirements, if any, as the power to adopt a new bylaw under that authority...*”.

Note: According to staff from the Ministry of Municipal Affairs, this means amending the bylaw requires the same process and same approval requirements as establishing a new BIA.

¹ With the exception of the City of Vancouver which is governed by the *Vancouver Charter*

The establishment Bylaw must be preceded by a process in which property owners within the proposed local service area have the opportunity to indicate whether they favour or oppose its establishment. This process can occur in one of two ways:

- Petition for Service – this is generally initiated by business owners within the proposed local service area. The petition document must indicate the boundaries and estimated costs, and be signed by the owners of at least 50% of the parcels subject to the proposed tax, with those parcels representing at least 50% of the assessed value of land and improvements within the proposed area.
- Council Initiative: Subject to Petition Against – this process would be initiated by City Council who could give notice of a petition against in accordance with Section 94 of the *Community Charter*. This notice, which must indicate the proposed boundaries and estimated costs, would be mailed to the owners of parcels that would be subject to the DCBIA local area service tax. Unless City Council receives a sufficient petition against this initiative within 30 days, the Bylaw establishment process can proceed. Similar to the 'Petition for Service' noted above, a sufficient petition against would have to be signed by the owners of at least 50% of the parcels subject to the proposed tax representing at least 50% of the assessed value of land and improvements within the proposed area.

Once established, it is also possible to enlarge or reduce the size of a local service area through a simplified process, with an amending Bylaw, in accordance with Section 218 of the *Community Charter*. The ability to use this simplified process is limited to changing the size of an existing local service area.

4.0 How does the DCBIA Compare?

4.1 National Scan of BIA Best Practices

A high-level review of best practices was conducted, looking at BIAs in municipalities across Canada. Several themes emerged from the research and are detailed below.

Capacity and Resources

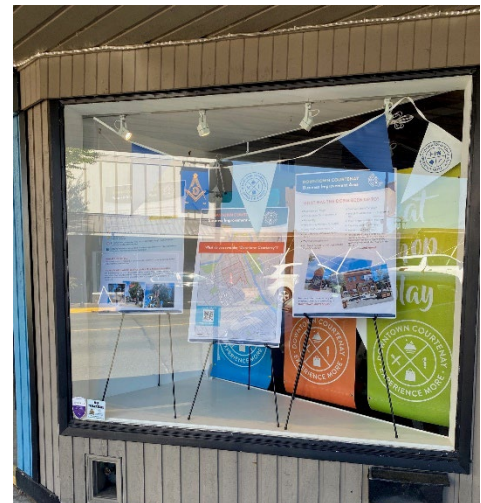
It was found that the BIAs that have higher assessment rates and associated levies, tend to have higher annual operating budget. This leads to increased capacity to tackle large scale issues and hire additional staff members as needed. BIAs with higher operating budgets often have the ability to hire full time staff to focus on BIA operations and initiatives. This allows the Board of Directors to focus on high-level strategy, oversight, and accountability versus the day-to-day operations.

Municipal Support

Successful BIAs have both financial and political support from the municipality. This can be accomplished by having a City staff member dedicated to BIA relations, and/or having regular meetings between the municipality and the BIA. Maintaining open communication channels between the BIA and the municipality can lead to additional resources and collaboration on important projects.

Size

Many municipalities noted that the most successful BIAs tend to be larger in size with a greater number of commercial properties that are contributing to the levy.



4.2 Comparative Communities

To dig deeper into best practices, several community's BIAs were selected to be examined more closely. These communities were chosen for their proximity to Courtenay, similar population and demographics, and the BIA's perceived success (i.e. BIA BC award winning). The communities chosen and their populations in 2021 are listed in Table 2 below.

Table 2: Comparable Communities

Community	Population²
Chilliwack	100,580
Kamloops ³	97,902
Prince George	76,708
Vernon	44,519
Campbell River	35,519
Squamish	23,819
Comox	14,828
Parksville	13,642
Duncan	5,047

² Statistics Canada 2021 Canadian Census

³ Both the Downtown Kamloops Business Improvement Association and the North Shore Business Improvement Area Association were reviewed

4.3 Comparative Service Offerings

A BIA provides an area in the community with the means to improve local economic development and also achieve positive social outcomes, such as a revitalized downtown core.⁴ BIAs are able to serve their community in a variety of different ways. As such, a review of the comparable community's BIA's service offerings was conducted to understand how the DCBIA equates. The review was also used to research unique and creative ideas for services that could be employed by the DCBIA with an increased annual operating budget. The "core services" offered by the BIAs from comparative communities are demonstrated in Table 3 below.

Table 3: Comparable Communities – Core Service Offerings

Communities	Number of Members (approx.)	Services Offered ⁵
Chilliwack	350	<ul style="list-style-type: none"> Marketing and promotion activities Special event hosting/ planning Support & advocacy Business resources Investments in safety & cleanliness initiatives Members Health Benefits program
Prince George ⁶	500	<ul style="list-style-type: none"> Marketing and promotion activities Micro-grants & business resources Undertaking a beautification project Community safety, health & well-being
Vernon	400	<ul style="list-style-type: none"> Marketing and promotion activities Special event hosting/ planning Regularly updated news page Business resources through a member's portal Downtown dollars initiative

⁴ Province of British Columbia (n.d.)

⁵ All information regarding services offered was determined from information available on each BIA's website and may not be an exhaustive list.

⁶ Won the BC BIA Excellence Award in 2022 for Marketing for Local Businesses & Safety and Security

Communities	Number of Members (approx.)	Services Offered ⁵
Campbell River	80	Marketing and promotion activities Special event hosting/ planning News portal Business resources & links to community resources
Squamish	200	Marketing and promotion activities Special event hosting/ planning Resources for economic development Community maintenance & beautification projects
Duncan	250	Marketing and promotion activities Special event hosting/ planning Video marketing Conduct façade improvement projects Downtown Dollars program
Kamloops (Downtown)	850	Marketing and promotion activities Special event hosting/ planning Preparation of studies, surveys & reports Improvement, maintenance & beautification of streets Substantial community resources
Kamloops (North Shore)	460	Marketing and promotion activities Special event hosting/ planning Improvement, maintenance & beautification of the areas, particularly through their arts and community mural initiative Provide community resources for businesses Conduct advocacy work on behalf of members
Parksville	230	Marketing and promotion activities Special event hosting/ planning Develop wayfinding information Youth ambassador program Area beautification projects

Communities	Number of Members (approx.)	Services Offered ⁵
		Business resources & links to community resources
Comox	200	Marketing and promotion activities Special event hosting/ planning Conduct advocacy work on behalf of members Marine advocacy Member Business Resources page

4.3.1 Unique Service Offerings

Across BC, there are several BIAs that are piloting innovative projects that expand the role and impact of the organization. A summary of some unique initiatives are outlined below. Note that the DCBIA may already employ some of these initiatives, however, it is still valuable to see how other jurisdictions employ similar techniques.

Downtown Prince George BIA - Multi-Media Marketing Campaign

Over eight months, the project created consistent messaging, images and graphics across the BIAs social media, and digital platforms. The BIAs website was also updated.

Tasks involved:

- *Photo Library*
 - Developing stock photos depicting downtown business components for all seasons
 - Business Components: SHOP-EAT-EXPLORE-THRIVE
- *Design Library*
 - Developing design/graphic library to use for social, digital & print
- *Social Media Management*
 - Building tool kit for creating, scheduling, and implementing social media campaign
 - Providing social media implementation for Downtown Prince George
- *Print Promotions & Advertising*
 - Increasing consistent image in all print & electronic materials

Project Cost: The project’s final cost was \$18,505.94. The project was partially funded by Northern Development Initiative Trust.

Downtown Prince George BIA - Clean and Safe Program

Downtown Prince George partnered with several social enterprises to address the increase in litter, needles, drug paraphernalia, biohazards, and graffiti in the downtown area. It also created meaningful and stable employment opportunities for those who might be underemployed or unemployed.

Current programs include a five-day (morning and afternoon) litter cleanup, a daily biohazard clean-up, and a daily alley needle clean up. Community members can also report issues for cleanup through the City's 311 number.

Project Cost: \$175,000 in 2022. Funded in partnership with the City of Prince George and Canada's Reaching Home Program.

Downtown Vernon Association - Downtown Dollars

The Downtown Dollars project allows people to load up to \$500 for gifts that can only be used at participating downtown stores. They can be used both online and in person.

Under their current system, merchants don't have to wait for the BIA to come and exchange the voucher for cash. Each month the BIA is sent a report on what store the money was spent in, how much was spent, the balance of the remaining cards, total value of all cards in the marketplace, and other data.

Project Cost: The BIA signed a 3-year contract for \$3000 with a gift card company and spent an additional \$1000 on the physical cards.

Downtown Squamish BIA - Squamish Mural Walk and Festival

The Squamish Mural Walk is a free, year-round self-guided tour of the murals in Downtown Squamish. A map of the murals with information about the piece and the artist is available year-round.

During the Mural Festival, which runs for a week in June, new murals are added. The festival runs the same weekend as the Beer Festival and includes live music, art, and family entertainment. Murals are selected via a Request for Proposal (RFP) system.

Project Cost: For 2022, they spent \$25,000 across 11 murals (eight permanent and three temporary). This did not include travel costs and accommodation.

Downtown Kamloops BIA - Sustainability & Coffee Initiative

The project involved research on the importance of using non-disposable cups, offering free or discounted coffee to people who brought in a reusable mug, developing a communication strategy that encourages individuals to sign a pledge, and social media ads to raise awareness about the project.

Project Cost: One of the team members applied for a community grant and received funding to purchase reusable to-go cups. The City of Kamloops offered knowledge on the subject, an iPad to get pledges, and some display items.

Parksville Downtown Business Association - Downtown Youth Ambassadors

The Parksville BIA hires two students for the summer months to help tourist and residents explore what the city has to offer and act as outreach for the BIA members. The team of two are equipped with uniforms and an iPad to track where visitors were from. They submit a weekly report to their supervisor about their finding from the week and if there were any concerns to flag for the BIA or the City.

At the end of the summer, the team puts together an end-of-season report that monitors pedestrian traffic patterns, noting any problem areas that either the City or BIA needs to address, and any gaps in services and retail opportunities provided downtown.

Project Cost: The wages were funded in part by the Canada Summer Jobs program.

4.4 Finances

Under the *Community Charter*, municipal Councils are permitted to grant money for the planning and implementation of a BIA, all or part of which must be recovered through a local service tax. Most municipalities use a fixed annual operating budget and collected taxes based on assessed property value. This provides more certainty in their annual operating budget, allowing BIA's to plan for the long-term. For the DCBIA, their entire operating budget from taxes applied to the members which is based on property assessed value. Table 4 below outlines each BIA's annual operating budget for 2022, the dollar amount allocated per member, annual levy increase per community.⁷

In addition to the funds collected the local service tax, some municipalities listed below have additional funding sources including grants, municipal funding, or joint partnerships with private organizations. While it is allowed through the *Community Charter*, it is not common for BIA's to include a specific amount of funding from the municipality in the bylaw.

Table 4: Comparable Communities - Annual Operating Budget

Comparable Communities (2021 Pop)	Members ⁸	Annual Operating Budget (2022)	\$ Amount Allocated Per Member	Levy Increase Per Year
Courtenay (28,420)	200	\$60,000	\$300.00	0%
Chilliwack (100,580)	350	\$349,349	\$998.14	2.8%
Prince George (76,708)	500	\$337,653	\$675.31	3%
Vernon (44,519)	400	\$297,457	\$743.64	3.6%
Campbell River (35,519)	80	\$53,870	\$673.38	2.9%
Squamish (23,819)	200	\$93,824	\$494.12	0% but will increase after 2025
Duncan (5,047)	250	\$112,500	\$450	2.5%

⁷ This is calculated as if the annual operating budget were allocated evenly among all BIA members. This is used only as a comparison among BIA's, this is not realistic to how BIA's allocate their funding.

⁸ This number is approximate.

Comparable Communities (2021 Pop)	Members ⁸	Annual Operating Budget (2022)	\$ Amount Allocated Per Member	Levy Increase Per Year
Downtown Kamloops (97,902)	850	\$296,096	\$348.35	5-6.5%
Northshore Kamloops (97,902)	460	\$222,870	\$484.50	4%
Parksville (13,642)	230	\$190,000	\$826.10	2.7%
Comox (14,806)	130	\$72,900	\$560.77	0%

Using the information provided in the table above, the average annual levy increase among comparative communities is 3%. The following table shows the potential DCBIA annual operating budget if they had observed a 3% levy increase per year since creation in 1995.

Table 5: DCBIA annual operating budget when observing a 3% annual increase

Year	DCBIA Unrealized Annual Operating Budget
1995	\$60,000
2000	\$69,556
2005	\$80,635
2010	\$93,478
2015	\$108,367
2020	\$125,627
2025	\$145,636

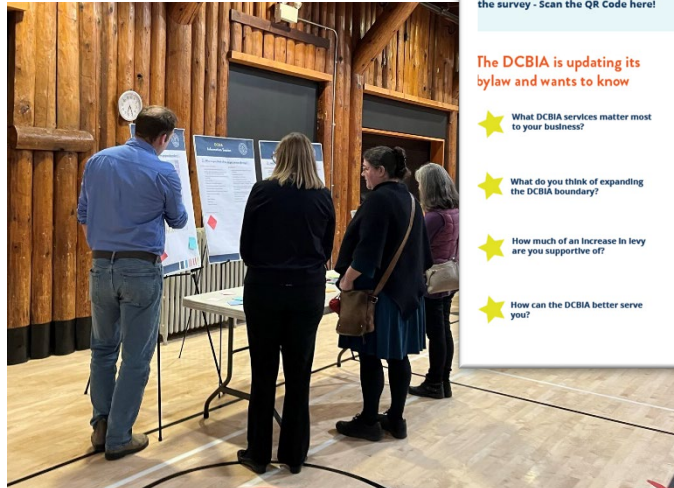
5.0 Community Feedback

5.1 Outreach Efforts

As it has been 20 years since the DCBIA bylaw was last renewed, it was important to facilitate an extensive outreach and engagement process that aimed to reach as many members and prospective members as possible. The goals for this process are outlined in the Communication and Engagement Strategy which can be found in Appendix A.

BIAs are permitted to determine how they fulfill their requirement to conduct member outreach based on their understanding of how their membership operates. This project employed the following methods to engage with current and prospective members:

- Booth at Market Days
- Email Newsletters
- Mailouts to Property Owners
- Informational Handouts
- Public Information Session
- Newspaper Promotion
- Hot Chocolate’s Window Display
- Digital Survey
- Door to Door Canvassing
- Social Media Campaign
- Board of Directors Workshop



5.1.1 Outreach by the Numbers

Through the methods listed above, we were able to reach a significant amount of current and prospective members about the process, the importance of the DCBIA, and better understand what they would like to see moving forward. The graphic below outlines the extent of the outreach undertaken through this project.⁹



⁹ Note that there were several rounds of mailouts and handouts completed, so some recipients may have been contacted multiple times.

5.2 Board of Directors Workshop

A workshop with DCBIA's board was held on September 28, 2022 in the Comox Valley Art Gallery Board Room. The workshop included three main activities: discussing potential new services with an increased budget, reviewing reasonable annual operating budgets and rate increases, and outlining the an expanded DCBIA boundary.

The feedback from those discussions is summarised below and organized by those three main workshop activities.

What existing services/initiatives are working well and could be expanded upon? And what new services/initiatives could be included with an increased operating budget?

Administration

Discussion surrounded the need to increase staffing at the DCBIA including paid roles for social media, events management, and bookkeeping. There was a significant amount of support for the current Executive Director and a desire to provide additional support for the role wherever possible.

Marketing and Promotion

Discussion focused on small business owners. Ideas for new events included a mural festival, free music downtown, winter night light-ups, and late-night activities downtown. There were also several ideas to run co-promotion with hotels and the local airport, increase staffing for marketing, and focus on elevating the arts.

Beautification and Revitalization

Discussion surrounded overarching goals of revitalization and the need for more public gathering spaces and programming. A key theme emerged surrounding night life including ways to increase foot traffic past 5pm, more nighttime events.

There was also discussion of collaborating with the City of Courtenay to include design feature requirements for downtown that is incentivized by tax breaks, a tax break for building improvements to restore heritage buildings, sidewalk improvements, and a bylaw on the look of facades.

There was also discussion on the level of service provided by area of the DCBIA. This involved discussion surrounding a boundary expansion, and what level of beautification and



revitalization these areas would be able to expect. The Board recognized the need for equal services across the entire DCBIA.

Safety and Security

The Board’s feedback regarding safety and security generally focused on improvements to existing initiatives. Feedback included the need for consistent communication with the City of Courtenay and the RCMP, increased morning cleanup services, and initiating reporting from the Footprints security guard.

Advocacy

The Board’s feedback included a need to improve existing advocacy channels and finding new opportunities. Feedback included working with local politicians and the Provincial government for communications, partnering with non-profits, and deepening existing relating with RCMP, Homelessness Coalition, Chamber of Commerce, and other BIAs. The Board also noted a need to advocate for different types of member businesses needs (i.e. merchants vs professionals) and pursuing sponsorships and grants.

