



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

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**Meeting #:** R20/2023  
**Date:** November 8, 2023  
**Time:** 4:00 p.m.  
**Location:** CVRD Civic Room, 770 Harmston Ave, Courtenay

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

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<b>1. CALL TO ORDER</b>	
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## 8. COUNCIL RESOLUTIONS

- 8.1 Safe & Inclusive City Facilities - Councillor Jolicoeur  
WHEREAS Council’s strategic priorities, values, anti-discrimination policy statements, and guiding principles recognize the importance of upholding the community values of respect, equality, and diversity;

AND WHEREAS, the City recognizes and respects the rights of individuals and groups to freedom of expression, it is imperative to balance these rights with the responsibility to ensure the safety and the protection and well-being of all residents;

AND WHEREAS, this resolution serves as a proactive measure to maintain a safe and inclusive environment within City-owned facilities and reinforces our dedication to promoting diversity, fostering understanding, and rejecting acts of discrimination or hate;

THEREFORE BE IT RESOLVED, THAT Council direct staff to prepare a report outlining options to keep City facilities free of hate and inclusive of all people.

## 9. NOTICE OF MOTION

- 9.1 Comox Valley Nature (CVN) Vanier Nature Park's Garry Oak Restoration - Councillor Frisch  
THAT based on the delegation by Comox Valley Nature in regards to Vanier Nature Park and the Garry Oak grove located in the park, Council direct staff to report back to Council on options for working with Comox Valley Nature and other partners to support the restoration of the Garry Oak grove in Vanier Nature Park.

- 9.2 Activating Downtown - Duncan Street Pilot Project - Councillor Jolicoeur  
WHEREAS Downtown Courtenay is a commercial, cultural, social, artistic, and culinary hub of the Comox Valley;

WHEREAS the City of Courtenay Downtown Playbook 2016 identifies the following goals to support the revitalize downtown more people downtown, a connected downtown, special events, learning, playing, living and shopping downtown;

WHEREAS the Playbook’s prioritizes “Create the Heart - Duncan Commons/Mews” where special events can occur and people can gather truly anchoring downtown for social & cultural events;



WHEREAS the Downtown Courtenay Business Improvement Association, Comox Valley Arts Council, Comox Valley Art Gallery, Comox Valley Farmer’s Market, Comox Valley Chamber of Commerce have been working towards supporting the temporary summer closure of Duncan Street from 5th to 6th street;

BE IT RESOLVED THAT staff bring forward a report on the Duncan Street Summer Pilot project outlining considerations and financial implications for implementation in 2024;

AND FURTHER BE IT RESOLVED THAT Council direct staff to collaborate with the Duncan Street working group to review options for the design, implementation and evaluation of the pilot and include in the report back to Council.

**10. BYLAWS**

10.1	For First, Second and Third Readings	
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**11. COUNCIL REPORTS**

11.1	Councillor Cole-Hamilton	
11.2	Councillor Frisch	
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11.4	Councillor Jolicoeur	
11.5	Councillor McCollum	
11.6	Councillor Morin	
11.7	Mayor Wells	

**12. IN CAMERA RESOLUTION**

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

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

(c) labour relations or other employee relations;

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

**13. ADJOURNMENT**



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

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**Meeting #:** R19/2023  
**Date:** October 25, 2023  
**Time:** 4:00 pm  
**Location:** CVRD Civic Room, 770 Harmston Ave, Courtenay

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

**Staff Present:** G. Garbutt, City Manager (CAO)  
A. Langenmaier, Director of Financial Services  
K. Macdonald, Fire Chief  
K. O'Connell, Director of Corporate Services  
S. Saunders, Director of Recreation, Culture & Community Services  
K. Shaw, Director of Public Works Services  
M. Wade, Director of Development Services  
J. Chan, Manager of Business Administration (electronic)  
P. Preston, Manager of Building Services  
A. Proton, Manager of Legislative Services  
R. Matthews, Deputy Corporate Officer

**1. CALL TO ORDER**

Mayor Wells called the meeting to order at 3:32 pm and respectfully acknowledged that the land on which the meeting was conducted is the Unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

**2. ADOPTION OF MINUTES**

**2.1 Regular Council Minutes - October 11, 2023**

**Moved By** McCollum  
**Seconded By** Jolicoeur

THAT Council adopt the October 11, 2023 Regular Council minutes.

**CARRIED**

**3. IN CAMERA RESOLUTION**

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

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

90 (1) (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

(2) (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

**CARRIED**

**Council resumed the open portion of the meeting at 4:15 pm.**

Councillor Morin provided a statement on behalf of Council to acknowledge the deaths of 21 Comox Valley community members in the period of January to August 2023 due to the unregulated toxic drug crisis, for a total of 163 deaths of Comox Valley Community members since the public health emergency was declared.

**4. PRESENTATIONS**

**4.1 BC Housing - Shelter and Supportive Housing Update**

Sarah Smith, Director of Development for Vancouver Island, and Emily Kendy, Senior Communications Advisor for Community and Tenant Affairs, provided an update on shelter and supportive housing projects in Courtenay.

**5. INTRODUCTION OF LATE ITEMS**

**Moved By** Jolicoeur

**Seconded By** McCollum

THAT Council add Notice of Motion - Safe & Inclusive City Facilities - Councillor Jolicoeur to the agenda as item 11.1.

**CARRIED**

**6. STAFF REPORTS**

**6.1 Recreation, Culture and Community Services**

**6.1.1 685 Cliffe Avenue – Lease Renewal and Temporary Washroom Consideration**

**Moved By** Frisch

**Seconded By** Morin

THAT Council approve a one-year lease extension between the City of Courtenay and the Comox Valley Transition Society for the continued use of the property located at 685 Cliffe Avenue, PID: 006-102-930, Lot 3, Section 61 Comox District Plan VIP3817, as authorized and in accordance with Section 2.1(e) of the November 1, 2021 Lease Agreement.

**CARRIED**

**Moved By** Frisch

**Seconded By** Cole-Hamilton

THAT Council direct staff to explore the placement of a temporary washroom facility adjacent to the Connect Centre and report back to Council with recommendations.

**CARRIED**

**6.1.2 Parks and Recreation Master Plan – Implementation Strategy**

**Moved By** Hillian

**Seconded By** Frisch

THAT based on the October 25, 2023, report “Parks and Recreation Master Plan – Implementation Strategy”, Council approve the final draft of the Parks and Recreation Master Plan Implementation Strategy (Attachment 1, 2, and 3).

**CARRIED**

**Councillor Cole-Hamilton left the meeting at 5:44 pm, was absent for the vote, and returned at 5:47 pm.**

## **6.2 Public Works Services**

### **6.2.1 Crown Isle Speed Limit Reduction Pilot Project**

**Moved By** Morin

**Seconded By** Hillian

THAT Council direct staff to retain the 40km/h speed reduction for the trial area located within the Crown Isle neighbourhood and;

THAT staff be directed to expand the speed reduction program to include all residential neighbourhoods within the City of Courtenay’s jurisdictional boundary, with the exclusion of all roads classified as either arterial and industrial or designated as a truck route, as time and resources allow and;

FURTHER THAT staff be directed to prioritize the implementation of an expanded speed reduction program with installation focused on the Safe Active Schools Program and the Cycling Network Plan.

**CARRIED**

**With no objections, Council varied the order of the agenda by moving Item 9.1.1 Consideration of Permissive Property Tax Exemptions, before Item 6.2.2 2023 Speed Display Device Program, and renumbered the agenda accordingly.**

## **7. BYLAWS**

### **7.1 For Final Adoption**

#### **7.1.1 Consideration of 2024 Permissive Property Tax Exemptions**

**Moved By** McCollum  
**Seconded By** Jolicoeur

THAT Council adopt "Tax Exemption Churches 2024, Bylaw No. 3092, 2023".

**CARRIED**

**Councillor Jolicoeur declared a conflict of interest as he is on the Board of Directors for the Dawn to Dawn Action on Homelessness Society, and left the meeting at 6:14 pm.**

**Moved By** Frisch  
**Seconded By** Cole-Hamilton

THAT Council adopt "Tax Exemption 2024, Bylaw No. 3112, 2023".

**CARRIED**

**Councillor Jolicoeur returned to the meeting at 6:15 pm.**

**Councillor Morin declared a conflict of interest as she is an employee of the Comox Valley Transition Society, and left the meeting at 6:16 pm.**

**Moved By** Cole-Hamilton  
**Seconded By** McCollum

THAT Council adopt "Tax Exemption 2024, Bylaw No. 3111, 2023".

**CARRIED**

**Councillor Morin returned to the meeting at 6:16 pm.**

**Councillor Hillian declared a conflict of interest as he is on the Board of Directors for the John Howard Society, and left the meeting at 6:17 pm.**

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

THAT Council adopt "Tax Exemption 2024, Bylaw No. 3110, 2023".

**CARRIED**

**Councillor Hillian returned to the meeting at 6:18 pm.**

**Mayor Wells called a recess at 7:00 pm. The Council meeting resumed at 7:02 pm.**

**Moved By** McCollum

**Seconded By** Hillian

THAT Council adopt "Tax Exemption 2024, Bylaw No. 3091, 2023".

**DEFEATED**

**Moved By** McCollum

**Seconded By** Frisch

THAT Council rescind third reading of "Tax Exemption 2024, Bylaw 3091, 2023".

**CARRIED**

**Moved By** Frisch

**Seconded By** Cole-Hamilton

THAT Council amend "Tax Exemption 2024, Bylaw 3091, 2023" to remove the exemption for Aaron House Ministries, Folio 1960.006.

**CARRIED**

**Moved By** Cole-Hamilton

**Seconded By** Jolicoeur

THAT Council give third reading to "Tax Exemption 2024, Bylaw 3091, 2023" as amended.

**CARRIED**

**Moved By** Hillian

**Seconded By** Morin

THAT Council direct staff to schedule a special meeting of Council prior to the October 31, 2023 permissive tax exemption deadline for the purpose of adopting "Tax Exemption 2024, Bylaw 3091, 2023".

**CARRIED**

**Moved By** Cole-Hamilton

**Seconded By** Frisch

THAT Council direct staff to update the Permissive Tax Exemption Policy by June 2024;

AND THAT once the Permissive Tax Exemption Policy has been updated, Council consider a grant in the amount of the proposed permissive tax exemption for Aaron House Ministries, Folio 1960.006.

**CARRIED**

**Mayor Wells called a recess at 7:07 pm. The Council meeting resumed at 7:34 pm.**

## **8. STAFF REPORTS**

### **8.1 Public Works Services**

#### **8.1.1 2023 Speed Display Device Program**

**Moved By** Hillian

**Seconded By** Frisch

THAT Council direct staff to continue to operationalize the speed display device program and;

THAT Council direct staff to remove the locations that are recommended for a “remove” strategy for the next three years and return to the locations that are recommended for a “monitor” and “repeat” strategy and;

FURTHER THAT Council direct staff to request RCMP speed enforcement for the locations that are recommended for a “speed enforcement” strategy.

**CARRIED**



**9. EXTERNAL REPORTS AND CORRESPONDENCE**

**9.1 BC Social Procurement Initiative (BCSPI) Letter to Minister Kang**

**Moved By** Cole-Hamilton

**Seconded By** Jolicoeur

THAT Council sign the BC Social Procurement Initiative letter to Minister Kang.

**CARRIED**

**10. COUNCIL RESOLUTIONS**

**10.1 Zero Carbon Step Code - Councillor Cole-Hamilton & Councillor McCollum**

**Moved By** Cole-Hamilton

**Seconded By** McCollum

WHEREAS the City of Courtenay's new Official Community Plan (OCP) has identified climate action goals and aims to reduce GHG emissions in our community by 45% below 2016 levels by 2030;

WHEREAS OCP policy BL 6 commits the City to "Advocate to and support the Province in amending the BC Building Code and other building related policies to: a) regulate carbon pollution for new buildings as soon as possible" and policy BL 7 commits the City to "Review and update immediately relevant building, zoning, and development permitting policies upon any new legislative authorities that support policies within BL 6;" and

WHEREAS the Province has responded to advocacy by the City and numerous other local governments by introducing the Zero Carbon Step Code which provides new authority to local governments to regulate carbon pollution from new buildings;

THEREFORE BE IT RESOLVED THAT pursuant to policies BL6 and BL7 of Courtenay's OCP, staff prepare a report outlining options for implementing the Zero Carbon Step Code in order to meet the City's 2030 emissions reduction target.

**CARRIED**

**11. NOTICE OF MOTION**

**11.1 Safe & Inclusive City Facilities - Councillor Jolicoeur**

WHEREAS Council's strategic priorities, values, anti-discrimination policy, and guiding principles recognize the importance of upholding the community values of respect, equality, and diversity;

AND WHEREAS, the City recognizes and respects the rights of individuals and groups to freedom of expression, it is imperative to balance these rights with the responsibility to ensure the safety and the protection and well-being of all residents;

AND WHEREAS, this resolution serves as a proactive measure to maintain a safe and inclusive environment within City-owned facilities and reinforces our dedication to promoting diversity, fostering understanding, and rejecting acts of discrimination or hate;

THEREFORE BE IT RESOLVED, THAT Council direct staff to prepare a report outlining options to keep City facilities free of hate and inclusive of all people.

**12. COUNCIL REPORTS**

**12.1 Councillor Cole-Hamilton**

No report provided.

**12.2 Councillor Frisch**

No report provided.

**12.3 Councillor Hillian**

No report provided.

**12.4 Councillor Jolicoeur**

No report provided.

**12.5 Councillor McCollum**

No report provided.

**12.6 Councillor Morin**

No report provided.

**12.7 Mayor Wells**

Mayor Wells advised that he called an Emergency Shelter Space Task Force meeting recently to discuss available spaces in the region for an extreme weather response shelter. The Task Force is currently seeking available shelter spaces to open the service as soon as possible.

**13. IN CAMERA RESOLUTION**

**Moved By** Hillian

**Seconded By** Cole-Hamilton

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

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

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

(2) (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

**CARRIED**

**14. ADJOURNMENT**

Mayor Wells terminated the open portion of the meeting at 8:12 pm. Following the conclusion of the in camera portion of the meeting, Mayor Wells terminated the meeting at 9:20 pm.

**CERTIFIED CORRECT**

Adopted by Council November 8, 2023

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Mayor Bob Wells

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Adriana Proton, Corporate Officer



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

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**Meeting #:** S4/2023  
**Date:** October 30, 2023  
**Time:** 4:00 pm  
**Location:** City Hall Council Meeting Room

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

**Staff Present:** G. Garbutt, City Manager (CAO) (electronic)  
A. Langenmaier, Director of Financial Services (electronic)  
K. O'Connell, Director of Corporate Services  
A. Proton, Manager of Legislative Services (electronic)

**1. CALL TO ORDER**

Mayor Wells called the meeting to order at 4:04 pm and respectfully acknowledged that the land on which the meeting was conducted is the Unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

**2. BYLAWS**

**2.1 For Adoption**

**2.1.1 Tax Exemption 2024 Bylaw No. 3091, 2023**

**Moved By** Cole-Hamilton

**Seconded By** McCollum

THAT Council adopt "Tax Exemption 2024 Bylaw No. 3091, 2023".

**CARRIED**

**Opposed: Councillor Frisch**

**3. ADJOURNMENT**

Mayor Wells terminated the meeting at 4:28 pm.

**CERTIFIED CORRECT**

Adopted by Council November 8, 2023

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Mayor Bob Wells

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Adriana Proton, Corporate Officer

# Duncan Avenue Pilot Project

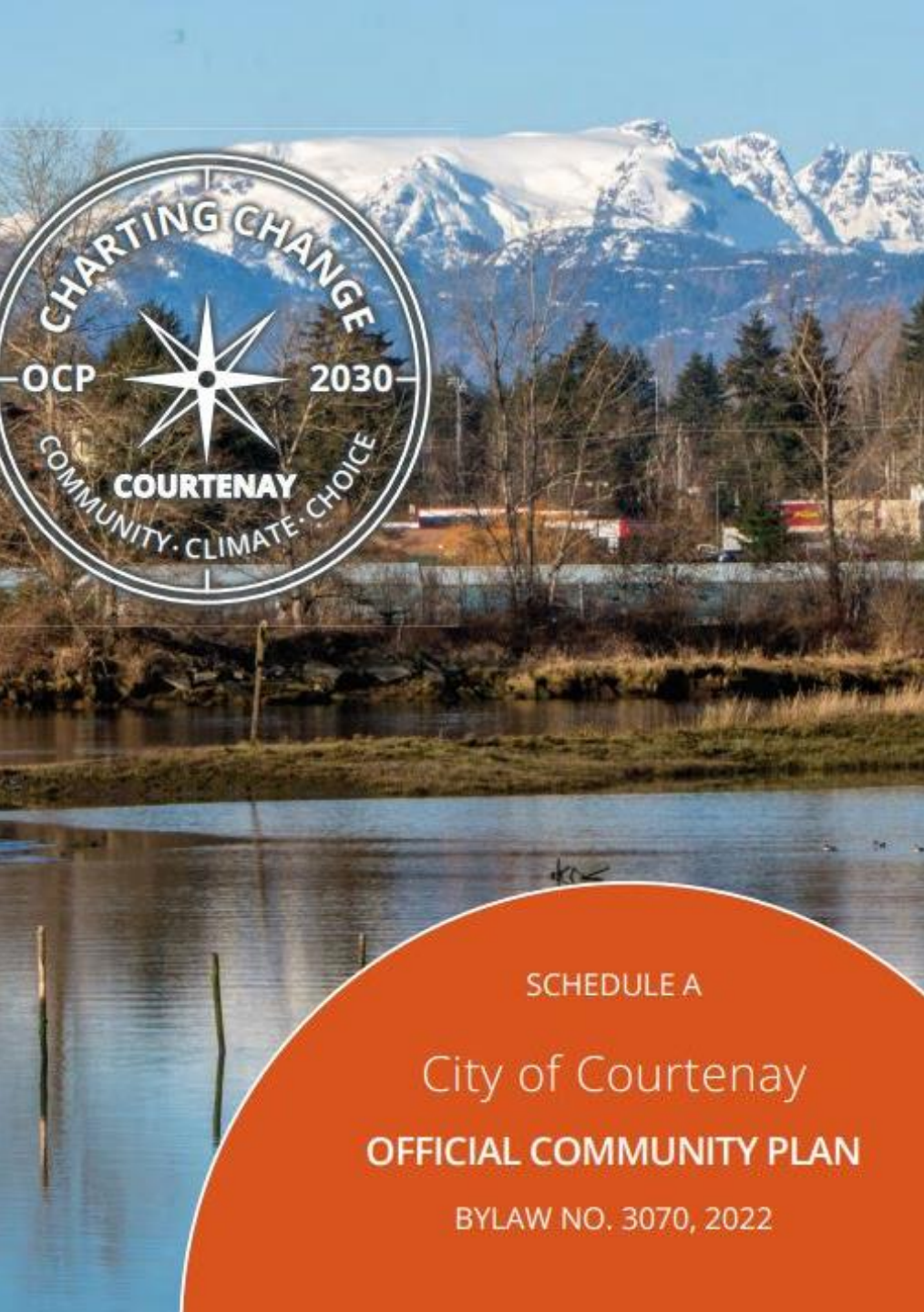
A pilot project to create a public gathering  
space on Duncan Ave in the heart of Courtenay

CV/ARTS



e-le-vat  
**elevate**





# Alignment with OCP

**Downtown Policy 13:** Work towards the vision of a public plaza in the form of a Commons and Mews (described in the *2016 Downtown Courtenay Playbook: A Partnership Action Plan*) as the public heart of the downtown, providing for informal gathering and formal social and cultural events.

**(Page 61)**





# Cultural Plan "What We Heard Report" September 2023

Survey responses said...

Critical Needs include **more space for performance/exhibitions.** page. 3

The main cultural themes the city should prioritize in the Cultural plan is **enhancing space for arts and culture** and using arts and culture to **enhance community well-being.** page. 3



# Current Activation Projects

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- Downtown Courtenay Summer Street Markets
- Summer Market Musical Performances
- CVAG Plaza Videos, Soundscapes and Sacred Space Plaza
- Walk With Me
- Moonlight and Magic Festival
- Downtown Courtenay Market Day
- Pride Parade
- Library Pop-Ups
- Spirit Walk, National Day for Truth and Reconciliation
- Poetry Walk



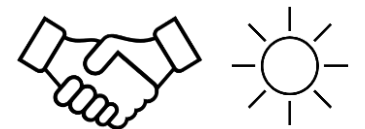


# Markets

**Summer Street Market:** Farmers Market + Arts and Artisans Market every Wednesday afternoon from beginning of June to September on Duncan Avenue.

**14 total markets during summer 2023.  
13 Free public musical performances.**

**DCBIA Market Day:** Large one-day community retail event with shops, vendors, musical acts and family activities.





# Festivals and Celebrations

Duncan has been a location for festivals such as **Moonlight and Magic**, **Elevate the Arts Festival**, and the recent **Pride Parade**.





# Economic Impact

The estimated **economic benefit** of the Wednesday Downtown Courtenay Summer Street Market on the local economy is approximately **\$260,000 annually**.

“When placed, designed and maintained well, pedestrian only streets become a **destination** and result in economic benefits for adjacent businesses.”

—Global Designing Cities Initiative.

BC Association of Farmers' Markets (BCAFM), in collaboration with Dr. David Connell of the University of Northern British Columbia (UNBC).





# Our Ask

1. A pilot program to close Duncan from 5th to 6th for a portion of summer 2024.
  - Purchase shade structures and urban furniture.
  - Provide a simple temporary stage for performers.
2. Upgrade the electrical box.
3. Provide access to water on Duncan Ave.

(this would eliminate 16 parking spots)



# Infrastructure

- Limited electrical access means businesses often support events by running power through their shops.
- Electric box on Duncan is not sufficient to run food trucks which require a 50 AMP, 4 wire receptacle.
- Access to water would be helpful to vendors and organizers of other events.







# How Would A Pedestrian Corridor Benefit Courtenay?

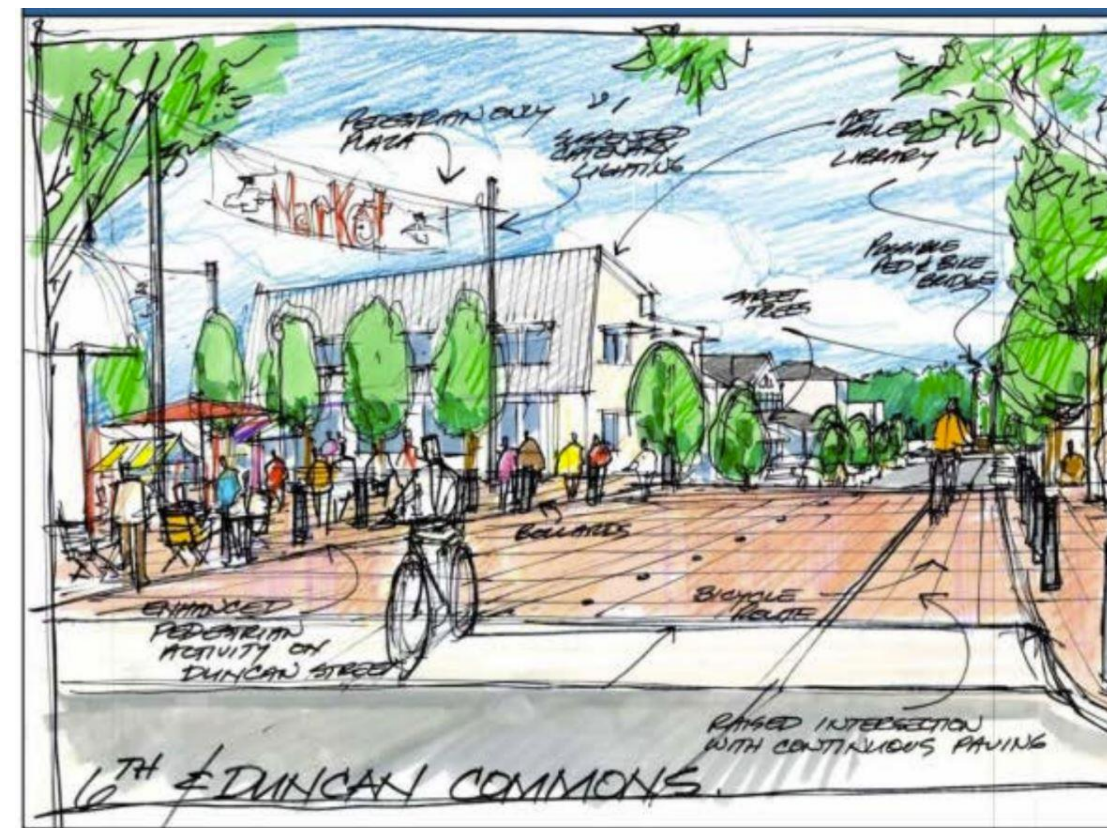
- Provide central public gathering space.
- Ease set-up and production of existing public events.
- Adding shade structures mitigates impact of dangerous heat.
- Pilot program would allow for community engagement and participatory design, critical steps for community development.
- Make it possible for other organizations and groups to use the space without the extra steps of requesting a road closure from public works.





# Why a Pilot is Critical

- **Community development cannot be top-down if it is to be successful.**
- Allows for time to do deep community engagement.
- Allows organizations to plan for public programming.
- Temporary means time to experiment and see what works.





# Operationalizing a Pilot

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Our working group can support City Staff to determine suitable options for temporary furniture and shading.

Groups seeking to program the space can **book through City's booking system**. Comox Valley Arts can promote the opportunity to arts groups.

When space isn't programmed, it can be **used passively**.

**Public washrooms:** Library, CVAG and Urbaloos for after hours.

**Partnering with service providers** would allow us to be inclusive and supportive to all members of our community.

**Security** already in place will help prevent damage and vandalism. **Encampment Bylaw** prevents camping on city streets.

**Funding:** Opportunities for Provincial support and other local funders







To whom it may concern,

I, Greg Chadwick, Executive Director of the DCBIA am writing this to inform you of the BIA support for the Duncan Commons pilot project in Downtown Courtenay. I have spoken with the business owners that would be impacted by this pilot project and we have support from them so long as they can provide input into how the space is designed.

I look forward to working with the organizations involved to make the very most of the pilot project. I'm confident it will be a positive shift in how space is utilized in the downtown core.

Greg Chadwick,

Executive Director, DCBIA

250-792-2423

[info@downtowncourtenay.com](mailto:info@downtowncourtenay.com)



## STAFF REPORT

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**To:** Council  
**From:** City Manager (CAO)  
**Subject:** 2024 MRDT Tactical Plan

**File No.:** 6900-01 [2024]  
**Date:** October 25, 2023

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### PURPOSE:

The purpose of this report is to request Council approval of the 2024 Municipal and Regional District Tax (MRDT) Tactical Plan prepared by Experience Comox Valley (4VI) to be submitted to Destination BC and to approve the Appendix 1.8 Affordable Housing MRDT Plan prepared by staff.

### EXECUTIVE SUMMARY:

The City of Courtenay's MRDT was approved in 2021 on the basis that there would be support for management and administration of the funds by a third-party contractor (4VI) that is the official Destination Management Organization (DMO) for Courtenay. Governance of the MRDT is supported by a Tourism Advisory Committee (TAC).

The agreement between the City and 4VI to provide for management, delivery and reporting of the MRDT funds on behalf of the City of Courtenay requires that 4VI submit an annual MRDT Tactical Plan for review and approval.

### BACKGROUND:

Due to the contract termination and wind up of the Comox Valley Economic Society (CVEDS), the previous MRDT regulation in place for the City of Courtenay was repealed as of August 31, 2021. A new application was submitted to re-establish the tax, which was approved by the Ministry of Finance and is effective September 1, 2021.

On September 27, 2021 Council approved the agreement between the City of Courtenay and 4VI to provide for management, delivery and reporting of the MRDT funds on behalf of the City of Courtenay.

### DISCUSSION:

Over the course of a calendar year, MRDT is collected and paid to the City on a monthly basis and those funds are then transferred to 4VI.

4VI is responsible for maintaining the appropriate accounting records of the MRDT funds and responsible to provide the required financial reports to the City throughout the year.

4VI has completed the attached 2024 MRDT Tactical Plan with direction from the Tourism Advisory Committee (TAC) and upon City review of the documentation, the 2024 MRDT Tactical Plan will be submitted to Destination BC.

**2024 MRDT Tactical Plan**

Online Accommodation Platform (OAP) funds are subset of the MRDT funds collected. OAP funds are collected from online accommodation platform accommodation bookings such as Airbnb occurring within the City. OAP revenue is eligible to be spent on tourism initiatives or affordable housing initiatives if appendix 1.8 – Affordable Housing MRDT Plan is submitted and approved by the Province. Since September 1, 2021 all OAP funds have been held in anticipation of an appendix 1.8 being completed. As of July 2023, the City has accrued \$914,200 of OAP funds and to date no spending as occurred from these OAP funds. OAP funds are not guaranteed and in 2023 have varied from a monthly high of \$52,100 to a low of \$12,050.

The proposed appendix 1.8 identifies these funds to go towards a housing needs assessment to inform a housing action plan along with continued funding of various affordable housing projects as they occur. Once the housing action plan is completed it is expected that the OAP funds would be put towards completing items as identified in the assessment.

**POLICY ANALYSIS:**

Section 123 of the *Provincial Sales Tax Act* imposes a tax of up to three percent on the purchase price of accommodation in a specified geographic area of the province on behalf of a designated recipient.

The *Designated Accommodation Area Tax Regulation, B.C. Reg. 93/2013* sets out the authorized purposes for funds collected under the MRDT program.

**FINANCIAL IMPLICATIONS:**

The MRDT generates approximately \$350,000 annually to provide tourism marketing, programs and projects for the Comox Valley. With the support of 4VI, there are no budget implications to the City of Courtenay for the administration of the MRDT.

**ADMINISTRATIVE IMPLICATIONS:**

Once Council approves the 2024 Municipal and Regional District Tax (MRDT) Tactical Plan, it will be submitted to Destination BC.

**STRATEGIC PRIORITIES REFERENCE:**

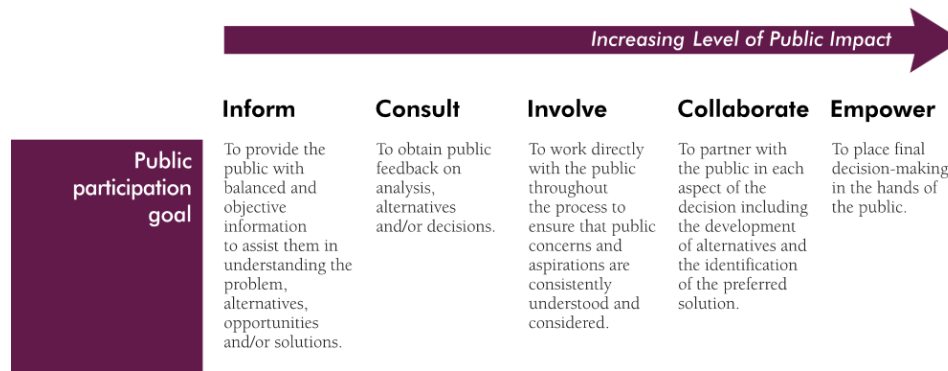
This initiative addresses the following strategic priorities:

- Affordable Housing - Explore approaches to develop affordable housing: Develop strategy for housing amenity fund

**PUBLIC ENGAGEMENT:**

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





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

**OPTIONS:**

1. THAT Council approve the 2024 Municipal and Regional District Tax (MRDT) Tactical Plan as prepared by Experience Comox Valley (4VI) and staff.
2. That Council defer the approval of the 2024 MRDT Tactical Plan for further discussion at a later Council meeting.

It should be noted that deferring the approval of the 2024 MRDT Tactical Plan may hinder Council's ability to meet the statutory November 30, 2023 deadline.

**ATTACHMENTS:**

1. 2024 MRDT One Year Tactical Plan
2. 2024 MRDT Appendix 1.8 Affordable Housing Plan – City of Courtenay

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

## Appendix 2.3 One-Year Tactical Plan

Under the *Provincial Sales Tax Act*, all designated recipients, including designated recipients not subject to the renewal application requirement, must provide specific reports to the Province annually. As such, all designated recipients (or the designated recipient's service provider), are required to complete and submit the following One-year Tactical Plan **no later than November 30<sup>th</sup> each year for years two through five.**

If the One Year Tactical plan has been completed before November 30th, please submit the plan before the deadline. A Five-year Strategic Business Plan is required in year 1 and the One-Year Tactical Plan would be a part of your MRDT application submission.

The One-year Tactical Plan must be consistent with the Five-year Strategic Business Plan and be based on the calendar year.

**A sample Tactical Plan template has been provided below. However, the format of the Tactical Plan may be developed specific to your community needs and resources.**

Similar to the Five-year Strategic Business Plan, the One-year Tactical Plan must adhere to the MRDT program principles, regulations and guidelines (see box below).

Please ensure there is alignment between provincial tourism strategies and community tourism efforts. Additionally, designated recipients should make their One-year Tactical Plans available to tourism industry stakeholders.

If you wish to make material modifications to the Five-year goals, strategies or targets, the changes must be identified in the One-year Tactical Plan and may require approval from the Province (see Section 11: Amendments in Program Requirements).

Your One-Year Tactical Plan must contain the following information:

- Key learning and conclusions from the previous year
- An overview of the strategic direction from the Five-Year Strategic Business Plan
- Details about activities and tactics for the upcoming year
- Expected outcomes
- Availability of revenue from other sources to fund projects in addition to the funds from the MRDT tax (Reminder: funds from the tax must be incremental to existing sources of funding. The funds from the tax must not replace existing sources of tourism funding in a community)
- A proposed budget for the year ahead

For questions, please contact Destination British Columbia at [MRDT@destinationbc.ca](mailto:MRDT@destinationbc.ca).

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### *Quick Reference Guide*

*(from the MRDT Program Requirements):*

*The intention of the tax is to assist designated recipients to fund tourism marketing, programs and projects. Funds from the MRDT program are intended to augment current funding and cannot be used to replace existing sources of tourism funding in a community.*

*The MRDT program is intended to contribute to the increase of local tourism revenue, visitation, and economic benefits and should be supported by local government and tourism stakeholders.*

#### **The MRDT program principles are:**

*Effective tourism marketing, programs and projects*

*Effective local-level stakeholder support, and inter-community collaboration*

*Marketing efforts that are coordinated and complementary to provincial marketing strategies and tactics*



### One-Year Tactical Plan Template

**Designated Recipient:** City of Courtenay  
**Designated Accommodation Area:** Courtenay  
**Date Submitted:** \_\_\_\_\_  
**MRDT Repeal Date:** September 1, 2026  
**Five Year Period:** January 1, 2022 to December 31, 2026

A description and instructions pertaining to each section is provided in grey text as a guide only. **The format of your One-Year Tactical Plan may be developed specific to your community needs and resources.** If using this template, please delete the blue text and provide your response accordingly. If using your own report template, please ensure it includes the following sections:

#### Section 1: Overview and Update to Five-year Strategic Business Plan

Heading	Description
<b>Strategic Direction</b>	<p>Experience Comox Valley’s marketing positions the communities of Cumberland, Comox, Courtenay and Mount Washington (collectively “the Comox Valley”) as a premiere destination in British Columbia for outdoor adventure; including ski, mountain biking, hiking and marine experiences, as well as unique farm-homegrown culinary and craft culinary experiences.</p> <p>A key component in the Comox Valley’s marketing activities and development programs are travel and tourism sustainability initiatives to ensure that tourism makes meaningful contributions to the well-being of the region that align with the social, cultural and/or environmental stewardship goals of its communities. This involves recognizing the traditional Indigenous stewards of the region and taking meaningful action to ensure that tourism marketing and development does not cause harm, but rather provides benefits to rights holders who may have been excluded from economic opportunities generated through visitation to their territories in the past.</p> <p><b>Vision:</b> The Comox Valley is recognized as the premier, year-round Vancouver Island destination for outdoor, culinary, and cultural activities.</p> <p><b>Mission:</b> Implement fiscally prudent destination marketing initiatives that are informed and tested through stakeholder engagement that are objectively focused on increasing overnight stays in the Comox Valley that drive economic benefit to business owners and residents.</p> <p><b>Five-Year Strategic Business Plan objectives:</b></p> <ol style="list-style-type: none"> <li>1. Re-establish 2019 levels of overnight volume and visitor expenditures from key markets; and objectively grow expenditure when stability returns to travel.</li> <li>2. Support tourism operators in maintaining, starting, and improving businesses that deliver a unique and superior experience to best fit consumers.</li> </ol>

	<ol style="list-style-type: none"> <li>3. Operate Comox Valley Tourism with transparent and fiscally responsible principles, and through consultative and accountable engagement with stakeholders throughout the marketing cycle.</li> <li>4. Increase the awareness of Comox Valley Tourism amongst stakeholders and rights holders, and ensure a reputation of collaboration, and care.</li> </ol>
<b>Key Learnings and Conclusions</b>	<ul style="list-style-type: none"> <li>● <i>Key learnings and conclusions from a situation analysis or annual review that will inform your One-Year Tactical Plan.</i></li> <li>● <i>Provide an update on progress to date for current year activities.</i></li> </ul> <p><b>2023 Marketing Activities to Date</b></p> <p><u>Visual Asset Acquisition - Promotional Videos</u>  Objective: Create short, themed videos for use on social media, website, and partner organizations.  Outcome: 3 videos created, both in horizontal and vertical form - outdoors, culinary, and arts &amp; culture.</p> <ul style="list-style-type: none"> <li>● Outdoors: <a href="https://vimeo.com/798495642">https://vimeo.com/798495642</a></li> <li>● Culinary: <a href="https://vimeo.com/798495338">https://vimeo.com/798495338</a></li> <li>● Arts &amp; Culture: <a href="https://vimeo.com/798494986">https://vimeo.com/798494986</a></li> </ul> <p>Timing: Videos completed in February, use is ongoing.</p> <p><u>Traditional Marketing - Print</u>  Objective: Raise awareness for Comox Valley as a desirable destination and inspiration/ideas for things to do when visiting.  Outcome: Print advertising for Experience Comox Valley included the following:</p> <ul style="list-style-type: none"> <li>- Landmark Media Map of Comox Valley, cover page</li> <li>- Landmark Media Map (flatmap) of Vancouver Island, corner ad</li> <li>- Vancouver Island Visitor Guide (Back Press), full page ad</li> <li>- Go Magazine (Times Colonist), content &amp; full page ad</li> <li>- 2023 Comox Valley Vacation Guide, editorial content and design/images input</li> </ul> <p><u>Traditional Marketing - Art Brochure</u>  Objective: Partner with Comox Valley Arts to print the art studio map for use as a visitor servicing tool.  Outcome: A printed art studio tour map trifold brochure was created, with Experience Comox Valley info/ad on the back page  Timing: Printed brochure available and distributed in early May.</p> <p><u>BC Ale Trail campaign</u>  Objective: Inspire visitors to ‘warm up to winter’ and come to the Comox Valley now. Whether for winter alpine activities (skiing, tubing, snow shoeing),</p>

experiencing arts & culture, or tasting unique culinary offerings and sipping at our 5 local breweries.

Outcome: Social media carousel ads were created for Facebook and Instagram, driving traffic to ExperienceComoxValley.ca. The 2 ads had over 162K & 330k impressions, 57k & 89k reach, and a click through rate of 1.68% & 0.55% with a total of 3,279 clicks.

Timing: The campaign ran from January 20 - February 17, 2023.

Warm up to Winter campaign

Objective: To inspire visitation through winter-themed itineraries and ideas.

Outcome: A digital ad campaign, with google ads, display, and social media ads to drive traffic to the Warm Up To Winter website landing page. Social media ads ran on Facebook and had 1.8M impressions, 392k reach, and a click through rate of 0.47%.

Timing: This campaign ran December 19, 2022 to March 15, 2023.

Email Marketing - Golf VI E-blast

Objective: Highlight Comox Valley as a golf destination, partnering with Golf VI to target their consumers (e-newsletter subscribers).

Outcome: On Friday, February 10 2023, the Comox Valley was featured as a destination in Golf VI's e-blast (to over 32k recipients). The email showcased the Comox Valley, its communities, golf courses and things to do. It received an open rate of 43.1% (13,792 opens) and 500+ clicks. Open by country location (in descending order) were: USA (71.6%), Canada (21.2%), Sweden (5.9%), followed by Mexico, Russia, UK, Australia, Germany, etc. (<1% each).

Spring campaign

Objective: To inspire visitation through spring-themed itineraries and ideas.

Outcome: A digital ad campaign, with google ads, display, and social media ads to drive traffic to ExperienceComoxValley.ca. Social media ads ran on Facebook and had 900k impressions, 355k reach, and a click through rate of 1.85%. A 30 second commercial was created by Corus for broadcast on CITV (Edmonton) and CICT (Calgary) for 6 weeks in May and June, and include bonus PSA and US spill-over spots. Results to come this summer.

Timing: This campaign ran in May and June.

Partnership Marketing - Ride Island's new video

Objective: Leverage funding by partnering with DBC's consortium, Ride Island, to highlight mountain biking as a destination driver in the Comox Valley. This includes a [community feature page](#) on their website and participation in campaigns and visual asset collection.

Outcome: A [new video](#) featuring Mountain biking across Vancouver Island destinations was created. Ride Island shared the video and partner CDMOs can share as well.

Timing: Filming took place over the fall/winter 2022/23, video was launched the first week of June 2023.

#### Travel Media - German National Radio

Objective: Work with Destination BC to host media for a stop in the Comox Valley while they visit Vancouver Island.

Outcome: Michael Marek from German National Radio visited the Spirits of the West Coast Gallery and I-HOS Gallery to view and learn about indigenous art.

Timing: Visited mid-April, the live dates of the story are TBA.

#### Travel Media - The Weather Network

Objective: Increase awareness of Comox Valley as a destination, including unique activities/locations.

Outcome: Mia Gordon visited a number of locations and stakeholders throughout the Comox Valley, including the Cumberland Community Forest Society, United Riders of Cumberland (UROC), Mac's Oysters, Coast Surf Shop, and Goose Spit ("Little Mexico" beach).

- Learn to shuck an oyster: [Video 1](#)
- Goose Spit SUP to "Little Mexico" beach: [Video 2](#)

Timing: Mia visited in mid June, so far 2 videos are live, with another coming soon.

#### Explore VI - Trade Show Event

Objective: To network with receptive Tour Operators, Travel Agencies and Wholesalers that are looking to expand their business in the Vancouver Island area.

Outcome: This event took place in Cowichan Bay on March 8, 2023. In attendance were 19 Operators/Online travel agencies (i.e. 'buyers'), and 35 VI stakeholders (including CDMOs).

#### Market Research - Visitor Intercept Surveys

Objective: Gain insights to visitor behaviours, expectations, and satisfaction.

Outcome: Experience Comox Valley has launched 2 market research projects. Partnering with the Comox Valley Airport and Intervistas, an outbound/departing passenger in-person survey took place one week in August (for insights during peak travel times), with another week of data collection planned for February 2024 (shoulder season travel). Also launched this summer is a Visitor Intercept Survey Study, partnering with Vancouver Island University, for ongoing data collection via an online survey.

	<p>Timing: Surveys began in August 2023</p> <p><u>Vancouver Island Visitor Centre</u>  Located on the Courtenay/Cumberland border, the Vancouver Island Visitor Centre (VIVC) employed 2 full time regular employees and 6 part time employees. From January to June, 2023, there were 5,238 visitors through the VIVC, most seeking advice on where to go and things to do in the Comox Valley. This is an increase of 8% compared to the same time period last year (4,843 visitors in 2022).</p> <p><u>Mobile Visitor Services Kiosks</u>  This summer, in addition to the Visitor Centre, 3 Visitor Services mobile kiosks were located in the downtown cores of Courtenay (6th Street), Cumberland (on Dunsmuir Ave), and Comox (Marina Park).</p> <p><b>Key Learnings:</b></p> <ul style="list-style-type: none"> <li>● Steady increase in followers on Social Media channels and visitor/resident use of #ExperienceComoxValley</li> <li>● Interest audiences performed stronger than retargeting due to greater opportunity to reach unique users and the ability to leverage platform learnings</li> <li>● Relevant location-based interests proved to work successfully as opposed to broad targeting, e.g. adventure travel/hiking/outdoors, etc.</li> <li>● Ongoing outreach to stakeholders has increased awareness of Experience Comox Valley, opportunities available, and business listings on ExperienceComoxValley.ca</li> <li>● Mobile Visitor Information kiosks using Experience Comox Valley branded visuals and placed in strategic locations near high foot traffic had many visitor engagements (increased numbers from last year)</li> </ul>
<b>Overall Goals and Objectives</b>	<ul style="list-style-type: none"> <li>● <i>Overall Goals, Objectives, and Targets, if different from the Five-year Strategic Business Plan.</i></li> </ul> <p>Destination Plan Objectives:</p> <ol style="list-style-type: none"> <li>1. Increase revenue from visitation <ul style="list-style-type: none"> <li>○ Generate leads for businesses</li> </ul> </li> <li>2. Manage growth and benefit through seasonal and geographical dispersion <ul style="list-style-type: none"> <li>○ Build and position destination drivers</li> <li>○ Invest in market research</li> </ul> </li> <li>3. Increase competitiveness of Comox Valley as a desired destination <ul style="list-style-type: none"> <li>○ Improve the visitor experience</li> <li>○ Increase collaboration with &amp; amongst stakeholders and rights</li> </ul> </li> </ol>

	<p>holders</p> <p>4. Support sustainable tourism initiatives and activities</p> <ul style="list-style-type: none"> <li>○ Amplify messaging from local tourism businesses who are actively pursuing objectives that increase positive impacts and decrease negative impacts of tourism for humans, the economy and/or the environment</li> <li>○ Support Vancouver Island’s Biosphere Certification and commit to advancing the UN’s Sustainable Development Goals as a DMO and destination</li> </ul>
<b>Strategies</b>	<ul style="list-style-type: none"> <li>● <i>Key Strategies for the year, if different from the Five-Year Strategic Business Plan. If any change in Key Strategies is deemed to be material or a substantial shift from original direction set, then approval from Destination British Columbia will be required before implementation.</i></li> <li>● <i>Identify your key content themes for the year (i.e. wilderness, touring, ski, etc.)</i></li> </ul> <p><b>Promotional strategies include:</b></p> <ul style="list-style-type: none"> <li>● Online and Social Media advertising</li> <li>● Integrated, multi-platform digital campaigns highlighting shoulder season travel</li> <li>● Engage Stakeholders in Comox Valley marketing initiatives and measure success by number of conversions to stakeholder websites</li> <li>● Traditional campaigns via TV and print ads</li> </ul> <p><b>Online and Social Media</b></p> <p>Online and Social Media strategies are key areas of focus. Increased social media engagement through hashtag use in advertising and promotion with #exploreBC, and #ExperienceComoxValley will ensure alignment and gain more followers, potential customers and visitors. Tagging through to the website to track customers and retargeting track post-click and post-view conversions will be utilized for all targeted campaigns. Software to search and request rights to share user generated content will continue to support organic social media strategies.</p> <p><b>Email Marketing</b></p> <p>Email marketing continues to be an essential tactic for reaching “owned” leads. The Comox Valley consumer marketing email list will be built through incentivized email sign up campaigns, and then push direct call to action messages that may include events, seasonal hotel packages specials and itinerary ideas.</p> <p><b>Traditional Tactics with TV and Print Ads</b></p> <p>Traditional media will still play a role in the development of greater brand awareness for the Comox Valley. Print ads will be placed in publications that reach key source markets. TV campaigns will be supported by targeted online marketing tactics and contesting in Alberta, Lower Mainland and/or Vancouver Island that drive to website landing pages.</p>

	<p><b>Asset Development</b>  Comox Valley will continue to invest in brand-aligned image and video assets that showcase the unique selling propositions of the Comox Valley, and contain models of diversity and using DEIA inclusivity best practices. This collection of visual assets showcasing experiences, places, and tourism businesses can also be shared with local tourism stakeholders and partners.</p> <p>The Comox Valley destination marketing website, ExperienceComoxValley.ca, enables the improvement of marketing sales funnels and the primary objective will be to drive business / bookings to stakeholder websites.</p> <p><b>Media Relations strategies include:</b></p> <ul style="list-style-type: none"> <li>● Online communications</li> <li>● Media outreach and hosting activities including collaboration with DBC and 4VI media activities</li> <li>● Production of communications tools including online toolkits, fact sheets and updates to websites</li> </ul> <p><b>Destination Development: Market Development and Product Experiences</b>  Experience Comox Valley will support tourism businesses in product and experience development through industry engagement and skills learning workshops. Event &amp; experiences support will continue to focus on key destination drivers (culinary, art, and outdoor).</p>
<b>Target Markets</b>	<ul style="list-style-type: none"> <li>● <i>The types of visitors that are priorities for your community for the next year, stating primary and secondary target markets. Include geographic target markets, demographics, and activity-based target groups.</i></li> <li>● <i>The desired length of stay that your community is seeking from the target markets, from day visits or overnight getaways to longer vacations.</i></li> </ul> <p>Primary: Rejuvenators, Authentic Experiencers and Cultural Explorers, affluent, frequent travellers who are touring and exploring  Secondary: Free Spirits</p> <p><b>Geographic target markets:</b>  Primary: Southern Vancouver Island (Victoria), Lower Mainland BC  Secondary: Alberta (Calgary, Edmonton)  Other: Ontario, Washington State</p> <p><b>Demographic targets:</b>  Primary: Age 30 + couples and small groups  Secondary: Families (multi generation)</p> <p><b>Activity-based target groups:</b>  Outdoor and Marine Adventure enthusiasts including skiing/snowboarding, biking, hiking, kayaking, diving, wildlife viewing, golf, boating;  Culinary Tourism enthusiasts including winery, distillery, brewery, farm tours &amp; tastings, farmers’ markets, culinary festivals/events</p>



## Section 2: One-Year Tactical Plan with Performance Measures

Please provide a **Project Plan** for each major activity you will undertake in the year ahead using MRDT funds. Authorized purposes of MRDT funds are tourism marketing, programs and projects and any other prescribed purposes as set out by regulation.

**Project plans should include the following information for each activity. The recipient can organize the plan in a manner that best reflects their individual approach. Please note that Destination BC may share relevant tactical information with applicable Destination BC program areas to facilitate increased collaboration and alignment.**

1. The **major category** of the activity. Examples could include marketing, destination and product experience development, visitor services, etc.
  - Marketing, which may include:**
    - Media Advertising and Production (for example: print, radio, television, out-of-home, direct mail, email marketing, search engine marketing, paid social media, display ads, etc.)
    - Website - Hosting, Development, Maintenance
    - Social Media Management Platforms and Tools (i.e. Hootsuite)
    - Consumer Shows and Events
    - Travel Trade and Corporate focused Shows and Events
    - Collateral production and distribution
    - Travel Media Relations (for example: story idea creation, media and influencer FAM hosting/ support, attendance at media marketplaces, etc.)
    - Travel Trade (for example: trade FAM hosting/support, etc.)
    - Consumer-focused asset development (for example: curation or production of written content, photography, videography, etc.)
    - Other (these activities must be specified)
  - Destination and Product Experience Development, which may include:**
    - Industry Development and Training - Enhancing Education and Knowledge (for example: market readiness, digital readiness, industry conferences, packaging and other tourism-related Industry Workshops)
    - Product Experience Enhancement and Training (for example: Itinerary Development, Content Development and Key Experience Creation)
    - Research, Evaluation, and Analytics
    - Destination Development Projects listed within your Planning Area Strategy that are eligible activities
    - Other (these activities must be specified)
  - Visitor Services, which may include:**
    - Visitor Services Activities (for example: staff wage and benefits, visitor services via social media, digital tools, including mobile apps, kiosks, beacons, etc., roving/mobile visitor services, ambassador programs, FAMs)
    - Other (these activities must be specified)
  - Meetings, Conventions, Events and Sport:**
    - Examples could include conferences, events, sports, etc.
  - Affordable Housing, which may include:**
    - Details on affordable housing projects (project description and rationale, authorizing documents, budget, and applicable funding partners).
    - Please complete and attach Appendix 1.8.
  - Other:**
    - Other activities not covered by the above categories, such as capital expenditures if **pre-approved by government** (prior to application), etc.
2. Please list and describe **the tactics** your community will use to achieve the strategies outlined in Section 1 of your Five-Year Strategic Business Plan. There may be several tactics for each activity.
3. Please provide an **implementation plan** that includes a short description, quantifiable objectives, rationale, action steps, potential partnerships, resources, sources of funding, responsibilities, time frame, budget, and evaluation mechanism.



