



The Corporation of the City of Courtenay

Council Agenda

Meeting #: R1/2024
Date: January 10, 2024
Time: 4:00 p.m.
Location: CVRD Civic Room, 770 Harmston Ave, Courtenay

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

	Pages
1. CALL TO ORDER	
2. INTRODUCTION OF LATE ITEMS	
3. ADOPTION OF MINUTES	
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4.1 Comox Valley Situation Table Presentation by Dayna Forsgren, Comox Valley Situation Table Coordinator, to provide an overview of Situation Tables in BC and the formation of the Comox Valley Situation Table.	13
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8. COUNCIL RESOLUTIONS	
8.1 Comox Valley Farmers' Market - Councillor Frisch THAT Council direct staff to prepare a report on the request from the December 6, 2023 Comox Valley Farmers' Market delegation to reduce rental fees at the Native Sons Hall for fall and winter markets.	194
8.2 Evolve Regional Electric Bike Share Program - Councillor Frisch THAT Council direct staff to prepare a report on the feasibility of the proposed regional electric bike share program as outlined by Evolve in their delegation to	218

Council on December 6th, 2023.

9. BYLAWS

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10. COUNCIL REPORTS

10.1	Councillor Cole-Hamilton	
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10.5	Councillor McCollum	
10.6	Councillor Morin	
10.7	Mayor Wells	

11. IN CAMERA RESOLUTION

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

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

(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;

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

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

12. ADJOURNMENT



Council Minutes

Meeting #: R22/2023
Date: December 6, 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 (electronic)
M. McCollum
W. Morin

Staff Present: G. Garbutt, City Manager (CAO)
C. Davidson, Director of Engineering Services
A. Langenmaier, Director of Financial Services
K. Macdonald, Fire Chief (electronic)
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. Bagnall, T/Manager of Legislative Services
K. Collins, Manager of Recreation Programming
R. Coltura, Assistant Manager of Recreation Facility Operations
M. Kearns, Manager of Parks Maintenance
A. Proton, Manager of Legislative Services
J. Tazzioli, Manager of Engineering, Environmental Projects
C. Thompson, Manager of Solid Waste Services
M. Wright, Manager of Transportation
R. Matthews, Deputy Corporate Officer

1. CALL TO ORDER

- Mayor Wells called the meeting to order at 4:02 pm and respectfully acknowledged that the land on which the meeting was conducted is the

Unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

- Mayor Wells acknowledged that December 6 is the National Day of Remembrance and Action on Violence Against Women, which was created in response to the murder of 14 women at the École Polytechnique in Montreal in 1989. Mayor Wells held a moment of silence in recognition of those who have experienced or died from gender-based violence, including Missing and Murdered Indigenous Women and Girls.

2. INTRODUCTION OF LATE ITEMS

Moved By Hillian

Seconded By Frisch

THAT Council vary the order of agenda items 4.1, Proposed Regional Electric Bike Share Program and 8.2.4 Solid Waste Management Bylaw No. 3113, and renumber accordingly.

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Minutes - November 22, 2023

Moved By Hillian

Seconded By Cole-Hamilton

THAT Council adopt the November 22, 2023 Regular Council minutes.

CARRIED

4. DELEGATIONS

4.1 Comox Valley Farmers' Market

Twila Skinner, General Manager, provided an update on the Farmers' Market activities, including the 2023 Economic Impact Study, and requested support from Council by reducing the fees the Farmers' Market pays for rental of the Native Sons Hall for its fall and winter markets.

5. STAFF REPORTS

5.1 Corporate Services

5.1.1 Bylaw Policy and Strategic Plan for Bylaw Compliance

Moved By Hillian

Seconded By McCollum

THAT Council approve the City of Courtenay Strategic Plan for Bylaw Compliance and the City of Courtenay Bylaw Policy.

CARRIED

6. BYLAWS

6.1 For Adoption

6.1.1 Solid Waste Management Bylaw No. 3113

Moved By McCollum

Seconded By Morin

THAT Council adopt "Solid Waste Management Bylaw No. 3113, 2023".

CARRIED

7. STAFF REPORTS

7.1 Development Services

7.1.1 Permanent Change to Liquor Licence Application (Kelly/Carlos O'Bryan's) Hours of Service – 2910 Kilpatrick Avenue

Moved By Frisch

Seconded By Hillian

THAT Council direct staff to provide a response to the Liquor and Cannabis Regulation Branch (LCRB) recommending approval of the change of hours citing no objections to the application by Kelly/Carlos O'Bryan's for a change in hours of primary liquor sales from 9:00am – 00:00am seven days a week (Monday – Sunday) to 09:00am – 01:00am Monday – Saturday; and

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

CARRIED

8. DELEGATIONS

8.1 Proposed Regional Electric Bike Share Program

Michael Zbarsky, Manager of Transit and Facilities, CVRD, and David Holzer, Business Development Manager, British Columbia Automobile Association's (BCAA) Evolve E-Bike Share, provided an overview of the proposed regional electric bike share program to expand electric bike mobility options in Courtenay.

9. STAFF REPORTS

9.1 Recreation, Culture and Community Services

9.1.1 Recreation Program and Admission Fees

Moved By Frisch

Seconded By Cole-Hamilton

THAT Council receive the report "Recreation Program and Admission Fees" for information.

CARRIED

Moved By Hillian

Seconded By Cole-Hamilton

THAT Council vary the order of the agenda by moving item 8.1.1 Zoning Amendment Bylaw No. 3094 (1560 Grieve Ave), before Item 5.3.2 Warming Centre and Extreme Weather Response Shelter Update, and renumber the agenda accordingly.

CARRIED

10. BYLAWS

10.1 For First, Second and Third Readings

10.1.1 Zoning Amendment Bylaw No. 3094 (1560 Grieve Ave)

Councillor Jolicoeur declared a conflict of interest as his employer provides funding to the applicant (L'Arche Comox Valley), and left the meeting at 7:03 pm.

Moved By Hillian

Seconded By Cole-Hamilton

THAT Council give first, second and third readings of "Zoning Amendment Bylaw No. 3094" (1560 Grieve Avenue); and

THAT prior to Council consideration of the adoption of "Zoning Amendment Bylaw No. 3094", the owner execute the Housing Agreement to form "Housing Agreement Bylaw No. 3117" for Council's consideration.

CARRIED

Councillor Jolicoeur returned at 7:07 pm.

Mayor Wells called a recess at 7:07 pm. The Council meeting resumed at 7:33 pm.

11. STAFF REPORTS

11.1 Warming Centre and Extreme Weather Response Shelter Update

Moved By Hillian

Seconded By Frisch

THAT Council approve the use of City facilities for the purpose of providing an Extreme Weather Response Shelter and/or Warming Centre in accordance with the Comox Valley Emergency Program and/or the Extreme Weather Response - Program Framework; and,

THAT Council delegate authority to the City Manager to determine the terms and conditions of a facility use agreement as deemed necessary to facilitate the provision of the Extreme Weather Response Shelter and/or Warming Centre; and,

THAT the City Manager, Director of Recreation Culture, and Community Services, and the Director of Corporate Services be authorized to execute the agreement(s) on behalf of the City.

CARRIED

12. EXTERNAL REPORTS AND CORRESPONDENCE

12.1 Letter from Minister of Energy, Mines and Low Carbon Innovation - Development Covenants Affecting Home Solar Installations

Moved By Hillian

Seconded By Frisch

THAT Council direct staff to redraft Council's July 12, 2023 letter to the Ministry of Environment and Climate Change Strategy regarding development covenants affecting home solar installations to send to the Ministry of Attorney General.

CARRIED

12.2 Association of Vancouver Island and Coastal Communities (AVICC) 2024 Call for Resolutions

Moved By McCollum

Seconded By Cole-Hamilton

THAT Council receive the Association of Vancouver Island and Coastal Communities (AVICC) 2024 Call for Resolutions notice.

CARRIED

13. INTERNAL REPORTS AND CORRESPONDENCE

13.1 Snow and Ice Control Program 2023-2024

Moved By Frisch

Seconded By Cole-Hamilton

THAT Council receive the "Snow and Ice Control 2023-2024" briefing note.

CARRIED

13.2 Heritage Advisory Commission Meeting Minutes - June 28, 2023 & October 31, 2023

Moved By Cole-Hamilton

Seconded By Frisch

THAT Council receive the June 28, 2023 and October 31, 2023 Heritage Advisory Commission minutes.

CARRIED

14. BYLAWS

14.1 For First, Second and Third Readings

14.1.1 Development Cost Charges (DCC) Waiver (Affordable Housing) Bylaw No. 3118

Moved By Hillian

Seconded By Jolicoeur

THAT Council give first, second and third readings to "Development Cost Charges (DCC) Waiver (Affordable Housing) Bylaw No. 3118".

CARRIED

14.1.2 Mansfield Lift Station Latecomer Agreement Bylaw No. 3119

Moved By Hillian

Seconded By Frisch

THAT Council give first, second, and third readings to "Mansfield Lift Station Latecomer Agreement Bylaw No. 3119".

CARRIED

14.2 For Adoption

14.2.1 Downtown Courtenay Business Improvement Association (DCBIA) Bylaw No. 3105 - Counter Petition Results

Moved By McCollum

Seconded By Cole-Hamilton

THAT Council adopt "Downtown Courtenay Business Improvement Area Bylaw No. 3105, 2023".

CARRIED

14.2.2 Development Procedures Bylaw No. 3106

Moved By Frisch

Seconded By McCollum

THAT Council adopt "Development Procedures Bylaw No. 3106, 2023".

CARRIED

14.2.3 City of Courtenay Fees and Charges Amendment Bylaw No. 3107

Moved By Hillian

Seconded By McCollum

THAT Council adopt "City of Courtenay Fees and Charges Amendment Bylaw No. 3107, 2023".

CARRIED

14.2.4 Consumer Price Index (CPI) Increase to Development Cost Charge (DCC) Bylaw No. 2840, 2016 and Development Cost Charges Amendment Bylaw No. 3116

Moved By Cole-Hamilton

Seconded By Frisch

THAT Council adopt "Development Cost Charges Amendment Bylaw No. 3116, 2023".

CARRIED

15. COUNCIL REPORTS

15.1 Councillor Cole-Hamilton

No report provided.

15.2 Councillor Frisch

No report provided.

15.3 Councillor Hillian

Councillor Hillian submitted a report of activities, see agenda.

15.4 Councillor Jolicoeur

No report provided.

15.5 Councillor McCollum

No report provided.

15.6 Councillor Morin

Councillor Morin submitted a report of activities, see agenda.

15.7 Mayor Wells

No report provided.

16. IN CAMERA RESOLUTION

Moved By Frisch

Seconded By McCollum

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

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(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;

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

CARRIED

17. ADJOURNMENT

Mayor Wells terminated the open portion of the meeting at 8:35 pm. Following the conclusion of the in camera portion of the meeting, Mayor Wells terminated the meeting at 9:39 pm.

CERTIFIED CORRECT

Adopted by Council January 10, 2024

Mayor Bob Wells

Adriana Proton, Corporate Officer

THE PROCESS OF THE Situation Table

THE FOUR FILTER APPROACH

1

FILTER ONE - PRIOR TO BRINGING THE SITUATION TO THE TABLE

- Occurs at the originating service agency.
- Could my client's situation be managed more effectively through a multi-sector, collaborative approach?
- If yes? Bring it to the Table!

FILTER TWO - DE-IDENTIFIED DISCUSSION AT THE TABLE

- Occurs at the Situation Table meeting.
- The originating agency shares their client's risk factors.
- Does my client's situation meet the threshold of Acutely Elevated Risk?

2

ACUTELY ELEVATED RISK

1. Significant interest at stake (service gaps & system failings have led the client to the AER threshold).
2. Probability that harm will occur if nothing is done.
3. Severe intensity of harm.
4. Multi-disciplinary nature of risk (the risk factors cut across multiple human service disciplines).

FILTER THREE - DISCUSSION TO DETERMINE INTERVENING AGENCIES

- If AER is met, the originating agency shares the situation and the client's name.
- Table participants pause for agency recognition (agencies check their records for involvement with the client, if they don't know them directly).
- The risk factors are entered onto the database.

3

4

FILTER FOUR - DISCUSSION AMONGST RECOGNIZED AGENCIES

- These agencies meet separately to discuss an intervention within 24/48hrs.
- What strategies can be used to connect this client with services?
- How can a wrap-around approach lower this client's elevated risk?

SITUATION TABLES

A MODEL FOR COMMUNITY SAFETY AND WELL-BEING (CSWB) IN BRITISH COLUMBIA



Ministry of
Public Safety and
Solicitor General

What is a Situation Table?

- The Situation Table is a risk-based, collaborative, rapid triage model
- It focuses upstream to connect individuals/families facing situations of acutely elevated levels of risk (AER) – as seen across multiple agency lenses – to the services they need, immediately
- It is neither a new entity nor a formally structured organization. Rather, it is a carefully disciplined conversation, and a new tool for human service professionals as they perform their existing roles
- The Table is guided by the Four Filter Approach, which is a structured process designed in consultation with privacy officials in multiple jurisdictions
- The only data it records is risk-based data to track risk factors in the community, and the agencies involved

How Does it Work?

- Front-Line Human Service and Justice professionals come together once a week for 90 minutes to address situations of AER in a collaborative setting – while using the Four Filter Approach to properly and safely navigate privacy implications – in order to identify which agencies need to be involved in a supportive intervention
- The group of agencies determined to have a role will ultimately mobilize immediate (ideally within 24-48 hrs) and multi-agency supports, leading to a connection to all essential services required to mitigate the evident AER factors and ensure improved pathways to care and support
- Following the intervention, the ongoing work is carried on by the agencies involved, in a typical collaborative care manner, but away from the Table

What are the Benefits?

- Offers a new way for Human Service and Justice professionals to improve service delivery, reduce barriers, and connect individuals to the services they need
- Uses a multi-lens cross-sector approach to viewing risk factors and their cumulative impacts
- Risk-driven as opposed to incident-driven, allowing the Table to focus upstream and provide an opportunity to address situations of AER before incidents occur
- Takes collaboration to a new level, building increased trust and strengthening inter-agency relationships
- Risk-based data can help inform local decision making and policy development related to community safety and well-being
- Mobilizes the system in a new way

What Agencies are Involved in a Situation Table?



Understanding AER

Acutely Elevated Risk (AER) refers to situations where individuals and/or families are facing a composite level of risks factors, spanning across multiple human service and justice disciplines, and where there is a high probability of harm occurring soon.

The Four Filter Approach is essentially the triage process that the Table participants follow in order to determine if AER is present, and if so, move to the Intervention.



Ministry of
Public Safety and
Solicitor General

Situation Tables in BC: 2022 RTD Analysis

Collaborative Public
Safety Programs



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13	—	List of Situation Tables
14	—	Individual Community Breakdown (alphabetical)

Executive Summary

In the past year, we saw positive growth across all KPIs, from cross-sector collaboration to risk diversion. We funded 23 new Tables in FY22/23, raising the Provincial total to 37.

The following is an analysis of data from the 17 Situation Tables which were active in BC in 2022. As more Tables onboard, subsequent RTDs will feature statistical insights from a broader BC perspective, representing an increasingly powerful policy tool. To further enhance the impact of Situation Tables, CPSP is responsible for data and privacy governance, providing support in analyzing data gathered from operational Situation Tables. It is a first step towards enabling timely comparative analyses between communities, identifying systemic gaps in and barriers to services, determining Provincial priorities, and informing resource and service allocation with the intention of a more just, inclusive, and resilient British Columbia.

In 2022, there were 358 discussions across all Tables. 65.4% of these discussions were closed with the overall risk lowered. 38% of the discussion subjects were female, 41% were male, and 21% 'other' or families. The most common age groups were 18 to 24 and 30 to 39, both at 18%. Of the 105 predetermined risk factors this database tracks, 2022's top five (5) were:

- Lack of appropriate housing - 55.9%;
- Unable to meet own basic needs - 45.8%;
- Financial hardship - 33.2%;
- Suspected unmanaged mental health concerns - 31.6%; and,
- Drug abuse/misuse - 25.7%

Since 2018, 90% of all discussions referred to Tables by the Police of Jurisdiction have been transferred to more appropriate agencies to provide services. This directly prevents the criminalization of individuals at risk, and prevents those individuals from experiencing negative outcomes. It moreover allows front line policing services to concentrate their efforts and resources on core policing matters.



Our Mission

- To foster collaboration amongst public safety entities, communities, and frontline stakeholders to promote the safety, well-being, and resiliency of people and communities in the face of emerging challenges.
- To build strength, collaboration, and innovation into the social services landscape of BC communities, thereby ensuring the long term sustainability of the Situation Table model.

Our Vision

- Resilient and thriving communities across BC, where collaborative, prevention-focused responses to public safety form the bedrock of community well-being, rather than overreliance on enforcement.
- Routine, comprehensive, and timely responses to people in crisis, leading to meaningful harm reduction via the establishment and expansion of Situation Tables and Indigenous Intervention Circles.

Background

Situation Tables are an evidence-based model for improving community safety by facilitating space for a community's front-line service providers to collaborate, leading to coordinated multi-agency responses, rapidly connecting vulnerable people to all the services they need in order to proactively mitigate risks and vulnerabilities associated with harms and negative outcomes. Cases, referred to as discussions, are brought forward by a member organization if it meets the threshold of Acutely Elevated Risk (AER), and an intervention is then planned by multiple agencies. Interventions occur within 24 – 48 hours of the Situation Table meeting.

The Ministry's Role

MPSSG's Collaborative Public Safety Programs is leading efforts to create new and enhance existing Situation Tables in BC, including policy frameworks, funding, and data governance. These activities align with CPSP's mandate to seek community-based solutions that address community safety & wellbeing, including, but not limited to, crime reduction; moving away from reactive approaches and towards holistic, integrated, and evidence-based models. Page 19 of 359



Celebrating Breakthroughs, Inspiring Progress in 2022

↑ **65%**

Lowered risk

↑ **358**

Discussions

↓ **41%**

were male

↑ **5.6**

Agencies per
Intervention (average)

↓ **18%**

Were age 30-39

= **25%**

Originated from
law enforcement

↑ **23**

Tables funded

Through the dedication
and commitment of
community champions

↓ **88%**

Transferred from
Police to a more
suitable Agency

↑ **7.4**

Number of Risk
Factors (average)



Top 5 Risk Factors in 2022

55.9%

LACK OF APPROPRIATE HOUSING

46%

UNABLE TO MEET OWN
BASIC NEEDS

33%

FINANCIAL HARDSHIP

32%

SUSPECTED UNMANAGED
MENTAL HEALTH
CONCERN(S)

26%

DRUG ABUSE/MISUSE



In 2021, **Financial Hardship** was at 19%, which represents a 14% increase in a single year – the highest recorded since tracking began.

A Note on 'Risk'

The Situation Table model is neither investigative nor punitive. Risk Factors are aggregately tracked and cannot be connected to individuals. These risk factors do not represent judgement or prognostication of criminality. Rather, they highlight barriers to achieving both individual and community safety & wellbeing and can inform meaningful policy reforms.



Top Originating Agencies in 2022

- 1 Police of Jurisdiction 25.4%
- 2 Adult Probation 8.4%
- 3 MCFD 5.3%

Top Lead Agencies in 2022

- 1 Adult Probation 8.4%
- 2 MCFD 7.0%
- 3 Interior Health 6.4%

INSIGHTS: HOUSING CRISIS

A lack of appropriate housing stands out as the overwhelming top risk factor across virtually all Situation Tables.

Exacerbated by limited rental supply, a lack of affordable housing options, rapid urbanization and population growth leave individuals and families struggling to secure safe and affordable housing. Evidence-based research suggests that this reality in turn may lead to exposure to comorbid risk factors, including: crises in mental health, inability to meet basic needs, association with negative peers, substance misuse, etc.

As supported by Situation Table data, housing precarity is often correlated to other top risk factors, such as:

- Drug abuse/misuse: 62.5%;
- Suspected mental health concerns: 61.3%;
- Unable to meet own basic needs: 60.4%;
- Negative peer association: 58.0%.

Our Government recognizes that housing is a significant issue facing British Columbians, and one that is a joint responsibility across all levels of government. As a direct response, in December of 2022, the Ministry of Housing was formed to focus on the creation of affordable, accessible, and safe housing supply.

CPSP works closely with the Ministries of Housing, Health, Mental Health and Addictions, Social Development and Poverty Reduction, and Attorney General to promote Situation Tables as a key collaborative response and resource in responding to the housing crisis across the spectrum of complex care needs, accessibility, and affordability.

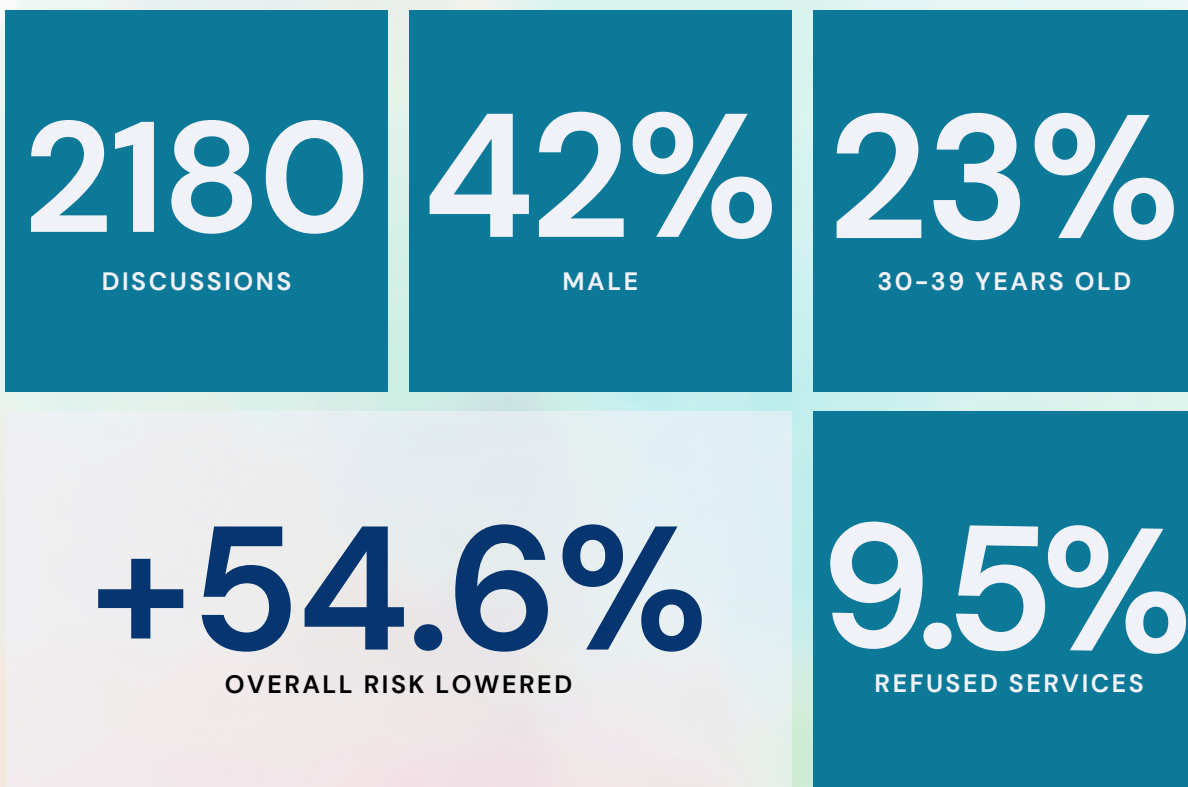


2015–2022 SNAPSHOT

The data for this report was aggregated from the 17 Situation Tables which were active in BC in 2022. In years prior, there were as few as 4 active Tables. Therefore, annual data comparisons must be viewed with the caveat that recent years have more weight in aggregate trends than previous years. Likewise, larger communities have a more significant impact on total values, due to their larger annual discussion counts. Additionally, newly established Situation Tables may have different local contexts and circumstances during their implementation phase which impact their discussion and agency participation totals.

While the purpose of this report is to provide a summary of the composition of discussions at these Situation Tables, using this report to compare year-over-year trends should be done with these caveats in mind, until such a time as most BC communities have established active Tables.

Aggregated historical data compounds in efficacy and utility as new Tables and new annual data subsets are added, as it allows us to see emergent trends. For example, 2022 data is the first instance we saw "Financial Hardship" in the top 5 most common risk factors, telling us that underlying factors – perhaps inflation or the rising cost of housing, but potentially some yet unknown compounding factor – are impacting vulnerable British Columbians more acutely than in years prior.



Aggregate statistics: 2015–2022

Trends in Risk



7 YEAR AGGREGATE

2015-2022

2015-2021

• Lack of Appropriate Housing	53.7%	+3.0%	50.7%
• Unable to meet own basic needs	44.7%	+3.3%	41.4%
• Drug Abuse/Misuse	34.0%	+1.6%	32.6%
• Suspected mental health concern	30.4%	+3.4%	27.0%
• Negative peer association	27.5%	+2.0%	25.5%

A Note on 'Risk'

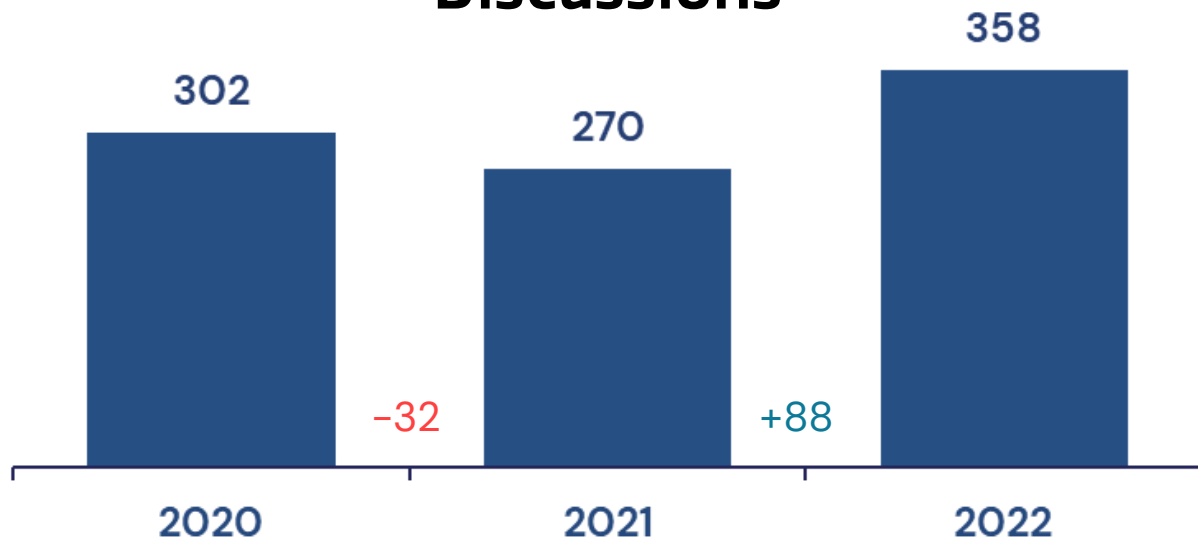
The Situation Table model is neither investigative nor punitive. Risk Factors are aggregately tracked and cannot be traced to individuals. These risk factors do not represent judgement or prognostication of criminality, but rather highlight barriers in achieving community safety & wellbeing and can inform meaningful policy reforms.

Acutely Elevated Risk (AER)

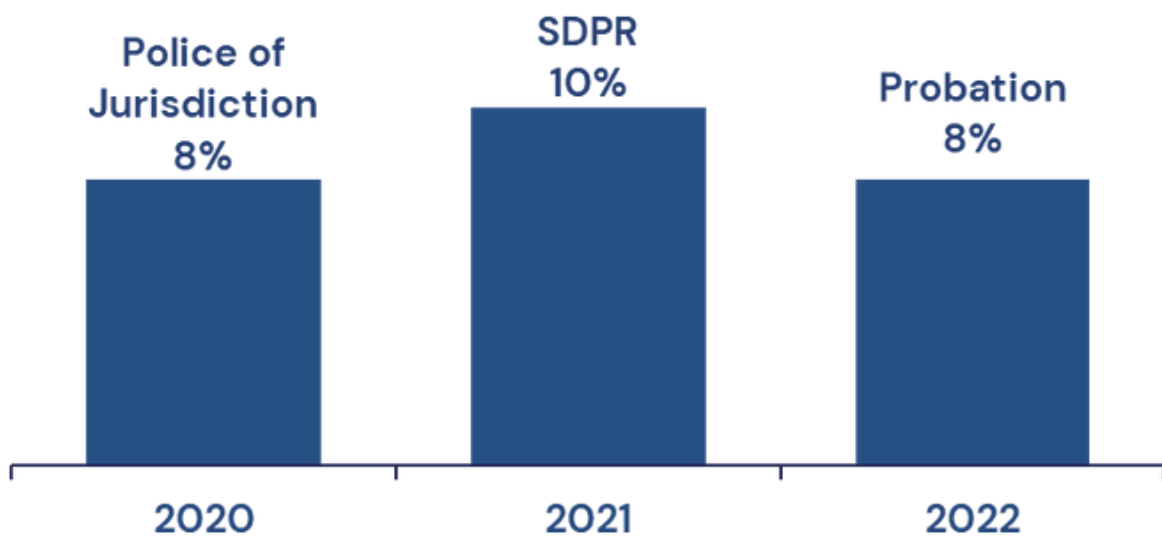
Refers to situations where individuals and/or families are facing a composite level of risks factors, spanning across multiple human service and justice disciplines, and where there is a high probability of harm occurring to self or others without immediate intervention, and where there is significant community interest at stake.

Trends 2015–2022

Discussions



Lead Agency



Situation Table Communities

Lower Mainland

- Abbotsford
- Agassiz
- Burnaby
- Chilliwack
- Coquitlam
- Hope
- Langley
- Maple Ridge
- Mission
- Squamish
- Surrey (SMART)
- Surrey (CHART)
- Vancouver
- Whistler

Vancouver Island

- Campbell River
- Comox Valley Region
- Duncan (Cowichan)
- Nanaimo
- Port Alberni
- Port Hardy
- Victoria

Interior

- Kelowna
- Greater Westbank
- Lytton – Lillooet
- Merritt
- Penticton
- Oliver–Osoyoos
- Columbia Valley District

North

- Houston
- Kitimat
- New Hazelton
- Prince George
- Prince Rupert
- Quesnel
- Smithers
- Terrace
- Williams Lake

TOP RISK FACTORS

- Lack of Appropriate Housing 57.1%
- Suspected Mental Health Concern 57.1%



Discussions

TOP ORIGINATING AGENCIES

- Police of Jurisdiction 42.9%
- Burnaby Community Services 28.6%

100%

Interventions which
led to overall
lowered risk

TOP LEAD AGENCIES

- Police of Jurisdiction 28.6%
- MCFD 28.6%
- School District 28.6%



42.9% Female
14.3% Male

42.9%

12-15 YRS
Age Group

HIGHLIGHTS

	2022	vs.	2021
Average Risk Factors Involved Per Discussion	8.0		-
Average Agencies Involved Per Discussion	4.6		-
Cases Transferred from Police to a More Suitable Agency	1		-

TOP RISK FACTORS

- Financial Hardship 65.0%
- Lack of Appropriate Housing 60.0%
- Substance Misuse 57.5%

40

Discussions

TOP ORIGINATING AGENCIES

- Police of Jurisdiction 37.5%
- SDPR 17.5%
- Sasamans Society 12.5%

57.5%

Interventions which led to overall lowered risk



45% Female
45% Male

TOP LEAD AGENCIES

- SDPR 22.5%
- Island Health 20.0%
- Sasamans Society 15.0%

22.5%

40-49 YRS
Age Group

HIGHLIGHTS

	2022	vs.	2021
Average Risk Factors Involved Per Discussion	8.2		-
Average Agencies Involved Per Discussion	6.7		-
Cases Transferred from Police to a More Suitable Agency	15		-

TOP RISK FACTORS

- Drug Abuse/Misue **87.0%**
- Alcohol Abuse/Misuse **78.3%**
- Lack of Appropriate Housing **73.9%**

TOP ORIGINATING AGENCIES

- Pacific Community Resources Society **43.5%**
- Cyrus Centre **17.4%**

TOP LEAD AGENCIES

- Pacific Community Resources Society **39.1%**
- Cyrus Centre **26.1%**
- Ann Davis Transition Society **21.7%**

23

Discussions

60.9%

Interventions which led to overall lowered risk



60.9% Female
26.1% Male

43.5%

18-24 YRS
Age Group

HIGHLIGHTS

	2022	vs.	2021
Average Risk Factors Involved Per Discussion	10.6		-
Average Agencies Involved Per Discussion	6.6		-
Cases Transferred from Police to a More Suitable Agency	1		-

TOP RISK FACTORS

- Lack of Appropriate Housing **81.8%**
- Suspected Mental Health Concern **72.7%**

TOP ORIGINATING AGENCIES

- Police of Jurisdiction **36.4%**

TOP LEAD AGENCIES

- Police of Jurisdiction **36.4%**
- Cowichan Women Against violence **18.2%**

11

Discussions

63.6%

Interventions which
led to overall
lowered risk



63.6% Female
36.4% Male

36.4%

18-24 YRS
Age Group

HIGHLIGHTS

	2022	vs.	2021
Average Risk Factors Involved Per Discussion	8.1		9.4
Average Agencies Involved Per Discussion	5.5		3.8
Cases Transferred from Police to a More Suitable Agency	2		3

TOP RISK FACTORS

- Unable to meet Own Basic Needs **83.3%**



Discussions

TOP ORIGINATING AGENCIES

- School District **50.0%**
- Police of Jurisdiction **33.3%**
- ARC Programs **16.7%**

83.3%

Interventions which
led to overall
lowered risk

TOP LEAD AGENCIES

- Youth Probation **16.7%**
- SDPR **16.7%**
- School District **16.7%**
- Salvation Army **16.7%**
- Arc Programs **16.7%**



50% Female
0% Male

33.3%

18-24, 30-39 YRS
Age Group

HIGHLIGHTS

	2022	vs.	2021
Average Risk Factors Involved Per Discussion	7.7		10.5
Average Agencies Involved Per Discussion	6.2		3.8
Cases Transferred from Police to a More Suitable Agency	2		1

TOP RISK FACTORS

- Drug Abuse/Misuse **100%**



Discussions

TOP ORIGINATING AGENCIES

- School District **100%**

50%

Interventions which led to overall lowered risk

TOP LEAD AGENCIES

- School District **50%**
- Hope and Area Transition Society **50%**



0% Female
100% Male

50%

5-11, 16-17 YRS
Age Group

HIGHLIGHTS

	2022	vs.	2021
Average Risk Factors Involved Per Discussion	4.0		3.5
Average Agencies Involved Per Discussion	4.5		2.5
Cases Transferred from Police to a More Suitable Agency	0		0

TOP RISK FACTORS

- Lack of Appropriate Housing **57.7%**
- Suspected Mental Health Concern **38.5%**
- Unable to Meet Own Basic Needs **38.5%**
- Financial Hardship **38.5%**

TOP ORIGINATING AGENCIES

- School District **34.6%**
- Police of Jurisdiction **19.2%**

TOP LEAD AGENCIES

- MCFD **23.1%**
- Interior Health **19.2%**
- School District **11.5%**

26

Discussions

80.8%

Interventions which led to overall lowered risk



34.6% Female
30.8% Male

19.2%

5-11 YRS
Age Group

HIGHLIGHTS

	2022	vs.	2021
Average Risk Factors Involved Per Discussion	7.8		7.7
Average Agencies Involved Per Discussion	5.2		4.9
Cases Transferred from Police to a More Suitable Agency	4		2

TOP RISK FACTORS

- **Crime Victimization – Sexual Assault** **50%**



Discussions

TOP ORIGINATING AGENCIES

- **Police of Jurisdiction** **33.3%**
- **MCFD** **33.3%**
- **Kitimat Community Development Centre** **33.3%**

83.3%

Interventions which led to overall lowered risk



33.3% Female
16.7% Male

TOP LEAD AGENCIES

- **MCFD** **50.0%**
- **Social Services** **33.3%**
- **Mental Health** **16.7%**

33.3%

12-15 YRS
Age Group

HIGHLIGHTS

	2022	vs.	2021
Average Risk Factors Involved Per Discussion	3.8		-
Average Agencies Involved Per Discussion	4.0		-
Cases Transferred from Police to a More Suitable Agency	2		-

MISSION



Ministry of
Public Safety and
Solicitor General

TOP RISK FACTORS

- Lack of Appropriate Housing 87.5%
- Suspected Mental Health Concerns 50.0%
- Drug Abuse/Misuse 50.0%

TOP ORIGINATING AGENCIES

- Community Services 62.5%

TOP LEAD AGENCIES

- Mental Health 25.0%
- Police of Jurisdiction 25.0%



Discussions

50%

Interventions which
led to overall
lowered risk



62.5% Female
37.5% Male

25%

18-25, 30-39, 50-
59 YRS
Age Group

HIGHLIGHTS

	2022	vs.	2021
Average Risk Factors Involved Per Discussion	3.5		4.1
Average Agencies Involved Per Discussion	4.3		4.2
Cases Transferred from Police to a More Suitable Agency	0		4

TOP RISK FACTORS

- Lack of Appropriate Housing 61.1%
- Unable to meet Own Basic Needs 50.0%
- Financial Hardship 33.3%

TOP ORIGINATING AGENCIES

- MCFD 33.3%
- Brain Injury Society 16.7%

TOP LEAD AGENCIES

- MCFD 33.3%
- Brain Injury Society 22.2%
- Foundry 16.7%

18

Discussions

88.9%

Interventions which led to overall lowered risk



27.8% Female
22.2% Male

11.1%

12-15, 18-24, 60-69
YRS
Age Group

HIGHLIGHTS

	2022	vs.	2021
Average Risk Factors Involved Per Discussion	4.9		4.9
Average Agencies Involved Per Discussion	5.1		5.9
Cases Transferred from Police to a More Suitable Agency	0		0

TOP RISK FACTORS

- Financial Hardship **81.1%**
- Drug Use **67.6%**
- Lack of Appropriate Housing **64.9%**

TOP ORIGINATING AGENCIES

- RCMP - Victim Services **27.0%**
- Northern Health **10.8%**

TOP LEAD AGENCIES

- RCMP - Victim Services **18.9%**
- Northern Health **10.8%**

18

Discussions

100%

Interventions which led to overall lowered risk



35.1% Female
48.6% Male

25%

30-39, 40-49 YRS
Age Group

HIGHLIGHTS

	2022	vs.	2021
Average Risk Factors Involved Per Discussion	13.6		9.5
Average Agencies Involved Per Discussion	4.3		4.6
Cases Transferred from Police to a More Suitable Agency	4		3

TOP RISK FACTORS

- Unable to Meet Own Basic Needs **83.3%**
- Drug Use **66.7%**
- Lack of Appropriate Housing **66.7%**

TOP ORIGINATING AGENCIES

- Bylaw **33.3%**
- Outreach Agency **33.3%**
- Mental Health **33.3%**

TOP LEAD AGENCIES

- Mental Health **66.7%**
- Outreach Agency **33.3%**

6

Discussions

100%

Interventions which led to overall lowered risk



33.3% Female
66.7% Male

50%

40-49 YRS
Age Group

HIGHLIGHTS

	2022	vs.	2021
Average Risk Factors Involved Per Discussion	4.7		-
Average Agencies Involved Per Discussion	4.3		-
Cases Transferred from Police to a More Suitable Agency	0		-

TOP RISK FACTORS

- Drug Abuse/Misuse **47.6%**
- Lack of Appropriate Housing **42.9%**
- Alcohol Abuse/Misuse **38.1%**

TOP ORIGINATING AGENCIES

- Northern Society for Domestic Peace **47.6%**
- Good Acre Place **14.3%**

TOP LEAD AGENCIES

- Northern Society for Domestic Peace **66.7%**
- Police of Jurisdiction **19.1%**
- Good Acre Place **14.3%**

21

Discussions

66.7%

Interventions which
led to overall
lowered risk



28.6% Female
52.4% Male

23.8%

18-24 YRS
Age Group

HIGHLIGHTS

	2022	vs.	2021
Average Risk Factors Involved Per Discussion	4.7		-
Average Agencies Involved Per Discussion	4.3		-
Cases Transferred from Police to a More Suitable Agency	0		-

TOP RISK FACTORS

- Lack of Appropriate Housing 50.0%

6

Discussions

TOP ORIGINATING AGENCIES

- Education 50.0%
- Police of Jurisdiction 33.3%
- Mental Health 16.7%

16.7%

Interventions which
led to overall
lowered risk



0% Female
83.3% Male

TOP LEAD AGENCIES

- Police of Jurisdiction 33.3%
- Education 33.3%

33.3%

12-15 YRS
Age Group

HIGHLIGHTS

	2022	vs.	2021
Average Risk Factors Involved Per Discussion	4.2		-
Average Agencies Involved Per Discussion	3.7		-
Cases Transferred from Police to a More Suitable Agency	1		-

TOP RISK FACTORS

- **Unable to Meet Own Basic Needs** 71.2%
- **Lack of Appropriate Housing** 49.2%
- **Criminal Involvement - Assault** 32.2%

59

Discussions

TOP ORIGINATING AGENCIES

- **Adult Probation** 44.1%
- **School District** 13.6%
- **Surrey Urban Mission Society** 10.2%

42.4%

Interventions which
led to overall
lowered risk



23.7% Female
52.5% Male

TOP LEAD AGENCIES

- **Adult Probation** 40.7%
- **Surrey Urban Mission Society** 11.9%
- **School District** 8.5%

35.6%

40-49 YRS
Age Group

HIGHLIGHTS

	2022	vs.	2021
Average Risk Factors Involved Per Discussion	5.0		5.1
Average Agencies Involved Per Discussion	5.5		5.2
Cases Transferred from Police to a More Suitable Agency	0		3

TOP RISK FACTORS

- Lack of Appropriate Housing **68%**
- Unable to Meet Own Basic Needs **60%**
- Financial Hardship **56%**

25

Discussions

TOP ORIGINATING AGENCIES

- Police of Jurisdiction **20%**
- ICMT **12%**
- Ksan Society **12%**
- Emergency Department **12%**

60%

Interventions which
led to overall
lowered risk



28% Female
40% Male

TOP LEAD AGENCIES

- ICMT **24%**
- Ksan Society **20%**
- Northern Health **12%**

20%

40-49 YRS
Age Group

HIGHLIGHTS

	2022	vs.	2021
Average Risk Factors Involved Per Discussion	7.0		8.9
Average Agencies Involved Per Discussion	6.2		5.8
Cases Transferred from Police to a More Suitable Agency	5		3

TOP RISK FACTORS

- Drug Abuse/Misuse **56.1%**
- Alcohol Abuse/Misuse **49.1%**
- Lack of Appropriate Housing **42.1%**

57

Discussions

TOP ORIGINATING AGENCIES

- Police of Jurisdiction **84.2%**
- Canadian Mental Health Association **5.3%**

66.7%

Interventions which led to overall lowered risk

TOP LEAD AGENCIES

- Interior Health **22.8%**
- Canadian Mental Health Association **21.1%**
- Boys & Girls Club **14.0%**



49.1% Female
38.6% Male

22.8%

30-39 YRS
Age Group

HIGHLIGHTS

	2022	vs.	2021
Average Risk Factors Involved Per Discussion	6.0		6.6
Average Agencies Involved Per Discussion	6.9		6.2
Cases Transferred from Police to a More Suitable Agency	47		50



In Gratitude; Collaboration is Continued Success



The Ministry expresses our sincere appreciation to all Situation Table stakeholders, including fellow Ministries, municipal partners, First Nations staff, NGOs, health authorities, and law enforcement, for their unwavering support and dedication to this initiative.