What is a reasonable annual operating budget and annual rate increase?

As an icebreaker to this topic, the Board was asked to submit what they thought would be a reasonable operating budget for the DCBIA. Answers ranged from \$320,000 on the high end, to \$80,000 on the low end.

Then using these numbers as examples, board members worked through several scenarios of potential operating budgets and annual rate increases. Through this budgeting exercise, participants were able to discuss what the priorities would be while keeping in mind services and initiatives discussed in the first activity. The table below is an example of the budgeting exercise employed during the workshop.

What is a realistic budget operating budget?			
Indicate on this scale a realistic budget range			
BUDGET	\$	130,000.00	\$ 60,000.00
			Current
Based off the prioritizing exercise; assign a percent of the budget to each service area.			
The below is based on the budget HIGH END number above			
	% of the Budget	Service Area Budget	
Safety and Security (i.e. lighting, resources, evening patrol)	13%	\$ 16,900.00	
Marketing and Promotion (i.e. Events, signage and marketing campaigns)	23%	\$ 29,900.00	
Beautification and Revitalization (i.e. parklets, wayfinding, amenities, banners)	9%	\$ 11,700.00	
Advocacy (i.e. external funders, City of Courtenay, CVRD, provincial and federal governments, Chamber of Commerce etc.)	8%	\$ 10,400.00	
Administration (i.e. ED set contract, ED increase hours, staffing support)	47%	\$ 61,100.00	Fixed costs
TOTAL	100%	\$ 130,000.00	

Figure 1 - Board of Directors Workshop Budgeting Exercise

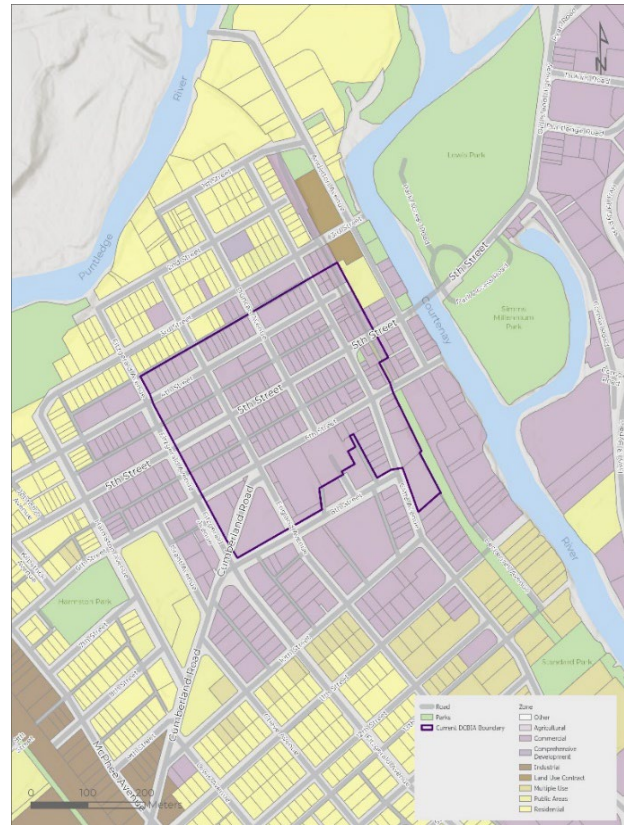
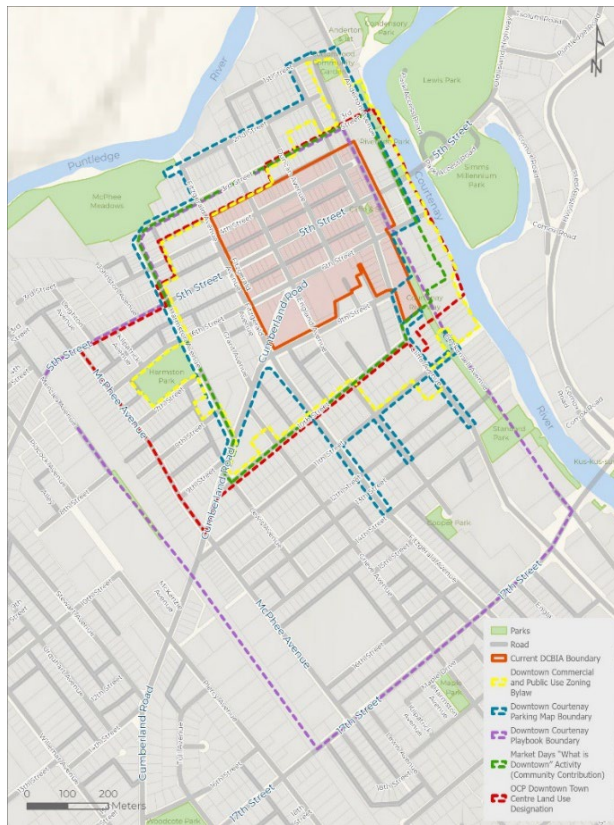
However, board members noted that the size of the increase should be determined after feedback from the member survey was released that better showed what members would be most comfortable with. The photo of the spreadsheet on the previous page shows the budgeting activity and how board members allocated available funds.

What are the boundaries of the future DCBIA?

Board members were shown the maps below to centre discussion around current boundaries, commercial properties and what the City of Courtenay considers to be “downtown.” Board members noted a clear boundary expansion area when looking at these maps.

Map 1: Various boundaries outlined in City of Courtenay planning documents

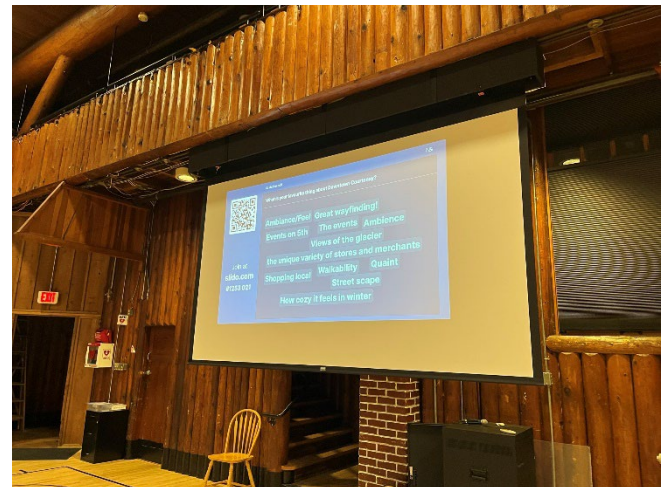
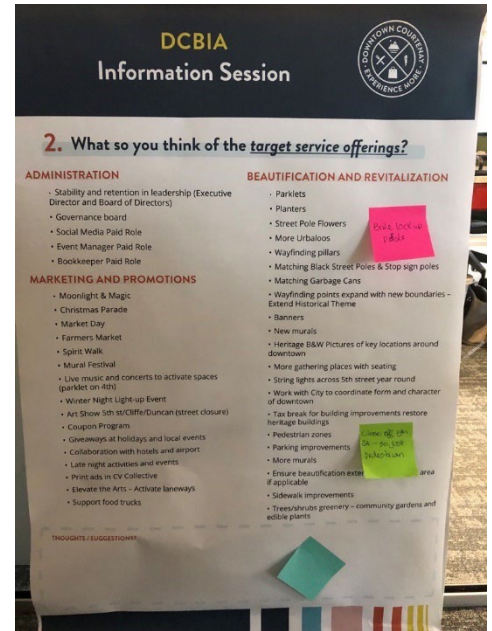
Map 2: City of Courtenay commercial zoning map



5.3 Information Session

The information session was held on November 15, 2022 at the Native Sons Hall in Downtown Courtenay. The event was promoted using the Hot Chocolate's window display, email newsletter, door-to-door handouts and social media. Attendees represented a variety of groups including long-time members, the general public and current DCBIA board members. The format of the event included a presentation, discussion, and posters board throughout the room for people to engage with the subject matter anonymously.

Attendees were in agreement that the current operating budget was not adequate to continue to serve the downtown business community. Attendees identified some concerns with a potential boundary expansion, noting that it can be difficult to garner support when proposing big changes.



5.4 Online Survey

The DCBIA launched a virtual survey in August 2022. The survey was available for both property owners and business owners that are located in the Downtown Courtenay area. This included both current members and businesses outside the current boundary. The survey closed on February 6th, 2023, and received 95 number of responses which is approximately a 24% response rate. The feedback from this survey is summarized in the section below.

Breakdown of Survey Respondents

A majority of the survey respondents (61%) were existing BIA members. About half of the respondents were from Area A (18%) and Area B (31%).

Figure 2. Are you a Downtown Courtenay Business Improvement Area Member?

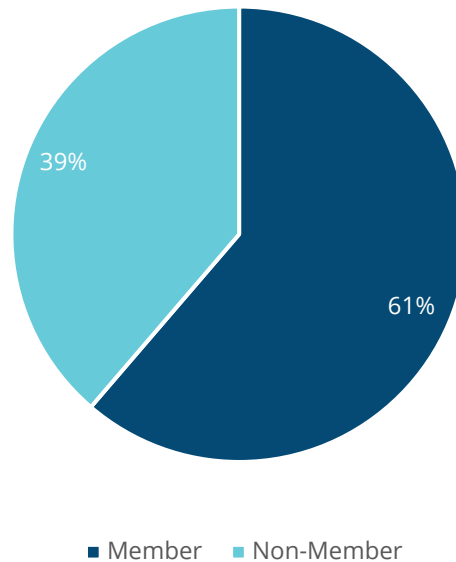
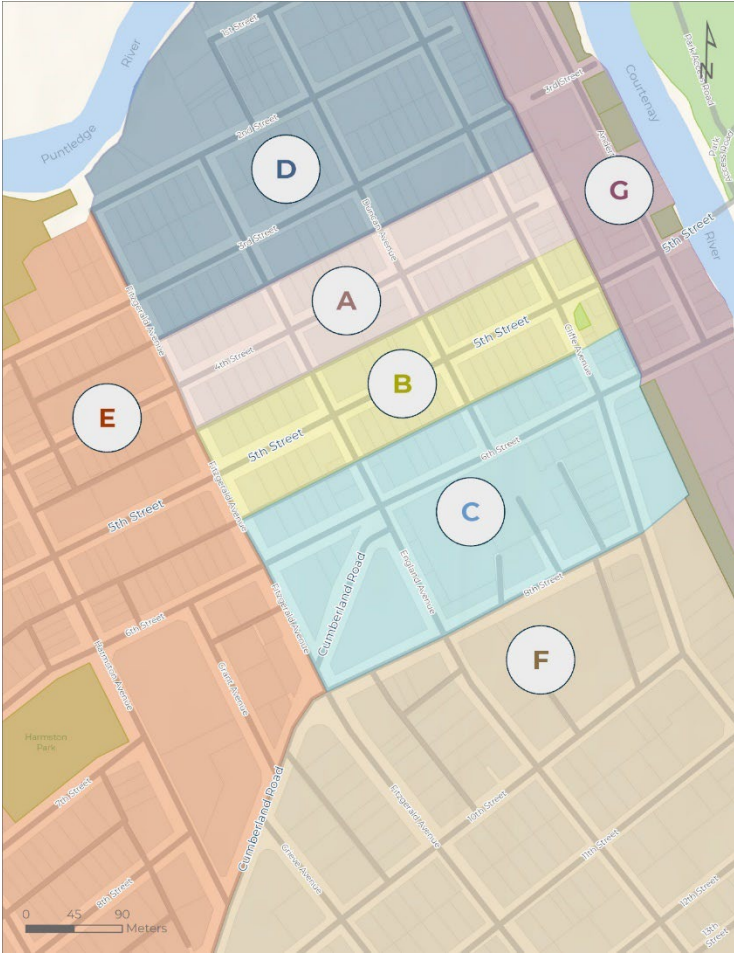
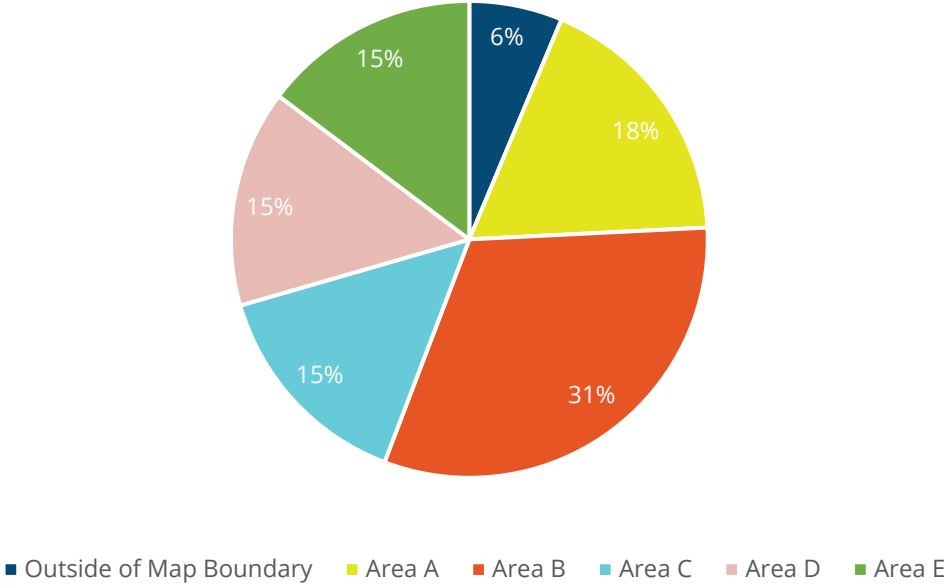


Figure 3. Location of Respondents



Many of the respondent members (71%) had been members for 10+ years. Most of the survey respondents (45%) represented businesses that offer some type of service (i.e. engineering, medical, lawyer etc.).

Figure 4. How long have you been a member?
(Member Respondents Only)

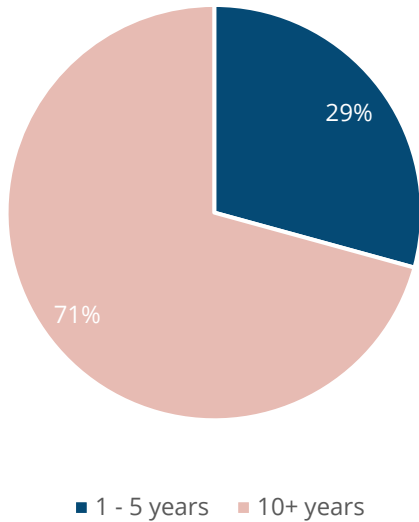
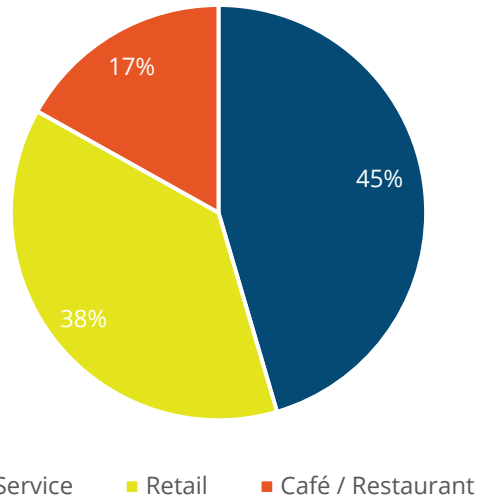


Figure 5. Business Type

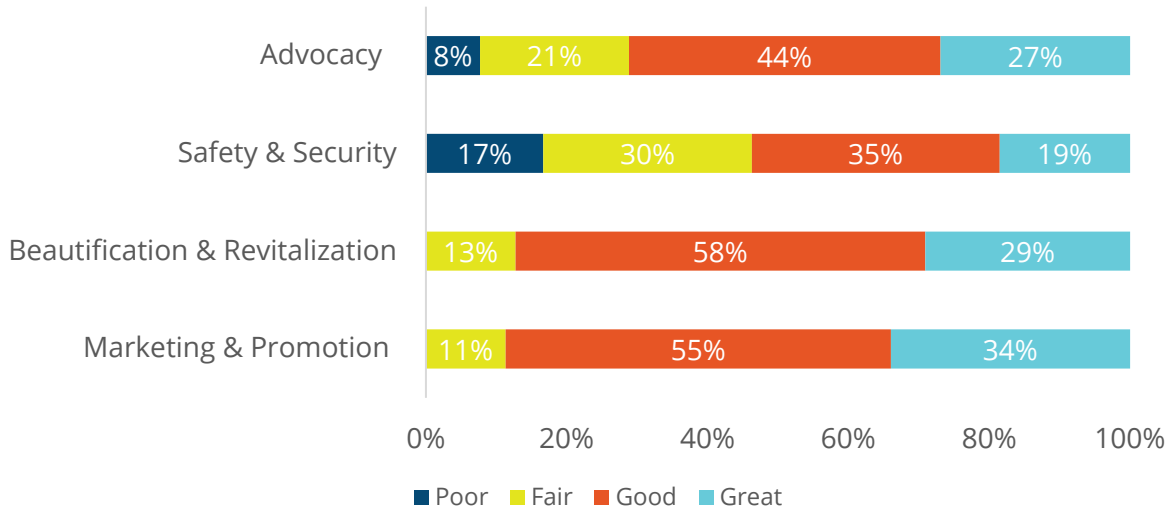


Member Opinions

Members responded most favourably to the effectiveness of the DCBIA in providing beautification, revitalization, marketing, and promotional services. Approximately (87%) had a good or great rating for DCBIA’s beautification and revitalization services and approximately (89%) had a good or great rating for DCBIA’s marketing and promotion services.