## Project Plan Template

A description and instructions pertaining to each section is provided in grey text as a guide only. **The format of your Project Plan may be developed specific to your community needs and resources. If using this template, please delete the grey text and provide your response accordingly.**

<b>Major Category:</b> Marketing	
<b>Activity Title:</b> Consumer Asset Development	
<p>A continued focus on expanding Comox Valley’s visual assets is imperative to Experience Comox Valley’s strong value proposition. These visual assets will align with Experience Comox Valley’s brand and the Destination BC brand, using diversity, equity, inclusion and accessibility (DEIA) best practices to expand consumer assets.</p> <p><b>Objective:</b>          Collect brand-aligned images and video to build a database of assets that tell the story of Comox Valley, for use in campaigns, social media, and on ExperienceComoxValley.ca website. This asset database can be shared with local tourism stakeholders and rights holders to further strengthen the local tourism industry’s brand position and selling proposition.</p> <p>Lead the tourism industry toward diverse representation of travellers in tourism marketing images, including people with disabilities, people of colour, and transgender, non-binary individuals. Develop content for barrier-free travel experiences to assist travellers in having the best and safest experience on Vancouver Island.</p> <p>Ensure visual assets and written content aligns with the region’s and communities values and goals for the social, cultural, and environmental well-being now and for the future.</p> <p><b>Strategy:</b>          Enhance Comox Valley’s value proposition and accompany messaging that can be translated into marketing tactics through the year, and create a larger library of diverse traveller images, video and written content.</p>	
<b>Tactics:</b>	
<b>Images</b>	<p><b>Short Description:</b> Gather high-quality, inspirational images that represent Comox Valley’s brand and value proposition. Include diverse representation of travellers in image assets, and ensure images support overall brand and marketing strategy.</p> <p><b>Quantifiable Objectives:</b> increase # of brand aligned images of the Comox Valley.</p> <p><b>Rationale:</b> Foundation to marketing efforts - compelling imagery that reflects the experience of visiting the Comox Valley.</p> <p><b>Action Steps:</b> Develop an image asset collection list and photo brief, contract a photographer/photographers, arrange shoots, select images, share images with partners.</p> <p><b>Potential Partnerships:</b> Community partners, content creators, tourism businesses / stakeholders</p> <p><b>Resources:</b> Photographer, DBC’s Inclusive Visual Production Best Practices</p> <p><b>Sources of Funding:</b> MRDT, Destination BC Co-Op Dollars</p> <p><b>Time Frame:</b> Ongoing</p> <p><b>Budget:</b> \$22,000</p>

<b>Video</b>	<p><b>Short Description:</b> Gather video (b-roll) assets for ongoing marketing efforts, and use video footage to create “hero” videos, with social media cut-downs to inspire travel to the Comox Valley. Use videos as a means to profile individual stakeholder businesses and sectors, especially those with strong alignment with values of sustainable travel and Reconciliation with Indigenous Peoples.</p> <p><b>Quantifiable Objectives:</b> Video completion, video views</p> <p><b>Rationale:</b> Video continues to be a compelling storytelling medium, showing efficient engagement and reach on social media (outperforming image and written content).</p> <p><b>Action Steps:</b> Develop video/B-roll asset collection database. Arrange shoot(s), and participation of stakeholders, share videos and distribute to partners for sharing.</p> <p><b>Potential Partnerships:</b> Destination BC Brand Team, community groups, tourism businesses</p> <p><b>Resources:</b> Videographer</p> <p><b>Sources of Funding:</b> MRDT and Destination BC Co-Op Dollars</p> <p><b>Time Frame:</b> Ongoing</p> <p><b>Budget:</b> \$20,000</p>
<b>Written Content</b>	<p><b>Short Description:</b> Develop itinerary and blog content that will expand available storytelling on ExperienceComoxValley.ca and that can form the basis of niche advertisements on social media.</p> <p><b>Quantifiable Objectives:</b> Increase website pageviews and unique visits, increase time on page, and conversion rates (to stakeholder websites)</p> <p><b>Rationale:</b> Website content that will highlight specific experiences and tourism businesses in the Comox Valley, positioned as a vehicle for moving consumers along the path to purchase from ‘inspired’ to ‘booked’.</p> <p><b>Action Steps:</b> Identify content gaps and unique selling propositions, work with tourism businesses to incorporate business and product into content.</p> <p><b>Potential Partnerships:</b> Tourism operators, content creators</p> <p><b>Resources:</b> Content writers</p> <p><b>Sources of Funding:</b> MRDT and Destination BC Co-Op Dollars</p> <p><b>Time Frame:</b> Ongoing</p> <p><b>Budget:</b> \$8,000</p>

<b>Major Activity:</b> Marketing	
<b>Activity Title:</b> Media Advertising	
<p>In addition to ensuring the website and social media channels contain accurate and timely travel information, media advertisements will target right-fit consumers with compelling motivational messages, and will begin the process of capturing consumer interest in visiting the Comox Valley: for long-term brand development and immediate bookings.</p> <p>Responsible travel, sustainability and Reconciliation messaging will play a key role in Experience Comox Valley’s brand and will be represented throughout media advertising tactics.</p>	
<b>Tactics:</b>	
<b>Print (Newspaper/Magazine)</b>	<p><b>Short Description:</b> Working with regional print publications will help Comox Valley align with the brand equity and audiences of those publications that typically hold a niche and revered space in their communities.</p>

	<p><b>Quantifiable Objectives:</b> Reach a target consumer with a call to plan &amp; book travel in the Comox Valley this year, particularly during the shoulder season(s). (Measure impressions, direct call-to-action results.)</p> <p><b>Rationale:</b> To maximize exposure through media partnerships that reach targeted consumers.</p> <p><b>Action Steps:</b> Engage media outlets, determine creative direction and message, ad creation.</p> <p><b>Potential Partnerships:</b> Tourism stakeholders / businesses</p> <p><b>Resources:</b> Media outlet, creative agency</p> <p><b>Sources of Funding:</b> Destination BC Co-Op Dollars, MRDT</p> <p><b>Time Frame:</b> January - May &amp; September - November</p> <p><b>Budget:</b> \$18,000</p>
<b>Television</b>	<p><b>Short Description:</b> GlobalBC and/or ChekTV will be utilized for traditional and integrated content that supports shoulder season campaign(s).</p> <p><b>Quantifiable Objectives:</b> Reach a target consumer with a call to book travel in the Comox Valley this year. (Measure impressions, direct call-to-action results.)</p> <p><b>Rationale:</b> Extensive reach with BC’s popular news providers to target market, increase brand awareness for shoulder season activity offerings.</p> <p><b>Action Steps:</b> Engage media outlet, determine creative direction and message, ad creation</p> <p><b>Potential Partnerships:</b> Tourism businesses / stakeholders</p> <p><b>Resources:</b> Media outlet, creative agency</p> <p><b>Sources of Funding:</b> Destination BC Co-Op Dollars, MRDT</p> <p><b>Time Frame:</b> February to June, September to November</p> <p><b>Budget:</b> \$32,000</p>
<b>Email Marketing</b>	<p><b>Short Description:</b> Focusing on developing a sales funnel that includes “owned” leads enables marketing and re-marketing tactics to a captive and known-to-be-relevant audience.</p> <p><b>Quantifiable Objectives:</b> Increase subscribers, number of opens and engagement with the content.</p> <p><b>Rationale:</b> Email marketing is cost-efficient and enables Comox Valley to build a community of consumers and potential consumers for continual marketing.</p> <p><b>Action Steps:</b> Email software subscription and website installation, email capture campaign, regular email development and deployment.</p> <p><b>Potential Partnerships:</b> Community partners and tourism businesses.</p> <p><b>Resources:</b> Marketing software for email delivery, creative agency</p> <p><b>Sources of Funding:</b> MRDT and Destination BC Co-Op Dollars</p> <p><b>Time Frame:</b> Ongoing</p> <p><b>Budget:</b> \$10,000</p>
<b>Paid Search /Search Engine Marketing</b>	<p><b>Short Description:</b> Initiate an always-on Search Engine marketing strategy to capture consumers as they begin their vacation planning process.</p> <p><b>Quantifiable Objectives</b> Reach a target consumer with a call to book travel in the Comox Valley this year. (Measure impressions, direct call-to-action results.)</p> <p><b>Rationale:</b> Search Engine Marketing provides for a cost-effective strategy at influencing consumer buying behaviour at a crucial time in their vacation planning process.</p> <p><b>Action Steps:</b> Identify key search terms, write ads, purchase ads.</p> <p><b>Potential Partnerships:</b> N/A</p> <p><b>Resources:</b> N/A</p> <p><b>Sources of Funding:</b> MRDT and Destination BC Co-Op Dollars</p>

	<p><b>Time Frame:</b> Ongoing  <b>Budget:</b> \$15,000</p>
<b>Paid Social Media</b>	<p><b>Short Description:</b> Social Media advertising will support campaign objectives as they evolve: direct booking call-to-actions to influence immediate bookings / revenue potential, brand awareness, shoulder season experience-based ads and brand awareness in the Alberta market for air travel through Comox Valley airport.</p> <p><b>Quantifiable Objectives</b> Reach a target consumer with a call to book travel in the Comox Valley this year. (Measure impressions, direct call-to-action results.)</p> <p><b>Rationale:</b> Influence immediate bookings, amplify Comox Valley branded ads, and develop ongoing and cost-efficient visibility within targeted key markets.</p> <p><b>Action Steps:</b> Identify key markets, messages and creative, develop ads, purchase ads.</p> <p><b>Potential Partnerships:</b> Community partners, tourism businesses / stakeholders</p> <p><b>Resources:</b> Images, creative agency</p> <p><b>Sources of Funding:</b> MRDT and Destination BC Co-Op Dollars</p> <p><b>Time Frame:</b> Ongoing  <b>Budget:</b> \$35,000</p>
<b>Display and third party advertising partnerships (digital)</b>	<p><b>Short Description:</b> Display (image) advertisements will drive brand awareness of the new Comox Valley look/message. Third party advertising partnerships on digital news and media sites will enable integration of the Comox Valley message into trusted networks that reach a right-fit target market.</p> <p><b>Quantifiable Objectives:</b> Reach a target consumer with a call to book travel in the Comox Valley this year. (Measure impressions, direct call-to-action results.)</p> <p><b>Rationale:</b> To maximize built-in audiences of trusted networks for the purposes of developing greater brand awareness for the Comox Valley as a destination.</p> <p><b>Action Steps:</b> Identify key markets, messages and creative, develop ads, purchase ads.</p> <p><b>Potential Partnerships:</b> Community partners, Tourism businesses / stakeholders</p> <p><b>Resources:</b> Images, Creative Agency</p> <p><b>Sources of Funding:</b> MRDT and Destination BC Co-Op Dollars</p> <p><b>Time Frame:</b> Ongoing  <b>Budget:</b> \$20,000</p>

<b>Major Activity:</b> Marketing
<b>Activity Title:</b> Social Media Management (Organic)
<p>Invest in the social media tool Crowdriff, which enables the legal curation of user generated content, the most powerful content marketers can utilize on social media for engagement and reach.</p> <p>Continue regular social media management in the form of posting inspiring content, amplifying partner / stakeholder messaging, and responding to comments and questions about the destination. Track post reach and engagement to inform best practices for sharing and posting content.</p>
<b>Tactics:</b>

<b>Crowdriff Subscription</b>	<p><b>Short Description:</b> Software tool for the curation of user generated content, which may be used with appropriate rights granted by the image owner, on social media.</p> <p><b>Quantifiable Objectives:</b> Increase Social Media engagement, reach, click through rate (as a result of software use)</p> <p><b>Rationale:</b> User generated content is the most powerful content.</p> <p><b>Action Steps:</b> Purchase and implement software</p> <p><b>Potential Partnerships:</b> Tourism businesses / stakeholders</p> <p><b>Resources:</b> Contractor</p> <p><b>Sources of Funding:</b> Destination BC Co-Op Dollars, MRDT</p> <p><b>Timeframe:</b> Ongoing</p> <p><b>Budget:</b> \$8,000</p>
<b>Social Media Management</b>	<p><b>Short Description:</b> Regular social media posting, along with responding to comments and questions from Social Media followers.</p> <p><b>Quantifiable Objectives:</b> Increase Social Media engagement, reach, click through rate.</p> <p><b>Rationale:</b> To curate inspiring images and amplify them across social platforms reaching new and supportive consumers.</p> <p><b>Action Steps:</b> Purchase and implement software</p> <p><b>Potential Partnerships:</b> Tourism businesses / stakeholders</p> <p><b>Resources:</b> Contractor</p> <p><b>Sources of Funding:</b> Destination BC Co-Op Dollars, MRDT</p> <p><b>Timeframe:</b> Ongoing</p> <p><b>Budget:</b> \$22,000</p>
<b>Amplify Stakeholder Content and Events</b>	<p><b>Short Description:</b> Use social media to build an amplification network for the cross-promotion of stakeholder offers, products and community events relevant to travellers.</p> <p><b>Rationale:</b> Many channels working to amplify common messages will result in larger organic reach.</p> <p><b>Action Steps:</b> Use Crowdriff software to curate UGC for Facebook and Instagram</p> <p><b>Potential Partnerships:</b> Tourism businesses / stakeholders</p> <p><b>Resources:</b> Contractor</p> <p><b>Sources of Funding:</b> Destination BC Co-Op Dollars, MRDT</p> <p><b>Timeframe:</b> Ongoing</p> <p><b>Budget:</b> \$0</p>

<b>Major Category:</b> Marketing
<b>Activity Title:</b> Website
<p><b>Tactics:</b></p> <p>ExperienceComoxValley.ca is the key resource of online information for things to do, places to stay, culinary experiences, business directory, events calendar and more. This website has been designed to enable the improvement of marketing sales funnels and the primary objective is to drive business / bookings to stakeholder websites. Compelling content, updated visuals, and a greater tie into visitor servicing (frequently asked questions, and other tools) are added on an ongoing basis.</p>
<b>Implementation Plan:</b>

**Short Description:** Website improvements and updates are integrated with the Experience Comox Valley brand. These developments serve to provide the best possible user experience for prospective guests, while creating traffic patterns to encourage interest in local businesses. Optimize load speed, images, and Google Analytics.

**Quantifiable Objectives:** Increased time on site, increased referrals to operators, Number of sessions, Number of unique visitors, Number of page views, Number of referrals (conversions) Sources, Device, Geography

**Rationale:** Continuing to improve the new ExperienceComoxValley.ca consumer website with new content will inspire visitors, drive conversions to stakeholder pages, and improve the consumer experience.

**Action Steps:** Source and create compelling content (e.g. blogs, events listings) and visual assets that utilize DEIA.

**Potential Partnerships:** Community groups and partners, tourism operators.

**Resources:** Stakeholder engagement surveys, Consumer Perception Research, Creative and web development agency

**Sources of Funding:** MRDT, Destination BC Co-Op dollars

**Timeframe:** Ongoing

**Budget:** \$5,000

**Major Activity:** Marketing

**Activity Title:** Partnership marketing

Work with partner organizations and sectors to amplify Comox Valley messaging. Destination BC consortiums include AhoyBC, BC Ale Trail, Golf VI, Farmers' Markets and Ride Island. These align with Comox Valley's priority activities of outdoor adventures, including marine activities, and culinary experiences.

The Comox Valley Airport is a hub of inbound traffic to the Comox Valley, with direct flights from Vancouver, Edmonton and Calgary all year and seasonally from Toronto. Partnering with the airport for awareness campaigns with targeted messaging about direct flight options offer a great opportunity to drive visitors from the Alberta market.

**Tactics:**

**Destination BC Consortiums**

**Short Description:** Work with Destination BC consortium sectors to increase awareness of outdoor and culinary experiences in Comox Valley.

**Quantifiable Objectives:** Reach target consumers and increase tourism stakeholder conversions.

**Rationale:** These well-established consortiums have engaged audiences and expertise to marketing specific activities within a destination.

**Action Steps:** Work with BC Ale Trail, AhoyBC, Golf VI, and Ride Island to amplify priority messaging for experiences and things to do in Comox Valley that fall into those sectors.

**Potential Partnerships:** Tourism businesses / stakeholders

**Resources:** Contractors

**Sources of Funding:** MRDT

**Timeframe:** Ongoing

**Budget:** \$16,000



<b>Comox Valley Airport</b>	<p><b>Short Description:</b> Market direct flight options from Alberta to Comox to increase awareness and inbound ticket sales.</p> <p><b>Quantifiable Objectives:</b> Increase awareness of Comox Valley Airport direct route options and increase inbound traffic through the airport.</p> <p><b>Rationale:</b> Perceptions research showed that awareness of direct flights to Comox Valley is quite low, with 76% of Albertans not aware that they could fly direct to Comox from Calgary or Edmonton.</p> <p><b>Action Steps:</b> Work with the Comox Valley airport to strategize goals and objectives, make a plan and implement.</p> <p><b>Potential Partnerships:</b> Comox Valley Airport, Tourism businesses</p> <p><b>Resources:</b> Contractor</p> <p><b>Sources of Funding:</b> Destination BC Co-Op Dollars, MRDT</p> <p><b>Timeframe:</b> Ongoing</p> <p><b>Budget:</b> \$30,000</p>
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<b>Major Category:</b> Marketing
<b>Activity Title:</b> Collateral Production & Distribution
<p><b>Tactics:</b></p> <p>The annual Comox Valley Vacation Guide is used as a primary resource for Visitor Servicing and distributed at Visitor Centres, BC Ferries, Comox Valley &amp; Victoria airports, local accommodators and other stakeholders. Other key printed collateral visitor resources include the Landmark map of Comox Valley, Comox Valley art galleries map, and various themed example itineraries.</p>
<p><b>Implementation Plan:</b></p> <p><b>Short Description:</b> Visitor Servicing utilizes key print collateral and resources to assist visitor and residents when looking for things to do, places to visit, and more.</p> <p><b>Quantifiable Objectives:</b> Distribution, number of website visits (incorporated QR codes)</p> <p><b>Rationale:</b> The print guide and map are an excellent resource for visitors while in market and as a source of inspiration to help plan their trip to Comox Valley.</p> <p><b>Action Steps:</b> Collaborate with the Comox Valley Record and local tourism businesses for the creation and distribution of the annual print guide. Visitor Centre to assist with distribution to other Visitor Centres, local accommodators and other stakeholders.</p> <p><b>Potential Partnerships:</b> Comox Valley Record, community groups and partners, tourism operators, Visitor Centres</p> <p><b>Resources:</b> Previous guides, website, stakeholders.</p> <p><b>Sources of Funding:</b> MRDT, Destination BC Co-Op dollars</p> <p><b>Timeframe:</b> Ongoing</p> <p><b>Budget:</b> \$24,000</p>

<b>Major Category:</b> Marketing – Development of New Markets
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**Activity Title:** Travel Trade and Media Relations

Support travel trade initiatives through Destination BC and 4VI, and support their media programs.

**Implementation Plan**

**Short Description:** Travel Trade and Media efforts led by Destination BC and 4VI. Support these efforts by providing relevant and current content on products and experiences, hosting press visits and coordinating private sector “in-kind” support in the Comox Valley. Host independent media, travel trade and/or influencer trips to Comox Valley.

Quantifiable Objectives:

- Development of new market opportunities as measured by number of impressions in markets outside of Alberta and BC
- Development of new travel trade product opportunities as measured by an increase in the number of travel trade-ready stakeholders

**Rationale:**

These tactics enforce the following strategic directions:

- Promote the Comox Valley as a touring/exploring and overnight destination
- Build equity in the Experience Comox Valley Brand
- Execute effective marketing strategies that increase overnight stays
- Support media relations efforts in the primary market
- Support Destination BC in Travel Media efforts
- Encourage stakeholder support for travel media

As well as building positive relations with other communities on Vancouver Island, and the regional and provincial tourism partners.

**Action Steps:** Provide monthly/quarterly product and experience information to 4VI for travel trade and media pitches. Book familiarization trips to the Comox Valley and host, as required by Destination BC and 4VI.

**Potential Partnerships:** Tourism businesses / stakeholders, 4VI, Destination BC

**Resources:** Partnerships, 4VI staff, Destination BC, existing media and travel trade networks.

**Sources of Funding:** MRDT

**Timeframe:** Ongoing, as required.

**Budget:** \$5,000

**Major Category:** Destination & Product Experience Development

**Activity Title:** Market Research

**Implementation Plan**
**Short Description:**

Visitor Intercept Survey: Work with the Vancouver Island Visitor Centre and Comox Valley Airport to determine the best approach for visitor intercept surveys. Survey goals are to understand travel motivations, visitor origin, and satisfaction.

Resident Perceptions: Utilize EngageComoxValley.ca, a comprehensive platform through Social Pinpoint that offers tools to engage with Comox Valley residents and the community. Using quick polls, interactive maps, and other methods to educate residents about Experience Comox Valley, and to gain insights into resident sentiments of the local tourism economy and the future of tourism in Comox Valley.

**Quantifiable Objectives:**

- Increase the available data on optimal target markets, create appropriate messaging that might influence conversion, completion of surveys (number of respondents), and customer profiles created from this data.
- Gather insights on visitor behaviour and patterns, as well as satisfaction and perceptions
- Gather insights on resident sentiment and perceptions of the local tourism economy

**Rationale:**

These tactics enforce the following strategic directions:

- Target the most appropriate consumer segments
- Promote the development and delivery of remarkable experiences in the Comox Valley
- Use market intelligence to define vertical market opportunities
- Build a high level of trust with the Comox Valley community partners and tourism businesses
- Build greater community support for tourism in the Comox Valley

**Action Steps:** Confirm contract, develop research terms, receive and review final report.

**Potential Partnerships:** Contractor, Community partners, Stakeholders

**Resources:** Stakeholder relationships, contractor

**Sources of Funding:** Comox Valley Regional District, MRDT

**Timeframe:** ongoing

**Budget:** \$35,000

**Major Category:** Destination & Product Experience Development

**Activity Title:** Industry Development & Training

**Implementation Plan**

**Short Description:** Support industry in the development and enhancement of remarkable tourism experiences that align with Comox Valley’s sustainability and reconciliation goals, and will appeal to a target consumer. Work with local tourism businesses to increase education and awareness of Biosphere and the UN’s Sustainable Development Goals, including initiatives to implement strategic sustainable objectives into their existing tourism products and experiences that Comox Valley Tourism can then promote to consumers. Investigate presence (or lack thereof) of Indigenous-owned tourism operators and Indigenous people working within the Comox Valley tourism economy; collaborate with relevant organizations to identify potential barriers to inclusion and justify additional supports to generate interest, promote involvement in outdoor recreation, and build capacity for future employment in tourism, especially amongst youth.

**Quantifiable Objectives:**

- Number of new sustainable and regenerative tourism products developed
- Number of biosphere committed and certified businesses

- Number of Indigenous people working in the regional tourism economy
- Number of local Indigenous youth engaging in outdoor recreation pursuits

**Rationale:**

These tactics enforce the following strategic directions:

- Enhance positioning for Comox Valley’s most appropriate consumer segments
- Promote the development and delivery of remarkable and sustainable experiences in the Comox Valley
- Increase value of Comox Valley tourism to the stakeholders and rights holders
- Demonstrate concerted efforts to share benefits of tourism with Indigenous communities
- Build interest and capacity amongst future Indigenous leaders within the tourism sector to encourage transition of influence and indigenization of regional tourism experiences.

**Action Steps:** Confirm contract, develop curriculum, plan events, organize support and review a final report.

**Potential Partnerships:** Contractor, Community partners, Stakeholders (e.g. Tourism Cafe)

**Resources:** Stakeholder relationships, contractor

**Sources of Funding:** Comox Valley Regional District, MRDT

**Timeframe:** January to April & October to November

**Budget:** \$10,000

**Major Category:** Destination & Product Experience Development

**Activity Title:** Stakeholder Engagement

**Implementation Plan**

**Short Description:**

Stakeholder Survey: An annual stakeholder survey will ask for feedback on marketing programs, and identify key challenges facing stakeholders. Deployment can be accomplished at a minimal cost.

Stakeholder Engagement Sessions: Host stakeholder engagement sessions, each in a different location in the Comox Valley (ie. Courtenay, Comox, Cumberland). Stakeholder engagement group sessions will engage attendees in developing ideas, learning new skills and developing collaborations around key questions and topics.

Ongoing Stakeholder Meetings (one-on-one): Regular meetings throughout the year with stakeholders one-on-one will ensure marketing and development efforts remain relevant to industry, and will keep the community informed and invested.

Email Communication to Stakeholders: Send email newsletters to stakeholders to share news, campaign results and upcoming opportunities and events.

Quantifiable Objectives:

- Completed survey rate
- Email open rates



- Attendance rates at engagement sessions, and one-on-one meetings, increase registered stakeholder list

**Rationale:**

These tactics enforce the following strategic directions:

- Engage tourism stakeholders in co-operative programs
- Build a high level of trust with the Comox Valley Regional District
- Build greater community support for tourism in the Comox Valley

**Action Steps:**

Grow the stakeholder list of CASL compliant stakeholders subscribed to receive emails from Experience Comox Valley, and develop a communication strategy for keeping stakeholders engaged and informed. Develop and deploy emails to stakeholders. Meet with stakeholders. Host engagement sessions / workshops and Tourism Tuesdays.

**Potential Partnerships:** Stakeholders, Regional District, other community entities (Chambers of Commerce that may also want to work on engagement with businesses)

**Resources:** Partnerships, survey software, venues, facilitators

**Sources of Funding:** Comox Valley Regional District, MRDT

**Timeframe:** Ongoing

**Budget:** \$5,000

**Major Category:** Destination & Product Experience Development

**Activity Title:** Event & Experience Fund - grant program

**Implementation Plan**

**Short Description:** Support the creation and/or enhancement of new events and experiences through event creation/coordination skills development, and funding initiatives that enable community groups to activate tourism relevant experiences in the Comox Valley community.

**Quantifiable Objectives:**

- Number of new events / experiences
- Event / experience attendance from outside markets.

**Rationale:** Comox Valley has many established music and food events throughout the year. By supporting community groups for the marketing and development of new or enhanced events, particularly in the shoulder season, into tourism attractions that fill hotel occupancy during off-peak travel times.

**Action Steps:** Refine application & reporting process, post and send funding information documents for tourism stakeholders to access, utilize Tourism Advisory Committee (TAC) for review & approval of applications, use reporting to track success of the grant program.

**Potential Partnerships:** Stakeholders, Regional District, community groups and organizations

**Resources:** Partners and Stakeholder relations

**Sources of Funding:** MRDT

<p><b>Timeframe:</b> Applications for 2024 events / experiences to begin in late Fall 2023</p> <p><b>Budget:</b> \$50,000</p>	
<p><b>Major Category:</b> Visitor Servicing</p>	
<p><b>Activity Title:</b> Visitor Centre &amp; Visitor Information</p>	
<p>Visitor Servicing provides visitors, and potential visitors, with information on things to do, places to see, and culinary experiences to try. Friendly and knowledgeable staff are available to answer visitor inquiries, provide itinerary suggestions, and help visitors to have a great experience during their time in the Comox Valley.</p> <p>Visitor Servicing supports local tourism stakeholders through advertising opportunities such as display racking (print brochures &amp; guides), video display screens, and event poster displays. Other partnership opportunities include FAM(iliarization) tours and the retail consignment program which showcases locally made products from the Comox Valley and Vancouver Island.</p>	
<p><b>Tactics:</b></p>	
<p><b>Vancouver Island Visitor Centre</b></p>	<p><b>Short Description:</b> Located on the Courtenay/Cumberland border, the Vancouver Island Visitor Centre (VIVC) is open year-round from Tuesdays to Saturdays and offers brochure racking, gallery, gift shop, washrooms, and a playground.</p> <p><b>Quantifiable Objectives:</b> Number of unique visitors, visitor parties, inquiries, geographic origin.</p> <p><b>Rationale:</b> One-on-one customized information is provided in-person, over the phone, and via email.</p> <p><b>Action Steps:</b> Display brochures/marketing materials for local tourism businesses, utilize Comox Valley Vacation Guide resource, provide high quality customer service experience.</p> <p><b>Potential Partnerships:</b> CVRD, Tourism businesses / stakeholders</p> <p><b>Sources of Funding:</b> MRDT, Destination BC Co-Op Dollars</p> <p><b>Time Frame:</b> Ongoing, open year-round Tuesdays to Saturdays</p> <p><b>Budget:</b> \$</p>
<p><b>Mobile Visitor Info Kiosks</b></p>	<p><b>Short Description:</b> Mobile Visitor Information Kiosks provide convenient access to visitor information and resources (e.g. guides, maps, etc.) in community hub locations during the peak summer season.</p> <p><b>Quantifiable Objectives:</b> Number of unique visitors, visitor parties, inquiries, geographic origin.</p> <p><b>Rationale:</b> One-on-one customized information is provided in-person, over the phone, and via email.</p> <p><b>Action Steps:</b> Work with local BIA's, Chamber of Commerce, and/or municipalities to identify key high traffic areas within the communities that are best suited for a kiosk. Hire summer employees, train and utilize FAM(iliarization) tours for building local knowledge, and track visitors and inquiries for reporting.</p> <p><b>Potential Partnerships:</b> Tourism businesses, Comox BIA, Courtenay BIA, Cumberland BA</p> <p><b>Sources of Funding:</b> MRDT, Destination BC Co-Op Dollars</p> <p><b>Time Frame:</b> June to August</p> <p><b>Budget:</b> \$0</p>

**Performance Measures:**

**Output Measures:**

1. On-time completion of each tactic
2. Stakeholder participation
3. Increased content inventory
4. Website analytics – page views, bounce rate, view time and etc.
5. # of social media followers & uses of #ExperienceComoxValley
6. # of social media referrals
7. Stakeholder satisfaction
8. # of engaged stakeholders
9. # of Consumer inquiries
10. # of impressions
11. # of publications distribution
12. # of Travel Trade FAMs hosted
13. Increase tourist / visitor experiences & events
14. Amount of private sector in-kind support received
15. # of Biosphere committed businesses
16. # of businesses participating the Sustainable Development Goals (SDG) program

**Outcome Measures:**

1. Increase visitor volume
2. Increase # of overnight bookings
3. Increase length of stay
4. Increase accommodation revenues
5. Increase visitor spending
6. Increase # of press visits and journalists
7. Increase # of travel trade tariffs featuring Comox Valley

**Section 3: Budget for One-Year Tactical Plan**

<b>Revenues (MRDT and Non-MRDT)</b>	<b>Budget \$</b>
Estimated Carry Forward from Previous Year (All Net Assets Restricted and Unrestricted)	<b>1,074,000</b>
General MRDT (net of admin fees)	350,000
MRDT from online accommodation platforms (OAP)	350,000
Local government contribution	337,000
Stakeholder contributions (i.e. membership dues)	10,000
Estimated Co-op funding (e.g. CTO; DMO-led projects)	250,000
Grants - Federal	25,000
Grants - Provincial	20,000
Grants/Fee for Service - Municipal	50,000
Retail Sales	10,000
Interest	
Other (please describe):	
<b>Total Revenues (Excluding Carry Forward)</b>	<b>\$1,402,000</b>
<b>Expenses (MRDT and Non-MRDT)</b>	<b>Budget \$</b>
<b>Marketing</b>	
Marketing staff – wage and benefits	165,500
Media advertising and production	130,000
Website - hosting, development, maintenance	5,000
Social media	30,000
Consumer shows, events	0
Collateral production and distribution	24,000
Travel media relations	5,000
Travel trade	0
Consumer focused asset development (written content, video, photography)	50,000
Other (please describe): Partnership Marketing	45,000
<b>Subtotal</b>	<b>\$454,500</b>
<b>Destination &amp; Product Experience Management</b>	
Destination and product experience management staff – wage and benefits	0
Industry development and training	10,000
Product experience enhancement and training	6,000
Research and evaluation	30,000
Other (please describe): Events & Experiences Fund	50,000
<b>Subtotal</b>	<b>\$96,000</b>
<b>Visitor Services</b>	
Visitor Services Wages and Benefits	184,500
Visitor Services Operating Expenses	337,000
Other (please describe)	
<b>Subtotal</b>	<b>\$521,500</b>
<b>Meetings, Conventions, Events &amp; Sport</b>	



Staff – wages and benefits	0
Meetings, conventions, conferences, events, sport, etc.	0
<b>Subtotal</b>	<b>\$0</b>
<b>Administration</b>	
Management and staff unrelated to program implementation - wages and benefits	0
Finance staff – wages and benefits	0
Human Resources staff – wages and benefits	0
Board of Directors costs	0
Information technology costs – workstation related costs (i.e. computers, telephone, support, networks)	0
Office lease/rent	0
General office expenses	30,000
<b>Subtotal</b>	<b>\$30,000</b>
<b>Affordable Housing (if applicable)</b>	
OAP Revenue	
General MRDT Revenue	0
<b>Subtotal</b>	<b>\$0</b>
<b>Other</b>	
All other wages and benefits not included above (please describe)	
Other activities not included above (please describe)	
<b>Subtotal</b>	<b>\$0</b>
<b>Total Expenses</b>	<b>\$1,102,000</b>
<b>Total Revenue Less Total Expenses (Surplus or Deficit)</b>	<b>\$300,000</b>
<b>Estimated Carry Forward (Previous Year Carry Forward plus Surplus or Deficit)</b>	<b>\$1,374,000</b>

**Section 3: Projected Spend by Market (*broad estimate*) for LEISURE activities only**

(Add more rows as needed)

Geographic Market	Total Marketing Budget by Market	% of Total \$ by Market
BC	\$330,300	60%
Alberta	\$192,675	35%
Ontario		
Other Canada (please specify)		
Washington	\$27,525	5%
California		
Other USA (please specify)		
Mexico		
China		
UK		
Germany		
Australia		
Japan		
Other International ( <i>Please specify</i> )		
<b>Total</b>	<b>\$550,500</b>	<b>100%</b>

## Appendix 1.8 Affordable Housing MRDT Plan

The following table **must** be completed if the designated recipient wishes to use MRDT revenues on affordable housing initiatives, regardless of whether revenues are solely from online accommodation platforms or from general MRDT revenues.

<b>Project Name and Address</b>
<p><b>City of Courtenay – Building Courtenay’s Affordable Housing Projects</b></p>
<b>Project Goals, Rationale and Details</b>
<p>Like many British Columbian communities, the City of Courtenay faces a variety of challenges relating to affordable housing. Although affordable housing has been a growing concern over the past decade, the issue has reached a crisis level in the past three years. The City of Courtenay has worked in partnership with the accommodation and tourism sector to earmark Online Accommodation Platform (OAP) revenue towards affordable housing initiatives, as detailed in the City of Courtenay’s Municipal and Regional District Tax Five Year Strategic Business Plan.</p> <p>In order to ensure the most effective and efficient use of OAP funds, the City of Courtenay will undertake a housing needs assessment to inform the housing action plan that would determine future use of OAP funds. This will provide City staff and Council an opportunity to meaningfully study the challenges relating to affordable housing and the type of housing that will best meet the needs of the community. The housing action plan from the housing needs assessment study will be funded with existing OAP revenues during the 2024 fiscal year.</p> <p>The long-term intent of the City of Courtenay is to leverage OAP funds to support the development of purpose build affordable housing based on recommendations from the housing action plan. The City will continue to accrue OAP funds in a dedicated affordable housing fund until such a time that there are enough funds to launch affordable housing projects.</p> <p>The City has provided funding from the City’s Affordable Housing Reserve towards M’akola Housing Society and Habitat for Humanity affordable housing projects in the past. OAP funds could supplement existing City reserves and bolster the total available funding towards affordable housing projects. The City would continue to look for partners and projects to assist with funding towards the affordable housing projects.</p> <p>The City is actively looking for partnership opportunities to construct purpose build affordable housing. OAP funds would provide additional funding towards affordable housing projects in the community, thus reducing the pressure on local societies funding needs to complete affordable housing projects.</p>
<b>MRDT Contribution</b>
<p>100% of funds used to support affordable housing will be directed from the OAP revenues, rather than general MRDT revenues.</p>

<b>Housing Provider/Project Owners/Project Lead</b>
<p>The City has partnered with M'akola Housing Society and Habitat for Humanity for past projects and would actively look for continued partnerships if available. The City also looking to work with BC Housing for purpose build affordable housing projects.</p>
<b>Funding Partner(s)</b>
<p>N/A - There are no other funding partners at this time</p>
<b>Contribution from Funding Partner(s)</b>
<p>The City has partnered with M'akola Housing Society and Habitat for Humanity for past projects and would actively look for continued partnerships if available. The City also looking to partner with BC Housing.</p>
<b>Estimated Completion Date</b>
<p>The housing action plan is expected to be completed by the end of 2024.</p>
<b>Estimated Number of Housing Units Completed</b>
<p>N/A - Not applicable at this time.</p>
<b>Evidence of Consultation with Local Governments for Affordable Housing (if applicable)</b>
<p>N/A - Not applicable at this time.</p>







# **Welcome - Thank you - Gilakas'la - ʔimot**

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*Experience Comox Valley is grateful to live, work and play on the traditional and unceded territories of the K'ómoks First Nation*



# MRDT 5-Year Strategic Plan

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- 2024 is year 3 of 5-Year Plan; 2022-2026
- **Vision:** The Comox Valley is recognized as the premier, year-round Vancouver Island destination for outdoor, culinary, and cultural activities.
- **Mission:** Implement fiscally prudent destination marketing initiatives that are informed and tested through stakeholder engagement that are objectively focused on increasing overnight stays in the Comox Valley that drive economic benefit to business owners and residents.







# 2023 Plan Highlights

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- Promotional videos
  - 3 themed, 2 broadcast commercials
- Blog content
  - 6 new to date
- Travel trade & media
  - Explore VI, German National Radio, Seattle Magazine, The Weather Network, Vancouver is Awesome
- Visitor surveys
- Visitor information servicing
  - mobile kiosks, resources







# MRDT Plan

## Development Process

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- The Comox Valley Tourism Advisory Committee (TAC) met in August to discuss goals & priorities for next year
- Perceptions research, surveys, and tourism reports also inform the plan
- The 2024 Plan was drafted and presented to the TAC in early September
  - In 2023 plan sustainability was added as key objective, this carries to 2024 as well
  - Reconciliation noted as a consideration so minor changes made to incorporate it further into the Plan



# 2024 Strategic Objectives



1. Increase revenue from visitation
  - Generate leads for businesses
2. Manage growth and benefit through seasonal and geographical dispersion
  - Build and position destination drivers
  - Invest in market research
3. Increase competitiveness of Comox Valley as a desired destination
  - Improve the visitor experience
  - Increase collaboration with & amongst stakeholders
4. Support sustainable tourism initiatives and activities
  - Amplify messaging from local tourism businesses who are actively pursuing objectives that increase positive impacts and decrease negative impacts of tourism for humans, the economy and/or the environment
  - Advance Vancouver Island's Biosphere program locally and commit to advancing the UN's Sustainable Development Goals as a DMO and destination





# Marketing & Promotion



# Promotional Strategies

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- Online and Social Media advertising
  - ExperienceComoxValley.ca website
  - Instagram & Facebook
- Engage Stakeholders in Comox Valley marketing initiatives and measure success by number of conversions to stakeholder websites
- Traditional campaigns via TV, print and radio ads
- Integrated, multi-platform digital campaigns highlighting shoulder season travel





# Consumer Website Content ExperienceComoxValley.ca

- Optimized for conversion to stakeholder websites
- Events & Festivals page & calendar
- Blog content creation
- Continue to update, improve and build upon

## Explore Sauna Experiences In The Comox Valley

SEPTEMBER 16, 2023

**Sweating In Paradise: Exploring Sauna Experiences In The Comox Valley**

Whether an historic wood-burning sauna or the modern Comox Valley is a relaxed paradise known for its lush landscapes, pristine beaches, and outdoor adventures. However, lately, many people have started to look for a different kind of relaxation and rejuvenating experience. In the Comox Valley, an old-timey sauna is being brought back to life, and it's becoming a popular part of the local culture.

**A BRIEF INTRODUCTION TO SAUNAS**

Whether you are a seasoned sauna enthusiast or a beginner, it's important to know that saunas are not just about relaxing and sweating. They are also a great way to improve your health, including improved circulation, detoxification, stress reduction, and enhanced skin health.

Add to the fact that saunas are also a great way to get yourself in the best of health and in the best of mind. The health benefits of saunas are well-documented, and they are a great way to improve your health and well-being.

**PROFICIENT SWIM AT THE HANOVER OCEANFRONT RESORT**

Whether you are a seasoned swimmer or a beginner, it's important to know that swimming is not just about having fun. It's also a great way to improve your health, including improved circulation, detoxification, stress reduction, and enhanced skin health.



### LOCAL SAUNA SPOTS

Whether you are a seasoned sauna enthusiast or a beginner, it's important to know that saunas are not just about relaxing and sweating. They are also a great way to improve your health, including improved circulation, detoxification, stress reduction, and enhanced skin health.

**SMITH LAKE SAUNA**

Whether you are a seasoned swimmer or a beginner, it's important to know that swimming is not just about having fun. It's also a great way to improve your health, including improved circulation, detoxification, stress reduction, and enhanced skin health.

### ISLAND SAUNA

Whether you are a seasoned swimmer or a beginner, it's important to know that swimming is not just about having fun. It's also a great way to improve your health, including improved circulation, detoxification, stress reduction, and enhanced skin health.

### THE LOST FAULT SAUNA HOUSE

Whether you are a seasoned swimmer or a beginner, it's important to know that swimming is not just about having fun. It's also a great way to improve your health, including improved circulation, detoxification, stress reduction, and enhanced skin health.

### NOMADIC SAUNA

Whether you are a seasoned swimmer or a beginner, it's important to know that swimming is not just about having fun. It's also a great way to improve your health, including improved circulation, detoxification, stress reduction, and enhanced skin health.



**Festivals & Events**

The long-anticipated return of festivals and events in Comox Valley has been a highlight for many. From the annual return of the Comox Valley Music Festival to the return of the Comox Valley Food Festival, there's a lot to look forward to. The return of these events is a testament to the resilience and spirit of the community.

### Annual Events In The Comox Valley

Align your trip with one of these premier events for the ultimate experience!



Fishing Festival Comox Valley Exhibition Festival Days KCO

**Upcoming Events**

Check out these upcoming events in the region:

Calendar Dates:

Run Date:

Location:

**October 10, 2023**  
Come explore the scenery and protected areas of Matthews Bay!

**October 11, 2023**  
Nature Photography Workshop Fall Colours on Vancouver Island!





# Consumer Asset Development

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- Images, video & written content
- Continue to build database of visual assets
  - Align with Experience Comox Valley & Destination BC brand
  - Shareable with local tourism stakeholders
- Have a diverse representation of travellers
  - Age, race, ability, LGBTQ+, etc
- Align with sustainable & responsible travel messaging



# Media Advertising & Production

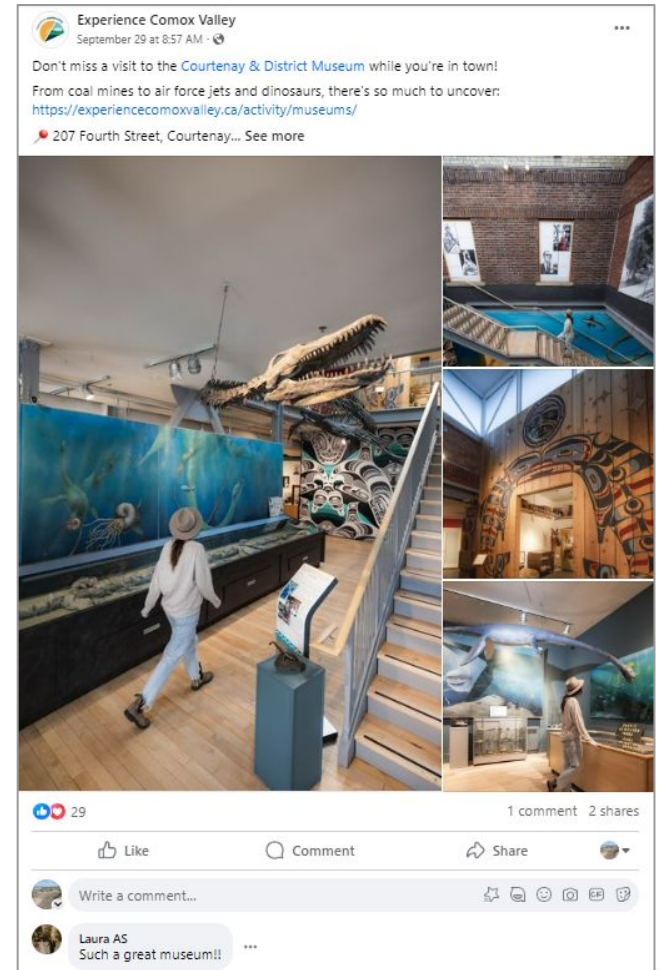
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- Traditional: print, television
- Digital: email marketing, paid search ads, paid social media ads, display & 3rd party advertising
- Target right-fit consumers through target audience demographics, EQ types and key activities



# Social Media organic

- User generated content
  - Real visitors & locals sharing their stories & experiences
- Daily posts of new content & responding to questions/comments about this destination
- Amplify stakeholder content & events
- Build engaged audience, increase followers







# Partnership Marketing

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- Destination BC consortiums
  - Amplify messaging through engaged audiences
  - Ahoy BC, BC Ale Trail, Golf VI, Ride Island
- Comox Valley Airport
  - Increase awareness of direct flight options
- Other opportunities (e.g. Island Taste Trail)





# Destination & Product Experience Management





# Market Research & Evaluation

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- Visitor Survey
  - Work with Comox Valley Airport and/or the Visitor Centre
  - Understand travel motivations, visitor behaviour, and satisfaction
- Resident Perceptions
  - Utilize EngageComoxValley.ca platform
  - Quick polls, interactive maps, etc. to gain insights on resident sentiment





# Experience Development & Training

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- Support industry in the development and enhancement of remarkable tourism experiences
  - Focus on sustainability; social, cultural and/or environmental
- Increase education & awareness of biosphere and the United Nations Sustainable Development Goals (SDG)





# Event & Experience Support

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- Support the creation and/or enhancement of new events and experiences
- Events & Experiences Fund grant program that enables community groups and stakeholders to activate new/enhanced tourism experiences







# Visitor information Servicing

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- Vancouver Island Visitor Centre
  - Year-round, Tuesdays - Saturdays
- Mobile visitor servicing for the Summer
  - Courtenay, Cumberland, Comox, and electoral areas
- Advertising opportunities for tourism stakeholders
- Consignment gift shop of local goods
- Industry training on visitor servicing
  - Front-of-house staff resources





# Online Accommodation Platform (OAP) Revenue

- Online marketplaces for short-term rental accommodation (eg. Airbnb, VRBO) collect MRDT as OAP revenue
- Affordable housing initiatives
- Affordable Housing MRDT Plan is required
  - Submit November 30th, prior to implementation, with the Tactical Plan
  - Define, identify, and fund affordable housing initiatives that meet local need







# Questions?





# STAFF REPORT

**To:** Council  
**From:** Director of Development Services  
**Subject:** Zoning Amendment Bylaw No. 3094 – 1560 Grieve Ave

**File No.:** 3360-20-2301/ RZ000074

**Date:** November 8 2023

## PURPOSE:

Staff are recommending that Council not hold a public hearing as per section 464(2)(B) of the *Local Government Act*, as the proposal is consistent with the City's Official Community Plan, and issue public notice as per Section 467 of the *Local Government Act* that a public hearing will not be held for Zoning Amendment Bylaw No. 3094 for the property legal described as Lot 14, Section 41, Comox District.

## EXECUTIVE SUMMARY:

Staff have received an application to amend Zoning Bylaw No. 2500, 2007 from R-2 to Comprehensive Development Thirty-Eight Zone (CD-38), which will permit 16-unit multi-residential development contained in six buildings on a 1,630 m<sup>2</sup> property for diverse abilities to be operated by a non-profit charitable organization. The subject property is designated Urban Residential and is consistent with the OCP land use policies. Staff support the proposed Zoning Amendment Bylaw 3094 which is detailed in this report.

## BACKGROUND:

The subject property is approximately 0.163 ha in size and is located at 1560 Grieve Avenue as illustrated in **Figure 1**. The site contains an existing single-residential building and vegetation including a variety of mature trees and within 200 metres of the site contains many services including a community hub run by the L'Arche Organization who are the operators of this proposed development. It is zoned Residential Two (R-2) zone and has a single-family dwelling on the lot.



**Figure 1:** Subject Property Location and Context



The Official Community Plan (OCP) designates this subject property as Urban Residential and DPA-1 Development Permit Area for Commercial, Industrial, Mixed-Use Developments, and Multi-Residential Dwellings with Three or More Units as illustrated in **Figure 2**. A development permit application has been submitted and is being processed concurrently with the Zoning Amendment Bylaw No. 3094 application.



**Figure 2:** OCP Land Use Designations

The applicant is proposing to construct a residential community for 15 adults with diverse abilities who meet specific criteria:

- Have an existing funding agreement with Community Living British Columbia [CLBC is a Crown Corporation that supports adults who have developmental disability and helps adults who have autism or FASD and need support with daily tasks];
- Desire to live independently of family, and are supported in their choice by family and friends;
- Possess, or are able to readily acquire the necessary skills for daily living and are able to live alone safely with some supports;
- Have ability to access transportation [residents are unlikely to have cars or drivers' licences]; and
- Desire to be part of an intentional community, developing friendships and participating in group activities.

The proposed Development will be phased and the phases are outlined in Figure 3 below. The first phase would include 7 units that are identifies in green which includes three single-storey units and a two-storey four-unit apartment building along with the central amenity building with caretaker suite. The second phase in grey will have 8 units in two, two-storey buildings at the rear of the lot. **Figure 4** is development rendering of the proposed development. The applicant's proposal is summarized in **Attachment 2**. The proposed development plans and elevations are found in **Attachment 3**.

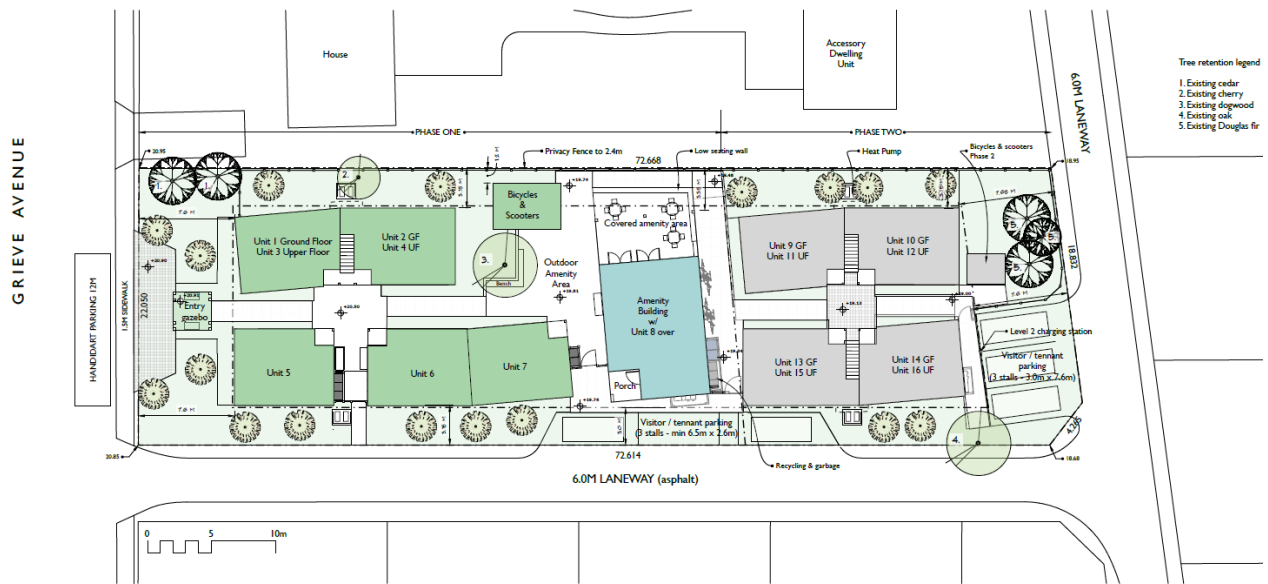


Figure 3: Site Plan



Figure 4: Rendering

**DISCUSSION:**

**Zoning Review**

The subject property is zoned R-2 which does not permit multi-residential development, a Comprehensive Development Zone CD-38 has been developed (Zoning Bylaw Amendment No. 3094) which is consistent with the OCP (draft bylaw Attachment **1**).



**Zoning Analysis**

The proposed CD-38 is based upon the R-3 zone; **Table 1** below compares the proposed CD-38 zone to the R-3 zone and the existing R-2 zone to demonstrate the variations required to support this residential development for diverse disabilities which has program considerations. This CD-38 zone relative to R-3 zone generally seeks:

- reduced building and landscape setbacks;
- reduce frontage width;
- reduced vehicular and bicycle parking requirements to suit target resident needs;
- and proposes significantly lower height than R-3 more in line with R-2 massing.
- The zone includes propose-built rental and will secure below-market rents to a priority equity group of people with diverse intellectual abilities through a housing agreement.

**Table 1: Zoning Analysis**

Attribute	Existing R-2 Zone	R-3 Zone	Proposed CD-38 Zone
Permitted Use	1. Max. 2 residential units, types depend on lot size 2. Accessory buildings and structures 3. Home occupation	Single residential, secondary suite duplex, multi residential, accessory buildings and structures, <i>facility for adults with a disability</i> , home occupation, <i>care facility</i>	1. Rental residential in <i>single, duplex and apartment dwelling units</i> ; 2. One amenity building for shared resident use that may have a second-floor dwelling unit for a support person; 3. One <i>dwelling unit</i> for a support person located above a shared indoor resident amenity space 4. Accessory buildings and structures
Density (min. lot size)	750 m <sup>2</sup> + depends on buildings	1,250 m <sup>2</sup>	1,600 m <sup>2</sup>
Density (max. Floor Area Ratio)	N/A	.60 (apartments) <b>.40 (all other residential)</b>	<b>0.55</b>
Lot Frontage (min.)	20.0 m; 21.5 m if corner	<b>30.0 m</b>	<b>N/A (22.1 m)</b>
Lot Depth (min.)	35.0 m	N/A	N/A (>35.0 m)
Lot Coverage (max.)	40%	N/A	40%
Front Setback (min.)	7.5 m	7.5 m	7.5 m
Rear Setback (min.)	9.0 m	7.5 m except for apartments: <b>9.0 m 2<sup>nd</sup> storey;</b> 10.0 m 3 <sup>rd</sup> storey	<b>7.5 m</b>
Side Setbacks (min.)	1.5 m and total 4.5 m both sides;	1.5 m and total 4.5 m both sides; 4.5 m any one side that flanks street;	<b>3.0 m except 1.5 m for seating wall of amenity building (NW); 3.0 m (SE);</b>

Attribute	Existing R-2 Zone	R-3 Zone	Proposed CD-38 Zone
	4.5 m any one side that flanks street;	<b>6.0 m where back of bldg. adjacent or facing side lot line</b>	
Principal Bldg. Height (max.)	8.0 m	10.0 m	8.5 m
Accessory Bldg.	50.0 m <sup>2</sup> / 10% rear yard max. size; 4.5 m max. height; 1.5 m min. side/rear setbacks; Permitted in front	50.0 m <sup>2</sup> / 10% rear yard max. size; 4.5 m max. height; <b>1.5 m min. side/rear setbacks;</b> <b>Not permitted in front</b>	Only bike/scooter storage and entry gazebo; 3.5 m max. height; 4.0 m rear setback; <b>1.0 m NW side setback;</b> 2.5 m SE side setback; <b>2.5 m front setback</b>
Usable Open Space (min.)	N/A	30.0 m <sup>2</sup> per 1-br unit; 50.0 m <sup>2</sup> per 2+br unit; 10.0 m <sup>2</sup> per care facility unit	450 m <sup>2</sup> + 50 m <sup>2</sup> indoor amenity (total 31.25 m <sup>2</sup> per unit)
Frontage Landscape Width (min.)	N/A	<b>4.5 m</b>	<b>N/A (varies 0-7.5 m)</b>
Landscape/Fence Screening Height (min.); Width (min.);	N/A	<b>3.0 m (h.); 3.0 m (w.) on all property lines adjoining properties</b>	<b>2.0 m (h.) landscape or fence on property lines adjoining properties; N/A (w.)</b>
Side/Rear Yard Fence Height (max) (Division 6)	2.0 m	<b>2.0 m</b>	<b>2.5 m</b>
Vehicular Parking Stalls (min.) (Division 7)	2 per single residential unit	<b>1.2 per dwelling unit</b> , including 10% (0.12 per unit) visitor	<b>6 total (0.33 per dwelling unit), including</b> 3 visitor (0.17 per unit)
Bicycle Parking Count (min.) (Division 7)	N/A	<b>2 Class II per unit;</b> 0.2 Class I per unit	<b>0.875 Class II per unit;</b> 0.25 Class I per unit
Bicycle Parking Details (min.) (Division 7)	N/A	1.8 m (l.); 0.6 m (w.); 2.1 m (h.) (standard) <b>10% oversized - 3.0 m (l.), 0.9 m (w.)</b> <b>Additional rack, entrance distance, outdoor shelter, door and lighting specifications</b>	<b>N/A – plan shows standard 1.8 m (l.), 0.6 m (w.), 2.1+ m (h.);</b> <b>N/A – None 3.0 m long, 3 0.9 m wide</b> <b>N/A – See discussion</b>

### ***Outdoor Amenity Space, Landscaping and Trees***

The total outdoor amenity space is 463 m<sup>2</sup> which includes patios, plazas, lawn and accessible garden areas, with benches under a front gazebo and about other paving stone plazas; an additional 64 m<sup>2</sup> of indoor amenity area features a full kitchen, activity area and lounge. Yards for individual units are not provided as there is a strong focus on community interaction programming. These high-quality amenity spaces together exceed the 30 m<sup>2</sup> per unit R-3 zone requirement.