CPSP@gov.bc.ca
Supporting People for Safer Communities



Comox Valley Situation Table

THE COMOX VALLEY SITUATION TABLE MEETS ON THE UNCEDED TRADITIONAL TERRITORY OF THE K'ÓMOKS, THE PENTLATCH, AND THE IEEKSUN FIRST NATIONS, INCLUDING THE SATHLOOT, THE SÄSITLA, AND THE XA'XE PEOPLE.



What is a Situation Table



Table Roles



Table Structure



Table Data



Benefits



Council Considerations

What will be covered

What is a Situation Table



Practiced model



Multi-sector
collaboration



Using a preventive lens



Offering support within
24 - 48 hours



Referrals must meet **Acutely Elevated Risk** criteria to be accepted at the Table

Primary Partners at the Comox Valley Table

Community Justice Centre	John Howard Society (The Foundry)	Sasamans Society	Wachiay Friendship Centre	Adult Probation - Ministry of Public Safety & Solicitor General	RCMP
Dawn to Dawn Action on Homelessness Society	Comox Valley Transition Society	Aids Vancouver Island (AVI)	Income Assistance - Ministry of Social Development & Poverty Reduction	Community Cares Peer Outreach	North Island Student Union
Island Health Mental Health & Substance Use (MHSU)	Island Health Hospital Crisis Nurses	Island Health Community Health	Community Living BC (CLBC)	Courtenay Bylaw	

Situation Table Roles


Secondary Partners

- Agencies providing support and attending as needed.
- Ex: Senior Support Society, CV Emergency Preparedness Program, and Kómoks First Nation.

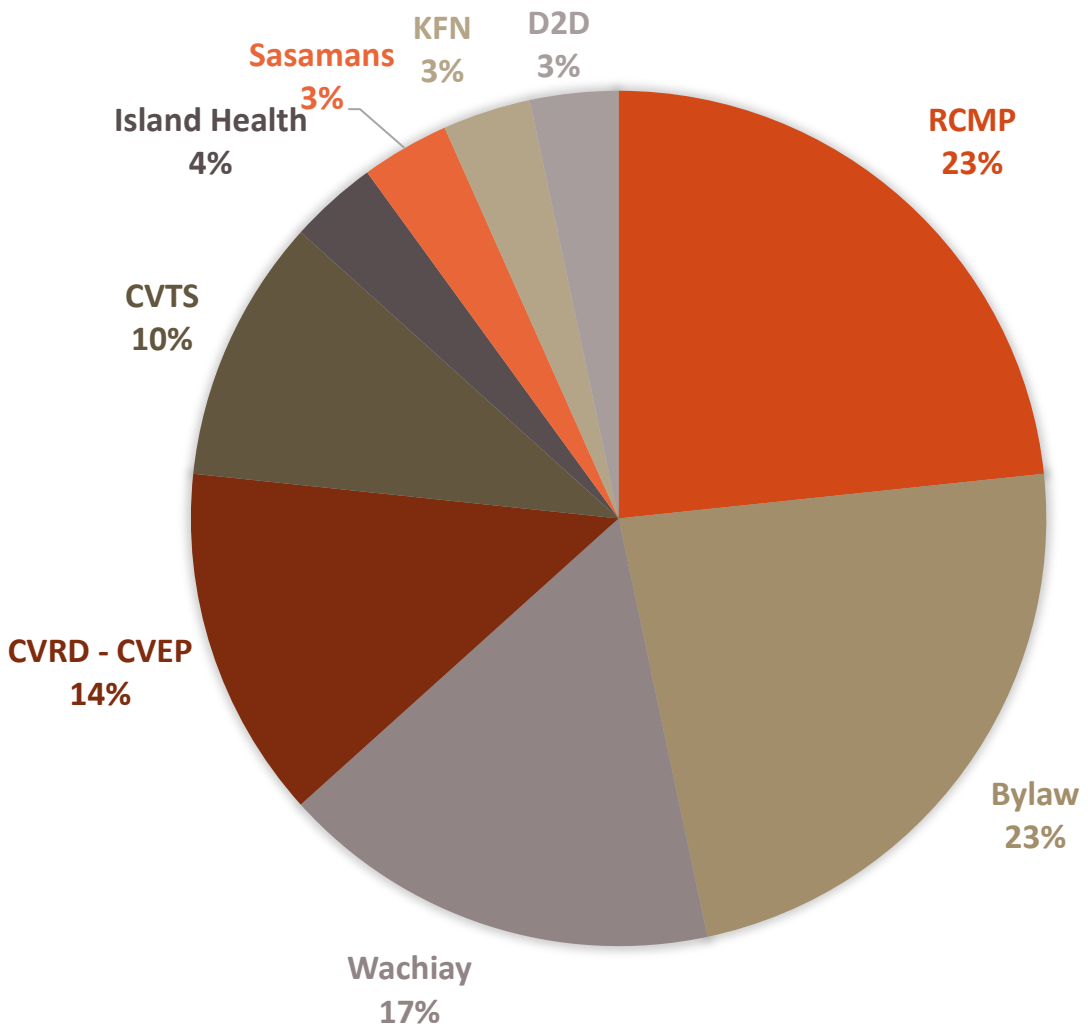
System Leaders Group

- Providing oversight, reviewing data and system issues, and determining steps to address gaps in community services.

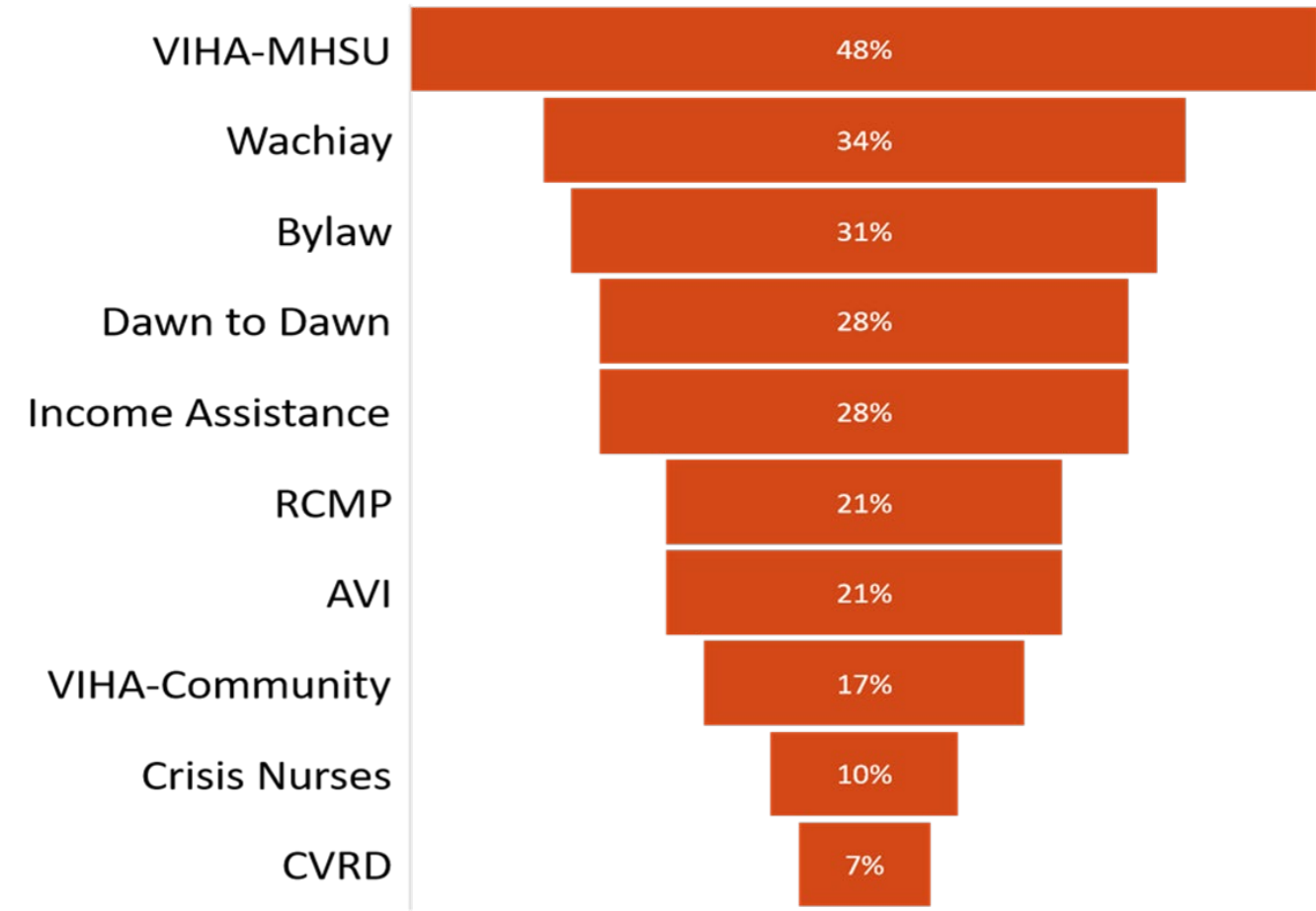
BC Tables: Chairs & Governance

City Partnership	RCMP Partnership	Non-Profit Partnership	Health Partnership
Abbotsford <i>(City/Non-Profit)</i>	Burnaby	Campbell River	Langley <i>(Non-Profit/Health Authority)</i>
Kelowna	Hope <i>(Non-Profit/RCMP)</i>	Chilliwack	Quesnel <i>(Health Authority/City)</i>
Maple Ridge	Houston <i>(RCMP/Non-Profit)</i>	Columbia Valley	Terrace <i>(Health Authority /Non-Profit)</i>
Merritt	Kent/Harrison	 Comox Valley <i>(John Howard/Justice Centre)</i>	
Mission	Kelowna Westside <i>(Indigenous Government/RCMP)</i>	Squamish	
Nanaimo	Kitimat	Terrace	
Port Hardy	North Cowichan Valley		
Prince George	Smithers		
Prince Rupert	Whistler <i>(Non-Profit/RCMP)</i>		
South Okanagan <i>(City/School District)</i>			
Surrey <i>(City/Non-Profit)</i>			
Victoria			
Williams Lake			

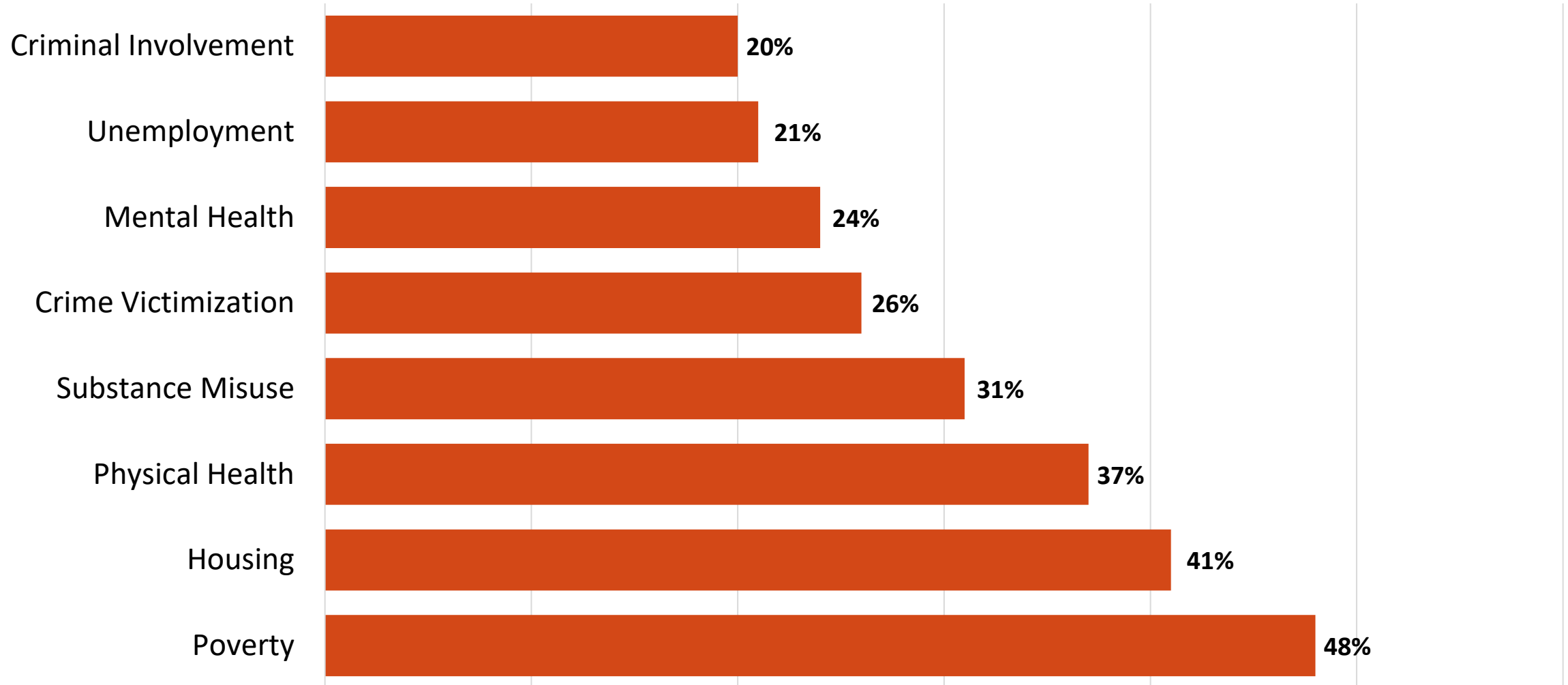
Referring Agencies



Agencies involved in Collaborative Support Planning



Most Common Risks Presented



Benefits

“Opens up resources and communication with partners at the Table”

Situations are looked at from multiple viewpoints

Increases and strengthens community partnerships and engagement

Creates unique set of de-identified data

Considerations for Council



City Representative on the System Leaders Group



Meeting space for the Situation Table

Contact Information



Dayna Forsgren – Situation Table
Coordinator & Co-Chair

comoxvalleysituationtable@gmail.com



(250) 884-9433



Karen McKinnon – Situation Table Chair &
Community Justice Centre Managing
Director

manager@communityjusticecentre.ca

Thank you for your time!



STAFF REPORT

To: Council
From: Director of Corporate Services
Subject: City of Courtenay Communication Strategy

File No.: 1470-00
Date: January 10, 2024

PURPOSE: To seek Council approval of the City of Courtenay Communication Strategy.

BACKGROUND:

Under the Good Governance banner of the 2023-2026 Council Strategic Priorities, Council directed staff to undertake the following activities to increase community engagement:

- Complete Communication Strategy
- Complete a Community Survey
- Complete a Community Engagement Strategy

The community survey was completed in September 2023, and the engagement strategy is scheduled to be undertaken in 2024.

To facilitate the development of a Communications Strategy, the City engaged Spur Communication, a strategic communication consultancy with significant experience in enhancing local government communications.

DISCUSSION:

The Communication Strategy (Attachment 1) comprises the strategic recommendations, planning framework guidelines, and methodology leveraged by Spur Communications for the City of Courtenay. The strategy provides the City with an actionable communication plan to effectively inform residents, providing transparency of the necessary resources, tools, and frameworks. The Strategy outlines the following:

- **Methodology:** of the research and engagement activities undertaken before preparing the strategy
- **Communication Channels:** audit, identification and recommendations on the usage of each channel
- **Tooling:** identification, recommendations, and alternative tools to best engage
- **Work Plan:** a guide, outlining the usage of the *Resource Planning Tool*
- **Recommendations to the City:** 1) Strategic Recommendations, 2) Connecting with the Engagement Framework, and 3) Novel Technology use.

Upon adoption of the Strategy, communication tools, channels and resources will be expanded over time to achieve Council's desired level of service. Utilizing the *Resource Planning Tool*, the City will be able to more accurately estimate the staff time required to successfully manage various communication campaigns, leverage tools to the greatest impact.

POLICY ANALYSIS:

Canada's anti-spam legislation (CASL) protects consumers, businesses, and residents from the misuse of digital technology, including spam and other electronic threats. As the City seeks to expand communication channels, it is important to ensure that we remain compliant with CASL.

FINANCIAL IMPLICATIONS:

Costs associated with the implementation of the Communication Strategy will be brought forward through annual budget approval processes for Council’s consideration.

ADMINISTRATIVE IMPLICATIONS:

Staff support for the development of the Communication Strategy was part of the 2023 Communication Division workplan. The Communication Division will initiate the implementation of the plan in 2024, subject to Council approval.

STRATEGIC PRIORITIES REFERENCE:

This initiative addresses the following strategic priorities:

- Good Governance - Increase community engagement for all segments of the community: complete communication strategy, community survey, and community engagement strategy

PUBLIC ENGAGEMENT:

Public engagement undertaken to inform the development of the Communication Strategy is outlined under the Strategy’s Methodology Section.

OPTIONS:

1. THAT Council approve the City of Courtenay Communication Strategy.
2. THAT Council provide alternative direction to staff.

ATTACHMENTS:

1. Communication Strategy

Prepared by: Kate O’Connell, Director of Corporate Services

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

City of Courtenay Communication Strategy



City of
Courtenay

Table of Contents

1. Introduction
2. Engagement Inputs
3. Communication Channels
4. Work Plan Prioritization
5. Forecasting

City communication is a complex, cross-disciplinary act of depth, breadth, and foresight

City communication is a complex, cross-disciplinary act of depth, breadth, and foresight

Diverse audiences

Across ages, origins, abilities, and location

Ranging channels

Different primary sources of City communication across your residents

Patterns & trends

Multiple concurrent streams of regularized and ad-hoc topics

Resource intensive

Specialist and generalist skill sets for thoughtful execution

City communication is a complex, cross-disciplinary act of depth, breadth, and foresight

Diverse audiences

*Across ages, origins, abilities,
and location*



Meaningful Engagement

*Ensuring that all of the City's
audiences can be reached effectively
through the City's range of available
communication channels.*

City communication is a complex, cross-disciplinary act of depth, breadth, and foresight

Ranging channels

Different primary sources of City communication across your residents



Appropriate Channel Allocation

Leveraging the right channels for the right types of communication activities and events.

City communication is a complex, cross-disciplinary act of depth, breadth, and foresight

Patterns & trends

Multiple concurrent streams of regularized and ad-hoc topics



Predictive Communication

Working within a system that allows future communication activities and events to project logical requirements for personnel and timeline requirements.

City communication is a complex, cross-disciplinary act of depth, breadth, and foresight

Resource intensive

Specialist and generalist skill sets for thoughtful execution



Required Resourcing

Understanding the type and volume of staffing required, in advance, to conduct City communication activities and events effectively.

City communication is a complex, cross-disciplinary act of depth, breadth, and foresight



The City's communication strategy prioritizes equity, transparency and intentional engagement with all audiences to meaningfully and effectively inform residents.

2. Engagement Inputs



City of
Courtenay

Engagement Inputs

Engagement activities that informed this strategy

Audience Assessment High-level audience segments based on demographic data, communication archetypes, and the outcomes of the channel audit.

Communication Channels Audit Current performance of channels used by the City. These channels were measured against standard benchmarks, along with the City of Victoria, the City of Port Moody, and the City of Port Alberni.

Elected Officials Interviews Feedback on the expectations, nuances, and needs of elected officials. These interviews aimed to develop a strategy that meets staff needs while maintaining Council support and understanding.

Prioritization Workshop Assessing the known programs of work, ranking staff needs and capacity requirements. The workshop focused on reviewing and prioritizing identified initiatives into three distinct categories.

Engagement Inputs

Engagement activities that informed this strategy

Interest Holder Engagement	Discovery and definition of communication challenges facing organizations that serve equity-deserving communities.
Youth Survey	Assessments of the relevancy of communication methods and channels for youth 14-24, developed in partnership with Foundry.
Tool Assessment	Review of ideal tools to support each identified channel. This assessment evaluated a tool's ability to address multiple channels alongside effective pricing recommendations.
Resourcing Assessment	Examination of existing resourcing methods, challenges, and patterns through ongoing engagement with the City project team.

3. Communication Channels



City of
Courtenay

Communication Channels

Increasing reach through intentional channel strategy

Digital Channels

*Courtenay.ca; Facebook;
Instagram*

Primary digital communication channels to be leveraged by the City in the majority of situations.

Traditional Channels

*Direct mail; Postering; Media
relations; Newsletters; In-person
Events*

Primary traditional (physical, in-person, or hybrid) channels to be leveraged by the City in select situations.

Secondary Channels

Reddit; TikTok; X

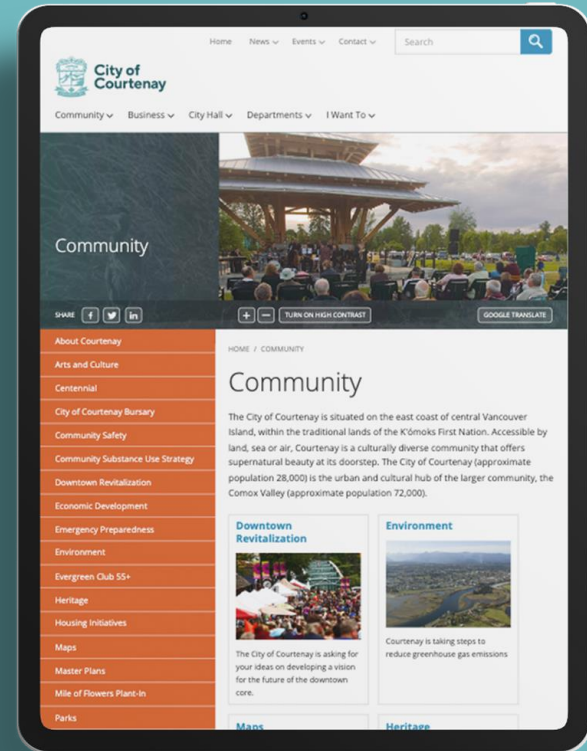
The City will leverage secondary digital tools sparingly.

Communication Channels

Digital Channels

Courtenay.ca

Using the website as the primary information centre for everything happening in the City will create an authoritative location for residents.

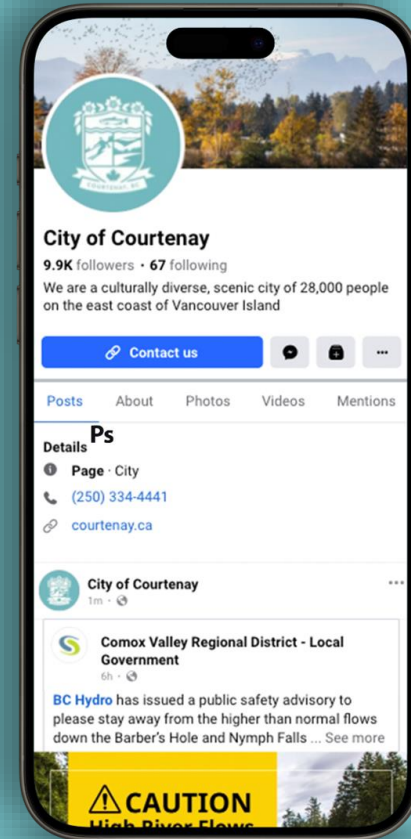


Communication Channels

Digital Channels

Facebook

As the largest social channel for the City, the continued diversification of the content on the channel will continue to grow the return and cement Courtenay channels as the point of official City information.



Communication Channels

Digital Channels

Instagram

Of similar importance to Facebook, and warrants focused efforts to engage with the strong audience representation and high-usage potential.



Communication Channels

Traditional Channels

Posting

Informs and reminds viewers of key context and opportunities in their direct environments. Posting effectively catches the attention of a specific community and can explain proposals in real time.



Mile of Flowers Plant-In

Tuesday, May 27
Starting at 5:00 pm

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

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

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

What to Bring:

- Gloves and trowel
- Drinking Water
- Community Spirit

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

courtenay.ca/plantin

Communication Channels

Traditional Channels

Direct Mail

Effective in coverage, but presents some limitations. Deemed important by many equity-deserving groups consulted during the engagement process.

Newsletters

A centralized, well-maintained list is a useful way to get information at a high level out to residents as long as the information can be expanded on the website. Functions as a companion to Courtenay.ca

Media Relations

Maintaining open lines of communication with the media is key to ensuring that this channel remains productive and can serve its purpose as a vehicle for keeping the public informed.

Communication Channels

Traditional Channels

In-Person Events / Live-Streams

Running in-person events is a valuable exercise that generates high engagement. It allows the City to have staff in the community visibly—either through running specific program-related pop-ups or attending general events with projects.



4. Work Plan Prioritization



City of
Courtenay

Work Plan Prioritization

Assessing feasibility in line with effectiveness

In order to effectively communicate with residents on key issues of varying magnitude and length, we have defined a three-point scale by which to segment planned communication events for the City.

Each scale segment is paired with specific channel and resourcing recommendations, taking into account the length of required activity, the audience personas needing to be addressed, and the overall reach and effectiveness of specific channels.

Work Plan Prioritization

Prioritization scale

L

Low Communication Segments

These events are typically focused on quality-of-life services, and have low interest or visibility. They require 2-6 weeks of notice and preparation (averaging one month) and typically have low-to-moderate resourcing requirements.

M

Medium Communication Segments

These events are typically focused on essential services, and have moderate interest or visibility. They require 6-12 weeks of notice and preparation (averaging two months), and typically have moderate resourcing requirements.

H

High Communication Segments

These events are typically focused on emergency services and voting on bylaws and have high interest or visibility. They require 12+ weeks of notice and preparation (averaging three months), and typically have high resourcing requirements.

Work Plan Prioritization

Low segment channel load

Courtenay.ca	Facebook	Instagram	Direct Mail
Postering	Newsletters	In-Person Events	Media Relations
X	Reddit	TikTok	

Work Plan Prioritization

Medium segment channel load

Courtenay.ca	Facebook	Instagram	Direct Mail
Postering	Newsletters	In-Person Events	Media Relations
X	Reddit	TikTok	

Work Plan Prioritization

High segment channel load

Courtenay.ca	Facebook	Instagram	Direct Mail
Postering	Newsletters	In-Person Events	Media Relations
X	Reddit	TikTok	

5. Forecasting



City of
Courtenay

Forecasting

Understanding resource requirements & constraints

Channel Load

Each channel is mapped as required / not required for each of the described work plan segments.

Level of Effort

Each channel is mapped to a level of effort per role. These mappings are applied produce an overall picture of the load, per role, per channel.

Work Plan

Each event has been mapped to one of the three work plan segments, dictating required channels and expected months per event.

Ad-Hoc

Intentional modifications can be made on a monthly basis to include channels for specific events. These can be added through a volume-based multiplier.

Manager Tracking

Events can instead be tracked through a unique manager tracking function, allowing for third-parties to conduct communication efforts for specific events.

Forecasting

Work plan forecast

	2024											
	01	02	03	04	05	06	07	08	09	10	11	12
H	3	4	2	2	2	1	3	1	1	0	0	0
M	2	2	2	1	1	1	1	1	2	2	2	0
L	8	7	8	6	6	10	3	5	5	4	5	8

Thank You



City of
Courtenay



**City of
Courtenay**

Communication Strategy

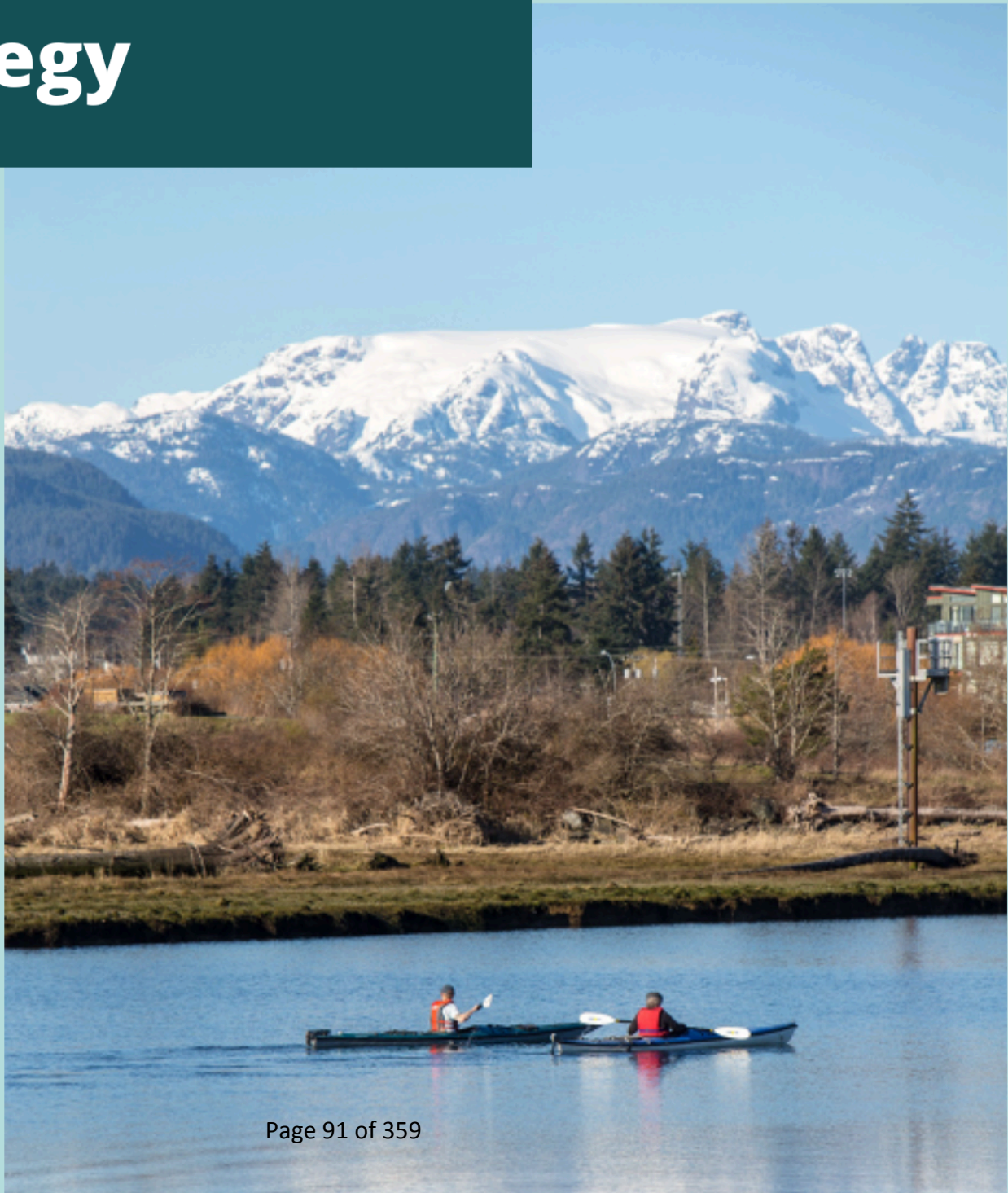


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1. Overview

This Communication Strategy comprises the strategic recommendations, planning framework guidelines, and methodology leveraged by Spur Communication (“Spur,” “we”) for the City of Courtenay (“the City”). The entirety of the contents of this strategy are meant to provide the City with an actionable communication plan to effectively inform residents, providing transparency of the necessary resources, tools, and frameworks.

1.1 How to Use This Plan

We have structured this plan as five distinct sections and an attached tool. Each section is designed to function as a standalone set of information and recommendations while also coming together as a holistic strategy. The sections and their functions are outlined in the table below:

Section	Function
1. Methodology	The <i>Methodology</i> section provides an outline of the research and engagement activities undertaken by Spur before preparing this strategy.
2. Communication Channels	The <i>Communication Channels</i> section is separated into three subsections, each providing recommendations on the usage of specific channels: <ul style="list-style-type: none"> • <i>Digital Channels</i>: primary digital communication channels to be leveraged by the City in the majority of situations • <i>Traditional Channels</i>: primary traditional (physical, in-person, or hybrid) channels to be leveraged by the City in targeted situations • <i>Secondary Channels</i>: The City will leverage secondary digital communication channels sparingly
3. Tooling	The <i>Tooling</i> section outlines the recommended and alternative tools for the City team to best engage using the primary and traditional channels. This section includes pricing reflective of Fall 2023.
4. Work Plan	The <i>Work Plan</i> section functions as a guide to the attached <i>Resource Planning Tool</i> . This guide outlines the tool's usage and how it generates resourcing recommendations for the City based on the level and type of communication inputs.
5. Recommendations	The <i>Recommendations</i> section outlines Spur’s recommendations to the City in three categories: <ul style="list-style-type: none"> • <i>Strategic Recommendations</i>: bringing together previous sections into a holistic set of guidelines for City communication • <i>Connecting with the Engagement Framework</i>: initial recommendations on how the contents of this strategy best



- connect with the City’s engagement framework
- *Novel Technology Recommendations*: additional recommendations and considerations around new and emerging channels and technologies

1.2 Goals

The goals of this communication strategy are outlined in the table below. Each goal’s description details how sections 2-6 speak to each goal:

Goal	Description
Audience Engagement	Building from the research presented in August 2023, this strategy assesses and informs how the City will engage with each audience segment in Section 3. <i>Communication Channels</i> . Each channel recommendation includes a chart of the intended engagement of each identified audience persona.
Communication Procedures	The definition and delineation of specific communication procedures are primarily described in Section 3. <i>Communication Channels</i> . Each channel is categorized by the recommended usage level and then broken down by intention, frequency measures, and usage types. Communication procedures are then expanded upon in Sections 4 and 5 from the perspectives of required resources and recommended tooling.
Key Performance Measures	Recommended key performance measures have been included with each primary and traditional channel outlined in section 3. <i>Communication Channels</i> .
Work Plan	The production of a work plan for the City’s communication is addressed in Section 5. <i>Work Plan</i> . This section outlines the identified events, their categorization, and the recommended breakdowns of effort and channels for each.