Member respondents had a lower perception of DCBIA’s advocacy, safety, and security services. Approximately (29%) had a poor or fair rating of the DCBIA’s advocacy services and approximately (47%) had a poor rating of DCBIA’s safety and security services.

Figure 6. Rating the Effectiveness of the DCBIA in Providing Services (Members Only)



Most member respondents (63%) were in support of an annual levy increase. Most member respondents were supportive of a 2-4% increase (55%).

Figure 7. With the understanding that the operating budget needs to be increased, which of the following best describes your opinion regarding an annual levy increase? (Members Only)

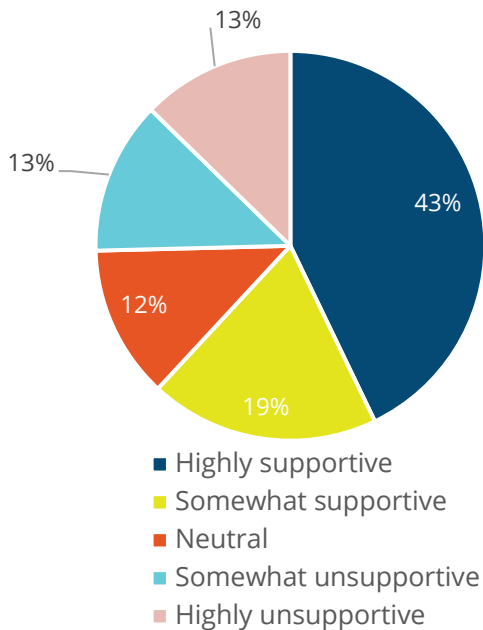
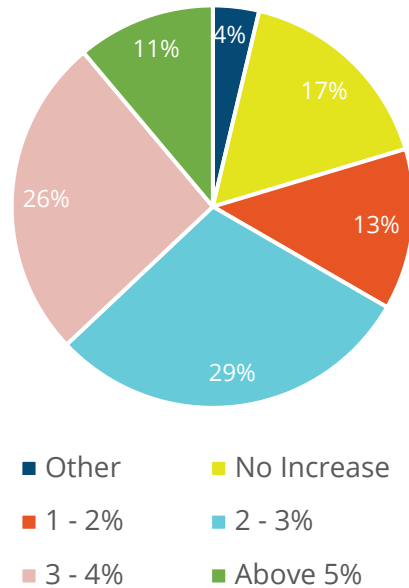


Figure 8. With the understanding that a 3% annual levy increase is the average for similar sized communities, what percentage increase would you be supportive of? (Members Only)



A majority of member respondents (72%) believed that a levy increase would not impact their decision to remain within the DCBIA. Most member respondents (78%) were also supportive of a boundary expansion to include more businesses.

Figure 9. Would a levy increase impact your decision to remain within the DCBIA boundaries? (Members Only)

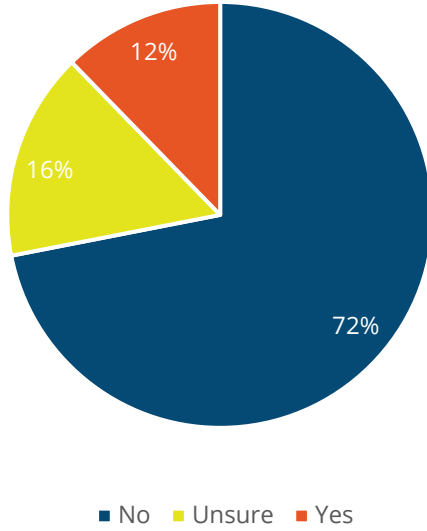
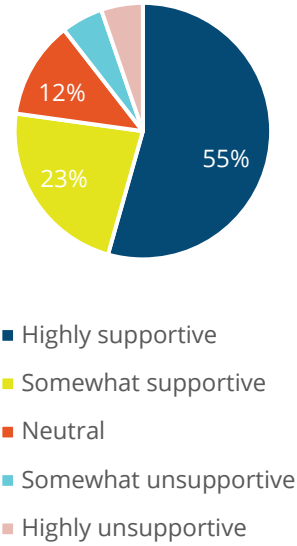
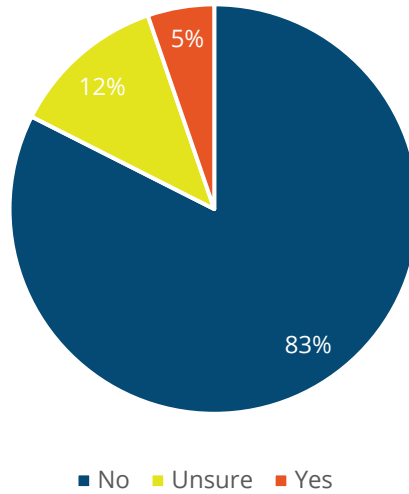


Figure 10. Would you be supportive of a DCBIA boundary expansion to include more businesses (Members Only)



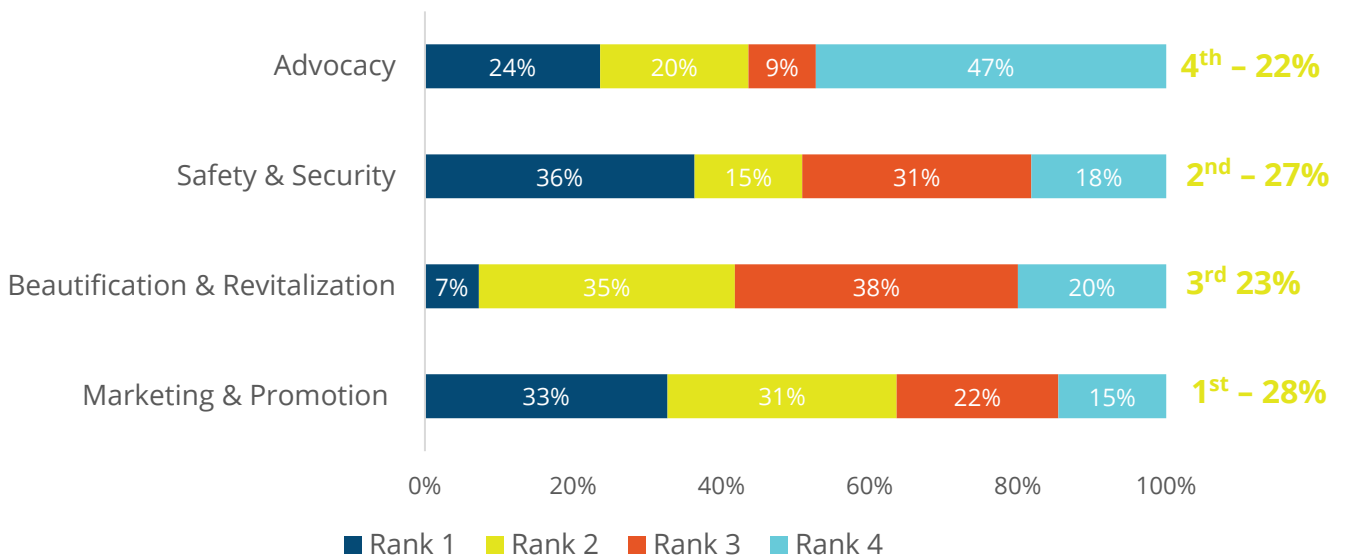
Most of the member respondents (83%) believed that a DCBIA expansion would not impact their decision to remain with in the DCBIA.

Figure 11. Would a boundary expansion impact your decision to remain within the DCBIA boundaries? (Members Only)



The priority service for member respondents was marketing and promotion, with over (64%) ranking it as their first or second priority. The lowest priority for member respondents was advocacy services, with (47%) of members ranking it as their last priority.

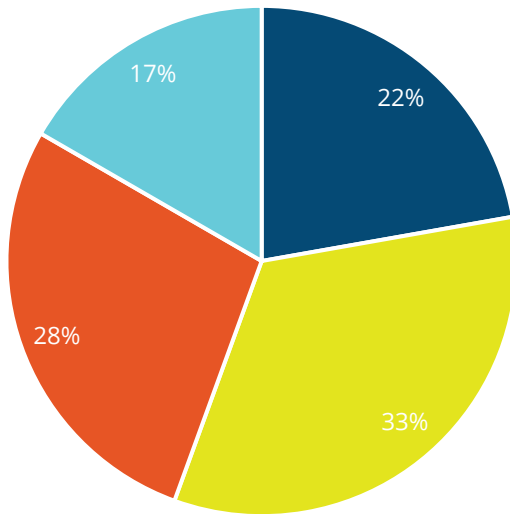
Figure 12. Please prioritize the services offered by the DCBIA from 1-4 in order of importance to you and your business (1 being the highest priority, 4 being the lowest) [Members Only]



Non-Member Opinions

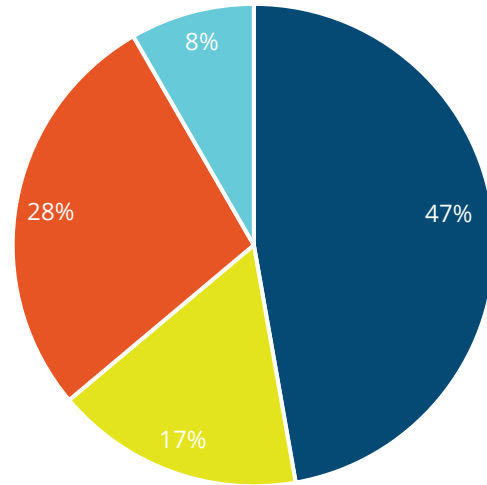
There were very few non-member respondents that understands well what the DCBIA does (17%). Only 28% of non-member respondents were associate members or had an interest in becoming one. The majority (47%) of non-member respondents did not understand what an associate member was.

Figure 13. How well do you understand what the DCBIA does? (Non-members)



- Not at all
- Not very well
- Somewhat well
- Very well

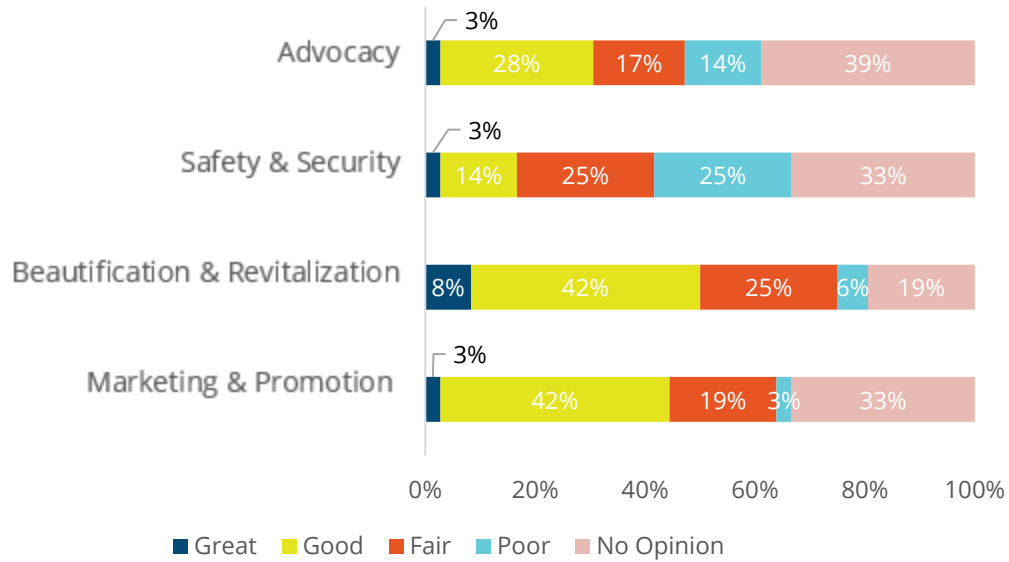
Figure 14. Are you currently an associate member? (Non-Member)



- I do not know what an associate is
- I have no interest in being an associate
- No, but I would like to be an associate
- Yes, I am an associate member

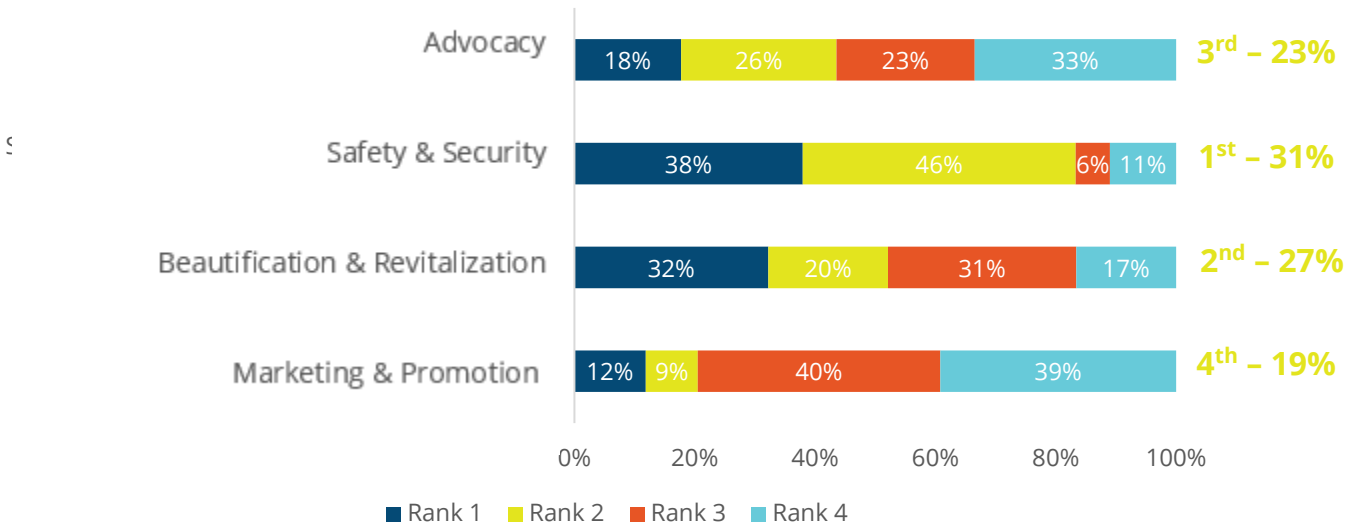
Overall, the non-member respondents did not have very favourable views of the DCBIA's effectiveness at providing services. The highest rated services were beautification, revitalization, marketing, and promotion. The lowest rated services were advocacy, which 14% rated poor, and security which 25% rated poor.

Figure 15. Rating the Effectiveness of the DCBIA in Providing Services (Non-members)



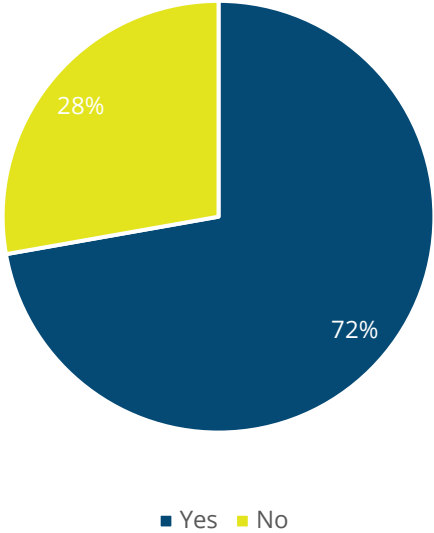
Non-member respondents top priorities were security, safety, beautification, and revitalization if the DCBIA’s boundary was expanded. Over 84% of non-member respondents had security and safety as their first or second priority. Approximately 52% of non-member respondents had beautification and revitalization as their first or second priority.