Three garbage/recycling enclosures are all located just inside gates of fences along the lane, confirmed by a waste removal company as easily accessible. Corrugated metal side and rear fences will be up to 2.5 m in height, for safety and security of the potentially vulnerable resident population.

Landscaping is to include 8 retained trees, meeting the Tree Density Target, including a Garry Oak and a Pacific Dogwood which are protected species. Another Garry Oak, growing alongside the fence line, will be retained if possible. One Pacific Dogwood in poor health will need to be removed with a tree cutting permit, along with additional trees as required for construction. Landscaping will add 16 trees, numerous shrubs and groundcover, with a focus on native and low-maintenance species offering screening/softening around the site's perimeter. Refer to **Attachment 4** for the landscape plan.

### ***Access, Parking and Bikes***

Pedestrian and handyDART access are along Grieve Avenue, vehicular through laneways. Parking for this project is located in two areas noted on the site plan in **Figure 3**. Level-2 EV charging will be available for three spaces along the laneway to the east of the property. The applicant, L'Arche is open to formally restricting vehicle use through zoning text or covenant to the support person and one other resident, with the balance for visitors given their experience in resident's use of vehicles. The City's zoning bylaw requires two visitor spaces be required for a 16-unit multi-residential development, regardless of bedroom count; here a minimum of six stalls are being provided for 4 visitors, one for the support person and one for a resident. The applicant is requested a decrease in parking requirements to meet resident's needs.

Secured bicycle / scooter parking is housed in two buildings; the Phase 1 building has 8 bike stalls and 2 scooters stalls and the Phase 2 building has 3 bike stalls and 1 scooter stall for a total of 14 stalls for 16 units. L'Arche finds that only about half of the residents in their other residential properties ride bikes and are proposing not providing a space for each residential unit.

### ***Infrastructure***

Staff have received an engineer report on the condition of the laneway and are working through the required upgrades with public works which will be brought back with the next council report along with the frontage improvements associated with removing and replacing the driveway letdown along Grieve Avenue. Any requirements for off-site servicing will be secured by a Section 219 covenant prior to final reading.

### **POLICY ANALYSIS:**

This proposal meets the following objectives detailed in Official Community Plan Bylaw 3070, 2022.

#### Land Use:

- **Objective 1:** Community growth is located away from hazardous lands, agricultural lands and environmentally sensitive areas.
  - The subject property contains no environmentally sensitive areas.

- *Objective 2:* The majority of community growth is strategically guided into growth centres to create more 10-minute neighbourhoods
  - The subject property is not located in a growth centre but is within 200 m of the Urban Corridor and within 150 m of major bus routes and bike routes along Fitzgerald Avenue.
- *Objective 3:* Moderate infill development occurs across the entire city outside growth centres
  - The development proposes a floor area ratio of .55, consistent with apartments in the R-3 zone, the most similar low-density multi-residential zone.
  - The single-bedroom units are located in house-sized buildings with a maximum of four units and two storeys.

Streets and Transportation:

- *Objective 6:* The amount of land dedicated to parking is minimized
  - Only six parking spaces are proposed for 16 units, all accessed directly from the lane.
- *Objective 7:* Parking standards reflect electric vehicle and cycling needs
  - The proposal includes Type 1 and 2 bike parking exceeding expected need and there is a Level 2 EV charging station to service three parking stalls used for visitors and maybe residents.

Buildings and Landscape:

- *Objective 2:* New buildings are highly energy and water efficient, perform at net-zero emissions standard and produce renewable energy
  - These Part 9 buildings will be constructed to the BCBC Step 3 high energy performance standards.
  - Units will be climate-controlled with energy-efficient heat pumps and buildings will feature extensive use of grid-tied rooftop solar panels
  - Low-flow plumbing features will be used throughout
- *Objective 4:* The designs of new buildings complement neighbourhood character
  - The proposed design and layout add density through building forms approximating the massing of nearby homes and tapering down to the lane and the project features high-quality cladding and landscaping.

Affordable Housing:

- *Objective 1:* A variety of housing options are permitted and positively integrated in all neighbourhoods
  - *Policy AH 1:* Support higher housing densities, including amending the Zoning Bylaw to permit two dwelling units per single residential lot, in all residential land use designations, as described in the Managing Growth Policy section of this Plan, and in accordance with protection of Environmentally Sensitive Areas policies.
    - The proposed development increases the number of permitted units from two to sixteen.
- *Objective 2:* No net loss of rental housing
  - *Policy AH 10:* Implement Residential Rental Tenure Zoning to protect existing and proposed rental housing stock.



- The proposed CD zone specifies that 15 of the 16 units must be rental tenure (the other being caretaker / support person housing) which will be further secured through a housing agreement.
- **Objective 4:** The City provides incentives to create below-market housing
  - **Policy AH 15:** Develop and adopt a tiered below-market incentive program in which more incentives are offered to those projects in which more units are offered at deeper levels of below-market affordability. Incentives may include but not be limited to application processing timeline targets, parking, zoning, and servicing variances, and waiving or reducing fees and charges.
    - In the spirit of incentivizing below-market housing, which may include waiving or reducing fees, the applicant requests relief from Development Cost Charges and assistance with off-site services as detailed under Financial Implications below.
    - **Exempt from Community Amenity Contributions exceeds the exemption target of 15% of the units be below 30% of market rent.**

Natural Environment:

- **Objective 3:** Courtenay's air, water, and soil are clean
  - **Policy NE 16:** Limit the extent of impervious surfaces on private and public land.
    - The percent of impervious surfaces for paved areas and buildings is 50% in total, including buildings and some of the outdoor amenity areas and walkways.

**Community Amenity Contribution**

The OCP exempts housing developments consisting of or including a sufficient number of dedicated price-restricted units operated by a non-profit organization. Per OCP CAC Policy 5a, the preference for multi-unit rental developments is a provision of below-market units at a minimum of 15% of units at 30% below market rental rates. The housing agreement for this property is intended to consider all units except the caretaker unit and proposes 80% approximately will be below 30% of the market rent for a one-bedroom unit.

Prior to final adoption of Bylaw No. 3094, a housing agreement will secure affordable rental rates. L'Arche Comox Valley (LCV) has submitted a letter indicating intent to produce below-market rental (**Attachment 5**).

**PUBLIC ENGAGEMENT:**

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

L'Arche Comox Valley (LCV) has submitted a summary of public engagement (**Attachment 6**), which details that a project information session was held August 26, 2022 outside the I Belong Centre at 1465 Grieve Avenue and an open house was held inside the Centre June 8<sup>th</sup> 2023. The former event was advertised with flyers to the surrounding neighbourhood using an address list provided by the City and featured prominently displayed project information. The latter was advertised on social media and to strategic partners and public figures. LCV reports that both events were well-attended and received only positive

feedback and provided a written statement from the adjacent neighbour supporting the development (**Attachment 7**).

If Council supports not holding a public hearing for the proposed Zoning Amendment No. 3094, an advertisement will be posted in the newspaper and a notice will be mailed out to residents within 100 metres informing them that the public hearing will not be held. The advertisement and mailout provide an opportunity for the public to comment. Any comments received will be brought forward to Council by staff.

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

The subject property is located within 800 m of the Cliffe Avenue intersection with 17<sup>th</sup> Street, a controlled intersection. In accordance with Section 52(3) of the *Transportation Act* the Ministry of Transportation must grant its approval prior to adoption of the bylaw.

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

The Comox Valley Regional Growth Strategy (RGS) is a framework for future land use, and sets basic direction for planning, policies, and action for all member municipalities, including Courtenay. The RGS is guided by a number of growth management principles that are incorporated by this proposed application.

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

- Promote the efficient use of land, provide greater transportation choices, reduce public servicing costs, and achieve environmental benefits through compact growth.
- Promote intensification, compact growth and supportive public transit services throughout designated Municipal Areas as the primary means of accommodating population and employment growth.

#### **FINANCIAL IMPLICATIONS:**

The applicant has provided a letter (see **Attachment 8**) requesting consideration of reduction of DCCs and off-site services. Once the costs of the offsite services are determined, Staff can provide this information in the next Council report for their consideration. Non-profit organizations providing affordable housing through a council resolution, have had these costs paid through the Affordable Housing Reserve fund. This would form part of the Council report for first readings of the bylaw at a future council meeting.

#### **ADMINISTRATIVE IMPLICATIONS:**

Processing Zoning Bylaw amendments is a statutory component of the corporate work plan and a core duty of the Department of Development Services. Work to date has primarily been carried out by Development Services staff, although other departments have provided referral comments.

#### **ASSET MANAGEMENT IMPLICATIONS:**

The applicant submitted engineered civil plans for water, sewer, and stormwater to service the development. The submissions are adequate to confirm the site can be serviced. Final engineering plans will be required as part of the building permit application.

**STRATEGIC PRIORITIES REFERENCE:**

Explore approaches to develop affordable housing

- A housing agreement to ensure affordability for tenants will be presented to Council with the development proposal for first reading.

Social Infrastructure: Identify roles for the City in the delivery of social infrastructure outlined in the OCP

- The OCP’s Equity cardinal direction details that equitable cities are those in which all people can participate, prosper, and reach their full potential, and specifically includes persons with disabilities as an equity-priority group. This is echoed in Goals #2 – Housing Choices for All and #7 – A City for Everyone

**OPTIONS:**

1. THAT Council not hold a public hearing per Section 464(2)(b) of the *Local Government Act* as “Zoning Amendment Bylaw No. 3094” (1560 Grieve Avenue) is consistent with the City’s Official Community Plan; and  
THAT Council direct staff to issue public notice per Section 467 of the *Local Government Act* that a public hearing will not be held for “Zoning Amendment Bylaw No. 3094” (1560 Grieve Avenue);
2. THAT Council request additional information from staff through a resolution.
3. THAT Council direct staff to hold a public hearing under section 464(1)(b) and to give notice under section 466.
4. THAT Council not proceed with the application.

**ATTACHMENTS:**

- Attachment 1 – Bylaw 3094 and CD-38 Zone
- Attachment 2 – Applicant Rationale
- Attachment 3 – Plans and Elevations
- Attachment 4 – Landscape Plans
- Attachment 5 – Below Market Rental Intent Letter
- Attachment 6 – Public Engagement Summary
- Attachment 7 – Public Comment
- Attachment 8 – Financial Assistance Request Letter to Council

Prepared by: Mike Grimsrud, Planner II  
Reviewed by: Marianne Wade, Director of Development Services, RPP, MCIP  
Concurrence: Geoff Garbutt, M.PI., MCIP, RPP, City Manager (CAO)





# Attachment A

## Part 63 – Comprehensive Development Thirty-Eight Zone (CD-38) (1560 Grieve Ave)

### 8.64.1 Intent

The CD-38 Zone is intended to accommodate a supportive rental cluster housing development on the property legally described as Lot 14, Section 41, Comox District, Plan 9456. The property shall be developed substantially in accordance with Schedule A which form part of this zone, any contrary requirements of Zoning Bylaw No. 2500 notwithstanding.

### 8.64.2 Permitted Uses

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

1. Rental residential in *single, duplex and apartment dwelling units*
2. One amenity building for shared resident use that may have a second-floor dwelling unit for a support person
3. One *dwelling unit* for a support person located above a shared indoor resident amenity space
4. *Accessory buildings* and structures

### 8.64.3 Lot Coverage

A *lot* shall not be covered by buildings to a greater extent than 40% of the total area of the lot.

### 8.64.4 Floor Area Ratio

The maximum *floor area ratio* shall not exceed 0.55.

### 8.64.5 Minimum Lot Size

A lot shall have an area of not less than 1,600 m<sup>2</sup>.

### 8.64.6 Setbacks

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

- (1) Front Yard: 7.5 m
- (2) Rear Yard: 7.5 m
- (3) Side Yard (interpreted as the yard adjacent to the northwest property line): 3.0 m except 1.5 m for the seating wall of the amenity building
- (4) Side Yard (interpreted as the yard adjacent to the southeast property line): 3.0 m

For clarity, heat pumps are permitted to project into setbacks.

#### **8.64.7 Height of Buildings**

Maximum *building height* shall be 8.5 m.

#### **8.64.9 Usable Open Space**

A minimum of 450 m<sup>2</sup> of useable open space must be provided plus a minimum of 50 m<sup>2</sup> of indoor amenity space.

#### **8.64.10 Accessory Structures**

Shall not be permitted except for bike and scooter storage structures and entry gazebo.

- (1) The front and southeast side yard setbacks for accessory buildings shall be 2.5 m
- (2) The rear yard setback for accessory buildings shall be 4.0 m
- (3) The northwest side yard setback for accessory buildings shall be 1.0 m
- (4) The maximum height for accessory buildings shall be 3.5 m

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

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

- (1) A total of six (6) vehicle parking spaces shall be provided, including a minimum of three (3) visitor spaces;
- (2) Bicycle parking facilities shall be provided at a minimum rate of 0.875 Class II covered, secure stall per unit plus 0.25 Class I stalls per unit; and
- (3) Bicycle parking specification Sections 7.3.2 2,3,7,8,12 and 14g and h do not apply

#### **8.64.12 Fencing**

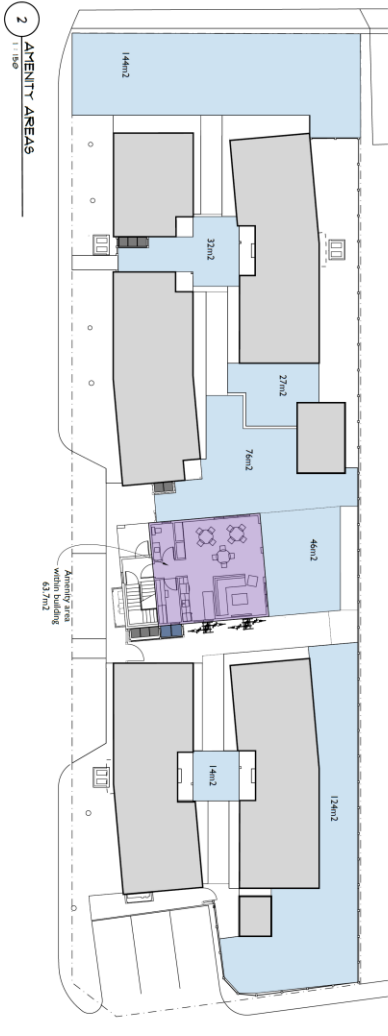
- (1) The maximum height of side and rear fencing is 2.5 m.
- (2) The minimum height of landscaping or fencing on all property lines adjoining all other adjoining properties is 2.0 m.

# SCHEDULE A

GRIEVE AVENUE



- Tree retention legend
- 1 Existing cedar
  - 2 Existing cherry
  - 3 Existing dogwood
  - 4 Existing Douglas fir
  - 5 Existing Douglas fir



Amenity areas calculations:  
 Pylon, plaza and lawn: 312m²  
 Accessible garden areas: 151m²  
 Total: 463m²

john gover design  
 ARCHITECTS & PLANNERS  
 1000 GRIEVE AVENUE  
 COURTENAY BC V9P 2N2  
 TEL: 250.338.2222  
 www.johngoverdesign.com

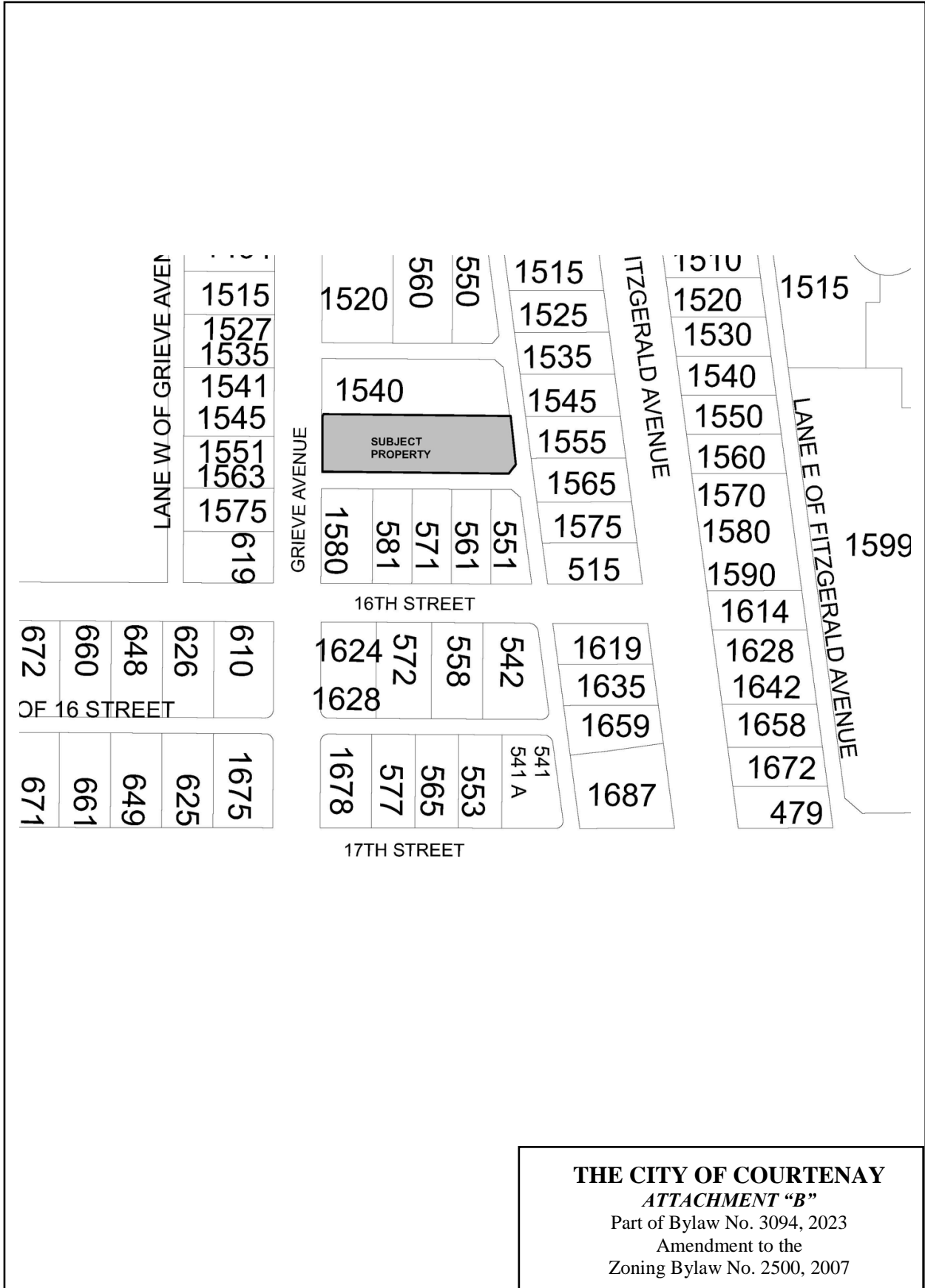
SCALE: AS NOTED  
 PROJECT: 2023  
 DRAWN: JGG  
 CHECKED: JGG  
 ISSUED: June 21, 2023  
 REFERENCE: REZONING & OP

DATE: 2023  
 DRAWING NO: A-4

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**L'Arche Comox Valley "The Anchorage"**  
 1560 Grieve Avenue, Courtenay BC



**THE CITY OF COURTENAY**

**ATTACHMENT "B"**

Part of Bylaw No. 3094, 2023  
 Amendment to the  
 Zoning Bylaw No. 2500, 2007



## **Application for Development Permit**

Project location: 1560 Grieve Avenue, Courtenay BC

Present use: Single family residence

### **Project description**

This is an application for a rezoning and Development Permit to allow L'Arche Comox Valley to build *The Anchorage*, a development which will provide safe and affordable housing for adults with diverse abilities. The proposed development will consist of stand-alone, duplex and four-plex structures, plus an amenity building that includes a suite for an on-site resource and support person, set in an extensively landscaped site. The project will be constructed in two phases. The initial phase comprises the amenity building and eight suites; phase two, expected to be built within the next six to eight years, will have an additional eight suites in two buildings.

### **Project Background and Objectives**

L'Arche Comox Valley, the project proponent, is a member of a national and international non-profit organization (L'Arche Canada, L'Arche International) that works to create homes, programs and support networks for people with diverse disabilities. L'Arche communities exist in 38 countries around the world. In the Comox Valley, L'Arche operates the IBC Suites at 1465 Grieve Avenue and Jubilee House, a shared residence on 19th Street. They also operate the I Belong Centre, a community hub that offers social and recreational activities.

The Anchorage is a response to the need for additional housing options for adults with diverse abilities who are not well-served by the rental market. It is also intended to function as a community, where residents know each other, socialize together, but still live independently. Each one-bedroom unit has a full kitchen and laundry facilities, storage, and ample bedroom and living/dining areas. In addition, residents have the use of a common amenity building where they may gather socially, for entertainment, meals or other activities. Located in this same building, the 'Good Friend and Neighbour' acts as an on-site support person, assisting tenants with a wide variety of tasks including cooking, household maintenance, medical or personal care.

### **Response to OCP objectives**

The project meets many of the goals, policies and guidelines of the Courtenay Official Community Plan's Section 4 "Land Use Designations" as well as Section 8 "Development Permit Areas – Residential":

- Optimizes the use of existing lands in the City;
- Encourages multi residential development in the Downtown area of the City;
- Ensures the provision and integration of special needs and affordable housing;
- Encourages housing opportunities and convenient community services for individuals with special housing requirements;
- Ensures new housing projects introduce innovative and creative design and streetscapes;
- Preserves the integrity and character of existing residential areas with its redevelopment proposal;
- Increases the supply of affordable rental housing;
- Disperses affordable and social housing, while creating a walkable “campus” between the three LCV locations;
- Includes a comprehensive design concept giving attention to the overall architectural style, detailing, two storey pedestrian scale, representative natural materials, character of fenestration, articulation of shingled roofs, distinctive treatment of entrances, stepping of building heights that follow the natural topography, relationship of indoor and outdoor spaces, design and placement of common areas, parking arrangement and circulation exploiting the existing lanes, and a verdant and functional landscape character and design;
- The proposed arrangement of buildings on the site creates an enclosing walkway and courtyard spaces that provide a level of security and sense of safety that is of paramount importance to the prospective tenant group. The project seeks to achieve a balance of exterior privacy and neighbourly interaction amongst residents, encouraging interactions and casual surveillance while defining boundaries between units;
- Many of the existing trees on site will be retained

### **Site Location and Characteristics**

The site chosen for The Anchorage is located at 1560 Grieve Avenue, a street of primarily single-family bungalows with a few storey and a half homes, dating from the 1950’s and 1960’s. The 22m wide by 72.7m deep lot is bounded on the SW side by Grieve Avenue, and on the SE and NE sides by 6m laneways. There is a gentle slope totalling 1.8m from the front to the rear. Numerous mature trees, both confers and deciduous, are found on the property, as is a one-storey dwelling and outbuilding, which will be removed. The property is currently fenced on three sides. The site location is within walking distance of shopping, services, and close to major bus routes.

## **Site Design Concept**

The site concept chosen for this project – detached structures arrayed around a central courtyard and shared amenity building - reflects the desire to create a safe and welcoming intentional community for the residents. Design principles such as those found in Cohousing communities - such as: windows facing the commons, vehicles at the periphery, a good balance of public and private spaces - are employed to foster a sense of belonging and connection between residents.

At the same time, there is a desire to fit into both the social and the built fabric of the street. Socially, a precedent has previously been set in the neighbourhood with the construction of the I Belong Centre at 1465 Grieve Ave.

## **Building Design**

As it is the strong desire of L'Arche Comox Valley to fit this new residential community into the neighbourhood, the proposed construction will use forms based on vernacular examples existing in the neighbourhood, retaining the same sense of scale by using a number of smaller structures instead of one large block. Lower roofs on south and east sides will allow light into the central courtyard area and soften the visual impact at the Grieve Avenue corner. A gazebo over the main entryway provides a neighbourhood amenity that enhances pedestrian experience on Grieve and delineates the transition from the public to the private realm.

All dwelling units are to be one-bedroom, single occupancy and are fully self-contained with complete kitchens, in-suite laundry, 3-piece bathrooms, generous entry halls, living/dining and bedroom areas. Principles of Universal Design are followed, which will allow residents to remain independent despite any physical disabilities which may arise. All units are designed with ample weather protection at each entrance, large doorways, with turning clearances for those with limited mobility that will facilitate aging in place. Kitchen windows are oriented to the central “street” for community connection and security. Interior finishes will be low-VOC, durable and aesthetically pleasing choices such as Marmoleum flooring, wood doors and trim.

Exterior cladding will be HardieBoard bevel and Board & Batten siding, with a playful and strong colour palette, except around entry doors where horizontal clear cedar siding highlights will create welcoming warmth and visual interest. Roofs will have laminated architectural shingles in middle grey tones with fascia and trim flashings in dark greys to match the shingles; soffits will be beaded vinyl. The overall intention is to convey the impression of quality construction by using good materials and darker colours, ample fascia boards and trim, with careful attention to detailing.

## **Landscape Design**

The project landscaping has been designed to achieve the following objectives:

- Creation of an inviting entrance to the site for visitors and residents at each point of entry;
- Site design offers a 'homey' feel and a clear designation of private lands. Low fencing aids in the identification of private to public land making the site more defensible;
- Low maintenance, low water consumption and manpower needed;
- A gently sloping grade to each internal pathway to ensure that accessibility is achieved creating an inclusive approach;
- Retention of existing trees where possible, including mature fir, oak and dogwood trees;
- Visual improvements to the abutting lanes along with greening to contribute to the aesthetics of the neighbourhood.
- An open plaza along Grieve to allow for handyDART pickup and an open interaction with the neighbourhood;
- Native species utilized in plantings for reduced maintenance, water consumption and a natural aesthetic;
- Vegetative screening along site edges to soften the impact of structures
- Courtyard offers open gathering spaces for residents to interact in a pleasant environment;
- Private outdoor living spaces for some units in the form of rear patios large enough for table and chairs;
- A bicycle friendly site with secure bike and scooter storage;
- All planted areas will be constructed with the following minimum depth of soil:
  - Shrubs – 450 mm;
  - Ground cover & grasses – 300 mm;
  - Trees – 300 mm around and below the root ball.

## **Sustainability Design**

- The project hopes to exceed BC Step Code Level 3 as mandated by the City of Courtenay for residential buildings;
- The site use complements surrounding land uses and is contoured to respond to site topography;
- The project demonstrates high walkability, and is transit-oriented. As residents will be largely car-free, there will be a HandiDart stop at the curb on Grieve Avenue as well as convenient and secure storage for bicycles and scooters on-site;
- Level-2 electric vehicle charging will be provided in the rear parking area;
- Many of the larger existing trees on the lot will be maintained;
- Roofs are asymmetrical to provide more roof area for solar PV panels. Up to 24 kW of PV generation is possible on south-facing roofs in Phase 1. Units will be pre-wired for grid-



tied solar. The actual amount of installed capacity will be determined at time of construction;

- Modern, low flow plumbing fixtures will be used throughout the project;
- Where possible, construction materials and finishes are to be locally produced and non-toxic;
- Runoff generated on the site will be returned to the water table via porous paving and a rainwater detention system;
- Air source heat pumps will provide heating and cooling. With a low energy use and air tight building, air quality will be handled with the installation of HRVs (heat recovery ventilators). These ventilators will bring fresh air continuously into the building while exhausting the stale, used air. The combination of minimal heat loss through the building envelope, air tightness, and HRV fresh air supply will create comfortable, healthy and low-operating cost dwellings.

### **Safety and Security**

Safety and security are of key importance to the potentially vulnerable population that will be housed in this project.

- The presence of the 'Good Friend and Neighbour' is the single most important factor: an individual living centrally within the development, with eyes to the life in the outdoor spaces;
- Additional 'eyes' will be provided by interior-facing kitchen windows;
- Controlled lights on motion sensors for night-time safety will be included;
- There will be clearly marked transitions from public to private space at entry points, with the option for additional access control (i.e. entry keypads) should it prove necessary;
- Fences will be installed between buildings and along laneways to provide a continuous perimeter;
- Benches in gazebo will not be built large enough to permit sleeping.
- Secure storage for bicycles and scooters will be provided.

### **Neighbourhood Impacts**

The existing house and property were developed in the 1950's, and the site has seen minimal improvement or maintenance in the past ten years. While tidy, the house and yard are not a cheerful addition to the streetscape. Neighbours who attended an early Open House on the project expressed excitement at the site plans. Additionally, the project will include:

- Fence and planting to maintain privacy for neighbours at 1540 Grieve;
- Controlled lighting to minimize night sky pollution;
- Modest but attractive landscaping, including perennial beds and new trees;
- A friendly gazebo seating space at the project's street-facing entrance;

- 6 off-street parking stalls, which will be adequate for the mostly non-driving residents.

### **Project Phasing**

This project will be completed in two phases. Phase One will include eight units of resident housing in four separate structures in addition to the entry gazebo, the common amenity building, bicycle and scooter storage building, fencing, internal and external landscaping, pathways, garbage and recycling station, and gravel-surfaced parking areas. The rear part of the site will be fenced at the property line and the site remnant will be maintained in lawn until the commencement of construction in Phase Two.

Phase Two will add eight more suites in two, two-level quad-plex structures and complete the hard-surface walkway to the rear of the site. One or two of these suites will be equipped for full accessibility with the implementation of Universal Design features including dropped countertops, adjustable cabinets, floating vanities, lever door hardware and wide doorways.

### **Summary**

We believe the project shows a high level of design refinement in both buildings and landscaping, while being strongly respectful of the scale and texture of the surrounding urban fabric. The scale of the buildings will be in accordance with adjacent homes and the improvements to buildings and landscape will have a positive impact on the surrounding streetscape. The Anchorage will provide affordable housing for an underserved segment of the Comox Valley population and allow its residents to live in safety and community. It is expected that impacts on the surrounding neighbourhood will be minimal, and that project phasing will allow for integration and adjustment to occur over time.

### **Rezoning Request**

The unique attributes of this project mean that it does not fit the requirements of the current R-2 zoning. As such we request the site be rezoned to a CD designation. Thank you for your consideration of this proposal.





**PROJECT DATA**

**CIVIC ADDRESS:** 1560 Grieve Avenue, Courtenay BC

**LEGAL DESCRIPTION:** Lot 14, Section 41, Comox District, Plan 9456

**PROJECT DESCRIPTION:** 16 units of long-term affordable housing for adults with diverse abilities on a large residential lot, consisting of duplex and quadplex structures plus an amenity building containing storage and a suite for an on-site resource and support person. To be constructed in two phases.

**ZONING:**  
 Existing zoning: R-2  
 Proposed zoning: CD (TBD)  
 OCP Designation: Urban Residential  
 Development Permit Area: n/a  
 Local Area Plan: n/a

**SITE AREA:**

Total gross site area:	1,630.15m <sup>2</sup>	17,546 SF	0.403 acres
Dedications:	None		
Net site area:	1,630.15m <sup>2</sup>	17,546 SF	0.403 acres
Proposed lot coverage:			
Phase 1:	406.81m <sup>2</sup>	4378.9 SF	0.25
Phase 1+ 2:	627.3m <sup>2</sup>	6752.0 SF	0.385

**FLOOR AREA RATIO:**

Gross floor area (Phase 1&2):	787.24m <sup>2</sup>	8473.84 SF	0.48
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Useable open space required: 16 units @ 20m<sup>2</sup> per unit = 320m<sup>2</sup>

Useable open space provided: 463m<sup>2</sup>

Indoor amenity space provided: 63.7m<sup>2</sup> 685.9 SF

Net floor areas - suites (all units one bedroom)

PHASE 1				PHASE 2			
1	Ground level	45.19m <sup>2</sup>	486.5 SF	9	Ground level	45.19m <sup>2</sup>	486.5 SF
2	Ground level	44.70m <sup>2</sup>	481.2 SF	10	Ground level	44.70m <sup>2</sup>	481.2 SF
3	Second level	45.47m <sup>2</sup>	489.4 SF	11	Upper level	45.47m <sup>2</sup>	489.4 SF
4	Second level	44.01m <sup>2</sup>	473.8 SF	12	Upper level	44.01m <sup>2</sup>	473.8 SF
5	Ground level	41.44m <sup>2</sup>	4449.6 SF	13	Ground level	45.19m <sup>2</sup>	486.5 SF
6	Ground level	43.3m <sup>2</sup>	460.1 SF	14	Ground level	44.70m <sup>2</sup>	481.2 SF
7	Ground level	41.78m <sup>2</sup>	459.9 SF	15	Upper level	45.47m <sup>2</sup>	489.4 SF
8	Upper level in amenity building	46.58m <sup>2</sup>	501.58 SF	16	Upper level	44.01m <sup>2</sup>	473.8 SF
Total PHASE 1 units:		352.14m <sup>2</sup>	3790.4 SF	Total PHASE 2 units:		358.74m <sup>2</sup>	3861.44 SF
Amenity building basement level:		72.1m <sup>2</sup>	776 SF				
Amenity building main level:		76.4m <sup>2</sup>	822 SF				
<b>Total PHASE 1:</b>		<b>500.6m<sup>2</sup></b>	<b>5388.4 SF</b>				
<b>Total both phases:</b>		<b>859.34m<sup>2</sup></b>	<b>9249.8 SF</b>				

**OFF-STREET PARKING**

Residential parking - non-market rental:	1.2 spaces/unit	20 spaces required	4 spaces provided
Visitor parking	.1 of parking spaces	2 spaces required	2 spaces provided
Disabled parking		1 space required	0 spaces provided

Parking space Dimensions:

Rear lane:	Width: 3.0m	Length: 7.6m
Side lane:	Width: 2.6m	Length: 6.5m

**BICYCLE PARKING**

Bicycle spaces required: 16 units x 2.0 = 32 spaces (per Zoning bylaw 7.3.1)

Bicycle/scooter spaces provided: 14 .6m x 1.8m horizontal spaces in secure indoor facility (10 in Phase 1; 4 in Phase 2)

4 exterior spaces

18 spaces total

All indoor stalls have access to 120v bicycle charging

**SOLID WASTE AND RECYCLING**

Residential garbage - minimum waste and recycling storage area: the greater of 5.0m<sup>2</sup> or 16 units @ .44m<sup>2</sup> per unit = 7.04m<sup>2</sup>

Total waste and recycling area provided: 6.6m<sup>2</sup> (outside, bins weather protected)

Household garbage: 8 295 litre totes (1 per 2 households)

Cardboard: in recycling totes

Total recycling/waste containers: 8 x 295 litre waste (.7m x .7m x 1.1m) | 2 x 431 litre recycling (.76m x .86m x 1.1m)

**BUILDING SETBACKS**

Front (Grieve Avenue)	Required: 6.0m	Proposed: 7.64m	Accessory building: 2.5m
Rear (lane):	Required: 6.0m	Proposed: 7.64m	Accessory building: 4.5m
Side yard (interior):	Required: 3.0m	Proposed: 3.15m	
Side yard (lane):	Required: 3.0m	Proposed: 3.0m	

**BUILDING HEIGHT** (From average existing natural grade)

Maximum allowed (R-2 Zoning):	8.0m
Maximum proposed (amenity building):	8.14m
Proposed height of bicycle shed:	3.8m

**PROJECT CONTACTS AND CONSULTANTS**

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Landscape: Pathways Landscape Group	Dave Snider	(250)703-6489	info@pathwayslandscapegroup.com
Civil: Wedler Engineering LLP 2459 Cousins Ave #211, Courtenay, BC V9N 3N6	Andrew Gower	(250)334-3263	agower@wedler.com
Mechanical: Avalon Mechanical Consultants 5220 Dublin Way #103, Nanaimo, BC V9T 0H2	Tim Robertson	(250)585-2180	trobertson@avalanmechanical.com
Electrical: Muir Engineering UNIT E 1822 Comox Avenue, Comox BC, V9M 3M	Brian Muir	(250)890-0870	brian@muireng.ca
Authority: City of Courtenay Development Services 830 Cliffe Avenue, Courtenay BC V9N2J7	Michael Grimsrud	(250)334-4441	mgrimsrud@courtenay.ca

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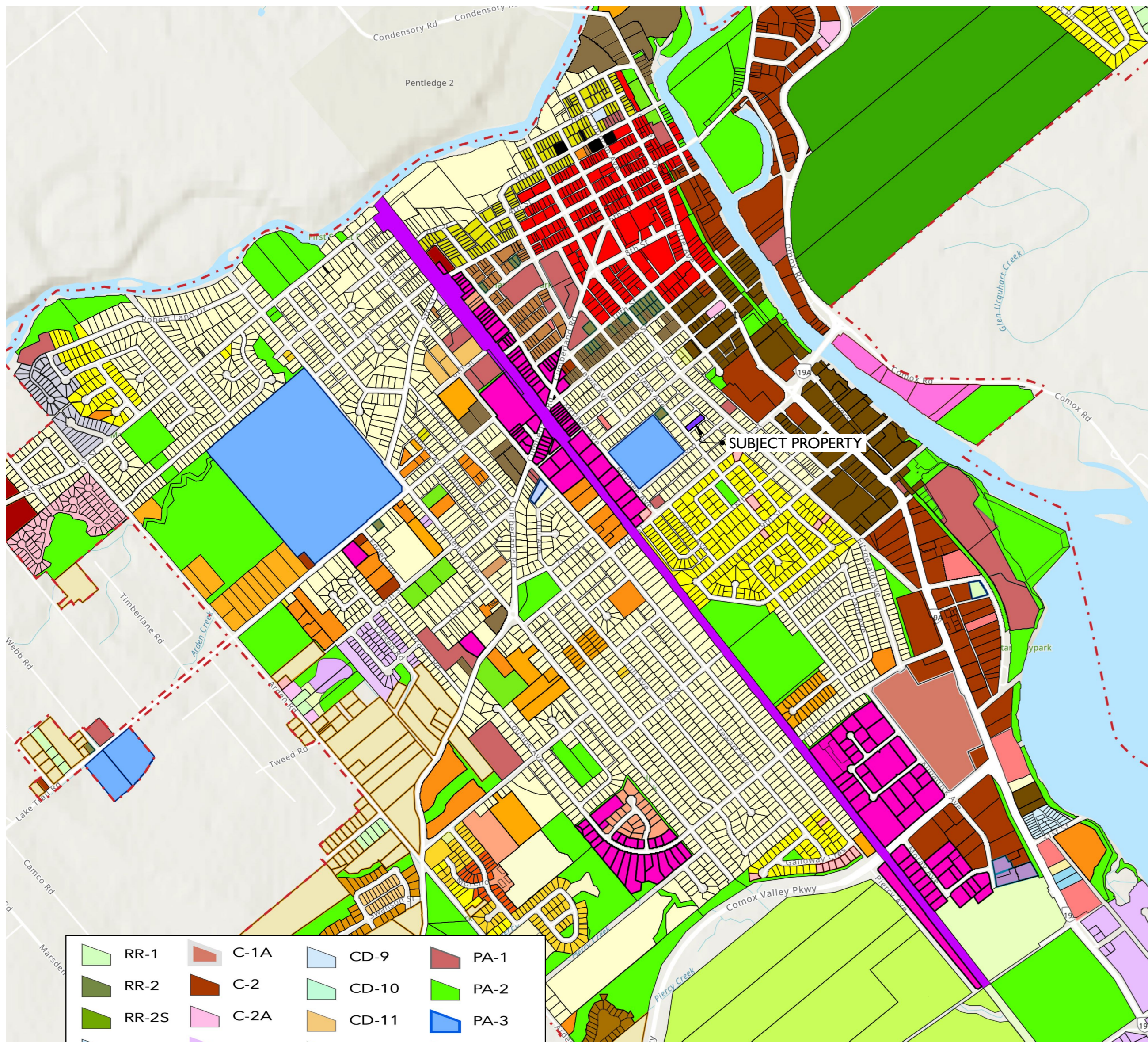


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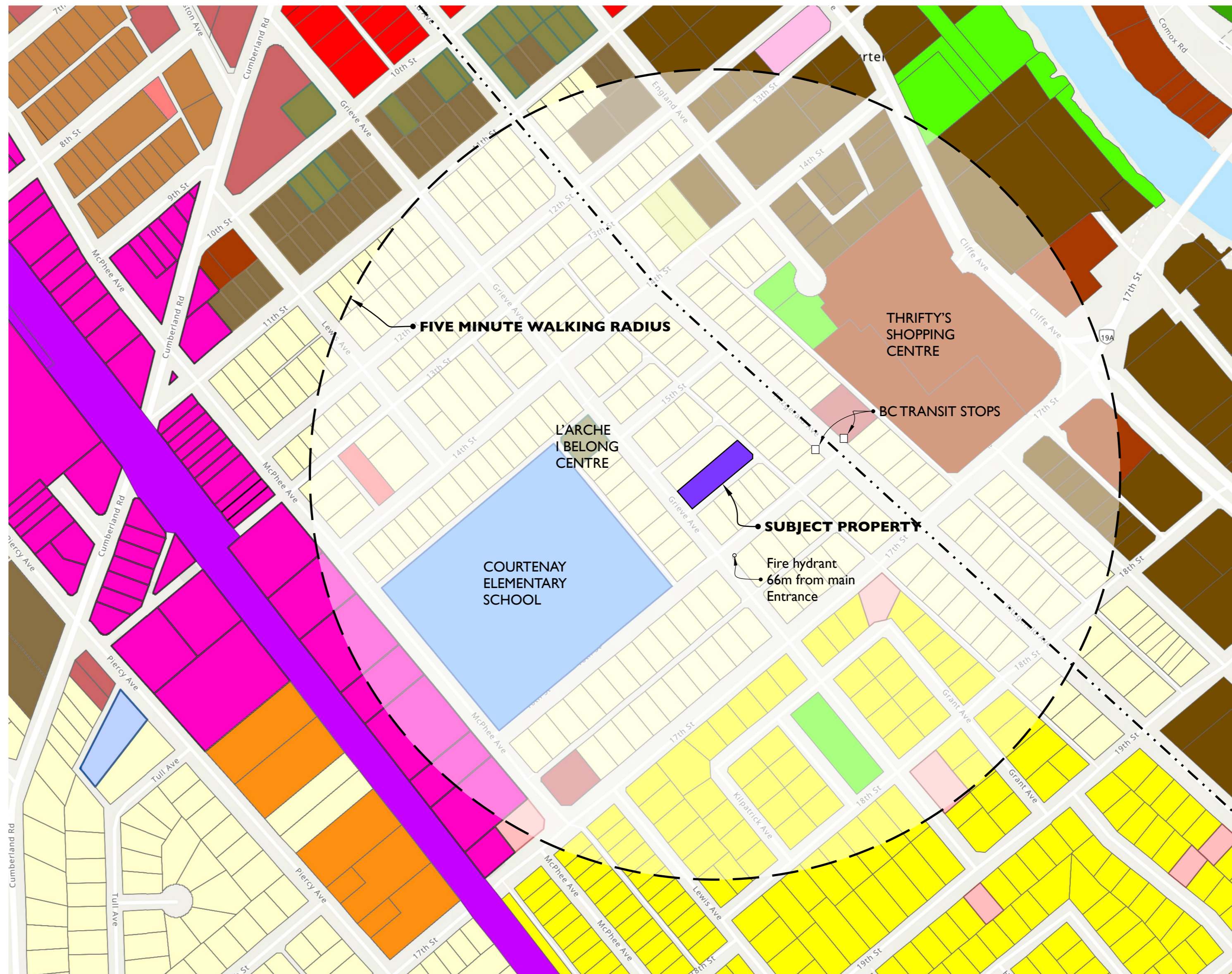




RR-1	C-1A	CD-9	PA-1
RR-2	C-2	CD-10	PA-2
RR-2S	C-2A	CD-11	PA-3
RR-3	C-3	CD-12	PA-4
RR-4	C-4	CD-14	I-1
RR-5	C-5	CD-15	I-2
R-1	MU-1	CD-16	I-3
R-1A	MU-2	CD-17	A-1
R-1B	MU-3	CD-19A	A-2
R-1C	MU-4	CD-19B	RU-1
R-1D	MU-5	CD-19C	TU-1
R-1E	CD-1A	CD-20	RU-8
R-1S	CD-1B	CD-21	RU-20
R-2	CD-1C	CD-22	RU-ALR
R-2A	CD-1F	CD-23A	R-RU
R-2B	CD-1H	CD-23B	CR-1
R-3	CD-1I	CD-24	IH
R-3A	CD-1G	CD-25	IL
R-3B	CD-3	CD-26	
R-4	CD-4	CD-27	
R-4A	CD-6	CD-28	
R-4B	CD-7A	CD-29	
R-5	CD-7B	CD-31	
MH-1	CD-7C	CD-34	
MH-2	CD-7D	LUC	
C-1	CD-8	PA-1	

CITY OF COURTENAY  
LAND USE ZONES LEGEND

1 COURTENAY ZONING MAP  
NTS



2 DETAILED ZONING MAP  
NTS



3 LOCAL CONTEXT PLAN  
NTS



4 LOCAL SERVICES PLAN  
NTS

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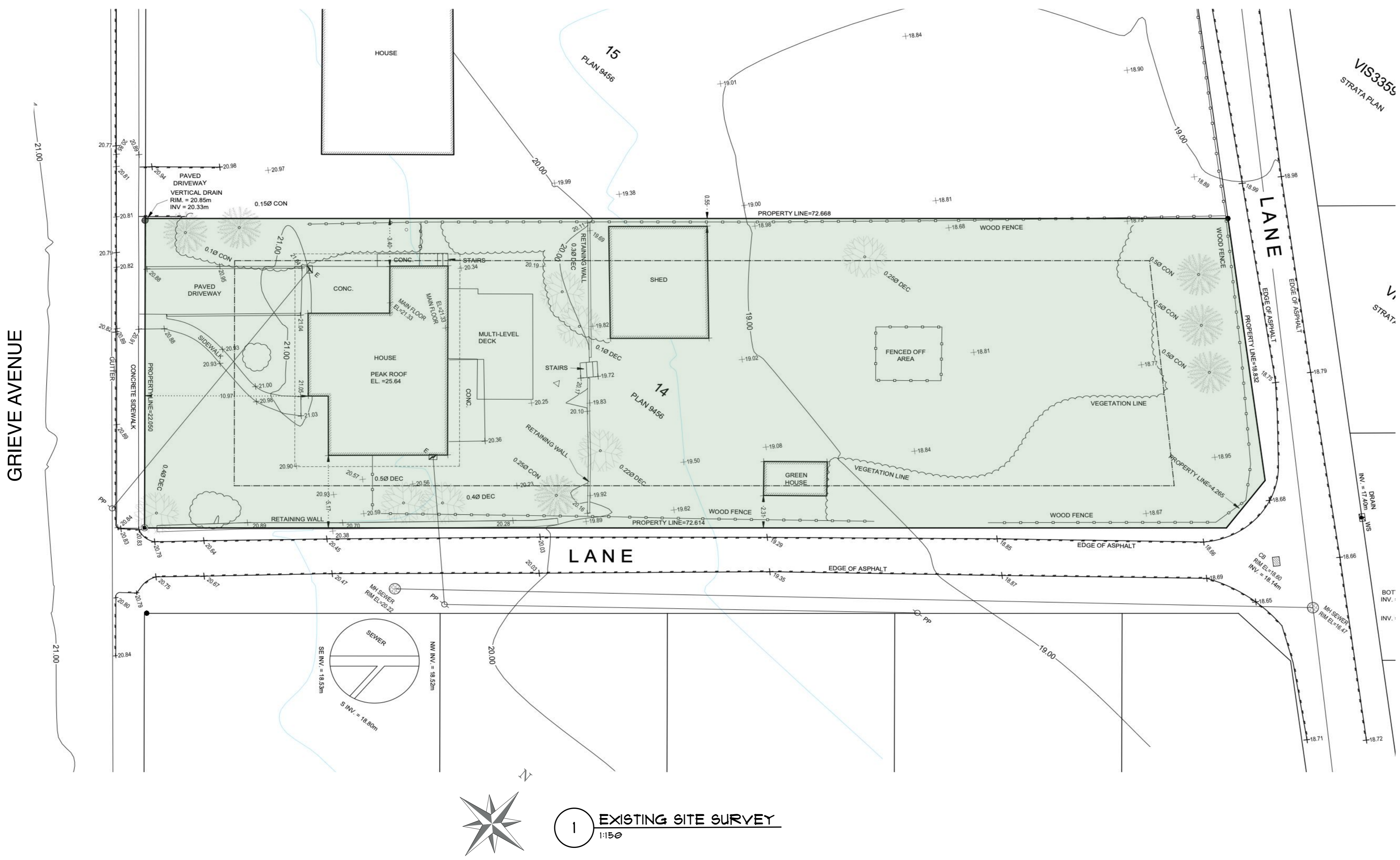
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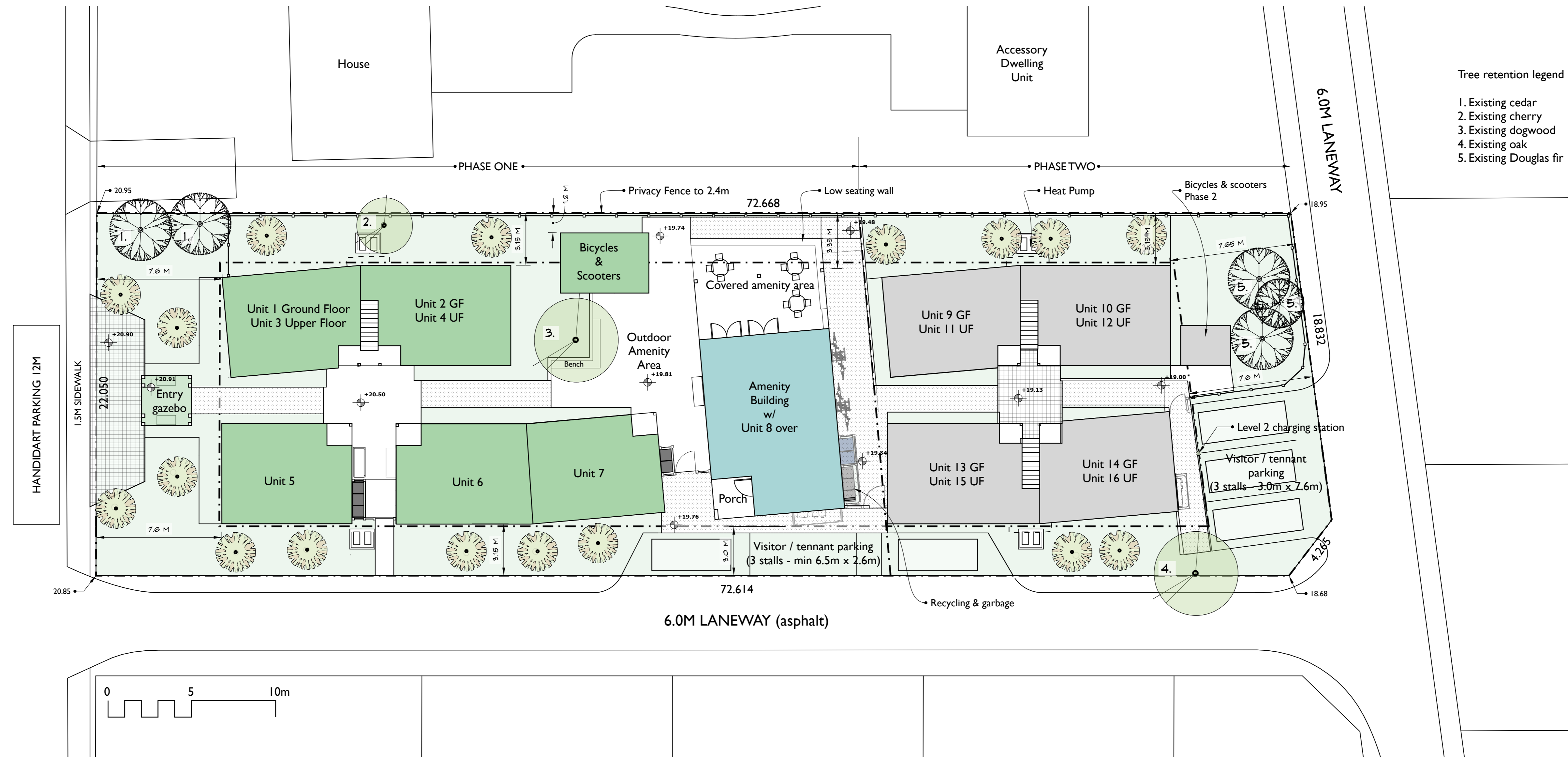
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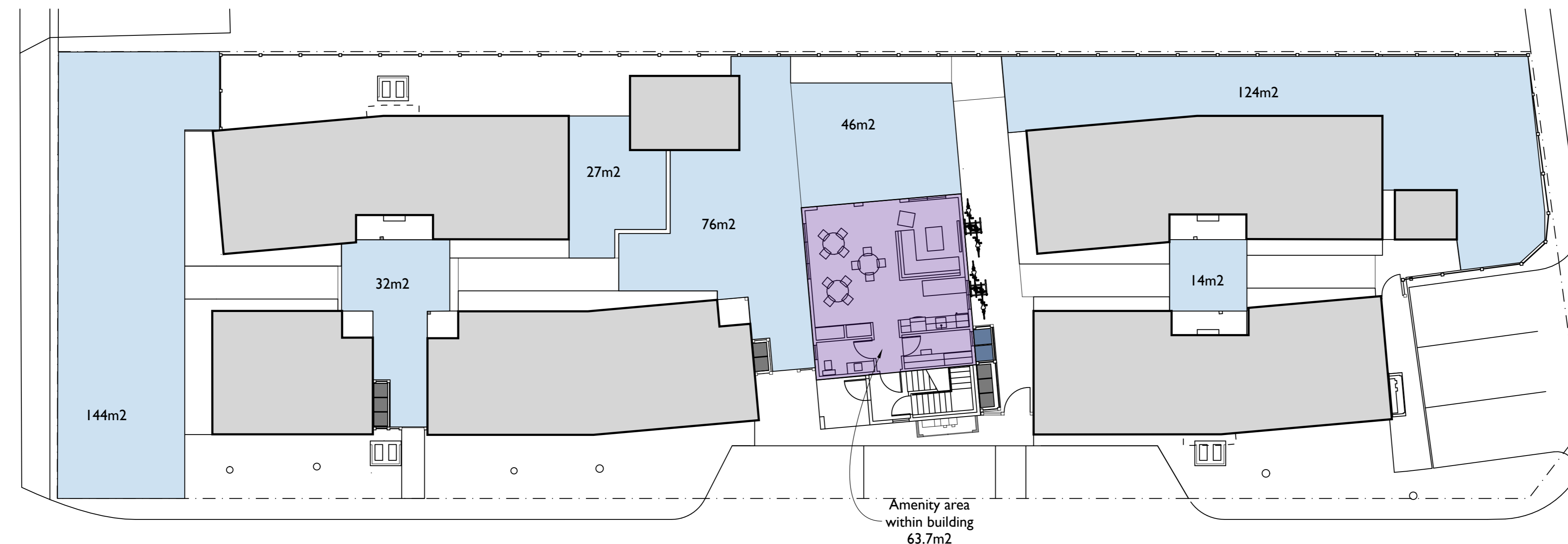