2. Methodology

This strategy is the culmination of a process designed specifically for the City. To ensure that the unique circumstances of your residents have meaningfully informed the recommendations outlined in this strategy, Spur has conducted a range of research and engagement activities outlined in the following section.

Communication strategies are inherently designed to serve audiences—this requires that the perspectives, needs, and resources of the audiences be integral in the creation of an effective strategy. The methodology used in the creation of this strategy encompassed several specific audience engagement approaches, alongside research and assessment of the City’s processes, resources, and current tools.

2.1 Inputs

The table below outlines the specific research and engagement activities that have informed this strategy:

Activity	Description
Audience Assessment	Spur produced high-level audience segments based on demographic data, communication archetypes, and the outcomes of the channel audit. These assessments have been outlined in the <i>Courtenay - Research Overview</i> deliverable.
Communication Channels Audit	We reviewed the current performance of channels used by the City. These channels were measured against standard benchmarks, along with the City of Victoria, the City of Port Moody, and the City of Port Alberni. This audit has been outlined in the <i>Courtenay - City of Courtenay Channel Analysis</i> deliverable.
Elected Officials Interviews	Through interview sessions with all members of the City Council, we gathered feedback on the expectations, nuances, and needs of elected officials. These interviews aimed to develop a strategy that meets staff needs while maintaining Council support and understanding.
Prioritization Workshop	We worked with City senior leadership to assess the known programs of work, ranking staff needs and capacity requirements. The workshop focused on reviewing and prioritizing identified initiatives into three distinct categories.
Interest Holder	We hosted a workshop with staff from various organizations in Courtenay



Engagement	that serve equity-deserving members. This workshop aimed to better understand the communication challenges these individuals faced and how the City could improve communication with them.
Youth Survey	We worked with Foundry in Courtenay to develop a youth survey with their youth peer support workers. Twenty youths between 14 and 24 completed the survey and were provided an honorarium for their participation. The survey sought to understand what kind of information youth were most interested in receiving and the best channels to use when communicating with them.
Tool Assessment	Building from the channel audit and prioritization initiatives, we assessed the ideal tools to support each identified channel. This assessment evaluated a tool's ability to address multiple channels (e.g. posting, video production, and image design) alongside effective pricing recommendations.
Resourcing Assessment	We developed a nuanced understanding of existing resourcing methods, challenges, and patterns through ongoing engagement with the City project team for this initiative.



3. Communication Channels

This section outlines recommendations for the City's communication channels, based on analyses conducted into the effectiveness of each channel. For each channel, this strategy outlines the recommended appropriate usage.

Considering the effectiveness of each channel in tandem with the appropriate usage is a crucial aspect of tactical resource management—by understanding which channels hold the most trust, reach, and quality, the City will be able to meaningfully deploy resources to achieve the strongest impact.

The *Communication Channels* section is separated into three subsections, each providing recommendations on the use of specific channels:

- **Digital Channels:** primary digital communication channels to be leveraged by the City in the majority of situations
- **Traditional Channels:** primary traditional (physical, in-person, or hybrid) channels to be leveraged by the City in select situations
- **Secondary Channels:** The City will leverage secondary digital tools sparingly

3.1 Digital Channels

For each digital and traditional channel, we have provided three sections of description:

- an initial overview statement that reflects feedback from workshops and surveys, along with an overarching recommendation on usage
- a work plan breakdown, outlining the recommended usage for each of the three work plan segments
- a communication team detail box, outlining the suggested level of effort required from the City team

For each secondary channel, we have provided two sections of description:

- an initial overview statement that reflects feedback from workshops and surveys, along with an overarching recommendation on usage
- a work plan breakdown, outlining the recommended usage for each of the three work plan segments

3.1.1 Courtenay.ca

As a primary channel, courtenay.ca is a key part of communicating with residents, visitors and media. As a channel, it's an easy task to update the site with statements, releases and community news, no matter the size of the project or event. Feedback indicated that equity-deserving communities went first to the City's website as a main resource when looking for information, but users sometimes struggled to navigate the site.

Using the website as the primary information centre for everything happening in the City will create an authoritative location for residents. This will enable residents to easily find information, while empowering the communication team to be able to point other platforms (such as social media) to the single source of expanded information when those platforms can't (or don't) allow for full detail.

Being clear and consistent with how information is presented on the website will support building trust in the City as an authoritative organization. Clearly linking your digital channels (including any secondary channels) on courtenay.ca allows for a 2nd level of verification for when people want to work out if a post is coming from the City. This is crucial in building trust with your residents, as the majority of digital content lacks verification. Being able to source information from the City's website across other channels allows your residents to feel certain that they have accurate, updated information.

Work Plan Segment	Utilization
High	Courtenay.ca should be a staple of High segment communication events. For multi-month events and activities, the City website should be the authoritative hub of information, which can typically be accomplished by reproducing material from other channels on courtenay.ca.
Medium	Courtenay.ca should be a staple of Medium segment communication events. For moderate-length events and activities, the City website should still be the authoritative hub of information, which can typically be accomplished by reproducing material from other channels on courtenay.ca.
Low	Courtenay.ca should be a staple of Low segment communication events. For single-month events and activities, the City website should be the authoritative hub of information, which means that primary information should all begin with dedicated content for courtenay.ca.

Communication Team

As this channel is recommended as primary for all work plan segments, we see involvement from two of the three existing roles, as well as the need for an additional role if video and high-production graphic design are used.

For each role involved, we recommend approximately 8 hours per month, per



communication event, for each month that it lasts. This comprises copywriting, general site updates related to the event, cross-posting from other platforms, and simple design tasks. The additional role would prioritize higher-fidelity designs and video.

3.1.2 Facebook

As the largest social channel for the City, the continued diversification of the content on the channel will continue to grow the return and cement Courtenay channels as the point of official City information.

Facebook should reflect the community through imagery, current events and honest, direct information being presented up front in post copy, backed up by the website when further information is needed. The present use of templates is strong and allows constituents to know the style and consistent nature of the information the City is sharing. Actively linking to the City website ensures that residents recognize the material is current, accurate, and relevant.

The increased use of captioned video content will drive user engagement and lead to furthering the information provided by the City. This video content needs to be timely and relevant either as explainers for programs and projects, recap/celebration events held in the community, or to bring attention to important decisions or significant moments at council meetings. This can help grow the feeling of connection of the community to the council, reflect community members to themselves, demystify the processes and allow people who would not otherwise feel comfortable to engage a channel into how the council works.

Meta is currently (As of Nov 2023) restricting or entirely preventing news and other informational web links from Canadian media outlets from being shared on Facebook and other meta platforms. Using Facebook as a tool to highlight both what is happening and how/why it is happening steps up and fills a potential vacuum of information that is being created while engaging and bringing attention to the City. The City needs to have correct, timely, easy-to-understand information on its channels to both supply information to media outlets who may otherwise create a different narrative but also shut down constituent concerns or misunderstandings that can be brought about by the human tendency to jump to the worst conclusion when faced with little or no facts.

Work Plan Segment	Utilization
High	Facebook should be a primary channel of High segment communication events. For multi-month events and activities, Facebook should be a primary source of information for the City, feeding viewers back to courtenay.ca. This can typically be accomplished by creating versions of updates to the City website that prioritize design for Facebook. In practice, this looks like single-sourcing content when creating foundational content for the City website—making a version of the same content that provides summary information, Facebook-friendly design, and a link to the website content.

Medium	Facebook should be a primary channel of Medium segment communication events. For moderate-length events and activities, Facebook should be a primary source of information for the City, feeding viewers back to courtenay.ca. This can typically be accomplished by creating versions of updates to the City website that prioritize design for Facebook.
Low	Facebook should be a primary channel of Low segment communication events. For single-month events and activities, Facebook should be a primary source of information for the City, feeding viewers back to courtenay.ca. This can typically be accomplished by creating versions of updates to the City website that prioritize design for Facebook.

Community Management & Channel Ownership

Community management is both a crucial, and increasingly demanding aspect of effective Facebook usage. While the topics of the City's Facebook posts will vary, we strongly recommend maintaining several key members of the Communication team as trained and available to moderate and respond to comments. For an individual with access to the appropriate FAQs, experience in community management, and a deep understanding of the City's tone and voice, this can be accomplished within the parameters stated in this section. However, if subject-matter-experts are enlisted as community managers for each topic, it becomes increasingly likely that the amount of time required increases, along with the likelihood of responses and dialogue that fall outside of the City's stated tone and voice goals.

This same logic informs our recommendation that the City maintains all departments as part of the broader City social presence on Facebook.

Communication Team

This channel is recommended as primary for all work plan segments, with the majority of content being leveraged from core website content. We see dedicated involvement from City roles that prioritizes copywriting, graphic design, and social community management. The additional role outlined in the Courtenay.ca section would serve Facebook as well, should video and higher-fidelity graphic design be desired.

For the identified role, we recommend approximately 8 hours per month, per communication event, for each month that it lasts. This comprises copywriting, graphic design, and standard community management (this should be doubled for controversial content, as community management on Facebook can become a large task). The additional role would prioritize higher-fidelity designs and video. If video content must be shot, and is



not derived from existing B-roll material, this task becomes approximately 16 hours per month, per communication event, for each month that it lasts.

3.1.3 Instagram

Instagram is a similar channel of importance to Facebook, and warrants focused efforts to engage with the strong audience representation and high-usage potential. The need to grow this channel remains rooted in providing core information to the public in a timely but playful manner. Of all of the City’s current communication channels, this is the most used by Courtenay youth.

Continuing the consistent and reliable posting of information is important. We recommend leveraging Instagram in a similar manner to Facebook—diversifying the content types to reflect the community, celebrate moments of value and explain how and why decisions come to be. Video is now the primary format on Instagram, and moving to video would greatly benefit engagement. Leveraging the pinned posts, stories, reels and highlights functions to bring attention to major, ongoing or notable (things that get asked a lot) subjects will give an easy location for information to be easily found.

Instagram has a more limited scope of sharing links, but being a Meta platform, faces the same news outlet issues as Facebook.

Work Plan Segment	Utilization
High	Instagram should be a primary channel of High segment communication events. For multi-month events and activities, Instagram should be a primary source of information for the City, feeding viewers back to courtenay.ca. This can typically be accomplished by creating versions of updates to the City website that prioritize design for Instagram. For High segment events, we recommend prioritizing video.
Medium	Instagram should be a primary channel of Medium segment communication events. For moderate-length events and activities, Instagram should be a primary source of information for the City, feeding viewers back to courtenay.ca. This can typically be accomplished by creating versions of updates to the City website that prioritize design for Instagram. For Medium segment events, we recommend prioritizing video.
Low	Instagram should be a primary channel of Low segment communication events. For single-month events and activities, Instagram should be a primary source of information for the City, feeding viewers back to courtenay.ca. This can typically be accomplished by creating versions of updates to the City website that prioritize design for Instagram. For Low segment events, we recommend prioritizing static images and carousels.



Communication Team

This channel is recommended as primary for all work plan segments, with the majority of content being leveraged from core website content. However, the primacy of video content for High and Medium work plan segments will require the addition of a dedicated video and graphic design role to the City team.

We see dedicated involvement from two City roles—one that prioritizes copywriting, graphic design, and social community management, and the additional video and graphic design role.

For the identified roles, we recommend approximately 8 hours per month, per communication event, for each month that it lasts. This comprises copywriting, graphic design, and standard community management (this should be doubled for controversial content, as community management on Instagram can become a large task). The additional role would prioritize higher-fidelity designs and video. If video content must be shot, and is not derived from existing B-roll material, this task becomes approximately 16 hours per month, per communication event, for each month that it lasts.

3.2 Traditional Channels

3.2.1 Direct Mail

While required in some situations and effective at reaching many households, there are limitations, particularly to the Canada Post mail service. There needs to be a full set of address data. Canada Post lists can miss parts of the community, often marginalized parts of the population in secondary suites or other non-legal residential situations. Direct mail is best when required and partnered with other communication tools. Many of the participants in the equity-deserving workshop identified this channel as important, especially when it comes to topics like garbage collection schedules and property taxes.

Work Plan Segment	Utilization
High	Direct mail is recommended as a discretionary-use channel for High segment communication events. As a discretionary-use channel, direct mail should be leveraged only for certain events that fit the criteria identified in the opening of section 3.2.1.
Medium	Direct mail is not a recommended channel for Medium segment communication events.
Low	Direct mail is not a recommended channel for Low segment



communication events.

Communication Team

This channel is recommended as a discretionary-use channel for High work plan segments, as it typically requires unique content, unique designs, and additional administration (address collection, printing, and distribution).

We see dedicated oversight from a management role, as well as dedicated involvement from a role that prioritizes copywriting and graphic design.

For the oversight role, we recommend approximately 8 hours per month, per communication event, for each month that it lasts. For the copywriting and design role, we recommend approximately 16 hours per month, per communication event, for each month that it lasts.

3.2.2 Postering

An effective tool for reaching communities where they are at—and in the places you want them to be engaging. As a partnered tool to direct mail and digital media, postering is a great way to inform and remind viewers of key context and opportunities in their direct environments. Postering effectively catches the attention of a specific community or user base of a facility and can explain proposals in real time. This is a highly advantageous method to have critical information present in real places involved in change (such as changes to roads, parks or other infrastructure). Postering can also present reciprocal engagement between the City and communities, enabling cross-sharing and activity on specific topics.

Posters have a short lifespan with both the risk of damage and degradation but also over-exposure. If a poster for an engagement or event has been there long after it is relevant, people become blind to it, and when you need to replace it with a new project you reduce the likelihood of engagement. Posters are powerful when used judiciously and pointedly. Remember to get someone to take them down again!

Work Plan Segment	Utilization
High	Postering is a recommended channel for High segment communication events. For multi-month events and activities, postering should be a primary source of information for the City, providing concise, designed versions of the core information shared on courtenay.ca.
Medium	Postering is recommended as a discretionary-use channel for Medium segment communication events. As a discretionary-use channel, postering should be leveraged only for certain events that fit the criteria



	identified in the opening of section 3.2.2.
Low	Postering is not a recommended channel for Low segment communication events.

Communication Team

This channel is recommended as a discretionary-use channel for High work plan segments, as it typically requires unique content, unique designs, and additional administration (printing, distribution, and take-down).

We see dedicated oversight from a management role, as well as dedicated involvement from a role that prioritizes copywriting and graphic design. With new brand standards and resources in place, this expectation will likely shift as individual departments increase their ability to produce materials independently.

For the oversight role, we recommend approximately 8 hours per month, per communication event, for each month that it lasts. For the copywriting and design role, we recommend approximately 16 hours per month, per communication event, for each month that it lasts. In the event of specific requests from departments at the City to include postering for Medium or Low event levels, it can be added through the Ad-Hoc section of the resourcing tool.

3.2.3 Media Relations

Engaging with the media is an important way to ensure the general public is aware of the work the City is doing and the important decisions that are being made. Maintaining open lines of communication with the media is key to ensuring that this channel remains productive and can serve its purpose as a vehicle for keeping the public informed.

The media should be considered the prime audience for any media relations strategy, but of course, any media coverage that results should consider the diverse range of audiences for the City.

As media relations is a complex and expansive area of City communication practices, we have included additional recommendations on a variety of sub-channels in the tables below.

The following table outlines proposed media protocols to support the City of Courtenay's media relations efforts. These are designed to balance a proactive, informative position while ensuring staff and media's time is focused on the most important news items.



Protocol	Approach
Spokespeople	As the mayor and councillors are elected officials, each person should be considered an approved spokesperson to speak to issues related to their constituencies. For major announcements, City Hall Communication staff should coordinate with the council to determine the best person to serve as the primary spokesperson for media interviews and related inquiries. No other City employees are to be considered approved spokespersons unless explicitly asked to serve in that capacity. City Communication staff should be made aware of any interview requests that come in directly to City Council members.
Media Contact Information	Consider creating a media@courtenay.ca email alias to filter all media requests through. All spokespersons can utilize this and direct all media to that email address for any interview requests. The City Manager and communication staff should receive all emails that go to this email address so they're aware of media requests and activities. If any spokespersons have arranged interviews not via the email alias, they should ensure they inform the communication team for awareness and any support that may be needed.
Press Releases	An effective tool for sharing information and news, primarily announcements that will impact a wider audience. This should include the who/what/where/when/why of the announcement and one or more quotes from key interest holders. Where possible, include a voice from the City and a complementary third party to emphasize the impact and importance of the news being shared. This should be written in an informative manner to provide the media with the details needed to write a story on the announcement or entice them to speak with a spokesperson to learn more.
Holding Statements	This is a reactive tool to have when the City is not making an announcement about a specific issue/situation, but there is a chance media will become aware of it and ask the City for comment. A holding statement can be as simple as a one-line statement that the City will not be commenting at this time or a prepared statement/quote from a spokesperson with a high-level comment on the matter. Generally, these are best paired with a commitment to follow up with more information when available, if appropriate. These are best delivered via email, but please note a holding statement is often quoted in media articles on the topic, so ensure that the information shared is approved to be shared publicly.
Quote Bank	A helpful tool to have for both proactive and reactive media situations. A quote bank is a set of 3-5 (or more if available) approved quotes on a given topic that is likely to be in the media. These should feature diverse voices and touch on different elements/impacts of the news, helping to paint a holistic picture of the benefits of the announcement/project/etc. These should be approved by each spokesperson and leveraged as needed in a press release or in one-to-one media interactions.
Talking Points /	Prepare a set of key messages or talking points to share with spokespersons for



Key Messages	key City announcements. These should cover the key details of the announcement and emphasize the “why.” Encourage spokespeople to stick to the key messages to ensure a consistent message is being shared with the media. Please note that these are meant to be an internal resource for spokespeople and key staff and are not be shared externally. It can be helpful to include suggested talking points for tricky topics/questions that may come up as well to ensure spokespeople are prepared. These should be prepared at least one week prior to launch, if possible, and saved as a live document (such as Google Docs or Microsoft Word 365) that can be easily accessed by spokespeople and updated regularly throughout the life of the project.
Media Advisory	Issue as an invite directly to media for any press conferences, ribbon cutting, or media-friendly in-person events. Include the who/what/where/when/why of the event and let reporters know what they can expect when it comes to interviews or Q&A opportunities and potential visuals. Media will be more keen to send a camera to an event if they can be assured there will be a nice visual to capture when on site.
Media Interviews	Conducting media interviews with key spokespeople and members of the media is crucial for building relationships and ensuring the articles published include the City’s point of view. It is not necessary to participate in interviews with journalists who will likely not write a fair story or have a perpetually negative take, in these instances, it is best to offer an approved quote.
Backgrounder / FAQ	This is a helpful document to prepare for media for any more complex or nuanced announcements. This document should include the key information about what is being announced, plus any relevant background information, like timelines and links to previous press releases or legislation. It is also helpful to include a Frequently Asked Questions section with answers to hot topics, if appropriate. This should be approved by any key interest holders to ensure all of the information is correct and appropriate to be sent to the media.
Media Training	Conduct annual media training sessions with mayor/council members to ensure they are prepared to speak on the record with members of the media. The session should include an overview of best practices for interacting with media, reminders about what is on/off the record, tips and tricks for blocking questions that should be avoided or bridging to key messages when in interviews. Provide actionable feedback for each person based on their performance in mock interviews conducted during the session.
Opinion Editorial	A vehicle to share an opinion with a newspaper’s editorial staff / the public via the OpEd page. This tactic can be leveraged if the City or a key spokesperson wants to share more about why something is important and the larger



	implications of a decision. Please note these are most successful/likely to be placed when they include an obvious, and often strong, opinion on a topic. This is not meant to be solely informative.
Media Monitoring	Keeping a close eye on the media coverage that the City and your spokespeople receive is crucial to having a clear understanding of what your residents are hearing.
Paid Media	For High and discretionary Medium events, the included recommendations include the usage of paid media opportunities. With newspaper advertising as the most direct, effective method, the promotion of key events through paid media presents an effective opportunity to capitalize on awareness-building through existing circulation.

The following table outlines proposed media tactics to support the City of Courtenay's media relations efforts. These are designed to balance a proactive, informative position while ensuring staff and media's time is focused on the most important news items.

Tactics	When to Leverage	How to Deploy
Media Advisory	When the City is hosting an event/announcement that they want members of the media to attend	Prepare Media Advisory and send it directly via email to targeted media contacts and relevant newsrooms
Press Conference / Ribbon Cutting	Major City developments, infrastructure projects or announcements. Likely most appropriate for 3-months + projects	Arrange speakers, location and related logistics. Prepare press releases, media advisory, talking points/key messages, and backgrounder. Invite media via media advisory with at least one week's notice, follow up 3 days in advance and again the day before.
Press Release	Category 1 projects (3 months +), major capital investments, notable hires/team changes, etc	Send directly via email to targeted media contacts and relevant newsrooms. Include an offer to arrange interviews, as available/appropriate, with friendly media contacts.
Key Messages / Talking Points	For all Category 1 projects and as needed for projects in Categories 2 and 3	Prepare key messages and talking points in advance, ideally one week prior to launch, and share them with appropriate people. Update as needed over the course of the project.



Backgrounder / FAQ	For major news or complicated projects, usually accompanied by a press release.	Send via email to the media upon request or as needed. Also, circulate with council and relevant internal teams to ensure everyone knows the information/answers.
Media Interviews	When the City has a major announcement, usually as indicated by the need for a press release	Liaise directly with the media to arrange. Ensure the spokesperson is equipped with key messages and has background about the reporter, the types of questions to expect and relevant previous coverage that may influence the angle of the interview.
Op-eds	If an announcement, project or issue the City is facing is not being received well or could use additional context or reasoning. Or to emphasize the importance of a matter and engage the public, getting them bought in on a spokesperson's perspective.	Draft an opinion article, usually ~800 words (will vary by outlet). Leverage key messages and get approval from the spokesperson who is going to be the author. Submit directly to a media outlet.

Work Plan Segment	Utilization
High	Media relations should be a staple for High segment communication events. For multi-month events and activities, media relations are going to lead to critical engagement with the majority of the City's audiences, in terms of both proactive and reactive media presence.
Medium	Media relations is recommended as a discretionary channel for Medium segment communication events. Based on the activity tables provided in section 3.2.3, some medium segment communication events will warrant partial media engagement (often reactive, focusing on the preparation of spokespeople).
Low	Media Relations is not a recommended channel for Low segment communication events.

Communication Team

This channel is recommended for High work plan segments, and as discretionary for Medium work plan segments.



In both cases, we see active involvement and oversight from a management role, as well as dedicated involvement from a senior practitioner team member.

For the oversight role, we recommend approximately 35 hours per month, per communication event, for each month that it lasts. For the second role, we recommend approximately 8 hours per month, per communication event, for each month that it lasts.

3.2.4 Newsletters

As a tool, a well-maintained list is a useful way to get information at a high level out to residents as long as the information can be expanded on the website. Give the newsletter a name (for example, *The Courtenay Connection*) and ensure that it is promoted on the City's website and social media channels.

Each subject in the newsletter should be short, engaging, and visual. Consistent presentation through the use of templates is important for both visual appeal and allowing people to be able to find sections that relate directly to them quickly. Consider including the following sections:

Protocol	Approach
Mayor's Message	A short note from the mayor (or City Manager) summarizing key developments and priorities for the City in the coming month.
City Council Updates	City Council updates Highlights from recent City Council meetings, decisions, and upcoming agendas or opportunities for public comment.
Infrastructure & Public Works	Information on ongoing and upcoming infrastructure projects, road maintenance, and public works initiatives.
Emergency Preparedness	Tips and resources for residents to prepare for emergencies, such as natural disasters or public health crises—should be made relevant to the month/season.
Highlights	There is an opportunity to bring humanization of the City staff into the picture through profiling and anecdotal coverage of the City's team members. This can easily tie to teams directly involved in key events of a given season, and present opportunities to showcase the events from different perspectives.
Did You Know?	Section Information on how residents can access City services, pay bills, and report issues or concerns.

Maintaining a list and ensuring a consistent delivery schedule maximizes the usefulness of a

newsletter. If people know when they will get the newsletter, they will come to expect and rely on this authoritative channel. Also, offer print copies in City Hall and at key City buildings (e.g. libraries and community centres).

A newsletter should maintain a regular cadence, and given the regular updates the City has, a monthly issue would serve the residents well.

Work Plan Segment	Utilization
High	Newsletters should be a primary channel of High segment communication events. For multi-month events and activities, newsletters should be a primary source of information for the City, feeding viewers back to courtenay.ca. This can typically be accomplished by creating versions of updates to the City website that present as summaries accompanied by visual assets for the newsletter.
Medium	Newsletters is a recommended channel for Medium segment communication events. For moderate-length events and activities, newsletters should be a primary source of information for the City, feeding viewers back to courtenay.ca. This can typically be accomplished by creating versions of updates to the City website that present as summaries accompanied by visual assets for the newsletter.
Low	Newsletters is a recommended channel for Low segment communication events. For single-month events and activities, newsletters should be a primary source of information for the City, feeding viewers back to courtenay.ca. This can typically be accomplished by creating versions of updates to the City website that present as summaries accompanied by visual assets for the newsletter.

Communication Team

This channel is recommended as primary for all work plan segments, with the majority of content being leveraged from core website content. We see dedicated involvement from two roles that prioritize copywriting and graphic design.

For the identified roles, we recommend approximately 8 hours per month, per communication event, for each month that it lasts, for each role. This comprises copywriting, graphic design, and the collection of material from other channels on an active basis. This projection only works for repurposing material from other channels.

This recommendation is intentionally designed to *stack*. The more events that are being allocated to being covered in the newsletter, the larger the amount of time required will be.

If unique content is prepared for the newsletter that requires more than summary writing or design tweaking of material from other channels, we recommend that this project is doubled



(and leveraged in the Ad Hoc section of the resourcing tool).

3.2.5 In-person Events

Running in-person events is a valuable exercise that generates high engagement. It allows the City to have staff in the community visibly—either through running specific program-related pop-ups or attending general events with projects. Events also hold value as a ‘what the City is up to’ update.

Being in-person can allow the City to meet people where they are and get into parts of the community that may not otherwise engage with projects. When in-person, the priority should always be on key events to keep the staff load manageable and bring in external people to understand talking points and hand out information on the project.

For general City updates, targeting high throughput events such as farmers' markets. This allows people to engage with the City without having to find or seek out people to engage with.

When the project is high-profile and ‘newsworthy,’ consider adding a media component with highly visual outlets (i.e. broadcast).

Work Plan Segment	Utilization
High	In-person events should be a primary channel for High segment communication events. For multi-month events and activities, in-person events are going to lead to critical engagement with the majority of the City's audiences.
Medium	In-person events are recommended as a discretionary channel for Medium segment communication events. Some medium segment communication events will warrant in-person events, which will typically require similar time commitments, but over fewer months.
Low	In-person events is not a recommended channel for Low segment communication events.

Facebook Live

We have included consideration of Facebook Live as part of the In-Person Events due to the dual nature of live feeds as both a potential *substitute* for events, while also being a companion / add-on for ongoing events.



While livestreaming can be advantageous, there is a minimum quality threshold that must be achieved to ensure effectiveness. Specifically, the following elements must be considered before launching any live-streamed media:

- **Video quality:** an investment into proper streaming gear would be required. We do not recommend live-streaming City events from cell-phones or laptops, unless video professionals are involved to optimize quality, lag, and connections.
- **Sound quality:** without proper microphone placement, a live-stream can quickly become a non-participatory video feed. Effective sound management includes orienting the event around microphones that service the live-stream.
- **Ongoing moderation:** many viewers will join live-streams with the goal of engaging with the event. An effective live-stream must have a designated moderator to respond to questions and troubleshoot connectivity issues for viewers.
- **Technical support:** physical and digital setup teams will be required to ensure the streams function, and that all materials and connectivity concerns have been addressed.

Should live-streaming be added to any event, we recommend leveraging the Ad-Hoc capabilities of the resourcing tool to include video coverage at a minimum.

Communication Team

This channel is recommended for High work plan segments, and as discretionary for Medium work plan segments.

In both cases, we see active involvement and oversight from a management role, as well as dedicated involvement from a senior practitioner team member.

For the oversight role, we recommend approximately 16 hours per month, per communication event, for each month that it lasts. For the second role, we recommend approximately 35 hours per month, per communication event, for each month that it lasts.



3.3 Secondary Channels

3.3.1 Reddit

The Comox Valley subreddit (/r/comoxvalley) is a regional-focused page encompassing all communities in the Comox Valley. As a channel, this would be useful for larger announcements that have a reach beyond Courtenay and its direct residents. We know there is a lot of travel and commuting through and to Courtenay. Using this channel to seek engagement or share information of regional relevance will be effective.

This platform is a high-engagement, mostly text-based platform. When posts are made, they need to be monitored and questions answered. Reddit has an upvote/downvote system, and if the use of the platform is not genuine and engaged, users do police themselves, and the account could get voted down; however, being genuine and willing to engage when you do post reduces this risk.

This channel is a true community channel. Topics and information that need to be shared or are interesting will travel fast. The Reddit community readily fact-checks itself. Establishing a trustworthy voice could benefit emergency communication—through the willingness to promote and share accurate information.

Work Plan Segment	Utilization
High	Reddit is not a required channel for High segment communication events.
Medium	Reddit is not a required channel for Medium segment communication events.
Low	Reddit is not a required channel for Low segment communication events.

3.3.2 TikTok

This channel is a youth-focused channel that can be tricky for organizations to crack. Involving exclusively short-form video that is often comedy or reactionary, it can be hard to be relevant on this platform. In short, although this could be a powerful platform for reaching youth in Courtenay if the City has the staff capacity, and understanding how to leverage the platform truly will impact the level of success you can have with it.

The Youth Survey conducted as part of the engagement process to design this strategy included the following notes about TikTok:

- Only 40% of respondents indicated that TikTok would be a viable channel for them to engage with the City.
- 75% of the respondents who indicated that TikTok would be a viable channel also use Instagram as their primary channel.

Work Plan Segment	Utilization
High	TikTok is not a required channel for High segment communication events.
Medium	TikTok is not a required channel for Medium segment communication events.
Low	TikTok is not a required channel for Low segment communication events.

3.3.3 Twitter / x

X (formally known as Twitter) remains one of the most interesting platforms in the current mix for most organizations. While we could not examine the analytics closely during our Channels Audit, Courtenay is currently getting worthwhile engagement out of the platform, counter to many others' experiences. There is a documented increase in bots and extreme right-wing content, the unfortunate reality for some organizations is any keyword in a post (tweet) could bring unwanted attention to the Courtenay account. Recognizing this shift, Twitter becomes a platform that, while useful, should continue to be monitored.

Work Plan Segment	Utilization
High	Twitter / X is not a required channel for High segment communication events.
Medium	Twitter / X is not a required channel for Medium segment communication events.
Low	Twitter / X is not a required channel for Low segment communication events.

Twitter / X as an Emergency Response Platform

While this platform is not considered required for any of the Work Plan communication segments, it does hold inherent value as an emergency and crisis response platform. This role may, over time, transition to one of the emerging platforms (such as Threads), but is currently still held by Twitter / X.

Should any emergency or crisis events occur, it's likely that many residents will still look to Twitter / X for real-time updates from the City. We recommend maintaining this platform in these scenarios for the foreseeable future.



Offboarding from Twitter / X

The following statement applies specifically to communication events from the Work Plan segments:

While this channel has lost its previous role as a reliable staple communication tool, we do not recommend immediately abandoning it. Despite the change in tone, there are still going to be residents who have been looking to this platform for updates, and will need to be weaned away to other, more reliable channels.

Recommended offboarding approach:

1. For Twitter to become a discretionary-use only channel, the City's primary digital channels must all be active and maintaining *at least* monthly updates and releases.
2. Once the City's digital channels are considered effectively active, the City's Tweets should prioritize linking to those channels, instead of sharing self contained content. This is meant to build trust between your audiences and those digital channels.
3. Reduce the frequency of Tweets over a period of approximately 2 months.



4. Tooling

This section outlines the recommended and alternative tools for the City team to best engage with the primary and traditional channels. This section includes pricing reflective of Fall 2023.

4.1 Tooling Evaluation Matrix

The tables below outline the tools reviewed, inclusive of their scoring on the following indices: channel coverage, cost per user, required number of users, and learning curve. Each index was scored on a scale of *Unaligned—Neutral—Aligned*, the definitions of which have been included in section 4.2.

The first table outlines the tools based on their scoring, the second table outlines the tools based on scoring logic.

Tool	Channel Coverage	Cost Per User	Required Number of Users	Learning Curve
Primary Recommendation				
Canva	Aligned	Aligned	Aligned	Neutral
Alternative Recommendation				
Adobe Rush	Neutral	Aligned	Aligned	Neutral
Adobe Illustrator	Neutral	Unaligned	Unaligned	Aligned
Later	Neutral	Unaligned	Aligned	Neutral

Tool	Channel Coverage	Cost Per User	Required Number of Users	Learning Curve
Primary Recommendation				
Canva	All channels can	Free licenses can	All members of	While there is



	be addressed.	address all channels at a foundational level.	the City Communication team will require access.	some learning required, the tool is highly user-friendly.
Alternative Recommendation				
Adobe Rush	Channels with video needs can be addressed.	Free licenses can provide the required levels of video production for digital channels.	At least one member of the City team will require access.	While there is some learning required, the tool is highly user-friendly.
Adobe Illustrator	Channels with image/printing needs can be addressed.	The base license for 1 year is \$335.88	At least two members of the City team will require access.	Effective use of this tool requires a high amount of learning.
Later	All digital channels can be scheduled.	The base license for 1 year is \$407.23	Only two members of the City team will require access.	While there is some learning required, the tool is highly user-friendly.

4.2 Tooling Evaluation Definitions

The table below outlines the definitions of logic used in the evaluation of the tools in section 4.1.

Category	Unaligned	Neutral	Aligned
Channel Coverage	This tool only addresses the needs of one channel.	This tool addresses the needs of some but not all channels.	This tool addresses the needs of all channels.
Cost Per User	This tool has a high single-license cost.	This tool has a moderate single-license cost.	This tool has a minimal single-license cost.
Required Number of Users	The required number of users (x) the license cost leads to a high amount.	The required number of users (x) the license cost leads to a moderate amount.	The required number of users (x) the license cost leads to a minimal amount.
Learning Curve	Effective use of this tool requires a high	Effective use of this tool requires a	Effective use of this tool requires a



	combination of training/tutorials and practice.	moderate combination of training/tutorials and practice.	minimal combination of training/tutorials and practice.
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5. Work Plan

The work plan is the confluence of the audience, engagement, auditing, and tooling recommendations. In order to effectively communicate with residents on key issues of varying magnitude and length, we have collaboratively defined a three-point scale by which to segment planned communication events for the City.

Each scale segment is paired with specific channel and resourcing recommendations, taking into account the length of required activity, the audience personas needing to be addressed, and the overall reach and effectiveness of specific channels.

These fulsome segments then translate to the attached Resource Planning Tool, through which the total volume of effort can be assessed against the volume of communication activities, giving the City a holistic view of the resources required.

5.1 Work Plan Definitions

The City's Work Plan has been segmented into three categories, with the intention of accurately reflecting the variation in duration and resources required. The naming structure of Low-Medium-High does not reflect the importance of the events they represent. This naming convention is used purely to reflect the duration of communication events, along with the holistic resources required for each category.

Furthermore, the examples used for each of the segments represent common, but not iron-clad use cases. The nature of civic communication segments is that they are inherently unique, with the specific audiences, needs, plans, and goals being slightly different, each time. When categorizing an event, be sure to consider the breadth of audience, the expected level of impact, the expected level of engagement, and the duration itself.

The communication segments have been structured as follows:

L

Low

Communication activities and events placed in this category are intended to engage with approximately one-third of the City's residents, including consideration of a specific equity-deserving community. These events are typically focused on quality-of-life services, and have low interest or visibility. They require 2-6 weeks of notice and preparation (averaging one month) and typically have low-to-moderate resourcing requirements.



M

Medium

Communication activities and events placed in this category are intended to engage with approximately two-thirds of the City’s residents, including consideration of multiple (2-3) equity-deserving communities. These events are typically focused on essential services, and have moderate interest or visibility. They require 6-12 weeks of notice and preparation (averaging two months), and typically have moderate resourcing requirements.

H

High

Communication activities and events placed in this category are intended to engage with approximately two-thirds of the City’s residents, including consideration of multiple (4+) equity-deserving communities. These events are typically focused on emergency services and voting on bylaws and have high interest or visibility. They require 12+ weeks of notice and preparation (averaging three months), and typically have high resourcing requirements.

5.2 Work Plan Channel Load

In accordance with the definitions described in section 5.1 *Work Plan Definitions*, this section breaks down the recommended channel usage for each work plan segment. These recommendations are based on the conclusions of section 3. *Communication Channels* regarding audience reach and persona mapping.

Channel		Low	Medium	High
Primary Digital Channels	Instagram	☑	☑	☑
	Facebook	☑	☑	☑
	Courtenay.ca	☑	☑	☑
Traditional Channels	Direct Mail			☯
	Postering		☯	☑
	Newsletters	☑	☑	☑
	In-Person Events		☯	☑



	Media Relations		👁️	☑️
Secondary Channels	Twitter		👁️	👁️
	Reddit			👁️
	TikTok			

☑️ recommended for each event in this category

👁️ recommended to be discretionary for a given event in this category

Variation Between Channels

This Work Plan chart represents the inclusion of channels for specific segments. In doing so, it maintains consideration of the following aspects related to resources, timing, and overall effort:

1. A key differentiator between each segment is **time**. *Low* segment events have a typical duration of one month, while *High* segments have a typical duration of three months.
2. The inclusion of a communication channel in multiple segments is reflective of the first point. For example, the inclusion of *Instagram* in the *Low* segment represents the amount of resources required to maintain Instagram presence (content development, community management, graphic design) for one month of activity related to a single event. Conversely, the inclusion of Instagram in the *High* segment represents the same amount of resources, but for three months of activity related to a single event.