Figure 16. If the boundary was expanded, what level of service would you prioritize in your area? (Non-members)



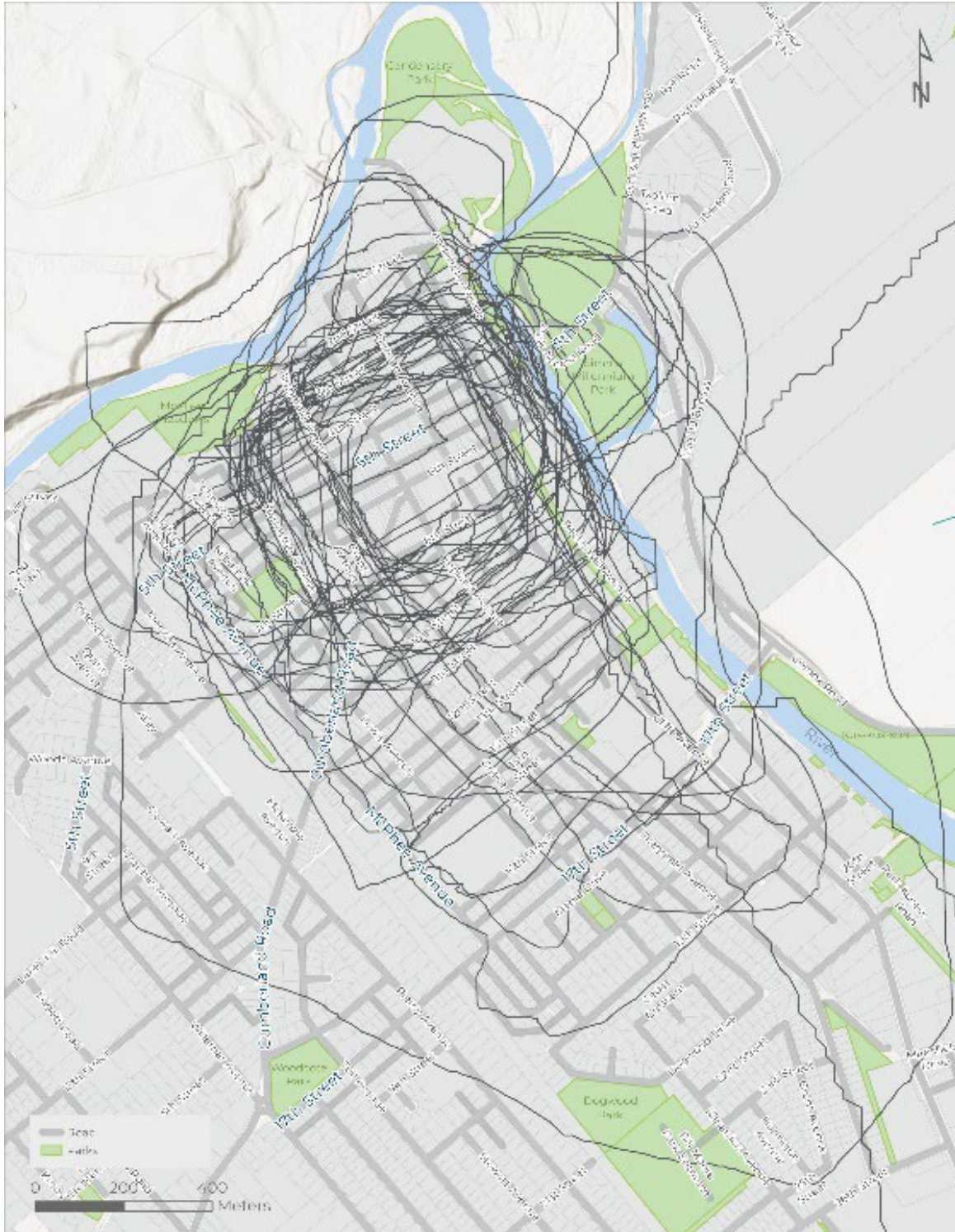
Approximately 72% of non-member survey respondents supported a DCBIA boundary expansion.

Figure 17. With an understanding of the services offered by the DCBIA (supplied in the attached info sheet), would you support a DCBIA boundary expansion that includes your business? (Non-members)



We asked the general public, current members and prospective members to draw on a map where they consider to be Downtown Courtenay. The resulting map in Figure 16 shows each of the respondents' boundaries.

Figure 18. What do you consider "Downtown Courtenay"



5.5 Key Findings

Through analysis of responses to outreach activities several key themes emerged that have been used to formulate recommendations.



Participants of the board workshop discussed several ideas for a potential budget and boundary increase. These ideas included increased paid staffing, new events and programming to improve the vibrancy of downtown, improving existing safety and security initiatives, and strengthening existing partnership.



A majority of member respondents to the survey had favorable views of DCBIA's existing services for beautification, revitalization, marketing, and promotion.



A majority of survey respondents think the DCBIA's can do a better job at security, safety, and advocacy.



Majority of current member respondents to the survey were supportive of an increase in operating budget. And majority of member respondents were supportive of an annual levy increase between 2% and 4%.



Survey respondents who are not currently members do not have a good understanding of what the DCBIA does or how it can help their business.



Majority of non-member respondents support a DCBIA boundary expansion to include their business.



Survey respondents indicated that they if they are going to be paying more, they expect higher levels of service.

6.0 Recommendations

As mentioned in Section 3.0, the *Community Charter* outlines that a local service area bylaw (which includes BIAs) must contain certain information. This includes the following:

- a) The bylaw must identify the business promotion scheme (services) for which and the organization to which the money will be granted.
- b) The bylaw must establish the maximum amount of money to be granted and the maximum term over which it may be granted.
- c) The bylaw must identify the methods of cost recovery for the service, including the form of local service tax and the portion of the costs of the service that are to be recovered by the local service tax.
- d) The bylaw must define the boundaries of the local service area using a map.

As per the list above, the following section provides recommendations based on the information provided in this report.

6.1 Service Delivery

The DCBIA has the opportunity to reimagine how they will serve the downtown business community and continue to make downtown Courtenay a vibrant place to visit. Services offered by the DCBIA are very much dependent on available resources, therefore budgeting will need to be completed to prioritize services.

The DCBIA should consider the results of the survey to focus resources. Prioritizing marketing and promotion and safety and security for the area that are currently members. And prioritizing safety and security and beautification and revitalization for areas outside the current boundary if the boundary is expanded. The Board should consider the exercise completed during the Board of Directors workshop to implement new initiatives and expand existing successful initiatives. This input can be found in Appendix B.

To limit staff turnover and increase capacity, it is recommended that the Executive Director position become a fulltime position. This will allow the board to move towards a governance model and focus more closely on strategic decision-making. The DCBIA should also consider hiring additional support such as a bookkeeper in the short-term and marketing/events support in the long-term.

6.2 Finances

With consideration of the support from survey respondents, a modest increase in the annual operating budget is recommended. The recommended annual operating budget would be at minimum \$120,000 potentially expanding to \$240,000. The DCBIA board will need to conduct a more fulsome budgeting exercise to determine where in that range they need to be, to increase to costs and service levels.

Based on the best practices research and feedback from the survey, we recommend an annual increase of approximately 3%. A 3% annual increase is the average amongst BC BIAs. This may be implemented after year 2 or 3 so as to allow members to adjust to the increase.

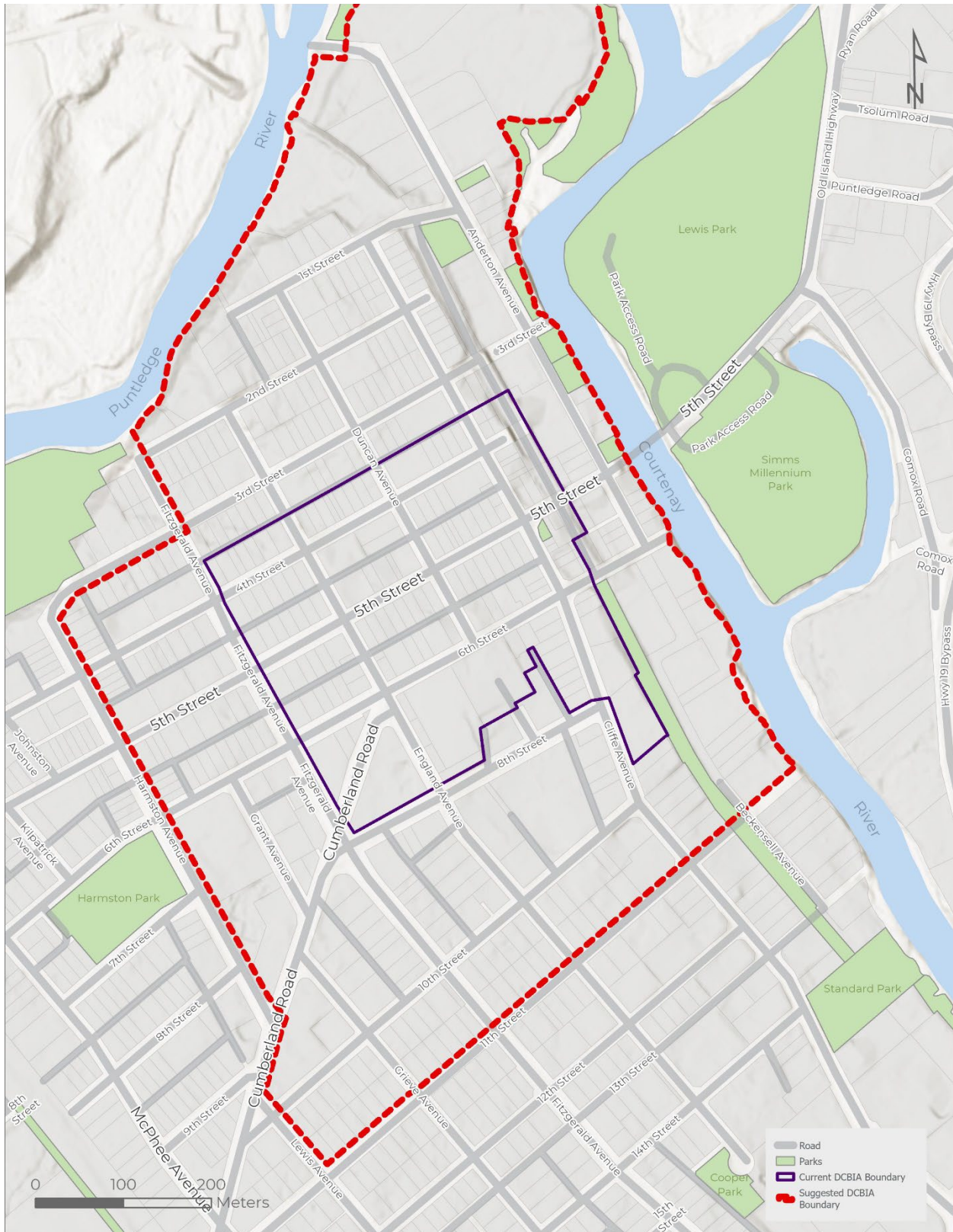


The term of renewal may depend on if an annual levy increase is employed. With an increase, the Bylaw may not need to be renewed for a longer period of time. Therefore, it is recommended that the term of renewal for the DCBIA Bylaw be between five and eight years.

6.3 Boundary Expansion

In consideration of the support from survey respondents, both within the current boundary and within the affected area, it is recommended to pursue a boundary expansion. The boundary expansion will help to level economic development and revitalization efforts throughout downtown Courtenay and bolster the annual operating budget with a wider tax base.

The proposed boundary in the map below incorporates all commercially zoned properties and utilizes the natural boundary of the river. This boundary also accommodates for future growth of the downtown area.



7.0 Proposed Next Steps

To complete this project and make changes to the bylaw, it is recommended that the DCBIA complete the next steps outlined in the graphic below.



Step 1 – Targeted Outreach to Expansion Area

It is recommended that outreach continue over the next few months with a more targeted approach. It may be helpful to reach out to properties with a high assessment value outside the current boundary as they will be most impacted by the changes.

Similarly, many non-member respondents of the survey indicated they did not fully understand what the DCBIA does. It may be useful to reach out to any survey respondents who indicated this and do not want a boundary expansion to be able to communicate what the DCBIA can offer them.

Step 2 – Board Decision-Making

While this report provides general recommendations about changes to the Bylaw, the DCBIA Board of Directors will need to come to a decision about what they are presenting to the larger membership. This includes the annual operating budget, annual levy increase, service levels, and a potential boundary expansion.

As a first step before making this decision, it is recommended the DCBIA discuss with the City of Courtenay any potential municipal contributions they may consider. These may be laid out in the Bylaw, or they may be more focused towards infrastructure and regular City operations.

Step 3 – Annual General Meeting 2023

Once the Board has come to a decision, they will present the proposed changes at the AGM in June. Members will vote to pass these changes and vote in principle on a boundary expansion (if applicable). The AGM resolution to formally request the City to consider the BIA renewal.

Update: The DCBIA held its Annual General Meeting on June 7, 2023. At that meeting, a proposed bylaw was presented as an example to consider. At the end of the meeting a motion was passed to support moving forward with a new bylaw in accordance with the key elements outlined in the proposed bylaw. A copy of the meeting notes and the proposed bylaw presented during the meeting are included in Appendix C of this report.

Step 4 – Council Procedures

The DCBIA respectfully requests that City of Courtenay Council move forward with the Council Initiative – Subject to Petition Against process to consider a refreshed DCBIA within the same boundaries as are currently in place, and with an annual budget starting at \$120,000 and increasing to \$175,000 over a period of 5 years as outlined below.

Year	Annual Budget
2024	\$120,000
2025	\$130,000
2026	\$145,000
2027	\$160,000
2028	\$175,000

Update: the budget amounts and timeline presented above were prepared proposed by the DCBIA and presented to members at its Annual General Meeting on June 7, 2023. At the end of the meeting a motion was passed to support moving forward with a new bylaw in accordance with these numbers and this timeline.

The DCBIA also respectfully requests that City of Courtenay Council be open to considering enlargement of the DCBIA local service area through a future Bylaw amendment. The DCBIA will lead the initial consideration of this boundary enlargement, and keep the City apprised of its findings. It is anticipated that this will occur in 2025.



APPENDIX A

Communications and Engagement Strategy



Communications & Engagement Strategy

Prepared for the Downtown Courtenay Business Improvement Area – Bylaw Review.

SETTING THE STAGE

PROJECT BACKGROUND

The DCBIA has been in existence since 1995, with a goal to provide support for downtown Courtenay Businesses and enhance a vibrant business community through leadership and advocacy. It currently has more than 200 members.

The bylaw that establishes the Downtown Courtenay Business Improvement Association (DCBIA) has not been reviewed since the DCBIA's inception. As such, the DCBIA is undertaking a fulsome review of the bylaw. In order to prepare for the bylaw update, the DCBIA is conducting a planning process that focuses on engaging with local businesses and property owners to explore opportunities for an improved and expanded BIA. Key items to be investigated through this process include:

- Reviewing the boundaries of the DCBIA
- Service offerings and member benefits
- Budget and tax implications
- An overview of best practices and trends

STAKEHOLDERS

The project involves extensive consultation with interested and invested parties listed in the table below. The table shows perceived interest levels and targeted involvement for each stakeholder group.

<i>Stakeholder</i>	<i>Interest</i>	<i>Involvement</i>
DCBIA Board Members	High	High
DCBIA Members	High	Medium
Prospective Members (both inside and outside the current boundary)	Medium	Medium
City of Courtenay	Medium	Medium
Public	Low	Low

RISKS

The following table present any perceived communication or engagement risks to the project and associated mitigation measures to ensure the project runs smoothly:

<i>Risk</i>	<i>Mitigation Measure</i>
1. Lack of participation from members	Effective communication and marketing
	Selection of appropriate engagement techniques
	Leveraging board member connections
2. Off topic/out of scope commentary (i.e. airing grievances that do not relate to the bylaw review)	Effective facilitation during engagement activities
	Clear communication about the scope of the project
3. Condensed project timeline (i.e. how can we involve all stakeholders in a meaningful way and meet our deadline)	Effective project management techniques
	Support from staff and board
4. COVID-19 public health orders	Continue to monitor case numbers and public health order
	Observe Urban Systems health and safety principles
	Utilize virtual engagement techniques as necessary

COMMUNICATION

COMMUNICATION OBJECTIVES

The following communication objectives have been developed to guide communication efforts for each stakeholder groups. A targeted approach will ensure efficient and effective communication techniques are applied and tailored to each groups level of interest and involvement.