GRIEVE AVENUE



1 SITE PLAN  
1:150



2 AMENITY AREAS  
1:150

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**EXTERIOR FINISHES LEGEND**

1. ROOFING.  
25 YEAR ARCHITECTURAL SHINGLES EG IKO DYNASTY  
COLOUR: GRANITE BLACK
2. FACIA BOARDS.  
PAINTED 2X8 COMBED FACE OR CEDAR  
COLOUR: BENJAMIN MOORE "IRON MOUNTAIN" DARK CHARCOAL
3. EAVESTROUGH AND DOWNSPOUTS.  
GENTEK ALUMINUM "SLATE" DARK GREY
4. SOFFITS.  
GENTEK ALUMINUM OXFORD PREMIUM "GRAPHITE" DARK GREY
5. UPPER WALLS.  
SMOOTH HARDIBOARD & 1 1/2" BATTENS @ 12" O/C  
COLOURS: VARIOUS, AS SHOWN
6. LOWER WALLS.  
HARDIBOARD BEVEL SIDING 1" EXPOSURE SMOOTH
7. CLADDING AT ENTRANCES.  
1X4 CLEAR HORIZONTAL CEDAR, NATURAL FINISH
8. WINDOWS.  
WHITE VINYL, BALANCED SASH
9. WINDOW & DOOR TRIM.  
4" WIDE CEDAR OR COMBED FACE, JOINTS BUTTED, WHITE FINISH
10. BALCONY RAILINGS.  
FACE-MOUNTED ALUMINUM BALUSTERS, ALUMINUM TOP RAIL, DARK GREY



L'Arche Comox Valley "The Anchorage"  
1560 Grieve Avenue, Courtenay BC

#212-2459 COUSINS AVENUE  
COURTENAY, BC  
V9N 3N6  
T: 250 871 8765  
TF: 1 877 366 2502  
design@gowdesigngroup.com



john gower design  
PART OF THE GOWER DESIGN GROUP

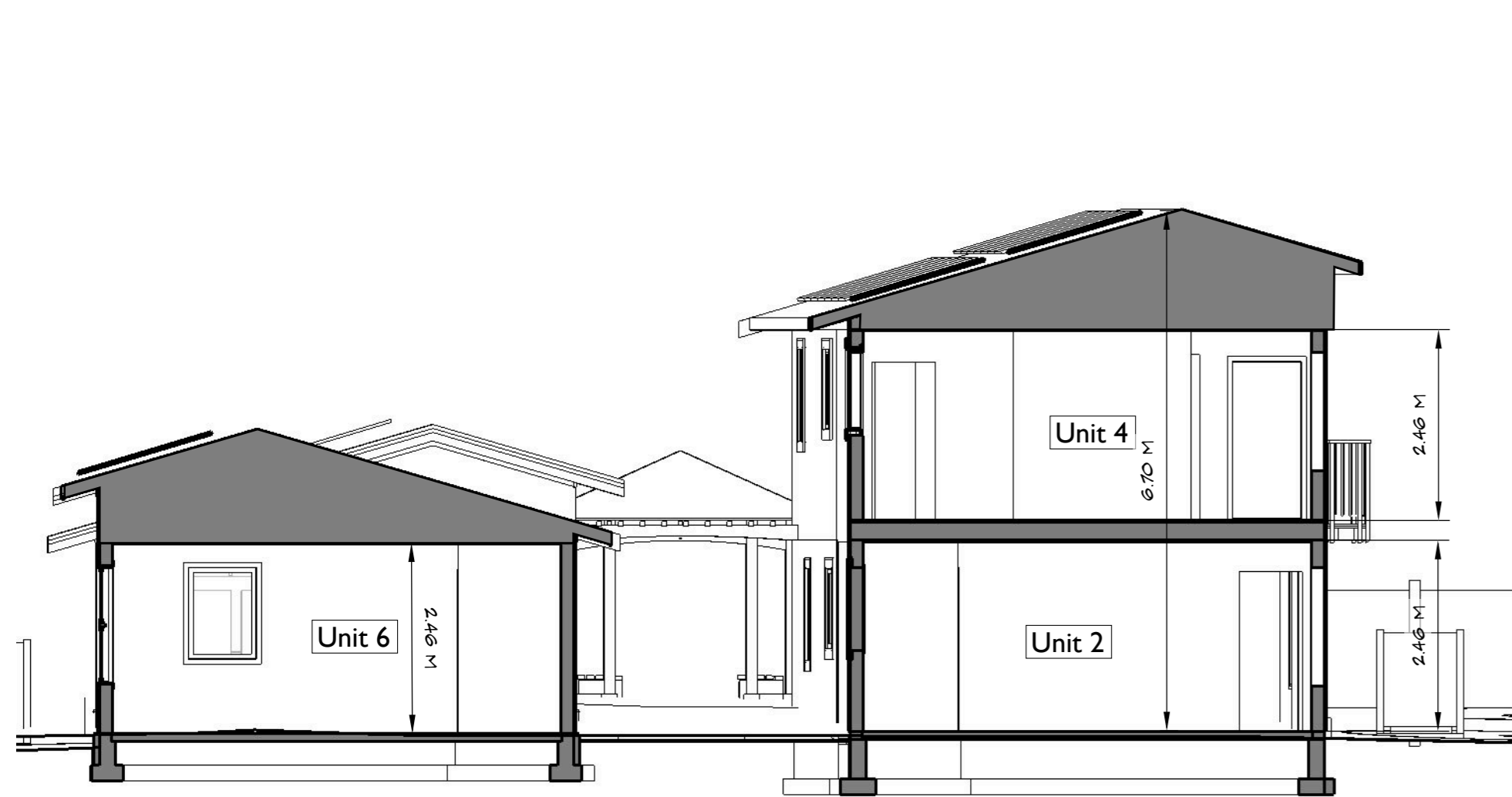
SCALE: AS NOTED  
PROJECTED START DATE: 2023  
DRAWN: JGG  
CHECKED: JGG  
ISSUED: June 21, 2023  
REFERENCE: REZONING & DP

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**A-5**

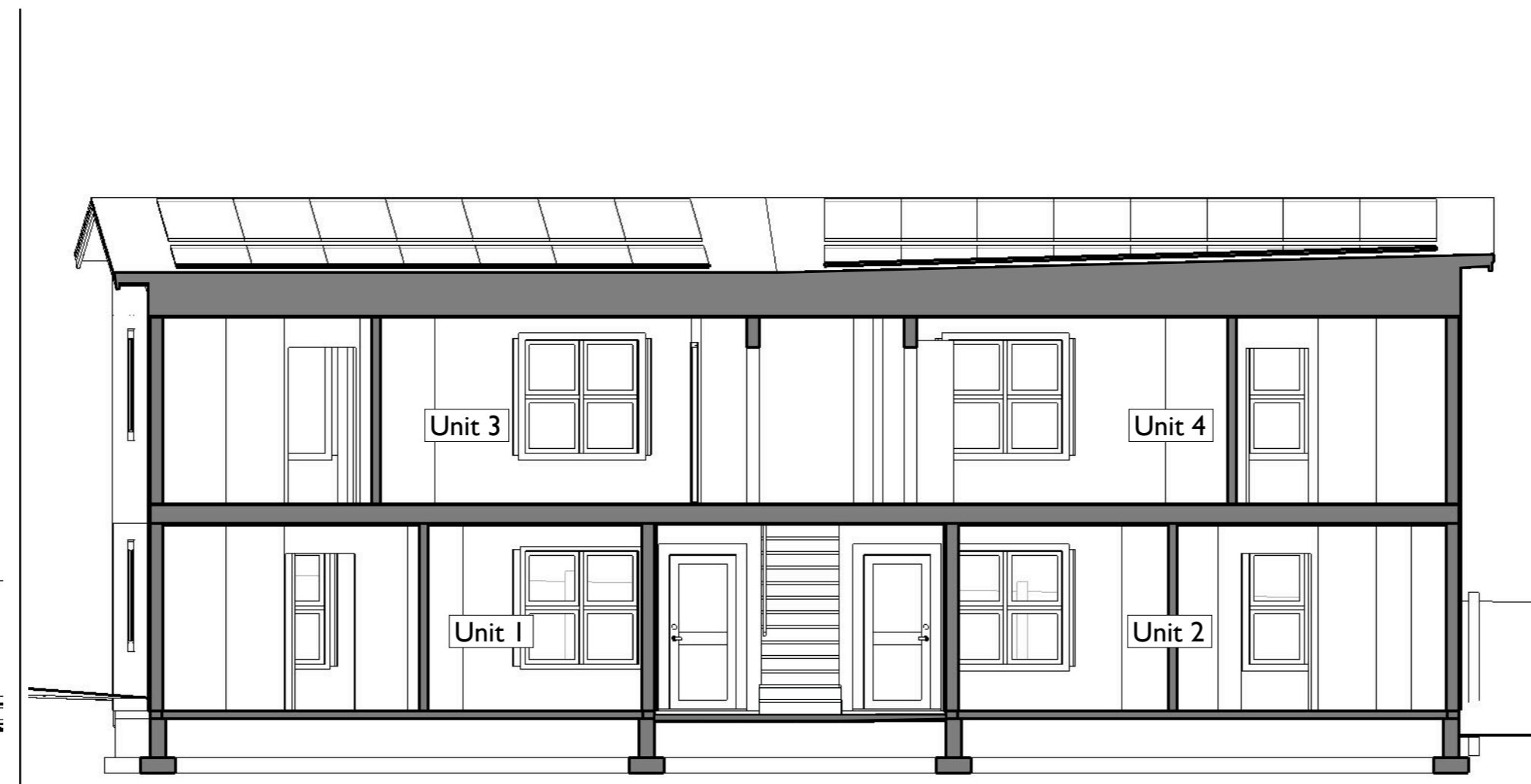




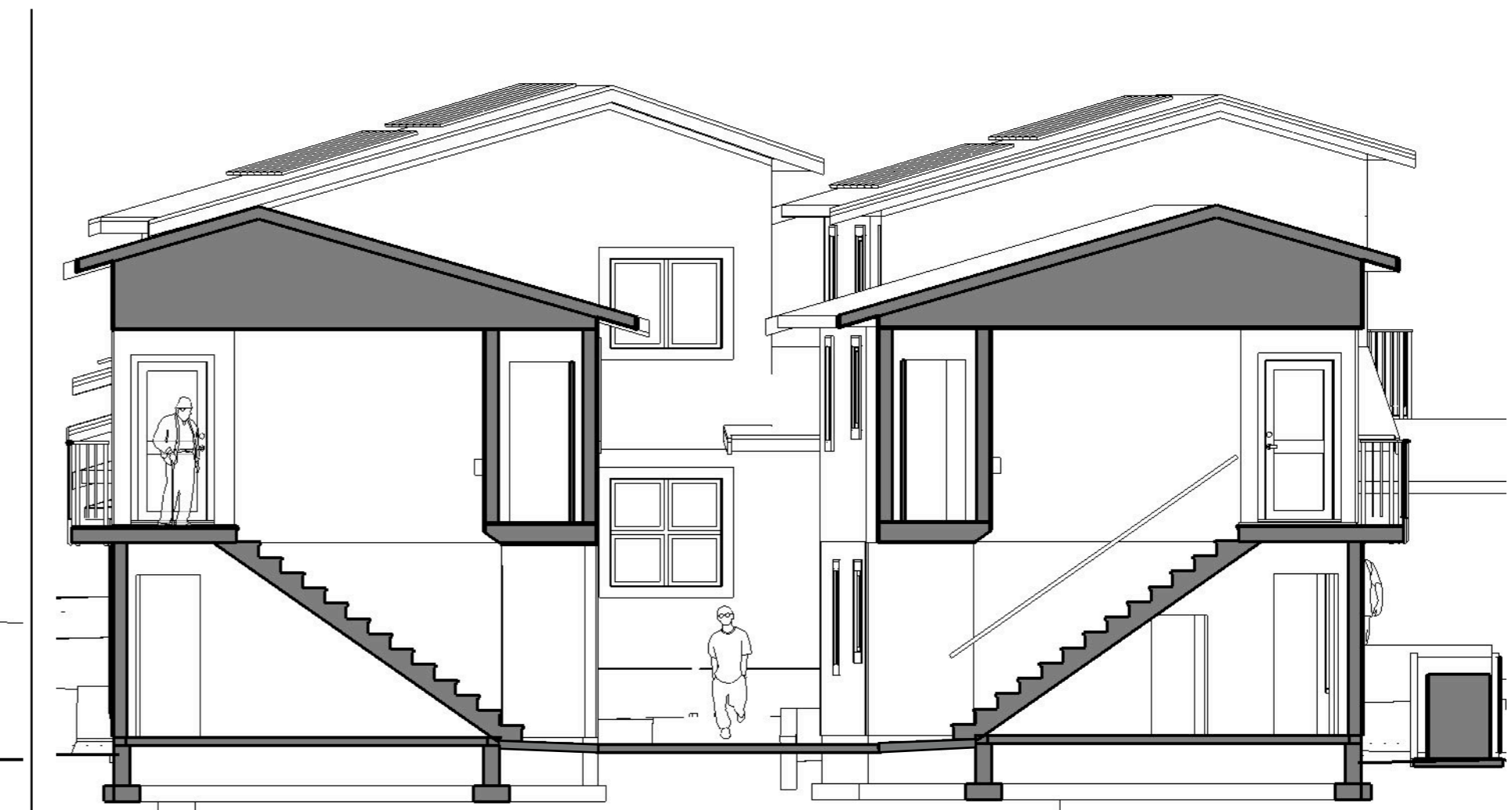
1 COURTYARD VIEW LOOKING NORTH  
1:100



2 CROSS SECTION - UNITS 2, 4 & 6  
1:15



3 LONG SECTION - UNITS 1-4  
1:15



4 CROSS SECTION - STAIR UNITS 11-12 & 15/16  
1:15



4 COURTYARD VIEW LOOKING SOUTH  
1:100

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SCALE: AS NOTED  
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DRAWN: JGG  
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ISSUED: June 21, 2023  
REFERENCE: REZONING & DP

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**A-6**



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# L'Arche Comox Valley "The Anchorage"

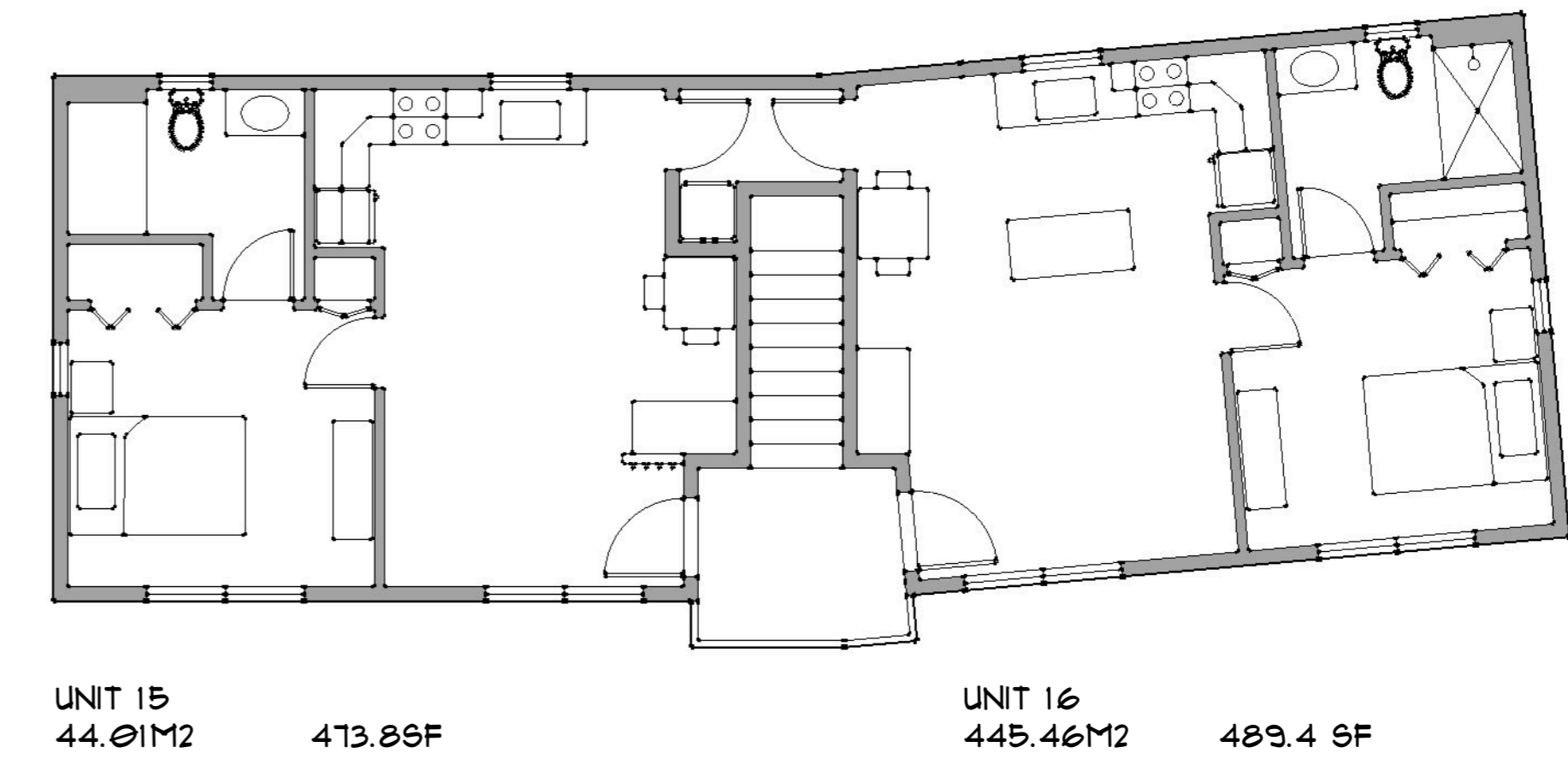
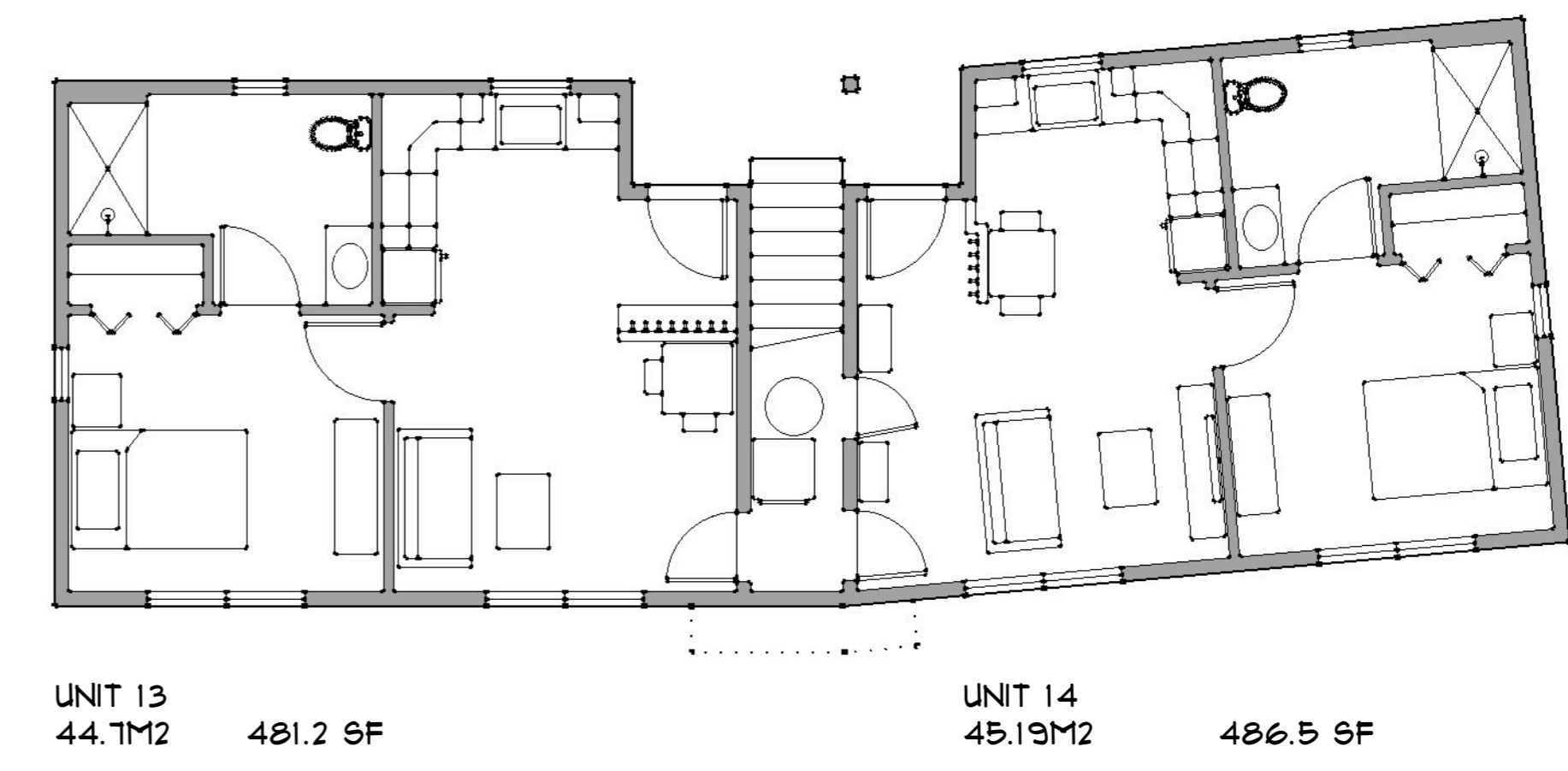
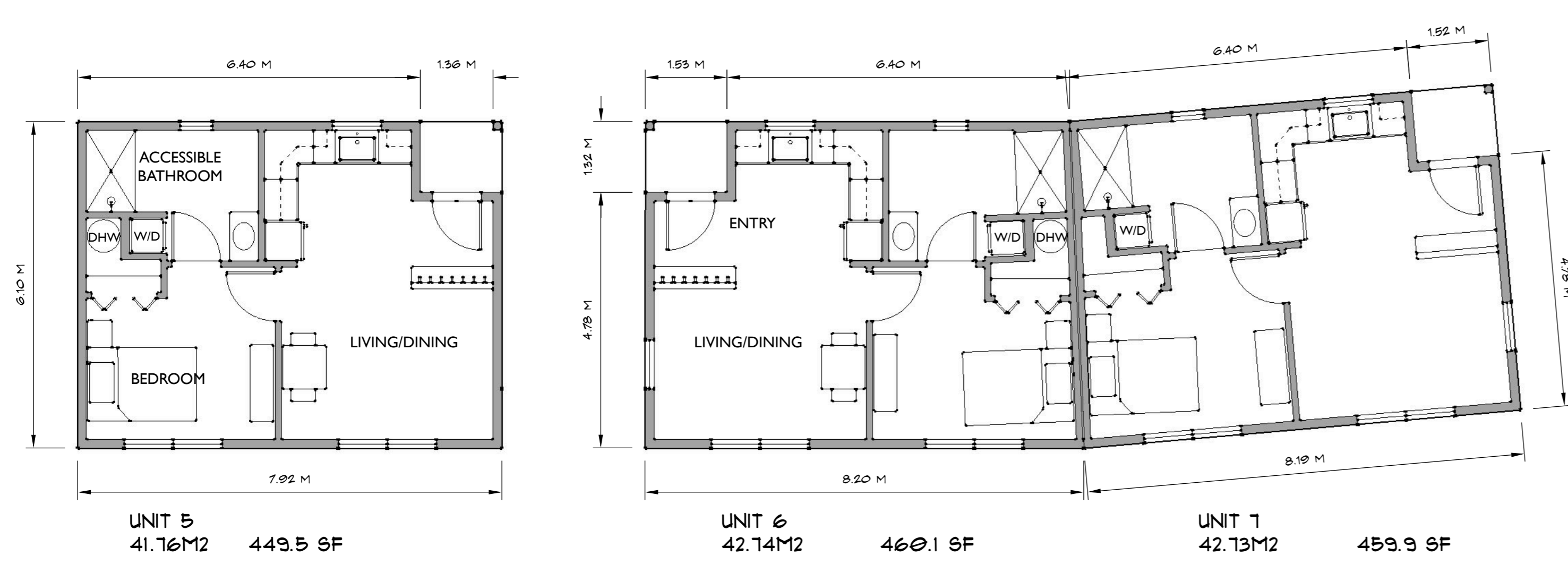
1560 Grievie Avenue, Courtenay BC

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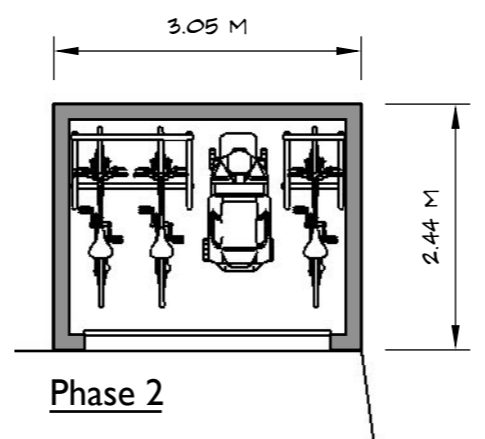
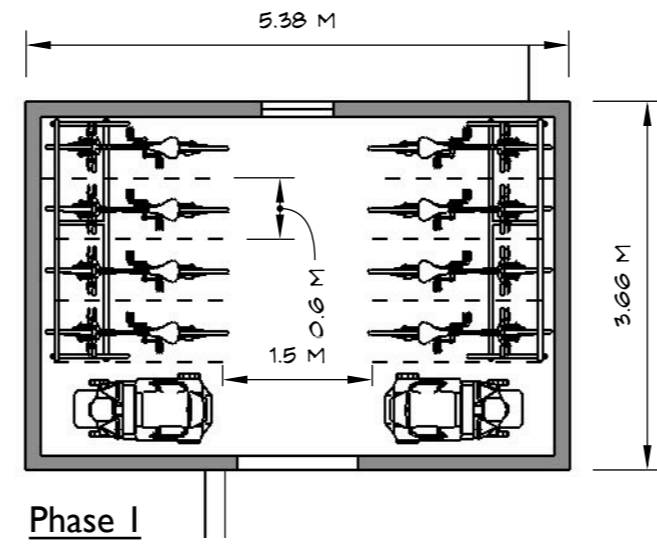


SCALE: AS NOTED  
PROJECTED START DATE: 2023  
DRAWN: JGG  
CHECKED: JGG  
ISSUED: June 21, 2023  
REFERENCE: REZONING & DP

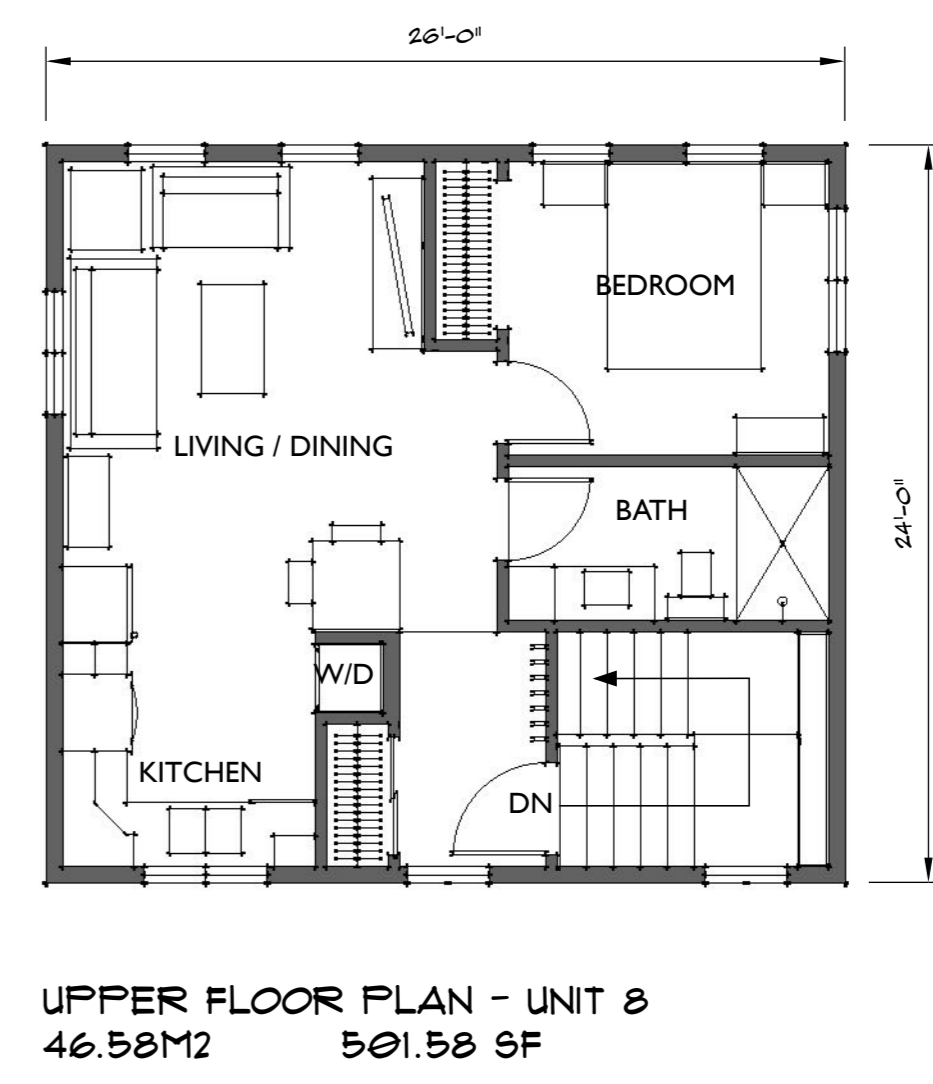
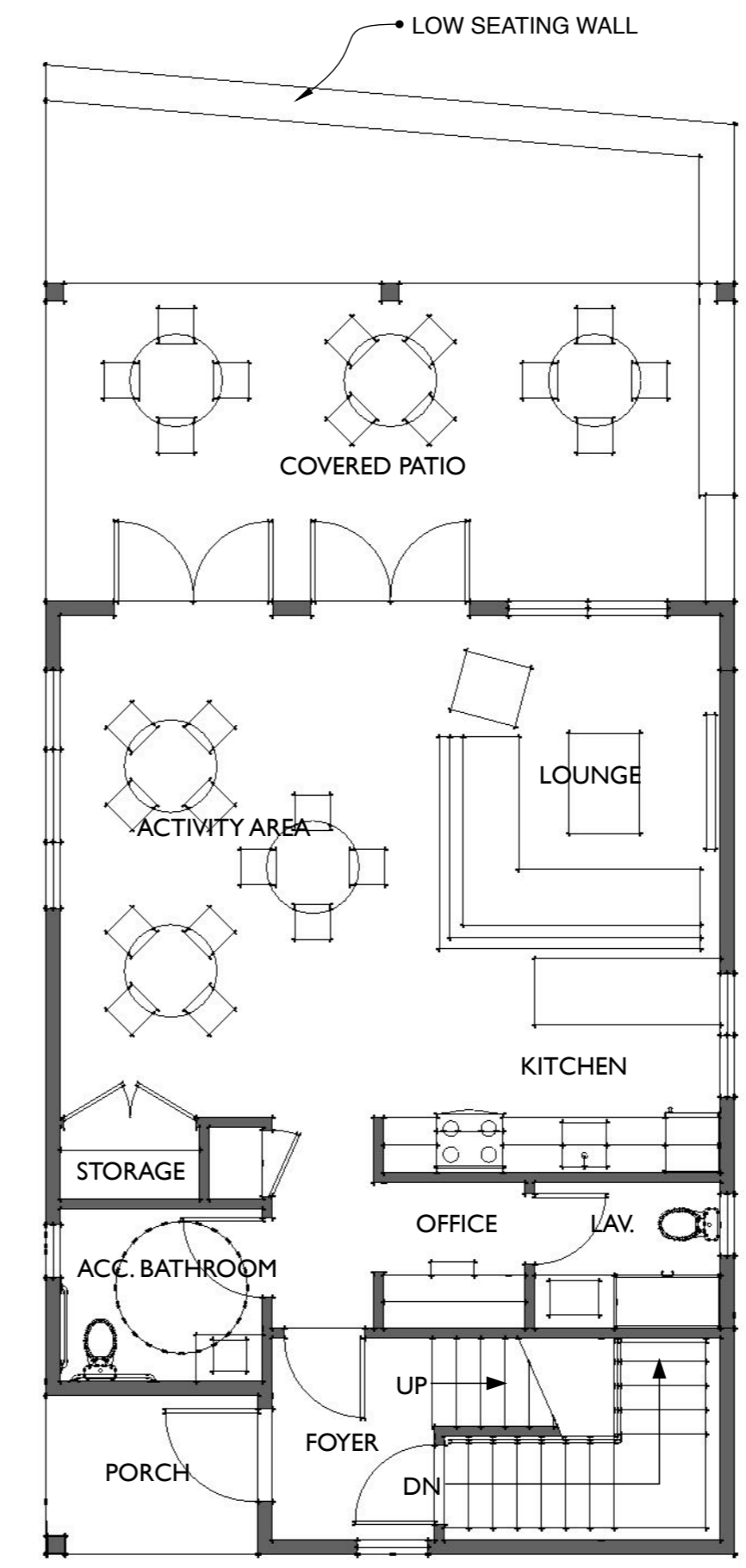
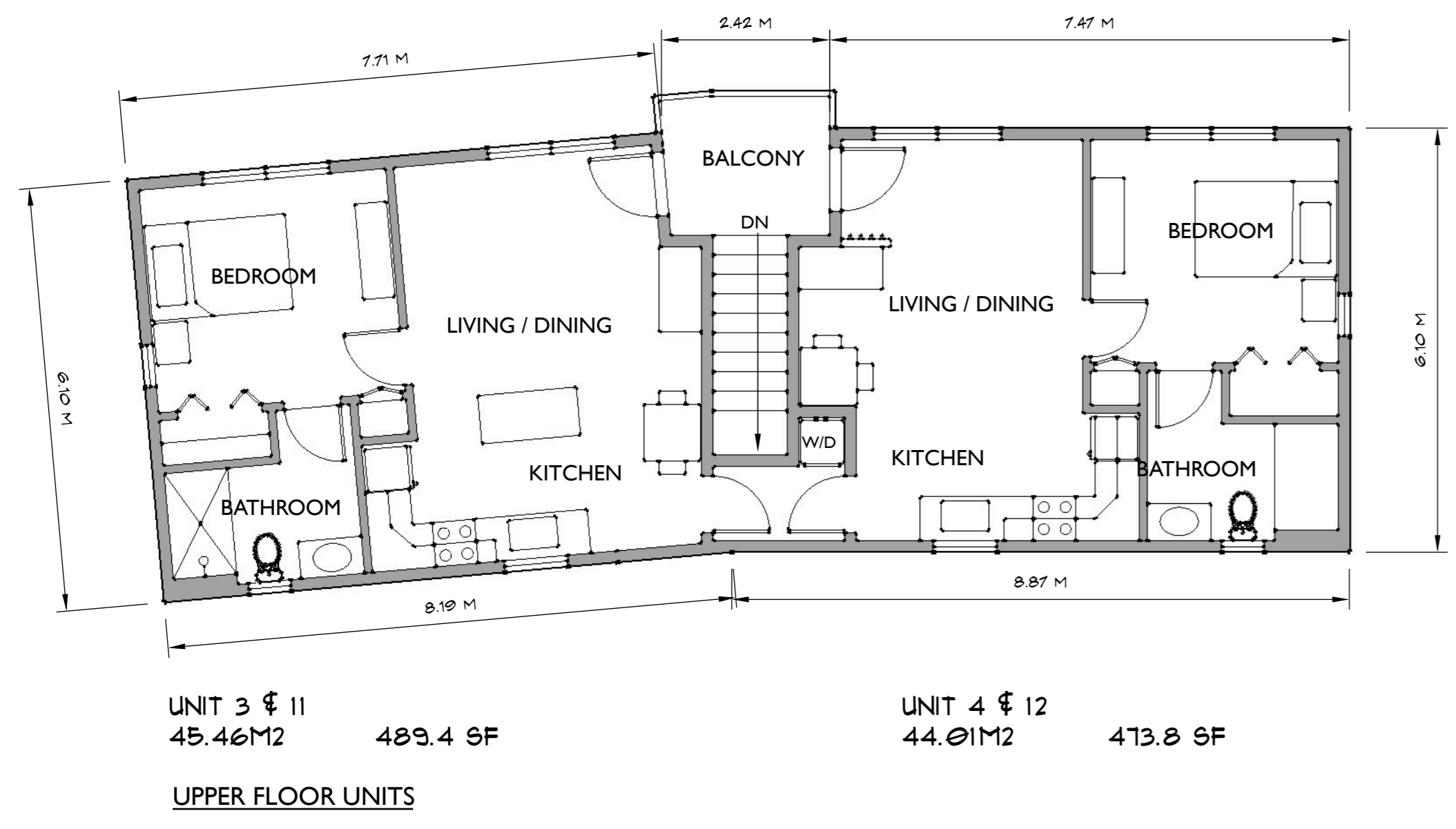
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**A-7**



**1 DWELLING UNIT FLOOR PLANS**  
1 : 15



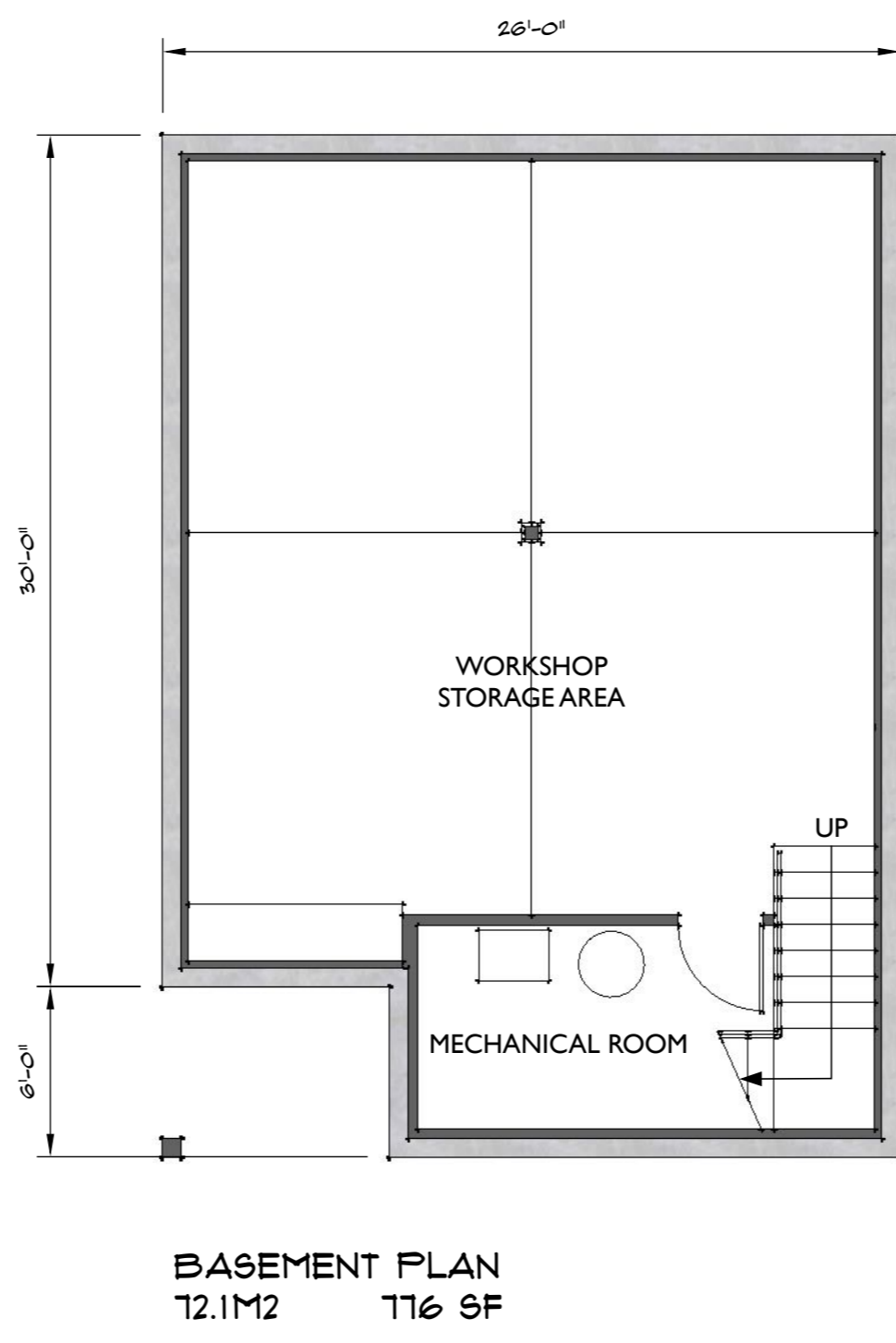
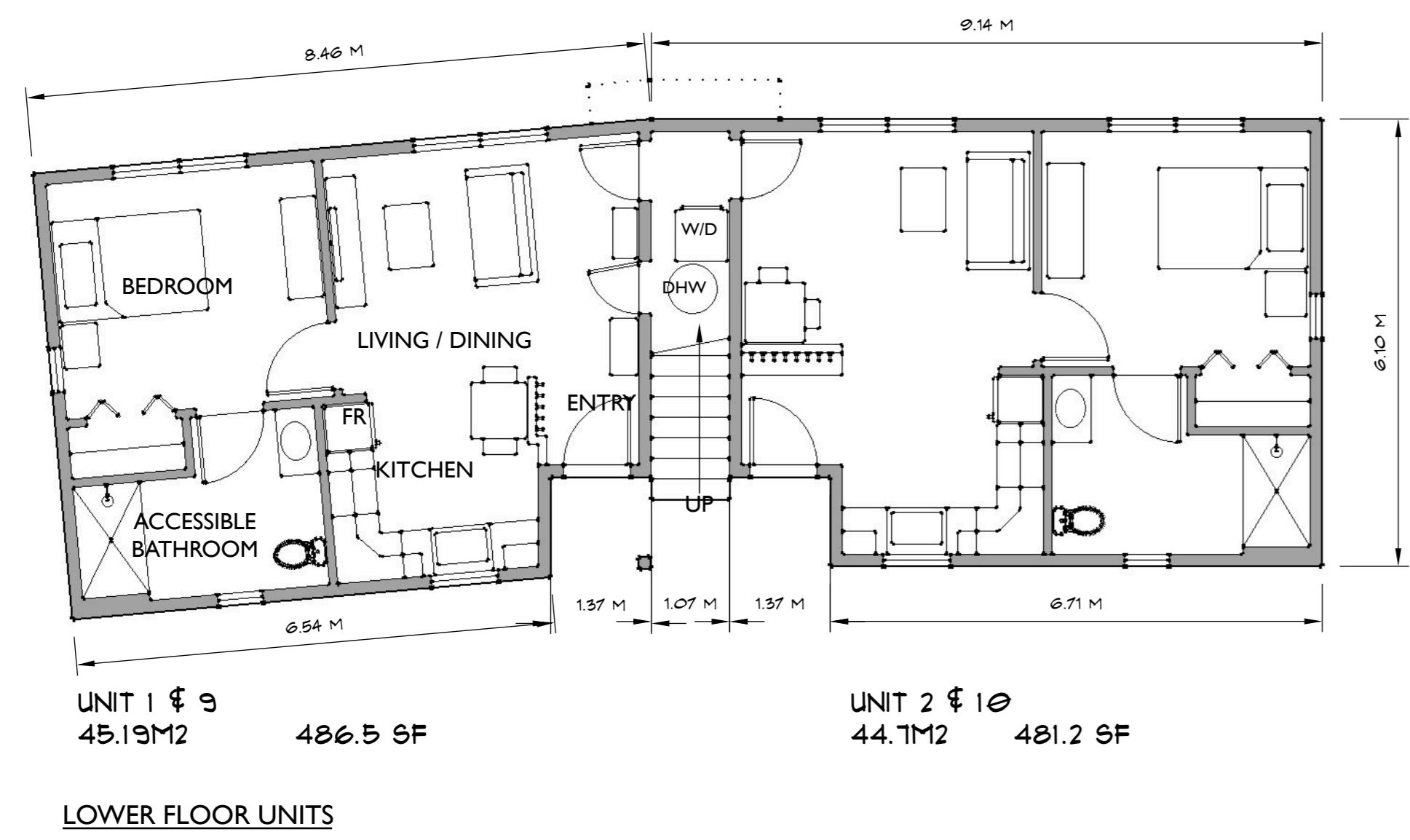
**3 BIKE/SCOOTER SHEDS**  
1 : 15



**Amenity Building**

Lounge:	14.1m <sup>2</sup>
Dining/activities	23.8m <sup>2</sup>
Kitchen	9.4m <sup>2</sup>
Bathroom 1	3.6m <sup>2</sup>
Accessible Bathroom	4.6m <sup>2</sup>
Office nook	2.7m <sup>2</sup>
Foyer	4.3m <sup>2</sup>

Max travel distance to exit: 5.2m (main floor)  
6.8m (upper suite)



**2 AMENITY BUILDING FLOOR PLANS**  
1 : 15








**Tree List**

**Common Name**



**Botanical Name**

**Quantity**

**Retained:**

-  Dogwood
-  Oak
-  Cedar
-  Fir
-  Cherry

**New:**

-  Bowhall Maple
-  Columnar Beech

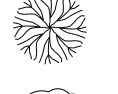



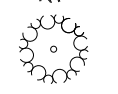


Cornus	1
Quercus	1
Thuja	2
Abies	3
Prunus	1
Acer rubrum 'Bowhall'	10
Fagus sylvatica 'Dawyck Gold'	6

**Shrub List**

**Common Name**

**Botanical Name**

**Quantity**

-  Little Heath Pieris
-  Rhododendron
-  Flaming Silver Japanese Pieris
-  Spirea
-  Lavender
-  Tall Oregon Grape
-  Barberry

Pieris japonica 'Little Heath'	35
Rhododendron 'Rosamundi'	2
Pieris japonica 'Flaming Silver'	5
Spiraea betulifolia 'Tor'	7
Lavandula angustifolia 'hidcote blue'	25
Mahonia aquifolium	14
Berberis thunbergii 'Bailone' 'Ruby Carousel'	9

**Ground Cover and Climber List**

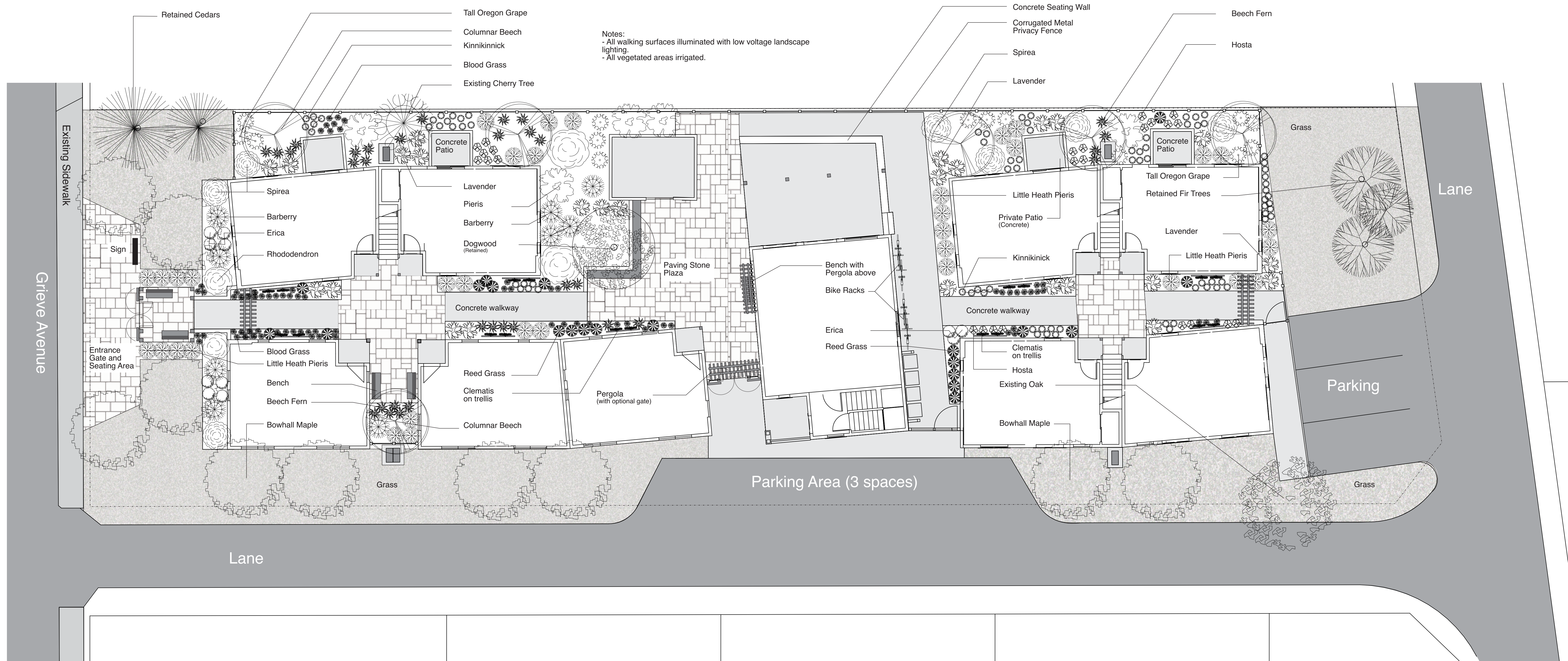
**Common Name**

**Botanical Name**

**Quantity**

-  Erica
-  Beech Fern
-  Red Baron Japanese Blood Grass
-  Variegated Reed Grass
-  Clematis
-  Kinnikinnick
-  Hosta

Erica carnea 'Kramer's Red'	11
Thelypteris decursive-pinnata	32
Imperata cylindrica 'Red Baron'	75
Calanagrostis x acutiflora 'Over Dam'	21
Clematis armandii 'Snowdrift'	18
Arctostaphylos uva-ursi	83
Hosta 'Frosted Mouse Ears'	26



Notes:  
 - All walking surfaces illuminated with low voltage landscape lighting.  
 - All vegetated areas irrigated.