5.3 2024 Work Plan

The table below outlines the current 2024 work plan, as defined by input from the City. This table does not represent the optimal load of events but instead reflects the reality of known, planned, or expected communication events in 2024, as identified in Fall 2023.

Month	High	Medium	Low	
January	Solid Waste Program	Playground Design Standards	Subdivision & Servicing Bylaw Update	Recreation - Programming Promotion
	Anderton Dike Borrowing AAP	Anderton Dike Notification	Statutory Reporting	Outdoor Pool & Aquatic Services Feasibility
	Website Updates		Facilities Fees and Charges	Council Flag Event / Statement
	Fees and Charges		Parks Control Bylaw	Communication Strategy
February	Housing Action Plan	Housing Action Plan	Comox Valley Emergency Program	Recreation Special Event
	Short Term Rental	Cultural Strategic Plan	Council Code of Conduct	Recreation - Programming Promotion
	TOD		Sports Field Allocation Engagement	Council Flag Event / Statement
	Amenity Cost Charges		Good Neighbour Guide 1/4	
March	Anderton Dike Open House	Sport Field Allocation & Fees	Permissive Tax Exemptions	Recreation - Volunteer Appreciation Week
	Engineering Capital Projects	Spring / Summer Program Guide & Registration	Engagement Strategy	Recreation - Programming Promotion
			Recreation -	Parcel Tax Roll



			Spring Registration	Review Panel
			Recreation - Special Event	Council Flag Event / Statement
April	Community & Social Development Framework	Court Usage & Pickleball Feasibility	Recreation - Summer Registration	Good Neighbour Guide 2/4
	DCC Updates		Parks & Rec Master Plan Implementation Strategy & Park Projects	Recreation - Programming Promotion
			Florence Filberg Facility Needs Assessment	Council Flag Event / Statement
May	Puntledge Sewer Construction	New Interpretive Signage for Totem Pole	Annual Recruitment Drive	Anti-Racism Strategy Launch
	Harmston Local Area Plan		Council Flag Event / Statement	Recreation - Programming Promotion
			Property Tax Collection	Recreation - Special Event
June	1st Street Lift Station Construction	Harmston LAP	National Indigenous People's Day	Good Neighbour Guide 3/4
			Cemetery Fees & Charges	Recreation - Programming Promotion
			Recreation - Special Event	Recreation - Special Event
			Simms Concert Series	Strengthening Communities Grant Ends



			Property Tax Collection	Council Flag Event / Statement
July	Mcphee Meadows Construction	Canada Day	Animal Control Bylaw	Recreation - Programming Promotion
	East Side Firehall Borrowing AAP		Council Flag Event / Statement	
	Bill Moore Park Plan			
August	Lake Trail MUP Construction	Website	Fall Programs & Registration	Recreation - Programming Promotion
			Recreation - CV Fall Guide	Council Flag Event / Statement
			Recreation - Cozy Corner Preschool Sign-up	
September	Engineering Capital Projects	Community Policing	Fall Programs & Registration	Recreation CV Fall Guide
		Committee Recruitment	Recreation - Programming Promotion	Recreation Cozy Corner Preschool Sign Up
			Council Flag Event / Statement	
October		Anti-Racism Strategy Final Report	Recreation - Programming Promotion	Recreation - Special Event
		Budget Engagement Balancing Act	Recreation - Special Event	Council Flag Event / Statement
November		Bylaw Adjudication	Dog Tags	Council Strategic Plan Check-in



	Snow & Ice Control Bylaw	Recreation - Winter Registration	Recreation - Winter Guide Release
		Recreation - Programming Promotion	
December		Flood Management	Recreation - Programming Promotion
		Recreation - Special Event	Recreation - Special Event
		Recreation - 12 Days of Fitmas	Council Flag Event / Statement
		Christmas Closure	Good Neighbour Guide 4/4

Communication Team

Communication events in the table above marked in blue include external communication resources. For the purposes of capacity and work planning, these events are understood to specifically impact the Communication Department at a management level.



5.3 Resourcing Planning Tool

The attached Resource Planning Tool (“the tool”) is meant to provide the City with a dynamic system to plan communication activities and events across a total year. Using the logic of this communication strategy, the tool provides a projection of the required level of effort for each communication role based on the following elements:

- **Channel Load**
Each channel identified in section 3. *Communication Channels* is mapped as required / not required for each of the described work plan segments (low/medium/high). Changing which channels are leveraged in each segment becomes a key variable in the level of effort required.
- **Level of Effort per Channel**
Each channel is mapped to an associated level of effort per City communication role. This mapping is based on standard and expected levels of involvement to conduct planned communication activity in monthly time allocations. These mappings are applied to each event in each work plan segment to produce an overall picture of the load, per role, per channel.
- **Work Plan**
Each event identified in the work plan has been mapped to one of the three work plan segments. The presence of an event in a specific segment effectively dictates:
 - The channels that will be leveraged each month for that event
 - The number of months expected to be dedicated to the event
- **Ad-Hoc**
Intentional modifications can be made on a monthly basis to include channels for specific events. These can be added through a volume-based multiplier, to ensure a range of customization is available for all event segments.
- **Manager Tracking**
Events can be removed from the traditional tracking methods, and instead be tracked through a unique manager tracking function. This allows for third-parties to conduct communication efforts for specific events, while ensuring that involvement and oversight from a manager role can be correctly accounted for.

In effect, the heart of this communication strategy is the logic of the resource planning tool.

6. Recommendations

The recommendations included in this section are a summary of recommendations outlined throughout this strategy document.

6.1 Strategic Recommendations

This communication strategy is designed to align the following elements:

- **Meaningful Engagement**
Ensuring that all of the City's audiences can be reached effectively through the City's range of available communication channels.

The included mixture of digital and traditional channels represents the feedback gathered from interest holders, equity deserving communities, youth groups, City staff, and City leadership. Just as there are a variety of learning styles, so are there a variety of engagement styles. The selected channels are meant to address the breadth of engagement styles represented by the City of Courtenay, ensuring that audiences can be met where they are at, and where they expect to find you.

- **Appropriate Channel Allocation**
Leveraging the right channels for the right types of communication activities and events.

This strategy hinges around the intentional segmentation of communication activities and events into three categories: High, Medium, and Low. From High to Low, these categories represent length in months, topic selection, and interest levels. Specific channels have been allocated for inclusion with specific segments, matching these traits to garner the most effective outreach, engagement, and informing of the City of Courtenay.

- **Predictive Communication**
Working within a system that allows future communication activities and events to project logical requirements for personnel and timeline requirements.

Effective communication to large audiences requires trust, and trust is built from consistency. This strategy examines modes of engagement for each identified channel, and seeks to define *single-source-of-truth* communication practices. While the final modes of expression will vary across channels, the core messaging and structure of information should remain predictive and consistent.

- **Required Resourcing**
Understanding the type and volume of staffing required, in advance, to conduct City



communication activities and events effectively.

Systems excel when they are predictable. This strategy understands each channel, role, and category as a fixed variable, which allows for intentional projection and planning of the required effort to prioritize consistency, accuracy, and quality.

6.2 Connecting with the Engagement Framework

The City is planning to develop a Community Engagement Framework in 2024. That framework will provide a cohesive and consistent approach to community engagement. This will include things like:

- An overview of the IAP2 Spectrum of Engagement and how the City uses it
- A process for identifying whether engagement is necessary, and if so, at what level
- A cohesive approach to engagement across departments
- A unified process for interdepartmental collaboration
- An approach for small, medium and large engagement projects
- Recommendations for online engagement tools and platforms

Once in place, these strategies will work in tandem to outline not only our communication out to the community but also our two-way dialogues.

6.3 Emerging Technology and Platform Recommendations

6.3.1 Emerging Technologies

While chatbots have been around for a while, the advent of accessible and increasingly reliable AI platforms present opportunities to use these services to reinforce and bolster staff capacity. Across the City's social media and other points of public interaction, AI platforms can be leveraged to answer questions, synthesize reports, strategies, and other City documents to enable increased access for residents and visitors.

Chatbot implementation

There are several iterations of chatbot that can be implemented straight away; the easiest is the inline Meta offering for frequently asked questions. If needed, this tool can also set conversation or question guidelines (e.g. if there are topics that cannot be answered in the chat you can direct people to the appropriate channel with a greeting at the start of the conversation).

Effort Consideration

Presently, all chatbots need to be set up and have initial, manual input of topics and answer logic. This is a heavy lift to start, but becomes highly sustainable after initial setup (with effort



then being focused on minor updates and maintenance as required).

Artificial Intelligence (A.I)

Artificial Intelligence is an emerging platform with promising tools to supplement and bolster staff capacity by performing repetitive tasks that can often take up unnecessary amounts of staff time. Right now, these platforms are powerful options to make large sets of information available to people through a *frequently asked question* format.

ChatGPT (as of November 2023) is the current market leader. The new GPT offering allows fully custom tools using bespoke data sets, and can be a powerful tool to allow staff to set up project-specific tools to explain strategies, plans, or reports quickly.

As the technology evolves, staff can begin by using a paid subscription version of ChatGPT (the free version, while powerful, has limited data points). The paid version allows you to train specific topics and create your own GPTs. Staff can leverage this platform to train, learn, and get any specific GPTs you may want to run, like answering social media questions. More complex setups may need to involve a specialist.

6.3.2 Emerging Platforms

There is currently a lot of energy in the space of becoming *the next platform*. Whether it's related to *replacing Twitter* or *creating entirely new ways of connecting*, there is a fundamental truth in recognizing that platforms will shift and audiences will migrate. Below, we have included consideration of several emerging platforms that warrant observation and light engagement.

6.3.1.1 Threads

Threads is gaining traction. Currently, this platform is maintaining a strong integration with Instagram. Saving a user account for the City here is relatively easy as you already hold your Instagram name, and you cannot sign up to the platform without an Instagram account.

Having recently crossed the 100M active users a day threshold, this is a platform to keep an eye on and consider. As it is a text and image-based platform (video implementation is shaky as of November 2023), this could be considered a tool to take up the space created by offboarding from Twitter, and can likely leverage a lot of planned Instagram content from the City's Work Plan.

6.3.1.2 Bluesky

Bluesky is growing now that it is out of closed Beta. This platform is heavily supported by a user group passionate about replicating the 'Twitter-like' interaction style. It is a platform to watch as it comes out of beta and begins to gain further traction, as it could readily replace X in people's routines with its mirror-like interface. This platform will thrive on short, high-interaction information sharing through text or video.

6.3.1.3 Mastodon

Mastodon is a niche platform popular with audiences that were the first to leave X (Twitter). It is worth being aware of this platform. As the systems shift and senior levels of government start to ask questions about regulation, audiences have started to look at platforms outside of the current ecosystem of the corporations currently holding the market share— there could be a shift to decentralized platforms like this one.



File: 3900-02

December 19, 2023

Via email: aproton@courtenay.ca

City of Courtenay
830 Cliffe Avenue
Courtenay, BC V9N 2J7

Attention: Ms. Adriana Proton, Manager of Legislative Services

Dear Ms. Proton:

Re: Bylaw No. 795 being "Comox Valley Sports Track and Fields Service Conversion Bylaw No. 2353, 2001, Amendment No. 2"

The Comox Valley Regional District (CVRD) Board, at its meeting of December 12, 2023, gave three readings to Bylaw No. 795 being " Comox Valley Sports Track and Fields Service Conversion Bylaw No. 2353, 2001, Amendment No. 2". The intent of the bylaw is to increase the maximum requisition to implement the approved capital plan.

This bylaw, prior to submission for approval from the Inspector of Municipalities, requires written consent of two-thirds of the participants in the service, being the Directors for Electoral Areas A, B and C, the City of Courtenay and the Town of Comox.

In light of the above, the board requests your council to consent to the bylaw amendment under section 346 of the *Local Government Act* by considering the following resolution:

THAT City of Courtenay consent to the adoption of the Comox Valley Regional District Bylaw No. 795 being " Comox Valley Sports Track and Fields Service Conversion Bylaw No. 2353, 2001, Amendment No. 2" under section 346 of the *Local Government Act*.

By way of background information, please find attached the staff report dated November 16, 2023, that was presented to the Comox Valley Recreation Commission at its November 21, 2023 meeting. Also attached is Bylaw No. 795 at third reading as well as a backgrounder that provides a summary and timeline of decisions made in regards to the artificial turf field.

We would appreciate a response by January 22, 2024 in order to adhere to the timelines as set out in the above-noted staff report. If you have any questions or require support at your Council, please contact Trish Morgan, Assistant Senior Manager of Recreation Services at 250-898-3733 or via email at tmorgan@comoxvalleyrd.ca.

We look forward to hearing from you at your earliest convenience.

Sincerely,

L. Dennis

Lisa Dennis
Manager of Legislative Services

Attachments: Bylaw No. 795
 Artificial Turf Field Backgrounder
 Staff report dated November 16, 2023

**COMOX VALLEY REGIONAL DISTRICT
BYLAW NO. 795**

**A bylaw to amend the service establishing bylaw for the
Comox Valley Sports Track and Fields Service to increase the maximum
requisition**

WHEREAS the Comox Valley Track and Fields Service was created by the adoption of Bylaw No. 2353 being "Comox Valley Sports Track and Fields Service Conversion Bylaw No. 2353, 2001" on the 30th day of July 2001;

AND WHEREAS the Board desires to increase the maximum requisition to implement the approved capital plan;

AND WHEREAS participating area approval has been obtained in writing in accordance with sections 346 and 347 of the *Local Government Act (RSBC, 2015, c.1)*;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained under section 342 of the *Local Government Act (RSBC, 2015, C.1)*; and

NOW THEREFORE the Board of the Comox Valley Regional District in open meeting assembled enacts as follows:

Amendment

1. Bylaw No. 2353 being "Comox Valley Sports Track and Fields Service Conversion Bylaw No. 2353, 2001" is hereby amended as follows:

a) By replacing section 5 (Maximum Cost), which reads as follows:

"In accordance with Section 800.1(1)(e) of the Local Government Act, the maximum amount that may be requisitioned for the cost of the service is a property value rate of \$0.04 per \$1,000 applied to the net taxable value of land and improvements in the Service Area."

with the following:

"The maximum amount that may be requisitioned annually for the cost of the service is the greater of \$1,697,117 or \$0.06895 per \$1,000 of the net taxable value of land and improvements in the service area."

Citation

- 2. This Bylaw No. 795 may be cited as "Comox Valley Sports Track and Fields Service Conversion Bylaw No. 2353, 2001, Amendment No. 2".

Read a first and second time this 12th day of December 2023.

Read a third time this 12th day of December 2023.

Consented to in writing by the Electoral Area A (Baynes Sound – Denman/Hornby Islands) Director this day of 202x

Consented to in writing by the Electoral Area B (Lazo North) Director this day of 202x


Consented to in writing by the Electoral Area C (Puntledge – Black Creek) Director this day of 202x

City of Courtenay Council resolution given this day of 202x

Town of Comox Council resolution given this day of 202x

Approved by the Inspector of Municipalities this day of 202x.

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 795 being "Comox Valley Sports Track and Fields Service Conversion Bylaw No. 2353, 2001, Amendment No. 2" as read a third time by the Board of the Comox Valley Regional District on the 12th day of December, 2023.



Deputy Corporate Legislative Officer

Adopted this day of 202x.

Chair

Deputy Corporate Legislative Officer

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 795 being "Comox Valley Sports Track and Fields Service Conversion Bylaw No. 2353, 2001, Amendment No. 2" as adopted by the Board of the Comox Valley Regional District on the xx day of xxx, 202x.

Deputy Corporate Legislative Officer

Artificial Turf Field Backgrounder

December 18, 2023

The following “Backgrounder” provides a summary of the background and timeline of decisions made by the Comox Valley Recreation Commission or Regional Board and the anticipated next steps in the process to bring the artificial turf field (ATF) to a point where construction may proceed in 2024.

Background

In 2019, the Comox Valley Recreation Commission identified a long-term plan for recreation infrastructure and sustainable delivery of these services as a strategic priority. RC Strategies was retained to work with our municipal partners and Comox Valley Schools to:

- assess the current inventory, condition and allocation of sports fields;
- ensure current needs, and future growth, can be accommodated; and
- review field booking and allocation processes.

The work on the Sport Fields Strategy commenced in June 2022, with condition assessments of the fields completed through the summer and fall as well as consultation with stakeholders and the public. Some of the feedback received included:

- groups are interested in having more access to artificial turf field surfaces, uniform condition (always available with the same surface condition), and not weather concerns were the primary driver of this demand.
- groups reflected a clear preference for sport field “hubs” (multiple fields/diamonds on the same site). The benefits of these hubs expressed by groups include a better ability to facilitate tournament play, atmosphere, and minimizing driving for parents, participants and volunteers;
- there is a desire for greater access to washroom facilities at outdoor fields / diamonds; and
- the benefits of added lighting to more sites to extend play and add capacity to the system was expressed by some stakeholders.

The [Sports Fields Strategy](#) was presented to the Commission in February 2023. A key finding of the study includes:

“The majority of respondents generally felt that the sport field inventory meets their summer needs, but not their winter season needs. Commonly identified reasons why the sport field inventory is perceived as lacking during the winter months were field

conditions and amenities (don't have enough artificial turf or lighted fields), a general lack of field time, and deficient support amenities (e.g. washrooms)."

Timeline:

March 21, 2023 Comox Valley Recreation Commission

At the March 21, 2023 meeting of the Comox Valley Recreation Commission, the Commission adopted the Recreation Strategic Plan. Several initiatives were identified for further examination including the possibility of constructing a new artificial turf field at G.P. Vanier Secondary School. The artificial turf field was identified as an immediate priority for examination in 2023 with possible construction in 2024, while the examination of a third arena and addition to the Aquatic Centre were identified as short-term and medium-term priorities.

May 30, 2023 Comox Valley Schools Decision

Comox Valley Schools provided approval to the CVRD to proceed with examining the construction of a second artificial turf field at G.P. Vanier Secondary School.

June 20, 2023 & June 22, 2023 Strategic Plan Open Houses

On June 20, 2023 the CVRD hosted an in-person public open house to present the [Recreation Strategic Plan](#) to the community. A virtual open house was also hosted on June 22, 2023.

At the open houses, the Commission presented the projects that will be examined as well as a gradual, stepped approach to tax increases that are anticipated as the CVRD moves forward with implementing the strategic plan.

The plan starts with 5-year short-term borrowing for the artificial turf field, and then an anticipated increase for 30-year long-term borrowing for a new ice arena. Once the artificial turf field is paid off in five years, then it is anticipated that the CVRD will conduct 30-year long-term borrow for an addition to the Aquatic Centre Pool.

The following graphic demonstrates these anticipated and estimated tax increases should these projects proceed to construction.

Cost Estimates for Steps Ahead

There are a lot of unknowns still about the path forward, including whether pieces will proceed as proposed once further assessments/analysis are completed. Preliminary costs have been considered and mapped out (see graphic below). The below estimates are provided in 2023 dollars.

	2024	2025	2026	2027	2028	2029	30+ years
Preliminary Estimates of Costs							
Sports Field Expansion	\$5M						
Full Sheet Ice Rink Expansion			\$16M				
Add indoor pool to Aquatic Centre						\$26M	
Implications to Residential Household	\$32/yr 5 yr term		\$29/yr 30 yr term			\$46/yr 30 yr term	
Cumulative Impact		\$32/yr	\$61/yr	\$61/yr	\$61/yr	\$75/yr	\$75/yr



COST TO BE CONFIRMED

There is a significant amount of assessment work to be completed before decisions are made about whether these initiatives will proceed and to further refine/assess the preliminary cost estimates above.

September 25, 2023 Sports Field User Group Engagement

On September 25, 2023 a meeting was held with the lead consulting firm, CVRD and Comox Valley Schools staff and representatives from the following sport organizations:

- Comox Valley Cricket Club
- Comox Valley Baseball Association
- Comox Valley Sport and Social Club
- Comox Valley Field Hockey
- Comox Valley Kickers
- Comox Valley Raiders Football
- Comox Valley United Soccer

The purpose of the meeting was to hear from stakeholder organizations regarding their sport-specific needs related to a new artificial turf field. What we heard from the stakeholder organizations included:

- Maximize the field space while working within the budget;
- Amenities are secondary to having the largest field possible;
- Need space for practices and warm-up;
- Vegetation around fields makes ball retrieval challenging;
- Fences need to be higher to stop stray balls;
- Spectators can sit on upper bench under picnic shelter;
- Too many permanent lines can lead to line confusion and weaken the turf;
- Temporary lines can be painted on the turf like they are painted on natural grass;

- Cricket can be placed between the two grass fields, needs 120m diameter around wicket;
- Most common size for soccer is 64m x 100m;
- Lacrosse is transitioning to six versus six game (64 m x 37m);
- Ideally baseball needs 81m x 20m; baseball could use a portable pitcher's mound if the infield overlaps with the rectangular field;
- Football requires 137m field, if the field is too small for football, then don't add permanent lines; the field can be lined for practices when needed; and
- Rugby can work on a field the same width as soccer and length as football, the minimum size is 106m long.

September 26, 2023 to November 1, 2023

Following the meeting, the consulting firm developed concepts based on the stakeholder feedback and requirements of the scope of work. The "community field" concepts included a regulation-size field for soccer and lacrosse and an overlapping U15 baseball field. The concepts also demonstrated how practice space for rugby and football could be accommodated with temporary lines.

November 21, 2023 Comox Valley Recreation Commission

At the November 21, 2023 meeting of the Comox Valley Recreation Commission the following decisions were made:

- 1) The Commission was presented with four design options. Design Option A was chosen by the Commission as the preferred design and at an estimated cost of \$5,717,522.
- 2) The Commission was presented with two borrowing options; 5-year short-term borrowing or 10-year long-term borrowing. The 5-Year short-term borrowing option was approved by the Commission in alignment with the Recreation Strategic Plan.

December 5, 2023 Regional Board

At the December 5, 2023 meeting of the Regional Board, the Board allocated \$808,500 from the Growing Communities Fund. As a result of this decision, the funding plan for the artificial turf field has changed (as per below) from what was originally projected in the report to the Comox Valley Recreation Commission on November 21, 2023.

Source of Funds	Amount
CVRD Reserve Funds	\$500,000
Recreation Grant	\$18,000
Growing Communities Fund	\$808,500
Short-term borrowing	\$4,391,022
TOTAL	\$5,717,522

December 12, 2023 Regional Board

The Board gave three readings to Bylaw No. 795 being the "Comox Valley Sports Track and Fields Service Conversion Bylaw No. 2353, 2001, Amendment No. 2". The intent of the bylaw is to increase the maximum requisition to implement the approved capital plan. The maximum requisition must increase to budget the annual principal and interest payments needed for short-term borrowing.

Next Steps:

As noted in the letter from Lisa Dennis, CVRD Manager of Legislative Services, the bylaw, prior to submission for approval from the Inspector of Municipalities, requires written consent of two-thirds of the participants in the service, being the Directors for Electoral Areas A, B and C, the City of Courtenay and the Town of Comox.

The next steps in the process are as follows:

COMPLETED

Part 1 Board gives 3 readings to bylaw

- The Board has to give 3 readings of the bylaw amendment so that it can go to the next step in the process

WE ARE HERE



Part 2 Participants provide written approval

- City of Courtenay & Town of Comox bring the bylaw to council for consideration
- Electoral Areas A, B and C decide if they wish to provide written approval

Part 3 Inspector of Municipalities Approval

- If two-thirds or 4/5 of the jurisdictions provide written approval, the Inspector of Municipalities must also provide approval

Part 4 Board final adoption

- If the Inspector provides approval, then the Board may provide final adoption of the bylaw.

If two-thirds consent is not received from the service participants, then short-term borrowing for the project cannot proceed and the bylaw will be brought back to the Board and Recreation Commission to consider:

- seeking elector approval to amend the bylaw,
- deferring the project to a future year.

Budget Approval:

In February 2024, the 2024 Function 601-603 Track and Fields Services budget, including the artificial turf field capital project, will be considered by the Recreation Commission.

Artificial Turf Field Construction:

For the artificial turf field project to proceed to construction in 2024, utilizing short-term borrowing to fund a significant portion of the project, two things must be approved before the end of March 2024:

- 1) the service establishment bylaw amendment; and
- 2) the capital budget.

Other Next Steps:

In early 2024, once the field design is completed, CVRD staff will be:

- meeting with the sports organization stakeholder group for the ATF project in January 2024 to determine if there are any partnership opportunities;
- seeking out and applying for grants where possible; and
- seeking out in-kind donations of labour, materials and/or equipment.

If you have any questions or require support at your Council, please contact me, Trish Morgan, Assistant Senior Manager of Recreation Services at 250-898-3733 or via email at tmorgan@comoxvalleyrd.ca.

Sincerely,

T. Morgan

Trish Morgan
Assistant Senior Manager of Recreation Services

APPENDIX

DESIGN OPTION A



Design A \$5,717,522

8,790 m² = 110m x 70.1m
trapezoidal top area of 38.5m side length and 1.4m small base

2 washrooms	✓	2 dugouts	✓
2 player shelters	✓	perimeter pathway	✓
3 boot brushes	✓	lighting	6 poles
2 reg size soccer goals	✓	fencing	✓
4 youth soccer goals	✓	spectator seating pad	✓
operations storage area	✓	spectator seat walls	none

SPORTS

Baseball	80ft long basepath; 255ft from home to edge of outfield; will need to provide mobile pitcher's mound	Football	Canadian practice only; temp lines needed
Soccer (reg & mini)	✓	Rugby	temp lines needed; not long enough for regulation play; will need mobile goals

Field Lacrosse	v
Field Hockey	temp lines needed

Cricket	Cricket between 2 grass full-sized soccer fields
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PROS	CONS
A less expensive option that includes baseball, soccer, mini soccer, men’s lacrosse; warm-up space & washrooms	No spectator seating, rugby and football fields are modified for practice use only; elevated cost associated with lighting to light the baseball playing field

DATE: November 16, 2023
TO: Chair and Members
Comox Valley Recreation Commission
FROM: James Warren
Chief Administrative Officer

FILE: 7910-01

Supported by James Warren,
Chief Administrative Officer

J. Warren

RE: Artificial Turf Field Design and Borrowing Options

Purpose

To provide an update on the artificial turf field project and present design and borrowing options for its consideration.

Recommendations from the Chief Administrative Officer:

- 1) THAT the design option A as described in the staff report dated November 16, 2023, be approved.
- 2) THAT a five year short-term borrowing to fund the construction of a new artificial turf field be approved.
- 3) THAT staff be directed to prepare an amendment to Bylaw No. 2353 being, "Comox Valley Sports Track and Fields Service Conversion Bylaw No. 2353, 2001" to amend the maximum tax rate to the greater of \$1,697,117 or \$0.06895 of net taxable value on land and improvements to fund design option A, B, or C as outlined in the report dated November 16, 2023 to be considered by the Comox Valley Regional Board for first, second, and third readings and final adoption;

AND FINALLY, THAT participating area approval for the amending bylaw be authorized to be given by electoral area director and municipal council consents pursuant to sections 346 and 347 of the *Local Government Act*.

Executive Summary

- Following the development of the Recreation Strategic Plan in the spring of 2023, Comox Valley Schools provided approval for an artificial turf field to be constructed on the playing field at George P. Vanier Secondary School. The purpose of the all-weather field is to provide a community year-round playing surface that accommodates as many sports as possible in its design.

- Four concept designs are being presented for the Comox Valley Recreation Commission’s (Commission) consideration, ranging in cost from approximately \$5,100,000 to \$7,000,000 dollars.
- Staff are recommending design Option A at a total cost of \$5,718,000 as it supports a large number of sports while balancing fiscal responsibility. The option includes two year-round washroom facilities and provides opportunities for baseball, soccer, lacrosse, field hockey, rugby and cricket to train and play, and training opportunities for football.
- The Comox Valley Track and Fields service provides funding for the maintenance and capital costs of the all-weather track and sports playing fields. Participants of this service are the City of Courtenay, Town of Comox, Part of Baynes Sound – Denman/Hornby Islands (Electoral Area A) (Vancouver Island portion only), Lazo North (Electoral Area B), and Puntledge – Black Creek (Electoral Area C).
- The maximum tax rate for the service is currently \$0.04/\$1,000 of assessed value on land and improvements. In order to borrow \$5,200,000 for the construction of the preferred design, Option A, the maximum tax rate and requisition needs to increase to the greater of \$1,697,117 or \$0.06895/\$1,000. If the maximum tax rate is not increased, then the Comox Valley Regional District (CVRD) will not be able to borrow the funds required to construct the new artificial turf field.
- If the Commission decides to defer the project beyond the 2024 budget year, it should be noted that the cost of the project could increase between seven to fifteen percent over the next year. If the Commission decides to conduct an elector approval process to borrow funds over ten years, then the construction of the project would be completed in the spring/summer of 2025 and as a result of cost escalation between 2024 and 2025, the project costs could increase by seven to fifteen percent.

Prepared by:

Concurrence:

Concurrence:

T. Morgan

J. Zbinden

M. Harrison

Trish Morgan
Assistant Senior Manager
of Recreation Services

Jennifer Zbinden
Senior Manager of
Recreation Services

Mark Harrison
A/General Manager of
Community Services

Government and Community Interests Distribution (Upon Agenda Publication)

City of Courtenay	✓
Town of Comox	✓
Village of Cumberland	✓
Comox Valley Schools	✓
Comox Valley Cricket Club	✓
Comox Valley Baseball Association	✓
Comox Valley Sport & Social Club	✓
Comox Valley Field Hockey	✓
Comox Valley Kickers (Rugby)	✓
Comox Valley Raiders Football	✓
Comox Valley United Soccer	✓

Background/Current Situation

Design Options

In March 2023 the Recreation Strategic Plan was adopted; this identifies immediate, short-term, and medium-term capital project priorities. One of the immediate priorities was to examine the opportunity to construct a new artificial turf field at G.P. Vanier Secondary School in order to provide increased opportunities for a variety of field sports to train and play year-round. Comox Valley Schools has since provided approval for an artificial turf field to be constructed on the north playing field at G.P. Vanier Secondary School.

On September 25, 2023 a meeting was held with the lead consulting firm, CVRD and Comox Valley Schools staff and representatives from the following sport organizations:

- Comox Valley Cricket Club
- Comox Valley Baseball Association
- Comox Valley Sport and Social Club
- Comox Valley Field Hockey
- Comox Valley Kickers
- Comox Valley Raiders Football
- Comox Valley United Soccer

The purpose of the meeting was to hear from stakeholder organizations regarding their sport-specific needs related to a new artificial turf field.

What we heard from the stakeholder organizations included:

- Cricket can be placed between the two grass fields, needs 120m diameter around wicket;
- Most common size for soccer is 64m x 100m;
- Lacrosse is transitioning to six versus six game (64 m x 37m);
- Ideally baseball needs 81m x 20m; baseball could use a portable pitcher's mound if the infield overlaps with the rectangular field;
- Football requires 137m field, if the field is too small for football, then don't add permanent lines; the field can be lined for practices when needed;
- Rugby can work on a field the same width as soccer and length as football, the minimum size is 106m long;
- Maximize the field space while working within the budget;
- Amenities are secondary to having the largest field possible;
- Need space for practices and warm-up;
- Vegetation around fields makes ball retrieval challenging;
- Fences need to be higher to stop stray balls;
- Spectators can sit on upper bench under picnic shelter;
- Too many permanent lines can lead to line confusion and weaken the turf;
- Temporary lines can be painted on the turf like they are painted on natural grass.

Following the meeting, the consulting firm developed a concept based on the stakeholder feedback and requirements of the scope of work. The "community field" concept included a regulation-size field for soccer and lacrosse and an overlapping U15 baseball field. The concept also demonstrated how rugby and practice space for football could be accommodated with temporary lines but does not include washrooms. The corresponding Class D cost estimate for this concept was for approximately \$7,000,000 (including contingency, professional fees and permits).

After some further discussions with the consultant and the Comox Valley Baseball Association about their needs and the size of the field, the consultant came back with a revised concept that reduced the footprint significantly but maintained the community field requirements. As a result of the decreased footprint, the cost was reduced significantly to approximately \$5,700,000 including washrooms, contingency, professional fees, and permits. Two further options are also being presented for consideration. Design B is the same as Design A but does not include washrooms and Design C is a rectangular field that does not include baseball, cricket or washrooms.

	Design A \$5,718,000	Design B \$5,580,502	Design C \$5,136,722	Design D \$7,016,963
Field Size	8,790 m2 110m x 70.1m with a trapezoidal top area of 38.5m side length and 1.4m small base	8,790 m2 110m x 70.1m with a trapezoidal top area of 38.5m side length and 1.4m small base	7,590 m2 110m x 69m	10,700 m2 110m x 97.3m
2 washrooms	✓			✓
2 player shelters	✓	✓	✓	✓
3 boot brushes	✓	✓	✓	✓
2 reg size soccer goals	✓	✓	✓	✓
4 youth soccer goals	✓	✓	✓	✓
2 dugouts	✓	✓		✓
Perimeter pathway	✓	✓	✓	✓
lighting	6 poles	6 poles	4 poles	6 poles
fencing	✓	✓	✓	✓
spectator seating pad	✓	✓		✓
spectator seat walls				✓
operations storage area	✓	✓		✓
Baseball	80ft long basepath; 255ft from home to edge of outfield	80ft long basepath; 255ft from home to edge of outfield		80ft long basepath; 280ft from home to edge of outfield
Soccer (regulation & mini)	✓	✓	✓	✓
Field Lacrosse	✓	✓	temp lines	✓
Field Hockey	temp lines	temp lines	temp lines	temp lines
Football	Canadian practice only; temp lines	Canadian practice only; temp lines	American only	Canadian practice only; temp lines
Rugby	temp lines	temp lines	temp lines	temp lines
Cricket	Cricket between 2 grass full-sized soccer fields	Cricket between 2 grass full-sized soccer fields		Cricket between 2 grass full- sized soccer fields
PROS	A less expensive option that	A less expensive option that includes	Economical	Includes baseball,

	includes baseball, soccer, mini soccer, men’s lacrosse; warm-up space & washrooms	baseball, soccer, mini soccer, men’s lacrosse and warm-up space		soccer, mini soccer, men’s lacrosse; warm-up space; offers maximum field space for users
CONS	No spectator seating, rugby and football fields are modified for practice use only; elevated cost associated with lighting to light the baseball playing field	No washrooms, no spectator seating, rugby and football fields are modified for practice use only; elevated cost associated with lighting to light the baseball playing field	No washrooms, does not include baseball or dugouts; minimal amenities cricket field not included; no goals storage area/amenity storage area	Rugby and football fields are modified for practice use only; most expensive option; elevated cost associated with lighting to light the baseball playing field

Borrowing Options

If the Commission decides to move forward with short-term borrowing, then once the design has been selected, the consulting firm can move forward with a detailed design and will produce a Class A cost estimate that will provide greater cost certainty as the CVRD moves through the 2024 budget process. Advertising the bid opportunities for the turf and construction can take place in March 2024, to ensure once the budget is approved and the bylaw amendments are finalized, contracts can be awarded in April 2024. Construction can then begin May 2024 and run until October/November 2024 (weather permitting).

If the Commission wishes to move forward with long-term borrowing then an elector approval process such as an alternative approval process (AAP) will need to be completed prior to issuing any tenders for the turf or construction.

As a result of the timeline for the elector approval process, the construction of the turf field will not be able to be completed in 2024 as construction would not be able to start until the AAP receives the Inspector’s Certificate, likely sometime in the summer of 2024. Further, the cost of the project may increase seven to fifteen percent as a result of inflation and cost escalation due to the delay in the project completion date.

Milestones	Short-Term Borrowing	AAP/ Long-Term Borrowing
Detailed Design & Class A Estimate	Mid-November to early February 2024	Mid-November to early March 2024
Bylaw amendment period incl. participating area approval & Inspector approval	Nov 21, 2023 – prior to April 9, 2024	n/a
Alternative approval process incl. statutory advertising, communications planning and implementation, Inspector Certificate	n/a	Nov 21, 2023 – June 13, 2024
Procurement incl document preparation, advertising, evaluation and contract award	Late February 2024 to the beginning of April 2024	End of March 2024 to early June 2024
Construction Start	May 1, 2024	July 8, 2024
Construction End	Oct 15, 2024 – Nov 15, 2024 (weather permitting)	March 31, 2025 (weather permitting)

The Commission has identified through its Strategic Plan the examination of other possible capital priorities (e.g., Arena 3 and/or pool addition to the Aquatic Centre). If the Recreation Commission decides to utilize 10-year long-term borrowing to fund the artificial turf field project, then the timeline and cost estimates for future projects may have to be revisited.

Cost Estimates for Steps Ahead

There are a lot of unknowns still about the path forward, including whether pieces will proceed as proposed once further assessments/analysis are completed. Preliminary costs have been considered and mapped out (see graphic below). The below estimates are provided in 2023 dollars.

	2024	2025	2026	2027	2028	2029	30+ years
Preliminary Estimates of Costs							
Sports Field Expansion	← \$5M →						
Full Sheet Ice Rink Expansion			← \$16M →				
Add indoor pool to Aquatic Centre						← \$26M →	
Implications to Residential Household	\$32/yr 5 yr term		\$29/yr 30 yr term			\$46/yr 30 yr term	
Cumulative Impact		\$32/yr	\$61/yr	\$61/yr	\$61/yr	\$75/yr	\$75/yr



COST TO BE CONFIRMED

There is a significant amount of assessment work to be completed before decisions are made about whether these initiatives will proceed and to further refine/assess the preliminary cost estimates above.

Service Establishment Bylaw

In July of 2001, Bylaw No. 2353 was converted and amended the all-weather sports track service to the Comox Valley sports, track and fields service. This service provides for the funding and maintenance and capital cost of the all-weather sports track and sports playing fields in the City of Courtenay, the Town of Comox and the Vancouver Island portion of Baynes Sound – Denman/Hornby Islands (Electoral Area A), Lazo North (Electoral Area B), and Puntledge – Black Creek (Electoral Area C).