- **DCBIA Board Members:** They are consistently engaged and have ownership over the resulting bylaw
- **DCBIA General Members:** Well informed and consulted throughout the process and to ensure their views are incorporated
- **Prospective Members (outside the current boundary):** They are informed on the planning process and provided with opportunities to give feedback as it impacts them
- **Public:** They gain an understanding of the project and what the BIA offers
- **City of Courtenay:** They are kept up to date throughout the process and provided opportunities to share expertise
-

KEY MESSAGES

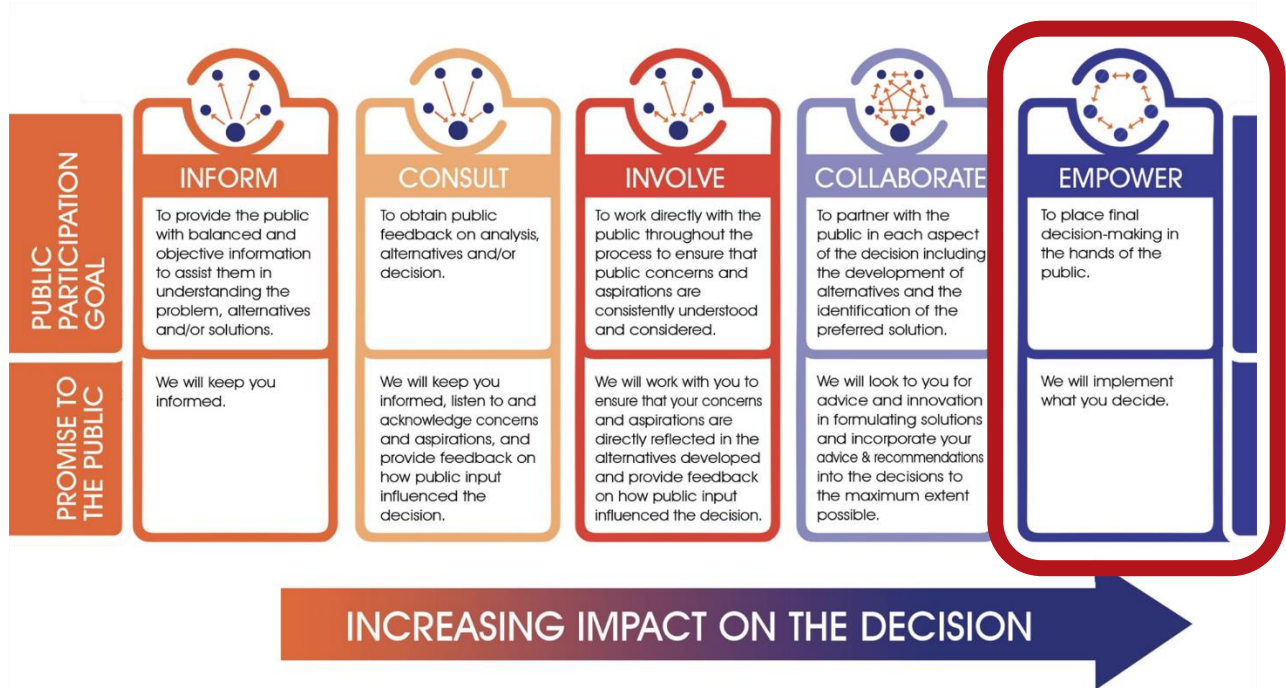
Key messages focus the development of communications and engagement materials. They allow the project team to speak collectively – presenting a “big picture” overview of the Bylaw Renewal. The following key messages are categorized by internal (i.e. DCBIA members, staff and the City of Courtenay) and external (i.e. the public and prospective members.”

Internal Message: *Be a part of creating an improved Downtown Courtenay Business Improvement Area bylaw that focuses on safety, economic development, and area revitalization.*

External Message: *The Downtown Courtenay Business Improvement Area is updating their bylaw with the goal of increasing revenue streams, examining levels of service and expanding the boundaries.*

ENGAGEMENT

The IAP2 Spectrum (featured below) is designed to assist with the selection of the level of participation that defines the stakeholder’s role and the formulation of the participation goal that will drive the engagement process.



For this project, we will **EMPOWER** the DCBIA members to make the final decision while the project team will work to implement what they decide. We will do so by utilizing techniques that bring people together to formulate a direction and implement that direction within the resulting bylaw.

Understanding the impact on the decision has helped to develop the following engagement objective:

Engagement Objective: *To facilitate a process for DCBIA members to make thoughtful and informed decision regarding the DCBIA Bylaw Renewal.*

4.1 TECHNIQUES

TECHNIQUE	DESCRIPTION	OBJECTIVE
Market Days	Booth set up at the annual Market Days with informational posters and an interactive activity	Gain a preliminary understanding of the public's level of interest in the project.
Promotional Campaign	<ul style="list-style-type: none"> • Website • Window display • Social media 	Provide information about what the DCBIA does, and inform them of the project process
Survey Package	<ul style="list-style-type: none"> • Targeted email • Informational handout • Online survey 	Provide information about best practices, comparative review, service levels and gain feedback about boundary expansion and fee structure.
Workshop	Structured session for Board of Directors to share thoughts.	Present our findings and facilitate a collaborative decision making process
Regular Board Meetings	Present to the DCBIA Board and share information about progress to date	Keep the DCBIA Board informed and involved in the project and leverage their knowledge of the BIA in future endeavours
Interviews	We will provide an opportunity for members to schedule a one on one interview with the project team to dig deeper into their thoughts about the project	Gain additional feedback from interested parties, and provide an opportunity to interact with the project team.

Information Session	A mid-way meeting with all stakeholders to present findings to date and update them on process	Gain feedback on the draft bylaw
Review Meeting	Meet with relevant City staff to review information	Review proposed process and gain an understanding of the City's role. Better understanding of the adoption process.
Door-to-Door Canvassing	Pass out flyers door-to-door to inform all businesses within the study area of the process and potential changes.	Ensure everyone that may be affected by the change is informed of the process
Mailouts	Send informational package via mail to property owners as many of them may live out of town.	Ensure everyone that may be affected by the change is informed of the process



APPENDIX B

Verbatim Engagement Results

SURVEY FINDINGS

VERBATIM INPUT

With the understanding that the operating budget needs to be increased, which of the following best describes your opinion regarding an annual levy increase? Please explain your response below (*Member Question*)

- A levy increase would improve the prospects and benefits of being within the boundary.
- I believe that pooling resources to pay for services is well worth it
- There are limited areas to run a retail (foot traffic based business)
- Own my building
- As with any funding if it's going to be used to improve the conditions then I support. If we are going to pay a larger amount that is just used up in administrative then no.
- I have no idea what the percentage means in real dollars so it's a bit of guess.
- I'm in support of the levy being increased assuming that the funds are used to increase the DCBIA's market exposure.
- I am content to stay where I am regardless of the decision.
- We are proud members of downtown and understand the importance of this levy and the implications moving forward
- I'd stay regardless.
- I do not think there is an opt out situation for this program
- Keep everybody the same ,expand to get More businesses in
- Building cannot be moved!
- With covid closure, bridge construction, being closed another 6 months from flooding and interest rates & the cost of living going up 📈📈📈
- DCBIA does a phenomenal job. So happy to be a part of it. Thank you.
- That is where my store is and moving would be detrimental to my business
- It would depend on the increase, and what we were directly benefiting from it. Not a simple yes or no.
- Covid closure bridge construction now. High interest rates. Small businesses are maxed out.
- It would reflect an increase in expenses that we are all experiencing and provide more working dollars for all aspects of the services provided by the DCBIA.
- As a cultural Amenity I don't think we pay a levy. But we would be willing to pay a membership. The theatre's location downtown is part of what makes it special.
- I do not think it is optional to not be part of the DCBIA if you're inside the boundaries. We have to try and make the best use of increases. Increases to everything is putting lots of pressure on business in general.
- I'm supportive of an increase
- Fabulous job! The ED is just amazing.
- I would still remain
- How much is 3%? If I'm already just breaking even, how could the DCBIA help offset the loss of business due to illness, snow, difficulty in parking.
- We're already in it and we support the increase
- My business is not portable
- On a 5-year lease, will choose future leases based on best location options available.

With the understanding that a 3% annual levy increase is the average for similar sized communities, what percentage increase would you be supportive of? Answered "other"
(Member Question)

- May not need to increase if we expand our boundaries which would give us a larger amount of memberships to work with
- I'm confused on what the rate increase is being proposed. Are you asking us what the rate should be? I would prefer to see a proposed budget with the rate increase.

Would you be supportive of a DCBIA boundary expansion to include more businesses? Please explain your response below *(Member Question)*

- Our business is already operating at capacity and we have no desire for growth. I know it sounds strange but it's true.
- Anything that helps beautify and unify the downtown core would be great
- I am always happy to join these types of associations. Even though we're on 3rd street we have the same issues as those a block or so over.
- I would need to understand what the boundary expansion would entail, but I would be open to expanded support for Courtenay's small local businesses and the downtown environment.
- Continue to focus on grow the core downtown before expanding
- I've been a member of other BIA's and believe firmly in their value
- Not sure how it would benefit my business
- Community should be connected, downtown is a small area but the issues it faces are the same for all commercial areas in town.
- The more the merrier
- We are outside city limits, I feel that keeping business in the downtown central core is important. I don't want to see any housing or business destroy any current park or greenspace. Part of keeping the charm is keeping things contained and smaller.
- It would be very advantageous to have the boundaries expanded so the legion could be included in any promotions.
- While I am simply an associate at my clinic and I don't own the property or business, I support a vibrant, safe, and beautiful downtown.
- I feel that area F businesses (we're on 10th street) are part of the downtown core. We would benefit from being part of discussions on how to keep the downtown core vital, by keeping it safe, accessible and vibrant for our customers.
- Owner of 2 properties. 362 10th, and 495 6th. I think that you do a good job with a limited budget. Courtenay has a vibrant downtown, and would like to keep it that way. I have safety and security concerns. Would like to see more foot traffic promoted by banners, flowers etc.
- Not likely to experience any direct financial gain from this service as the idea of "downtown" has been locally institutionalized as 5th and 6th Street. They stand to benefit the most. Expanding the jurisdiction to simply cover the costs to serve those it most benefits historically doesn't seem like a justification to require me to be a member or pay any increased cost. As a leasee, the business is already required to pay the property tax for the landowner. Financially beneficial opportunities to incurring this cost would be have to be made on a case basis.
- This question is a bit confusing. The boundary already includes my business. We are an associate member because we are a city owned cultural amenity, not because of our location. I would support a limited boundary expansion on the basis of more members would offer more resources to the DCBIA. But too large a boundary extension would make the marketing of downtown (the downtown experience) much more challenging.
- I would want to have a better understanding of all of the services offered by the DCBIA and what the membership fees are before making a final decision but can see potential value in being included in marketing of events that bring people downtown.

-
- The Old Church Theatre would love to be considered as part of the Downtown Area and to share in helping to improve awareness and safety for everyone in that area.
 - In boundary

Would a boundary expansion impact your decision to remain within the DCBIA boundaries?

Please explain your response below (*Member Question*)

- Would not be likely to move due to this.
- I think if you're going to expand the boundaries then all of the properties that are inside of the expansion need to be included if you're going to just add one property from an expanded area they're going to be lots of properties that are going to reap the rewards of downtown business association efforts and not pay into it. I respect that part of it trying to get a cohesive entering of the boundaries with the taxes in different opinions of property owners would never be all that easy.
- The community is growing, the downtown core is growing and filling in and that should be acknowledged by new and larger boundaries.
- I would likely only support the boundary extension if there was a significant increase to the DCBIA budget for marketing. I'm not in favour expanding the boundary to increase the DCBIA's involvement with unhoused (is that PC?) issues. By this I mean that I would only be in favour of increasing the budget and boundaries if the focus of the DCBIA was on revenue generating businesses. If the budget was increased and a portion of the budget was dedicated to social issues, I would not support a budget increase.
- I am content to stay where I am regardless of the decision.
- The current boundary was established 20 years ago...a lot has changed, and we need to be more inclusive to the businesses that are located downtown that have been not included due to the original footprint
- I'd stay regardless.
- If you could generate more revenue by adding a larger base. But again, I do not think we can just opt out.
- As above and my business suits a downtown location
- If the boundary gets expanded, the current fund amount wouldn't be enough, if we increase it, the money won't go as far and the other businesses in the expansion area would not get the same benefits and exposure as the current BIA area.
- There are other businesses, like the cheese factory and shoppers, that could help out financially and benefit from what we have going on.
- Again, until I saw what changes were made, and how it would impact by business, I cant answer that.
- In the interests of densifying the downtown core and reflecting the population growth in our valley I think it is important that the DCBIA be part of that growth. I'm especially interested in developing towards the river where the city already owns chunks of property.
- More resources for the DCBIA would come from more members. This is an overdue good idea.
- I do not feel it is an option to leave the DCBIA if you're inside the boundaries. That would not work nor be fair.
- I'm supportive of an expansion.
- Would stay regardless
- Would the expansion decrease the size of the levy increase as more businesses would be contributing?
- We support a strong downtown core

Have you seen examples of initiatives other BIA's have undertaken that you think would work well in Courtenay?

- The markets are nice to have
- Taken from other DCBIA: Fall market events Business features on the website. Music done with non profit groups as fund raisers
- Closing 5th street to through traffic. 4th is wider for flow. Roundabouts at top of 4th 5th 6th to keep traffic flow. They don't have to be huge. Look at European style roundabouts. Street scape art such as sculpture
- Public art.
- Campbell River has more "street closure" events that are a huge hit, during the summer. They also have more downtown entertainment.
- Just signage and beautification - provides a good feeling to return and spend time in area.
- Close off a main shopping area such as 5th from Cliffe to England and the make 4th and 6th one-way streets...with roundabout traffic circles to prevent smog.
- Ladysmith Society (different from their BIA) creating the light event that has made Ladysmith a go to spot for Christmas displays on Vancouver Island
- I wanted to say above that the 1 through 4 - I feel are all so very important. I cannot choose.
- Some communities have clearly established their cultural precinct. E.g., Kelowna
- Garbage collection is an issue with the configuration of the area maybe some common areas like they have done in Duncan for bins.
- Yes, have business open on Sundays. This initiative would bring back more life to the down town core
- Canopy lighting of the streets
- I think any increase in funding should go towards decreasing the homeless population in Courtenay by purchasing and advocating for the purchase and establishment of mini homes such as those manufactured from shipping containers. The increasing homeless population contributes to people feeling less safe. More importantly this initiative would help alleviate a desperate situation and be the best advertising any business in the city could dream of. It would make international news!

What do you like most about being a DCBIA member? (Member Question)

- Attract more people downtown
- Having a say
- The communication and support
- For the most part most business owners are friendly and helpful, and all want our downtown to thrive
- Honestly?? As a member with business not on 5th street we rarely see anything happening. Seems as if we don't exist.
- Connecting to other businesses
- I do like the fact that we have events and the organization of those events I respect that we need to have employees to be able to do that the business owners have enough on their plate without having to try and organize parades and events etc.
- Having a say in what happens in Downtown Courtenay
- That the directors are amazing people with a clear vision of our future that also includes surveys such as this.
- The various market events
- Advocacy DCBIA provides with multiple levels of gov'n't, marketing events
- Feeling connected to the downtown community.
- Being kept in the knowing and support to the downtown business community.
- DCBIA does an amazing job working with promotions and works closely with the stores. Great with passing along any relevant information and with anything that might affect the downtown area.
- being connected to our community

-
- Support. Marketing. Safety.
 - Having a voice - keeping abreast of what is going on, meeting people.
 - Being part of what makes downtown work
 - Make member aware of what is happening downtown
 - United campaigns for marketing promotions.
 - Community, supporting each other's business
 - It's good for downtown
 - Seeing improvements
 - The community
 - Networking and events
 - Keeping aware and involved in my business community and investments in our Downtown
 - Security
 - Too new to know
 - Don't know. Think I pay the tax so I must be in it.
 - The community updates from other businesses in the Facebook page
 - Security. Advertising. Advocacy.
 - I like knowing that the area I do business in is handled by people who work and care about the area
 - We are a strong downtown, We come together with many events, We communicate and work together if our neighbors need help, We are independent and together at the same time"
 - Lobby City Council
 - Marketing and joint ads in CVC
 - That the board is so dedicated to making good decisions for us as a group.
 - Community within community. Walking around and feeling part of the energy.
 - The people in the community
 - It is like being in a group that we all support and share with events to try and create and larger exposure and reason for people to come to the downtown.
 - Helping guild positive change.
 - Help with homelessness problems. Marketing and events.
 - Getting to know other businesses, feeling like I have a support system, knowing they teamwork benefits us all.
 - The advocacy for safe streets
 - Communication and the gathering of information to make some sound decisions
 - Community
 - Being aware of what is going on where my lodges work and investment occurs
 - Bringing together the local businesses and owned, keeping us all connected.
 - We belong to a larger community with a larger voice. Lots of restaurants, variety of services (tea store, clothing), places are in walking distance.
 - I like the idea that we could act together as responsible business owners.
 - I didn't know I was one until this survey

What areas do you think the DCBIA could improve upon with a larger operating budget?

- So many. Is quite low in comparison to others. Longer term projects with retention.
- Id like to see parking increased and sidewalk patios taken down
- Shut down 4,5,6th street during summer months. Have more food trucks live music weekly.
- More promotion of our downtown merchants and not just the few on 5th street. Talking with many other business owners that we (businesses) England Avenue to the top of fifth street are not feeling included. This must change!
- Security cameras in lanes and at intersections. Executive Director one more day a week. Weekly page in the newspaper to highlight groups of businesses- professionals as well as retail. And a what's

happening news spot within the page. Monthly business get-togethers. Another public toilet at 4th street parking area.