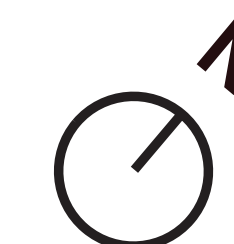
**Pathways Landscape Group**  
 845 Evergreen Avenue,  
 Courtenay, BC  
 V9N 6Y1

Date: November 10, 2022  
 Drawn By: DS  
 Drawing #: 2212  
 Revision: 08

**The Anchorage - Landscape Plan**

Site:  
 1560 Grieve Ave, Courtenay, BC

Client:  
 L'Arche CV



**L1**



**Legend**

- Utilities:**
- Sanitary Sewer Line
  - Sanitary Sewer Manhole
  - Storm Sewer Line
  - Storm Sewer Catchbasin
  - Storm Sewer Manhole
  - Water Line

Please see Civil Plan for more detail

**Irrigation:**

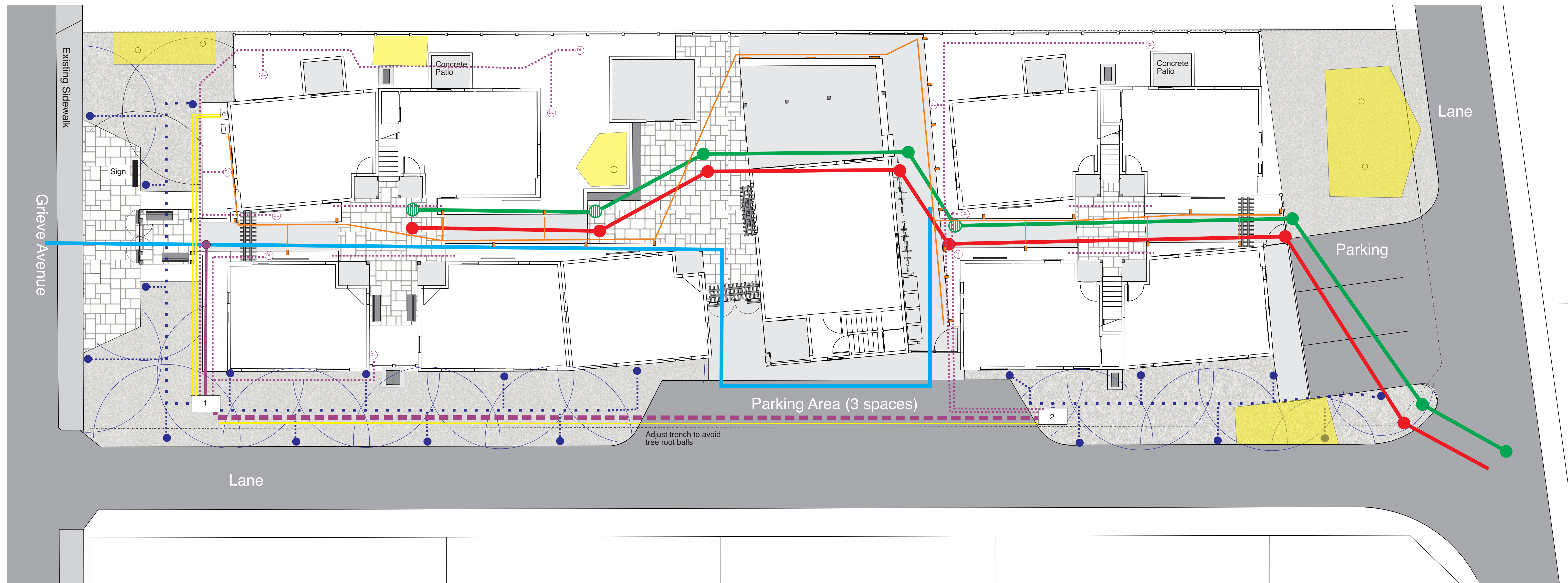
Item	Notes	Quantity
<span style="color: purple;">●</span> Irrigation Connection Point	Brass Compression T	1
<span style="color: purple;">—</span> Irrigation Feed Line	1" PEX mainline	1
<span style="color: purple;">—</span> Mainline	1" PVC mainline	1
<span style="border: 1px solid black; padding: 2px;">1</span> Main Junction Box	- 1" shut off ball valve	1
	- Backflow prevention valve	1
	- Blowout hose bib	1
	- 1" control valves	4
	- 3/4" PRV to 40 PSI	2
	- Irrigation valve box	1
<span style="border: 1px solid black; padding: 2px;">2</span> Secondary Valve Box	- 1" control valves	3
	- Blowout hose bib	1
	- 1" control valves	3
	- 3/4" PRV to 40 PSI	2
	- Irrigation valve box	1
<span style="color: purple;">- - -</span> Drip Distribution Line	3/4" PVC	4
<span style="color: blue;">- - -</span> Spray Distribution Line	1" PVC	3
<span style="color: blue;">- - -</span> Spray Head Feed Line	3/4" PVC or Poly	20
<span style="color: blue;">●</span> Irrigation Head	R-van variable head	20
<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">R</span> Convert to drip location	Fittings PVC to Poly drip	10
<span style="border: 1px solid black; padding: 2px;">C</span> Irrigation Controller	8 zone controller	1
<span style="color: yellow;">—</span> Wire	5 strand wire to each valve box	1

**Lighting:**

Item	Notes	Quantity
<span style="color: orange;">—</span> Bollard Light	3m spacing	23
<span style="color: orange;">—</span> Wall Light	3m spacing under cap	3
<span style="border: 1px solid black; padding: 2px;">T</span> Transformer	150 watt, 12 volt	1
<span style="color: orange;">—</span> Wire	Low Voltage, 12 gauge	



Notes:  
- All landscape preparation and construction to conform to latest edition of the Canadian Landscape Standard (formerly the BCSLA/BCNTA Landscape Standards)

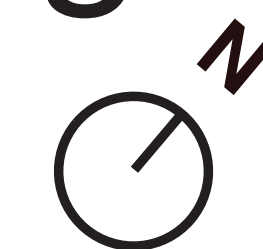


**Pathways Landscape Group**  
845 Evergreen Avenue,  
Courtenay, BC  
V9N 6Y1

Date: November 16, 2022  
Drawn By: DS  
Drawing #: 2212  
Revision: 01

# The Anchorage - Landscape Servicing Plan

Site: 1560 Grieve Ave, Courtenay, BC      Client: L'Arche CV



# L2



June 21, 2023

Dear Mike:

This letter is to follow up from the phone call that we had on Friday June 9<sup>th</sup>. The request was to have in writing the purpose of The Anchorage housing and to state the rental policy.

L'Arche Comox Valley is a member of the International Federation of L'Arche Communities. L'Arche's mission is to provide support to people with intellectual disabilities so that they might achieve their full potential and live a full life. This L'Arche Community was founded in 2000.

The Anchorage housing project is a two-phase project of eight suites in both phases. In Phase 1, there will be seven suites available for people with an intellectual disability and one suite above the amenity space for the Good Friend and Neighbour who is there to provide security and support. All the underground work for Phase 2 will be done during the construction of Phase 1.

As with the rents at the IBC Suites, they will be below Comox Valley market rates. Utilities are also included in the rent. The building will be solar ready which over time will have an impact on the cost of utilities.

As stated above, L'Arche Comox Valley has as its sole mission to support people with intellectual disabilities by creating spaces where they can grow, develop relationships and become contributing members of Comox Valley. As long as L'Arche Comox Valley owns the property and based on our best intentions, the only use for this property and these buildings is to provide housing for people with intellectual disabilities along with the support they require.

CLBC (Community Living BC) is the Crown Corporation that provides the funding to support individuals with intellectual disabilities; they support people but they do not provide funding for housing.

Should you have any other questions, Mike, please do not hesitate to contact me.

Sincerely,

Hollee Card

100-1465 Grieve Avenue  
Courtenay, BC, V9N 2W1

Tel: 250-334-8320  
Fax: 250-334-8321

office@larchecomoxvalley.org  
larchecomoxvalley.org/

Registered Charitable No. 899957351RR001

27 June 2023

City of Courtenay  
Development Department  
830 Cliffe Ave.  
Courtenay, BC V9N 2J7

Attn: Mike Grimsrud, Planner II

Dear Mr. Grimsrud,

In response to our call yesterday, please find our public engagement process to date for the redevelopment of the 1560 Grieve Ave. property.

**Ongoing Online presentation.** The 1560 project has a sub-site on LCV's website (daily hits 200+), and updates on the project are regularly posted to our Facebook (500+ followers) and Instagram sites. LCV also sends out a monthly newsletter to our core supporters (300+) that often feature the project.

**Ongoing Site signage.** The rezoning signage posted on the front lawn of the property clearly directs those interested to the City's development tracker app, where all relevant information has been uploaded.

**8 June 2023 - Open House.** This event, held at the *I Belong Centre* (1465 Grieve Ave) was open to the public and widely advertised on social media. Additionally, LCV reached out to strategic partners and public figures. The event was well-attended, and in addition to tours of the building and explanations of what happens there, the 1560 project was prominently displayed with pictures of the building and floor plans. Board and Project Development Team members were on hand, tasked with providing further information and answering questions. All the feedback we received at this event was overwhelmingly positive.



**26 August 2022 - Project Information Session.** This event was held outside the *I Belong Centre*, and was advertised with flyers to the surrounding neighbourhood using an address list provided by the City. Drawings and plans were on display and many neighbours came by - possibly drawn by the free hotdogs? Architectural Designer John Gower was present, as were all members of the Project Development Team. All the feedback we received at this event was positive.

LCV is also a member of the Coalition to End Homelessness, providing updates as requested to keep the housing/not-for-profit sector informed.

In summation, we have received no negative feedback with regards to the proposed project, and feel that our neighbourhood has been given ample opportunity both to inform themselves and express their concerns, but if you feel additional opportunities should be provided, we will be happy to do so.

Thanks for working with us to realize this vital housing project.

Sincerely,



Hollie Card  
Executive Director  
L'Arche Comox Valley

**From:** [REDACTED]

**Subject:** L'Arche Grieve Ave Development

**Date:** June 27, 2023 at 3:12:54 PM PDT

**To:** [REDACTED]

To Whom it May Concern,

I am writing in support of the new L'Arche development on Grieve Avenue. My [REDACTED] and I live at 1540 Grieve Avenue and will be the immediate neighbours of the project. We are delighted that L'Arche will be developing the property and look forward to being their neighbours. L'Arche has done a fantastic job in keeping the community in the loop with their plans. We find the design to be thoughtful, intuitive, and we have no concerns at all. We feel like this will be a great benefit to our neighbourhood and look forward to the positive gains it will bring.

Thank you,

[REDACTED]





## The Anchorage

L'Arche Comox Valley

October 25, 2023

Dear Mayor and Members of the City Council:

L'Arche Comox Valley's latest project is to build housing for adults with diverse abilities who can live independently with some supports.

In the Comox Valley's housing market, there are increasingly limited housing options for adults with diverse abilities who can live independently. Furthermore, studies show that often paid staff are the only relationships people have outside of family members. L'Arche Comox Valley (LCV) provides support for people to achieve greater independence while being part of the integrated community. LCV also provides a conduit to other parts of society.

Modelled on the successful I Belong Centre Suites (IBC Suites) (LCV owned and operated) project, the Anchorage will provide seven one-bedroom units with full kitchens and in-suite laundry in Phase 1. An additional similar eight one bedroom suites are planned for Phase 2.

A *Good Friend & Neighbour* living onsite provides oversight for safety and fosters community. An amenity space and a large common patio for larger gatherings further supports the intention of building community.

The breakdown of the units is as follows:

- Phase 1 - seven one bedroom units + one unit for *Good Friend & Neighbour*
- Phase 2 – eight one bedroom units

In Phase 1, five units and four units in Phase 2 units are wheelchair accessible. The average unit size is 500 sq ft/unit.

The cost of \$3.5M (Phase 1) includes site and services preparation for both phases.

To keep the rent comparable and affordable with those at the IBC Suites, the budget has been built on charging rent of \$800 per suite which is considerably below the market value of a one bedroom suite in the Comox ValleyN (\$1,700 and upward). Should this project receive funding through BC Housing's Community Housing Fund, the rents may have to be adjusted

to meet their rent structure requirements. However, people with an intellectual disability have limited financial resources so the rents need to be affordable. There will need to be a discussion with BC Housing as to the viability of charging market rents for some of the suites. Utilities are included as part of the rent.

The more options, the better! LCV seeks to expand the housing choices for adults with diverse abilities, particularly those who desire to live independently from family and have the capacity to learn the skills required for living on their own. Successfully managing this transition to independence can have many positive impacts for these individuals as LCV has seen with the tenant population at the IBC Suites.

A home of one's own allows the individual to craft a life of their own. Friends and family can come for dinner, one can choose what and when to eat, lock the door when one wants to be alone, and most importantly, be part of an anchoring neighbourhood where one is recognized and known.

There are currently twenty-seven people who have submitted their name for a suite at The Anchorage. This is before any public announcement.

The presence of a *Good Friend & Neighbour* is the key element to the success of this model of housing. This is a full-time paid role, assumed by an individual who lives on-site, acting as a resource for tenants, working to create a sense of community, supporting individuals to engage with others in activities in the local area, monitoring the flow of life on the property for safety and security concerns and responding to emergencies. The Anchorage is "housing plus": safe, secure, and supported.

Embedded in a small-city neighbourhood made up of single family homes and small-scale apartment complexes, the Anchorage will benefit from the existing neighbourhood identity and ethos. The Anchorage is sited close to schools, churches, bus routes and civic amenities. The walkability score is high! And it will also form part of the LCV 'campus' that includes *Jubilee House*, a L'Arche group home, 3 1/2 blocks south; the *I Belong Centre*, LCV's community hub; and *IBC Suites*, six units of affordable housing, in the same building 1/2 block north.

The Anchorage will be home to individuals who meet the following criteria:

- have an existing funding agreement with CLBC in order to live semi-independently based on an assessment for these skills
- desire to live independently of family, and are supported in their choice by family and friends



- possess, or are able to readily acquire the necessary skills for daily living and are able to live alone safely with some supports. (Assessment tools to evaluate tenant readiness is in development.)
- are able to access transportation
- desire to be part of an intentional community, developing friendships and participating in group activities

L'Arche Comox Valley will provide:

- well-designed, well-constructed housing that is energy efficient and well-maintained
- a safe and secure environment
- rental fees that include all utilities (excluding cable services)
- a *Good Friend & Neighbour*, who is a full-time employee of LCV, resident on site to provide strategic assistance and oversight
- inclusive community, supported by weekly and monthly social events
- engagement with the wider community, its members, activities and networks
- tenancy until such a time as a person is unable to manage the demands of independent living

L'Arche Comox Valley is in full agreement with the goals set out in the Courtenay's Official Community Plan. The vision of the Anchorage and several of those identified in the City's plan align:

- Investing in relationships is at the heart of this project because that is fundamental to how L'Arche operates.
- Housing choices for all is the purpose of this project. As stated earlier, people with intellectual disabilities are an often forgotten group in our society.
- Land is a precious resource. By creating this village setting eighteen people will find a home and their families will be at peace.
- The people who live in The Anchorage will also contribute to a healthier and strong neighbourhood just as those who live at the IBC Suites do today.

L'Arche is a non-profit charity. The 3.5 million dollars to build this project is being raised by community volunteers. We are requesting for a reduction of the DCC fees and financial relief for all off site servicing. Being relieved of the costs of repaving the laneway and sidewalk will help us achieve our financial goal more quickly. The risk is that the cost of these other expenses may jeopardize the project. Given our charitable status and the

challenge of raising the cost of building, we ask that the City exempt us from this work and these expenses.

With the approval of this project, Courtenay displays its commitment to the goal of being a city for everyone.

Respectfully,  
Hollie Card, Executive Director  
L'Arche Comox Valley  
250.334.8320  
hollee@larchecomoxvalley.org

[larchecomoxvalley.org](http://larchecomoxvalley.org)  
LCV Facebook  
LCV Instagram



## STAFF REPORT

---

**To:** Council

**File No.:** 5335-20

**From:** City Manager (CAO)

**Date:** November 8, 2023

**Subject:** 1st Street Lift Station Project Update

---

### **PURPOSE:**

The purpose of this report is to provide Council an update on the project status and request direction to proceed with construction in the summer of 2024.

### **BACKGROUND:**

The 1st Street Lift Station is at the end of its service life and is operating significantly over capacity. The existing lift station is located inside a concrete block building at 1201 – 1st Street adjacent to the entrance to Puntledge Park.

The project includes:

- Installation of new lift station including 7.5m deep wet well, pumps, an above ground valve chamber, a power and controls kiosk, as well as site fencing to enclose the new lift station.
- Installation of approximately 450m length of gravity sanitary sewer main on 1st Street.
- Installation of approximately 250m length of sanitary sewer force main between 1st Street and Pidcock Avenue through an existing City owned Right of Way.

The existing lift station is at the end of its service life and is operating over capacity. These upgrades are essential to improve the overall service of the local sewer system, mitigate operational risk, and reduce ongoing maintenance costs.

### **DISCUSSION:**

The City of Courtenay tendered the 1st Street Lift Station project in summer 2023 with construction expected to run through late 2023 and early 2024. The reason for the timing of the construction was to minimize impacts to Puntledge Park users during the summer. Tendering municipal infrastructure projects in the summer with the intent to construct during the winter is not typical in the municipal construction industry.

The City received only one bid with a tender price of \$4.5M. Consultants working on behalf of the City estimated the cost of this work at \$2.4M in July of 2023. Due to the lone bid being significantly over budget, the City cancelled the tender. The project team began investigating why the lone bid was so much higher than expected. Feedback received from bidders and potential bidders outlined concerns with the project. Two of the largest issues are detailed below.



### Project Timing

The City had planned construction work to occur over the winter months in order to minimize disruption to Puntledge Park during the summer. Feedback received from the contracting community indicated that there were large construction risks with completing deep excavation work during the winter. These risks included maintaining erosion and sediment control as well as dewatering the deep excavations required for installing the 7.5m deep wet well.

### Traffic Management

Another concern was around traffic management during construction. The City required traffic management plans to be developed by the contractor immediately after the project was awarded. The City did not provide many requirements for the traffic management plan hoping that contractors could provide innovative solutions that would lead to efficiencies in completing the project for less money and in a shorter amount of time. Feedback received suggested that this may have led to ambiguity and perceived risk on behalf of potential contractors.

### Next Steps and Recommendations

City staff along with support from the consulting team have reviewed the feedback and have made modifications to the design and as well as to the contract language that directs the contractors to work with the intent to reduce ambiguity and construction risk.

#### 1. Project Timing

Staff are recommending to re-issue the construction tender in early 2024 with a proposed summer construction window. This is a large and complex project that not all general contractors will bid. It's expected that tendering in early 2024 will allow potential contractors to bid on this project before they are booked for the typical summer construction window.

Building in the summer season, which is traditionally when construction projects are built, is also expected to increase competition and attract more bidders.

Constructing in the summer also reduces schedule and constructability risk as summers are typically dry and weather delays are less of an issue.

#### 2. Traffic Management

In order to minimize impacts to the park during construction, the project team will develop a site-specific traffic management plan to be included in the construction tender which the contractor will have to follow during construction. Included in the traffic management plan will be construction fencing to delineate the work zone at Puntledge Park (Figure 1). This will formalize a temporary park access during construction. It will also formalize additional public parking and temporary park access. Additionally, a temporary bank of port-a-potty washrooms is being proposed to allow closure of the existing lift station washrooms. These combined features seek to strike a balance between public access to amenities and constructability.

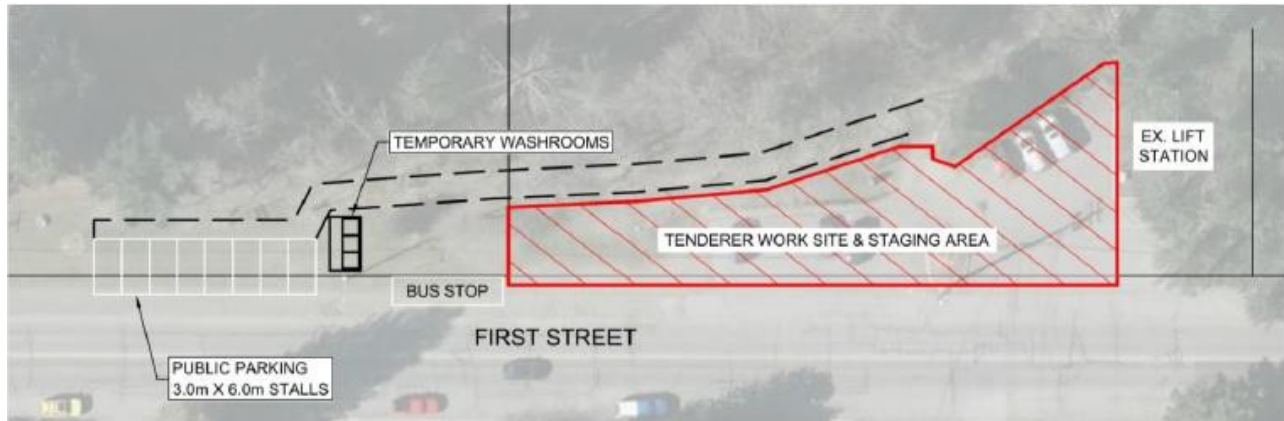


Figure 1 – Concept Park Access / Staging Plan

It's expected that the development of the traffic management plan will reduce contractor risk while allowing the City to maintain access to the park.

Although Puntledge Park is quite busy during the summer, constructing during this time when school is out is expected to reduce impacts to school buses and transit in the area.

Schedule

Staff have developed a proposed schedule for the revised construction timing and is shown below. Construction tendering would occur early in 2024 with construction to follow in Q2 of 2024. Construction is expected to last approximately 6 months with commissioning and closeout occurring in Q4 of 2024.

SCHEDULE	2023				2024			
	Jan – Mar	Apr – Jun	Jul – Sept	Oct – Dec	Jan – Mar	Apr – Jun	Jul – Sept	Oct – Dec
Project Optimization								
Tender Process								
Construction								
Commissioning/Project Closeout								

**POLICY ANALYSIS:**

The OCP sets out the following policies in Objective 5 Municipal Infrastructure planning and investments align with the urban framework concept.

LU 16 Prioritize infrastructure investment using a multiple bottom line decision-making approach based generally on the following parameters and priorities:

- a. High-growth areas;
- b. Public health and safety;

- c. Environmental responsibility;
- d. Regulatory need;
- e. Asset management principles;
- f. Economic efficiencies and impact, such as partnerships, project coordination, and economic spinoffs

**FINANCIAL IMPLICATIONS:**

As noted previously, the lone tender came in significantly over estimated costs. The project team has made many revisions to the design in order to reduce ambiguity and increase constructability. Revising the construction timeline is expected to attract multiple bidders and increase competition.

The budget for 2023 was \$3,095,600 which was intended to fund construction as well as support from consultants for contract administration and construction inspection. As noted previously, the City received only one bid with a tender price of \$4,500,000. This price is viewed as an extreme outlier as it was almost double the City’s cost estimates, which were finalized one month before the construction tender.

Staff are requesting an increase of \$602,400 to the project budget to bring the total value up to \$3,698,000 to cover the additional design optimization costs, and to increase contingency. The requested increase is proposed to be funded from reserves as the Loan Authorization Bylaw No. 3093, 2023 has already been adopted and is not a simple process to amend. The table below outlines the proposed funding structure of the project:

	<b>General Revenue</b>	<b>Reserves</b>	<b>Debt</b>	<b>Total</b>
Original	\$ 295,600	\$ 300,000	\$ 2,500,000	\$ 3,095,600
Amended	298,000	900,000	2,500,000	3,698,000
Change	\$ 2,400	\$ 600,000	\$ -	\$ 602,400

If the increased project budget is not sufficient the City does not have sufficient sewer capital reserves to fund an increase in budget and would be required to amend the loan authorization bylaw and increase reliance on debt.

**ADMINISTRATIVE IMPLICATIONS:**

The 1<sup>st</sup> Street Lift Station Project will be led by Engineering Services, with support from most other City Departments. Consultants with technical knowledge specific to this work will be utilized to administer the contract as well as provide construction inspection services during the construction phase.

**STRATEGIC PRIORITIES REFERENCE:**

This initiative addresses the following strategic priority:

- Public Safety - Build capacity for emergency planning and local response

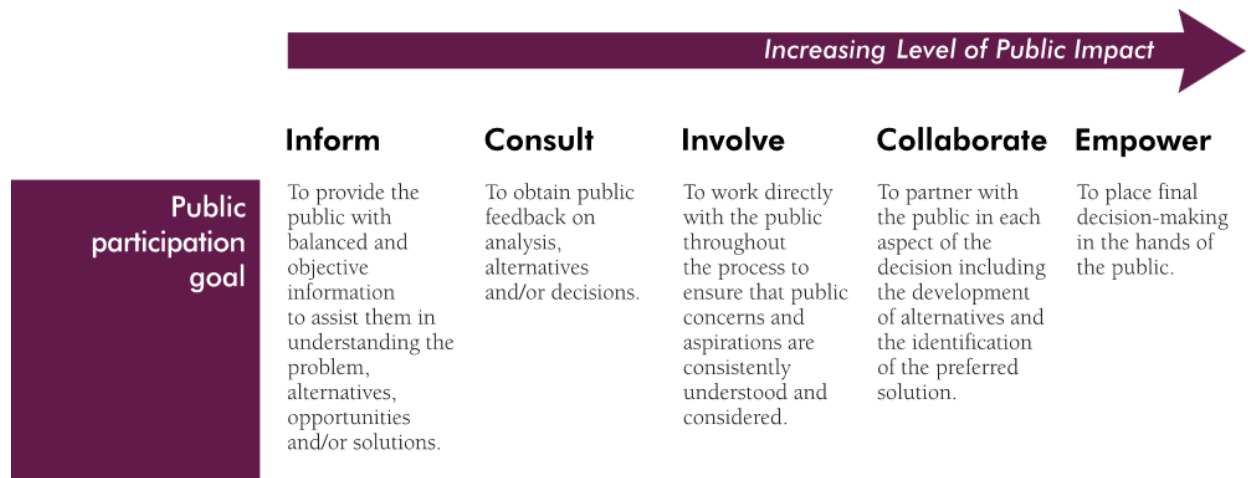
**PUBLIC ENGAGEMENT:**

City staff will continue to inform the public and community groups as the project progresses. A project specific website is kept up to date. Once construction timing is confirmed, letters to residents in the area



will be delivered and project signage will be installed. Media releases and social media posts will be used to support messaging and provide updates.

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



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

**OPTIONS:**

1. THAT based on the November 8, 2023 report "1<sup>st</sup> Street Lift Station Project Update", Council direct staff to proceed with retendering the 1<sup>st</sup> Street Lift Station tender in early 2024 with the intent to schedule construction for spring, summer, and fall of 2024.  
And  
THAT Council increase the "1<sup>st</sup> Street Lift Station Project" budget to \$3,698,000 funded from Sewer Operating and Capital Reserves.
2. THAT Council provide alternative direction to staff.

Prepared by: Adam Pitcher, ASCT, PMP, Manager of Engineering Capital Projects

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

Adam Langenmaier, Director of Financial Services

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



## STAFF REPORT

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**To:** Council  
**From:** Director of Engineering Services  
**Subject:** Home Energy Navigator Program

**File No.:** 5335-20  
**Date:** November 8, 2023

---

**PURPOSE:** To seek council support for the City of Courtenay to participate in the Home Energy Navigator program, in collaboration with the Comox Valley Regional District (CVRD).

### BACKGROUND:

As a signatory of the BC Climate Action Charter, the City of Courtenay seeks to reduce greenhouse gas emissions associated with city operations, and community wide sources. According to the Community Wide Emissions Inventory prepared in 2021, residential buildings represent the second greatest source of greenhouse gas emissions in the City of Courtenay, followed by transportation emissions.

Rebate programs are available to reduce greenhouse gas emissions from residential homes. These programs are offered by a number of organizations including: the provincial and federal government, BC Hydro, and FortisBC. Some homeowners may face barriers accessing these rebates, including: uncertainty about project eligibility, unfamiliarity managing home renovations, and inexperience with rebate submission requirements. The CVRD seeks to eliminate these barriers by launching the Home Energy Navigator (HEN) program in early 2024.

The HEN program provides start-to-finish retrofit support. Key features:

- Provides information, advice, and guidance without pressure to implement retrofits.
- Reduces barriers to completing upgrades, especially converting from fossil fuel to electrical heat pump space heating
- Works with residents to overcome barriers to completing upgrades.
- Advises on the renovation approach to incorporate House-as-a-system concepts
- Provides objective advice throughout the retrofit process, including quote review and context to understand differences between quotes.
- Provide guidance and confirmation that proposed upgrades are eligible for rebates, and assistance in completing rebate submissions.

The CVRD is using funds received as part of the Local Governmental Climate Action plan (LGCAP) to offer the HEN program to residents in the electoral areas. The City of Courtenay has been invited to collaborate and contribute, to extend service to residents within the City of Courtenay.

### DISCUSSION:

The HEN program was developed by City Green Solutions (City Green) in collaboration with the Capital Regional District (CRD), City of Vancouver (COV), and Regional District of Nanaimo (RDN). City Green is a non-profit organization with a mission to support energy and greenhouse gas (GHG) emissions reductions in homes and buildings across BC. City Green will administer the program on behalf of local governments who offer the program to their residents.

The HEN program was designed with an equity-based approach to ensure it is accessible by minimizing financial, technological and knowledge barriers. Upon registration, users are introduced to a single point of contact to simplify the process, and receive support in an accessible way.

City Green offers as much support as residents request. The needs of each resident will vary, and as a result, the amount of support received will vary. Local governments offering the HEN program, are only billed for the hours used by residents. To date, implementation of the HEN program in the CRD, COV, and RDN found that an average of 5.5 hours of support was needed per home.

The table below summarizes the average costs per home:

Homeowner Support Categories	Average Hours per Home	Avg \$ per Home
Client Services	0.50	\$ 25.00
Virtual Home Energy Check-Up	2.00	\$ 200.00
Retrofit Support (Review, Plan, Compare, Select)	2.00	\$ 150.00
Rebate, Financing, & Documentation Support	1.00	\$ 75.00
<b>Average per Home</b>	<b>5.50</b>	<b>\$ 425.00</b>

The HEN program is an opportunity to collaborate regionally. All local governments in the region have been invited to join the program, so the program may be made available to their residents. The City of Courtenay can be seamlessly integrated into the HEN program that will be launched by the CVRD in January 2024.

The success of the HEN program depends on residents becoming aware, and seeking service to support their home energy improvements. City Green plans to engage with specialized consulting teams in web development and marketing to generate awareness and interest in the program.

**POLICY ANALYSIS:**

The City of Courtenay OCP identified climate action as one of the four cardinal directions with a target of reducing community-wide GHG emissions by 45% (from 2016 levels by 2030). Enrolment in the HEN program directly aligns with this goal by removing barriers to residents participating in meaningful climate actions in their homes.

The CVRD Board of Directors approved the Residential Emissions Reduction Action Plan (RERAP) at the October 17, 2023 board meeting. The objective of this plan is to reduce GHGs within the community. Launching a home energy concierge program is a key strategy in the RERAP prioritized by CVRD staff which also received approval for implementation.

As a climate action signatory and through participation in the Local Government Climate Action Program (LGCAP), our organization has committed to reduce GHGs and meet the provincial reduction targets. Enrolling in the HEN program will ensure we are working towards the goals of the CleanBC Roadmap to 2030 through reducing building GHG emissions within the community.

**FINANCIAL IMPLICATIONS:**

CVRD has allocated \$50,000 to the HEN program. To ensure residents are aware of the program, a portion of the funds allocated by the CVRD are dedicated to a communications campaign.



It is proposed that the City of Courtenay match the funding provided by the CVRD, and allocate \$50,000 to offer the service to City of Courtenay residents. Actual costs to support the HEN program will depend on resident demand, with the proposed budget setting a cap on spending. Through monitoring the program effectiveness, future budgeting can be adjusted to match demand.

This program is eligible to be covered by the provincial funds provided by the Local Government Climate Action Program. This funding allocation has been proposed in the 2024 budget.

**ADMINISTRATIVE IMPLICATIONS:**

The contract with City Green will be administered by the CVRD. City Green will work with interested residents to deliver start-to-finish home retrofit support through information, advice, and guidance. City Green will work to advertise to residents.

Staff from Engineering Services will work with staff from the CVRD to track the use and effectiveness of the program as data is gathered by City Green. Occasional support from Communications staff will be needed to share advertisements through the City of Courtenay’s social media platforms.

**STRATEGIC PRIORITIES REFERENCE:**

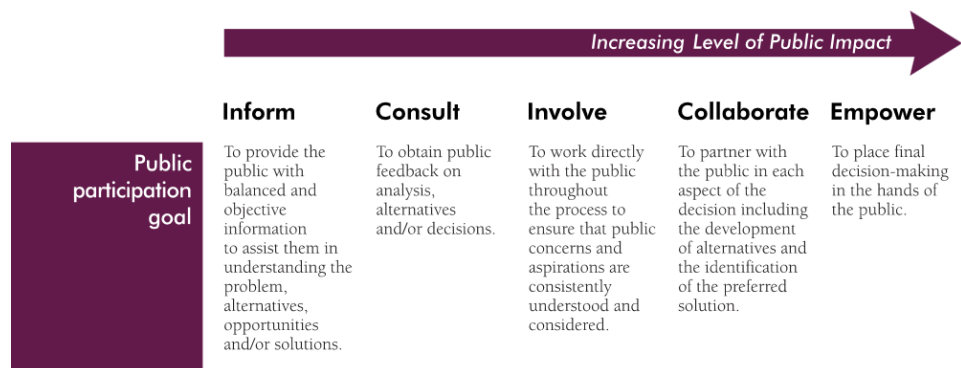
This initiative addresses the following strategic priorities:

- Natural Environment - Integrate climate change commitment into our governance work: Include climate change lens in staff reports
- Social Infrastructure - Develop measures and criteria to track progress for the OCP's four cardinal directions: reconciliation, community well-being, equity, and climate action
- Municipal Infrastructure - Continued regional collaboration: Regional Growth Strategy, Liquid Waste Management Plan, South Sewer Conveyance, organics/solid waste, air quality, and regional parks
- Choose an item.

**PUBLIC ENGAGEMENT:**

The success of the HEN Program depends on residents becoming aware of the program, and seeking service to support their home energy improvements. To ensure residents are aware of the program, a portion of the funds allocated by the CVRD are dedicated to a communications campaign that seeks to inform residents.

The HEN program seeks to overcome obstacles, and empower residents to complete energy efficient upgrades. Staff would inform and empower the public based on the IAP2 Spectrum of Public Participation:



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**OPTIONS:**

1. THAT Council support participation in the home energy navigator program, in collaboration with the Comox Valley Regional District.
2. THAT Council provide alternative direction to staff.

**ATTACHMENTS:**

1. Council Presentation – Home Energy Navigator Summary
2. City Green – Home Energy Navigator Summary Presentation

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

Reviewed by: Chris Davidson, Director of Engineering Services

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

# Home Energy Navigator Program



# Background

- Residential buildings are the second greatest source of greenhouse gas (GHG) emissions in Courtenay
- Many rebates are available for residential energy efficiency upgrades that reduce GHGs.
- Residents report barriers to accessing rebates.
- The **Home Energy Navigator** program seeks to address barriers



# Program Overview

- The **Home Energy Navigator** program provides start to finish retrofit support to residents.
- Administered by City Green, a non-profit that supports GHG emission reductions in buildings across BC.
- Addresses financial, technological and knowledge barriers
- Single point of contact with residents is established to simplify the process
- Support is tailored to the needs of each resident
- Average cost is \$425 per home
- Implemented in Capital Regional District, City of Vancouver, and Regional District of Nanaimo



# Program Administration

- The City of Courtenay has been invited to join the **Home Energy Navigator** program, led by the CVRD.
- City Green Solutions (non-profit) will administer the program on behalf of local governments that offer the program to residents
- Communications campaign will inform residents of the program.
- Proposed allocation of \$50,000.
- Eligible to be covered by funds received from Local Government Climate Action Program (LGCAP).





# Policy Alignment

- City of Courtenay OCP;
- CVRD Residential Emissions Reduction Plan; and
- CleanBC Roadmap to 2030



# Resolution

THAT Council support participation in the **Home Energy Navigator** program in collaboration with the Comox Valley Regional District.



# Questions?





The background image shows a modern house with a stone wall on the left and a white air conditioning unit in the foreground. The house has large windows and a contemporary design. The air conditioning unit is mounted on the wall and has a label that reads "ENERGY STAR".

# Home Energy Navigator

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PROGRAM OVERVIEW





# Introduction

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The Home Energy Navigator Program provides retrofit navigation support for homeowners in the capital region from start to finish.

- Program launched November 2022 in the Capital Regional District and City of Vancouver
- Expanded into the Regional District of Nanaimo Sept 2023
- Expansion into the Comox Valley Regional District Jan 2024
- Modular and flexible, accommodating interest from Regional Districts and Municipalities to facilitate customized funding in those regions
- In total we've had more than 650 registrations across all regions

Participants receive support from getting started through celebrating upgrades.





# Program Goals

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1. The Home Energy Navigator Program seeks to empower residents to complete more, deeper energy efficient upgrades
2. Better understand what and why homeowners are completing upgrades
3. Reduce knowledge and acceptance barriers to adopting energy efficiency measures
4. Work with industry and municipalities to build responsive support that is beneficial to residents and contractors
5. Fill the 'project management' gap frequently identified by both homeowners and industry



# Need help navigating complex upgrades?

Connect with a free Energy Concierge today!

Sign-up now





# Home Energy Navigator: Retrofit Roadmap

The Home Energy Navigator program offers a five step process to support you through your home energy retrofit journey. Whether you are just starting, or halfway through, we are here to help.



## Greater Victoria and City of Vancouver

The Home Energy Navigator Program is available to residents of the Greater Victoria Region and City of Vancouver. Participants are connected with an Energy Concierge, who will be available throughout their upgrade project to answer questions, provide support, and give local, expert advice and guidance to navigate the complex world of home energy upgrades.

### Are you a resident of a different community?

Check out the [participating communities here](#).

## New to the program? It all starts here!

### 1 Sign-up to connect with your Energy Concierge

We'll connect you with an Energy Concierge who will discuss your project in a free virtual consultation, advise on next steps, and provide support throughout your retrofit journey. Complete a program intake form to outline key energy efficiency concerns as well as upgrade goals for your home and we'll provide ongoing support.

[Sign-up now →](#)

## What step of your home energy upgrades are you on?

### 2 I'm planning and choosing upgrades

**Connect with your Energy Concierge for support** in choosing contractors and quotes that fit your goals. We'll review your quotes, your intake form, and chat with you to provide a Contractor Selection Report and Quote Comparison Report to help you make informed choices for your home.

[Tell us about your plans →](#)

### 3 I'm getting the work done



WHO  
WHAT  
WHERE  
WHY  
WHEN

# Overview



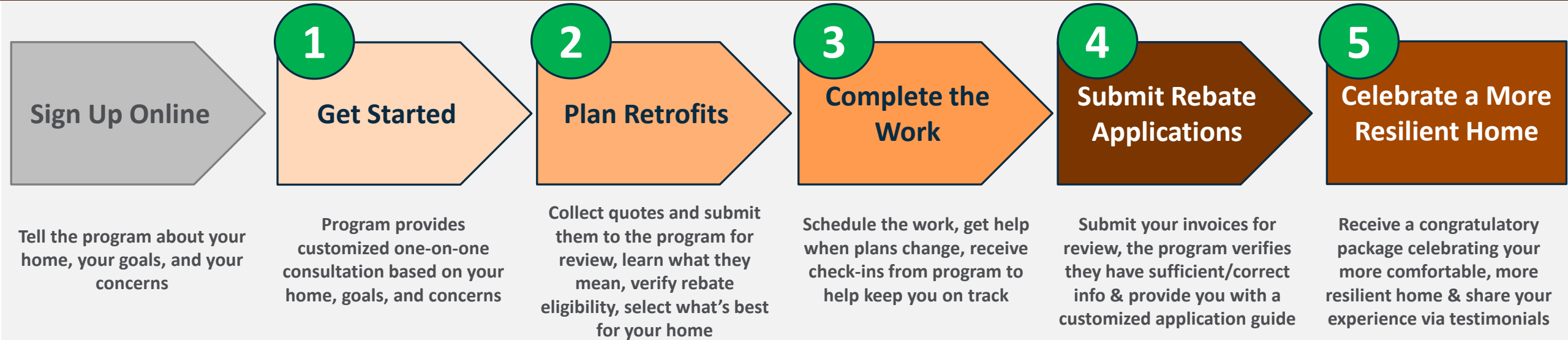


# Program Supports

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- Promote the program to increase Comox Valley Regional District (CVRD) residents' awareness of the Concierge Service
- Deliver start-to-finish retrofit support that:
  - Provides information, advice, and guidance without pressure to implement retrofits.
  - Reduces barriers to completing upgrades, especially converting from fossil fuel to electrical heat pump space heating
  - Work with residents who are facing barriers to completing upgrades to access resources, advice, and programs
  - Advises on renovation approach to incorporate House-as-a-system concepts
  - Provides objective advice throughout the retrofit process, including quote review and context for differences between quotes.
  - Provide guidance and confirmation that proposed upgrades are eligible for rebates, and assistance in completing rebate submissions as needed.

# Retrofit Roadmap – Participant Journey



## *Start-to-Finish Concierge Services*

<p>Support available for those who need it</p>	<p><b>Free Virtual Energy Consult &amp; Report</b></p> <p><b>One-on-One Consult with an Energy Expert</b></p> <p><b>Expert Advice on Where to Get Started with a Retrofit</b></p> <p><b>Support for Hard of Hearing available</b></p>	<p><b>Understanding Quotes</b></p> <p><b>Selecting a Contractor</b></p> <p><b>Understanding an EnerGuide Report</b></p> <p><b>Understanding House-As-a-System</b></p>	<p><b>Clarify Impacts of Changes on rebates</b></p> <p><b>Get help as needed</b></p> <p><b>Concierge conducted regular check-ins to maintain momentum</b></p>	<p>Documentation Review</p> <p>Customized Rebate Application Guide</p> <p>Verification that Upgrade Meets Rebate Requirements</p> <p>Proactively Catch &amp; Address Issues</p>	<p>Celebration Bundle</p> <p>Provide Testimonials &amp; Photos</p> <p>Dedicated, Personal Testimonial Page to Share</p>
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# Who We Work With

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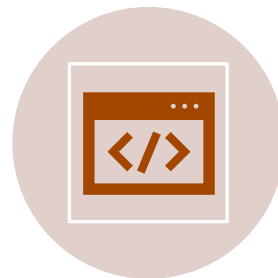
**All staff working on this project have undertaken extensive training** covering rebates and incentives, building science, home systems technologies, and client services.



**Support staff** were selected based on their extensive experience providing energy coaching, outreach and engagement support, program administration, financial management, program development, and training.





**City Green also partners with Energy Experts who are Certified Energy Advisors, energy consultants, or energy modelers** with extensive experience and training in building science, house-as-a-system, and residential energy retrofits, and are excellent communicators.





**We engage Caorda Web Solutions for web development and marketing, SEO, and tool development.** Caorda is an experienced website provider, and advisor on website tools, website analytics, and marketing.





 Expand the existing Home Energy Navigator Program into the Comox Valley Regional District to reduce development time and cost

 Leverage the existing and well-established Home Energy Navigator program to efficiently and effectively deliver marketing, support, materials, communication, and recruitment supports.

 Work with and engage knowledgeable industry professionals to provide reliable and objective third party advice

 Localize the program and take a client-first approach that meets participants where they are

 Emphasize equity in program design to reduce or eliminate as many barriers to entry as possible

 Compliment existing rebate and financing programs by providing service that identify and fill gaps rather than duplicate existing efforts

 Collect, analyze, and report on regionalized data for participating communities

# Our Approach



# Equitable Program Design

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Key program design and delivery considerations include:

- Make it easy to participate, especially for underserved communities
- Listening and responding to community needs
- Eliminating or minimizing financial and energy burdens on participants
- Integrating community benefits where able
- Integrate and align with other services to increase program efficiency and reduce confusion
- Prioritize careful and thoughtful services that seek to avoid unintended consequences
- Collaborate with key stakeholders to support underserved communities
- Incorporate data collection and assessment that empower iterative and thoughtful design and track progress
- Collaborate with key stakeholders to support long-term commitments to communities



# Participating Regions

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**At the January 03 2024 Launch the following communities will be supported:**

- Electoral Area A (Baynes Sound – Denman/Hornby Islands)
- Electoral Area B (Lazo North)
- Electoral Area C (Puntledge Black Creek)
- K'ómoks First Nation

**The following communities can be integrated into the supports as funding, interest, and priorities are identified:**

- City of Courtenay
- Town of Comox
- Village of Cumberland





# Delivery Schedule

Phase	Summary	Schedule Estimate
Kick-Off Meeting	<ul style="list-style-type: none"> <li>Review work plan and schedule</li> <li>Identify key roles &amp; contacts</li> </ul>	October 2023
Program Development	<ul style="list-style-type: none"> <li>Regular reporting on development progress with key CVRD contacts</li> <li>Gather and assess baseline data to build target audience profiles</li> <li>Develop marketing &amp; recruitment plan in collaboration with CVRD</li> <li>Localization of program</li> </ul>	October 2023 – December 2023
Website Development	<ul style="list-style-type: none"> <li>Integrate CVRD region into website</li> </ul>	December 2023
Pre-Launch Review	<ul style="list-style-type: none"> <li>Review program design and process with CVRD</li> </ul>	December 2023
Launch	<ul style="list-style-type: none"> <li>Launch Program</li> <li>Begin marketing according to marketing &amp; recruitment plan</li> </ul>	January 03 2024

ENERGY  
CONCIERGE

# Budgeting





# Support for Each Home

Support is variable with an average of 5.5 hours of support available per home. The variable approach allows for invoicing only those hours that are used and extending the budget where homes use less than average time.

Municipalities can contribute to the Regional District as their budget allows.

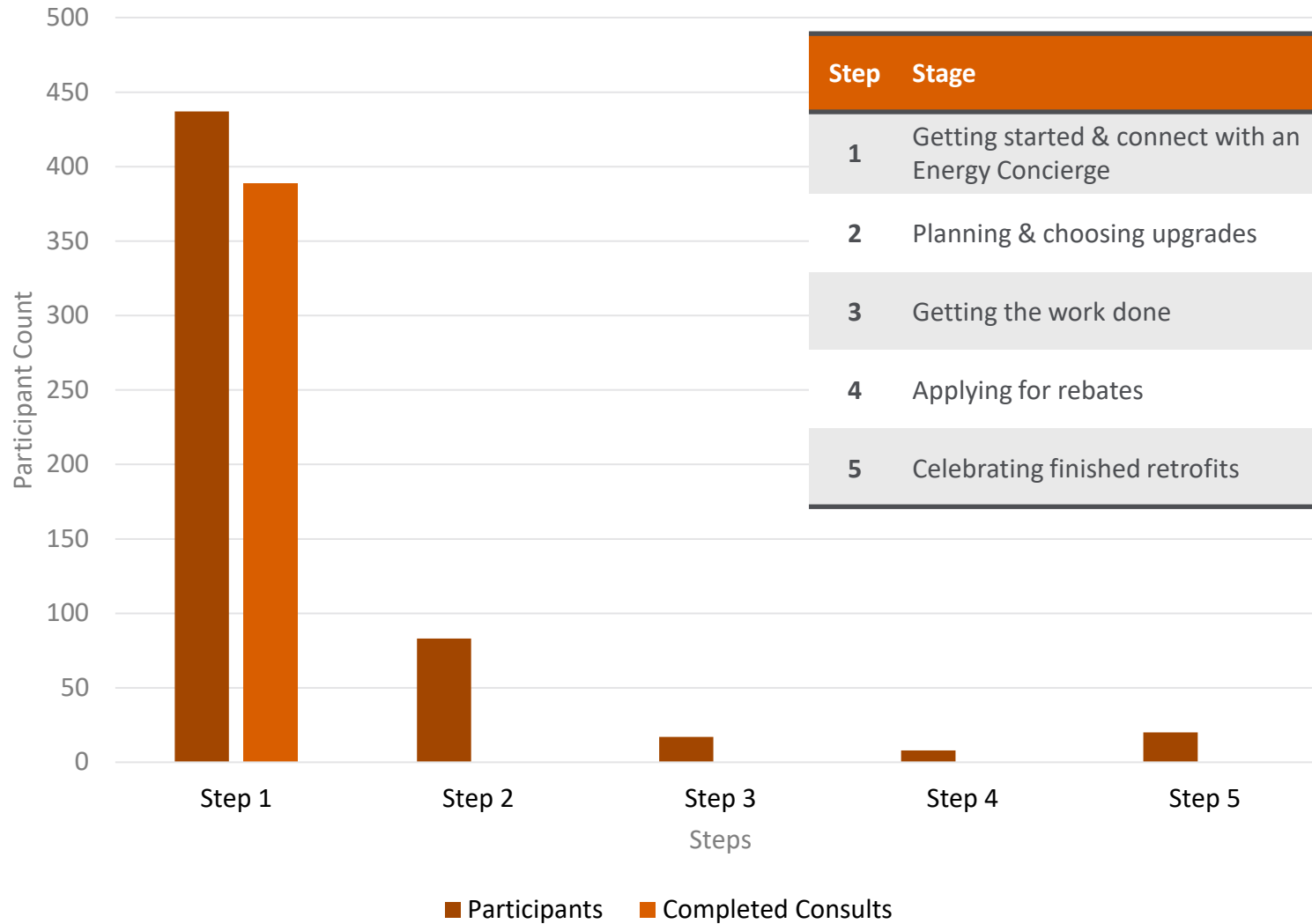
Homeowner Support Categories	Average Hours per Home	Avg \$ per Home
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Retrofit Support (Review, Plan, Compare, Select)	2.00	\$ 150.00
Rebate, Financing, & Documentation Support	1.00	\$ 75.00
Average per Home	5.50	\$ 425.00



REGIONAL  
REPORTS

# Example Data & Reports

## Program Status



# Monthly Status Updates

Monthly status reports will provide a high-level overview of participant progress through the program similar to this example.

Participants move at their own pace and access services as needed.

Energy Concierges regularly check in with participants to ensure progress is being made and work with participants to address issues, clarify information, and guide them along the Retrofit Roadmap.



# Annual Reports

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Annual Reports provide more in-depth information on trends in the region.

Budgeting for the program has prioritized the provision of services for participants. More in-depth monthly reports can be arranged with revised budgeting.

Examples of data outputs follow.

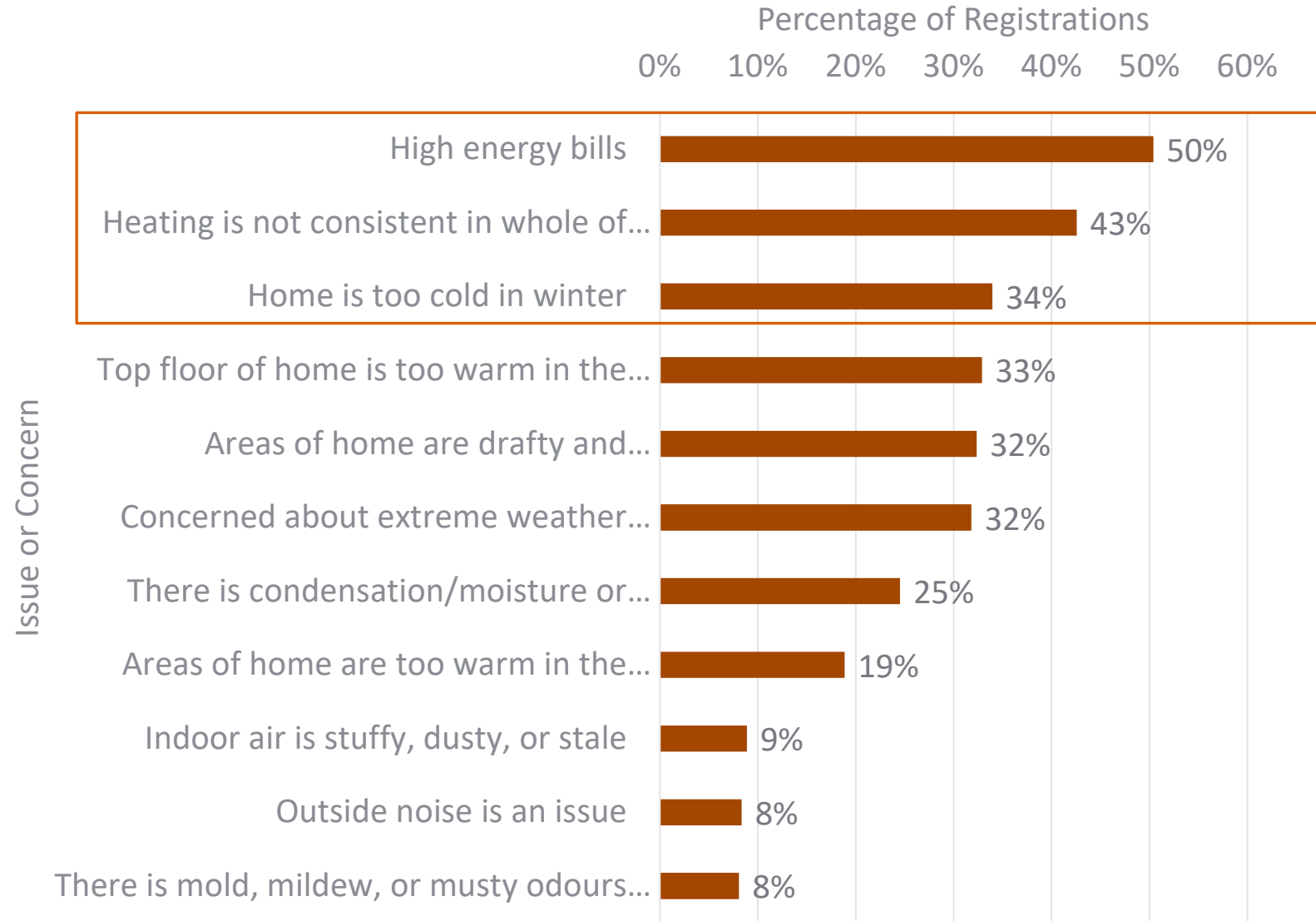


# Issues & Concerns – Full Region

Issues and concerns are utilized to assess changes in homeowner priorities and general regional priorities.

This guides marketing, outreach, engagement, and support.