Under the bylaw the CVRD has authority to construct a new artificial turf field, however, in order to do so, the CVRD must borrow the funds required. In order to pay the principal and interest payments as well as the annual operating costs of the function, the CVRD will be required to increase the requisition. The increase in the requisition will exceed the maximum tax rate of \$0.04/\$1,000 therefore, a bylaw amendment to the service establishment bylaw will be required to increase the maximum requisition to pay the principal and interest on short or long-term borrowing.

If the Commission chooses to conduct short-term borrowing, the service establishment bylaw may be amended by way of two-thirds consent of the participants and approval of the Inspector of Municipalities prior to April 9, 2024. Note that it is possible, that the Inspector may require the CVRD to gain elector approval if they feel the increase in the maximum requisition is substantial enough that the electors should have an opportunity to consider the increase. While this is a risk, staff feel that based on the extensive public engagement and work completed on the Recreation Strategic Plan, this risk is low. When the bylaw goes to the Inspector for approval, background information on the public engagement and the Strategic Plan will be included for the Inspector's background.

If the Recreation Commission chooses to conduct long-term borrowing, then the bylaw could be amended following an Alternative Approval Process.

Design Options

1. That artificial turf field design option A be approved, at an estimated cost of \$5.7 million.
2. That the artificial turf field design option B be approved at an estimated cost of \$5.6 million.
3. That the artificial turf field design option C be approved at an estimated cost of \$5.1 million.
4. That artificial turf field design option D be approved at an estimated cost of \$7 million.

Staff recommend Option 1, Design A. This option provides the greatest opportunity for multiple sports to participate on the field and provides year-round washroom facilities while balancing fiscal responsibility and community and social wellbeing.

Borrowing Options

1. To proceed with five year short-term borrowing to fund the construction of a new artificial turf field as it aligns with the Recreation Strategic Plan.
2. To proceed with ten year long-term borrowing to fund the construction of a new artificial turf field; with staff directed to prepare the statutory requirements necessary to facilitate an Alternative Approval Process.

Staff recommends that option 1.

Service Establishment Bylaw Options

Option 1 will allow the CVRD to fund design options A, B, or C (up to approximately \$5,700,000) through 5-year borrowing. Option 2 will allow the CVRD to fund design option D at approximately \$7,000,000 through 5-year borrowing. Option 3 provides direction to staff to prepare an amendment bylaw that corresponds with the design option chosen by the Recreation Commission in conjunction with 10-year borrowing.

1. Staff be directed to prepare an amendment to Bylaw No. 2353 being “Comox Valley Sports Track and Fields Service Conversion Bylaw No. 2353, 2001” to amend the maximum tax rate to the greater of \$1,697,117 or \$0.06895 of net taxable value on land and improvements to fund design option A, B, or C as outlined in the report dated November 16, 2023 to be considered by the Comox Valley Regional Board for first, second, and third readings and final adoption;

AND FINALLY, THAT participating area approval for the amending bylaw be authorized to be given by electoral area director and municipal council consents pursuant to sections 346 and 347 of the *Local Government Act*.

2. Staff be directed to prepare an amendment to Bylaw No. 2353 being “Comox Valley Sports Track and Fields Service Conversion Bylaw No. 2353, 2001” to amend the maximum tax rate to the greater of \$2,013,222 or \$0.08180 of net taxable value on land and improvements to fund design option D as outlined in the report dated November 16, 2023 to be considered by the Comox Valley Regional Board for first, second, and third readings and final adoption;

AND FINALLY, THAT participating area approval for the amending bylaw be authorized to be given by electoral area director and municipal council consents pursuant to sections 346 and 347 of the *Local Government Act*.

3. That staff be directed to prepare a bylaw amendment to Bylaw No. 2353, “Comox Valley Sports Track and Fields Service Conversion Bylaw No. 2353, 2001” to amend the maximum tax rate that corresponds with the design option chosen by the Recreation Commission and a 10-year borrowing period.

Staff recommend that option 1 be approved as it aligns with the Recreation Strategic Plan and a five year short-term borrowing period. Further, if the Recreation Commission chooses design option A, B, or C, this bylaw amendment will increase the maximum requisition high enough that any of these options can be funded through short-term borrowing.

Financial Factors

In order to move forward with the construction of an artificial turf field, the maximum tax rate for the service will need to increase to requisition the funds required to pay the principal and interest payments as well as the annual operating costs of the function. In order to move forward with the construction of any of the artificial turf designs for the field, short-term or long-term borrowing and a contribution from the existing reserve will be required.

Staff recommends increasing the maximum tax rate to the greater of \$1,697,117 or \$0.06895/\$1,000 in order to borrow \$5,200,000 over five years. While this will be slightly higher than what is currently being estimated at the peak of the five year term, it will provide a buffer should property assessments decrease over the five year term.

Further, the \$18,000 Recreation Grant that was provided to the Comox Valley Cricket Club in 2023, will need to be reallocated to this project to allow for the construction of the pitch between the two lower grass fields rather than providing the grant to the Cricket Club to construct the pitch on their own.

Funding

Sources	Design A	Design B	Design C	Design D
Borrowing	\$5,200,000	\$5,062,502	\$4,618,722	\$6,498,963
Reserve Contribution	\$500,000	\$500,000	\$500,000	\$500,000
Cricket Rec Grant	\$18,000	\$18,000	\$18,000	\$18,000
TOTAL Project Cost	\$5,718,000	\$5,580,502	\$5,136,722	\$7,016,963

Borrowing amounts may be able to be reduced if the Board allocates funds from the Growing Communities Fund to the project. Further, in-kind donations of labour, materials, and equipment, may help to lower the cost of the project. Staff will continue to discuss with stakeholders and partner organizations the investigation into in-kind donations once the detailed design work has been completed.

Estimated residential tax rates over the 5 year term

Estimated tax rates	Design A	Design B	Design C	Design D
Requisition	\$1,697,117	\$1,654,290	\$1,546,085	\$1,590,428
Borrowing only	\$0.04641	\$0.04520	\$0.04123	\$0.05801
Operating only	\$0.01588	\$0.01551	\$0.01551	\$0.01588
TOTAL	\$0.06229	\$0.06071	\$0.05674	\$0.07398
Maximum Levy	\$0.06895	\$0.06721	\$0.06282	\$0.08180

Estimated residential tax rates over a 10 year term

Estimated tax rates	Design A	Design B	Design C	Design D
Requisition	\$1,213,031	\$1,182,565	\$1,124,106	\$1,385,834
Borrowing only	\$0.02526	\$0.02458	\$0.02243	\$0.03160
Operating only	\$0.01926	\$0.01882	\$0.01882	\$0.01926
TOTAL	\$0.04452	\$0.04340	\$0.04125	\$0.05086
Maximum Levy	\$0.04929	\$0.04805	\$0.04567	\$0.05631

2023 Estimated Residential Tax Rate = \$0.0071
 Current maximum levy = \$0.04
 2023 Maximum Requisition = \$984,488

*** all estimates are based on 2023 revised roll assessment values*

The following operating cost estimates are based on current operations and anticipated future operations of the new artificial turf field. Further, it is assumed that starting in 2026, that \$200,000 a year will be included in the budget for regional field amenity contributions and in 2029 that an additional \$75,000 a year will be contributed to the reserve for replacement costs of the new field.

Estimated taxes on average home of \$800,000 at the peak of 5 year borrowing

Estimated taxes	Design A	Design B	Design C	Design D
Borrowing only	\$37.13	\$36.16	\$32.98	\$46.48
Operating only	\$12.70	\$12.41	\$12.41	\$12.70
TOTAL	\$49.83	\$48.57	\$45.39	\$59.18

Estimated taxes on average home of \$800,000 at the peak of 10 year borrowing

Estimated taxes	Design A	Design B	Design C	Design D
Borrowing only	\$20.21	\$19.66	\$17.94	\$25.28
Operating only	\$15.41	\$15.06	\$15.06	\$15.41
TOTAL	\$35.62	\$34.72	\$33.00	\$40.69

- Note that when the Recreation Strategic Plan was developed, the estimated cost of the field was five million at a projected cost of 32 dollars per household on a \$800,000 property.

Reserve Contributions

Bylaw No. 2696 being “Comox Valley Sports Track and Fields Service Future Expenditure Reserve Fund Establishment Bylaw No. 2696, 2004” was established to create a reserve fund “to pay future costs associated with the provision of the Comox Valley Track and Fields Service.” At the end of 2023 there will be \$719,366 in the reserve and an additional \$96,353 will be contributed to the reserve in 2024.

In order to move forward with design option A, a reserve contribution of up to \$500,000 will be required. Although this is a significant withdrawal from the reserve, if the reserve contributions remain constant between 2024 and 2029 at \$93,750, the fund will be in a good position to support the replacement of the turf on the existing artificial turf field in 2029. Further, based on the agreement with Comox Valley Schools, they are required to match the CVRD’s contribution for the renewal of that asset at the time of replacement.

It is recommended, that starting in 2029 the reserve contribution should increase by \$75,000 a year from \$93,750 to \$168,750 in order to contribute to the cost of the replacement of the new artificial turf field in 10 to 15 years. The current artificial turf field is being planned for replacement at 15 years of age, in 2029. If this plan is followed the reserve will be sufficient to fund these capital upgrades.

Strategic Considerations - Strategic Drivers								
Fiscal Responsibility	✓	Climate Crisis and Environmental Stewardship and Protection	✓	Community Partnerships	✓	Indigenous Relations	Accessibility, Diversity, Equity and Inclusion	✓

Fiscal Responsibility:

- Partnering with Comox Valley Schools for the development of a second artificial turf field results in a significant cost to the project and taxpayers as a result of the donated land.

Climate Crisis and Environmental Stewardship and Protection:

- The artificial turf field has greatly reduced the quantity of water required to maintain the field compared to the former all-weather/sand field.

Community Partnerships:

- This service is built on strong partnerships with Comox Valley Schools, the City of Courtenay, and the Town of Comox.
- The CVRD partners with Comox Valley Schools and the City of Courtenay for the operation and maintenance of the track and synthetic turf field at Georges P. Vanier Secondary.
- The CVRD, Comox Valley Schools, and Comox Valley United Soccer Club partner to work towards the construction of a field house next to the existing synthetic turf field.

Accessibility, Diversity, Equity, and Inclusion:

- The construction of a multi-sport artificial turf field may lead to greater opportunities for programs such as the Challenger Baseball program that generally utilizes artificial turf fields in order to increase accessibility for their participants.

Strategic Considerations - Regional Growth Strategy Goals							
Housing		Ecosystems, Natural Areas and Parks		Local economic development		Transportation	
Infrastructure	✓	Food Systems		Public Health and Safety	✓	Climate Change	✓

Infrastructure:

- The development of a new artificial turf field on the site of an existing grass field, means that new infrastructure will be able to be developed while preserving vacant land elsewhere for other development needs.

Public health and safety:

- The development of a second artificial turf field will mean that an increased number of children, youth and adults will be able to enjoy year-round outdoor sport opportunities.

Climate change:

- As stated above

Intergovernmental Factors

Recreation staff is working closely with Comox Valley Schools on the development of a new artificial turf field concept. Currently there is an agreement in place between the CVRD and Comox Valley Schools with respect to maintenance, water purchase, and use for the existing field and track. Moving forward through the development of the new artificial turf field will bring an opportunity for another partnership agreement with Comox Valley Schools.

Citizen/Public Relations

Following a decision of the Recreation Commission regarding which concept to move forward with, a meeting will be held with the stakeholder organizations that attended the September 25, 2023 meeting to provide them with an update on the project.

If the Recreation Commission chooses to move forward with an alternative approval process, then a communications plan will be developed to inform the public of the project and how they can participate in the alternative approval process if they are not in favour of the project.

Attachments:

- Appendix A – ATF concept A
- Appendix B – ATF concept B
- Appendix C – ATF concept C
- Appendix D – ATF concept D

APPENDIX A ARTIFICIAL TURF FIELD DESIGN OPTION A

Design A \$5,718,000		Borrowing	\$5,200,000
8,790 m ² = 110m x 70.1m		Reserve Contribution	\$500,000
trapezoidal top area of 38.5m side length and 1.4m small base		Rec Grant	\$18,000
		TOTAL	\$5,718,000
2 washrooms	✓	2 dugouts	✓
2 player shelters	✓	perimeter pathway	✓
3 boot brushes	✓	lighting	6 poles
2 reg size soccer goals	✓	fencing	✓
4 youth soccer goals	✓	spectator seating pad	✓
operations storage area	✓	spectator seat walls	none

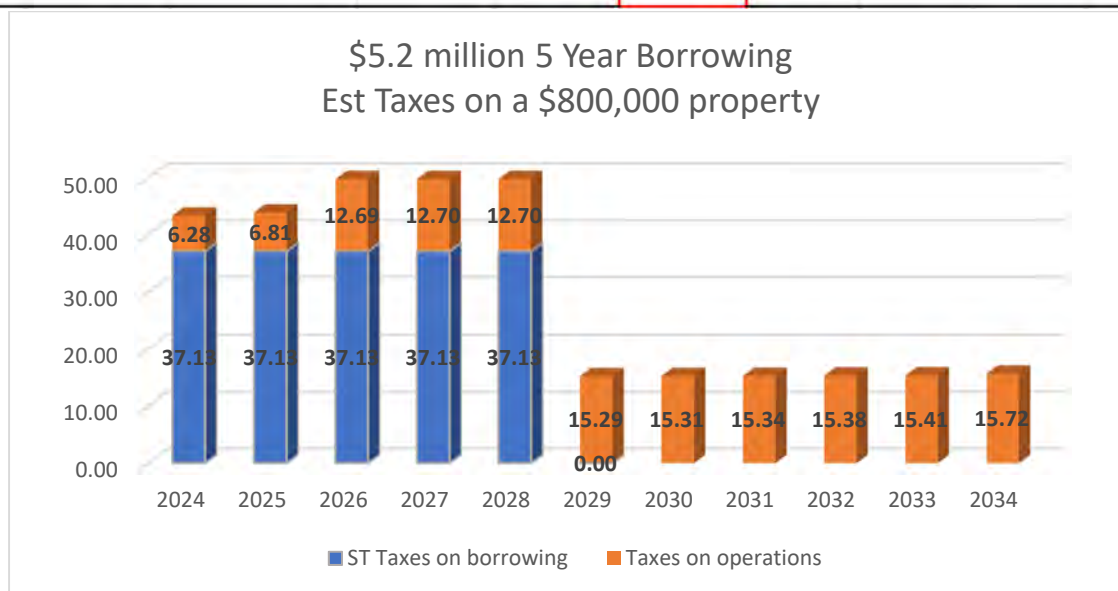
SPORTS			
Baseball	80ft long basepath; 255ft from home to edge of outfield; will need to provide mobile pitcher's mound	Football	Canadian practice only; temp lines needed
Soccer (reg & mini)	✓	Rugby	temp lines needed; not long enough for regulation play; will need mobile goals
Field Lacrosse	✓	Cricket	Cricket between 2 grass full-sized soccer fields
Field Hockey	temp lines needed		

PROS	CONS
A less expensive option that includes baseball, soccer, mini soccer, men's lacrosse; warm-up space & washrooms	No spectator seating, rugby and football fields are modified for practice use only; elevated cost associated with lighting to light the baseball playing field

BORROWING OPTIONS

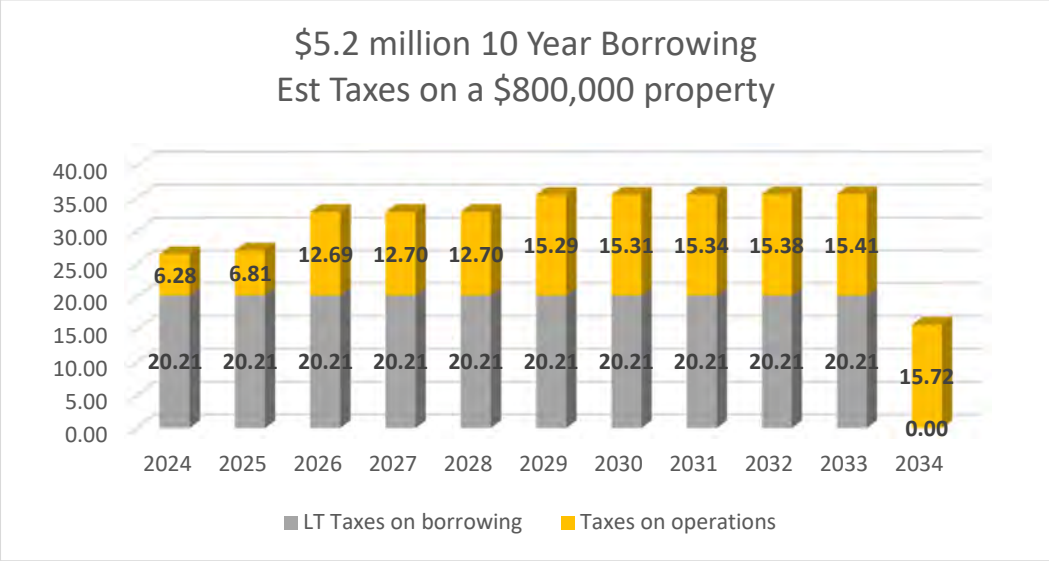
5 year short-term

\$5,200,000 5 year borrowing 5.63% Design Option A											
Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Principal & interest	1,264,423	1,264,423	1,264,423	1,264,423	1,264,423						
Operating	213,796	231,742	432,030	432,281	432,694	520,585	521,608	522,664	523,750	524,871	535,369
SUBTOTAL	1,478,219	1,496,165	1,696,453	1,696,704	1,697,117	520,585	521,608	522,664	523,750	524,871	535,369
Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
tax rate on borrowing	0.04641	0.04641	0.04641	0.04641	0.04641	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
tax rate on operating	0.00785	0.00851	0.01586	0.01587	0.01588	0.01911	0.01914	0.01918	0.01922	0.01926	0.01965
total tax rate	0.05426	0.05492	0.06227	0.06228	0.06229	0.01911	0.01914	0.01918	0.01922	0.01926	0.01965
\$	800,000.00										
Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
ST Taxes on borrowing	37.13	37.13	37.13	37.13	37.13	0.00					
Taxes on operations	6.28	6.81	12.69	12.70	12.70	15.29	15.31	15.34	15.38	15.41	15.72
TOTAL EST TAXES	43.41	43.94	49.82	49.82	49.83	15.29	15.31	15.34	15.38	15.41	15.72



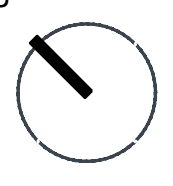
10 year long-term

\$5,200,000 10 year borrowing 4.69% Design Option A											
Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Principal & interest	688,160	688,160	688,160	688,160	688,160	688,160	688,160	688,160	688,160	688,160	0
Operating	213,796	231,742	432,030	432,281	432,694	520,585	521,608	522,664	523,750	524,871	535,369
SUBTOTAL	901,956	919,902	1,120,190	1,120,441	1,120,854	1,208,745	1,209,768	1,210,824	1,211,910	1,213,031	535,369
Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
tax rate on borrowing	0.02526	0.02526	0.02526	0.02526	0.02526	0.02526	0.02526	0.02526	0.02526	0.02526	0.00000
tax rate on operating	0.00785	0.00851	0.01586	0.01587	0.01588	0.01911	0.01914	0.01918	0.01922	0.01926	0.01965
total tax rate	0.03311	0.03377	0.04112	0.04113	0.04114	0.04437	0.04440	0.04444	0.04448	0.04452	0.01965
\$ 800,000.00											
Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
LT Taxes on borrowing	20.21	20.21	20.21	20.21	20.21	20.21	20.21	20.21	20.21	20.21	0.00
Taxes on operations	6.28	6.81	12.69	12.70	12.70	15.29	15.31	15.34	15.38	15.41	15.72
TOTAL EST TAXES	26.49	27.02	32.90	32.90	32.91	35.50	35.52	35.55	35.58	35.62	15.72



Budget assumptions in both borrowing scenarios:

- Starting in 2024 there will be costs added for the operation and maintenance of the new washroom; \$3,333 in 2024, \$10,000 a year starting in 2025, then \$12,000 a year starting in 2029
- Starting in 2026 \$200,000 a year starting will be included in Function 603 for field amenity contributions as identified in the Recreation Strategic Plan
- Starting in 2029 an additional \$75,000 a year will be budgeted for reserve contributions for the replacement of the new artificial turf field

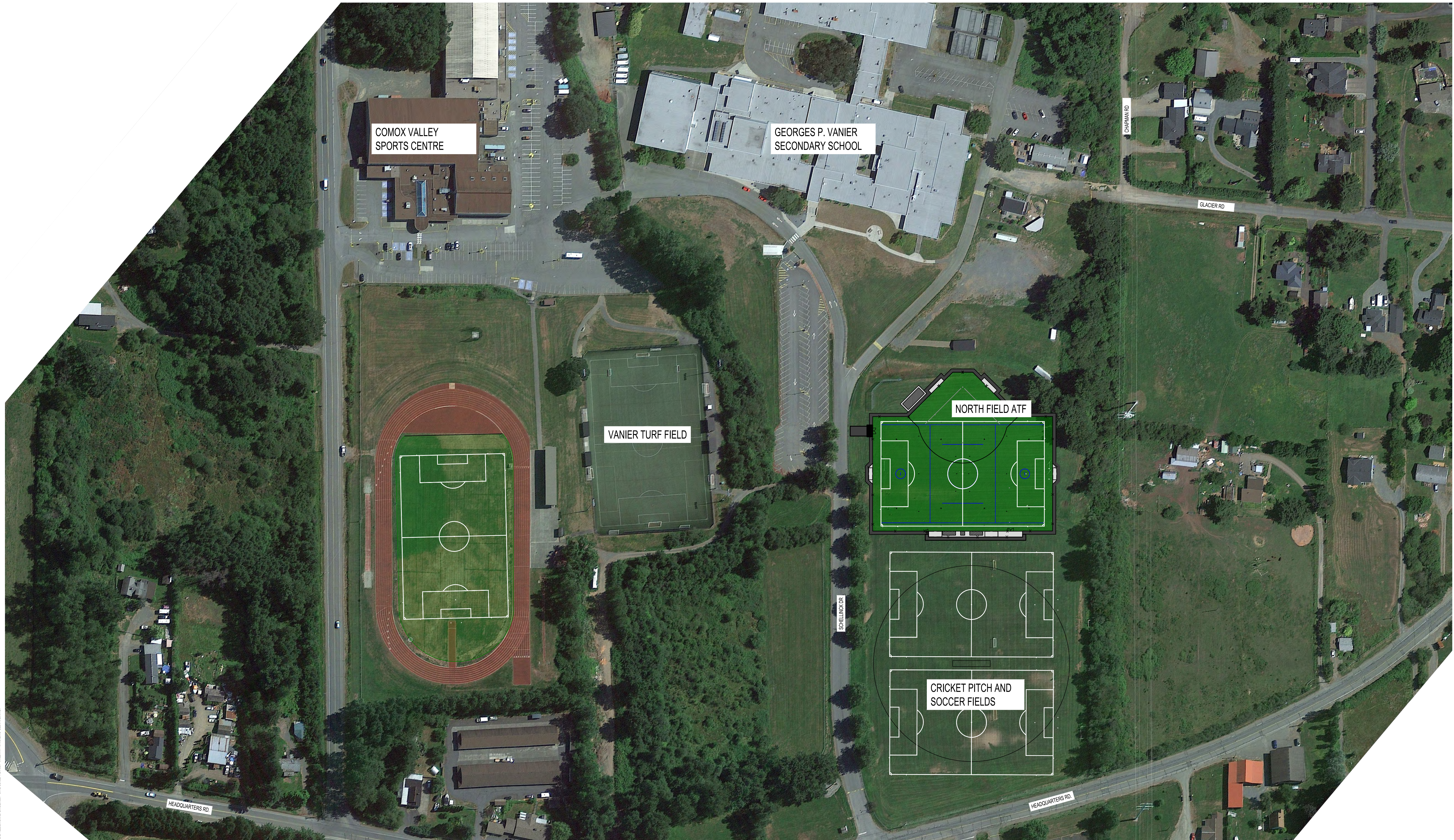


LINE MARKING LEGEND	
SOCCER	
MINI SOCCER (DASHES)	
MEN'S LACROSSE	
BASEBALL	

CVRD Synthetic Turf Field & Cricket Pitch

VANIER ATF FIELD





CVRD Synthetic Turf Field & Cricket Pitch

Date: October 19, 2023

VANIER ATF FIELD



APPENDIX B ARTIFICIAL TURF FIELD DESIGN OPTION B

Design B = \$5,580,502		Borrowing	\$5,062,502
8,790 m ² = 110m x 70.1m		Reserve contribution	\$500,000
trapezoidal top area of 38.5m side length and 1.4m small base		Rec Grant	\$18,000
			TOTAL
			\$5,580,502
2 washrooms	none	2 dugouts	✓
2 player shelters	✓	perimeter pathway	✓
3 boot brushes	✓	lighting	6 poles
2 reg size soccer goals	✓	fencing	✓
4 youth soccer goals	✓	spectator seating pad	✓
operations storage area	✓	spectator seat walls	none

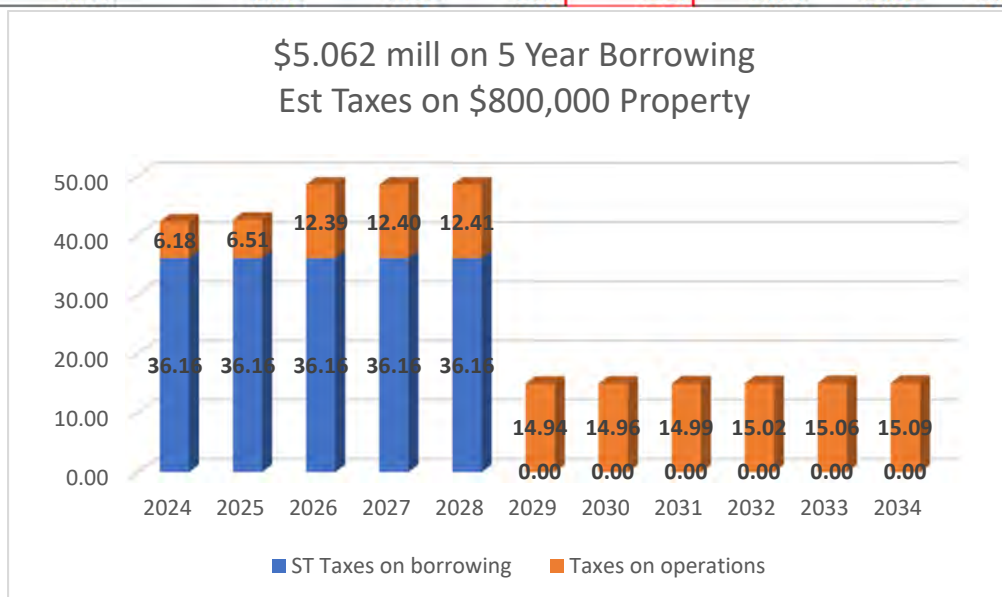
SPORTS			
Baseball	80ft long basepath; 255ft from home to edge of outfield; will need to provide mobile pitcher's mound	Football	Canadian practice only; temp lines needed
Soccer (regulation & mini)	✓	Rugby	temp lines needed; not long enough for regulation play; will need mobile goals
Field Lacrosse	✓	Cricket	Cricket between 2 grass full-sized soccer fields
Field Hockey	temp lines needed		

PROS	CONS
A less expensive option that includes baseball, soccer, mini soccer, men's lacrosse; warm-up space & washrooms	No washrooms, no spectator seating, rugby and football fields are modified for practice use only; elevated cost associated with lighting to light the baseball playing field

BORROWING OPTIONS

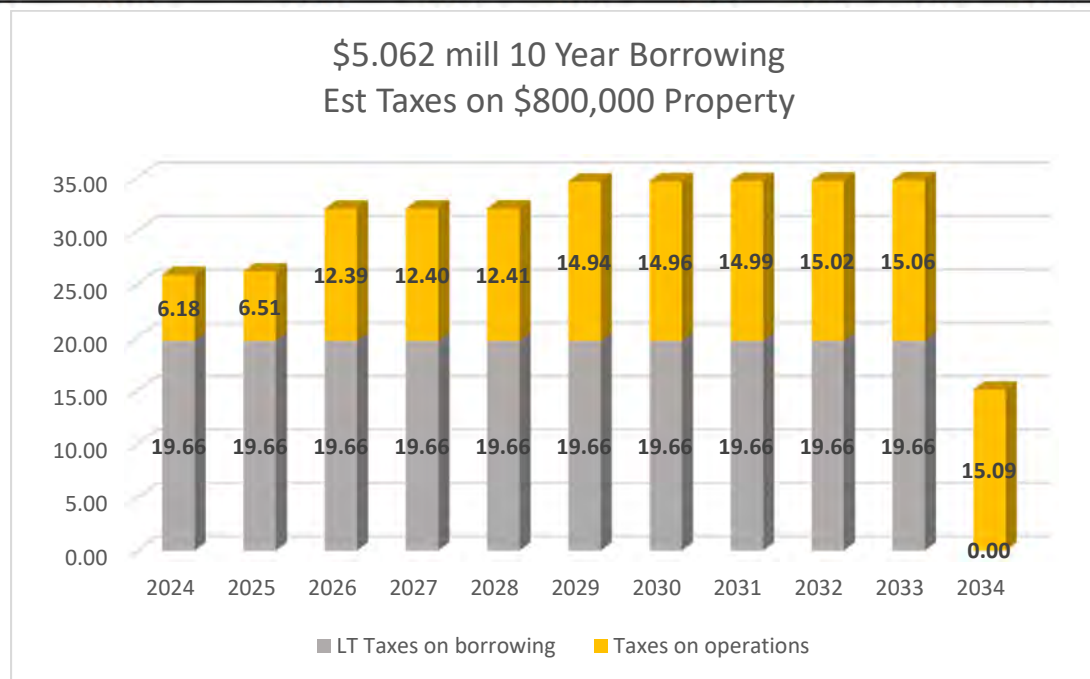
5 year short-term

\$5,062,502 5 year borrowing 5.63% Design Option B											
Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Principal & interest	1,231,596	1,231,596	1,231,596	1,231,596	1,231,596						
Operating	210,463	221,742	422,030	422,281	422,694	508,585	509,608	510,664	511,750	512,871	513,992
SUBTOTAL	1,442,059	1,453,338	1,653,626	1,653,877	1,654,290	508,585	509,608	510,664	511,750	512,871	513,992
Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
tax rate on borrowing	0.04520	0.04520	0.04520	0.04520	0.04520	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
tax rate on operating	0.00772	0.00814	0.01549	0.01550	0.01551	0.01867	0.01870	0.01874	0.01878	0.01882	0.01886
total tax rate	0.05292	0.05334	0.06069	0.06070	0.06071	0.01867	0.01870	0.01874	0.01878	0.01882	0.01886
\$	800,000.00										
Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
ST Taxes on borrowing	36.16	36.16	36.16	36.16	36.16	0.00	0.00	0.00	0.00	0.00	0.00
Taxes on operations	6.18	6.51	12.39	12.40	12.41	14.94	14.96	14.99	15.02	15.06	15.09
TOTAL EST TAXES	42.34	42.67	48.55	48.56	48.57	14.94	14.96	14.99	15.02	15.06	15.09



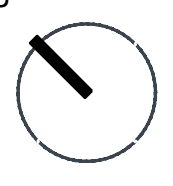
10 year long-term

\$5,062,502 10 year borrowing 4.69% Design Option B												
Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	
Principal & interest	669,694	669,694	669,694	669,694	669,694	669,694	669,694	669,694	669,694	669,694	669,694	0
Operating	210,463	221,742	422,030	422,281	422,694	508,585	509,608	510,664	511,750	512,871	513,992	
SUBTOTAL	880,157	891,436	1,091,724	1,091,975	1,092,388	1,178,279	1,179,302	1,180,358	1,181,444	1,182,565	513,992	
Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	
tax rate on borrowing	0.02458	0.02458	0.02458	0.02458	0.02458	0.02458	0.02458	0.02458	0.02458	0.02458	0.00000	
tax rate on operating	0.00772	0.00814	0.01549	0.01550	0.01551	0.01867	0.01870	0.01874	0.01878	0.01882	0.01886	
total tax rate	0.03230	0.03272	0.04007	0.04008	0.04009	0.04325	0.04328	0.04332	0.04336	0.04340	0.01886	
\$ 800,000.00												
Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	
LT Taxes on borrowing	19.66	19.66	19.66	19.66	19.66	19.66	19.66	19.66	19.66	19.66	0.00	
Taxes on operations	6.18	6.51	12.39	12.40	12.41	14.94	14.96	14.99	15.02	15.06	15.09	
TOTAL EST TAXES	25.84	26.18	32.06	32.06	32.07	34.60	34.62	34.66	34.69	34.72	15.09	



Budget assumptions in both borrowing scenarios:

- Starting in 2026 \$200,000 a year starting will be included in Function 603 for field amenity contributions as identified in the Recreation Strategic Plan
- Starting in 2029 an additional \$75,000 a year will be budgeted for reserve contributions for the replacement of the new artificial turf field

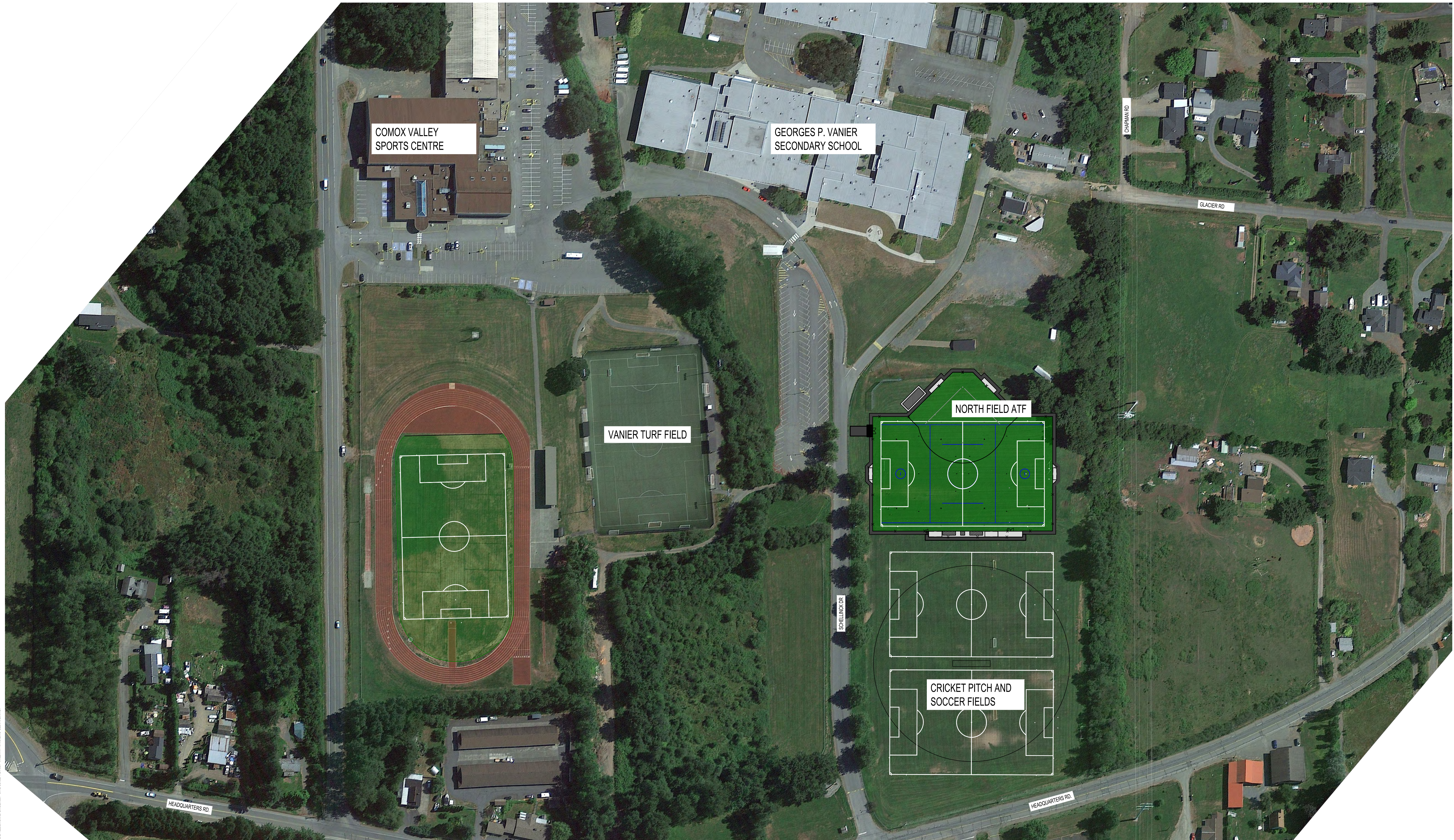


LINE MARKING LEGEND	
SOCCER	
MINI SOCCER (DASHES)	
MEN'S LACROSSE	
BASEBALL	

CVRD Synthetic Turf Field & Cricket Pitch

VANIER ATF FIELD





CVRD Synthetic Turf Field & Cricket Pitch

Date: October 19, 2023

VANIER ATF FIELD



APPENDIX C ARTIFICIAL TURF FIELD DESIGN OPTION C

Design C \$4,618,722		Borrowing	\$4,618,722
7,590 m ² = 110m x 69m rectangular field		Reserve contribution	\$500,000
		Rec Grant	\$18,000
		TOTAL	<u>\$5,136,722</u>
2 washrooms	none	2 dugouts	none
2 player shelters	✓	perimeter pathway	✓
3 boot brushes	✓	lighting	4 poles
2 reg size soccer goals	✓	fencing	✓
4 youth soccer goals	✓	spectator seating pad	none
operations storage area	none	spectator seat walls	none