- I think the ability to retain staff and have a little bit larger employee range to help organize events contribute to beautification of the area and safety the increase budget would go along way
- Marketing and security
- I would like to see added financial support for the Wednesday Market and additional events that would bring people downtown and provide them with good memories.
- Pedestrian-only days. This is something our downtown core DESPERATELY needs to do. When I drive down 5th, I'm not looking in windows. I'm trying not to hit pedestrians!!
- We need more garbage cans and cigarette butt collection containers
- Increased capacity for marketing and advocacy, increased grant programs to members. Pay staff more competitively/more staff time
- I do think a lot of emphasis is directly on the two block strip of 5th street, especially regarding events. I also hear a lot of complaints from customers about stores not being open later than 5 and on Sundays. Not directly a DCBIA thing but it does impact us. Lighting for dark places at night."
- More hours on advocacy, and safety as well as marketing.
- More larger events. It would be nice to have the car show back. It could be used towards advertising and promotions.
- Safety and security. The remuneration value to the Executive Director. The need for her to pay for staffing who will spearhead the events, in addition to honoring the true value of her time to do the job that is required. Current volunteer board members are burnt out and it is the same active members being asked to step up which is exhausting them to want to be on the board. In theme to our ethos of being vibrant we need to entice more community events in the downtown core.
- Events are great, more would be super.
- Do a better job everywhere... we are severely limited by budget.
- Marketing promotions
- Marketing. Security
- marketing & promotion
- Staffing
- Parking stickers got full time employees for sage parking in proximity to their offices or stores.
- Marketing and advocacy
- Safety after the city to lower property taxes for commercial buildings.
- New parking alternatives.
- Walkability, parklets, street closures,
- Install CCTV in laneways, corners or where RCMP suggest. More events. Full time executive director. Another Portland Loo. If area is expanded, then Street scape upgrades on those to match the present area. Paint BC Hydro poles all the same to show streets are a part of BIA. Use money that was for façade improvement grants for this. Street sculpture installations like other towns.
- Expanded advocacy, safety and security and mural development / execution
- Security of store fronts during the nights and daytime. my larges concern with the increase of homelessness individuals. The DCBIA does a good job currently. but more is required. This concern effects my tenants greatly.
- Advocacy with the city of Courtenay And other levels of government that gives support to the business owners.
- Environmental standards. Too much recyclable items go in the garbage no composting in Courtenay. Weather proofing old buildings renewable energy.
- Already doing a great job. Would love more festivals like moonlight and magic.
- Safety & security for sure. More marketing
- Marketing
- Parking is still an issue. Staff and business owners taking up limited parking. The customers could be parking in for easier access to shop in their stores. Perhaps it's time for paid parking in some areas of downtown and or looking at a Parkade.

-
- Beautification, security. Maybe a parkade (with other funders).
 - Safety
 - Admin, marketing, giveaways, events, advocacy, professional development workshops for staff and members
 - The ability to market and operate the events that we have in place. We know costs keep going up which means we do less and less each year which isn't the right path.
 - Beautification, security, removal of homeless shelters (to other areas of town)
 - More security
 - Lighting is becoming an issue. I'd like to see more presence of people downtown. I realize we don't have many actual residents, and into the evening it's quite quiet.
 - I believe less marketing is required going forward.
 - Security/ safety and policing for the downtown core with the homeless
 - We're in desperate need of better security and a response to vagrancy, vandalism, and open drug use.
 - Retention of our ED, Increased street amenities such as lighting, murals, waste containers,
 - Safety, revitalization
 - Garbage pickup

Is there anything else you'd like to share with the DCBIA?

- Definitely happy with the current boundaries as it relates to my business.
- Our parking enforcement is still nonexistent. Where is the enforcement on this?
- Kudos for doing so well with limited budget. This survey would be difficult for some businesses to do as doing it on a phone was challenging.
- I would love to see downtown Courtenay model itself after Nelson, its colorful, vibrant, and has tons of food options (highest per capita restaurants). Downtown could be a cultural hub with some retail and services. How would we encourage a nice wine bar or a late night dessert and coffee with music type places? I would love to see the store frontage be painted some very bold colors much like the theatre.
- Please do everything possible to work with the City to develop parking passes for downtown business owners and employees. In my work, I see clients one after another and am not able to move my car every couple of hours to stay within the parking limits. If I happen to have extra time to be able to move my car, I have concerns that it will take me too long between clients to find another parking spot nearby (very busy area). I understand that there is a parking lot available for downtown workers (I am on 4th St.), however it is much too far to walk with all of the bags I need to transport back and forth to work every day, and if I am leaving the office after 7pm, I will not feel completely safe walking all of that way to my car, especially in the winter. I usually work 10am-7pm or 9am-4pm and am concerned about being charged for parking too long in one place. I have discussed this with my colleagues, and they feel the same way, having the same needs as I do. Please help!"
- I don't think it should expand hence the non detailed area drawn in the previous map.
- I would mention how important the work is that you do and how much it is appreciated.
- The traffic situation is frustrating but IMO that's because downtowns are not meant to be a main artery through a town. We should really be focusing on creating downtown as a community hub by shutting down 5th street to car traffic, re-routing cars down 4th and 6th, and having cute picnic tables and markets out on the street.
- New director woman (paid position) is super
- Ways to deal with rude neighbouring businesses
- Omit street side eateries Oct 1
- Keep up the good work.
- Parking is still an issue business owners and staff still parking all day in the core streets and the 4th parking lot (this would be an ideal lot for a parkade). This discourages customers coming to shop downtown. We need a parkade. Work with property owners maybe with new buildings the city could fund a floor of underground parking. The palace and too good to be through could have been great spots. Or adding paid parking system. Making money. Or make certain areas for parking longer times

and others 15 minutes or 30 minutes. Some clients can be in spas/salons for 3-4 hours. The are spending money seems wrong they are the ones that would be paying the tickets when tickets are reinstated.

- Continue to ask city for more parking
- Thanks for what you do!
- We need to be careful of how fast we expand with the sensitive ecosystem of the lamprey behind us and the puntlege and Morrison creek. Putting in frisbee golf at Laketrail school, changed and trampled a beautiful eco-system and made more paths and more access to disturbance.
- Nelson BC has a similar vibe. And their lakefront access from downtown is amazing. More opening of the river for pedestrians and reducing the industrial feel of that area would be a game changer.
- The homelessness and associated garbage/feces problems are affecting everyone. There should be a city line to call to get your local property cleaned up. Also, the city keeps preaching about being green and enacting water restrictions. Meanwhile, they plant gardens every year that is expensive to plant, maintain and uses a lot of water even during times that it is restricted for everyone else. These gardens should be changed to other types of greenspaces that require less water and maintenance so resources can be used elsewhere.
- Great job. More festivals and possibly larger footprint for events (not just 5th)?
- Open more stores on sundays
- Safety and security are the most important issues. with the increasing homeless population and increasing poverty industry going on in the downtown core it is becoming less safe for our staff to be at the office. We are considering moving/relocating our business outside of the downtown core.
- We need more access to hand washing facilities, public bathrooms, easily available sharp disposable units. Stores are not offering public bathrooms and we need more infrastructure offered in more reasonable distribution to support both the houses and unhoused population. More harm reduction focus and perhaps needle injection site downtown rather than simply blocking out individuals may be places that we can start addressing the opiate pandemic. As uncomfortable as it is to see the unhoused population growth in the core, we could be at the forefront of community engagement in addressing this issue.
- Transportation and Parking are major issues for downtown businesses, especially facility operators with high seating capacity/occupancies. Either transit has to improve significantly (especially at night), or a parkade needs to be built to facilitate better transportation to and from downtown, for both patrons and workers. From an environmental and affordability standpoint (and a safety standpoint) more frequent transit service (maybe smaller busses running more often) and transit service, especially at night.
- As someone who works on behalf of The Old Church Theatre (755 Harmston) and MusicFest (2440 Cliffe Ave) we are seeing many of the same issues in both areas. It would be great to include more businesses in Courtenay in the DCBIA and would only help to strengthen all involved. I have already been speaking with Tracey so no need to reach out otherwise but you are welcome to if I can be of service. Thank You
- Appreciate security patrols, ensuring area is kept from of trash and debris, ongoing beautification.

BOARD OF DIRECTORS WORKSHOP

TRANSCRIBED NOTES

Administration

- Tracey <3
- Kristy <3
- Our E.D. is a gift
- Passionate Leadership Giving Stability
- Stability in leadership (Board long term members)
- Social Media Paid Role
- Event Manager Paid Role
- Accounting: Change from Review to Compilation
- *Bookkeeper
- *Move to Governance Board
- Increased Staff → marketing → admin → events
- Paid bookkeeper

Marketing and Promotion

- Moonlight & Magic
- Christmas Parade
- Market Day
- Third Party Events
- Farmers Market
- Spirit Walk
- Mural Fest
- Print ads in CV Collective → Trio Mag → Music Fest Program
- Art Show Close 5th St/Cliffe/Duncan
- Winter night Light-ups
- Using tech
- Bicycle Race Criterion
- More Community Spirit Focused Events
- Coupon Program for Downtown B12
- Win gift boxes for special holiday or special events
- Giveaways at local events
- Free music downtown lunchtime in parklet
- We need a strong committee with strong leadership
- Feature written in local paper 'Behind the Counter'
- Co-promo with hotels/airport
- Late night activities downtown
- Staffing for marketing
- More elevate the Arts – Activate events Laneways
- More concerts Downtown

Beautification and Revitalization

- Parklet
- Planters
- Street Pole Flowers
- Urbaloo
- Wayfinding pillars
- Black Street Poles & Stop sign poles
- Matching Garbage Cans
- Wayfinding points expand with new boundaries – Extend Historical Theme
- Banners
- New murals
- Pretty signposts
- Heritage B&W Pictures
- Foot traffic past 5pm
- More gathering places with seating
- String lights across 5th year round
- Revitalize more night life →free music →food trucks – community gatherings
- City design feature requirements for downtown (tax break)
- Tax break for building improvements restore heritage buildings
- Pedestrian zone
- Parking improvement (to be improved)
- More murals
- Equity or beauty in expanded area
- “Bylaw” or recommendations – ugly facades
- Sidewalk improvements
- Trees/shrubs greenery – edible?

Safety and Security

- Connect Centre – draws people over there – increased security has helped
- Crime going down – RCMP
- CPTED by city (Fence behind city hall)
- Solid communication with city and RCMP
- Patrol RCMP
- Cleaning Crew
- Liaison with City & RCMP
- Sticker program – good that it is happening – But needs more uptake
- Footprints security patrol funded by City
- Footprints security guard all night → driving around → would be nice to get reports
- Morning cleanup → could use more
- S&S Quick glance resource sheet
- Member workshop for diversity or inclusion
- Telus initiative with BIABC
- Morning crew stays forever! Does nights or afternoons
- CCTV
- Better lighting
- Lighting
- Bike Patrol
- Cameras
- Nalaxone Training

Advocacy

- Support for S&S initiatives – security patrol – lighting audit
- Working with local politicians & provincial government for comm. Wellness
- Partnerships with non-profits
- Deepening Relationships with: RCMP, Homelessness Coalition, Chamber, Other BIA's
- Advocating for all the different types of city member business needs (merchant vs professional)
- RCMP downtown
- Fundraising Collaboration – sport groups – truth & reconciliation & repairing restoring relationships
- Pursuing Sponsorship
- Pursuing Grants
- Commercial Taxation Advocacy



APPENDIX C

DCBIA AGM Meeting Minutes



DCBIA AGM

Date: June 7, 2023

In attendance:

Bob Wells, (Mayor), Sandra Viney (President), Heather Ney, Tracey Clarke (Executive Director), Steve Stewart (Secretary) – Jordan Marshall, Kirsten Wood, Sheila Toni, Angie Carlyle, Alex Clarke, Michele Henry, Doug Hillian, Fiona McQuillan, Alyson Schmidt, Jenny Deters, Dave Frisch, Heather Ney, Charity Newnes, Cathy Newnes, Derek Newnes, Evan Jolicouer, Kristy Rowbotham, Daniel Sharratt, Greg Chadwick, Leanne Rathje, Erika Nessman, Brody-Abbatt-Slater, Megan Trumble, Erin Dunsire, Mackenzie Gartside, Jay Schindle

Regrets:

Start 5:59pm

- 1) Welcome & Intro – Viney/Clarke/Marshall
 - a. Welcome from Sandra
 - b. Land Acknowledgement - Tracey
- 2) Call to order
 - a. Tracey
- 3) Approval of Agenda
 - a. First: Jenny Deters/ Second: Mackenzie Gartside
- 4) Approval of 2022 AGM Minutes (Clarke)
 - a. First: Derek Newnes/ Second: Bob Wells
- 5) 2022 Year in Review
 - a. Introduction of current President – Sandra
 - b. Appreciation of Jordan
 - c. And rest of board...
 - d. Tracey's presentation: **See Handout: 2022 Year in Review**
 - i. DCBIA 28 years Old!
 - ii. 70 BIA's in BC
 - iii. Our Work
 1. Marketing
 2. Safety and Security

- a. – currently poll out trying to ascertain the increased cost born by downtown businesses re Safety and Security.
 - b. Reminder to report all crime/incidents – important to get funding for police/emergency services.
 - 3. Beautification and Placemaking
 - 4. Advocacy and Community Engagement
 - iv. Lots of new businesses
 - 1. Welcome!
 - 2. Lots of Business Milestones – Searles Shoes 90 years downtown!
-
- 6) Board Election (Derek Newnes)
 - a. 13 Spaces for directors
 - b. New Nominations
 - i. Brody Abbatt-Slater
 - ii. Alex Clarke – Co-Valley Co Working
 - c. Thanks to Sheila Toni AND Sean Ferguson
 - d. Nominations from the floor 3X. (Room for 2)
 - i. Greg Chadwick nominated by Jenny Deters
-
- 7) Financial Statement (Kirsty Rowbotham)
 - a. A/R , A/P – difference is timing of payment both receiving and paying
 - b. Downtown Bucks. 12K have been redeemed... 10K outstanding.
 - c. Currently looking good Assets vs Liabilities
 - d. Sponsorships down – Banners ~5K less than last year as we only renewed the winter banners. There are less due to LED snowflake light placement.
 - e. City granted ~20K for bylaw renewal
 - f. Event revenues were up.
 - g. Marketing expenses down due to need re. bridge closure.
 - h. Admin expenses up slightly mostly due to inflation.
 - i. Operating at a deficit – which does have an impact on the services we can offer members.
 - i. New disclosure added to end Re. board members businesses purchasing sponsorships like banners.
 - j. Motion to accept: Bob Wells/Derek Newnes
-
- 8) Bylaw Review Summary – ***See Handout: Downtown Courtenay Improvement Area Bylaw Review***
 - a. Current bylaw was from 2002 and was funded in 1995 at 60K.
 - b. 60K was sufficient then, but not now.
 - c. 60K had no method of increasing over the years.
 - d. Review was required to plan the future.
 - i. Questions from floor

1. Daniel – we've done LOTS with the amount we have
2. We compete for tourist \$ with Parksville – and they charge WAY more than us!
3. Sandra- When Tracey was hired she was the 4th Executive Director in 5 years. We've expected too much for too little (\$)... We need a fulltime ED, at fulltime hours to compete with the likes of Campbell River/Parksville/Duncan/Nanaimo
4. Levy applied to all businesses within boundary

9) Bylaw Amendment Vote

- a. Motion to amend Bylaw; First: Jenny Deters/Second: Derek Newnes, All in favour
- b. Motion Accepted

10) Motion to explore increasing boundary (expansion) in principle

- First: Jenny Deters/Second: Derek Newnes
Motion accepted

11) (Further) Business from the Floor

- a. None

12) Adjournment (Clarke)

- a. Motion to Adjourn – First: Jenny Deters/Second: CathyNewnes?

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO.2264, 2023

A bylaw to establish the Downtown Courtenay Business Improvement Area

WHEREAS a municipal council may under the *Community Charter* grant money to an organization that has as one of its aims, functions and purposes, the planning and implementation of Business Promotion Scheme;

AND WHEREAS Council of the City of Courtenay has previously adopted Downtown Courtenay Business Improvement Area Bylaw No. 2264, 2002;

AND WHEREAS Council, at the request of the Downtown Courtenay Business Improvement Area, wishes to amend the Downtown Courtenay Business Improvement Area;

THEREFORE BE IT RESOLVED that the Council of the Corporation of the City of Courtenay in open meeting assembled enacts as follows:

1. DEFINITIONS

In this Bylaw, unless the context otherwise requires:

"Applicant" means the Downtown Courtenay Business Improvement Applicant.

"Business Improvement Area" means the area of the City designated in Schedule "A" of this Bylaw.

"Business Promotion Scheme" means:

- (a) carrying out studies and making reports respecting the Downtown Courtenay Business Improvement Area;

- (b) the improvement, beautification or maintenance of streets and sidewalks in the Downtown Courtenay Business Improvement Areas; and
- (c) the encouragement and promotion of commercial business development within the Downtown Courtenay Business Improvement Area both directly, and indirectly through the encouragement of entertainment, sports and cultural activities.

“Taxable Property” means land and improvements that fall within Class 5 and 6 under the Assessment Act – Prescribed Class of Property Regulation, B.C. Reg. 438/81.

2. DESIGNATION OF AREA

- 2.1 Council designates the Downtown Courtenay Business Improvement Area boundary to include the lands within the outlined area as identified in Schedule “A”.