## Issues & Concerns - All Areas

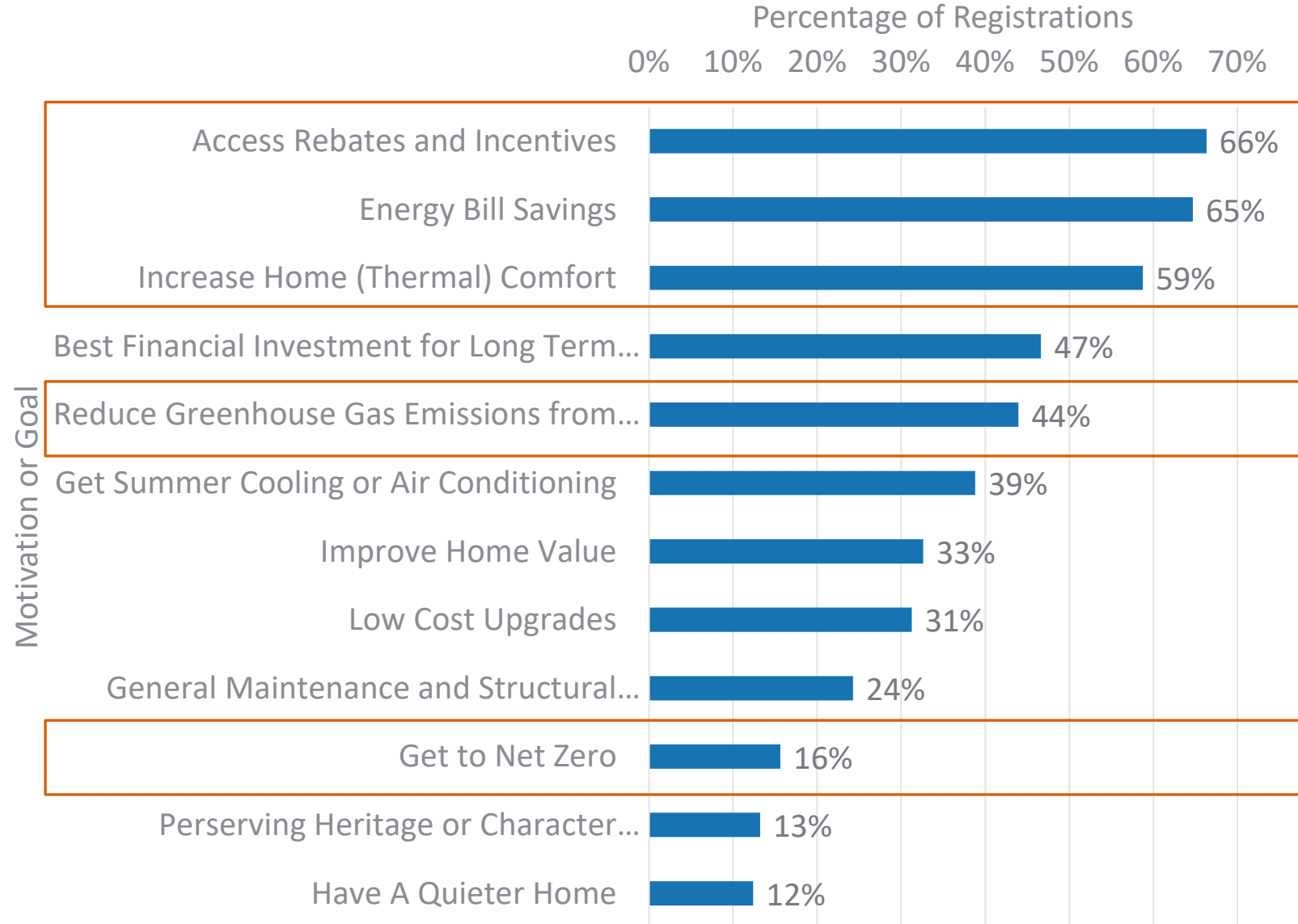


# Motivations & Goals – Full Region

Motivations and goals are utilized to assess changes in homeowner priorities and general regional priorities.

This guides marketing, outreach, engagement, and support.

## Motivations & Goals - All Areas

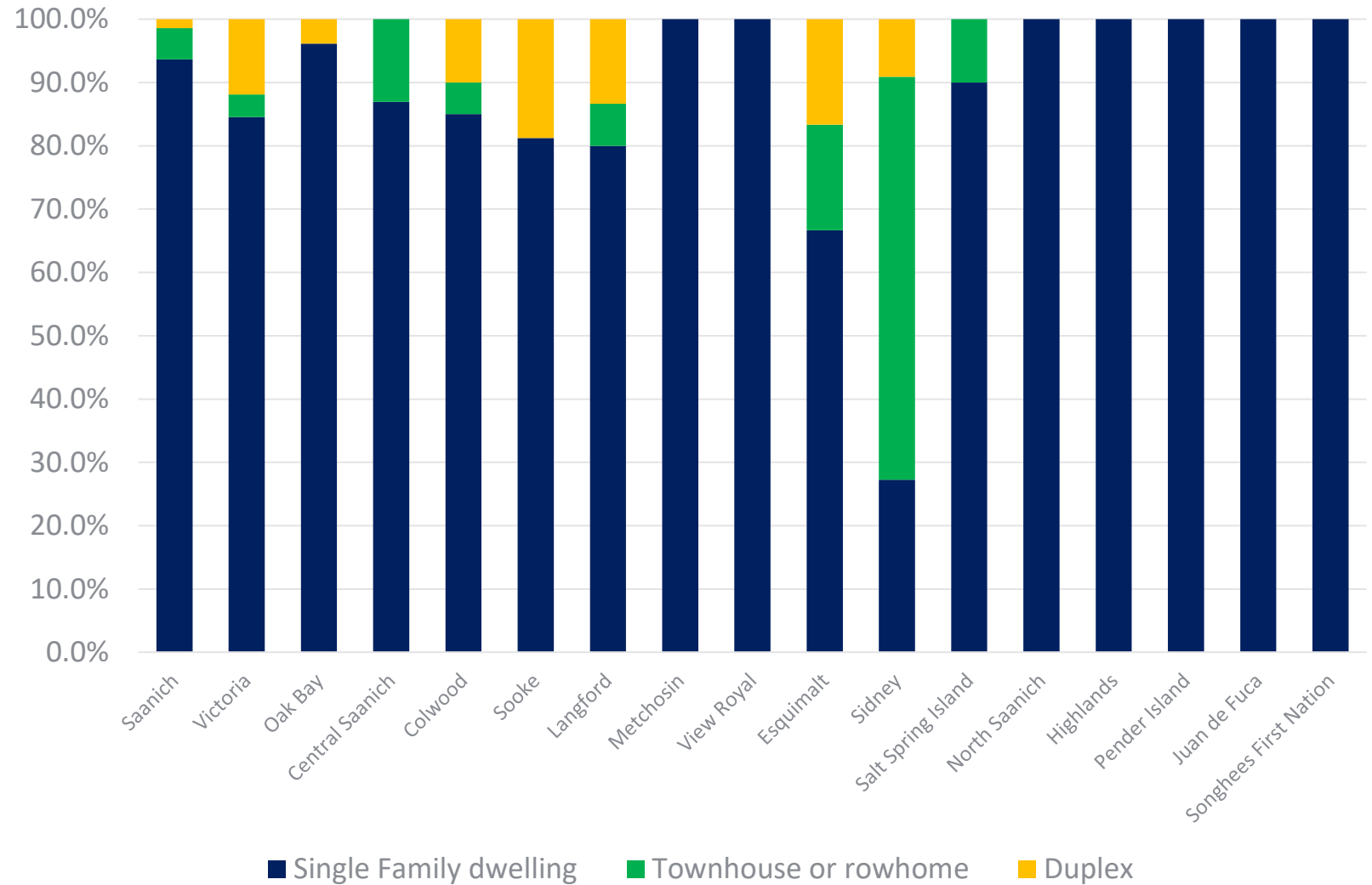


# Building Types

Trends regarding regional variation in Building Type, Age of Home, Heating System, Age of Heating System, Age of Water Heating System, etc are tracked and reported on.

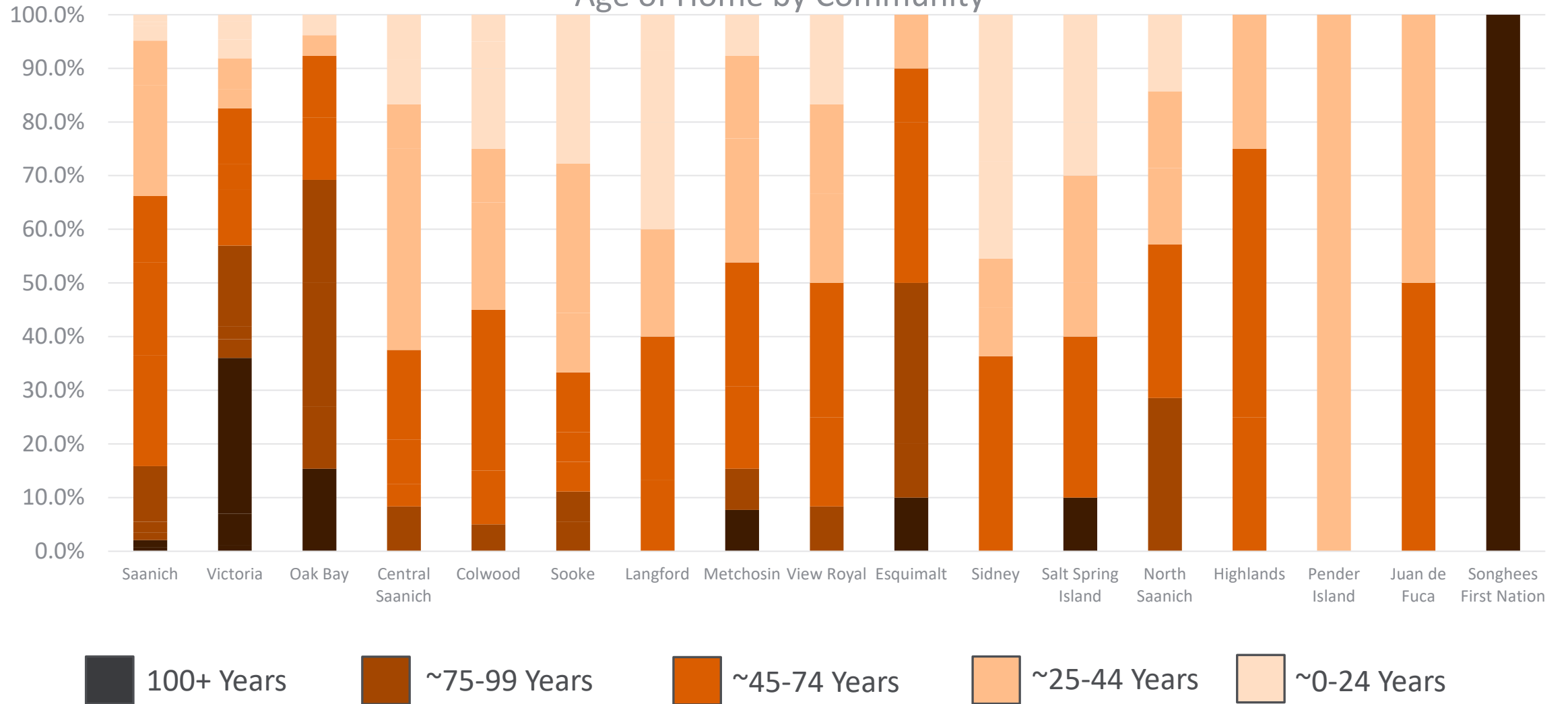
This data helps us track regional variation, identify emerging trends, and respond accordingly.

## Building Type by Community

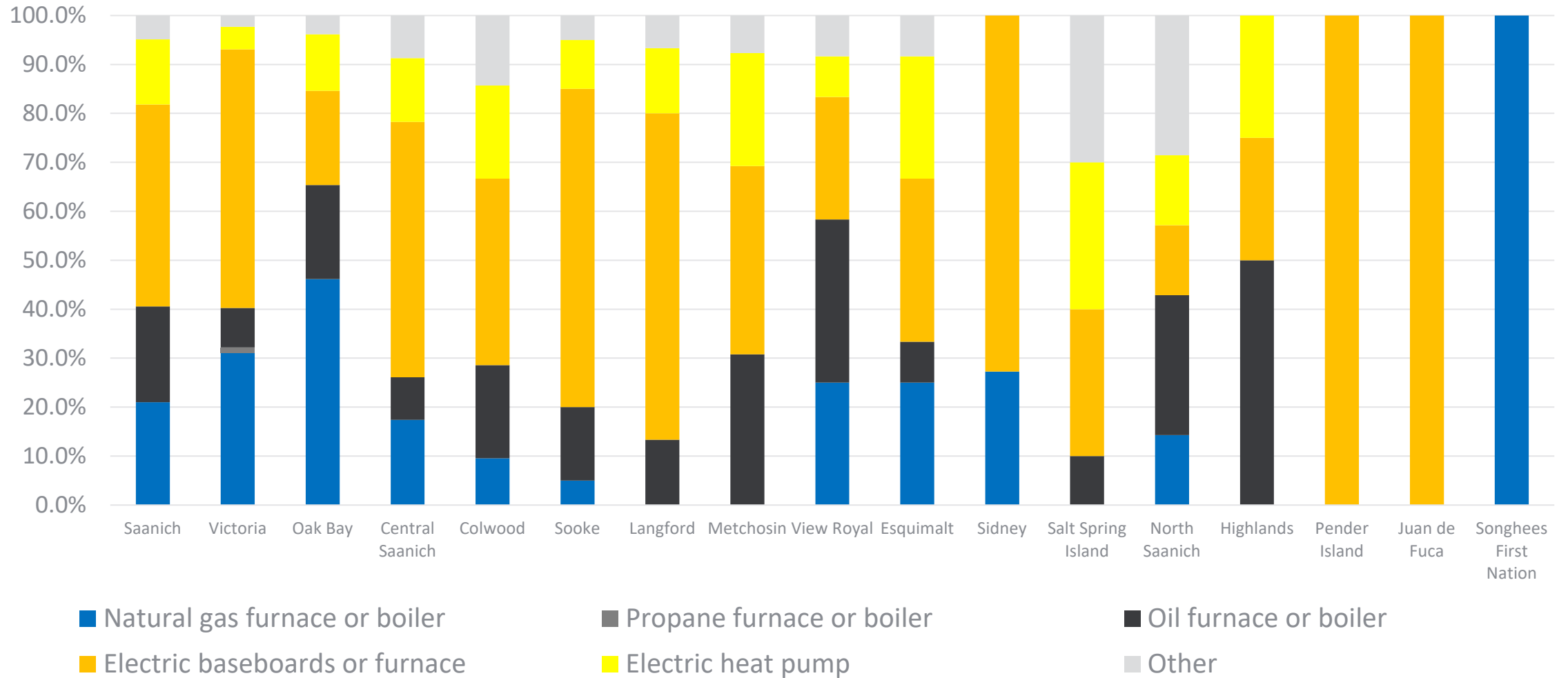




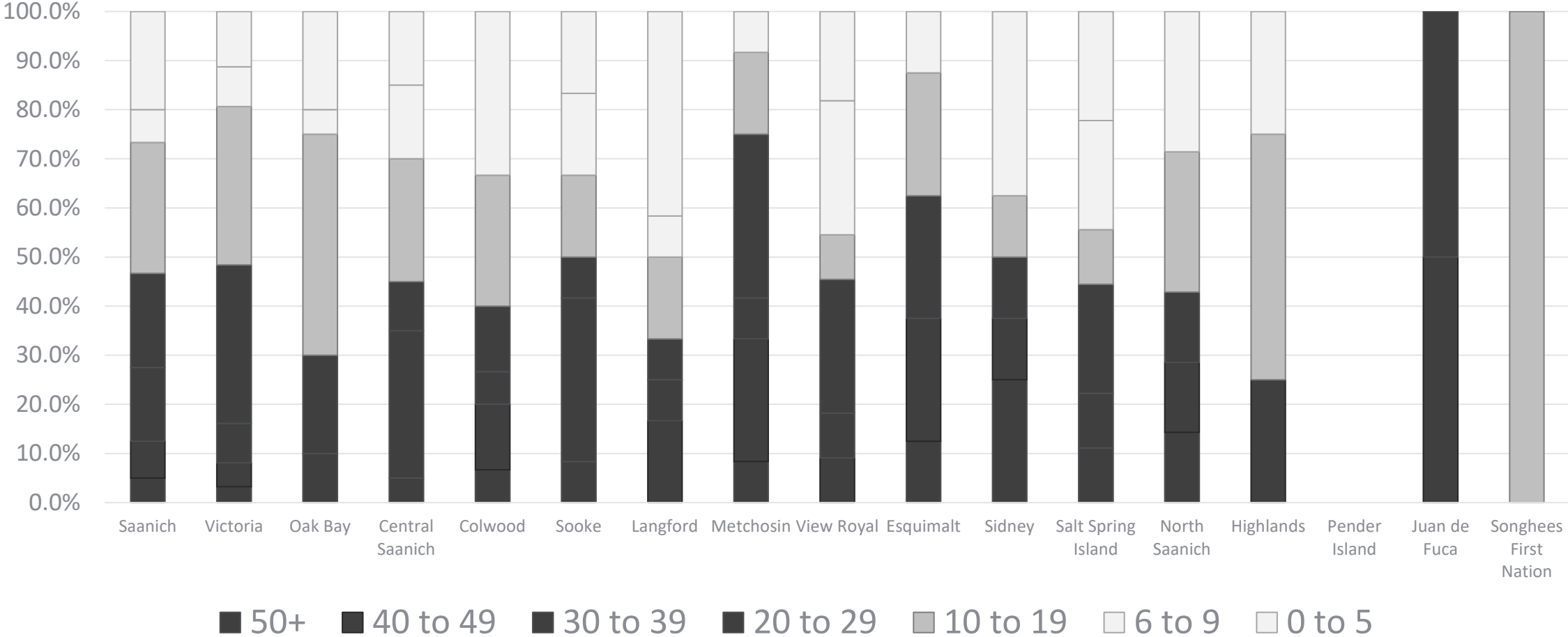
## Age of Home by Community



## Heating Systems by Community

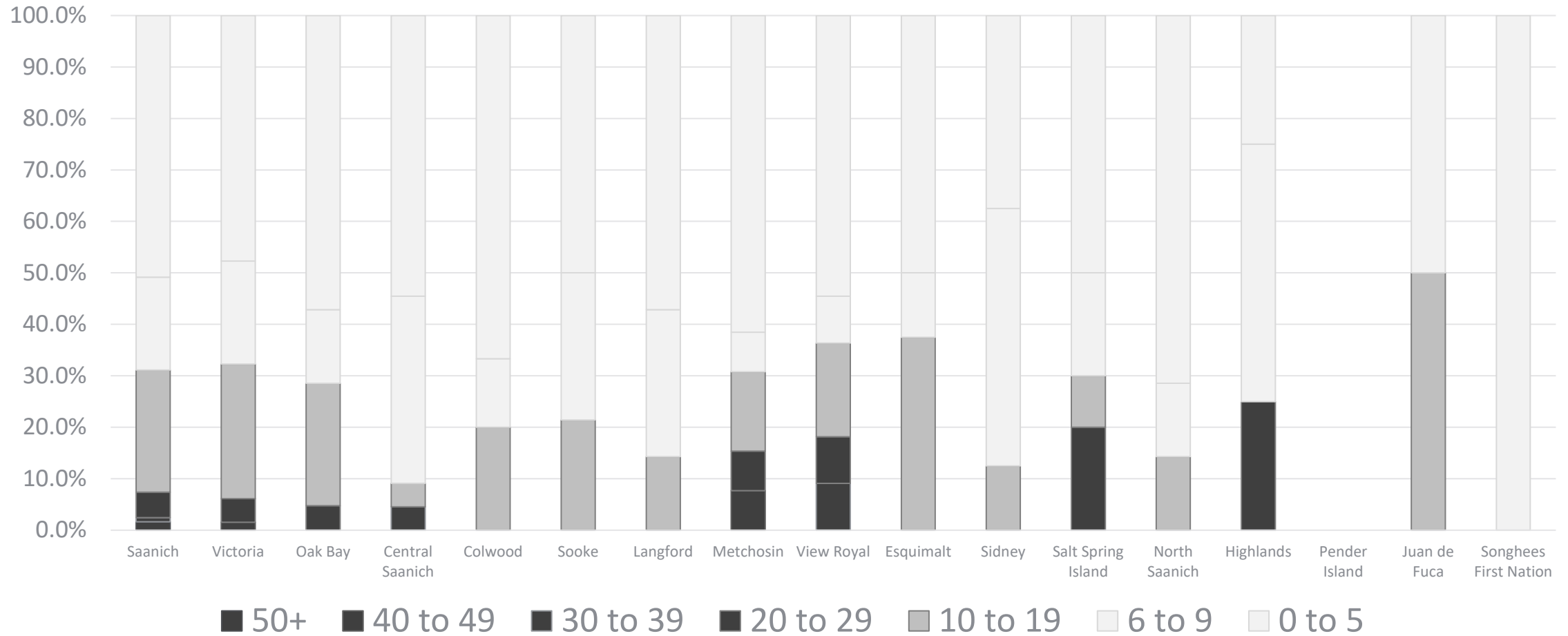


# Age of Heating System at Registration by Community

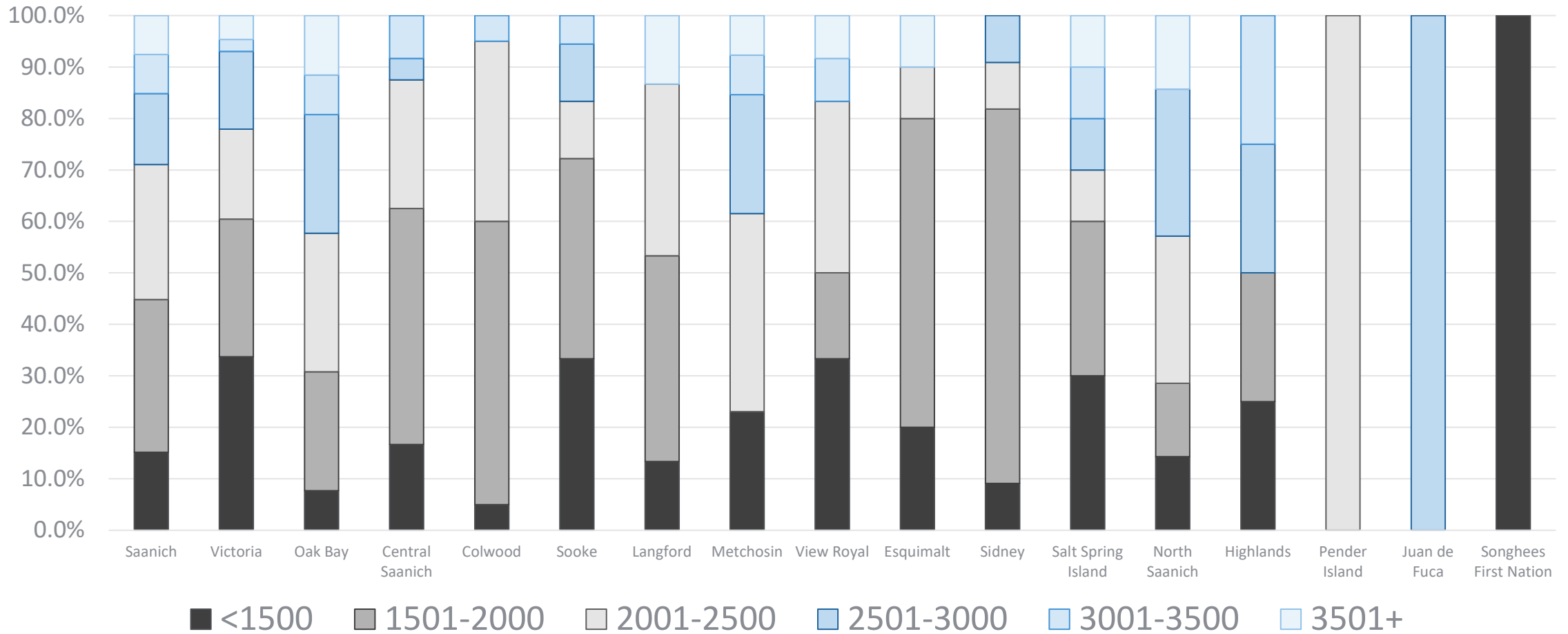


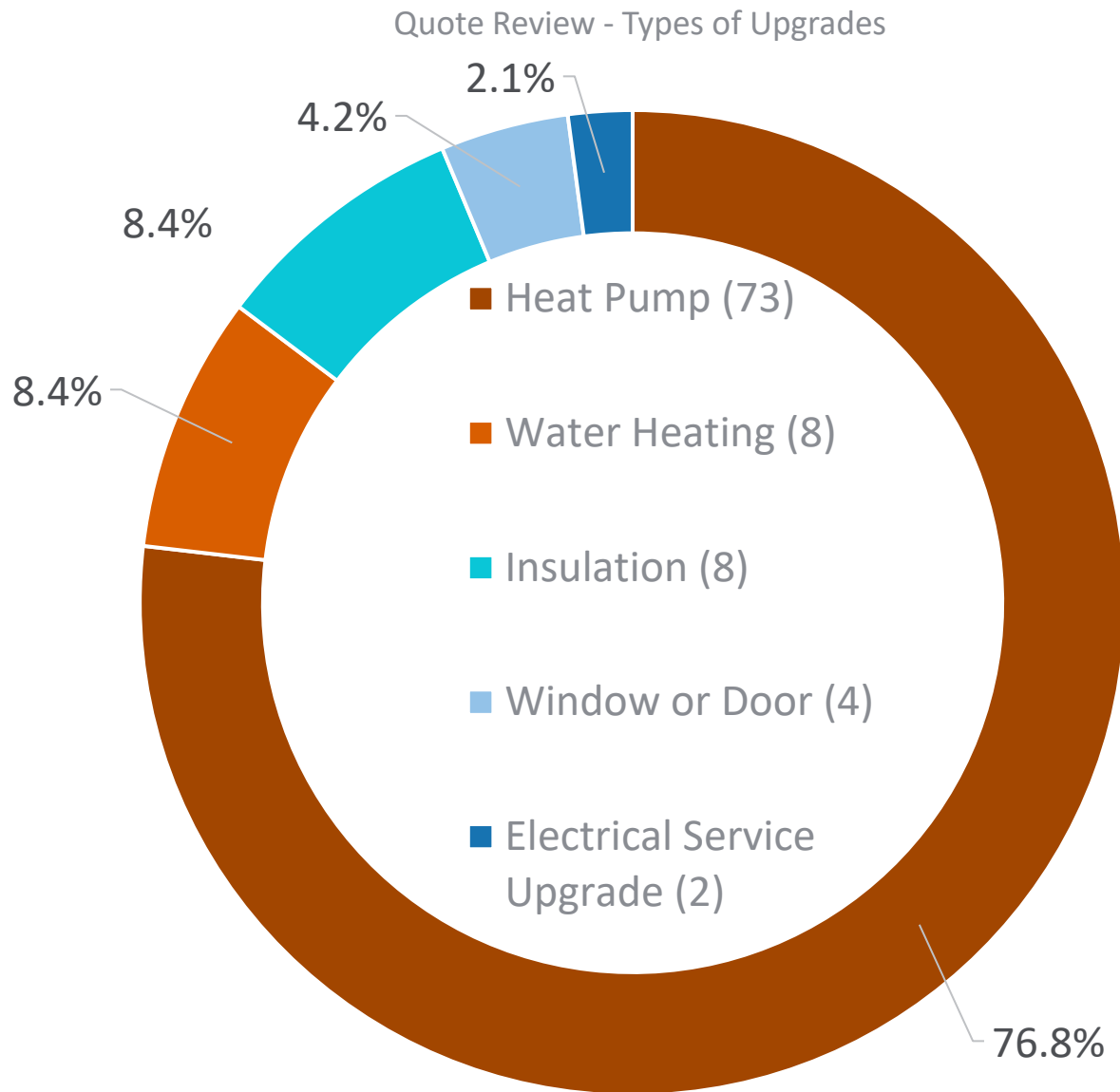


## Age of Water Heating System at Registration by Community



## House Size by Community



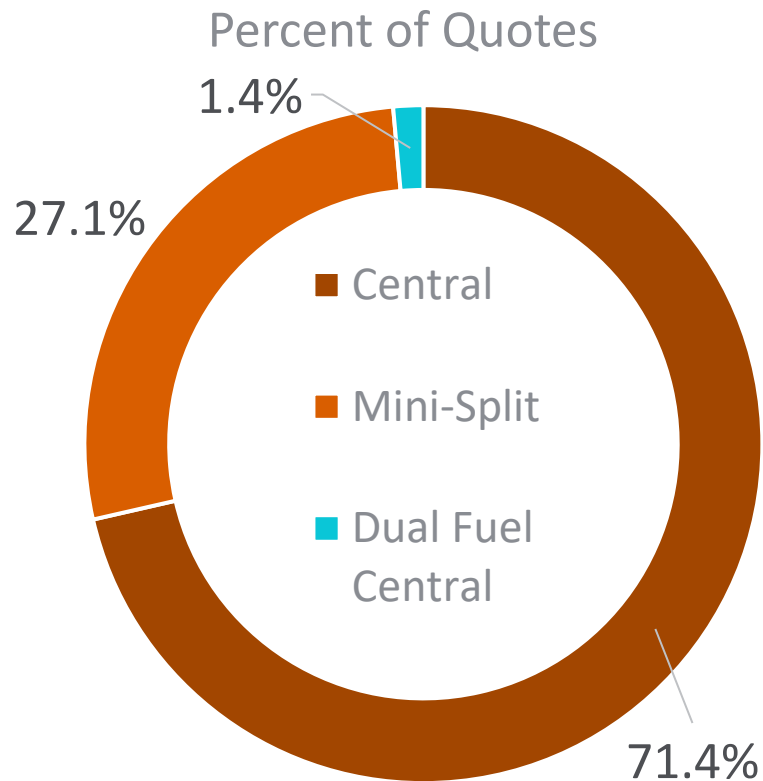


# Quote Data

- Quote data is collected, collated, and reported on to support understanding in industry trends
- The program is building a localized upgrade costing library and, over a couple years, will be able to provide regional comparisons for all participating communities



# Quote Reviews – Example Data - CRD



- Central heat pumps represent 71% of the heat pump quotes being reviewed
- Prices vary considerably and often relate to what system and how many systems are being installed:
  - Central - \$14,000 - \$50,000
  - Mini-Split - \$6,000 - \$22,000
  - Dual Fuel - \$14,000
- When AHRI are provided nearly all quotes are rebate-eligible
- SEER ranges 16.00 - 22.00
- HSPF ranges from 10.00 – 12.20
- Noise ratings range from 49-57 dB



**Thank you**



## STAFF REPORT

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**To:** Council  
**From:** Director of Recreation, Culture & Community Services  
**Subject:** Regional Recreation Pass and LEAP Pilot report back

**File No.:** 8000-00  
**Date:** November 8, 2023

---

**PURPOSE:** For Council to approve moving the regional Leisure for Everyone Accessibility Program (LEAP) from a pilot project to a permanent program; and provide a recommendation to Council on the Regional Recreation pass pilot project.

### **BACKGROUND:**

On January 28, 2019 Council directed staff to prepare a report investigating options and implications of a regional recreation pass pilot program for the Comox Valley.

On February 5, 2001 Council adopted the Recreation Access Policy 8000.00.01 to ensure all residents of the City of Courtenay have access to Recreation programs and services to support the development of healthy lifestyles regardless of ability to pay.

On November 1, 2021 Council adopted the following resolution:

*THAT Council direct staff to implement a one-year pilot of the Leisure for Everyone Accessibility Program (LEAP) partnership with the Town of Comox, Village of Cumberland, and the Comox valley Regional District (CVRD) to extend financial access to recreation benefits to youth regardless of residence."*

The November 1, 2022 report to Council reported back on the pilot LEAP Program for youth that Courtenay Recreation partnered on with our regional municipalities and district. The one-year trial LEAP Program started January 1, 2022 and focused on improving accessibility for all (by changing the low-income threshold from the Low Income Cut Off to the Low Income Measure) and increased financial access to services for youth aged 18 and under.

On July 11, 2022 Council adopted the following resolution:

*THAT based on the July 11, 2022 staff report, "Leisure for Everyone Accessibility Program (LEAP) pilot program expansion to include 19 years & over," Council approve OPTION 1 and direct staff to implement this pilot program in partnership with the Town of Comox, Village of Cumberland, and Comox Valley Regional District (CVRD) for 2023 and report back on pilot results and future recommendations.*

### **DISCUSSION:**

Upon Council direction in 2019 to explore options for the creation of a Regional Recreation pass pilot project, Courtenay Recreation Staff began collaborating with the CVRD, the Town of Comox and the Village of Cumberland's recreation staff to collect data and explore options which may work locally. However, due



to the COVID-19 pandemic which began in 2020 work was paused regarding further exploration of a regional recreation pass. Following the pandemic, it was recognized by staff and our regional partners that there was significant community need to create a regional program which addressed the financial hardships experienced by so many due to the pandemic and rising unaffordability. Therefore regional recreation staff worked collectively over the last two years to develop and bring forward recommendations to address financial accessibility through the implementation of pilot Leisure for Everyone Accessibility (LEAP) programs. The added benefit of initiating regional access programs in a phased approach, in addition to reducing financial barriers to recreation in the Comox Valley, was that it allowed each municipality to assess and develop the necessary administrative processes, with minimal financial impacts to each respective organization. As these financial access pilot programs were implemented staff returned to the exploration of a regional recreation pass in accordance with Council direction.

#### *Leisure for Everyone Accessibility Program (LEAP) Pilot Project*

On November 1, 2021 Council adopted a pilot project for LEAP, starting with children and youth in 2022 and expanding to adults in 2023, making LEAP available to all ages in the Comox Valley.

Courtenay Recreation currently provides the Recreation Access Program (RAP) to City of Courtenay residents in conjunction with the regional LEAP pilot program, both of which use Statistic Canada's Low Income Measure (LIM)<sup>1</sup> to determine eligibility. Courtenay's RAP provides annual subsidy amounts and 52 free drop-ins to eligible City of Courtenay residents. RAP annual subsidy amounts are allocated based on the age demographic categories of "child", "youth", and "adult" and are applied towards discounts on registered programs and memberships<sup>2</sup>. The 52 free drop-ins provide access to a variety of recreation opportunities such as the LINC Youth Centre, fitness programs, Wellness Centre, and outdoor pool. LEAP provides low income Comox Valley residents with 52 free admissions to drop-in programs at each regional jurisdiction regardless of which municipality they reside in.

LEAP is facilitated between municipalities in the following way:

- LEAP application is brought to one of the participating municipal Recreation Reception Offices (Courtenay Recreation: Lewis Centre, Filberg Centre; CVRD's Sports or Aquatic Centre; Comox Community Centre; Cumberland Recreation) by applicant.
- Reception staff review application, issue LEAP pass from respective municipality for each family member
- Applicant selects which of/or all participating municipalities they wish to receive a LEAP pass from and the completed application form is then forwarded on from the municipality which completed the intake to the other partnered municipalities.
- The partnered municipalities then issue their own separate LEAP drop in pass and contacts the applicant for pick up.

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<sup>1</sup> Statistics Canada. [Table 11-10-0232-01 Low income measure \(LIM\) thresholds by income source and household size](#)

<sup>2</sup> Courtenay Residents receive the following subsidies: Adults: 50% up to the annual amount of \$350, Youth: 75% up to the annual amount of \$400, Children: 75% up to the annual amount of \$450.

- Participants in the LEAP program could potentially receive up to 4 separate LEAP Drop-in cards if they select wanting one from each municipal recreation centre.
- Each municipality is responsible for the tracking, monitoring and reporting on LEAP usage.

LEAP is now in its second and final year of the pilot. As of January 1, 2023, Courtenay Recreation has issued a total of 772 LEAP memberships to date. Of the LEAP memberships issued to date (Jan. 1 – Oct. 1 2023) issued, 704 are adults and 68 are children.

**Table 1: January 1, 2020 – October 1, 2023 LEAP and Recreation Access Pass memberships issued**

	2020	2021	2022	2023 (Jan 1 to Oct 1, 2023)
<b>LEAP Memberships Issued</b>				
Children/Youth	N/A	N/A	113	68
Adult	N/A	N/A	N/A	704
<b>Total</b>	<b>N/A</b>	<b>N/A</b>	<b>113</b>	<b>772</b>
<b>Recreation Access Pass (RAP) Memberships issued</b>				
Family	223	137	376	50
Individual	103	58	198	6
<b>Total</b>	<b>326</b>	<b>195</b>	<b>574</b>	<b>56</b>
<b>RAP Scholarships applied towards Courtenay Recreation Registered Programs</b>				
Children	\$ 3,265.55	\$ 8,179.18	\$ 22,799.97	\$ 23,741.34
Youth	\$ 312.50	\$ 567.00	\$ 860.01	\$ 564.90
Adult	\$ 522.00	\$ 1,356.93	\$ 3,024.04	\$ 3,737.83
<b>Total</b>	<b>\$ 4,100.05</b>	<b>\$ 10,103.11</b>	<b>\$ 26,684.02</b>	<b>\$ 28,044.07</b>

Due to the success of the regional financial assistance program (LEAP), each local municipality and the regional district have moved forward with making LEAP a permanent membership within their recreation departments. Courtenay Recreation is the only municipality remaining in pilot status and staff are recommending it become a permanent financial access program for recreation in addition to our Recreation Access Program (RAP).

*Regional Recreation Pass*

With LEAP well underway and intermunicipal processes in place, regional recreation staff returned to exploring options for a regional recreation pass pilot. The initial step was to launch a public survey to assess the public’s interest in a regional pass and expectations of such a program. The survey was launched in March 2023, and gathered information on the potential demand for this type of membership, what types of services residents would like to gain access to, as well as their willingness to pay for a regional recreation membership.

The following highlights some of the survey findings:

- High survey response rate – 1,303 responses.
- 87% said they would be interested in a Regional Membership.
- 58% of respondents said they would *not* pay more for such a service

- 29% said they would only pay 10% more
- Less than 2% said they would pay 25% or more for a Regional Recreation membership
- Most accessed recreation facilities were: Comox Valley Aquatic Centre (77%); Lewis Community Centre (45%); Comox Valley Sports Centre (44%); Comox Community Centre (39%).
- Most used services were: Swimming (75%); Drop-in Weight Room (45%); Fitness Classes (35%); Skating & Hockey (27%).
- Family, followed by adults and then seniors were the membership options the majority of respondents were interested in.
- 48% were most interested in an annual membership option.

To further understand the demand and implications of pursuing a regional recreation pass, data was gathered on where current recreation membership holders lived compared to where they were purchasing their recreation memberships. Please see Table 1: Current Annual Memberships Sold by Each Organization.

**Table 1: Current Annual Memberships Sold by Each Organization**

Community of Residence	CVRD # of Memberships	Courtenay # of Memberships	Comox # of Memberships	Cumberland # of Memberships	Total # of Memberships	%
Comox	56	16	239	1	312	35%
Courtenay	119	258	74	8	459	51%
Cumberland	2	8	0	58	68	8%
CVRD	14	28	0	6	48	5%
Other	6	0	11	0	17	2%
<b>TOTAL</b>	<b>197</b>	<b>310</b>	<b>324</b>	<b>73</b>	<b>904</b>	

In looking at the total municipal recreation memberships purchased in the Comox Valley 51% of membership holders live in Courtenay and 35% live in Comox. However, when looking at memberships purchased in Courtenay and Comox, the vast majority of residents live within their respective local municipality (83% Courtenay, 74% Comox), demonstrating there is not a significant crossover between jurisdictions as individuals access membership services. Additionally, the total number of memberships purchased (n=904) represents a small percentage of the regional Comox Valley population.

Staff worked regionally to discuss a potential regional pass model based on the findings from the public survey and what was feasible to manage administratively within each municipality. Due to the current services offered within each municipality’s membership models, the services that could be included within a regional recreation membership would have to vary at each municipality and would not address all the requests identified in the public survey (such as group fitness classes). Services were selected based on current membership offerings, cost implications, and ability to track usage and would be as follows:



- 1) City of Courtenay – Lewis Centre
  - Drop in at the Wellness Centre
- 2) Comox Valley Regional District - CVRD Sports & Aquatic Centres
  - Drop in Swimming & Aquatic Fitness Classes
  - Drop in Skating and Hockey
  - Drop in Wellness Centre & Fitness Studio Sessions
- 3) Town of Comox - Community Centre
  - Drop in at the Fitness Studio
  - Drop in Racket Sports
- 4) Village of Cumberland - Recreation Centre
  - Drop in at the Fitness Studio
  - Drop in Racket Sports
  - Drop in Sports
  - Drop in at the Climbing Wall

Despite requests from the public survey to include group fitness, these services cannot be included as each municipality structures these programs and associated memberships differently, including program fees. Additionally, group fitness programs have incremental cost associations due to instructor costs that would have to be accounted for, and not all municipalities are able to consistently track usage.

Staff also reviewed the administrative requirements to implement a regional recreation pass, especially in light of the findings of the survey where 58% of respondents indicated they would not pay more for a regional pass and 29% said they would only pay 10% more. In order to minimize the administrative implications of a regional pass, the program would have to be structured as follows:

- Only Annual (12 month) adult memberships would be available for purchase
- For a pilot program, memberships would only be available for purchase from Jan. 1 – Mar. 31, 2024 in order for enable staff to analyse usage and make further recommendations in time for the following budget year.
- Pro-rated refunds would only be granted for medical reasons with a doctor's note or proof of relocation outside the City of Courtenay
- Registration for a regional recreation pass could occur at any facility, with the agency that sells the membership keeping the revenue from the sale
  - Registration information would then be shared with the regional recreation departments where memberships would need to be created within each municipality's registration system and membership cards would be issued by each location.
  - Additionally, if there were any changes to a membership, each municipality would need to make those changes independently within their own registration system.
- Each agency would need to track the number of regional recreation membership visits to their facility for future reporting purposes.
- Customers will still end up with four separate "swipe" cards - similar to the LEAP program.
- A regional administration group would need to be formed in order to continuously assess the program and address any issues that arise.
- All other recreation membership terms and conditions would apply as usual

It is important to highlight that each municipality and the regional district have their own registration software and licenses. Even in the case where the same software system is used, the systems cannot share

information inter-municipally, meaning that each regional pass will require up to four times the work of a regular pass at a single facility.

To capture the administrative requirements to implement such a regional pass, it was determined that regional recreation pass needs to cost at least 15% more than a regular recreation pass. As each jurisdiction has different membership rates, it was determined that the 15% would be applied to the most expensive membership, which is currently at the CVRD; this is to ensure that no jurisdiction would be required to reduce fees or be undercut due to the lower price of a regional partner. The CVRD annual membership fee is \$495 per year, making an annual regional recreation membership \$569.25 per year.

The 15% additional fee however does not account for the added value a regional recreation pass offers to the customer (access to additional facilities and programs), nor would it account for the increased facility maintenance and equipment costs associated with increased usage. Therefore, ideally a 25% increase would be applied which would result in the cost of an annual regional recreation membership being \$618.75.

It is anticipated that for a participant to see value in purchasing an annual regional membership, their participation in services offered at various regional facilities would be greater than, and more affordable than the purchase of dual annual memberships or a combination of an annual membership and a punch card (10/11 visits). A customer would have to be a very high user of ice, aquatic, and or fitness services offered between municipalities to make the purchase of a regional pass worthwhile as compared to using a punch card for those add on services. See Table 2 for a chart comparing the costs of dual membership with the combination of an annual membership and purchase of a punch card:

**Table 2: Intermunicipal Combination memberships cost comparative:**

Regional Recreation Membership		Municipal annual Membership Combinations	Combined Costs	Annual Membership (listed first in naming) combined with punch card from separate municipality	Combined Costs
CVRD Annual Pass	\$495	CVRD & Courtenay	\$855	CVRD & Courtenay	\$560
CVRD Annual Pass + 15%	\$569	CVRD & Cumberland	\$675	Courtenay & Comox	\$421.65
CVRD Annual Pass + 25%	\$619	CVRD & Comox	\$844	Cumberland & CVRD	\$234.90

Based on the above analysis and the results of the community survey where the vast majority (87%) indicated they would not pay more than an additional 10% for a regional pass staff are recommending to Council that direction be given to not proceed with the implementation of a regional recreation pass. The membership data provided by each municipality demonstrates that the vast majority of residents are accessing facilities within their local jurisdiction and that the number of individuals who would benefit from a regional recreation pass is very small and limited to those who can afford to pay an increased fee. The administrative requirements to operationalize the program are not insignificant and staff recommend that

these resources continue to be dedicated to enhancing the accessibility of recreation programs and services through the removal of financial barriers.

**FINANCIAL IMPLICATIONS:**

*LEAP*

As outlined in the July 11, 2022 Staff Report to Council those participating in the LEAP program have had no direct cost or financial impacts on Courtenay recreation as participation has been successfully integrated into existing drop in programs and has not increased staffing costs or negatively impacted revenues. Revenue and expense targets are adjusted annually through the financial planning processes and will continue to be monitored throughout recreation's program review cycle.

*Regional Recreation Membership:*

As outlined above, if Council directs staff to proceed with a pilot regional recreation pass pilot program, the framework discussed by the regional partners will result in revenues from the purchase of regional recreation passes staying with the jurisdiction where the pass was purchased. This is in line with examples sourced from Southern Vancouver Island where a similar program is in place. After the pilot year, staff would review participation and attendance rates to assess the financial impact of the program and make recommendations moving forward on the program structure. There is a small financial risk to the City that revenues may decrease if memberships are purchased elsewhere while usage remains static or increases, resulting in increased costs.

**ADMINISTRATIVE IMPLICATIONS:**

Recreation, Culture, and Community Services are responsible for the development and implementation of recreation fees and services. The facilitation, tracking, and intermunicipal communication required to administer the Regional Recreation membership would be greater than LEAP and would be in addition to current work levels. Each visit resulting from the regional membership would have to be tracked and reported on annually, recreation centres would be required to share applications (in accordance with Privacy legislation) as well as communicate and collaborate on refunds and suspensions.

**STRATEGIC PRIORITIES REFERENCE:**

This initiative addresses the following strategic priorities:

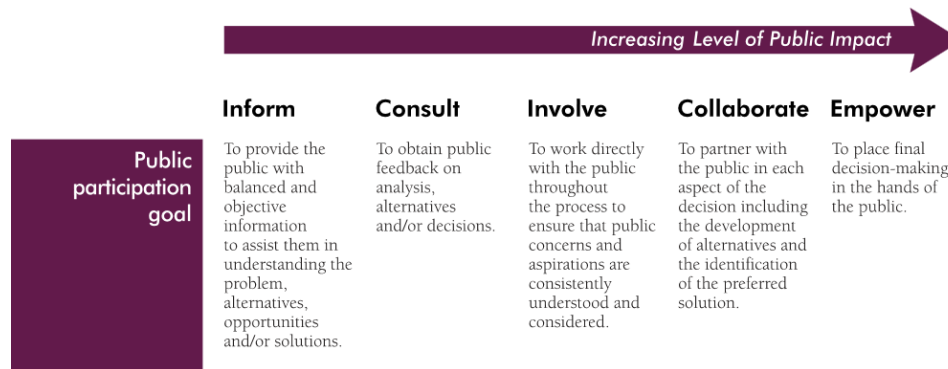
- Parks and Recreation - Evaluate impact of Leisure for Everyone Accessibility Program (LEAP)
- Parks and Recreation - Review recreation programs and engage with community on current and future needs, changing demographics

**PUBLIC ENGAGEMENT:**

Public input was solicited through the administration of the March 2023 survey to gauge community interest and willingness to pay.

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





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**CONCLUSION:**

It is staff's recommendation that the regional Leisure for Everyone Accessibility Program (LEAP) become a permanent service offering for Courtenay. It is serving many residents in the Comox Valley and is continuing to grow. It has minimal financial and administrative impacts on the City and addresses key priorities such as reducing barriers to participation and improving access to healthy activities. Staff recommend that further exploration or implementation of a regional recreation pass be ended as it has high administrative demands and is expected to serve a very small number of community members.

**OPTIONS:**

To be made separately:

1. THAT Council approve making the Leisure for Everyone Accessibility Program (LEAP) a permanent financial access program for all ages in Courtenay Recreation.
2. THAT Council direct staff to not implement a regional recreation pass and focus regional efforts on further development of LEAP to increase financial access and reduce barriers to recreation.
  
2. That Council approve making LEAP a permanent program for Courtenay Recreation and provide alternate direction to staff on the the regional recreation pass.

Prepared by: Kathy Collins, Manager of Recreation Programming

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

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



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October 17, 2023

Mayor Bob Wells  
City of Courtenay  
830 Cliffe Avenue  
Courtenay, BC V9N 2J7  
Sent via: [bwells@courtenay.ca](mailto:bwells@courtenay.ca)

Dear Mayor Wells,

**Re: December 4 deadline: 2024 VIRL Board Appointments**

Per S17(2) of the *Library Act (The Act)*, appointment of your 2024 VIRL Board Trustee and Alternate are to be set at your Council's first meeting in November.

Reappointment of sitting members is encouraged for continuity if they have not served more than 8 consecutive years. The term of appointment is January 1 – December 31. The draft 2024 meeting schedule is included on page 2.

S 55 of *The Act* speaks to expenses eligible for reimbursement.

By December 4, please submit for your Trustee and Alternate appointments, supported by:

1. Certified copy of Resolution
2. VIRL 2024 Contact Forms (includes recording release & direct deposit authorization)
3. 2024 Financial Statement of Disclosure

Return completed forms to [mpatterson@virl.bc.ca](mailto:mpatterson@virl.bc.ca).

If you have any questions, contact Mariah Patterson, Executive Assistant at 250-729-2310 or [email](mailto:mariah.patterson@virl.bc.ca).

Thank you for your continued support of Vancouver Island Regional Library!

Sincerely,

A handwritten signature in black ink, appearing to read "Ben Hyman", written over a horizontal line.

Ben Hyman  
Executive Director

cc: Geoff Garbutt, CAO, City of Courtenay  
Cammy Dallamore, Legislative Service Coordinator, City of Courtenay

## 2024 DRAFT Meeting Schedule

For 2024, other than the February meeting, all meetings are currently planned as hybrid, with limited seating for in-person attendees at the Nanaimo North branch boardroom.

<b>Early Feb</b>	<b>New Trustee Orientation</b>
<b>Early Feb</b>	<b>AGM &amp; Board Meeting</b>
Fri., late March	Executive Committee
Fri., mid June	Executive Committee
<b>Sat., late June</b>	<b>Board of Trustees</b>
Fri., early July	Executive Committee – includes Budget
Fri., late July	Executive Committee – includes Budget
<b>Sat., Sept.</b>	<b>Board of Trustees</b> – includes Budget
Fri., Oct.	Executive Committee
<b>Sat., Nov./Dec</b>	<b>Board of Trustees</b>
Fri., Dec./Jan.	Executive Committee – Optional





## BRIEFING NOTE

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**To:** Council

**File No.:** 6120-20

**From:** Director of Recreation, Culture and Community Services

**Date:** November 8, 2023

**Subject:** Park Playground Design Standards Project Update

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**PURPOSE:** To inform Council on the status of the Park Playground Design Standards project.

### **BACKGROUND:**

The Parks and Recreation Master Plan (PRMP), 2019 identified the need to establish defined service levels related to park amenities through park design and development. As per the PRMP, the City has parks in outstanding locations however they have not all been designed to maximize opportunities or accessibility.

Recommendation 3.2.1 of the PRMP identifies the need to apply design guidelines to the development of new and upgraded parks, including amenities. These design guidelines are detailed in the PRMP and include (but are not limited to) the following:

- Use universal design principles to welcome all park visitors
- Encourage parks to include gathering places, including with seating
- Plant trees in parks to the degree possible for shade and as a contribution to the urban forest
- Use Crime Prevention through Environmental Design (CPTED) principles
- Design parks with the goal of increasing creativity and interest, e.g., more interactive play environments and equipment, allow children to experience more nature in parks, and provide options for all ages of children, youth and adults
- Explore opportunities to integrate outdoor exercise equipment in or near playgrounds in community parks
- When planning and designing new parks, consider life cycle cost analysis and water and energy consumption
- Design parks with consideration for protection and enhancement of environmental resources
- Celebrate local artists in parks, with more public art such as murals, mosaics, and sculptures

The Official Community Plan (OCP), 2022 reinforced the design guidelines contained in the Parks and Recreation chapters including (but not limited to) a focus on:

- a. Providing adequate, quality, useable and universally accessible open space opportunities for year-round activities related to play, social gatherings, leisure activities, food growing, rest and relaxation.
- b. Considering local infrastructure needs and amenities as well as safety, accessibility, aesthetics, and recreation.
- c. Environmentally sensitive design of siting, materials, surfaces and maintenance.

In February 2023, the City received a grant through the Province's Growing Communities Fund to address the cost of local government infrastructure required to support growing communities. A portion of this funding was applied to Courtenay's playground replacement program, which was previously funded to

replace one playground approximately every two years. The playground replacement program is based on condition assessments conducted by the City annually to prioritize the renewal and replacement of playgrounds across the City. Previous capital funding however has only been able to support the replacement of like for like playground infrastructure and on a bi-annual basis. As a result of receiving the Growing Communities Fund, staff initiated the development of a playground design standards guidelines to address the recommendations in the PRMP and OCP, and provide guidance on leading practices for playground design which will be applied in upcoming replacement and renewal playground projects.

**DISCUSSION:**

Staff have engaged a qualified consultant to apply the PRMP and OCP guidelines and develop park playground design standards for Courtenay’s community and neighbourhood parks. The project was awarded to Lanarc Consultants, a firm with decades of experience in park and playground planning and design. The development of playground design standards will be informed by established industry guidelines for playground design and accessibility, research in the field of playground design, interviews with City staff and a targeted community engagement process that will include the general public and key interest holders. Lanarc Consultants also brings experience with playground designs that demonstrate partnerships and reconciliation between a municipality and local First Nation artists and artwork.

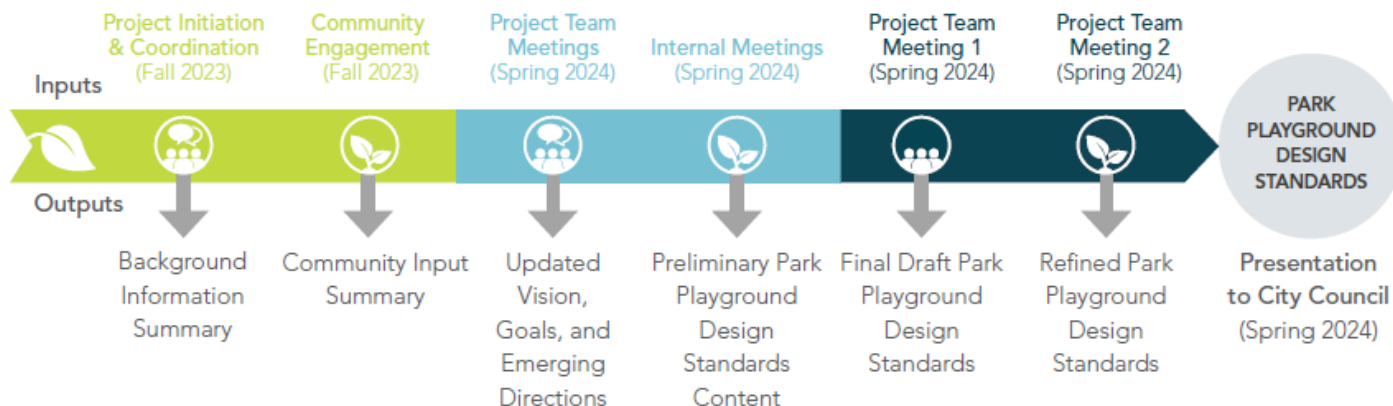
The scope of the Park Playground Design Standards (PPDS) project includes:

- classification system review / updates;
- playground development standards and targets;
- future needs assessment;
- parks and open space recommendations;
- playground design standards recommendations; and
- preliminary order-of-magnitude cost estimating and financial recommendations.