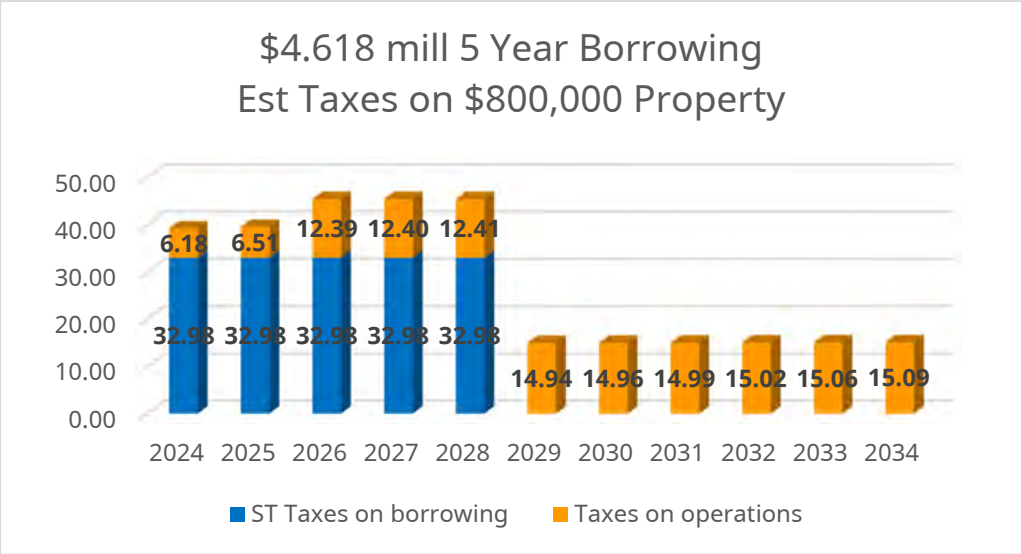
SPORTS			
Baseball	none	Football	American only, Canadian practice only; temp lines needed
Soccer (regulation & mini)	✓	Rugby	temp lines needed; not long enough for regulation play; will need mobile goals
Field Lacrosse	✓	Cricket	none
Field Hockey	temp lines needed		

PROS	CONS
Economical	Does not include washrooms, spectator seating, baseball or dugouts; minimal amenities; cricket field not included; no goals storage area/amenity storage area

BORROWING OPTIONS

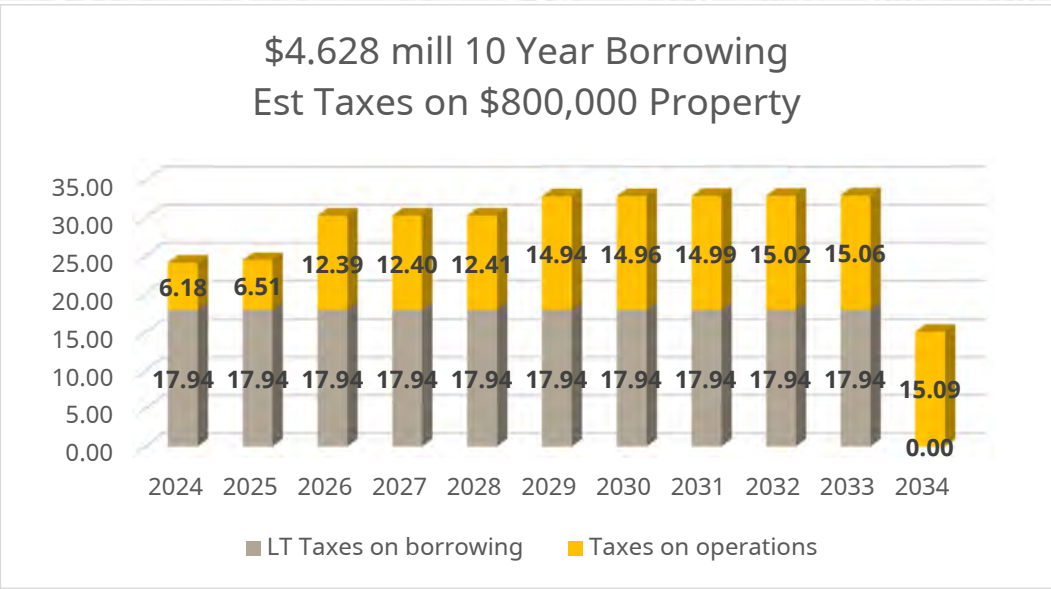
5 year short-term

\$4,618,722 5 year borrowing 5.63% Design Option C											
Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Principal & interest	1,123,391	1,123,391	1,123,391	1,123,391	1,123,391						
Operating	210,463	221,742	422,030	422,281	422,694	508,585	509,608	510,664	511,750	512,871	513,992
SUBTOTAL	1,333,854	1,345,133	1,545,421	1,545,672	1,546,085	508,585	509,608	510,664	511,750	512,871	513,992
Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
tax rate on borrowing	0.04123	0.04123	0.04123	0.04123	0.04123						
tax rate on operating	0.00772	0.00814	0.01549	0.01550	0.01551	0.01867	0.01870	0.01874	0.01878	0.01882	0.01886
total tax rate	0.04895	0.04937	0.05672	0.05673	0.05674	0.01867	0.01870	0.01874	0.01878	0.01882	0.01886
\$ 800,000.00											
Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
ST Taxes on borrowing	32.98	32.98	32.98	32.98	32.98						
Taxes on operations	6.18	6.51	12.39	12.40	12.41	14.94	14.96	14.99	15.02	15.06	15.09
TOTAL EST TAXES	39.16	39.50	45.38	45.38	45.39	14.94	14.96	14.99	15.02	15.06	15.09



10 year long-term

\$4,618,722 10 year borrowing 4.69% Design Option C											
Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Principal & interest	611,235	611,235	611,235	611,235	611,235	611,235	611,235	611,235	611,235	611,235	0
Operating	210,463	221,742	422,030	422,281	422,694	508,585	509,608	510,664	511,750	512,871	513,992
SUBTOTAL	821,698	832,977	1,033,265	1,033,516	1,033,929	1,119,820	1,120,843	1,121,899	1,122,985	1,124,106	513,992
Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
tax rate on borrowing	0.02243	0.02243	0.02243	0.02243	0.02243	0.02243	0.02243	0.02243	0.02243	0.02243	0.00000
tax rate on operating	0.00772	0.00814	0.01549	0.01550	0.01551	0.01867	0.01870	0.01874	0.01878	0.01882	0.01886
total tax rate	0.03015	0.03057	0.03792	0.03793	0.03794	0.04110	0.04113	0.04117	0.04121	0.04125	0.01886
\$ 800,000.00											
Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
LT Taxes on borrowing	17.94	17.94	17.94	17.94	17.94	17.94	17.94	17.94	17.94	17.94	0.00
Taxes on operations	6.18	6.51	12.39	12.40	12.41	14.94	14.96	14.99	15.02	15.06	15.09
TOTAL EST TAXES	24.12	24.46	30.34	30.34	30.35	32.88	32.90	32.94	32.97	33.00	15.09



Budget assumptions in both borrowing scenarios:

- Starting in 2026 \$200,000 a year starting will be included in Function 603 for field amenity contributions as identified in the Recreation Strategic Plan
- Starting in 2029 an additional \$75,000 a year will be budgeted for reserve contributions for the replacement of the new artificial turf field

APPENDIX D ARTIFICIAL TURF FIELD DESIGN OPTION D

Design D \$7,016,963		Borrowing	\$6,479,963
10,335 m ² = 110m x 97.3m		Reserve Contribution	\$500,000
Rectangular field		Rec Grant	\$18,000
		TOTAL	<u>\$7,016,963</u>
2 washrooms	✓	2 dugouts	✓
2 player shelters	✓	perimeter pathway	✓
3 boot brushes	✓	lighting	6 poles
2 reg size soccer goals	✓	fencing	✓
4 youth soccer goals	✓	spectator seating pad	✓
operations storage area	✓	spectator seat walls	✓

SPORTS

Baseball	80ft long basepath; 280ft from home to edge of outfield; will require mobile pitcher's mound	Football	Canadian practice only; temp lines needed
Soccer (regulation & mini)	✓	Rugby	temp lines needed; not long enough for regulation play; will need mobile goals
Field Lacrosse	✓	Cricket	cricket between 2 grass full-sized soccer fields
Field Hockey	temp lines needed		

PROS

Includes baseball, soccer, mini soccer, men's lacrosse; warm-up space; offers maximum field space for users

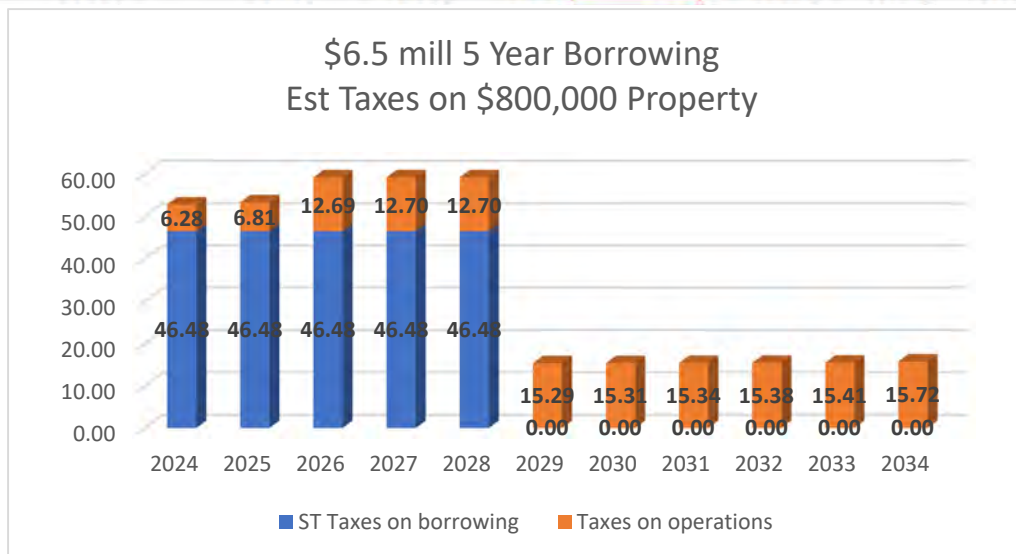
CONS

Rugby and football fields are modified for practice use only; most expensive option; elevated cost associated with lighting to light the baseball playing field

BORROWING OPTIONS

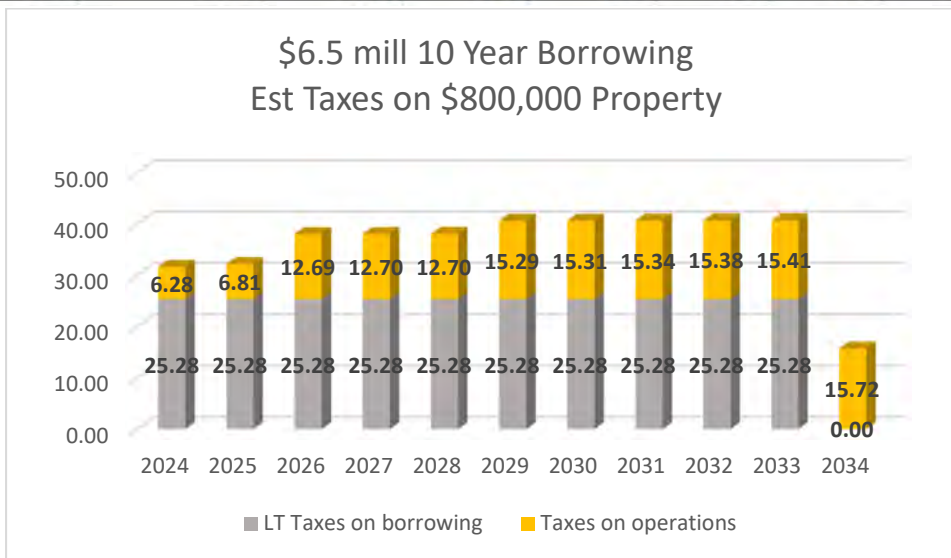
5 year short-term

\$6,498,963 5 year borrowing 5.63% Design Option D											
Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Principal & interest	1,580,428	1,580,428	1,580,428	1,580,428	1,580,428						
Operating	213,796	231,742	432,030	432,281	432,694	520,585	521,608	522,664	523,750	524,871	535,369
SUBTOTAL	1,794,224	1,812,170	2,012,458	2,012,709	2,013,122	520,585	521,608	522,664	523,750	524,871	535,369
Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
tax rate on borrowing	0.05810	0.05810	0.05810	0.05810	0.05810						
tax rate on operating	0.00785	0.00851	0.01586	0.01587	0.01588	0.01911	0.01914	0.01918	0.01922	0.01926	0.01965
total tax rate	0.06595	0.06661	0.07396	0.07397	0.07398	0.01911	0.01914	0.01918	0.01922	0.01926	0.01965
\$	800,000.00										
Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
ST Taxes on borrowing	46.48	46.48	46.48	46.48	46.48	0.00	0.00	0.00	0.00	0.00	0.00
Taxes on operations	6.28	6.81	12.69	12.70	12.70	15.29	15.31	15.34	15.38	15.41	15.72
TOTAL EST TAXES	52.76	53.29	59.17	59.18	59.18	15.29	15.31	15.34	15.38	15.41	15.72



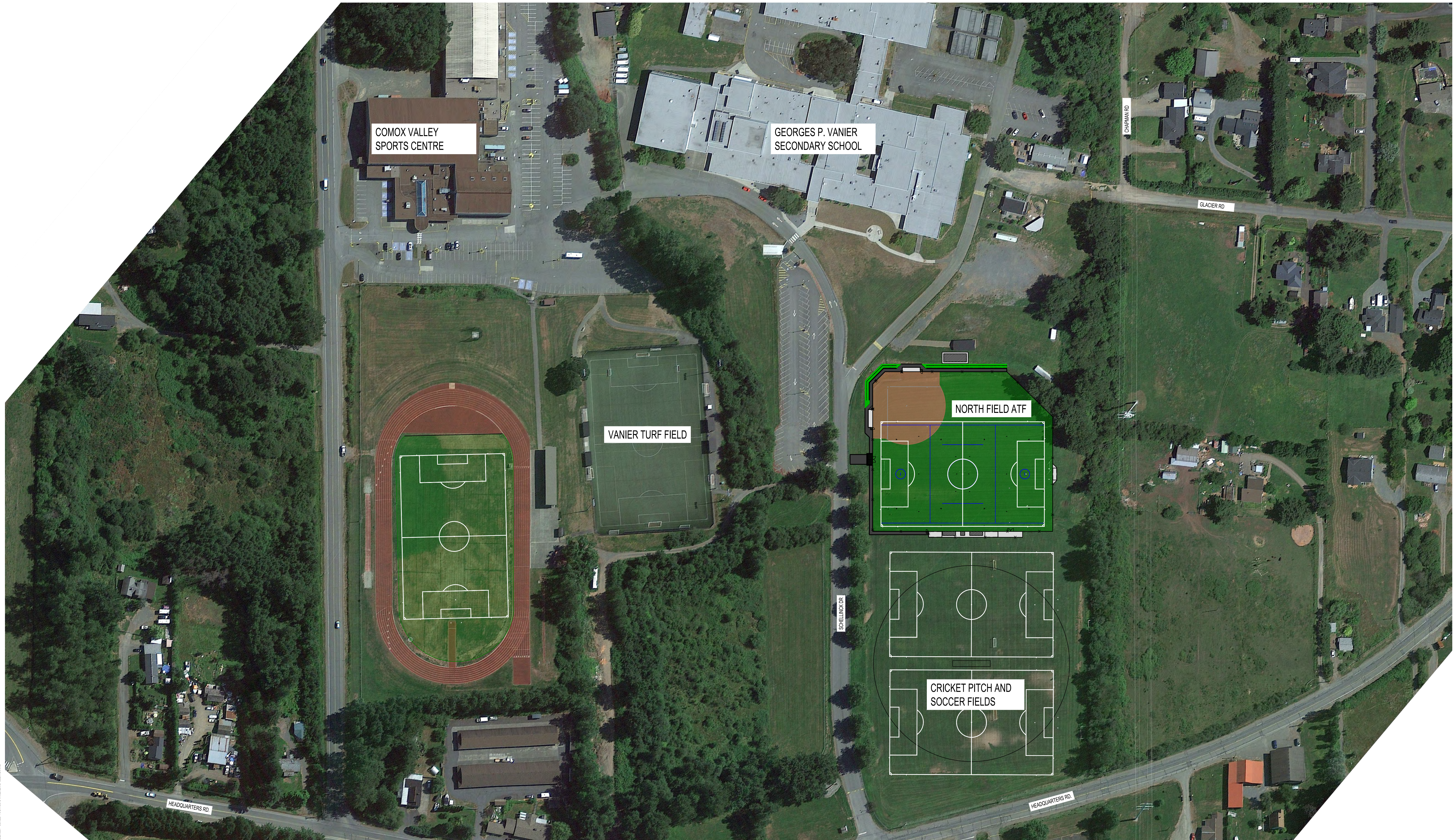
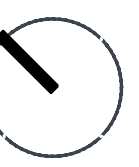
10 year long-term

\$6,498,963 10 year borrowing 4.69% Design Option D											
Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Principal & interest	860,963	860,963	860,963	860,963	860,963	860,963	860,963	860,963	860,963	860,963	0
Operating	213,796	231,742	432,030	432,281	432,694	520,585	521,608	522,664	523,750	524,871	535,369
SUBTOTAL	1,074,759	1,092,705	1,292,993	1,293,244	1,293,657	1,381,548	1,382,571	1,383,627	1,384,713	1,385,834	535,369
Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
tax rate on borrowing	0.03160	0.03160	0.03160	0.03160	0.03160	0.03160	0.03160	0.03160	0.03160	0.03160	0.00000
tax rate on operating	0.00785	0.00851	0.01586	0.01587	0.01588	0.01911	0.01914	0.01918	0.01922	0.01926	0.01965
total tax rate	0.03945	0.04011	0.04746	0.04747	0.04748	0.05071	0.05074	0.05078	0.05082	0.05086	0.01965
\$ 800,000.00											
Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
LT Taxes on borrowing	25.28	25.28	25.28	25.28	25.28	25.28	25.28	25.28	25.28	25.28	0.00
Taxes on operations	6.28	6.81	12.69	12.70	12.70	15.29	15.31	15.34	15.38	15.41	15.72
TOTAL EST TAXES	31.56	32.09	37.97	37.98	37.98	40.57	40.59	40.62	40.66	40.69	15.72



Budget assumptions in both borrowing scenarios:

- Starting in 2024 there will be costs added for the operation and maintenance of the new washroom; \$3,333 in 2024, \$10,000 a year starting in 2025, then \$12,000 a year starting in 2029
- Starting in 2026 \$200,000 a year starting will be included in Function 603 for field amenity contributions as identified in the Recreation Strategic Plan
- Starting in 2029 an additional \$75,000 a year will be budgeted for reserve contributions for the replacement of the new artificial turf field

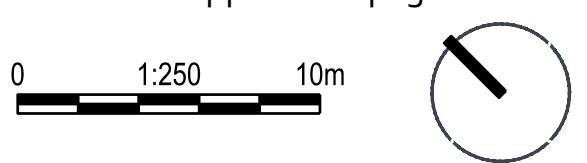


CVRD Synthetic Turf Field & Cricket Pitch

Date: October 19, 2023

VANIER ATF FIELD



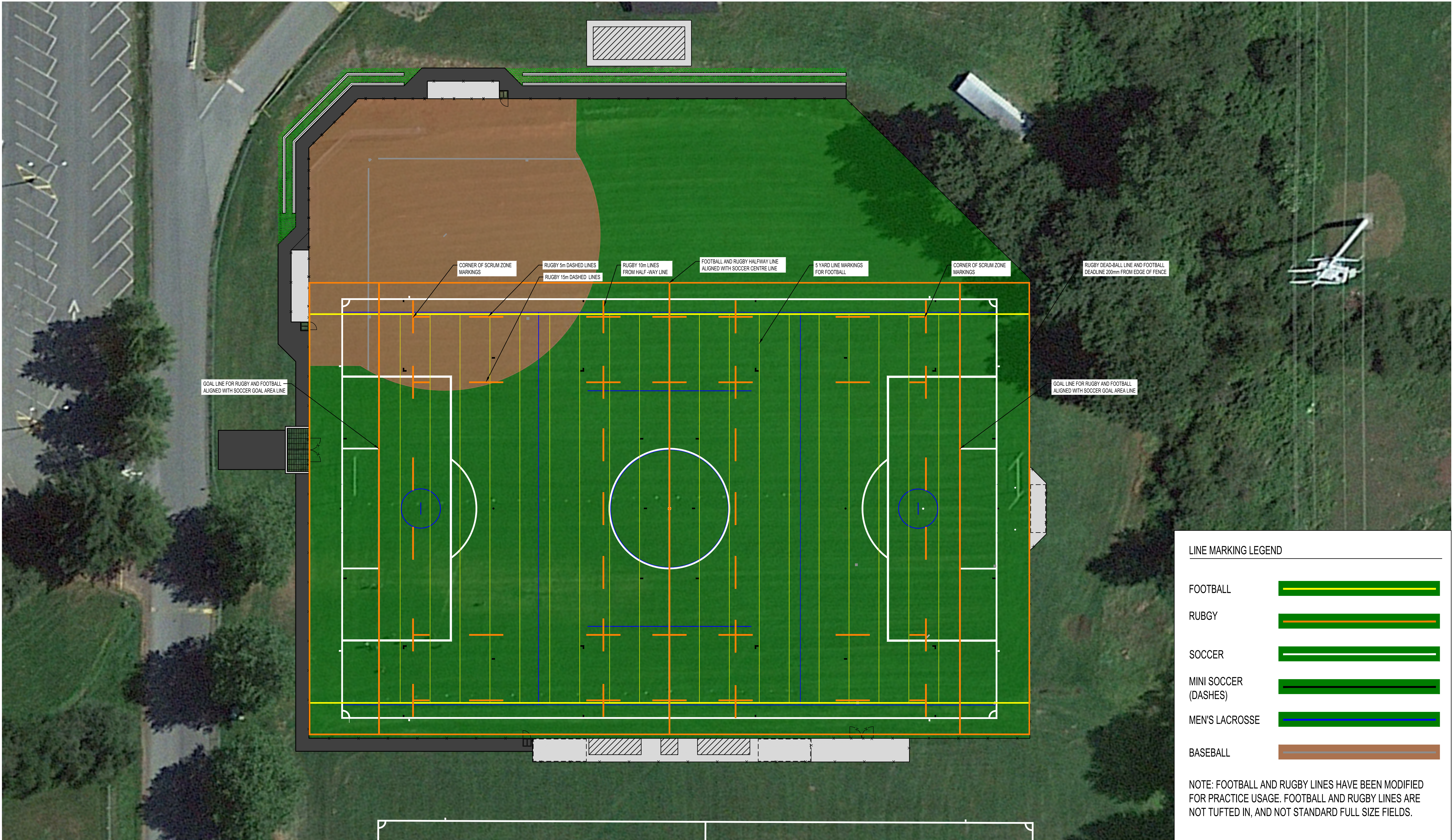
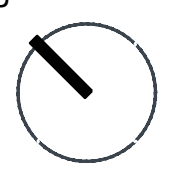


LINE MARKING LEGEND	
SOCCER	
MINI SOCCER (DASHES)	
MEN'S LACROSSE	
BASEBALL	

CVRD Synthetic Turf Field & Cricket Pitch

VANIER ATF FIELD





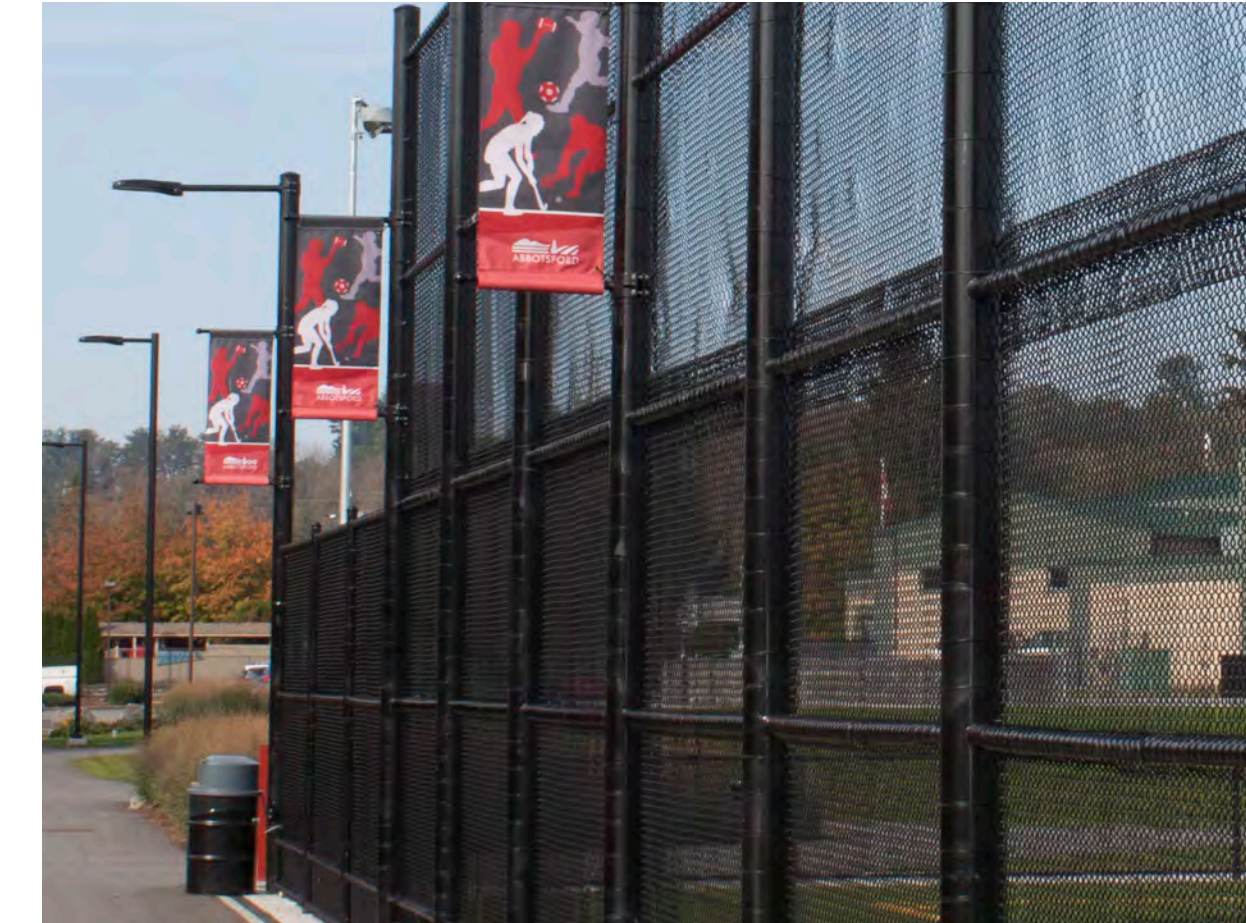
SPECTATOR SEATING



BOOT BRUSH STATION



FENCING



PLAYER'S SHELTER



SITE FURNISHING





The Corporation of the City of Courtenay

Briefing Note

To: Council

File No.: 5360 - 20

From: Director of Public Works Services

Date: January 10, 2024

Subject: Solid Waste Automated Curbside Collection – Update

PURPOSE: The purpose of this briefing note is to provide Council with an update on the roll out of the City's new Solid Waste Automated Curbside Collection system and to highlight milestones and associated impacts to residents serviced by curbside collection.

DISCUSSION: January 2nd, 2024 marked the transition to automated curbside collection in the City of Courtenay. In the lead up to the start of the new service nearly 30,000 carts were delivered to the estimated 9,960 residences in the City that are part of the curbside collection service. Three carts were delivered to each home: garbage, organics and recycling. Overall, the cart delivery went well, with some homes requiring additional carts for home health care waste or regular garbage for large multi-generational homes, while some residents requested the assisted set out service. In addition, there was a delay in delivering wildlife resistant organics carts until mid-December. Finally, some properties that did not receive carts for various reasons have been prioritized for cart deliveries in January.

This briefing note will serve to summarize the automated curbside collection service and provide updates to Council on relevant issues that have come to light during the transition to the new service.

Changes to the System

A robust communication strategy was undertaken to inform the public of the changes to the system which inspired much conversation in the community and engagement with the City. The greatest impact to residents has been the change from weekly to bi-weekly garbage collection, the cart-size limit on organics (kitchen and yard waste) away from unlimited yard waste prior to 2023, and the transition to automated carts. Each item is discussed below, followed by an FAQ document as Attachment 3.

Bi-Weekly Garbage Collection

The goal of the change to bi-weekly garbage collection was to align with the regional goal of waste reduction through diversion to recycling and organics. Responses from the public do indicate that the inclusion of kitchen waste into the organics stream in January 2023 has helped considerably to reduce garbage output from most households. That being said, residents with home health care waste or children in diapers have been emphatic in requesting extra garbage carts to accommodate the change to bi-weekly collection and additional carts will be provided for those homes on a reviewed request basis. A discussion on additional carts and associated costs follows below. On a similar note, a small number of residents have voiced concern over manoeuvring the cart to the curb on collection day. Based on a review with the resident, an assisted set-out service will be provided on a subsidised basis¹.

¹ Additional garbage carts for home health care waste are \$56.00 annually (tipping fees only), additional garbage carts for regular waste are \$138.20 (full cost recovery). The assisted set-out service is offered at \$100.00 annually.

Organics Limits

Single residential homes will be provided a 360 L organics cart for weekly collection, and residents in some areas of the City have voiced concern that seasonal leaf collection and yard waste will overwhelm the new carts that will be provided. Residents will be given the opportunity to acquire additional organics carts on a cost-recovery basis, however those carts will likely only be used during periods of seasonal clean-ups and remain unused for the remainder of the year.

Recognizing the desire from some neighbourhoods of the City to develop a solution for excess yard waste disposal options in 2024 due to the cart size limit for organics, the City is continuing to monitor the needs of the community and working with our regional partners to find potential short- and long-term solutions. The 2024 Solid Waste budget includes a cost for reviewing, developing, and, if necessary, deploying a small seasonal pilot program administering and hauling seasonal waste to the CSWM drop-off at the landfill at a cost of \$2 per household across the service. The program would ask residents to bring excess bagged leaves to designated locations for consolidation and hauling by the City. Staff are working with the CVRD on an in-kind agreement to accept loads of leaf litter from the City for drop-off at the Comox Valley Waste Management Centre on a trial (pilot) basis under the condition the material is free of garbage, sticks, stumps, and rocks. Another option would be for those residents in need of excess yard waste disposal to simply purchase a second organics cart through the service. Alternatively, the Emterra agreement included a proposal for a seasonal yard waste collection event to accommodate the seasonal fluctuations in yard waste collections with a 4-week period in the spring and another 4-week period in the fall. This cost of this program would need to be spread across the entire service, raising rates significantly higher than a City-run drop-off program. In the absence of statistical information relative to the need of a seasonal collection program, the City declined to agree to this section of the proposal in the first year of the contract, understanding that it may create some inequity within the service as all residents would be paying for a program that may only benefit a small portion of the City.

Automated Cart Set Assignments, Cart Exchanges, Additional Carts

Based on supply-chain limitations in the production of the automated carts, the City was not able to provide a cart selection survey for residents ahead of the required cart order in the fall of 2022. In the absence of the survey, Courtenay used historical data and future program goals to select the best options for carts for different housing types in the City. The messaging to residents has been to use the supplied carts for all four seasons with an online cart exchange portal opening in the fall of 2024 for exchange requests to be made.

Due to the lack of a cart selection survey in 2022, the first cart exchange for each owner will be free in 2024/25, with subsequent cart exchanges being proposed to be charged at \$65 to recover the cost of the cart pickup, drop-off, and administration by the contractor and City. In order to avoid multiple cart exchanges throughout the year, each household will be limited to one cart exchange annually. To streamline the process, requests for cart exchanges will be directed to an online cart exchange portal. Future cart exchanges will require a fee to be paid in person at City Hall prior to the exchange taking place as the City's tax and utility fee system is limited in its capacity. Upon receiving a new cart set, residents will see the updated fee on the next annual tax notice. Staff estimate there will be up to 14 unique charges required for both transparency and equitability in the system. Obviously cart RFID (radio frequency identifiers) and cart serial numbers will play a critical role in tracking cart assignments for exchanges, as well as contamination management.

Home Health Care Needs

In the cases of homes requiring additional capacity for home health care waste in the garbage, additional garbage carts will be provided before the commencement of the automated collection system on a request basis. Staff have pro-actively identified care homes in the community and have received calls from residents requiring additional carts for home health care waste. An interview with the resident will be done to understand the need for the service. The fee for the additional garbage cart for residents with home health care waste will be based on tipping fees alone and represent a subsidized fee for the cart cost and administration. Proposed fees and charges are included as an attachment and are considered draft, in anticipation of the 2024 solid waste budget presentation and until the 2024 Solid Waste Fees & Charges bylaw is adopted by Council.

Some residents have expressed a desire for additional garbage carts based on a perceived need for additional volumes or based on the change to bi-weekly garbage collection; in those cases, an application and interview will be required, and should the threshold for the subsidized service not be met (no home health care waste), the full cost for an additional garbage cart will be charged (tipping fee + fixed collection service fee + administration fee).

Assisted Set-out Service

An estimated 53 homes will require an assisted set-out service². To date, 35 residential properties are participating in the assisted set-out service. This service includes pulling the carts from an agreed upon location at a resident's home to the curb, emptying the carts, and returning the carts to the same location on the property. The assisted set-out service is intended for those residents that are eligible, being physically unable to fulfil the resident responsibilities of setting out the automated carts on collection day. Inclusion in the assisted set-out service will require an application to the City and a site-visit to the home to ensure the resident is unable to pull the carts to the curb and that the service is reasonably possible at the home. The contracted cost for the service is \$450.96 annually, however it will be billed to eligible residents at \$100, with the subsidy³ spread across the service. The cost for the estimated 53 homes participating in the assisted set-out service will be \$1.87 annually for each of the 9,960 households in the curbside collection service.

Wildlife Resistant Carts

Nearly 1,500 wildlife resistant carts were delivered to residences across the City. A map of potential bear-active neighbourhoods is attached and was chosen based on proximity to greenbelts and watercourses. Those residences that are interested in exchanging a regular organics cart for a wildlife resistant organics cart should contact Public Works Services for additional information. There is no extra charge for wildlife resistant carts and organics carts can be exchanged for free based on availability.

Solid Waste Contamination Management Staff

As has been seen in numerous communities, the implementation of automated carts typically increases recycling contamination with the closed lids on the carts concealing the contents from view. The absence of

² Currently the City, through Contracted Services (EMTERRA), offers assisted set-out services for four (4) customers at no cost.

³ Eligible residents will receive a 78% subsidy rate for the assisted cart set-out service. Non-eligible residents will be billed at the full cost recovery rate.

manual loaders puts the reliance on the automated truck driver to monitor for contamination while the cart is being tipped into the truck. An enhanced contamination management program (approved by Recycle BC) will be implemented with the automated collection system, with the most visible component being contamination management staff ('bin flippers') who will be out in the community on a regular basis monitoring recycling bins for contamination. An education campaign similar to the summer student ambassador program will be the first step in the program, followed by further actions including the option to escalate to bin tipping with recycling audits. The initial program roll-out will run for four months from January to April 2024 with two City staff, which will transition to the annual summer student ambassador program in the summer months.

Solid Waste Utility Fees

As part of the 2024 – 2028 Financial Plan new solid waste utility fees⁴ have been developed for the automated curbside collection service beginning in January 2024. The new fees will incorporate the fixed rates for the contracted collection service, cart purchasing and administration, as well as variable rates for CSWM tipping fees. The fees will be based on the two distinct cart sets that have been assigned to households in the curbside service. Two cart sets, below, are based on housing type, and have been delivered to homes.

Housing Type	Recycling	Organics	Garbage
Single Residential Dwelling, Duplex	360 L	360 L	120 L
Secondary Suites, Carriage House	240 L	120 L	
Townhouse Mobile Home in a MHP Fourplex			

All households in the curbside collection service will receive a 120L garbage cart with the emphasis on waste diversion to the recycling and organics streams.

The proposed Fees and Charges, which are subject to budget approval, are attached and consist of fixed & variable rates for collection, tipping fees, and administration.

These new fees represent the cost of the service for both the City-Emterra agreement as well as the tipping fees at the CSWM Landfill. The increases represent a 36% or 50% increase for townhouse / mobile home parks or single residential dwelling / duplex respectively from the single household fee of \$237.50 in 2023. The City had prepared for this planned increase by raising fees in 2023 by 24% to ensure the 2023 costs to deliver the service were fully recovered and to gradually transition to the planned increases.

Solid Waste Management Bylaw and Contamination Management Policy

Solid Waste Management Bylaw No. 3113 and the Solid Waste Contamination Management Policy were adopted by Council this fall ahead of the commencement of the automated curbside collection service. The reason for the new bylaw is the change to automated curbside collection using carts, as well as to incorporate some of the incremental amendments that have occurred of the past several years while modernizing the bylaw from its original adoption on 2002.

⁴ Solid Waste Utility Fee as represented are considered **draft**, in anticipation of the 2024 solid waste budget presentation and until the 2024 Solid Waste Fees & Charges bylaw is adopted by Council.

Much of the City's bylaw was influenced from bylaws of other local governments that have already adopted and are operating a successful automated curbside collection service, with some aspects tailored to Courtenay's specific requirements.

Key points that will be brought forward in the new bylaw for consideration include:

- Required participation in the service as well as definitions of serviceable properties
- Default carts, cart placement requirements on collection day
- Cart exchange options, costs and limits
- Assisted set-out service
- Requirements for waste audits
- Contamination management
- Penalties and offences
- Fees and Charges Schedule for all cart combinations as well as additional carts

As discussed, experience from other local governments that have adopted automated carts has shown there is often an increase in contamination in the waste streams as automated collection puts the reliance on the automated truck driver to monitor for contamination while the cart is being tipped into the truck. Courtenay collects and delivers recycling material to its industry partner, Recycle BC, who reimburses the City for the material. An important part of the agreement with Recycle BC is to continue to maintain low levels of recycling contamination in order to avoid financial penalties. Efforts have always been and will continue to be focused on resident education through curbside audits and the ambassador program. The Solid Waste Contamination Policy was adopted to provide tools to staff for enforcement at problematic properties where education efforts have not worked.