3. GRANT

- 3.1 The Council may, in the calendar years 2024 through 2028, grant to the Applicant, in the aggregate, funds not to exceed \$730,000 over the five-year term and not to exceed in any calendar year the amount collected by property value tax imposed under this Bylaw for that year. These monies shall be paid to the Applicant on or before the 1st day of September in each year. Funds will be broken down into annual amounts as follows:

2024 - \$120,000
2025 - \$130,000
2026 - \$145,000
2027 - \$160,000
2028 - \$175,000

- 3.2 The Applicant shall submit, annually on or before March 1st, a budget for the purpose of the Business Promotion Scheme as in section 1.

(a) The budget for the Business Promotion Scheme which is based on a fiscal year commencing January 1st, must contain sufficient information to describe all anticipated expenses and revenues, and has been approved by a majority of the members present at the Annual General Meeting of the Downtown Courtenay Business Improvement Area.

- 3.3 Monies granted to the Applicant under this Bylaw must be expended only by the Applicant and in accordance with the conditions and limitations set out in this Bylaw and for the planning and implementation of a Business Promotion Scheme set out in Schedule B of this Bylaw.

- 3.4 Monies granted pursuant to Section 4.1 of this Bylaw shall be expended only for

projects provided for in the annual budget submitted and approved by the Financial Officer pursuant to Section 4.2.

4. RECOVERY OF FUNDS

- 4.1 All of the money granted to the Applicant pursuant to this Bylaw shall be recovered within the Downtown Courtenay Business Improvement Area from the owners of Taxable Property.
- 4.2 For the purpose of recovering the monies granted to the Applicant, an annual property value tax shall be imposed on Taxable Property within the Downtown Courtenay Business Improvement Area, and such tax shall be based on the assessed value of the land and improvements.

5. CONDITIONS AND LIMITATIONS

- 5.1 The Applicant shall not carry out any borrowing, which results in an indebtedness or other obligation as to money granted to it by the Council pursuant to this Bylaw, which extends beyond the fiscal year in which that money was granted.
- 5.2 Any money granted to the Applicant by the Council pursuant to this Bylaw shall, if not required for immediate use, be invested only in securities in which trustees are authorized by law to invest.
- 5.3 The Applicant shall not alter or approve amendments to its Constitution or Bylaws without providing the Corporate Officer of the City with two months' notice of its intention to make such alteration or amendment, and if any alteration or amendment is made without such notice the City may withhold any payments under this Bylaw.
- 5.4 The Applicant shall account for the money granted by the Council for the previous year by submitting to the City on or before March 1 in each of the year 2024, 2025, 2026, 2027 and 2028 a compiled financial statement for the previous calendar year which shall be prepared in accordance with generally accepted accounting principles and shall include a balance sheet and a Statement of Revenue and Expenditure.

6. INSURANCE

- 6.1 The Applicant shall at all times carry a policy of comprehensive general liability insurance in the amount of \$2,000,000.00 with the City as an additional named insured. .

7. EXPIRATION DATE

- 7.1 This bylaw shall be in effect until December 31, 2028 but the lapsing of the term over which money may be granted under this Bylaw shall not affect the obligations of the Applicant as to the expenditure of and accounting for monies granted under the Bylaw.

READ A FIRST, SECOND and THIRD time this

ADOPTED this

Bob Wells, Mayor

City of Courtenay Corporate Officer



August 29, 2023

Dear Courtenay City Council,

As we proceed through the steps to amend Bylaw 2264-2001, the Downtown Courtenay Business Improvement Association's Board of Directors would like to respond to the City staff suggestion of changing the proposed bylaw timeline from five years to ten years. We appreciate and understand the work involved at a staff level to put a bylaw change through the alternate approval process. Ten years is also a common timeline for BIA bylaws and one we are comfortable with.

At our AGM on June 7, 2023 our members voted on a levy change in the following amounts:

2024: \$120,000
2025: \$130,000
2026: \$145,000
2027: \$160,000
2028: \$175,000

These changes reflect an annual increase of between 6% and 12%, with an average increase of 9% in the first five years. The DCBIA Board has discussed continuing the levy change to reflect cost of living and inflationary changes and came to the decision that increasing at a similar rate is in the best interests of the BIA and our members. As such, they have suggested the following levy rates for the second five years of the bylaw term. These represent a modest 5% annual increase, just lower than the rates our members voted for at our recent AGM.

2029: \$185,000
2030: \$195,000
2031: \$205,000
2032: \$215,000
2033: \$225,000

Feel free to contact me with any questions.

In appreciation,

-Tracey Clarke, Executive Director
and DCBIA Board of Directors
(250)800-9497
info@downtowncourtenay.com

Jorden Marshall, President (Hot Chocolates); George Ehrler, Vice-President (Comox Valley Cannabis Co.); Steve Stewart, Secretary (Edible Island); Kristy Rowbotham, Treasurer (MNP); Brody Abatt-Slater (The Mustard lady); Greg Chadwick (Graham's Jewelers); Alexandra Clarke (Co-Valley Co-Working); Heather Ney (Comox Valley Transition Society); Daniel Sharratt (Gladstone Brewing Co.); Kirsten Wood (Blue Spruce Ice Cream).



STAFF REPORT

To: Council
From: City Manager (CAO)
Subject: Courtenay Fire Protection District Agreement

File No.: 1660-20
Date: September 13, 2023

PURPOSE:

To seek Council direction to renew and refresh the Courtenay Fire Protection District (CFPD) agreement that provides fire coverage beyond the City boundaries to the properties located in the Courtenay Fire Protection District.

BACKGROUND:

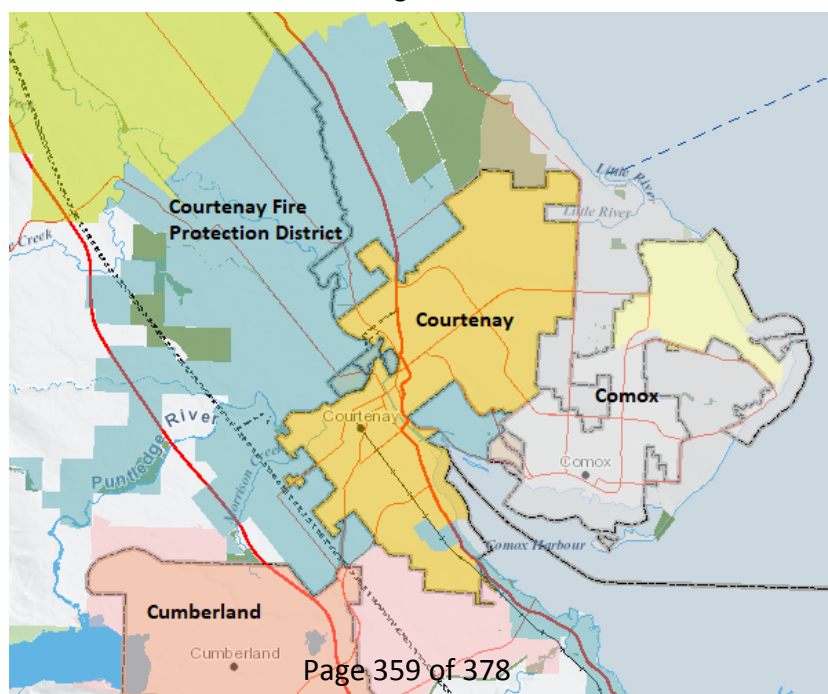
The City of Courtenay provides rural fire protection to the CFPD, this arrangement has been in place for decades. The current 5-year agreement expires at the end of 2023 with no extension provisions. With rising costs of providing fire protection the new agreement has been modified to better share costs of the services to all who receive coverage. Staff have been in discussion with the members of the CFPD Board and have been in discussion regarding these issues and have prepared this report for Council's consideration to support the dialog and finalization of the agreement process.

The services provided include fire suppression, rescue, inspections, investigations, and public education all of which are delivered year-round by a combination of full-time staff and volunteer firefighters.

Over the past year the City has been in discussions with the CFPD to streamline the contract and simplify the calculations for the sharing of costs for these services.

The CFPD area map is illustrated in blue on figure 1 below.

Figure 1.



The northern boundary of the CFPD is around Smith Road, to the west the boundary is Dove Creek where Dove Creek Rd crosses the creek. The CFPD covers the area towards Forbidden Plateau however stops at the end of the paved road. To the South the CFPD covers the area along Highway 19A ending at Spindrift Rd.

DISCUSSION:

The existing 5-year agreement expires December 31, 2023. The new agreement would be similar to prior years agreements for the most part however there has been some simplification of cost distribution and a focus on equitable cost distribution. The City has been providing this service for many years and continuing with the services would not be a substantial burden upon the City from an operational standpoint. If no agreement is entered the City would reduce response area however the City would likely not see a dollar for dollar reduction in operating costs, thus requiring an increase in funding from City residents for Fire Services.

FINANCIAL IMPLICATIONS:

The CFPD has provided funding towards the costs of operating the City's fire service over the years. The past agreements limited the change in annual billing for shared costs to CFPD to 5%, this has led to the CFPD at times paying less than the proportional share of operating costs. With the reduction in operating cost through COVID-19 the overall budget for the Fire Department was reduced, however when budgets started to return to normal in 2022 and 2023 the agreement limited the amount billed to the CFPD. The limitation on change in annual billing amount lead to the CFPD to pay less than their share of the cost providing the service.

Property assessment is the method used to distribute the costs of fire protection between the City and the CFPD. Historically (2020) the CFPD carried 17.47% of the assessment share however due to growth in the CFPD this share has grown to 22.20% for 2024. As the assessment mix shifted so did the share of costs however when the combination of rising costs, activity increases after COVID-19 and a rising share of the costs the agreement did not allow for fair cost distribution. The restriction in billing was due to a year over year cost cap. The new agreement has removed the annual cost increase cap to ensure that all parties are able to pay their fair share of the service.

Finance staff prepare annual billing information and communicate with the Courtenay Fire Protection District throughout the year. With the changes to the agreement the administrative burden is reduced slightly due to the simplified billing calculation and removal of the estimated cost change clause. The estimated cost charge clause required the City to calculate/estimate the following years Fire budget and inform the CFPD of possible up coming cost changes. The estimated new costs fell outside of the normal budgeting process and where not officially endorsed by Council due to timing of the annual budget process. The new agreement is closer linked to the annual 5-year plan and can be forecasted with more ease to provide the CFPD with an idea of future year costs.

The table below summarizes the annual billing to the CFPD.

CFPD Annual Billing				
Year	Amount	\$ Change	% Change	Notes
2024	\$ 692,609	\$ 193,473	39%	1
2023	499,136	23,769	5%	
2022	475,367	37,635	9%	2
2021	437,732	40,155	10%	
2020	397,577	(13,926)	-3%	
2019	411,503	8,166	2%	
2018	403,337			

Note 1 – Estimated billing for 2024

Note 2 – Greater Merville Fire Protection District no longer receiving coverage

The total shareable fire protection costs for 2024 are expected to be \$3,115,268 of which the CFPD would be billed for \$692,609 which represents 22.2% of the total cost (based on assessment). The City would fund the remaining \$2,422,660.

2024 CFPD billing is based on the 2023 approved budget. This method of a 1-year lag ensures that CFPD billing is based on council approved budgets. The 2024 billing is increasing as it reflects the increase in costs that the City saw from 2022 to 2023 and the return to normal from COVID-19 and the hard-inflationary impacts post COVID-19 that were included in the 2023 Courtenay Fire Services budget.

The calculation does provide for a reduction in amount billed based on budget to actual for the prior years. If the Fire department sees savings these savings will be passed onto the CFPD, alternatively if the Fire department sees costs increases beyond budget, these costs will also be passed on.

ADMINISTRATIVE IMPLICATIONS:

Simplification of the annual calculation and removal of additional reporting and informing requirements will reduce the administrative burden of the annual CFPD billing.

If council provides direction to continue with the CFPD staff will start the process of entering into a new 5-year agreement. Unless the CFPD request substantial changes to the agreement, staff will not return to Council with this subject.

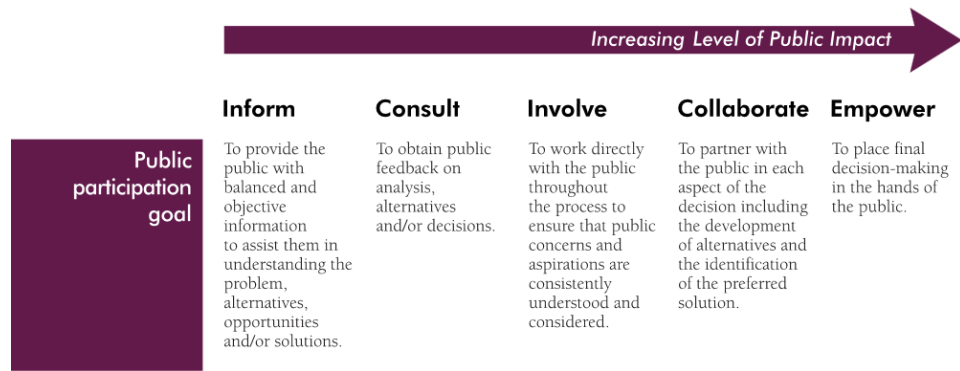
STRATEGIC PRIORITIES REFERENCE:

This initiative addresses the following strategic priorities:

- Financial Sustainability - Ensure capacity to accommodate big change
- Public Safety - Build capacity for emergency planning and local response

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 direct staff to enter into an agreement with the Courtenay Fire Protection District to provide rural fire protection for a term of up to 5 years.
2. THAT Council provide alternative direction to staff.

ATTACHMENTS:

Appendix 1 – CFPD Agreement 2019-2023

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

Reviewed by: Kurt MacDonald, Fire Chief

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

This agreement made this 11th day of October 2018

BETWEEN:

COURTENAY FIRE PROTECTION DISTRICT

c/o Sandy Todd
3964 Dove Creek Road
Courtenay, BC V9J 1S1
(hereafter called the "District")

OF THE FIRST PART

AND:

CITY OF COURTENAY

830 Cliffe Ave
Courtenay, BC V9N 2J7
(hereafter called the "City")

OF THE SECOND PART

WHEREAS

- A. The District desires to enter into an agreement with the City for the provision of fire protection services in the Courtenay fire protection service area (the Service Area);
- B. The District has requested that the City provide municipal fire protection services for land and improvements within the Service Area;
- C. The City is authorized to enter into an agreement with The District to provide municipal fire protection services pursuant to section 13(1) of the *Community Charter*, and;
- D. The District and the City have resolved to enter into this agreement believing it to be mutually beneficial.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the promises and the mutual covenants and agreements hereinafter set forth in this agreement, the parties hereby agree to the terms and conditions contain in this agreement as follows:

1. DEFINITIONS

- (a) "Extraordinary Fire" means a fire response call that, in the opinion of the Fire Chief, acting reasonably, requires any of the following:
 - i) Use of foam or fire retardant gels
 - ii) Fire crew and fire truck
 - iii) Specialized machinery costs
 - iv) Mutual aid costs
 - v) Wildfire suppression costand is materially beyond what is typically required to respond to a fire in the City.
- (b) "Extraordinary Fire Costs" means costs, over and above those costs associated with a fire that is not an extraordinary fire.
- (c) "Fire Chief" means the person appointed as the chief of the fire department of the City or designate authorized by the Fire Chief to act on their behalf, or the senior ranking member of the fire department of the City present at the fire.

- (d) “Fire Protection Services” means fire services comparable to the fire services provided by the fire department within the boundaries of the City and includes but is not limited to response to and attendance at all dispatched fire alarms, fire suppression, fire investigation and reporting, hazardous material handling, fire prevention activities, vehicle extrication, first responder medical services, and related activities.
- (e) “Net Cost” for the purpose of calculating the cost to the District shall mean the City’s budgeted expenditures for the Fire Protection Service for the fiscal year, which for certainty may include any capital costs, debt service costs, or capital reserve funds for capital assets, less any expected revenues and contributions from the capital reserve fund to the fire department.
- (f) “Scene Security Costs” means costs associated with securing a fire-damaged premise from unauthorized entry.
- (g) “Service Area” means the service area established by “Courtenay Fire Protection District”
- (h) “Term” means the period of time commencing January 1, 2019 (replacing existing contract) and expiring on December 31, 2023 subject to an annual appropriation of funds as set out in section 6.

2. SERVICES

- (a) The Fire Protection service shall be provided within the Service Area on a 24-hour basis by the City.
- (b) The fire department resources in the Service Area under this agreement will be under the sole direction of the Fire Chief.
- (c) The number of firefighters and type of apparatus and equipment deemed necessary to provide adequate fire protection services are to be dispatched at the sole discretion of the Fire Chief and such firefighting personnel, equipment and apparatus may vary depending on the circumstances of each emergency.
- (d) The Fire Chief will have control, direction and management of all fire fighting personnel and apparatus and of all fire suppression and safety measures at a fire in the service area. Without limiting the generality of the foregoing, the Fire Chief may order the evacuation of the premises in the service area in an emergency arising from a fire or risk of explosion, where in the Fire Chiefs sole discretion there is a danger to life or property, and may order the demolition of any building or part of a building in order to prevent the spread of fire or damage to persons or property.
- (e) The Fire Chief may order the suspension of the use of water in the Service Area for purposes other than firefighting during an emergency.
- (f) In the event of simultaneous fire emergencies, the Fire Chief will have sole discretion as to the deployment of personnel and apparatus of the City fire department. The City shall not be held liable in any manner whatsoever for the decision of the Fire Chief concerning this provision.
- (g) The Fire Suppression Service provided by the City will be dependent on the availability of water at the site of the fire.
- (h) As part of the services provided under this agreement, the City shall ensure that the Fire Chief or their designate, provide advice and make recommendations to the District:
 - i) the establishment and administration of fire brigades and departments;

- ii) the provision of adequate water supply and pressure;
 - iii) the installation and maintenance of fire protection equipment;
 - iv) the enforcement of measures for the prevention or suppression of fire and the protection of life and property;
 - v) fire prevention generally;
- (i) The Fire Chief shall administer the system for issuing permits for open burning under Bylaw No. 54 being “Courtenay Fire Protection Bylaw No. 54, 1997”, as amended from time to time, including the collection of any permit fees. To ensure that the Fire Chief is able to properly administer this system, the Fire Chief shall be consulted for input prior to the creation of any bylaw changes.