The PPDS will provide recommendations on leading playground design practices including but not limited to: universal accessibility, nature-based play structures, amenity provision at playgrounds, gathering spaces and amenities for youth, and climate adaptation (i.e. shade). The PPDS will also help inform the provision of public amenities through development by establishing the service level standards as informed by the community and key interest holders.

The following is the proposed project schedule which started at the end of October and is anticipated to be completed by the end of April 2024:

### Project Milestones



Staff will report back to Council twice during this project: 1) after the community engagement which will occur in Fall 2023 with a *What We Heard Report* and 2) at the final phase of the project for Council to review and consider approval of the final draft of the Park Playground Design Standards.

Concurrently with the development of Park Playground Design Standards, staff will collate recommendations from the PRMP and OCP regarding other park amenities (i.e. benches), to present to Council at a future date. These processes will establish service levels for the provision of public amenities in City parks that can then be applied in the subdivision and development processes where applicable.

#### **FINANCIAL IMPLICATIONS:**

The project costs and engagement activities required to develop the Park Playground Design Standards are funded in the 2023 capital budget.

#### **ADMINISTRATIVE IMPLICATIONS:**

The development of the Parks Playground and Design Standards is part of the 2023/2024 Recreation, Culture and Community Services Department work plan. RCCS will be the strategic lead on the project and include the Public Works Services, Parks Division, Engineering Services, and Development Services as internal interest holders in the project.

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

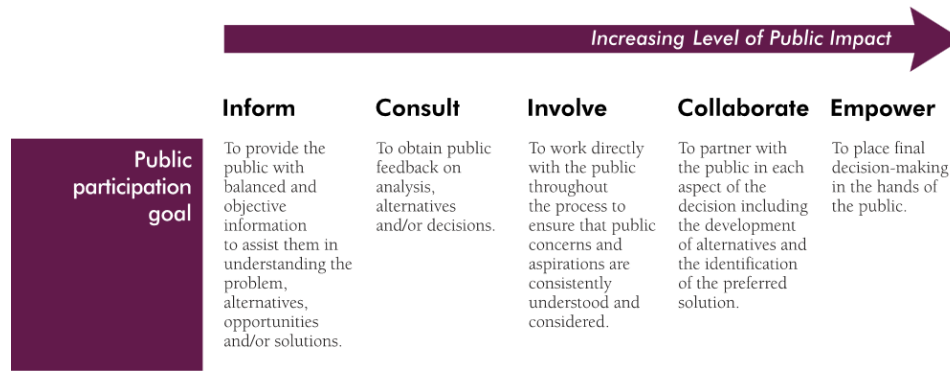
This initiative will help address the following strategic priorities:

- Parks and Recreation - Provision of public amenities through development (requirements for parks, trees, accessible benches, and public art)

#### **PUBLIC ENGAGEMENT:**

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





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**NEXT STEPS:**

Following an initial meeting with staff, Lanarc will be reviewing background documents and key City strategic documents to inform the engagement strategy and plan for this project. Lanarc will then meet with interest holders and based on the feedback received develop the engagement materials and an online public survey to be released in the coming months.

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)



## STAFF REPORT

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**To:** Council

**File No.:**

**From:** Director of Development Services

**Date:** November 8, 2023

**Subject:** City of Courtenay Building Bylaw No. 3114 and Municipal Ticket Amendment Bylaw No.3115

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### PURPOSE:

For Council to give first, second and third readings to Building Bylaw No. 3114 and first, second and third readings to Municipal Ticket Information Amendment Bylaw No. 3115.

### BACKGROUND:

The current Building Bylaw No. 3001 was adopted in 2020 and follows the current Municipal Insurance Association of British Columbia (MIABC) core bylaw for small and urban municipalities. The current building bylaw established minimum energy performance requirements for both Part 3 (Complex) and Part 9 (simple) buildings in accordance with the Energy Step Code.

### DISCUSSION:

Effective May 1, 2023 the British Columbia Building Code (BCBC) requires new construction to be 20% more energy efficient and to comply with the requirements of the Energy Step Code. This sets the minimum requirements for simple buildings (Part 9) at step 3 and complex buildings (Part 3) at step 2.

The proposed building bylaw has been amended to bring it into alignment with the Official Community Plan Policy BL 4 requiring all new construction to be one step higher than prescribed by the BCBC. This will set the minimum requirements for simple (Part 9) to Step 4 and complex buildings (Part 3) to Step 3.

In addition, the building bylaw will follow the climatic data contained in the BCBC which will move the current bylaw requirements from Zone 4 to Zone 5 which results in new development to meet the higher effective thermal metrics contained in Zone 5.

In addition to updating the building bylaw to incorporate the policy direction within the OCP for energy conservation, an overall review of the building bylaw was completed to ensure consistency with current practices, harmonize with the building code and to minimize liability to the City. The following changes were made:

- Building permits for swimming pools and hot tubs have been removed as these requirements are not contained within the BCBC and are difficult to regulate.
- To ensure that the City maintains energy efficient and safe habitable buildings being moved into the City confirmation will required that these buildings are not greater than 15 years old.
- Retaining walls that support a building or structure have also been reviewed and will be captured as part of the regular building permitting or the subdivision process.

Although the building bylaw is based on the MIABC core bylaw there is some flexibility to modify the document to fit the municipality's requirements and has provided the opportunity to condense the bylaw. The proposed building bylaw has been reviewed by the City's legal counsel.

#### *Municipal Ticketing Information Bylaw*

As part of the update to the building bylaw it is necessary to amend the Municipal Ticket Information Bylaw to ensure the bylaw corresponds to the appropriate section of the building bylaw. A review of the offences and fines has been completed to ensure that they are appropriate for the particular offences. These offences are no longer contained in the Building Bylaw and are located only in the Municipal Ticket Information Bylaw to avoid conflicts in fees.

#### *Zero Carbon Step Code*

Referred to as the Zero Carbon Step Code, technical requirements for Green House Gas (GHG) emissions have been added to the BCBC using the same tiered approach as the BC Energy Step Code. The Zero Carbon Step Code has four levels of increasing stringency and has been introduced on a voluntary basis

The CleanBC Roadmap to 2030 commits to requiring increasingly stringent GHG emission requirements for new buildings in 2024 and 2027. As the Province has established a defined time line to reach zero GHG emissions by 2030 coupled with the City's proposed increased energy efficiency requirements in the bylaw, further regulation for the Zero Carbon Step Code in the bylaw was not considered in this update to the Building Bylaw.

Staff had met with the Development Industry in July and the Industry was not familiar with this program. In Given the unfamiliarity, staff proposes to provide an opportunity to work with the Industry developing the proposed Zero Carbon Step Code changes for Courtenay and allow for potential innovation to meet the target requirements.

At the regular meeting of Council on 25<sup>th</sup> October 2023, Council adopted the following resolution

*"THEREFORE BE IT RESOLVED THAT pursuant to policies BL6 and BL7 of Courtenay's OCP, staff prepare a report outlining options for implementing the Zero Carbon Step Code in order to meet the City's 2030 emissions reduction target."*

In response to this motion, Staff are suggesting that the City consider following the same approach as the implementation of the Energy Step Code and introduce Step 2 of the Zero Carbon Step Code. Like the OCP, then require all new construction to be one step higher than prescribed by the BCBC. Staff proposes a meeting with the Development Industry to discuss this approach and then bring a report back for Council's consideration. After the consultation, staff would bring forward an amendment bylaw to Building Bylaw No. 3114.

This approach allows the new energy requirements of the BCBC to be implemented in Building Bylaw No. 3114 effective January 1, 2024 and the Zero Carbon Step Code can follow in 2024.



**POLICY ANALYSIS:**

The Community Charter provides municipalities the authority to regulate, prohibit and impose requirements by bylaw in respect to buildings and structures (Part 2: Division 1 Section 8) and to regulate bylaw enforcement and related matters. (Part 8: Division 1 Section 260)

**FINANCIAL IMPLICATIONS:**

Permit fees are based on the value of construction and it is proposed to increase the building permit fees by 0.25% to remain consistent with the neighbouring jurisdictions. In addition, a percentage-based application fee has been introduced along with new charges to recover administrative costs that were not previously included. This are contained in the schedule to the building bylaw.

Administration staff regularly have to obtain title searches and covenants as a requirement of the building permit application. In addition, property information requests by owners or agents require time to research archived files and are now being charged on staff time to carry out these requests. Depending on the type of development on a property, property information requests can take considerable amount of staff time to search and retrieve the records. All records are also reviewed in accordance with the Freedom of Information and Protection of Privacy Act.

To avoid duplication and the potential for error in maintaining and updating two separate bylaws, the fines for offences will be located in the Municipal Ticket Information Bylaw (MTI). The MTI Bylaw fines have also been reviewed and adjusted to reflect administrative costs and to deter noncompliance with the City of Courtenay's building bylaw.

**OPTIONS: (Recommended)**

1. That Council give first, second and third reading to "Building Bylaw No. 3114" ; and

That Council give first, second and third reading to "Municipal Ticket Information Ammendment Bylaw No. 3115

**Options:**

2. That Council defer decision on the "Buildiiing Bylaw No. 3114" and provide an alternative direction to staff.
3. That Council defer decision on the "Municipal Ticket Information Ammendment Bylaw No. 3115, and provide an alternative direction to staff.
4. That Council not proceed with "Buildiiing Bylaw No. 3114" and with "Municipal Ticket Information Ammendment Bylaw No. 3115

**ATTACHMENTS:**

1. Building Bylaw No. 3114
2. Municipal Ticket Information Ammendment Bylaw No. 3115

Prepared by: Paul Preston, RBO, Manager of Building Services,  
Acting Manager of Development Servicing (Development Engineer)

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

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

**City of Courtenay**

**BUILDING BYLAW NO. 3114**

DRAFT



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# City of Courtenay

## BUILDING BYLAW NO. 3114

### A Bylaw for Administration of the Building Code and Regulation of Construction

---

GIVEN that the City Council

- A. may by bylaw regulate, prohibit and impose requirements in respect to buildings and structures under sections 8(3)(g) and (l) of the *Community Charter* for the following under section 53(2):
  - (a) the provision of access to a building or other structure, or to part of a building or other structure, for a person with disabilities;
  - (b) the conservation of energy or water;
  - (c) the reduction of greenhouse gas emissions;
  - (d) the health, safety or protection of persons or property;
- B. is enacting this bylaw to regulate construction and administer the British Columbia *Building Code* in the City of Courtenay in accordance with the *Community Charter* and the *Building Act*;
- C. has employed trained building officials for the purposes of this bylaw;

NOW THEREFORE the Council of the City of Courtenay enacts as follows:

#### **PART 1: TITLE**

##### **Citation**

- 1.1 This bylaw may be cited as “Building Bylaw No. 3114”.

#### **PART 2: PURPOSE OF BYLAW**

- 2.1 Despite any other provision in this bylaw, this bylaw must be interpreted in accordance with this Part.
- 2.2 Every permit issued under this bylaw is issued expressly subject to the provisions of this Part.
- 2.3 This bylaw is enacted to regulate, prohibit and impose requirements in regard to *construction* in the City in the public interest.



2.4 The purpose of this bylaw does not extend to

- (a) the protection of *owners, designers* or *constructors* from economic loss;
- (b) the assumption by the City or any *building official* of any responsibility for ensuring the compliance by any *owner*, their representatives or any employees, *constructors* or *designers* retained by the *owner*, with the *building code*, the requirements of this bylaw, or other applicable enactments, codes or standards;
- (c) providing any person a warranty of design or workmanship with respect to any *building* or *structure* for which a *building permit* or *occupancy permit* is issued under this bylaw;
- (d) providing any person a warranty or assurance that *construction* undertaken under *building permits* issued by the City is free from latent, or any, defects; or
- (e) the protection of adjacent real property from incidental damage or nuisance.

### **PART 3: SCOPE AND EXEMPTIONS**

#### **Application**

3.1 This bylaw applies to the geographical area of the City and to land, the surface of water, air space, *buildings* or *structures* in the City.

3.2 This bylaw applies to the design, construction or *occupancy* of new *buildings* or *structures*, and the *alteration*, reconstruction, demolition, removal, relocation or *occupancy* or change of use or *occupancy* of *existing buildings* and *structures*.

3.3 This bylaw does not apply to

- (a) buildings or structures exempt by Division A Part 1 of the building code except as expressly provided herein;
- (b) an accessory *building* with a floor area of less than 10 square metres;
- (c) platforms or decks without roofs less than 0.6 meters above grade;
- (d) retaining walls that do not support a building or structure;
- (e) breakwaters, seawalls, bulkheads, riprap, deposition of materials such as stone and concrete, rubble, bluff stabilization projects, and similar measures employed to protect property from the sea or any lake, swamp, pond or watercourse;
- (f) a fence, a trellis, an arbour, stairs that are not part of an egress from a building or structure, or other similar landscape *structures* on a parcel zoned for single-family *residential occupancy* uses under the City's zoning bylaw;

- (g) a portable or temporary tent, rigid frame structure covered with a flexible material, or a shipping container used for storage;
- (h) polyethylene film covered greenhouses used for the production of agricultural and horticultural produce and feeds;
- (i) the replacement of plumbing fixtures (sinks, tubs, water closets, valves etc.) or the maintenance of *existing building plumbing systems*, providing the work does not involve the rearrangement of supply, waste or vent lines;
- (j) above or below grade swimming pools not located within a building or structure, spa or hot tubs;
- (k) a *building* or *structure* commonly known as “Canadian Standards Association Z240 MH series, Z241 series or A277 series”, except as regulated by the Building Code.

### **Limited Application to Existing Buildings**

- 3.4 Except as provided in the *building code* or to the extent an *existing building* is under *construction* or does not have an *occupancy permit*, when an *existing building* has been *constructed* before the enactment of this bylaw, the enactment of this bylaw is not to be interpreted as requiring that the *building* must be reconstructed and *altered*, unless it is expressly so provided by this or another bylaw, regulation or statute.
- 3.5 This bylaw applies if the whole or any part of an *existing building* is moved either within or into the City, including relocation relative to parcel lines created by subdivision or consolidation. Part 11 applies to *building* moves.
- 3.6 If an *alteration* is made to an *existing building*, the *alteration* must comply with this bylaw and the *building code* and the entire building must be made to comply with this bylaw and the *building code*, but only to the extent necessary to address any new infractions introduced in the remainder of the building as a result of the *alteration*.
- 3.7 If an *alteration* creates an *addition* to an *existing building*, the *alteration* or *addition* must comply with this bylaw and the *building code* and the entire building must be made to comply with this bylaw and the *building code*, but only to the extent necessary to address any new infractions introduced in the remainder of the building as a result of the *alteration* or *addition*.

## **PART 4: PROHIBITIONS**

- 4.1 A person must not commence or continue any *construction*, *alteration*, *excavation*, reconstruction, demolition, removal, relocation or change the use or *occupancy* of any *building* or *structure*, including other work related to *construction*:

- (a) except in conformity with the requirements of the *building code* and this bylaw;  
and
  - (b) unless a *building official* has issued a valid and subsisting *permit* for the work under this bylaw.
- 4.2 A person must not *occupy* or *permit* the *occupancy* of any *building* or *structure* or part of any *building* or *structure*:
- (a) unless a subsisting *final inspection notice* has been issued by a *building official* for the *building* or *structure* or the part of the *building* or *structure*; or
  - (b) contrary to the terms of any *permit* issued or any notice given by a *building official*.
- 4.3 A person must not knowingly submit false or misleading information to a *building official* in relation to any *permit* application or construction undertaken pursuant to this bylaw.
- 4.4 A person must not erase, alter or modify plans and supporting documents after the same have been reviewed by the *building official*, or plans and supporting documents which have been filed for reference with the *building official* after a *permit* has been issued, except in accordance with this bylaw, including the acceptance of revised plans or supporting documents by the *building official*.
- 4.5 A person must not, unless authorized in writing by a *building official*, reverse, alter, deface, cover, remove or in any way tamper with any notice, *permit* or certificate posted or affixed to a *building* or *structure* pursuant to this bylaw.
- 4.6 A person must not do any work that is substantially at variance with the *accepted* design or plans of a *building*, *structure* or other works for which a *permit* has been issued, unless that variance has been authorized in writing by a *building official*.
- 4.7 A person must not interfere with or obstruct the entry of a *building official* or other authorized official of the City on property in the administration of this bylaw.
- 4.8 A person must not *construct* on a *parcel* unless the civic address is conspicuously posted on the front of the premises or on a signpost so it may be easily read from the public *highway* from which it takes its address.
- 4.9 A person must not contravene an administrative requirement of a *building official* made under the authority set out in section 6.6 or any other provision of this bylaw.
- 4.10 A person must not change the use, *occupancy* or both of a *building* or *structure* or a part of a *building* or *structure* without first applying for and obtaining a *building permit* under this bylaw.



## PART 5: PERMIT CONDITIONS

- 5.1 A *permit* is required if work regulated under this bylaw is to be undertaken.
- 5.2 Neither the issuance of a *permit* under this bylaw, nor the acceptance or review of plans, drawings, specifications or supporting documents, nor any inspections made by or on behalf of the City will in any way
- (a) relieve the *owner* (and if the *owner* is acting through an *agent*, the *agent* of the *owner*) from full and sole responsibility to perform the work in respect of which the *permit* was issued in strict compliance with this bylaw, the *building code*, and all other applicable codes, standards and enactments;
  - (b) constitute a representation, warranty, assurance or statement that the *building code*, this bylaw or any other applicable enactments respecting safety, protection, land use and zoning have been complied with; or
  - (c) constitute a representation or warranty that the *building or structure* meets any standard of materials or workmanship.
- 5.3 No person shall rely on any *permit* as establishing compliance with this bylaw or assume or conclude that this bylaw has been administered or enforced according to its terms.
- 5.4 Without limiting section 5.2(a), it is the full and sole responsibility of the *owner* (and if the *owner* is acting through an *agent*, the *agent*) to carry out the work in respect of which the *permit* was issued in compliance with the *building code*, this bylaw and all other applicable codes, standards and enactments.

## PART 6: POWERS OF A BUILDING OFFICIAL

### Administration

- 6.1 Words defining the authority of a *building official* are to be construed as internal administrative powers and not as creating a duty.
- 6.2 A *building official* may
- (a) administer this bylaw, but owes no public duty to enforce or administer this bylaw;
  - (b) create, amend, publish and prescribe any forms, notices, policies, or other documents that may be convenient for the administration of this bylaw, including stop work orders, the format and content of any supporting documents, and the verification of compliance with the *Energy Step Code and Zero Carbon Step Code*;
  - (c) keep records of applications received, *permits*, notices and orders issued, inspections and tests made, and may retain copies of all papers and documents connected with the administration of this bylaw;

- (d) establish or require an *owner* to establish whether a method or type of construction or material used in the construction of a *building* or *structure* complies with the requirements and provisions of this bylaw and the *building code*; and
- (e) direct that tests of materials, equipment, devices, construction methods, structural assemblies or *foundations* be carried out, or that sufficient evidence or proof be submitted by the *owner*, at the *owner's* sole expense, where such evidence or proof is necessary to determine whether the material, equipment, device, construction or *foundation* condition complies with this bylaw and the *building code*.

### **Refusal and Revocation of Permits**

- 6.3 A *building official* may refuse to issue a *permit* if the proposed work will contravene the requirements of the *building code* or the provisions of this or any other bylaw of the City, and, on request, must state the reason for the refusal in writing.
- 6.4 A *building official* may revoke a *permit* if, in their opinion, the *construction* authorized by the *permit* is not being carried out in accordance with the *building code* or the provisions of this bylaw, or both, the results of tests on materials, devices, construction methods, structural assemblies or *foundation* conditions contravene the *building code* or the provisions of this bylaw, or both, or if all *permits* required under this bylaw have not been obtained.

### **Right of Entry**

- 6.5 Subject to section 16 of the *Community Charter*, a *building official* may enter on property at any time to ascertain whether the requirements of this bylaw are being met.

### **Powers**

- 6.6 Subject to applicable enactments, a *building official* may by notice in writing require:
  - (a) a person who contravenes any provision of this bylaw to comply with that provision within the time ordered;
  - (b) an *owner* to stop work on a *building* or *structure*, or any part of a *building* or *structure*, if the work is proceeding in contravention of this bylaw, the *building code*, or any other enactment of the City or other applicable enactments, or if there is deemed to be an *unsafe condition*, and may enter on property to affix or post a stop work order in the form prescribed by the City;
  - (c) an *owner* to remove or prevent any unauthorized encroachment on a public parcel, a statutory right of way or easement, or a setback or yard required under an enactment;

- (d) an *owner* to remove any *building* or *structure*, or any part of a *building* or *structure*, *constructed* in contravention of a provision of this bylaw;
- (e) an *owner* to have work inspected by a *building official* prior to covering;
- (f) an *owner* to uncover any work that has been covered without inspection contrary to this bylaw or an order issued by a *building official*;
- (g) a person to cease any *occupancy* in contravention of a provision of this bylaw;
- (h) a person to cease any *occupancy* if any *unsafe condition* exists because of work being undertaken but not complete and where the *building official* has not issued a final inspection notice for the work;
- (i) an *owner* to correct any *unsafe condition*; and
- (j) an *owner* to correct any work that contravenes this bylaw, the *building code*, or any other enactment.

6.7 Every reference to “*owner*” in section 6.6 includes a reference to the *agent* or *constructor*.

6.8 Every person served with a notice under this Part must comply with that notice

- (a) within the time ordered, or
- (b) if no time is ordered, immediately.

## **PART 7: OWNER’S RESPONSIBILITIES**

### **Permit Requirements**

7.1 Subject to Part 10 of this bylaw, every *owner* must apply for and obtain a *permit*, prior to

- (a) *constructing*, repairing or *altering* a *building* or *structure*;
- (b) moving a *building* or *structure* into or within the City;
- (c) demolishing a *building* or *structure*;
- (d) *constructing*, repairing or *altering* a *plumbing system* or fire suppression system;
- (e) *occupying* a new *building* or *structure*;
- (f) changing the use or *occupancy* of a *building*,

unless the works are the subject of another valid and subsisting *building permit*.

7.2 Every *owner* must ensure that plans submitted with a *permit* application bear the name, phone number, address and email address of the *designer* of the *building* or *structure*.



## Owner's Obligations

- 7.3 Every *owner* must
- (a) comply with the *building code*, the requirements of this bylaw and the conditions of a *permit*, and must not omit any work required by the *building code*, this bylaw or the conditions of a *permit*;
  - (b) ensure that all *permits*, all plans and specifications and supporting documents on which a *permit* was based, all municipal inspection certificates, and all professional *field reviews* are available at the site of the work for inspection during working hours by the *building official*; and
  - (c) prior to the issuance of a *building permit*, execute and submit to the City an *owner's* undertaking made in the form prescribed by the *building official*, where required by the *building official*.
- 7.4 Every *owner* and every *owner's agent*, must carry out *construction* or have the *construction* carried out in accordance with the requirements of the *building code*, this bylaw and other bylaws of the City and none of the issuance of a *permit* under this bylaw, the review of plans and supporting documents, or inspections made by a *building official* or a *registered professional* shall relieve the *owner*, or their *agent*, from full and sole responsibility to perform the work in strict accordance with this bylaw, the *building code* and all other applicable codes, standards and enactments.
- 7.5 Every *owner* to whom a *permit* is issued must, during *construction*,
- (a) allow a *building official* to enter any *building* or premises at any reasonable time to administer and enforce this bylaw;
  - (b) post the civic address on the property so that it may be easily read from the public *highway* from which the property takes its address; and
  - (c) post the *permit* on the property so that it may be easily read from the public *highway* from which the property takes its address.

## Damage to Municipal Works

- 7.6 Every *owner* to whom a *permit* is issued is responsible for the cost to repair any damage to municipal works or land that occurs during and arises directly or indirectly from the work authorized by the *permit*.
- 7.7 In addition to payment of a security deposit under sections 10.11 to 10.15, every *owner* must pay to the City, within 30 days of receiving an invoice for same from the City, the cost to repair any damage to public property or works located on public property arising directly or indirectly from work for which a *permit* was issued.

## Demolition

- 7.8 Prior to obtaining a *permit* to demolish a *building* or *structure*, the *owner* must
- (a) provide to the City a vacancy date;
  - (b) pay capping and inspection chamber installation fees as set out in the City's bylaws governing waterworks and sewer; and
  - (c) ensure that all municipal services and other services are capped and terminated at the property line in a City standard inspection chamber and valve arrangement.
- 7.9 Every *owner* must ensure that, on completion of all demolition procedures, all debris and fill are cleared and the *site* is levelled or graded, or made safe if levelling and grading are not possible.

## Notice

- 7.10 Every *owner* must, at least 48 hours prior to commencing work at a *building site*, give written or online notice to a *building official* of the date on which the *owner* intends to begin such work.
- 7.11 Every *owner* must give written or online notice to a *building official* of any change in or termination of engagement of a *registered professional*, including a *coordinating registered professional*, during construction, within 24 hours of when the change or termination occurs.
- 7.12 If an *owner* or a *registered professional* terminates the engagement of the *registered professional*, including a *coordinating registered professional*, the *owner* must terminate all work under a *building permit* until the *owner* has engaged a new *registered professional*, including a *coordinating registered professional*, and has delivered to a *building official* new letters of assurance.
- 7.13 Without limiting sections 10.32 to 10.47, every *owner* must give at least 48 hours' online or written notice to a *building official*
- (a) of intent to do work that is required or ordered to be corrected during *construction*;
  - (b) of intent to cover work that is required under this bylaw to be, or has been ordered to be, inspected prior to covering; and
  - (c) when work has been completed so that a final inspection can be made.
- 7.14 Every *owner* must give notice in writing to a *building official* and pay the non-refundable fee set out in Appendix A immediately upon any change in ownership or change in the address of the *owner* which occurs prior to the acceptance of final inspection.
- 7.15 Every *owner* must give such other notice to a *building official* as may be required by the *building official* or by a provision of this bylaw.

## **PART 8: OBLIGATIONS OF OWNER'S CONSTRUCTOR**

- 8.1 Every *constructor* must ensure that all *construction* is done in compliance with all requirements of the *building code*, this bylaw and all other applicable, codes, standards and enactments.
- 8.2 Every *constructor* must ensure that no *construction, excavation* or other work is undertaken on public property, and that such public property is not disturbed or used for the storage of materials, without first having obtained approval in writing from the appropriate authority over such public property.
- 8.3 For the purposes of the administration and enforcement of this bylaw, every *constructor* is responsible jointly and severally with the *owner* for all work undertaken.

## **PART 9: REGISTERED PROFESSIONAL'S RESPONSIBILITIES**

### **Professional Design and Field Review**

- 9.1 The provision by the *owner* to the City of letters of assurance in accordance with the requirements of the *building code* shall occur prior to
- (a) the pre-occupancy site review coordinated by the *coordinating registered professional* or other *registered professional* for a *complex building*, or
  - (b) a final inspection for a *simple building* in circumstances where letters of assurance have been required in accordance with the requirements of the *building code*, in which case the *owner* must provide the City with letters of assurance in the form of Schedules C-A or C-B, as appropriate, referred to in subsection 2.2.7, Division C, of the *building code*.
- 9.2 If a *registered professional* provides letters of assurance in accordance with the *building code*, they must also provide proof of professional liability insurance to the *building official*.

### **Requirement for a Registered Professional**

- 9.3 The *owner* must retain a *registered professional* to provide a *professional design* and plan certification and letters of assurance in the form of Schedules A, B, C-A and C-B referred to in subsection 2.2.7, Division C, of the *building code*, in respect of a *permit* application
- (a) prior to the pre-occupancy site review coordinated by the *coordinating registered professional* or other *registered professional* for a *complex building*, or
  - (b) prior to a final inspection for a *simple building* in circumstances where letters of assurance have been required in accordance with the requirements of the *building code*, in which case the *owner* must provide the City with letters of assurance in the



form of Schedules C-A or C-B, as appropriate, referred to in subsection 2.2.7, Division C, of the *building code*;

- (c) except for single storey garages, carports and garden structures, *foundation* and *excavation* components of new *simple buildings* and *additions* greater than 55 square metres to *simple buildings* in accordance with the *building code*;
- (d) a *building* that is designed with common egress systems for the occupants and requires the use of *firewalls* in accordance with the *building code*;
- (e) prior to *alterations* to a *building*, or to a structural component of a *building* described in paragraph (b);
- (f) for a *building* in respect of which the *building official* determines that site conditions, size or complexity so warrant in the interests of safety of persons or protection of property under the *building code*;
- (g) if the *building* envelope components of the *building* fall under Division B Part 3 of the *building code*, the *building* contains more than four dwellings, or if the *building* envelopes do not comply with the prescriptive requirements of Division B Part 9 of the *building code*; and
- (h) for a parcel of land on which a *building* or *structure* is proposed if the *building official* believes the parcel is or is likely to be subject to flooding, mud flows, debris flows, debris torrents, erosion, land slip, rock falls, subsidence or avalanche, and the requirement for a *professional design* is in addition to a requirement under Division 8 of Part 3 of the *Community Charter*
  - (i) for a report certified by a professional engineer with experience in geotechnical engineering that the parcel may be used safely for the use intended, and
  - (ii) that the plans submitted with the application comply with the relevant provisions of the *building code* and applicable bylaws of the City.

9.4 The *building official* may require any *registered professional* carrying out the *professional design* and *field review* required under section 9.3 to provide evidence that they have experience and expertise in respect of the *professional design* and *field review* of the context and scope required.

### **Professional Plan Certification**

9.5 The letters of assurance referred to in sections 9.1 and 9.3 of this bylaw are relied upon by the City and *its building officials* as certification that the design and plans to which the letters of assurance refer comply with the *building code*, this bylaw and other applicable enactment.

9.6 Letters of assurance must be in the form of Schedules A and B referred to in subsection

2.2.7, Division C, of the *building code*.

- 9.7 For a *building permit* issued for the construction of a *complex building*, the building official shall provide the *owner* with a notice that the *building permit* is issued in reliance on the certification of the *registered professional* that the *professional design* and plans submitted in support of the application for the *building permit* comply with the *building code* and other applicable enactments. Any failure on the part of the *building official* to provide the *owner* with the notice will not diminish or invalidate the reliance by the City or its *building officials* on the certification of the *registered professionals*.
- 9.8 If a *building permit* is issued for a construction of a *complex building*, the *permit fee* is reduced by 5% of the fees payable under Appendix A to this bylaw, up to a maximum reduction of \$500.00 (five hundred dollars).

## **PART 10: BUILDING APPLICATION REQUIREMENTS**

### **Requirements before applying for a Building Permit**

- 10.1 Prior to issuance of a *building permit*, the *owner* must satisfy the following requirements or conditions:
- (a) the *owner* must apply for and obtain a development permit if the *building* or *structure* is in an area designated by the City's Official Community Plan as a development permit area;
  - (b) the *owner* must ensure that the proposed *building* or *structure* complies with all bylaws of the City, except to the extent a variance of a bylaw is authorized by a development permit, development variance permit or order of the Board of Variance;
  - (c) an approving officer must have approved the subdivision plan that, once registered, would create the parcel on which the proposed *building* or *structure* will be *constructed*, and the subdivision plan must have been registered in the Land Title Office;
  - (d) the *owner* must provide evidence to the *building official* showing that the person applying for the *building permit* is either the *owner* of the parcel that is the subject of the proposed *building permit*, or is the *agent* of the *owner*, in which case, the *agent* must provide the name and contact information of the *owner*;
  - (e) if the parcel that is the subject of the *building permit* application is not intended to be connected to the City's sewage disposal system, the *owner* must apply for and obtain approval from the City and other applicable public authorities for an alternate *private sewage disposal system*;
  - (f) if the parcel that is the subject of the *building permit* application is not intended to be connected to the City's waterworks system, the *owner* must apply for and obtain

approval from the City and other applicable public authorities for an alternate water supply system;

- (g) if the parcel that is the subject of the *building permit* application is not intended to be connected to The City's storm water drainage system, the *owner* must apply for and obtain approval from the City and other applicable public authorities for the alternate storm water drainage and detention system; and
- (h) if all on site and off site works and services required by a City bylaw or other enactment have not been completed in accordance with the enactments, the *owner* must enter into a completion agreement with the City and deliver to the City letters of credit or cash security for completion of the works and service.

### **General Application Requirements**

10.2 An application for a *building permit* shall be submitted electronically and:

- (a) be made in the form prescribed by the *building official* and signed by the *owner*, or a signing officer if the *owner* is a corporation;
- (b) be accompanied by the *owner's* acknowledgement of responsibility and undertaking made in the form prescribed by the *building official*, and signed by the *owner*, or a signing officer if the *owner* is a corporation;
- (c) include a copy of a title search for the relevant property that is subject of the application made on the date of the *permit* application;
- (d) include a copy of a survey plan prepared by a British Columbia Land Surveyor, except the *building official* may waive the requirements for a survey plan, in whole or in part, where conditions warrant;
- (e) include a site plan showing;
  - (i) the bearing and dimensions of the parcel boundaries taken from the registered subdivision plan;
  - (ii) the legal description and civic address of the parcel;
  - (iii) the location and dimensions of *existing* and proposed statutory rights of way, easements and setback requirements, adjacent street and lane names;
  - (iv) the location and dimensions of *existing* and proposed *buildings* or *structures* on the parcel including proposed and *existing* setbacks to property lines;
  - (v) setbacks to the natural boundary of the sea and any lake, swamp, pond or watercourse where the City's land use regulations establish siting requirements related to flooding or riparian areas;

- (vi) the existing and finished ground levels to an established datum at or adjacent to the site and the geodetic elevation of the underside of the floor system or the top of a finished concrete slab of a of a building or structure where the City's land use regulations establish siting requirements related to minimum floor elevation;
  - (vii) if applicable, location of an approved *existing* or proposed alternative private or other sewage disposal system, water supply system or storm water drainage system; and
  - (viii) the location, dimensions and gradient of parking and parking access,
- except that for a *simple building* the *building official* may waive, in whole or in part, the requirements for a site plan, if the *permit* is sought for the repair or *alteration* of an *existing building* or structure;
- (f) include floor plans showing the dimensions and uses of all areas, including the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions;
  - (g) include a cross-section through the *building* illustrating foundations, drainage, ceiling heights and construction systems;
  - (h) include elevations of all sides of the building showing finish details, roof slopes, windows, doors, the grade, the maximum building height line, ridge height, spatial separations and natural and finished grade to comply with the building code and to illustrate that the building or structure conforms with the City zoning and development permit;
  - (i) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the building or structure substantially conforms to the building code; and
  - (j) include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal *permits*, *highway access permits* and Ministry of Health approvals;

### **Application for Complex Buildings**

- 10.3 In addition to the requirements set out in section 10.2 of this Part, an application for a building permit with respect to a complex building shall be submitted electronically and include;
- (a) a site plan prepared by a *registered professional* showing the information set out in section 10.2(e);
  - (b) one set of drawings at a suitable scale of the design prepared by each *registered professional* containing the information set out in section 10.2(f) to (i) and all other



- requirements of sections 2.2.1, 2.2.3, 2.2.4, 2.2.5, 2.2.6 and 2.2.9, Division C of the *building code*;
- (c) a letter of assurance in the form of Schedule A referred to in subsection 2.2.7 Division C, of the building code, signed by the owner, or a signing officer if the owner is a corporation, and the *coordinating registered professional*;
  - (d) letters of assurance in the form of Schedule B referred to in subsection 2.2.7 Division C, of the building code, each signed by such registered professionals as the building official or building code may require to prepare the design for and conduct field reviews of the construction of the *building*;
  - (e) include a *building code* compliance summary including the applicable edition of the *building code*, such as without limitation whether the building is designed under Part 3 or Part 9 of the building code, *major occupancy* classification(s) of the *building*, *building area* and *building height*, number of streets the *building* faces, and *accessible* entrances, work areas, washrooms, firewalls and facilities;
  - (f) include illustration of any slopes on the subject parcel that exceed 30%;
- 10.4 A *building official* may require the following to be submitted with a *permit* application for the construction of a *complex building* if the *building official* determines that the complexity of the proposed *building* or *structure* or siting circumstances warrant:
- (a) site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a *registered professional*, in accordance with the City's Subdivision and Development Servicing Bylaw, as amended or replaced from time to time;
  - (b) a section through the site showing grades, *buildings*, *structures*, parking areas and driveways; and
  - (c) any other information required by the *building official* or the *building code* to establish substantial compliance with this bylaw, the *building code* and other bylaws and enactments relating to the *building* or *structure*.

### **Application for Simple Buildings**

- 10.5 In addition to the requirements set out in section 10.2 of this bylaw, an application for a building permit with respect to a *simple building* shall include;
- (a) one set of drawings at a suitable scale of the design including the information set out in section 10.2(f) to (i);
  - (b) a *foundation* and *excavation* design prepared by a *registered professional* in accordance with the *building code*;
  - (c) geotechnical letters of assurance, in addition to a required geotechnical report, if the *building official* determines that the site conditions so warrant.

10.6 Where a *project* involves:

- (a) two or more *buildings* with the aggregate footprint area that totals more than 1,000 square meters;
- (b) two or more *buildings* that will collectively contain four or more dwelling units; or
- (c) a determination by the *building official* that the complexity of the proposed *building* or *structure* or siting circumstances warrant,

a *building official* may require the following be submitted with a *permit* application for the construction of each *simple building* in the *project*:

- (i) site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a registered professional, in accordance with the City's Subdivision and Development Servicing Bylaw, as amended or replaced from time to time;
- (ii) a section through the site showing grades, *buildings*, *structures*, parking areas and driveways;
- (iii) a roof plan and roof height calculations;
- (iv) structural, electrical, plumbing, mechanical or fire suppression drawings prepared and sealed by a *registered professional*;
- (v) letters of assurance in the form of Schedule B referred to in Division C of the *building code*, signed by a *registered professional*;
- (vi) a *building code* compliance summary including the applicable edition of the *building code*, such as, without limitation, the *building* is designed under Part 9 and compliance with article 2.2.2.1(2), Division C of the *building code*; or
- (vii) any other information required by the *building official* or the *building code* to establish substantial compliance with this bylaw, the *building code* and other bylaws and enactments relating to the *building* or *structure*.

10.7 The building official may waive the requirements under subsection 10.5(b) of this Part in whole or in part, where the permit is sought for the:

- (a) repair or *alteration* of an *existing building* or *structure*; or
- (b) construction of a single story detached storage garage or carport less than 55 square meters in area serving a single-family dwelling.

## Site and Location Information

10.8 Without limiting sections 10.2(d) or 10.3(a) of this Part, the building official may in writing require an owner to submit an up to date certificate of location prepared by a British Columbia Land Surveyor which contains sufficient information respecting to the site and location of any building or structure;

- (a) to establish, before *construction* begins, that all the provisions of this bylaw in relation to this information will be complied with;
- (b) to verify, on completion of the *construction*, that all provisions of this and other applicable bylaws have been complied with;
- (c) in relation to an *existing building*, substantiate its location, size, including appurtenances whether above, at or below ground level, relative to the site or its relationship to neighbouring grades; and
- (d) in relation to *construction* of a new *building*, or of an *addition* to an *existing building*, prior to and after the placement of concrete for *foundations* and footings, show the *elevation* at proposed top of concrete on all *building* elevations and at all significant changes of elevation to substantiate its size, location and elevation,

and every person served with a written requirement under this section must comply with the requirement.

## Application Fees

10.9 An application for a *building permit* shall:

- (a) be accompanied by the processing fee as prescribed in Appendix A;
- (b) be credited against the permit fee when the *permit* is issued.
- (c) expire and, if applicable, the processing fee shall be forfeited to the *City*, if:
  - (i) the application expires in accordance with section 10.22; or
  - (ii) the permit fee has not been paid within 180 days following the date on which the application was made.

## Building Permit Fee

10.10 Before receiving a *building permit* for a *building* or *structure*, the *owner* must first pay to the *City*:

- (a) the *building permit* fee prescribed in Appendix A; and
- (b) any fees, charges, levies or taxes imposed by the *City* and payable under an enactment at the time of issuance of the *building permit*.

## Security Deposit

- 10.11 Prior to the issuance of a *building permit*, the *owner* must pay to the City, the security deposit prescribed in Appendix A of this bylaw.
- 10.12 The security deposit sum set out in section 10.11 of this Part
- (a) covers the cost borne by the City to maintain, restore or replace any public works or public lands which are destroyed, damaged or otherwise impaired in the carrying out of the work referred to in any *building permit* held by the applicant;
  - (b) covers the cost borne by the City to make the site safe if the *permit* holder abandons or fails to complete the work as designated on the *permit*;
  - (c) serves as the security deposit for provisional *occupancy* when such a *final inspection notice* makes provision for a security deposit; or
  - (d) serves as a security deposit to effect compliance with any condition under which the *permit* was issued.
- 10.13 The security deposit or applicable portion must be returned to the *owner* or to the person identified by the *owner*, when:
- (a) the *building official* is satisfied that no further damage to public works or public lands will occur;
  - (b) the inspections required by this bylaw are complete and acceptable to the *building official*; and
  - (c) the conditions or provisions of a provisional certificate of *occupancy* are completed to the satisfaction of the *building official*;
- and only after the *owner* or *agent* has requested the return of the security.
- 10.14 Any credit greater than the amount of the security deposit used by the City for the purposes described in sections 10.12 of this Part will be returned to the *owner* unless otherwise so directed by the *owner*. Any amount in excess of the security deposit required by the City to complete corrective work to public lands, public works, or the site is recoverable by the City from the *owner*, the *constructor* or the *agent*.
- 10.15 If the proposed work includes *excavation* or construction on lands within 3 metres of works or services owned by the City, the *owner* must deliver to the *building official* a signed agreement in a form prescribed by the City under which the *owner* acknowledges and agrees that any damage to municipal works or services arising from the construction associated with the *building permit* will be repaired by the *owner* at its expense and to the satisfaction of the City, and the *owner* must deposit with the City security in accordance with sections 10.11 to 10.14 of this Part.



10.16 Any security or other deposits held by the City shall be forfeited and paid to the City as a fee for the cost of closing open *applications* or *permits* where an application or a *permit* expires prior to the *owner* obtaining an accepted final inspection report or an extension of its effective date.

### **Permit Fee Refunds**

10.17 No fee or part of a fee paid to the City will be refunded if construction of the *building* has started.

10.18 A *building permit* or other *permit* fee may be partially refunded as set out in Appendix A, only if

- (a) the *owner* or *agent* has submitted a written request for a refund;
- (b) the *building official* has certified a start has not been made on the construction of the *building* or *structure*; and
- (c) the *permit* has not expired.

10.19 A *building permit* or other *permit* fee is not refundable after the *permit* has been extended under section 10.49 of this Part.

### **Design Modification**

10.20 If the *owner* proposes modification to the *building* design of a completed *permit* application ready for issue, an accepted *alternative solution*, or an issued *building permit* or other *permit* that is active, the *owner* must pay to the City a design modification fee based on the plan review hourly rate set out in Appendix A.

### **Construction before Permit Issued**

10.21 The *building permit* or other *permit* fee is doubled for every *permit* application if construction commenced before the *building official* issued a *permit*, to a maximum of \$10,000.00.

### **Expiration of Application for a Permit**

10.22 A *building permit* application that is not complete or does not comply with the applicable provisions of this bylaw expires 180 days from the date an application is received under this Part.

### **Issuance of a Building Permit**

10.23 If:

- (a) a completed application in compliance with sections 10.2 to 10.4 or sections 10.5 to 10.7 of this Part, including all required supporting documentation, has been submitted;

- (b) the *owner* has paid all applicable fees set out in sections 10.10 to 10.21 of this Part and Appendix A;
- (c) the *owner* or their representative has paid all charges and met all requirements imposed by any other statute or bylaw;
- (d) the *owner* has retained a *professional engineer* or *professional geoscientist* if required under this bylaw;
- (e) the *owner* has retained an *architect* if required under this bylaw; and
- (f) no covenant, agreement, resolution or regulation of the City requires or authorizes the *permit* to be withheld,

the *building official* must issue the *permit*, in the form prescribed by the City, for which the application is made, and the date of issuance is deemed to be the date the City gives written notice to the *owner* that the *permit* is ready to be picked up by the *owner*.

10.24 Despite section 10.23, the *building official* may refuse to issue a *permit* when the *owner* has been notified of a violation of this bylaw about the construction of another *building* or *structure* by the *owner*.

### **Compliance with the *Homeowner Protection Act***

10.25 If the application is in respect of a *building* that includes, or will include, a *residential occupancy* governed by the *Homeowner Protection Act*, the *building permit* must not be issued unless the *owner* provides evidence under section 30(1) of the *Homeowner Protection Act*, that the proposed *building*

- (a) is covered by home warranty insurance; and
- (b) the *constructor* is a licensed “residential builder” as defined in that *Homeowner Protection Act*.

10.26 Section 10.25 of this Part does not apply if the *owner* is not required to be licensed and to obtain home warranty insurance in accordance with sections 20(1) or 30(1) of the *Homeowner Protection Act*.

10.27 Every *permit* is issued subject to the *owner* and *constructor* maintaining compliance with the *Homeowner Protection Act* during the term of the *permit*.

### **Partial Construction**

10.28 If a site has been *excavated* under a *building permit* for *excavation* issued under this bylaw and a *building permit* is not subsequently issued or a subsisting *building permit* has expired under section 10.48, but without the construction of the *building* or *structure* for which the *building permit* was issued having commenced, the *owner* must fill in the *excavation* to restore the original gradients of the site within 60 days of being served notice by the *building official* to do so.

- 10.29 If a *building permit* has expired and partial construction has progressed, with no extension requested of the *building official* under section 10.49, permanent type fencing with privacy screen complying with the City's Zoning Bylaw, must be erected around the *building* site for protection to the public.

### Conditions of a Building Permit

- 10.30 A *building permit* or an application for a *building permit* that is in process may not be transferred or assigned until the *owner* has notified the *building official* in writing, the *building official* has authorized the transfer or assignment of the *building permit* in writing and the *owner* has paid the non-refundable fee required under Appendix A. The transfer or assignment of a *building permit* is not an extension of a *building permit*.
- 10.31 The review of plans and supporting documents and the issuance of a *building permit* do not prevent the *building official* from subsequently requiring the correction of errors in the plans and supporting documents, nor do they prohibit the City from prohibiting *construction* or *occupancy* being carried on that violates this or another bylaw.

### Inspections

- 10.32 If a *registered professional* provides letters of assurance in accordance with this Part, the City will rely solely on *field reviews* undertaken by the *registered professional* and the letters of assurance submitted pursuant to this bylaw and the *building code* as assurance that the *construction* substantially conforms to the design, plans and specifications and that the *construction* complies with the *building code*, this bylaw and other applicable enactments respecting safety.
- 10.33 Despite section 10.32 of this Part, a *building official* may attend the site from time to time during the course of construction to ascertain that the *field reviews* are taking place and to monitor the *field reviews* undertaken by the *registered professionals*.
- 10.34 A *building official* may attend periodically at the site of the *construction* of *simple buildings* or *structures* to ascertain whether the work is being carried out in substantial conformance with the *building code*, this bylaw and any other applicable enactments concerning safety.
- 10.35 For all work in respect of *simple buildings* the *owner* must give at least 48 hours' notice to the City when requesting an inspection and must obtain an inspection and receive a *building official's* written acceptance of the following aspects of the work prior to concealing them
- (a) after demolition, the grading of and removal of debris from the site;
  - (b) siting and footing forms prior to pouring concrete;
  - (c) installation of perimeter drain tile, dampproofing and roof drainage system prior to backfilling;

- (d) installation of *building* services before being covered;
  - (e) prior to inspection under section 10.35(f), plumbing located below the finished slab level;
  - (f) the preparation of ground, including ground cover when required, below slab insulation and perimeter insulation on inside of concrete *foundation* walls;
  - (g) installation of rough-in plumbing before it is covered;
  - (i) rough in of new factory built chimneys and fireplaces and solid fuel burning appliances;
  - (j) framing, sheathing, fire stopping (including drywall in fire separations), bracing, chimney and ductwork, exterior doors and windows, but prior to the installation of insulation, interior finishes, sheathing paper or exterior finishes which would conceal such work;
  - (k) insulation and vapour barrier prior to the installation of any finishes that could conceal such work;
  - (l) on-site *constructed* tubs or showers and tub or shower trap tests; and
  - (m) Final inspection when the *health and safety aspects of the work* and the *Energy Step Code, Zero Carbon Step Code* and accessibility aspects of the work when the *building* or *structure* is substantially complete, ready for *occupancy* but prior to *occupancy*.
- 10.36 A *building official* will only carry out an inspection under section 10.35 if the *owner* or the *agent* has requested the inspection in accordance with this bylaw.
- 10.37 Despite the requirement for the *building official's* acceptance of the work outlined in section 10.35, if a *registered professional* provides letters of assurance, the City will rely solely on *field reviews* undertaken by the *registered professional* and the letters of assurance submitted pursuant to this bylaw as assurance that the aspects of the construction referenced by those letters of assurance substantially conform to the design, plans and specifications and that the construction complies with the *building code*, this bylaw and other applicable enactments respecting safety.
- 10.38 For work in respect of *complex buildings*, the *owner* must
- (a) give at least 48 hours' online or written notice to the City when requesting a preconstruction meeting with the *building official* prior to the start of construction, and the *owner* or their representative must ensure that the *coordinating registered professional*, the *constructor*, as well as representatives of major trades, are in attendance;



- (b) give at least 48 hours' online or written notice to the City when requesting a preoccupancy coordinated by the *coordinating registered professional* or other *registered professional* to have the *owner*, the *constructor* and the *registered professionals* demonstrate to the *building official* and Fire Services the compliance with *the health and safety aspects of the work*, the coordination and integration of the fire and life safety system, applicable City requirements and other enactments respecting safety, the *Energy Step Code*, *Zero Carbon Step Code* and accessibility aspects of the work; and
- (c) cause the *coordinating registered professional*, at least 48 hours prior to the preoccupancy coordinated site review coordinated by the *coordinating registered professional*, to deliver to the *building official* the Confirmation of Required Documentation described in this bylaw, complete with all documentation in the form as prescribed by the *building official*.

### **Stop Work Order**

- 10.39 The *building official* may direct the immediate suspension or correction of all or a portion of the *construction* on a *building* or *structure* or an unsafe *excavation* by attaching notice of a stop work order in the form prescribed by the *building official* on the premises whenever it is found that the work is not being performed in accordance with the requirements of the *building code*, any applicable bylaw of the City or the applicable provisions of the *Homeowner Protection Act*.
- 10.40 The *coordinating registered professional* may request, in writing, that the *building official* order the immediate suspension or correction of all or a portion of the *construction* on a *building* or *structure* by attaching notice of a stop work order in the form prescribed by the *building official* on the premises. The *building official* must consider such a request and, if not acted upon, must respond, in writing, to the *coordinating registered professional* and give reasons.
- 10.41 If a *registered professional's* services are terminated, the *owner* must immediately stop any work that is subject to their design or *field review* and the *building official* is deemed to have issued a *stop work order*.
- 10.42 The *owner* must immediately, after the posting of a *stop work order*, secure the construction and the lands and premises surrounding the construction in compliance with the safety requirements of every statute, regulation or order of the Province or of a provincial agency and of every applicable bylaw of the City.
- 10.43 Subject to section 10.42, no work other than the required remedial measures may be carried out on the parcel affected by a *stop work order* until the *stop work order* has been removed by the *building official*.
- 10.44 The *stop work order* must remain posted on the premises until that which is contrary to the enactments has been remedied.

## **Do Not Occupy Notice**

- 10.45 If a person occupies a *building* or *structure* or part of a *building* or *structure* in contravention of this bylaw, a *building official* may post a Do Not Occupy Notice in the form prescribed by the *building official* on the affected part of the *building* or *structure*.
- 10.46 If a notice is posted under section 10.45, the *owner* of a parcel on which a Do Not Occupy Notice has been posted, and every other person, must cease *occupancy* of the *building* or *structure* immediately and refrain from further *occupancy* until all applicable provisions of the *building code* and this bylaw have been substantially complied with and the Do Not Occupy Notice has been rescinded in writing by a *building official*.

## **Inspection and Other Fees**

- 10.47 In addition to the fees required under other provisions of this bylaw, the *owner* must pay the non-refundable fee set out in Appendix A for
- (a) a second and each subsequent re-inspection where it has been determined by the *building official* that due to non-compliance with the provisions of this bylaw or due to non-complying work, more than one site visit is required for any required inspection;
  - (b) a special inspection during the City's normal business hours to establish the condition of a *building* where such inspection requires special arrangements because of time, location or construction techniques; and
  - (c) inspection required under this bylaw which cannot be carried out during the City's normal business hours.

## **Permit Expiration**

- 10.48 Every *permit* is issued on the condition that the *permit* expires and the rights of the *owner* under the *permit* terminate if:
- (a) the work authorized by the *permit* is not commenced within 180 days from the date of issuance of the *permit*;
  - (b) work is discontinued for a period of 180 days; or
  - (c) the work is not completed within two years of the date of issuance of the *permit*.

## **Permit Extension**

- 10.49 A *building official* may extend the period set out under section 10.48 for only one period, not to exceed twelve months, if construction has not been commenced or has been discontinued due to adverse weather, strikes, material or labour shortages, other similar hardship beyond the *owner's* control, or if the size and complexity of the construction warrants, if

- (a) application for the extension is made at least 30 days prior to the date of *permit* expiration; and
- (b) the non-refundable fee set out in Appendix A has been paid.

### **Building Permit Revocation**

10.50 The *building official* may revoke a *building permit* if there is a violation of

- (a) a condition under which the *permit* was issued; or
- (b) a requirement of the *building code* or of this or another bylaw of the City,

such *permit* revocation must be in writing and sent to the *permit* holder by signature mail to, or personal service on, the *permit* holder.