Old Container Exchange and Collection Program

Now that automated carts have been delivered and are in use, some residents have voiced a desire to have old recycling, yard waste and garbage containers removed from their property. Communication and education efforts to date have encouraged residents to consider ways to re-purpose the carts such as storage for tools, use as rain barrels, planters, or depot items (flexible plastics, foam, refundable containers). That said, some residents have no space to house their old containers. In response, and in consideration of our collective waste diversion goals, there will be a few options for residents to divert old containers away from the landfill:

- The City will have two crews in rented cube trucks collect old containers from households on collection days for three weeks between January 15th and February 2nd. Residents are asked to put the old containers behind the automated carts on collection day and continue to put them out until they are collected as staff will likely require three weeks to collect all the old containers.
- Alternatively, City residents can drop off clean, used containers at 1094 McKenzie Ave, outside the City Public Works Yards from January 15th to February 10th, 2024. Residents who want to pick up the used containers are welcome to visit the same location and pick up on a first come, first served basis.
- The CSWM will also be diverting old containers that residents bring to the landfill to a location near the recycling depot from January 15th to February 10th.

After the exchange period, remaining containers will be sent to specialized durable plastic recycling facilities on the mainland, the only cost being the shipping. The Town of Comox is running a similar and concurrent drop-off / exchange program so the City will not see an influx of containers from Comox residents.

FINANCIAL IMPLICATIONS:

Similar to the 2023 budget for the implementation of the automated curbside collection system, the 2024 budget will have a number of one-time items related to the new automated system including the old container exchange program, advertising and education, and legal fees. The budget for collection costs will be based on a full cost recovery model, but based on the new contract solid waste annual fees will increase 36% and 50% for town home / mobile home parks and single residential dwellings / duplexes respectively.

ADMINISTRATIVE IMPLICATIONS:

The largest administrative burdens on City staff will be additional cart requests or missed cart deliveries followed by the old container collection exchange at the beginning of 2024. Once the system is running with all carts delivered, contamination management staff will begin curbside recycling reviews. Contamination management tracking through stepped enforcement will be a new administrative function. Working with the new technology available for contamination monitoring on the contractor’s fleet in combination with the updated and mapped addresses, the City is well-positioned to use the tools and software available to track and manage contamination systematically.

As supply-chain constraints prevented a cart selection survey, the first cart exchange per owner will be free of charge. In an effort to mitigate this burden and offset the inherited costs associated with the administration and coordination of cart exchanges, fees will be administered for all future cart exchanges – and limited to one exchange annually.

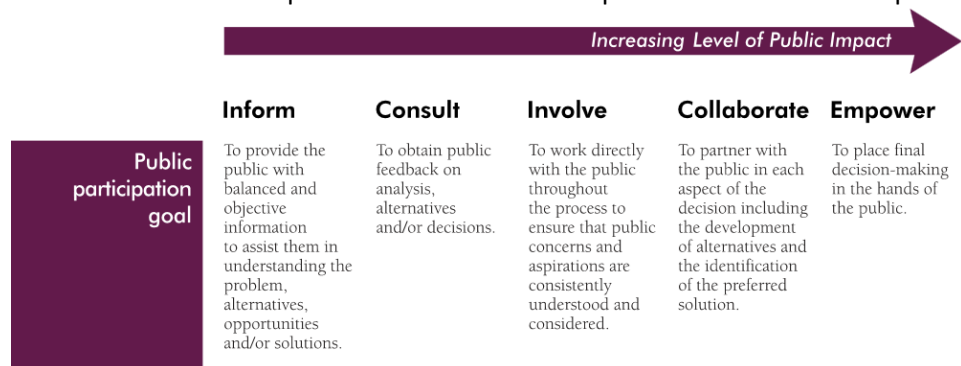
STRATEGIC PRIORITIES REFERENCE:

This initiative addresses the following strategic priorities:

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

PUBLIC ENGAGEMENT:

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



© International Association for Public Participation www.iap2.org

RECOMMENDATION: THAT Council receive the “Solid Waste Automated Curbside Collection – Update” briefing note.

ATTACHMENTS:

1. Attachment 1 - Wildlife Resistant Cart Areas
2. Attachment 2 - Proposed Schedule of Fees and Charges
3. Attachment 3 - Frequently Asked Questions

Prepared by: Chris Thompson, Manager of Solid Waste Services

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

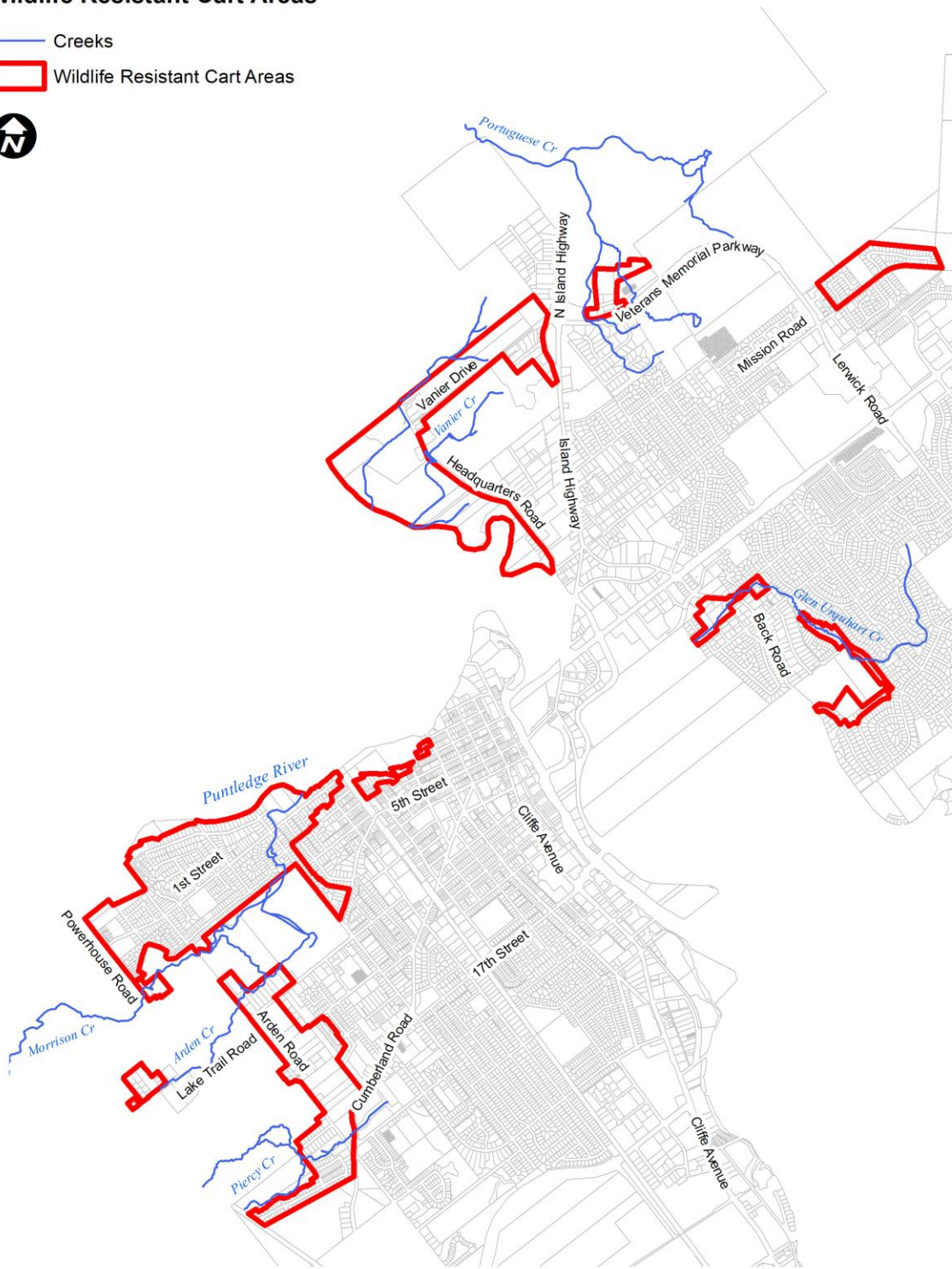
Concurrence: Geoff Garbutt, M.Pl., MCIP, RPP, City Manager (CAO)

Attachment 1: Wildlife Resistant Cart Areas

Wildlife Resistant Cart Areas

— Creeks

▭ Wildlife Resistant Cart Areas



Attachment 2: Proposed Fees and Charges, which are subject to budget approval

**SCHEDULE OF FEES AND CHARGES
CITY OF COURTENAY FEES AND CHARGES
SECTION III, APPENDIX IV
SOLID WASTE COLLECTION FEES**

Fees associated with Collection of Garbage, Organic Waste, and Recyclables

The annual rates in this schedule apply to the jurisdictions as outlined in the body of this bylaw.

A. Single Residential Dwelling (SRD) Unit / Duplex Basic Annual Fee:

Garbage	Organic Waste	Recyclables	Fee
120 L	360 L	360 L	\$357.50

B. Multi-residential detached, Manufactured Homes in a Mobile Home Park, Fourplex, and Secondary Suites inside SRDs Basic Annual Fee:

Garbage	Organic Waste	Recyclables	Fee
120 L	120 L	240 L	\$324.00

C. Cart Exchange Fee (limited to one set of cart exchanges per year): \$65.00 per exchange

<u>Fee Description</u>	<u>Annual Fee</u>
------------------------	-------------------

D. Additional Home Health Care Waste Garbage Cart (120 L):	\$56.00
E. Additional Garbage Cart (120 L):	\$138.20
F. First Recycling Cart (240 L or 360 L):	\$32.66
G. Additional Recycling Cart (240 L or 360 L):	\$14.00
H. Additional Organic Waste Cart (120 L):	\$153.15
I. Additional Organic Waste Cart (360 L):	\$186.65
J. Assisted Set-out Service:	\$100.00

<u>Description of cart replacement charges</u>	<u>Charge</u>
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K. Replacement cart fee – 120 L	\$81.60
L. Replacement cart fee – 240 L	\$102.00
M. Replacement cart fee – 360 L	\$117.60
N. Replacement wildlife resistant cart fee - any size	\$217.60

City of Courtenay Automated Curbside Collection 2024 Update



January 10, 2024

Asked Questions:

Why is the system changing? What is the benefit?

The overall goal of automated collection is providing efficient and effective service to residents. The new automated collection system will reduce the risk of worker injuries and service failures. The new easy to roll, durable carts do not require lifting or dragging and recycling will be contained in a lidded cart to keep materials dry.

Why wasn't I consulted?

Unfortunately, due to supply-chain limitations in the production of the automated carts, the City was not able to provide a cart selection survey for residents ahead of the required cart order in the fall of 2022. In the absence of the survey, the City used historical service data and future waste diversion goals to select the best options for carts for different housing types across the City. The City is asking residents to use the supplied carts for all four seasons with an online cart exchange portal opening in the fall of 2024 when exchange requests can be made.

Why is garbage going to bi-weekly collection?

The goal of the change to bi-weekly garbage collection was to align with the regional goal of waste reduction through diversion to recycling and organics to extend the life of the regional landfill. This goal is also necessary to achieve the required Provincial target of 350 kg/person per year, thereby reducing the greenhouse gas emissions from landfills. Responses from the public do indicate that the inclusion of kitchen waste into the organics stream in January 2023 has helped considerably to reduce garbage output from most households.

Can I get an extra cart?

Should your household need more space for recycling or organics, additional carts can be provided for an additional annual service fee based on full cost recovery for the selected cart size. An online portal is available at courtenay.ca/carts for additional cart requests.

For households requiring extra garbage carts for home health care waste an additional garbage cart can be provide at a subsidized fee of \$56 annually. Additional garbage carts for regular garbage can be provided at full cost recovery of \$138.20 annually.

Can I exchange my carts?



**City of
Courtenay**

Public Works Services

1000 Piercy Avenue, Courtenay, B.C. V9N 3E6

Phone 250-338-1525 | Email solidwaste@courtenay.ca

Not initially. Residents are asked to try out the assigned cart size for all four seasons before requesting a cart exchange. An online cart exchange portal will be available in the fall of 2024. Some accommodations can be made with smaller carts for residents living in single residential homes: a mobility accommodation. Townhouse residents have requested smaller recycling carts than the 240L cart delivered. At this time, no smaller recycling carts are available. Once the transition is complete, the City will consider options for a smaller recycling cart.

Can I use a bin liner? Can I put yard waste bags into the organics cart?

Yes, the material is still going to the regional compost facility so paper yard waste bags or kitchen waste bin liners will be permitted in the new organics cart as long as they are not made from plastic or plastic lined. The City is working with the CSWM to develop some messaging on social media regarding specifics of what should and should not be included in the organics waste stream.

Can I opt out?

No, there will be no opt out options for households that are eligible to receive curbside collection.

What will I do with my old containers and garbage cans?

Your old containers are not garbage and shouldn't be taken to the landfill. The City is providing a curbside collection service for old containers in January. This program will be offered on each of the scheduled collection days between January 15th and February 2nd. Residents are asked to place old, clean containers behind the carts for collection. In addition, there will be an old container drop-off / exchange at the McKenzie Ave gate to the Public Works Yard (1094 McKenzie Ave) from January 15th to February 10th. The CSWM will also be diverting old containers that residents bring to the landfill to a location near the recycling depot from January 15th to February 10th.

Further Questions?

For more information visit: www.courtenay.ca/carts

Please update the footer at the bottom of this page with your department's phone number and email.



**City of Courtenay
Council Meeting**

December 6, 2023

**Comox Valley Regional District Civic Room
770 Harmston Avenue Courtenay BC**



Who/What/When/Where/Why of the Comox Valley Farmers Market:

We have been growing, making, baking, raising and wild harvesting fresh local and nutritionally dense food for the Comox Valley and beyond since 1992

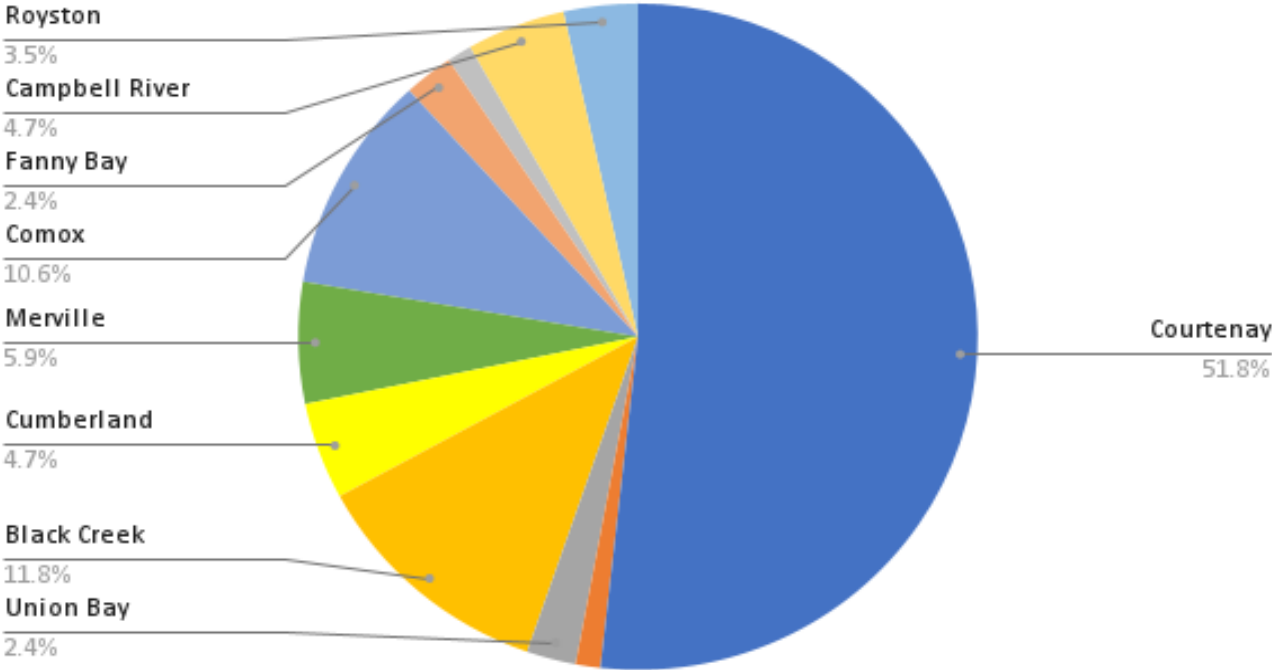
Our mandate is to:

- To Promote the economic health of the local farm and food community
- To provide quality locally grown farm products
- To educate the community on agriculture issues
- To promote and support local agriculture



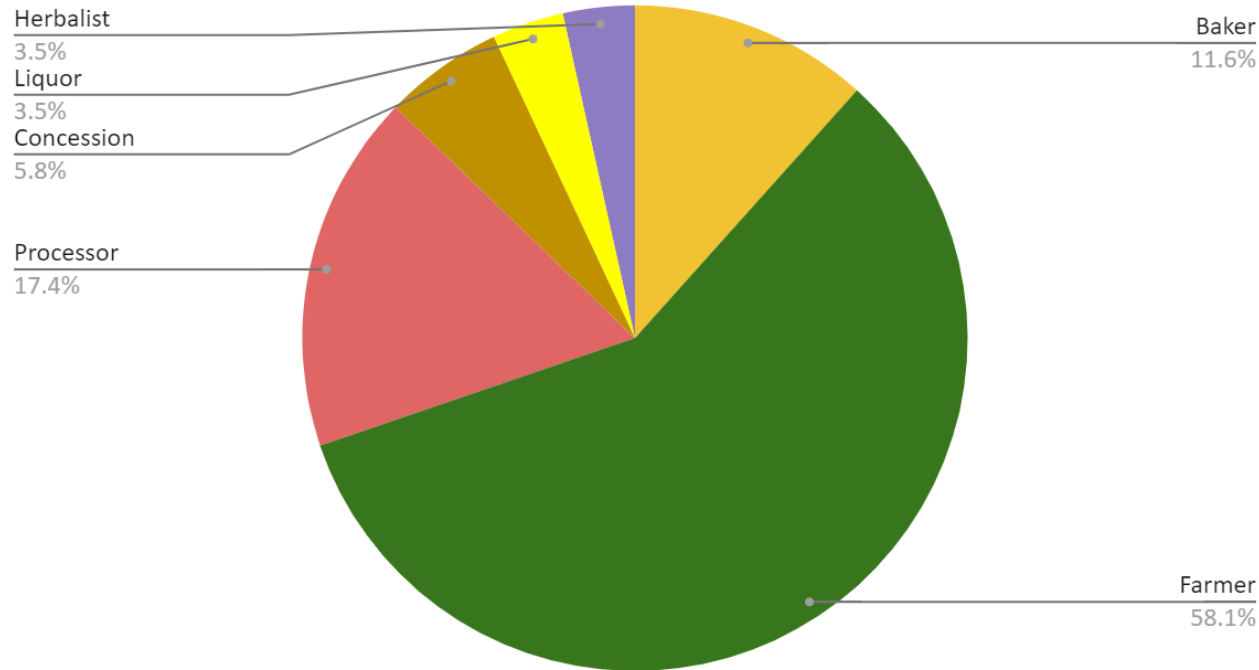
Although our catchment area (CVRD/SRD) goes from Sayward in the North, Fanny Bay in the South, Cortes Island in the East and Kyuquot to the West, the bulk of our vendors (~90%) are within a ~20 Km radius of the CV Exhibition Grounds while the remaining ~10% are within less than a ~50km radius

Vendor Locations



We are a food only (outside of a couple of soap/body care products and value-added agriculture products (ex: bees wax, candles)) Farmers' Market with an emphasis on farmers and fishers (~ 60% farmers/fishers)

Vending Category



There are currently 3 markets operated by the CVFMA including:

- Saturdays Year Round
- Sundays in Cumberland
- Wednesdays in Downtown Courtenay



Sundays: June –September in Cumberland



Wednesdays: June –September in Downtown Courtenay



Saturdays: Oct –April at Natives Sons Hall



Saturdays: April to Oct at CV Exhibition Grounds





We participate in the BC Association of Farmers' Markets Nutrition Coupon Program which feeds more than 200 families and seniors over a 16-week period and provides them with access to fresh locally produced vegetables, fruit, nuts, dairy, eggs and meat and fish.

Our Community Partners, Healthy Families, MIKI'SIW Métis Association, Upper Island Women of Native Ancestry and Cumberland Community School Society focus on supporting pregnant individuals and families with children under 6 years of age as well as some seniors.

In addition, Healthy Families also partner with School District 71, Immigrant Welcome Centre, the Wachiay Friendship Centre's and Maple Pool Campground.





In 2023 this program has provided ~\$80 000 in coupons to residents of :

- Courtenay,
- Comox
- Cumberland
- Other regions across Vancouver Island





Since 2018 we have partnered with Lush Valley on their Farm Gleaning Program.

The purpose of this program is to increase the impact of local growers by supporting members of our community who often lack access to fresh healthy food, while promoting local food production, and reducing food waste.

Through this program **~5000 lbs** of fresh fruit and vegetables that would have otherwise been composted or thrown out was redistributed.

This food used in their Hot Meal Program, Good Food Box and various meal kits that were then distributed to 15 social service agency partners including tenants at BC Housings Washington Inn, members of the Komoks First Nation, Students and Food Bank Recipients.



2023 Economic Impact Study



A provincial wide assessment of the “**Economic and Community Impacts of Farmers Markets in British Columbia**” completed in 2006 and 2012

The Comox Valley Farmers’ Market Saturday and Wednesday markets participated in both surveys



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FARMERS' MARKET



In 2023 another provincial wide assessment was completed.

All three of the Comox Valley Farmers' Market participated.

Sunday (Cumberland)- July 1, 2023

Wednesday (Downtown Courtenay)- August 23, 2023

Saturday (Courtenay- CV Exhibition Grounds)- September 16, 2023

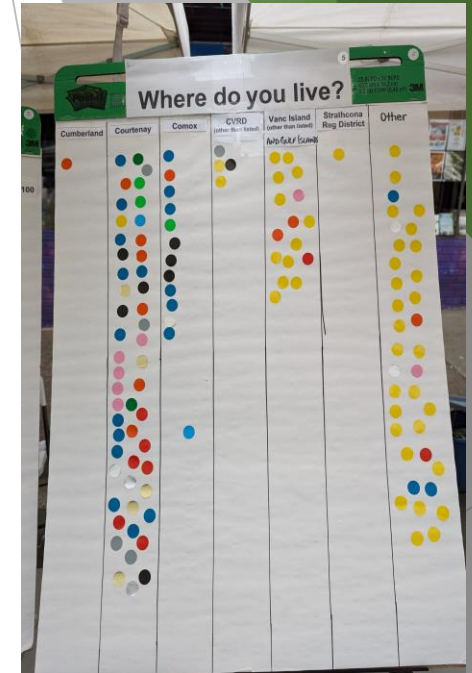


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FARMERS' MARKET

The method used to assess individual markets in BC consists of four parts:

1. flip-chart survey
2. customer survey
3. crowd count
4. environmental observations

These are the same methods used for the BC study in 2006 and 2012.



Dot/Flip
Chart
Survey



What are Economic and Community Benefits?

Economic Benefits=Direct Benefits

The **amount of money spent by market shoppers** (referred to as direct benefits) is an effective way to measure economic benefits of a farmers' market. This benefit is the measure of total annual sales of a farmers' market. Annual sales are calculated as follows:

Average expenditure X Number of spending X Number of sessions X Seasonal
by customer customers per session per year factor

Multiplier effect: Another measure of economic benefits of farmers markets is to measure the ripple effect of people spending dollars at the market. The **ripple effect includes** both the **profit to the market vendor** and the **monies the vendor spent on inputs to get to the market** (e.g., seeds, feed, ingredients, etc.). Economic benefits, which can include direct, indirect, and some induced effects, are **measured in terms of revenue (\$), output (\$), and employment (jobs)**.

In this study revenue benefits are calculated using a **conservative multiplier of 1.5** .



Community Benefits

Community Benefits are the ‘**spillover**’ effect that the Comox Valley Farmers’ Market has on its neighbouring businesses. Based on survey results, it can be estimated the impact of market customers spending additional dollars at local businesses on the day of the market.

Using the same formula (**multiplier effect**) as above, the annual economic impact of additional spending at other neighbouring businesses is an estimated



Preliminary Results (Combined)

- The combined estimated economic and community benefit of the Comox Valley Farmers' Market on the local economy is approximately **\$9 million annually**

2023 BC Farmers' Market Economic Impact Study*

Market	Economic Benefit (\$)	Community Benefit (\$)	Total Benefits (\$)
Saturday	\$4,200,000.00	\$3,400,000.00	\$7,600,000.00
Sunday	\$268,000.00	\$332,600.00	\$600,600.00
Wednesday	\$260,000.00	\$587,000.00	\$847,000.00
Total (All Markets Combined)			\$9,047,600.00

* Preliminary Results

- The estimated combined number of market customers on assessment days: 4,086 customers
- 19% of survey participants identified as tourists or day-trippers
- Average customer spending per visit – Sunday: \$27.05
Average customer spending per visit – Wednesday: \$17.61
Average customer spending per visit – Saturday: \$50.35
- 39% of all survey respondents visit a Comox Valley Farmers' Market either 'regularly' (almost weekly) or 'frequently' (2-3 times per month)

Preliminary Results (Saturday Only*)

2023 BC Farmers' Market Economic Impact Study*

Market	Economic Benefit (\$)	Community Benefit (\$)	Total Benefits (\$)
Saturday	\$4,200,000.00	\$3,400,000.00	\$7,600,000.00
Sunday	\$268,000.00	\$332,600.00	\$600,600.00
Wednesday	\$260,000.00	\$587,000.00	\$847,000.00
Total (All Markets Combined)			\$9,047,600.00



* Preliminary Results

- The estimated combined economic and community benefit of the Comox Valley Farmers' Market – Saturday on the local economy is approximately **\$7.6 million annually**
- The estimated number of market customers on assessment day: 2,346 customers
- Over 382 market visitors participated in the study
- Average customer spending per visit: \$50.35



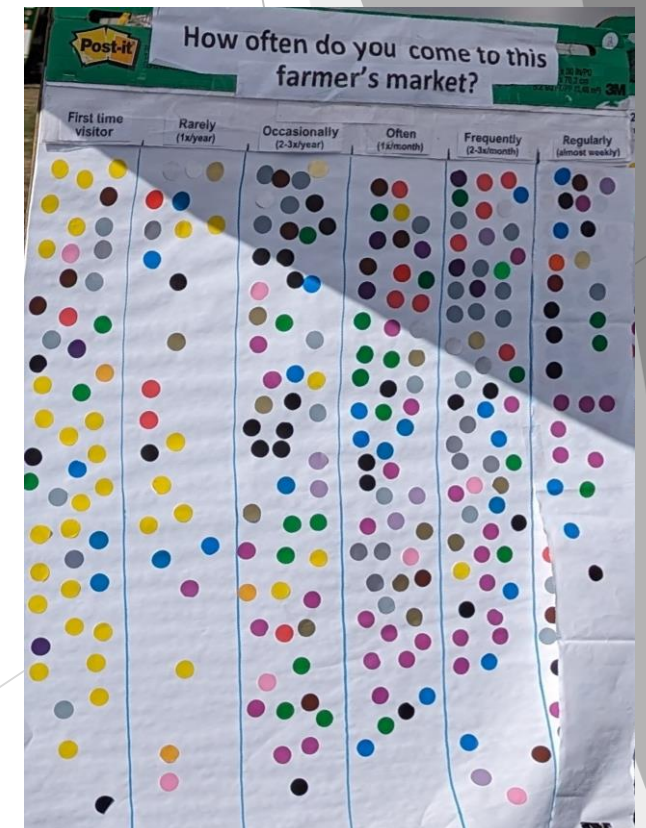
Saturday Highlights continued:

47% of the survey respondents visit the market either '**regularly**' (almost weekly) or '**frequently**' (2-3 times per month)

27% of respondents are long-time, loyal customers who have been attending the market for more than **10 years** while **22%** of survey participants said that they have been shopping at the market for **five to nine years**. **21%** began attending the market this year, in **2023**.

Where do Customers Live (who attend the Saturday Market):

Courtenay	46.3%
Comox	19.4%
Cumberland	3.7%
Comox Valley Regional District	11.8%
Strathcona Regional District	2.9%
Vancouver Island/Gulf Islands (outside of CVRD/SRD)	3.1%
Other	12.8%



Preliminary Results (Wednesday Only*)

2023 BC Farmers' Market Economic Impact Study*

Market	Economic Benefit (\$)	Community Benefit (\$)	Total Benefits (\$)
Saturday	\$4,200,000.00	\$3,400,000.00	\$7,600,000.00
Sunday	\$268,000.00	\$332,600.00	\$600,600.00
Wednesday	\$260,000.00	\$587,000.00	\$847,000.00
Total (All Markets Combined)			\$9,047,600.00



* Preliminary Results

- The estimated combined economic and community benefit of the Comox Valley Farmers' Market – Wednesday on the local economy is approximately **\$847,000 annually**
- The estimated number of market customers on assessment day: 1,194 customers
- Over 121 market visitors participated in the study
- 36% of the survey participants were tourists or day-trippers in Courtenay



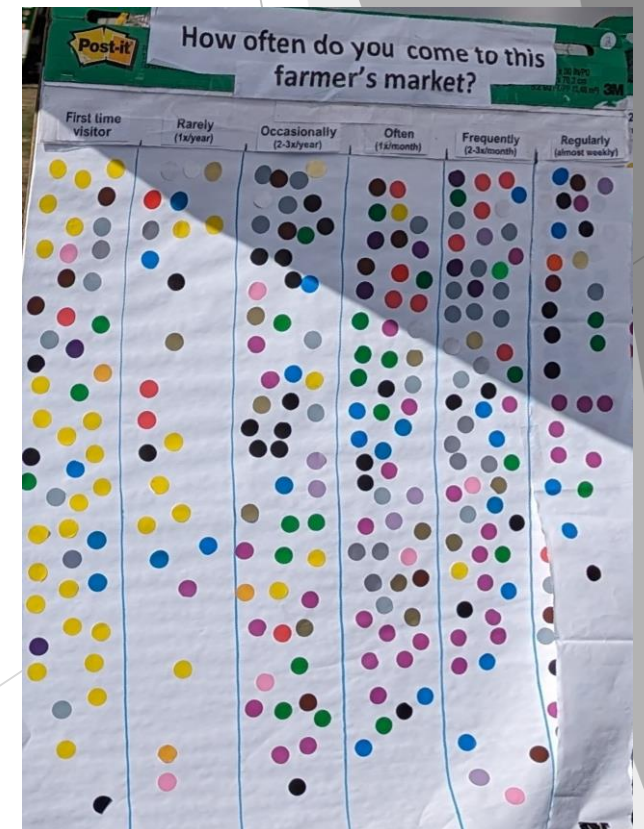
Wednesday Highlights continued:

14% of the survey respondents visit the market either '**regularly**' (almost weekly) or '**frequently**' (2-3 times per month)

4.1% of respondents are long-time, loyal customers who have been attending the market for more than **10 years** while **8.2%** of survey participants said that they have been shopping at the market for **five to nine years**. **69.7%** began attending the market this year, in **2023**.

Where do Customers Live (who attend the Saturday Market):

Courtenay	41.8%
Comox	10.7%
Cumberland	0.8%
Comox Valley Regional District	3.3%
Strathcona Regional District	0.8%
Vancouver Island/Gulf Islands (outside of CVRD/SRD)	13.1%
Other	29.5%



Total Impact to City of Courtenay: **\$8,447,000**

Notes:

Saturday Market is held at the CV Exhibition Ground and the Native Sons Hall

~20-25% of market sales occur at the Native Sons Hall

Approximate impact on downtown Courtenay:

(25% of Sat) (Wednesday)

$\$1,900,000 + \$847,000 = \mathbf{\$2,747,000}$



The Farmers' Market at the Native Son Hall

In a 2022 Membership Survey completed by the BC Association of Farmers' Markets, on average markets pay \$4,902.22 (with the range from \$0-\$30,000) for venue rentals. **Our fees** for just the one venue, the Native Sons Hall, for less than half of our market days are approximately **double this average**.

5 markets we operate, a total of 73 market days throughout the year (Saturday Summer, Saturday Winter, Saturday Fall, Wednesday and Sunday). We spend on average 22 market days (or 30% of the total yearly market days) between October and April at the Native Sons Hall for our Fall and Winter Markets. These 22 market days account for 72% of our yearly venue rental costs.

Since the 2008/2009 Fall/Winter season we been renting the Native Sons Hall weekly for approximately 6 months out of the year. For the past 15 years we have been a consistent long-term renter.

For other venues that we use in the Comox Valley, including CV Exhibition Grounds and Cumberland Village Square, we pay a significantly rates or no fee at all. This aligns with other markets on Vancouver Island and throughout BC.



Keeping costs down has become increasingly difficult as the cost of many things has increased significantly over the last several years. We have worked hard to reduce and eliminate expenses, as well as optimizing our paid employees and numerous volunteers.

Our Board is looking for ways to reduce market expenses without reducing programming, markets or staff. One way is to reduce the cost of venue rentals; the other is to re-visit our Wednesday market which has been underperforming over the last several years. Our preference is to have a reduction in fees so that we can continue to support a Wednesday downtown market.

Our Ask

Given the benefits of the Farmers' Market to the Comox Valley, in particular the City of Courtenay, with respect to small business incubation, stimulating the local economy, food security, advocacy for the local farm and food community and community connections:

We are asking the City of Courtenay to provide support in the form of reducing rental fees, providing a Fee for Service Agreement or other arrangement related to reducing the fees the market pays for rental of the Native Sons Hall for its fall and winter markets





**Thank
you!**



We are grateful to City of Courtenay,
Mayor and Council and staff for their
continued support for the market



Thank you

Questions?



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FARMERS' MARKET



Mobility services made in B.C.