3. CONDITIONS OF SERVICE

- (a) The District agrees that it:
- i) shall provide through the Comox Valley Regional District accurate mapping that shows locations of homes, structures and roads within the Service Area and the District shall be responsible to ensure the accuracy of the mappings and to provide updates to the City as new developments or changes occur;
 - ii) shall recognize the Fire Chief as the local assistant to the fire commissioner (LAFC) for the Service Area pursuant to the *Fire Services Act* of British Columbia;
 - iii) shall advise the City in writing of any proposed changes to or amendments of the “Courtenay Fire Protection Bylaw No. 54, 1997”;
 - iv) shall be responsible for the mutually agreed upon costs associated with an extraordinary fire.
- (b) The City agrees that it:
- i) shall use its best efforts to respond to calls in the Service Area but may choose not to respond to locations where the Fire Chief deems the access routes to be unsafe or inadequate for fire department apparatus and equipment;
 - ii) shall maintain at all times accurate records, books and accounts respecting the provision of the Fire Protection Services;
 - iii) shall submit any fire incident reports to the Office of the Fire Commissioner (OFC) that are required by the OFC and that the Fire Chief will report all fire department activity in the Service Area to the District annually by letter or email, for review and statistical tracking purposes;
 - iv) shall advise the District as soon as possible when an Extraordinary Fire takes place in the Service Area and advise if Extraordinary Fire costs were incurred that will be invoiced to the District;
 - v) shall make every effort to mitigate the costs associated with an Extraordinary Fire.

4. INSURANCE AND INDEMNIFICATION

- (a) The District will indemnify and save harmless the City, employees, officers, agents, elected officials and members of the fire department from and against all manner of actions, causes of actions, suits, claims, demands, costs (including legal fees), expenses, or liabilities of any nature whatsoever and by whosoever brought, made or suffered, for which the City shall or may become liable, incur or suffer, any way associated or connected with the provision or failure to provide the Fire Protection Services, whether arising out of injury to person (including death), loss or damage, save and except to the extent that such injuries, loss or

damage are caused or contributed to by the negligence of the City, employees, officers, agents or members of the fire department.

- (b) The City and the District shall maintain at their own expense comprehensive general liability insurance in force for the term of the agreement for all bodily injury, death, property damage, property loss, and other loss or damage in an amount not less than \$5,000,000.00 per occurrence, including a Cross Liability Clause and a 30 day written notice of insurance cancellation clause. Each party to the agreement shall provide copies of all insurance policies to the other party.
- (c) The City shall take out and maintain automotive liability insurance on all vehicles used directly or indirectly in the performance of the Fire Suppression Services under this agreement, protecting against damages arising from bodily injury (including death) and from claims of property damage, in an amount of not less than \$2,000,000.00.

5. RENEWAL AND CANCELLATION

- (a) This agreement may be terminated by either party provided notice of termination is given in writing twelve (12) months prior to termination date.
- (b) Either party wishing to renew this agreement will advise the other in writing at least six (6) months in advance of the intended date of renewal, and the terms on which such renewal is sought.
- (c) This agreement may be amended in writing with the mutual consent of both parties.

6. PAYMENT FOR SERVICES

- (a) The annual cost to the District for the provision of Fire Protection Services under this agreement shall be calculated by apportioning the net cost to the City of operating the fire department less the costs of Extraordinary Fire suppression and Scene Security Costs in either the Service Area or the City to the total net taxable value of land and improvements for general taxation purposes within the Service Area divided by the sum of total net taxable value of land and improvements for general taxation purposes within the City and the Service Area.
- (b) In 2019 and any subsequent year of the term, the District shall pay the City the District's share of the City's net cost as follows:
 - i) The calculated amount due for the year following shall be based on the City's approved current year budget plus an adjustment to actual for the year prior. The City shall submit notice of the calculated amount due for the year following by May 31st of each year. Such amount shall be paid in full not later than May 31st in the year following an invoice for payment.

For clarity:

- 2019 Amount Due is based on the approved 2018 budget, plus an adjustment to actual for the 2017 calendar year; Notice of the 2019 amount due would be provided by May 31st, 2018.
- 2020 Amount Due is based on the approved 2019 budget, plus an adjustment to actual for the 2018 calendar year; Notice of the 2020 amount due will be provided by May 31, 2019.

- (c) On or before November 15th of each year, further to the May advice to the District of the net cost of the service for the upcoming year, the City shall further provide the District with its estimated five-year financial plan to anticipate budget variations and proposed capital improvements.
- (d) Where the City's net cost for an upcoming years' service (as per the letter of notification provided by May 31st) exceeds the net cost for the preceding year by more than five per cent, the City's fire department budget will be discussed with the District, who will make recommendations no later than December 31 to the City . The City will advise The District of their decision on any recommendations on or before January 31.

7. PAYMENT FOR EXTRAORDINARY FIRE COSTS AND SCENE SECURITY COSTS

- (a) When the City has incurred Extraordinary Fire Costs and/or Scene Security Costs, the City shall provide to the District an invoice for the proposed charge calculated in accordance with schedule A.
- (b) If the District objects to any amount included as an Extraordinary Fire Cost or Scene Security Cost under section 7(a), it shall within ten (10) business days advise the Fire Chief in writing of its objection to the invoice and the basis for the objection. The Fire Chief and the District's board shall attempt in good faith to resolve the District's objections and if they are unable to do so, the matter shall be referred to the respective chief administrative officers.
- (c) If the chief administrative officers cannot resolve the dispute within 30 days of the dispute being referred, the dispute shall be referred for resolution under section 10(b).

8. NOTICE

- (a) Wherever in this agreement it is required or permitted that notice, demand or other communication will be given and served by either party to the other, such notice or demand will be given and served in writing and forwarded to the respective party at the address given in this agreement, provided that either party may change its address by giving the other prior notice of a change in address.

9. EFFECTIVE DATE

- (a) Notwithstanding the date of executing or date of reference of this agreement, the effective date of this agreement is January 1st, 2019.
- (b) This agreement replaces any previous agreement between the parties dealing with the provision of firefighting, fire protection or fire prevention services to the Service Area or any part of it.

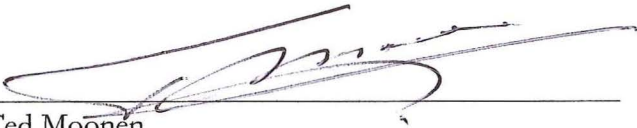
10. GENERAL

- (a) This agreement shall be governed by the laws of British Columbia and is the entire agreement between the parties regarding this subject matter.
- (b) In the event of a dispute between the parties regarding this agreement that the parties cannot resolve otherwise, the dispute shall be submitted to arbitration under the *Commercial Arbitration Act* for determination by a single arbitrator mutually acceptable to the parties.


(c) Time is of the essence of this agreement.

IN WITNESS WHEREOF the parties hereto have duly executed this agreement as of the day and year first above written.

COURTENAY FIRE PROTECTION DISTRICT



Ted Moonen
Chairperson

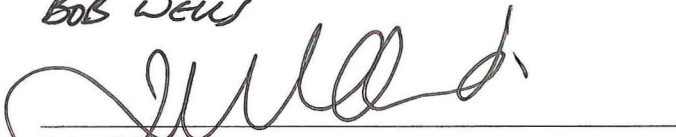


Sandy Todd
Administrator

CITY OF COURTENAY



Mayor
Bob New



John Ward
Director of Legislative Services & Deputy CAO

SCHEDULE "A"

Charges for Extraordinary Fire Costs and Scene Security Costs

Hourly cost of each fire crew and fire truck (1 hour minimum)	Costs are in accordance with the provincially established rental rates for fire apparatus and personnel identified in the Inter-Agency Working Group report as revised from time to time.
Scene security costs	Actual cost
Hourly cost of specialized machinery <ul style="list-style-type: none">• (includes heavy machinery required in combating the fire)	Actual cost
Fire retardant gel/per unit cost	Actual cost
Fire retardant foam/per unit cost	Actual cost
Mutual aid costs	Actual cost



THE CORPORATION OF THE CITY OF COURTENAY

BRIEFING NOTE

To: Council

File No.: 1845-20-SCS

From: Director of Recreation, Culture, and Community Services

Date: September 13, 2023

Subject: **Strengthening Communities' Grant Extension**

PURPOSE: To inform Council and local government partners that the City of Courtenay has received approval for a one-year extension of the Strengthening Communities Grant (SCG) and the associated funds to continue to provide approved services through to June 30, 2024.

BACKGROUND:

In 2021 the CVRD was awarded a regional grant of \$1.093 Million through the Strengthening Communities' Services program to better support people experiencing homelessness in the Comox Valley. The City of Courtenay is administering the grant funds on the region's behalf.

At the May 31, 2023 Council meeting, staff informed Council that a request had been made for additional funding to support a one-year extension of the Strengthening Communities Grant funding with the support of local government partners. The funding request was for those activities previously approved under the SCG without another source of identified funding. This included staff and security at Connect for daytime services, peer outreach, community engagement, training, and rural outreach.

Staff has received confirmation that the extension request was approved. The City will receive an additional \$898,603 through the SCG to fund approved services through to June 30, 2024. This brings the total SCG funding received from April 2022 to June 2024 to \$1,961,763.

DISCUSSION:

The previous grant term ended June 30, 2023 and without confirmation of a grant extension or additional funding, grant funded services completed their planned work until such time as the extension request was approved or denied. With confirmed approval of a one year extension, including additional funds, staff will work with the grant advisory committee (with representatives from Comox Valley Coalition to End Homelessness, Wachiay Friendship Centre and Comox Valley Transition Society) and service delivery partners to reinitiate previously approved grant funded services. It is important to note that the extension and additional funding is only eligible for previously approved grant activities.

The Strengthening Communities' Grant supports:

- **A Daytime Community Access Hub** that operates six days a week providing services focused on health, hygiene, personal safety, and administrative support to those in need.
- **Rural outreach on Denman and Hornby Islands** to facilitate connections to housing and support services.

- **A peer-based outreach team** to provide outreach and conduct cleaning and remediation activities around locations where support services are provided.
- **Community engagement and anti-stigma outreach activities**, including expanded community meal events hosted at Sunday Service for residents, local businesses and people experiencing homelessness.
- **Training and capacity building activities across municipalities** for local government and First Nation employees, politicians, outreach workers and volunteers focusing on trauma-informed

The funding and extension approval is for those activities previously approved under the SCG but without another source of identified funding. This includes staff and security at Connect for daytime services, peer outreach, community engagement, training, and rural outreach.

Staff will work with service agencies to amend service agreements to reflect the new term and funding for services provided up to June 30, 2024 and to support initiation of grant funding activities.

FINANCIAL IMPLICATIONS:

The City of Courtenay will continue to administer grant funds on the region's behalf. While there is no direct financial impact to the City of Courtenay, the City has responsibility for administration of a total of \$1,961,763 in SCG grant funding.

ADMINISTRATIVE IMPLICATIONS:

RCCS staff support the administration of the SCG through overall grant program management including service agreements and monitoring, monthly metric reporting, communications, and training and development, as well as stakeholder management and reporting, including producing a final report to UBCM.

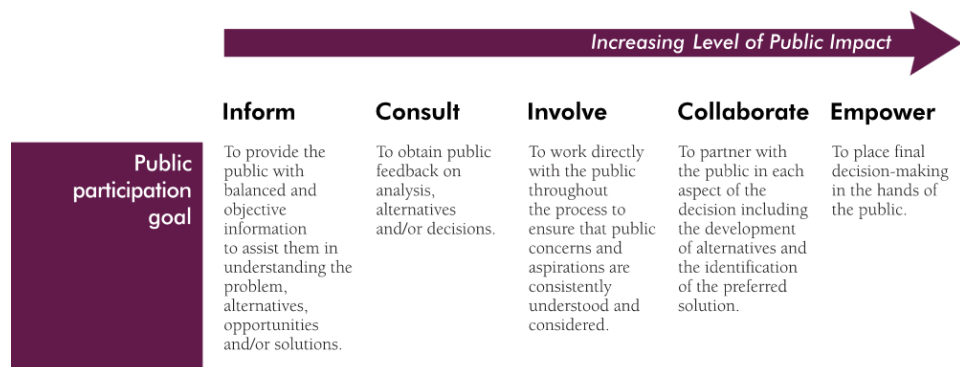
STRATEGIC PRIORITIES REFERENCE:

This initiative addresses the following strategic priorities:

- Social Infrastructure - Continue working with community agencies to deliver day services. Explore role in the provision of social support services, including future of Connect Centre.

PUBLIC ENGAGEMENT:

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



© International Association for Public Participation www.iap2.org

NEXT STEPS:

Staff will work with partners to reinitiate grant funded activities as well as amend service agreements accordingly. Local government partners will be informed of the grant extension and additional funding and a Strengthening Communities' Grant Service Update will be provided in the coming weeks to report out on the last quarter of activities prior to the end of the previous term. For monthly progress updates, information on our social service partners, contact information and the SCG training and development opportunities currently being provided, please visit our website at www.courtenay.ca/scgrant.

RECOMMENDATION: THAT Council receive the "Strengthening Communities' Grant Extension" briefing note and forward notification of Grant Extension to regional partners.

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

Concurrence: Geoff Garbutt, M.P.I., 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 30th day of August, 2023.

Read a second time this 30th day of August, 2023.

Read a third time this 30th day of August, 2023.

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

Mayor Bob Wells

Adriana Proton, Corporate Officer



THE CORPORATION OF THE CITY OF COURTENAY

COUNCIL MEMBER REPORT

To: **COUNCIL**

File No.: 0540

From: Councillor Frisch



Date (MMM-YYYY): Sep-2023

Subject: **REPORT OF ACTIVITIES AND EVENTS**

	DATE (MMM-DD)	EVENT/LOCATION	COMMENTS
1.	Aug-17	Habitat for Humanity Piercy Ave Key Ceremony	12 Non market Homes for Families
2.	Aug-26	Comox Valley's First Pride Parade	Thousands of Supportive Spectators lined the streets for this event
3.	Sep-01	Eureka Support Society Open House	BBQ & Band fundraiser to support programming for Eureka Members
4.			
5.			
6.			
7.			
8.			



THE CORPORATION OF THE CITY OF COURTENAY

COUNCIL MEMBER REPORT

To: **COUNCIL**

File No.: 0540

From: Councillor McCollum



Date (MMM-YYYY): Aug-2023

Subject: **REPORT OF ACTIVITIES AND EVENTS**

	DATE (MMM-DD)	EVENT/LOCATION	COMMENTS
1.	Aug-01	Comox Valley Peer Assisted Care Team Info Zoom	
2.	Aug-09	CVRD Board Meeting (In-Camera)	
3.	Aug-25	Pride Flag Raising @City Hall	
4.	Aug-29	CVRD Board Meeting	
5.	Aug-31	International Day of Awareness @Simms Park	
6.	Aug-31	CVRD Board Meeting (In-Camera)	
7.	Aug-03	Meeting with Arden Green Team	Discussed next steps, heard concerns around City response and discussed delegation process for CVRD
8.	Aug-18	Volunteered @ Cumberland Wild	



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): 08-2023

Subject: **REPORT OF ACTIVITIES AND EVENTS**

	DATE (MMM-DD)	EVENT/LOCATION	COMMENTS
1.	08-01	PACT info meeting with staff and PACT reps	
2.	08-09	CVRD In Camera meeting	
3.	08-15	CVRD Board meeting	
4.	08-17	Meeting with City Manager Garbutt	
5.	08-17	Habitat for Humanity Key Ceremony - 1375 Piercy Ave	
6.	08-22	CVRD Board Chair and Water Committee Chair and Vice Chair meeting with staff	
7.	08-25	Pride Flag raising at City Hall	
8.	08-26	Pride events - parade and 'Pride in the Park'	

DATE (MMM-DD)	EVENT/LOCATION	COMMENTS
9. 08-29	CVRD Board and In Camera meetings	
10. 08-31	International Day of Awareness - Toxic Drug Crisis event at Simms Park	
11. 08-31	CVRD Board In Camera meeting	
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