### **Building Permit Cancellation**

10.51 A *building permit*, or a *building permit* application, may be cancelled by the *owner*, or their *agent*, on delivery of written notification of the cancellation to the *building official*.

10.52 On receipt of the written cancellation notice, the *building official* must mark on the application, and a *permit* if applicable, the date of cancellation and the word "cancelled".

10.53 If the *owner*, or their *agent*, submits changes to an application after a *permit* has been issued and the changes, in the opinion of the *building official*, substantially alter the scope of the work, design or intent of the application in respect of which the *permit* was issued, the *building official* may cancel or amend the *permit* and mark on the *permit* the date of cancellation or amendment and the word "cancelled" or "amended".

10.54 If a *building permit* application or *permit* is cancelled, and construction has not commenced under the *permit*, the *building official* must return to the *owner* any fees deposited under Appendix A, less

- (a) any non-refundable portion of the fee; and
- (b) 15% of the refundable portion of the fee.

### **Occupancy**

10.55 No person may occupy a *building* or *structure* or part of a *building* or *structure* until a final inspection notice has been issued by a *building official*.

10.56 A final inspection notice will not be issued unless

- (a) all letters of assurance have been submitted when required in accordance with this bylaw;

- (b) all aspects of the work requiring inspection and acceptance pursuant to Part 9 and sections 10.32 through 10.38 of this bylaw been inspected and *accepted* or the inspections and acceptance are not required in accordance with this bylaw;
- (c) the *owner* has delivered to the City as-built plans of works and *services* in the prescribed format;
- (d) the *owner* has provided to the City a *building* survey prepared by a British Columbia Land Surveyor showing the *building* height, size, location and elevation determined in accordance with the City's land use regulations;
- (e) all other documentation required under applicable enactments has been delivered to the City; and
- (f) the *owner* has delivered to the City as-built drawings of the *building* or *structure* in digital format as required by the City.

10.57 When a *registered professional* provides letters of assurance in accordance with this bylaw, the City will rely solely on the letters of assurance when issuing a final report authorizing *occupancy* as assurance that the items identified on the letters of assurance substantially comply with the *design, the building code*, this bylaw and other applicable enactments respecting safety.

10.58 A *building official* may issue a final inspection notice for partial *occupancy* of a portion of a *building* or *structure* under construction when

- (a) that portion of the *building* or *structure* is self-contained and provided with essential services respecting *health and safety aspects* of the work, and if applicable, accessibility, *Energy Step Code*, *Zero Carbon Step Code*; and
- (b) the requirements set out in section 10.56 have been met with respect to it.

10.59 A final inspection notice may not be issued unless

- (a) all letters of assurance and the Confirmation of Required Documentation described in this bylaw have been submitted when required in accordance with the requirements of this bylaw;
- (b) all aspects of the work requiring inspection and review pursuant to Part 9 and sections 10.32 through 10.38 of this bylaw have both been inspected and *accepted*;
- (c) the *owner* has executed and delivered to the City every agreement, instrument or form required by the City in relation to the work or the site; and
- (d) all required offsite works respecting safety have been completed.



## Sanitary Facilities

10.60 During the time a *building permit* has been issued and remains valid under this bylaw, the *owner* must provide on the parcel of land in respect of which the *permit* has been issued, sanitary facilities for the disposal of human waste from individual persons who enter on the parcel in relation to the work referred to in the *permit*, which facilities must be accessible and unlocked when not occupied while work is being carried out on the parcel under this bylaw, and every sanitary facility that is not connected to a

- (a) sanitary sewer; or
- (b) septic disposal system approved under the *Health Act*,

by plumbing that complies with the *Plumbing Code* and this bylaw, must be provided, at all times the facility is required under this bylaw, with toilet paper, a locking door for privacy, and ventilation, and must be kept in sanitary condition without leaking beyond the facility and without overflowing within the facility. Such facilities must be located so as not to create a nuisance to neighbouring parcels or *highways*.

## Application for Plumbing Systems

10.61 In addition to the requirements set out in section 10.2(a) to (c) of this Part, an application for a plumbing *permit* with respect to a plumbing system shall include:

- (a) one set of drawings at a suitable scale of design and including the information set out in sentence 2.2.2.1(1) in Part 2 of Division C of the *Plumbing Code* when the registered owner will be installing a plumbing system in accordance with clause 1.2.3.1. (1) (c) Part 1 of Division A of the *Plumbing Code* or at any time deemed necessary by the building official; and
- (b) any other information required by the *building official* or the *building code* to establish substantial compliance with this bylaw, the *building code* and other bylaws and enactments relating to the *building* or *structure*.

## PART 11: BUILDING MOVE

11.1 No person may move a *building* or *structure* into or within the City except:

- (a) where certified by a *registered professional* that the *building*, including its *foundation*, will substantially comply with the current version of the *building code*;
- (b) the *owner* of the premises onto which the *building* is proposed to be moved has provided documentation that the age of the *building* or *structure* is not greater than 15 years old; and
- (c) a *building permit* has been issued for the *building* or *structure*.

## PART 12: NUMBERING OF BUILDINGS

- 12.1 Immediately upon issuance of a *building permit* governing the *construction, alteration* or repair of a *building*, or prior to and during the *occupancy* of a *building*, the *owner* or occupant must display the address number assigned to it by the City
- (a) on or over the entrance to the *building* or where landscaping or *structures* obscure the visibility of a *building* entrance from the adjacent highway, on the *building* property within sight of the adjacent highway; and
  - (b) until such time as the *building* is removed from the site or has been demolished.
- 12.2 Despite section 12.1, the City may renumber or alter the assigned numbers in respect of any *building* on any parcel, including those already in existence or numbered.
- 12.3 Without limiting sections 12.1 or 12.2, the *building official* must, on the issuance of a *building permit*, designate a house number or set of house numbers related to the *building* authorized by the *permit*. The *owner* or occupier must post the number or numbers on the site immediately after obtaining the *building permit* and keep the numbers posted in a conspicuous location at all times during construction.

## PART 13: ENERGY CONSERVATION AND GHG EMISSION REDUCTION

- 13.1 In relation to the conservation of energy and the reduction of greenhouse gas emissions, the City incorporates by reference the *Energy Step Code* in accordance with sections 13.2 through 13.3.
- 13.2 A *building* regulated by Part 3 of the *building code* must be designed and constructed to meet the minimum performance requirements specified in:
- (a) Step 3 of the *Energy Step Code*; or
  - (b) for *building permit* applications received on or after adoption of Step 3 within the *building code*, Step 4 of the *Energy Step Code*.
- 13.3 A *building* regulated by Part 9 of the *building code* must be designed and constructed to meet the minimum performance requirements specified in;
- (a) Step 4 of the *Energy Step Code*; or
  - (b) for *building permit* applications received on or after adoption of Step 4 within the *building code*, Step 5 of the *Energy Step Code*.
- 13.4 When an *Energy Advisor* or an *architect*, as required, provides energy reports or field reviews in accordance with this bylaw, the City will rely solely on field reviews undertaken by the *Energy Advisor* or *architect* and the reports submitted pursuant to this bylaw as assurance that the construction or applicable aspect thereof substantially conforms to the design, and that the construction or applicable aspect thereof

substantially complies with the *building code*, this bylaw, and other applicable enactments respecting energy efficiency.

13.5 Requirements for *Energy Advisors*:

- (a) With respect to a building permit for a *building* or *structure* that falls within the scope of Part 9 of the *building code*, the *owner* must provide, to the satisfaction of the *building official*, all the materials and documentation required by the *Energy Step Code*, prepared and signed by an *Energy Advisor*, and such other reports and materials as required by the *building official*.
- (b) The *Energy Advisor*, providing the required materials and documentation set out in the *Energy Step Code*, must provide evidence to the building inspector that he or she is an *Energy Advisor* registered and in good standing with Natural Resources Canada in accordance with the EnerGuide Rating System Administrative Procedures (ERS) and adheres to the technical standards and procedures of the ERS.
- (c) For certainty, and notwithstanding Sections 13.5(a) above, where a *registered professional* is required under this bylaw, in respect of a *building permit* for a *building* or *structure* that falls within the scope of Part 3 or Part 9 of the *building code*, the professional design and field review shall include the materials and documentation required by the applicable step of the *Energy Step Code*, and such other reports and materials as required by the *building official*.

**PART 14: ACCESS ROUTE FOR FIRE VEHICLE**

- 14.1 Prior to the issuance of a *building permit* for a *building* under Part 9 of the *building code*, the *owner* must satisfy the *building official* that the *building* or *structure* for which the *permit* is issued will be served by a fire access route that complies with the bearing load and surface material standards of the City's Subdivision and Development Servicing Bylaw, as amended or replaced from time to time.

**PART 15: OFFENCES**

**Violations**

- 15.1 Without limiting Part 4 of this bylaw, every person who

- (a) violates a provision of this bylaw;
- (b) *permits*, suffers or allows any act to be done in violation of any provision of this bylaw; and
- (c) neglects to do anything required to be done under any provision of this bylaw,

commits an offence and on summary conviction by a court of competent jurisdiction, the person is subject to a fine of not more than \$50,000.00, or a term of imprisonment not exceeding three months, or both, in addition to the costs of prosecution. Each day during

which a violation, contravention or breach of this bylaw continues is deemed to be a separate offence.

- 15.2 Every person who fails to comply with any order or notice issued by a *building official*, or who allows a violation of this bylaw to continue, contravenes this bylaw.
- 15.3 Every person who commences work requiring a *building permit* without first obtaining such a *permit* must, if a *stop work order* is issued and remains outstanding for 30 days, pay an additional charge as outlined in Appendix A of this bylaw.

### **Deemed Offence**

- 15.4 An *owner* is deemed to have knowledge of and be liable under this bylaw in respect of any construction on the parcel the *owner* owns and any change in the use, *occupancy* or both of a *building* or *structure* or part of a *building* or *structure* on that parcel.
- 15.5 No person is deemed liable under section 15.4 who establishes, on a balance of probabilities, that the *construction* or change of use or *occupancy* occurred before he or she became the *owner* of the parcel.
- 15.6 Nothing in section 15.5 affects
- (a) the City's right to require and the *owner's* obligation to obtain a *permit*; and
  - (b) the obligation of the *owner* to comply with this bylaw.

### **Ticketing**

- 15.7 The offences in Municipal Ticket Information Bylaw No. 2435 Appendix 2 are designated for enforcement under s. 264 of the *Community Charter*.
- 15.8 The following persons are designated as bylaw enforcement officers under section 264(1)(b) of the *Community Charter* for enforcing the offences in Municipal Ticket Information Bylaw No. 2435 Appendix 2 *building officials*, fire inspectors and persons designated by Council as bylaw enforcement officers.
- 15.9 The words or expressions set forth in Column 1 of Municipal Ticket Information Bylaw No. 2435 Appendix 2 are authorized pursuant to s. 264(1)(c) of the *Community Charter* to designate the offence committed under the bylaw section number appearing in Column 2 opposite the respective words or expressions.
- 15.10 The amounts appearing in Column 3 of Municipal Ticket Information Bylaw No. 2435 Appendix 2 are the fines established pursuant to s. 265(1)(a) of the *Community Charter* for the corresponding offence designated in Column 1.



## PART 16: INTERPRETATION

### Definitions

#### 16.1 In this bylaw

- (a) *accepted* means reviewed by the *building official* under the applicable provisions of the *building code* and this bylaw;
- (b) *addition* means an *alteration* to any *building* that increases the total aggregate floor area or the *building height* (in storeys), and includes the provision of two or more separate *buildings* with openings between each other for intercommunication;
- (c) *agent* includes a firm, corporation or other person representing the *owner*, by written designation or contract, and includes a hired tradesperson or *constructor* who may be granted a *permit* for work within the limitations of their licence;
- (d) *alternative solution* means an alternative solution authorized under the *building code*;
- (e) *alter* or *alteration* means a change, repair or modification of the *construction* or arrangement of or use of any *building* or *structure*, or to an *occupancy* regulated by this bylaw;
- (f) *architect* means an architect within the meaning of the *Professional Governance Act*, SBC 2018, c 47;
- (g) *building code* means the *British Columbia Building Code* as adopted by the Minister responsible under provincial legislation, as amended or re-enacted from time to time;
- (h) *building official* means the person designated in or appointed to that position by the City, and includes a building inspector, plan checker, plumbing inspector gas inspector, or electrical inspector designated or appointed by the City, and for certainty the *building official* is the “building inspector” referred to in the *Community Charter* and *Local Government Act*;
- (i) *complex building* means:
  - (A) a *building* used for a *major occupancy* classified as:
    - (i) *assembly occupancy*;
    - (ii) *care occupancy*;
    - (iii) *detention occupancy*;

- (iv) *high hazard industrial occupancy,*
  - (v) *treatment occupancy; or*
  - (vi) *post-disaster building,*
- (B) a *building* exceeding 600 square metres in *building area* or exceeding three storeys in *building height* used for a *major occupancy* classified as:
- (i) *residential occupancy;*
  - (ii) *business and personal services occupancy;*
  - (iii) *mercantile occupancy; or*
  - (iv) *medium and low hazard industrial occupancy,*
- (j) *coordinating registered professional* means a *registered professional* retained pursuant to the *building code* to coordinate all design work and field reviews of the *registered professionals* required for a development;
- (k) *construct* or *construction* includes build, erect, install, repair, alter, add, enlarge, move, locate, relocate, reconstruct, demolish, remove, excavate or shore;
- (l) *constructor* means a person who *constructs*;
- (m) *Energy Advisor* means a person qualified to carry out any of the activities contemplated by the *Energy Step Code* or *Zero Carbon Step Code*;
- (n) *Energy Step Code* means the *building code*'s performance based standard for energy efficiency in new *construction* which involves energy modelling prior to construction and onsite testing after construction to ensure that the building envelope, equipment and systems, and airtightness are consistent with the performance based standards for the applicable step;
- (o) *existing*, in respect of a *building*, means that portion of a *building constructed* prior to the submission of a *permit* application required under this bylaw;
- (p) *foundation* means a system or arrangement of *foundation* units through which the loads from a *building* are transferred directly to supporting soil or rock and includes any portion of the exterior walls of a building that lie below the finished grade immediately adjacent to the building;
- (q) *health and safety aspects of the work* means design and construction regulated by Parts 3, 4, 5, 6, 7, 8, 9 and 10, Division B, of the *building code*; and subject to Parts 1 and 2 in relation to Parts 3 through 10, Division B;

- (r) *owner* means the registered *owner* in fee simple, or an *agent* duly authorized by the *owner* in writing in the form prescribed by the City;
- (s) *permit* means permission or authorization in writing by the *building official* to perform work regulated by this bylaw and, in the case of a final inspection notice, to occupy a *building* or part of a *building*;
- (t) *professional design* means the plans and supporting documents bearing the date, seal or stamp, and signature of a *registered professional*; *project* means any construction operation;
- (u) *professional engineer* has the same meaning as the *Professional Governance Act*;
- (v) *professional geoscientist* has the same meaning as the *Professional Governance Act*;
- (w) *Professional Governance Act*, means the *Professional Governance Act*, SBC 2018, c 47, as amended from time to time;
- (x) *retaining wall* means a *structure* exceeding 1.2 metres in height that holds or retains *soil* or other material behind it;
- (y) *simple building* means a *building* of three storeys or less in *building height*, having a *building area* not exceeding 600 square metres and used for a *major occupancy* classified as
  - (A) residential occupancy;
  - (B) business and personal services occupancy;
  - (C) mercantile occupancy;
  - (D) medium hazard industrial occupancy; or (e) low hazard industrial occupancy,
- (z) *stop work order* means an order issued by a *building official* pursuant to section 10.39 or 10.40 of this bylaw;
- (aa) *structure* means a *construction* or portion of *construction*, of any kind, whether fixed to, supported by or sunk into land or water, except landscaping, fences, and paving;
- (bb) *value of construction* means the amount that is calculated as the greater of:
  - (A) the declared *value of the work*; or

- (B) the value calculated using a method from “Marshall Swift Valuation Service”, an appraiser or another valuation method approved by the *building official*;
- (cc) *Zero Carbon Step Code means the greenhouse gas (GHG) emission requirements set out in the building code.*

16.2 In this bylaw the following words and terms have the meanings:

- (a) set out in section 1.4.1.2 of the *building code* as of the date of the adoption of this bylaw: *accessible assembly occupancy, building, building area, building height, business and personal services occupancy, care occupancy, constructor, coordinating registered professional, designer, detention occupancy, excavation, field review, firewall, first storey, grade, high hazard industrial occupancy, industrial occupancy, low hazard industrial occupancy, major occupancy, medium hazard industrial occupancy, mercantile occupancy, occupancy, post disaster occupancy, private sewage disposal system, registered professional, residential occupancy, treatment occupancy or unsafe condition*;
- (b) subject to this bylaw, set out in the Schedule to the *Community Charter*: *highway, land, occupier, parcel, public authority, service and soil*; and
- (c) subject to this bylaw, set out in section 29 of the *Interpretation Act*: *may, must, obligation, person, property, writing, written and year*.

16.3 Every reference to this bylaw in this or another bylaw of the City is a reference to this bylaw that is in force as of the date of the reference.

16.4 Every reference to

- (a) the *building code* is a reference to the current edition as of the date of issuance of the *building permit*; and
- (b) a section of the *building code* is a reference to the applicable successor sections, as the code or section may be amended or re-enacted from time to time.

16.5 Definitions of words and phrases used in this bylaw that are not included in the definitions in this Part have the meanings commonly assigned to them in the context in which they are used in this bylaw, considering the specialized use of terms with the various trades and professions to which the terminology applies



**Appendices**

16.6 Appendix A is attached to and forms part of this bylaw.

**Severability**

16.7 If a section, subsection, paragraph, subparagraph or phrase of this bylaw is for any reason declared invalid by a court of competent jurisdiction, the decision will not affect the validity of the remaining portions of this bylaw.

**PART 17: REPEAL**

17.1 BUILDING BYLAW NO. 3001, 2020, AND ALL AMENDMENTS THERETO, ARE HEREBY REPEALED.

**PART 18: IN FORCE**

18.1 This bylaw comes into force on 1<sup>st</sup> January 2024.

READ A FIRST TIME this \_\_\_ day of \_\_\_\_\_

READ A SECOND TIME this \_\_\_ day of \_\_\_\_\_

READ A THIRD TIME this \_\_\_ day of \_\_\_\_\_

ADOPTED this \_\_\_ day of \_\_\_\_\_

Mayor \_\_\_\_\_

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

## BUILDING BYLAW NO. 3114

### Appendix A – Fees and Charges

Application Fees	
DESCRIPTION	FEE AMOUNT
<b>Building Permits</b>	
All	\$150 or 25% of the building permit fee prescribed below whichever is the highest
<b>Plumbing, Fire Suppression System Permits</b>	
Complex buildings and structures	\$125
Simple buildings and structures	\$75

Permit Fees	
DESCRIPTION	FEE AMOUNT
<b>Building Permits</b>	
All	\$150 + 1% of the estimated value of construction
<b>Demolition Permits</b>	
All	\$150
<b>Plumbing Permits</b>	
Complex buildings and structures	\$125 + \$15 for each fixture
Simple buildings and structures	\$75 + \$10 for each fixture
<b>Fire Suppression System</b>	
Complex Buildings and structures	\$125 + 1% of the estimated value of construction
Simple buildings	\$75 + 1% of the estimated value of construction

## BUILDING BYLAW NO. 3114

### Appendix A – Fees and Charges

<b>Inspection Fees</b>	
<b>DESCRIPTION</b>	<b>FEE AMOUNT</b>
Complex Buildings and structures	\$275
Simple buildings	\$125
Other permits	\$75

<b>Extension Fees</b>	
<b>DESCRIPTION</b>	<b>FEE AMOUNT</b>
Complex Buildings and structures	\$275 + 1% of the estimated value of construction
Simple buildings	\$125 + 1% of the estimated value of construction
Other permits	\$75
<p>For the purposes of this table the “estimated value of construction” is the value of construction to complete the building or structure beyond the accepted inspection stage at the time the permit expired.</p>	

<b>Transfer Fees</b>	
<b>DESCRIPTION</b>	<b>FEE AMOUNT</b>
Complex Buildings and structures	\$275
Simple buildings	\$125
Other permits	\$75

## BUILDING BYLAW NO. 3114

### Appendix A – Fees and Charges

<b>Archive Research, per site</b>	
Complex Buildings and structures	\$300
Simple buildings	\$150
Buildings containing 1 or 2 dwelling units and other buildings	\$75

<b>Other Fees</b>	
<b>DESCRIPTION</b>	<b>FEE AMOUNT</b>
Title Search	At cost + \$25
To obtain a copy of a Restrictive Covenant	At cost + \$25 each
To process a covenant in favour of the City	\$250
Site inspection, Section 56 of the Community Charter	\$125
To remove a Notice on Title, Section 57 of the Community Charter	\$1000
To provide copies of plans	\$10 + applicable taxes per sheet
Rescind a Stop Work Order or Do Not Occupy Order	\$300
Design Modification	\$85/hour
Review of each alternate solution	\$400
Special inspection	\$125
Re-inspection	\$125
Security Deposit for Single/two family Dwelling	\$3000
Security Deposits for Multi-residential/commercial/industrial/institutional	\$300 per metre of frontage or a minimum fee of \$3000 whichever is the highest



**THE CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO. 3115**

**A bylaw to amend Municipal Ticket Information Bylaw No. 2435, 2006**

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

1. This bylaw may be cited for all purposes as **“Municipal Ticket Information Amendment Bylaw No. 3115.”**
2. That “City of Courtenay Municipal Ticket Information Bylaw No. 2435, 2006” be amended as follows:
  - a) That Schedule 1, Column 1 “Designated Bylaws” line item No. 2 “Building Bylaw No. 2323, 2003”, be hereby repealed and substituted therefore by the following: “Building Bylaw No. 3114, 2024”.
  - b) That Appendix 2 to Schedule 1, be hereby repealed and substituted therefore by the following attached hereto and forming part of this bylaw.
3. This bylaw shall come into effect 1<sup>st</sup> January 2024.

Read a first time this \_\_\_ day of \_\_\_\_\_

Read a second time this \_\_\_ day of \_\_\_\_\_

Read a third time this \_\_\_ day of \_\_\_\_\_

Adopted this \_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Mayor

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

**APPENDIX 2 TO SCHEDULE 1 (BYLAW 3115)**

**Building Bylaw No. 3114**

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>
<b>OFFENCE</b>	<b>BYLAW SECTION NO.</b>	<b>FINE</b>
Failure to obtain final inspection notice prior to occupancy	4.2(a)	\$500.00
Removing a do not occupy /stop work order	4.5	\$300.00
Tampering with Posted Notice	4.5	\$300.00
Interference with building official's right of entry	4.7	\$300.00
Unsafe condition	6.6(h)	\$500.00
Construction without building permit	7.1	\$500.00
Moving building without building permit	7.1(b)	\$300.00
Demolition without building permit	7.1(c)	\$300.00
Failure to comply with permit conditions	7.3(a)	\$200.00
Failure to have permit and supporting documents on site	7.3(b)	\$100.00
Failure to post civic address	7.5(a)	\$100.00
Failure to obtain building official's written acceptance prior to concealing work	10.37	\$200.00
Failure to stop work after a registered professional's services are terminated	10.41	\$200.00
Violation of Stop Work Order	10.39	\$500.00
Violation of Do Not Occupy Notice	10.46	\$500.00



## STAFF REPORT

**To:** Council

**File No.:** 3360-20-2201/RZ000065

**From:** Director of Development Services

**Date:** November 8 2023

**Subject:** Zoning Amendment Bylaw No. 3063 (1814 Grieve Ave) Final Reading

### PURPOSE:

Staff are recommending that Council adopt Zoning Amendment Bylaw No. 3063 (1814 Grieve Avenue) to rezone the property from Residential One S Zone (R-1S) to Residential One E Zone (R-1E) to facilitate a proposed subdivision for the creation of two additional lots while retaining the existing home on the remainder lot.

### BACKGROUND:

At the regular meeting of Council held on July 26, 2023, Council gave First, Second and Third Reading to Bylaw No. 3063 (1814 Grieve Avenue) to rezone the property located from Residential One S Zone (R-1S) to Residential One E Zone (R-1E), subject to the following conditions prior to adoption:

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

A 219 Covenant executed by the subject property owners was submitted to the city on October 19, 2023 satisfying conditions for amenity contributions (a) and 3 m vegetation buffer (b). A Preliminary Layout Review (c) was issued October 19, 2023. All conditions have been satisfied for adoption of the bylaw.



Figure 1: Subject Property Location and Context

**OPTIONS:**

1. THAT Council give Final Adoption to “Zoning Amendment Bylaw No. 3063” (1814 Grieve Ave)
2. THAT Council provide alternative direction to staff.

**ATTACHMENTS:**

Attachment 1 July 26 2023 Council Report

Attachment 2 Bylaw 3063 (1814 Grieve Ave)

Prepared by: Mike Grimsrud, RPP, MCIP, Planner II

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

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





## STAFF REPORT

**To:** Council

**File No.:** 3360-20-2201/RZ000065

**From:** Director of Development Services

**Date:** July 26 2023

**Subject:** Zoning Amendment Bylaw No. 3063 – 1814 Grieve Ave

### PURPOSE:

At the regular meeting of Council held on July 12, 2023, Council passed a resolution not to hold a public hearing as per Section 464(2)(b) and gave notice as per Section 467 of the *Local Government Act*. As per Bill 26, notice has been given prior to First reading of Zoning Amendment Bylaw No. 3063. The purpose of this report is for Council to consider an application to rezone the property located at 1814 Grieve Avenue from Residential One S Zone (R-1S) to Residential One E Zone (R-1E). This would facilitate a proposed subdivision for the creation of two additional lots while retaining the existing home on the remainder lot. Staff are recommending First, Second, and Third readings of Zoning Amendment Bylaw No. 3063.

**LEGAL DESCRIPTION:** Lot 4, Section 68, Comox District, Plan 15115

### BACKGROUND:

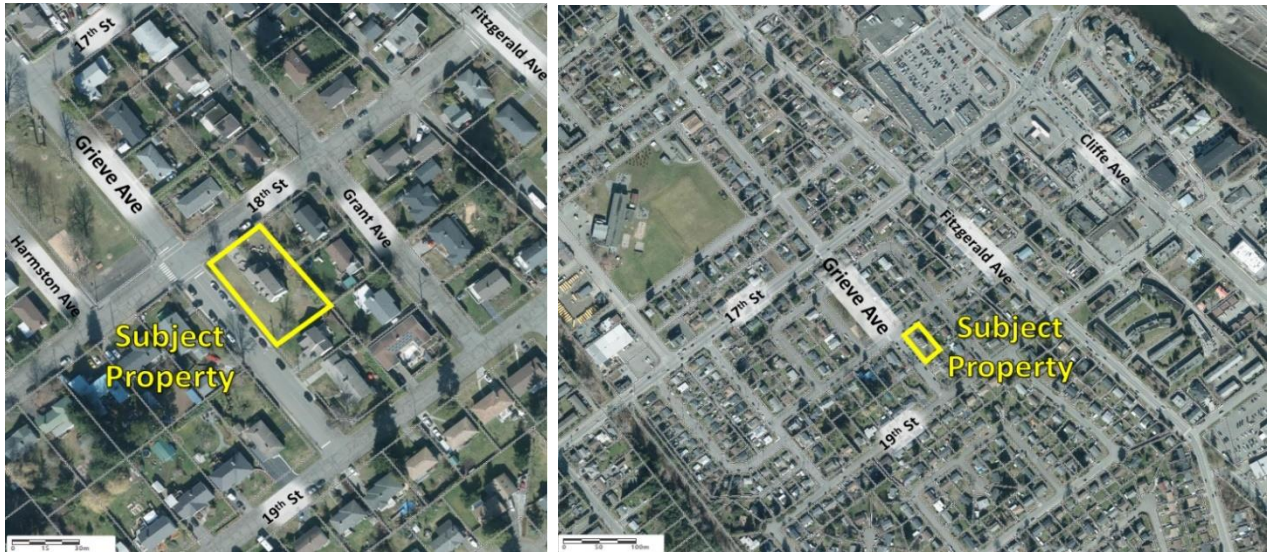
The subject property currently has a single detached house in the centre of the property with a secondary suite above the attached garage and is located at 1814 Grieve Avenue (**Figure 1**).

The property has a total area of 1,560 m<sup>2</sup> (0.4 acre), is within the Residential One S (R-1S) zone and designated Urban Residential within the Official Community Plan. The property was rezoned from R-1 to R-1S to allow the secondary suite in June 2021 (Bylaw No. 3027).



**Figure 1:** View of Subject Property at 1814 Grieve Ave

The subject property is located diagonally across from Maple Park, within 500 m of Courtenay Elementary School and Thrifty Foods, and within 1 km of Downtown, the Driftwood Mall and numerous parks. (**Figure 2**).



**Figure 2:** Subject Property Location and Context

These destinations are easily accessible by car or bicycle and within walking distance to bus stops. Nearby land use is mostly single detached residential (zoned R-1) with a number of townhouses on Fitzgerald Avenue.

The applicant is proposing to create two single residential dwellings with secondary suites to either side of the existing dwelling (**Figure 3**). A subdivision application will be required to create the two proposed lots as illustrated in Figure 4 below:

- A 390 m<sup>2</sup> corner lot (proposed Lot 1)
- A 669 m<sup>2</sup> central lot retaining the existing suited house
- A 474 m<sup>2</sup> interior lot suitable for another suited residence (proposed Lot 2)

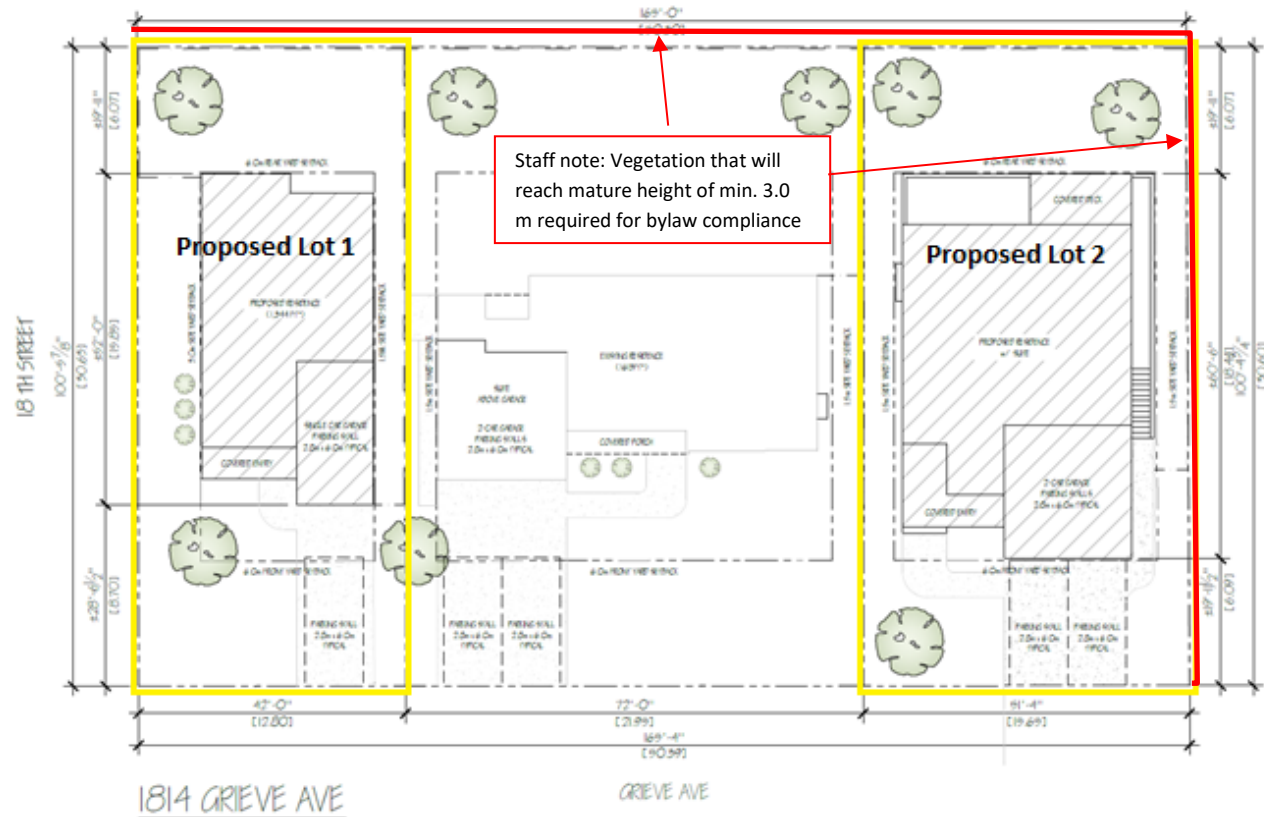


Figure 3: Site Plan

The development proposal facilitates infill development within an established neighbourhood, designated Urban Residential in the Official Community Plan (OCP). The property is not subject to a Local Area Plan. The **Figure 4** conceptual rendering shows the existing house and secondary suite with 2 new proposed homes of similar styles on either side.



Figure 4: Conceptual Rendering

**DISCUSSION:**

**Zoning Bylaw No. 2500, 2007 Review**

The R-1E zone was created to facilitate compact lot creation and development to enable residential intensification while preserving existing housing stock. The applicant’s rationale for the rezoning can be found in **Attachment 3**. Table 1 below compares the R-1S Zone to the proposed R-1E zone.

Section 8.1.55 (1) requires that a vegetated buffer that will reach a minimum of 3.0 m in height upon maturity shall be provided and maintained to the satisfaction of the City on all pre-existing property lines

adjoining all other adjoining properties. The intent is to provide screening for neighbours to improve fit of increased residential density. A section 219 covenant will be required to ensure this buffer is maintained.

**Table 1:** Zoning Analysis

Attribute	Existing R-1S Zone	R-1E Zone	Proposed Development
Permitted Use	a. Single residential; b. Secondary suite; c. Accessory buildings and structures	a. Single residential; b. Secondary suite (min. lot 450 m <sup>2</sup> ); c. Secondary residence (min. lot 600 m <sup>2</sup> ); d. Carriage house (min. lot 600 m <sup>2</sup> ); e. Home occupation; f. Accessory buildings and structures	Single residential; Secondary suite (min. lot 474 m <sup>2</sup> )
Density (min. lot size)	a. 650 m <sup>2</sup> ; b. 725 m <sup>2</sup> (corner)	300 m <sup>2</sup> (3,230 ft <sup>2</sup> )	390 m <sup>2</sup> (4,199 ft <sup>2</sup> )
Density (max. Floor Area Ratio)	N/A	0.7	<0.7 to be required for building permit
Min. Lot Frontage	a. 18.0 m; b. 19.5 m corner	a. 10 m; b. 13 m corner lot	13 m
Max. Lot Coverage	40%	40%	<40%
Front Setback (minimum)	7.5 m	6.0 m (a 1.0 m projection is permitted)	6.0 m
Rear Setback (minimum)	9.0 m	6.0 m (a 1.0 m projection is permitted)	6.0 m
Side Setbacks (minimum)	a. 1.5 m and total 4.5 m both sides; b. 4.5 m any one side that flanks street	a. 1.5 m; b. 3.0 m any side that flanks a street, excluding a lane; c. 3.0 m on one side of the principal building where a secondary residence or carriage house behind the principal building lacks side or rear street or laneway access (in order to ensure access)	a. 1.6 m; b. 3.0; c. N/A
Principal Bldg. Height	8.0 m	8.0 m	<8.0 m to be required for building permit
Vehicular Parking Stalls	2 per single residential unit; 1 per secondary suite. Standards in accord with Zoning Div. 7	2 per single residential unit; 1 per secondary suite. Standards in accord with Zoning Div. 7 as well as zone specific options described in rows below	Design complies – see next row
Parking Reduction option for strata lots when 2	N/A	Minimum requirement for primary residence may be reduced by 1 vehicular space	Existing residence can use garage for bikes to meet (3-1=2)



Attribute	Existing R-1S Zone	R-1E Zone	Proposed Development
Secure Covered Bicycle Spaces provided			requirement if subdivision occurs before garage is renovated to face Grieve Ave
Parking Max. Yard Area	N/A	50%	<50%
Landscape Screening Height Min.	N/A	3.0 m (upon maturity, along pre-existing property lines, to City's satisfaction)	To be required for building permit
Min. Driveway Width (Division 7)	4.57 m	4.57 m	Corner lot driveway needs to broaden as annotated by staff – easily accommodated

**Infrastructure**

At subdivision, security for the off-site works will be required for the frontage improvements to centreline of Grieve Avenue and 18<sup>th</sup> Street fronting 1814 Grieve Avenue. These road works including removal and replacement of pavement, concrete curb, pavement markings, signage, sidewalk, boulevards and driveway letdowns on Grieve Avenue; and new pavement & replacement of the existing driveway letdown with new sidewalk on 18<sup>th</sup> Street per Bylaw 2919.

**Landscaping**

Tree cutting (permit required) on site will occur to facilitate the proposed subdivision and construction thereafter. The Tree Density Target for this property is 8 trees. The site plan (**Figure 3**) shows the 8 proposed trees as well as the additional 3 m landscape screening to be secured by a *Land Title Act* Section 219 covenant at building permit stage.

Prior to building permit issuance, the landscape plan and cost estimate that includes plants and growth medium, prepared by a qualified professional, is required to meet Zoning Bylaw No. 2500, 2007, Section 8.1.55 (1) requirements for each proposed lot. Security for estimated cost must be provided, to be released upon confirmation of acceptable planting by the qualified professional.

**Subdivision**

An application will need to be made to support the zoning amendment and a requirement for a Preliminary Layout Review (PLR) will be required to be issued prior to zoning adoption.

**POLICY ANALYSIS:**

This proposal meets the following objectives and policies detailed in Official Community Plan Bylaw 3070, 2022.

Urban Residential Land Use Designation:

- *Policy 1:* Support gentle infill that encourages greater housing choices and tenure types

- The small lots proposed suit construction of modest-sized detached residences while retaining the existing house and adding one more secondary suite.

**Buildings and Landscape:**

- *Objective 4:* The designs of new buildings complement neighbourhood character
  - The proposed design is consistent with the existing and neighbouring home and the new dwellings to be permitted are single detached dwellings and suites in keeping with the neighbourhood.

**Affordable Housing:**

- *Objective 1:* A variety of housing options are permitted and positively integrated in all neighbourhoods
  - Policy AH 1: Support higher housing densities, including amending the Zoning Bylaw to permit two dwelling units per single residential lot, in all residential land use designations, as described in the Managing Growth Policy section of this Plan, and in accordance with protection of Environmentally Sensitive Areas policies.
    - The proposed development increases the number of units from two to five.
  - Policy AH 2: Amend the Zoning Bylaw to reduce the minimum lot size requirements and establish maximum lot size requirements in the Urban Residential designation to support densification of existing and future neighbourhoods. In the establishment of lot sizes, ensure that the ability to accommodate a secondary dwelling unit is considered, and that wherever Environmentally Sensitive Areas are present, their protection shall take precedence.
    - The proposal re-zones the Urban Residential property to R-1E, the residential zone with the smallest minimum lot size (300 m<sup>2</sup>) and allowance for secondary suites at 450 m<sup>2</sup>, which the proposal will meet for two of the three lots post-subdivision.
  - Policy AH 4: Require that a diversity of housing types and unit sizes be provided in new rezoning applications for subdivisions. Ensure that development of multi-residential units occur in early phases of the subdivision.
- *Objective 2:* No net loss of rental housing
  - The proposal retains the existing house with its secondary suite while increasing supply.

**Community Amenity Contribution**

Staff have been empowered to negotiate the community amenity monetary contributions as part of a rezoning application for net gain in density, the increase in density is two lots.

The OCP does not provide an exemption for zoning amendment applications made prior to the adoption of the OCP. This application was made prior to the adoption of the OCP and considerable time was spent with the applicant in the pre-application process. There is no guidance in the OCP for staff to negotiate community amenity contributions in this situation in Part D, Section B Community Amenity Contribution Policy.

New OCP Bylaw No. 3070, 2022, preferentially targets affordable housing units and 'in-kind' capital community amenity assets, or monetary contributions in lieu, of \$5,000 per net new lot up to 650 m<sup>2</sup> per net new lot for the Affordable Housing Amenity Reserve Fund and \$1,000 per net new lot for the Parks,

Recreation, Culture, and Senior Facility Reserve Fund. The total contribution to meet these monetary targets would be \$12,000 for the proposed development.

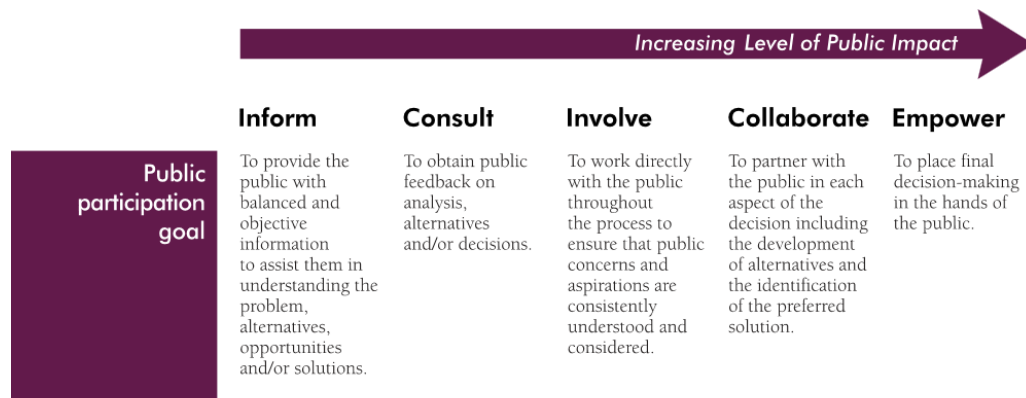
The applicant has provided a letter of willingness to provide community amenity contributions based on the now repealed OCP CAC policy as follows: \$1,000 per net new lot to the Affordable Housing Amenity Reserve Fund as well as \$1,000 per net new lot to the Parks, Recreation, Culture and Senior Facilities Reserve Fund, totalling \$4,000.

The difference between the new CAC Policy and the repealed CAC policy is \$8000. Council can request staff to revisit the negotiation of CAC contributions with the applicant as noted in Council Options.

Should Council support the proposed Community Amenity Contribution, a *Land Title Act* Section 219 covenant will be required to secure the community contribution prior to adoption of the bylaw.

**PUBLIC ENGAGEMENT:**

Staff inform and consult the public based on the IAP2 Spectrum of Public Participation.



The first Public Information mailout was provided February 3<sup>rd</sup>, 2022. The applicant distributed an alternative public information package to property owners and occupants within 100 m of the property and collected and summarized feedback. Unfortunately, the mailout contained errors.

A second mailout was provided March 17<sup>th</sup> within a two-week period in accordance with the Alternative Development Information Meeting process. The information and summary of the consultation process and public comments can be found in **Attachment 2**.

One comment was received in support of the development based on expected impact on property values, noted in the second summary. The City received three comments opposing the development after the applicant completed the summary report. Issues raised include neighbourhood fit and density, trees and greenspace, vehicle parking and traffic, building height, and uncertain affordability impact.

As per Section 467 of the *Local Government Act*, notices of a public input opportunity for the regular meeting of Council on July 26 were mailed on July 13, 2023 by the City to the 53 owners and/or occupants of properties within a 100 m radius of the subject property. Two consecutive newspaper advertisements were published in the Comox Valley Record on July 12<sup>th</sup> and 19<sup>th</sup> publication (**Attachment 4**). As of the date of writing this report no comments have been received. Any written received by 1:00 pm July 26 will be sent to Council and Staff will update Council at the meeting.

The subject property is located within 800 m of Cliffe Avenue, a designated highway. In accordance with Section 52(3) of the **Transportation Act** the Ministry of Transportation must grant its approval prior to adoption of the bylaw.

**REGIONAL GROWTH STRATEGY REFERENCE:**

The Comox Valley Regional Growth Strategy (RGS) is a framework for future land use, and sets basic direction for planning, policies, and action for all member municipalities, including Courtenay. The RGS is guided by a number of growth management principles that are incorporated by this proposed application:

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

- Promote the efficient use of land, provide greater transportation choices, reduce public servicing costs, and achieve environmental benefits through compact growth.
- Promote intensification, compact growth and supportive public transit services throughout designated Municipal Areas as the primary means of accommodating population and employment growth.

**FINANCIAL IMPLICATIONS:**

There are no direct financial implications related to the processing of this application as the fees are designed to offset administrative costs.

**ADMINISTRATIVE IMPLICATIONS:**

Processing Zoning Bylaw amendments is a statutory component of the corporate work plan and a core duty of the Department of Development Services. Work to date has primarily been carried out by Development Services staff, although other departments have provided referral comments. It is not expected to cause delays for other projects.

Should Council deny the rezoning amendment a zoning amendment could not be reconsidered for a year unless Council considers a request to reconsider with 2/3 vote in favour.

**ASSET MANAGEMENT IMPLICATIONS:**

The applicant submitted a site servicing report on servicing capacity and a general site servicing plan. Based on this, staff confirmed site servicing. Detailed engineering plans will be required as part of the subdivision application. Staff have identified in review of the preliminary engineering plans that Grieve Ave and 18<sup>th</sup> St frontage improvements will be required as part of the subdivision PLR.

**STRATEGIC PRIORITIES REFERENCE:**

This initiative addresses some of the goals that guide Council’s strategic priorities:

- The proposal provides allows two net new small lots for infill housing located in walking distance to the downtown and services. This location is near the Frequent Transit Route #1 Anfield Centre / Comox Mall and cycling routes allowing for reduced vehicle dependence. Infill housing makes efficient use of existing municipal infrastructure.



**OPTIONS:**

1. Recommended Option  
THAT Council give First, Second and Third Readings to “Zoning Amendment Bylaw No. 3063” (1814 Grieve Ave) subject to the following conditions prior to adoption:
  - a. 219 Covenant for Community Amenity Contributions;
  - b. 219 Covenant to ensure a 3 m vegetation buffer is installed along the northeast and southeast property lines; and
  - c. A Preliminary Layout Review be issued.
  
2. THAT Council give First Reading of “Zoning Amendment Bylaw No. 3063” (1814 Grieve Ave) and request further information from staff. (see Community Amenity Contributions)
  
3. THAT Council defeat “Zoning Amendment Bylaw No. 3063” (1814 Grieve Ave) (see administrative implications)

**ATTACHMENTS:**

Attachment 1 Concept Site Plan and Perspectives  
Attachment 2 Public Information Mailout Summary  
Attachment 3 Applicant’s Summary  
Attachment 4 Newspaper Advertisement  
Attachment 5 Zoning Amendment Bylaw No. 3063

Prepared by: Mike Grimsrud, Planner II  
Reviewed by: Marianne Wade, RPP, MCIP, Director of Development Services  
Concurrence: Geoff Garbutt, M.Pl., MCIP, RPP, City Manager (CAO)

**THE CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO. 3063**

**A bylaw to amend Zoning Bylaw No. 2500, 2007**

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

1. This bylaw may be cited for all purposes as “**Zoning Amendment Bylaw No. 3063**”.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
  - (a) By rezoning Lot 4, Section 68, Comox District, Plan 15115 (1814 Grieve Avenue), as shown in bold outline on **Attachment A** which is attached hereto and forms part of this bylaw, from Residential One S Zone (R-1S) to Residential One E Zone (R-1E); and
  - (b) That Schedule No. 8, Zoning Map be amended accordingly.
3. This bylaw shall come into effect upon final adoption hereof.

A decision not to hold a Public Hearing was made on July 12, 2023 pursuant to Section 464(2)(b) of the Local Government Act and notice of this decision was given in accordance with Section 467 of the Local Government Act in two editions of the Comox Valley Record on the 12<sup>th</sup> day of July, 2023 and the 19<sup>th</sup> day of July, 2023.

Read a first time this	26 <sup>th</sup> day of July	, 2023
Read a second time this	26 <sup>th</sup> day of July	, 2023
Read a third time this	26 <sup>th</sup> day of July	, 2023
Finally passed and adopted this	day of	, 2023

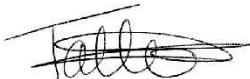
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Mayor Bob Wells

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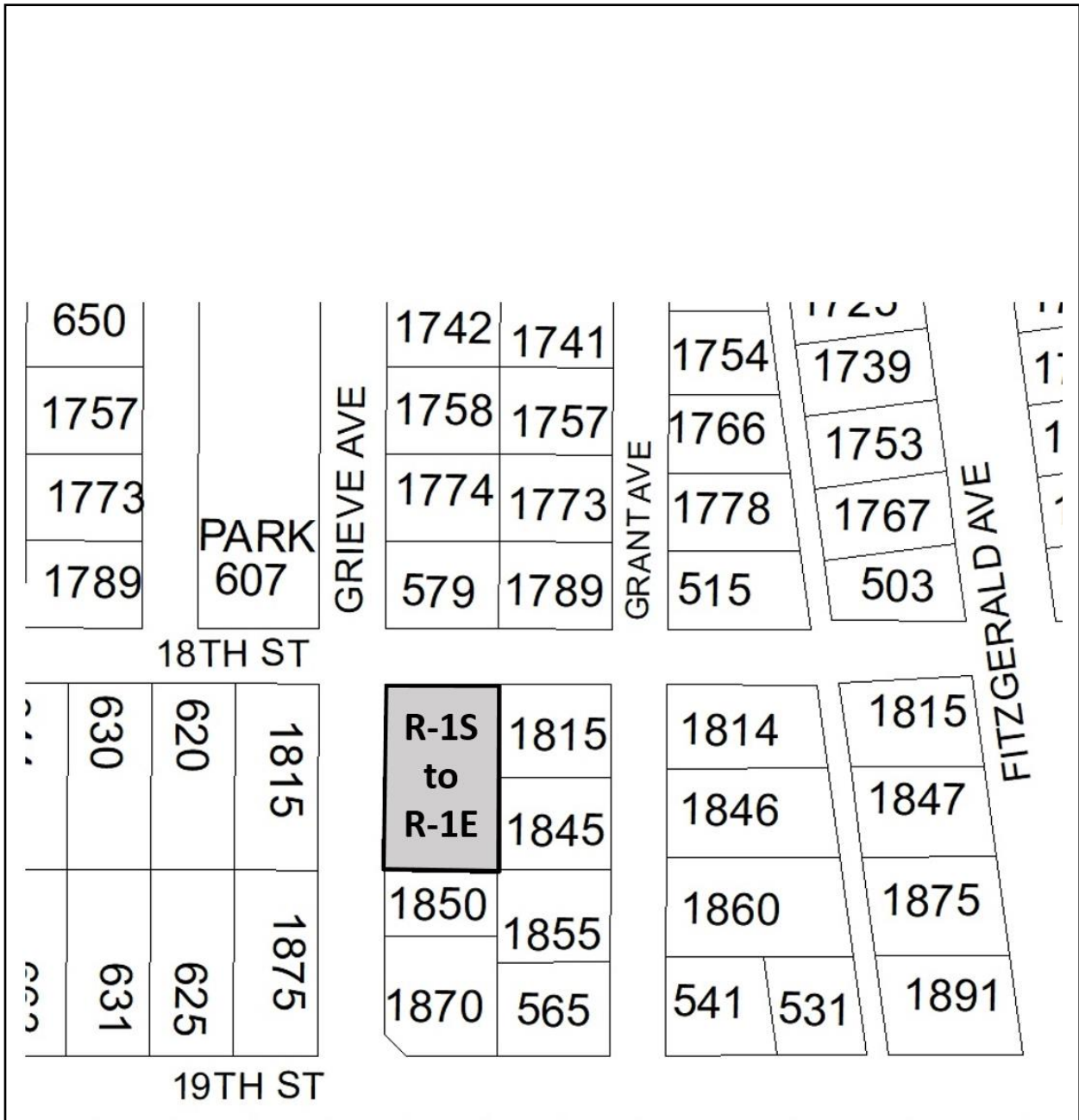
Adriana Proton, Corporate Officer

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



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



**THE CITY OF COURTENAY**  
**ATTACHMENT "A"**  
 Part of Bylaw No. 3063, 2023  
 Amendment to the  
 Zoning Bylaw No. 2500, 2007



THE CORPORATION OF THE CITY OF COURTENAY

## COUNCIL MEMBER REPORT

To: **COUNCIL**

File No.: 0540

From: Councillor Hillian

Date (MMM-YYYY): Oct-2023

Subject: **REPORT OF ACTIVITIES AND EVENTS**

	<b>DATE</b> (MMM-DD)	<b>EVENT/LOCATION</b>	<b>COMMENTS</b>
1.	Oct-01	CV Search & Rescue 50th Anniversary Event	
2.	Oct-02	National Day for Truth and Reconciliation	
3.	Oct-03	Island Health/Hospital District liaison meeting; K'omoks Main Treaty Table meeting;	
4.	Oct-04	Meeting with the Mayor; meeting with North Island College Student Society rep	
5.	Oct-05	Island Health Board/local government leadership meeting; Island Health public town hall	
6.	Oct-10	Regional District Board meeting	
7.	Oct-11	meeting with BC Gov Ministers re Wildfire/Drought; Hospital Board agenda meeting	
8.	Oct-17	CVRD Board meeting	



	<b>DATE</b> <i>(MMM-DD)</i>	<b>EVENT/LOCATION</b> <i>(Max. 115 characters)</i>	<b>COMMENTS</b> <i>(Max. 115 characters)</i>
9.	Oct-18	Meeting with business owners re downtown issues; Cousins Road open house	
10.	Oct-19	Hospital Board meeting and roundtable; Urban Systems open house	
11.	Oct-20	Community Justice Centre meeting; Minister of Municipal Affairs meeting including Water Treatment Plant tour	
12.	Oct-23	Asset Management Plan lunch & learn	
13.	Oct-24	CVRD Elected Officials Forum on housing and reconciliation	
14.	Oct-25	BC Institute of Technology's Centre for Ecocities presentation on carbon budgetting	
15.	Oct-26	Community Justice Centre Brd meeting; Lake Trail Community Assn AGM	
16.	Oct-27	Poppy Flag Raising Ceremony	
17.	Oct-31	CVRD Board meeting	
18.			