- ▷ [British Columbian Automobile Association \(BCAA\)](#) with 117 years of transportation services and 1 million Members in B.C.
- ▷ 9 years of experience in shared mobility in British Columbia with consistent and sustainable growth with [Evo Car Share](#)
- ▷ [Evolve](#) launched Whistler in 2022, expanded to SFU Burnaby Burnaby Campus and New Westminster





Evolve overview



E-bike fleet stationed throughout the city and made available to anyone over 18 years old



\$0.35/min or \$12.99/hr
+ \$1.25 unlock fee

Monthly subscription:
\$9.99/mo, reducing
per-min rate to \$0.10

Community program:
\$0.10/min



Riders have 24/7
access to Evolve E-
Bikes and our
customer service team
through our app



The app can lock the
bike during a rental
stopover anytime,
anywhere – no need
for a separate bike lock





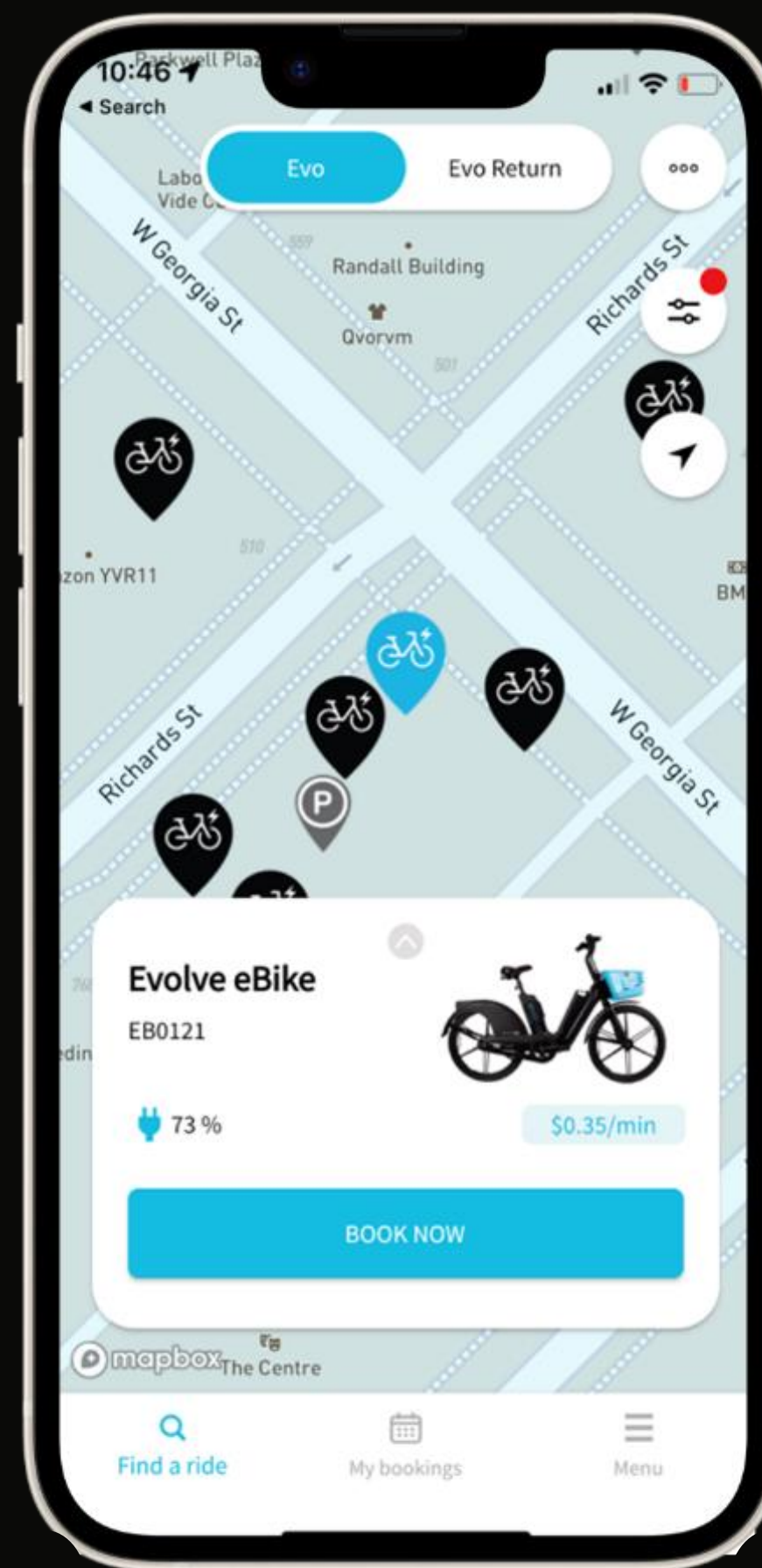
Evolve E-Bike features



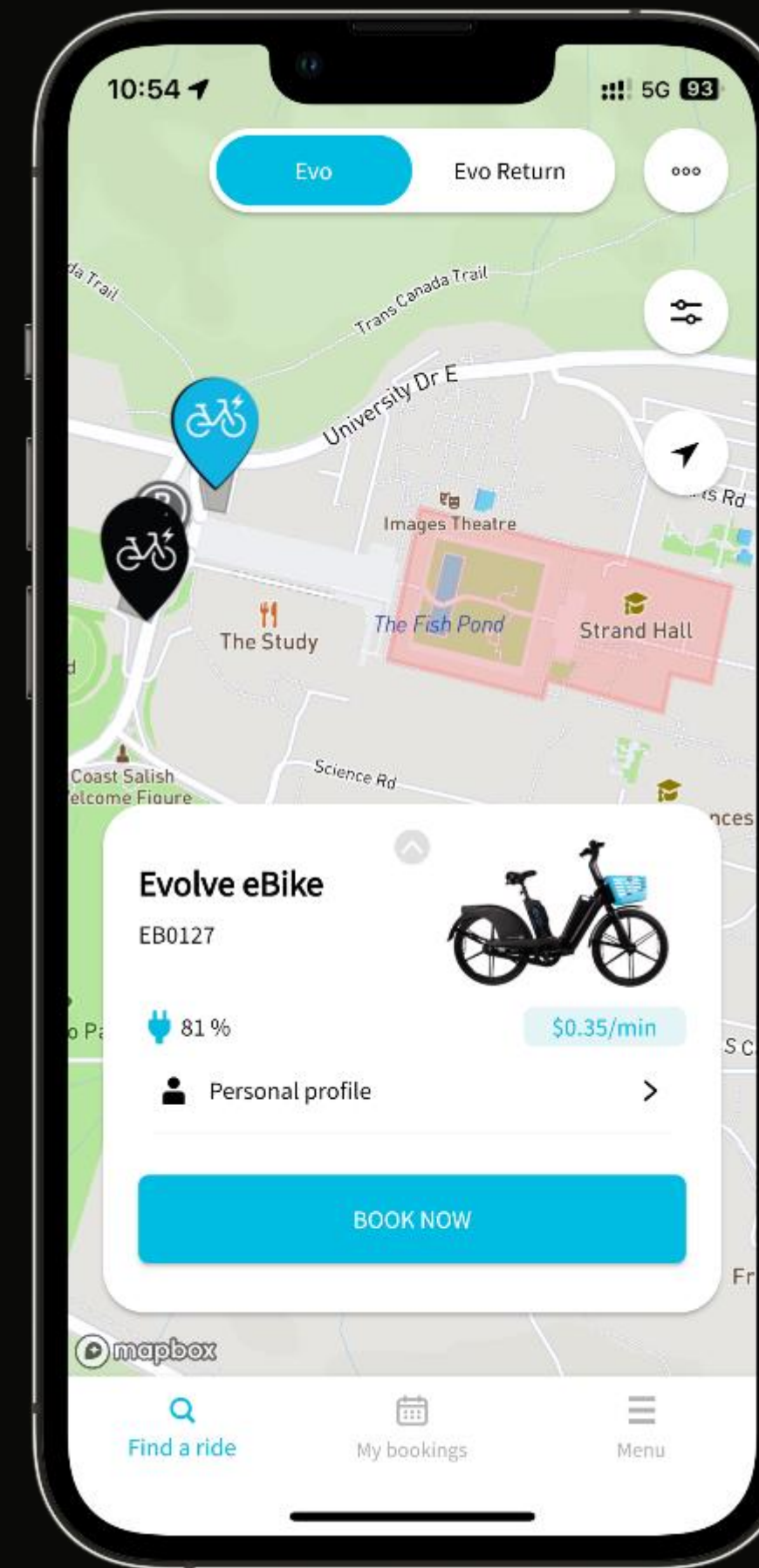


The Evo App

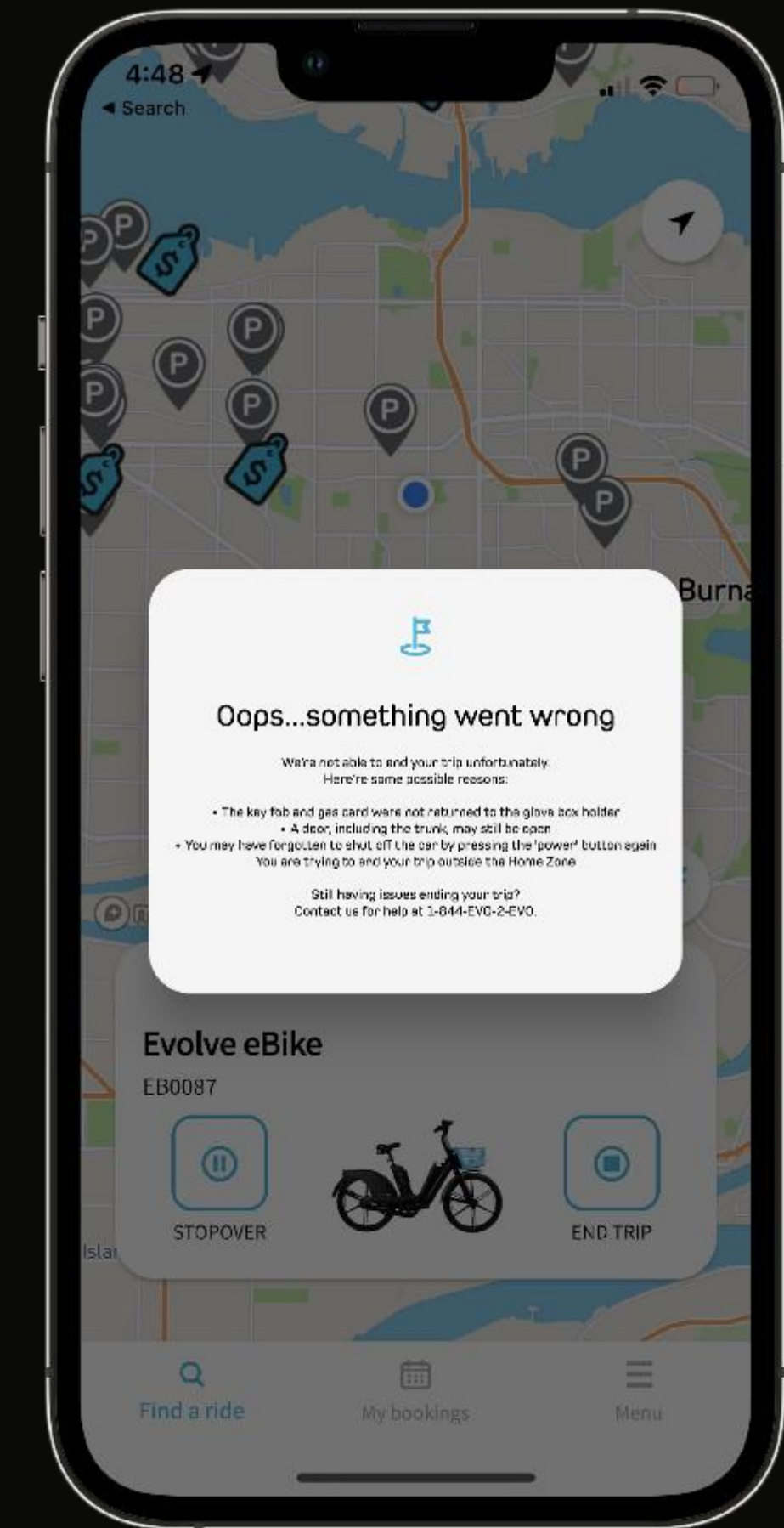
- ▶ Registration & instant approval
- ▶ Start, end & pause trips
- ▶ Access to your trip history
- ▶ Integrated with Evo Car Share



Find an e-bike or a parking zone in the app



Identify slow and no-riding zones within the app to ensure safety of all road users.

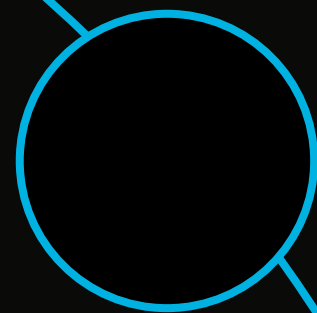


Error message if the Evo is not parked correctly within the designated parking zone.



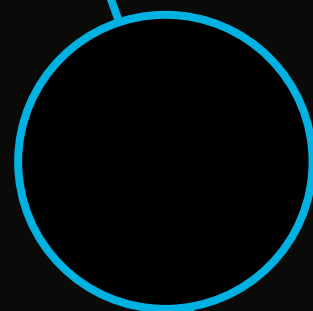


Evolve E-Bike Share in the CVRD



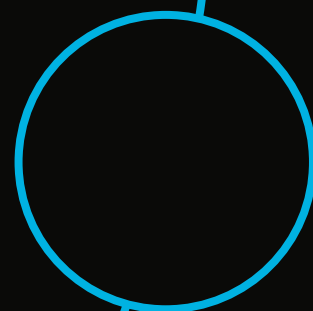
Dockless Fleet

BCAA recommends piloting ~75 e-bikes for both Courtenay and Comox.
Operating year round, 24/7



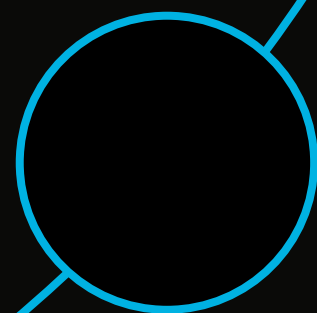
Program Scope

Create a network of geo-fenced parking zones in the commercial and residential areas of Courtenay and Comox. Parking zones only require wayfinding signage



Sustainability Data & Surveys

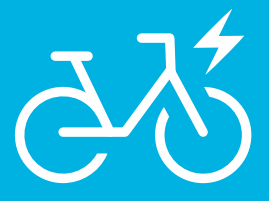
Monthly reports and surveys share insights with the cities and CVRD with aggregated information about the program



Community Engagement

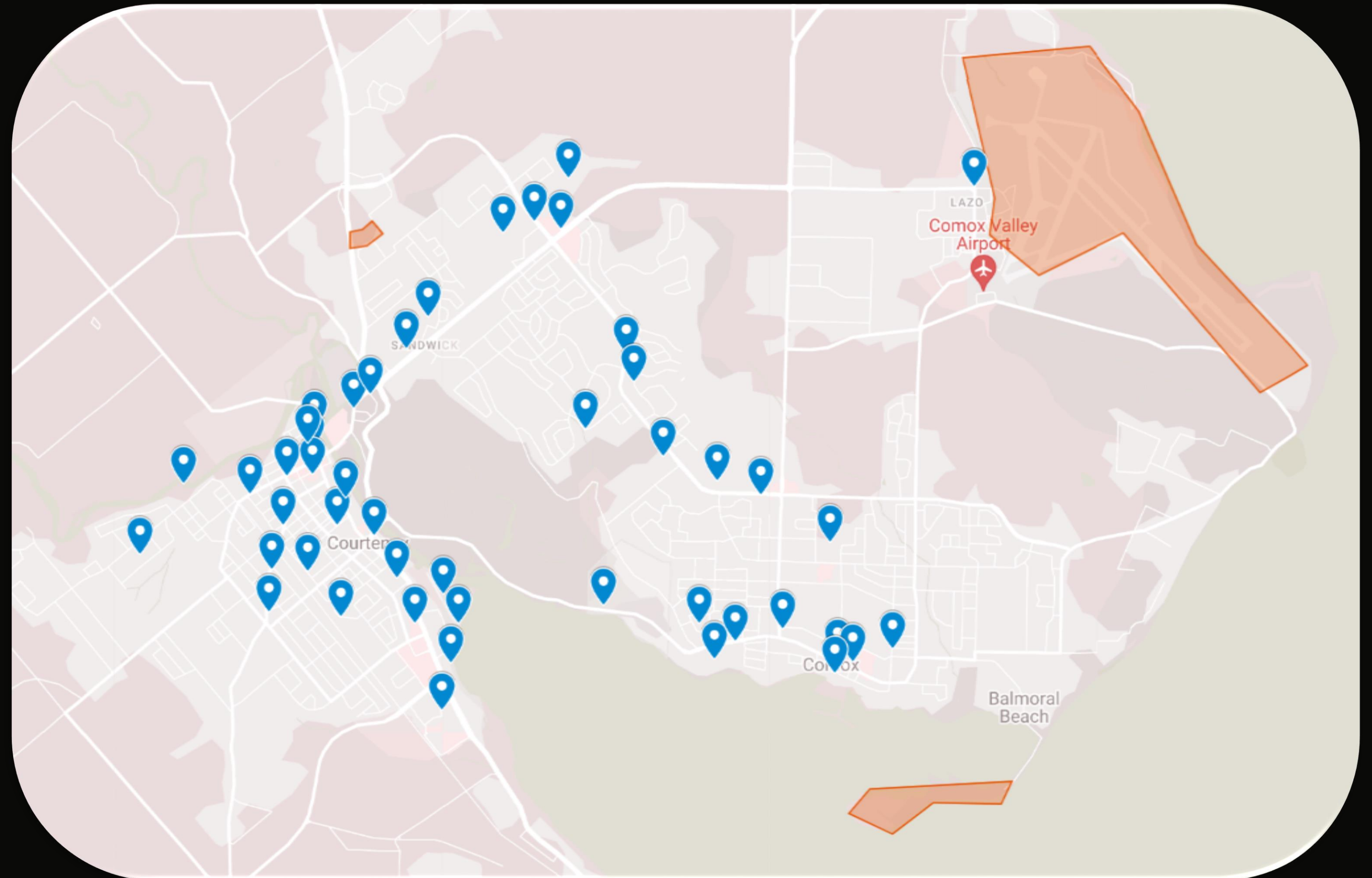
Evolve loves working with local partners, and attending local community events to engage businesses and residents





Possible Parking Zones

- ▶ Designated no-riding zones in areas that are unsafe to ride
- ▶ Slow ride zones are created in areas of high pedestrian traffic

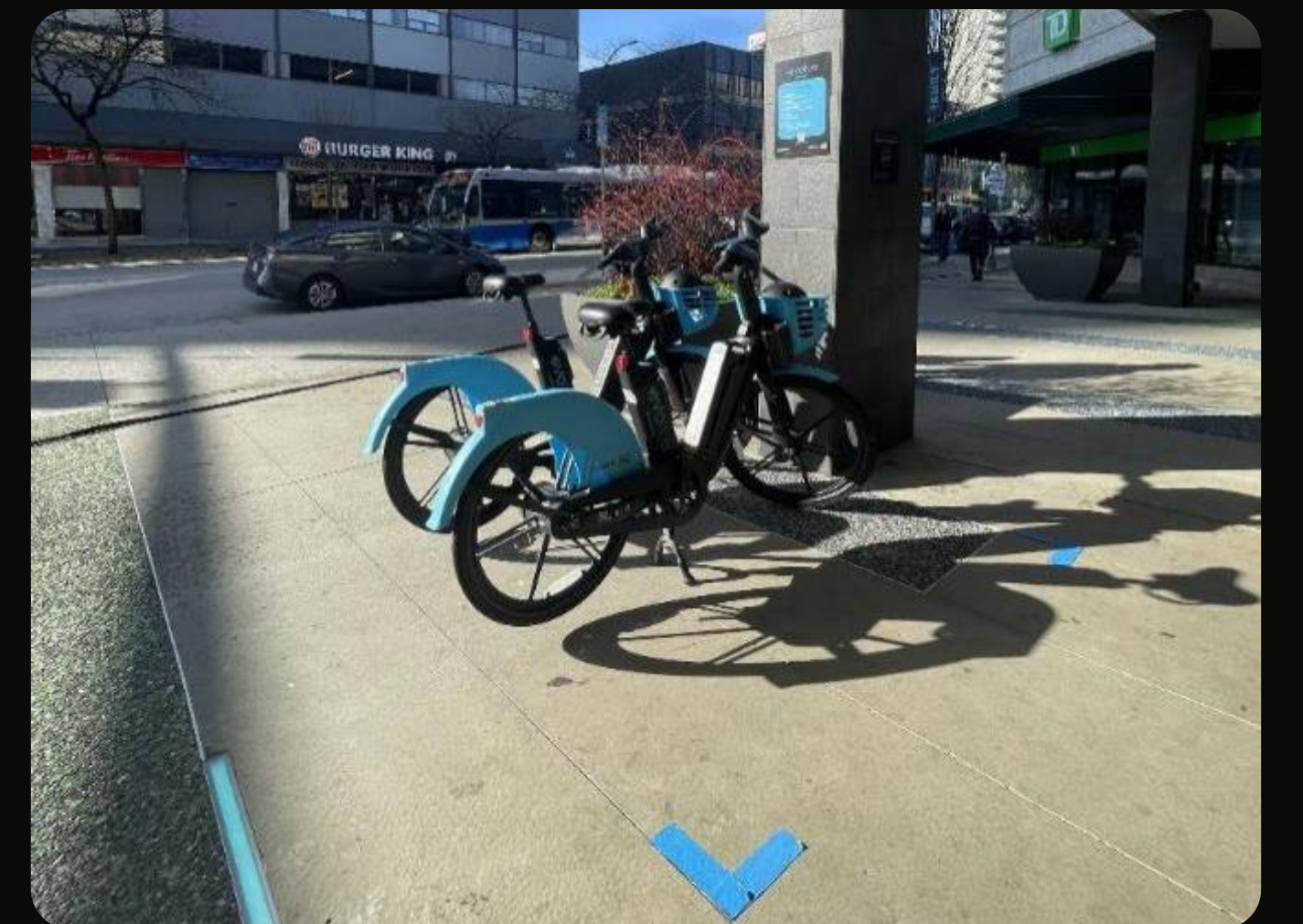
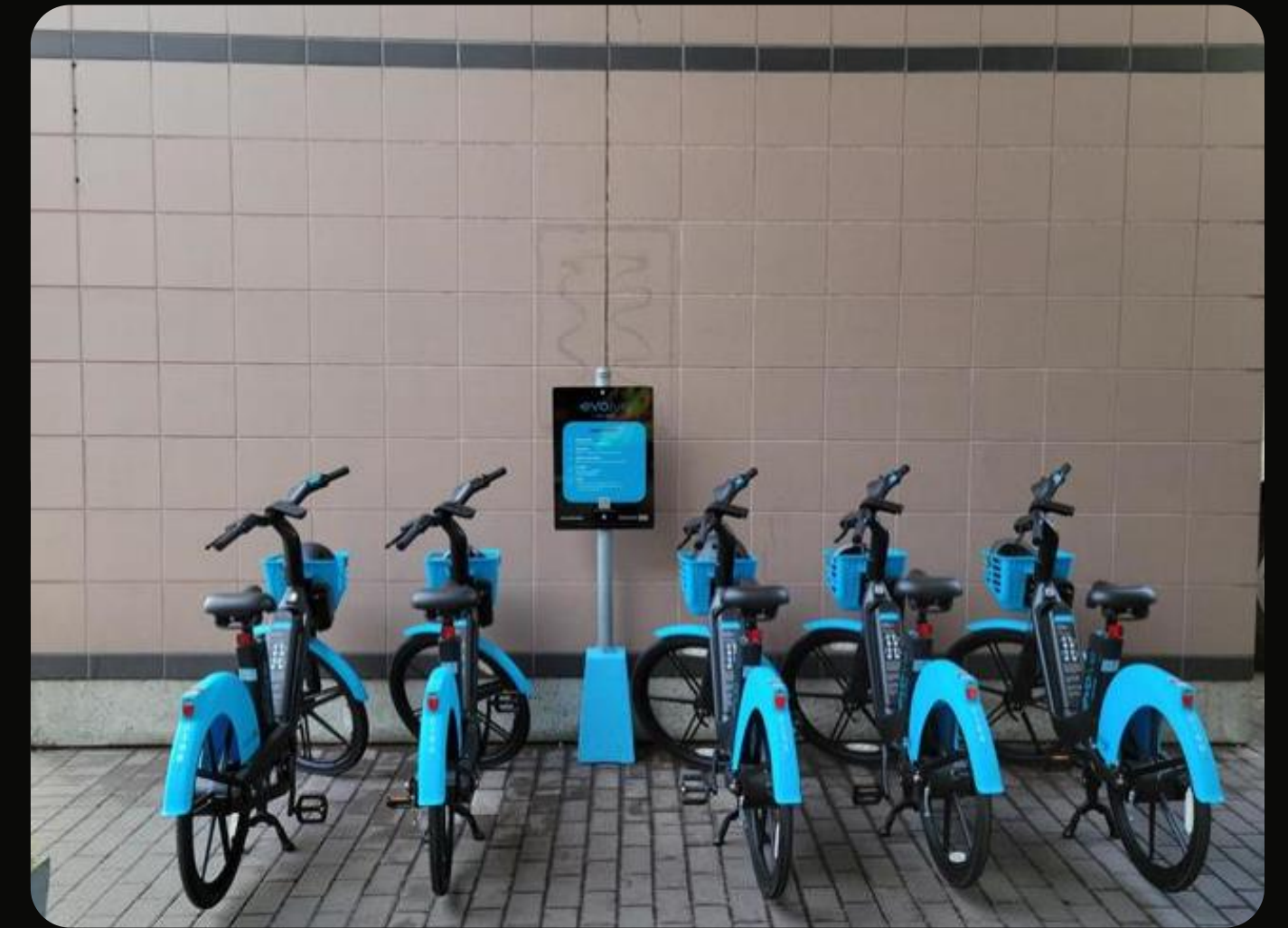
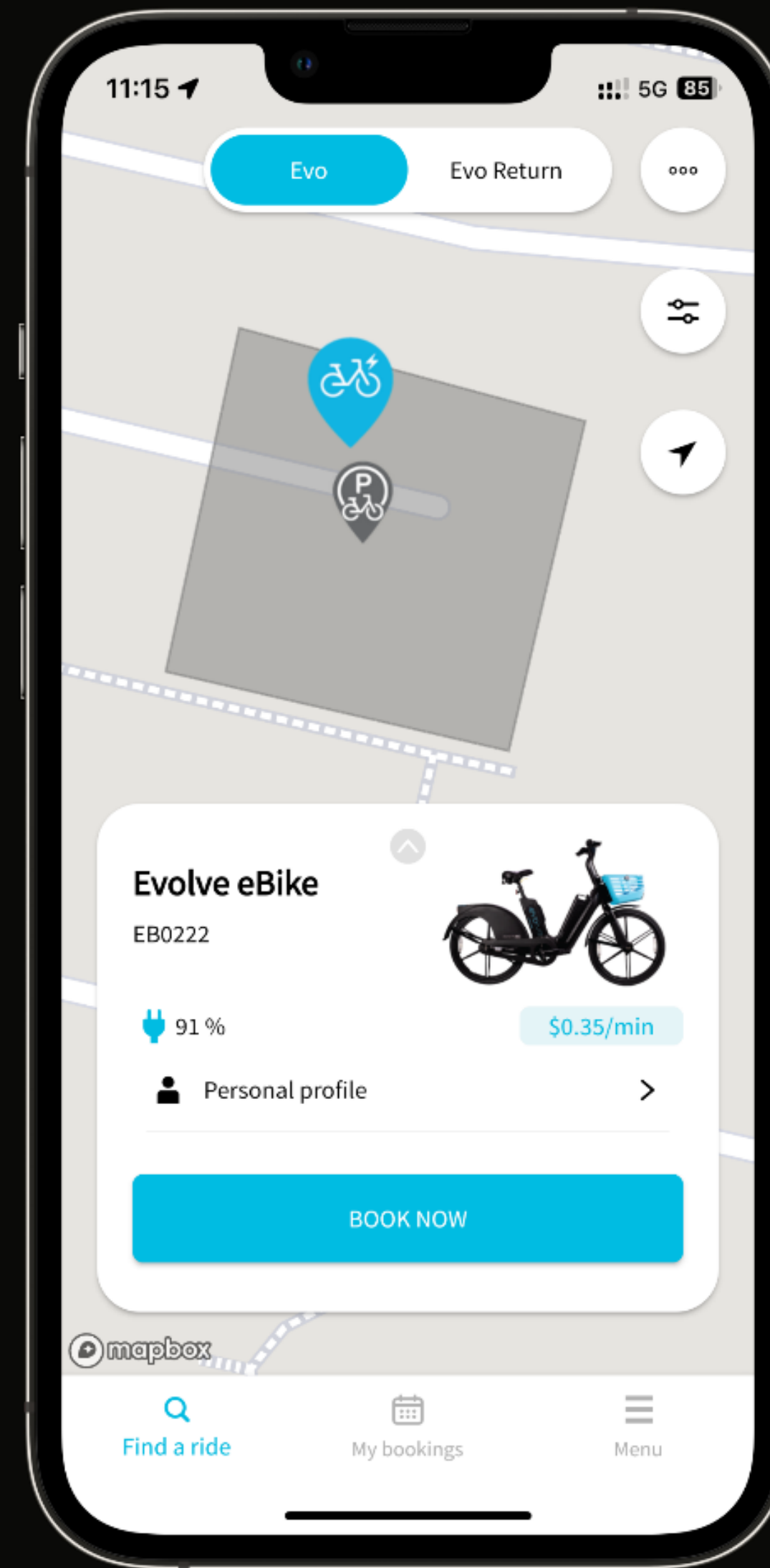


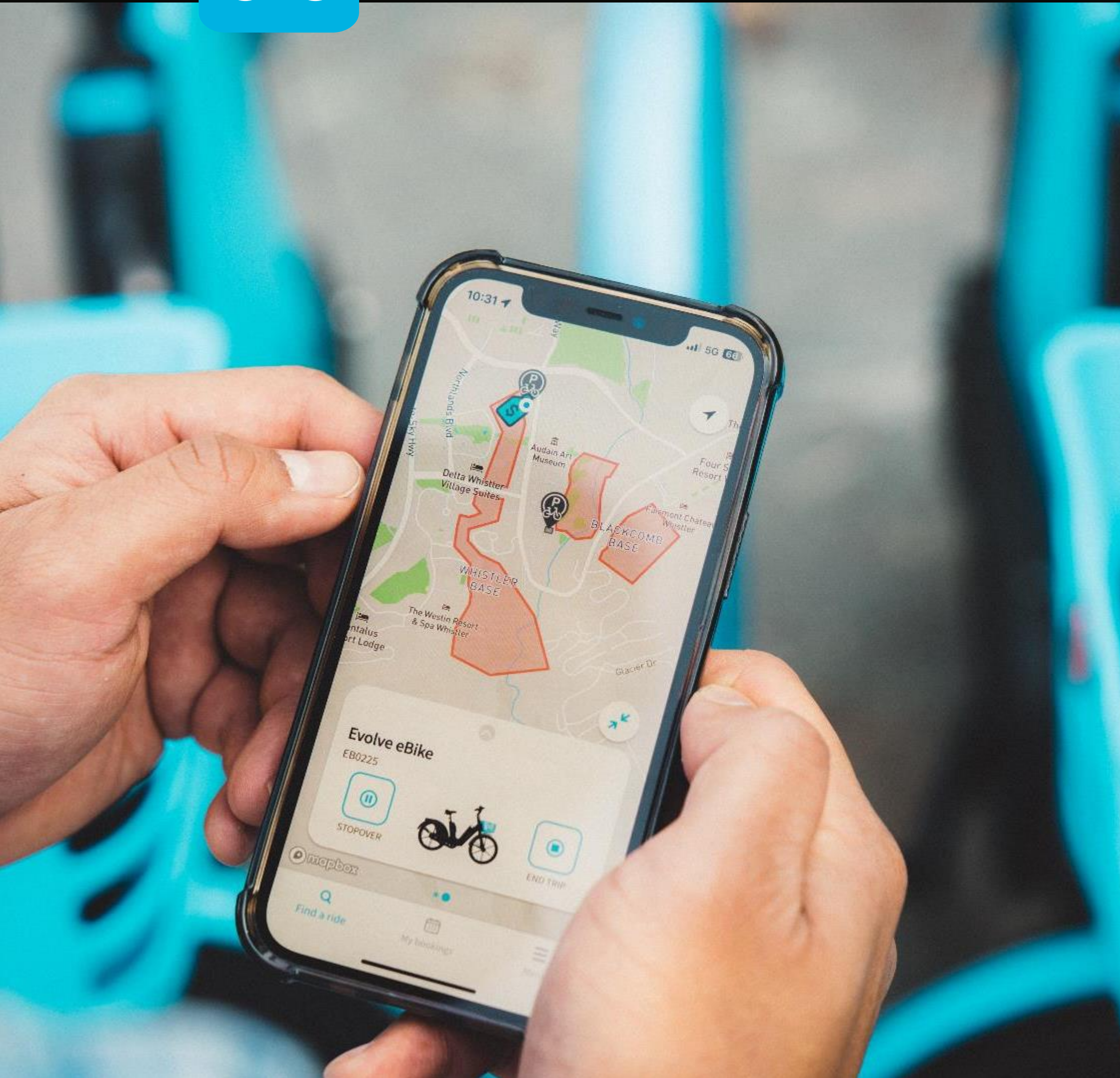


Parking Management

To prevent issues and ensure safe use of the Evolve E-Bike Share service. We propose the following:

- ▶ Trips will only begin and end in geofenced area. Ensuring bikes are organized
- ▶ No bike racks required
- ▶ Wayfinding signage helps ensure orderly parking





Operations Management

- ▷ Combination of internal staff and external local contractors
- ▷ Evolve monitors all devices in real-time, tracking location and device health:
 - ▷ helmet present
 - ▷ battery health
 - ▷ electric motor health etc.
- ▷ Daily routine consists of:
 - ▷ Battery swaps
 - ▷ Cleaning and sanitation, helmet and damage checks
 - ▷ Organize bike parking
 - ▷ Retrieval of mis-parked or abandoned bikes
- ▷ Evolve can respond to issues within 24 hours, faster if issues appear during the day



Marketing & Communications

Media communications

- ▶ Collaborate with the CVRD to announce the program to key media in the region and boost tourism

Community engagement

- ▶ Active participation in local community events to raise awareness towards the program
- ▶ Explore opportunities to partner with community groups including non-profit organizations and first nations to provide tailored programs

Safety education

- ▶ Distribution of safety materials including educational booklets and videos for first-time riders
- ▶ Safety courses to enhance riders' comfort when riding with traffic





The Corporation of the City of Courtenay

Staff Report

To: Council

File No.: 3900-01

From: Director of Corporate Services

Date: January 10, 2024

Subject: Parks and Open Spaces Regulation Bylaw

PURPOSE: To request Council give 1st and 2nd reading to the Parks and Open Spaces Regulation Bylaw No. 3121, 2024.

BACKGROUND:

The City of Courtenay initiated the Parks Control Bylaw Modernization Project in February 2023 to better reflect and address the needs of its population, changing park usage trends, and emerging challenges related to climate change and urbanization.

To modernize the Parks Control Bylaw, a systematic approach to develop the Parks and Open Spaces Bylaw was employed, advancing through three phases. Staff first formulated regulations that aligned with Courtenay's priorities and integrated best practices through municipal comparisons. Next, Staff conducted a comprehensive impact assessment that carefully considered the implications of proposed regulatory actions and policy perspectives. The impact assessment underscored the achievement of a balanced approach, allowing for a variety of activities while safeguarding ecological zones and the community's natural assets. Lastly, regulations were refined through engagement with various contributors, including city staff from various departments, Vancouver Island Health Authority's medical health officer, the Comox Valley Coalition to End Homelessness, the Homelessness Response Team, and unhoused individuals.

At the September 27, 2023 Council meeting, Council passed the following motion:

THAT Council approve the Parks and Open Spaces Bylaw Guiding Document and direct staff to work with external legal counsel to draft a new Parks and Open Spaces Control Bylaw; and,

THAT staff be directed to report back to Council on any further amendments to B.C.'s current decriminalization policy and or at such time as further guidance for local government is provided by the Province.

DISCUSSION:

As per Council's direction, external legal counsel has prepared the attached Parks and Open Spaces Regulation Bylaw.

POLICY ANALYSIS:

Upon adoption of the Parks and Open Spaces Regulation Bylaw, the current Parks Control Bylaw, No. 1664, 1992 will be repealed.

STRATEGIC PRIORITIES REFERENCE:

This initiative addresses the following strategic priorities:

- Social Infrastructure - Review City operations with a social equity, reconciliation and anti-racism lens and develop corporate policy
- Local Economy - Review City processes that may be barriers to economic development

PUBLIC ENGAGEMENT:

Upon adoption of the new Parks and Open Spaces Regulation Bylaw, a Good Neighbour Guide on the bylaw regulations will be disseminated to the public via online media, social media and physical materials. The City will also provide guides for distribution to community outreach organizations, the Comox Valley Coalition to End Homelessness, the Homelessness Response Team.

OPTIONS:

1. THAT Council give first and second readings to the Parks and Open Spaces Regulation Bylaw No. 3121, 2024; and, THAT staff be authorized to prepare a bylaw amendment to the Municipal Ticket Information Bylaw No. 2435, 2006 for Council consideration.
2. THAT Council give first and second readings to the Parks and Open Spaces Regulation Bylaw No. 3121, 2024, and refer it back to staff with direction; and, THAT staff be authorized to prepare a bylaw amendment to the Municipal Ticket Information Bylaw No. 2435, 2006 for Council consideration.
3. That Council refer the Parks and Open Spaces Regulation Bylaw No. 3121, 2024 to staff and provide further direction.

ATTACHMENTS:

1. Parks and Open Spaces Regulation Bylaw No. 3121, 2024

Prepared by: Kate O'Connell, Director of Corporate Services

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



The Corporation of the City of Courtenay

Bylaw No. 3121

A bylaw to establish regulations and control of parks and open public spaces.

WHEREAS

- A. The Council of the City of Courtenay wishes to enact a bylaw to regulate, prohibit, and impose requirements respecting parks and open spaces;
- B. This bylaw is essential to ensure that the City's parks and open spaces are accessible, safe, and enjoyable for everyone while protecting the environment and areas of cultural significance, and promoting healthy, active lifestyles; and
- C. The Council of the City of Courtenay respectfully acknowledges that the lands to which this Bylaw apply are on the Unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

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

Citation

1. This Bylaw shall be cited as "Parks and Open Spaces Regulation Bylaw, Bylaw No. 3121".

Definitions

2. In this Bylaw:

"authorized personnel" means City employees and contractors, including bylaw enforcement officers, peace officers and emergency personnel and as specified in this bylaw;

"bicycle" means a device having any number of wheels that is propelled by human power only and upon which one or more persons may ride and includes the bicycle buggies and trailers that may be attached to the bicycle;

"camping" means the act of setting up tents, campers, or recreational vehicles, within a park or open space for recreational purposes or taking up temporary overnight abode in a park or open space with or without shelter;

"casual use" means the non-special use of a park or open space for recreational activities or relaxation, where the space is available for use by all park users on a first-come, first-served basis;

"City" means the City of Courtenay;

"Council" means the council of the City;

"Director" means the director of the City's Recreation, Culture and Community Services department or their successor;

"e-bike" means a cycle with an electric motor which is not capable of speeds greater than 32 kilometers per hour on level ground or of operating with pedals removed, and which looks like a bicycle and not a motor scooter;

“environmentally sensitive area” means those City lands, or parts thereof, that are in their natural state and which contribute to the retention or creation of wildlife habitat, soil stability, water retention or recharge, vegetative cover and similar vital ecological functions, or that are designated as such by the City;

“natural features” means any native or non-native tree, shrub, flower, herb, berry, bough, grass or plant of any kind, and all soil, sand, silt, gravel, rock, mineral, wood, fallen wood or other living or dead natural material;

“open space” means those City lands, excluding parks, consisting of natural landscapes, wetlands, wildlife habitats, greenbelts, civic plazas, picnic areas, footpaths, public parking lots that service recreational facilities and squares, and similar areas that contribute to the City's biodiversity, ecological sustainability, and the well-being of its residents;

“park” means an area of land dedicated or designated and maintained by the City as a park and intended for the purpose of providing recreational, cultural, and leisure opportunities to the public, including facilities such as playgrounds, sports courts and fields, trails, picnic areas, and green spaces, and are intended for the use and enjoyment of individuals and community groups;

“permit” means a permit issued by the City for a special use or another use that requires a permit under this bylaw;

“sheltering” means seeking temporary protection or refuge in a park or open space, often due to being unhoused or adverse weather conditions;

“special use” means the reservation or booking of a specific area of a park or open space for a specific time and purpose for any of the activities described in section 3.4;

“temporary shelter” means a structure, improvement, shield or cover used or intended to be used to house or protect people or things, and includes a tent, tarp, lean-to or other refuge made of cardboard, tarpaulin, canvas, plastic, metal, logs, brush, branches or other materials natural or man-made;

“unhoused” means not having a fixed address or a predictable residence to return to on a daily basis; and

“wildlife” means any wild mammal, bird, reptile, fish, amphibian or insect.

Objectives and Administration

3.1 The objectives and principles of this bylaw are to:

- a) Ensure that parks and open spaces are accessible, safe, and enjoyable for all members of the public;
- b) Encourage the use of parks and open spaces for healthy and active lifestyles;
- c) Regulate and manage commercial activities and events in parks and open spaces to minimize their impact on the environment and other park users;
- d) Protect and preserve natural areas and wildlife in parks and open spaces for future generations;
- e) Promote responsible and sustainable use of parks and open spaces to minimize environmental and natural resources damage;

- f) Foster a sense of community responsibility and pride in parks and open spaces among local residents and businesses;
 - g) Permit diverse activities that promote vibrant and engaging spaces, including recreational, cultural, and community-building events; and
 - h) Ensure compliance with applicable laws and regulations related to parks and open spaces.
- 3.2 **Delegation of Authority:** Staff members of the City, including the City Manager (Chief Administrative Officer), the Director, the Director of Engineering, the Director of Public Works Services, the Director of Corporate Services, or the Fire Chief, and other designated personnel, have been delegated defined responsibilities and authorities in this bylaw corresponding to their roles and functions in implementing and enforcing the bylaw. These include issuing permits, conducting inspections, enforcing regulations, ordering closures, and ensuring compliance, safety, and efficient management of parks and open spaces. Specific responsibilities and roles of staff members are outlined in relevant sections of the bylaw, aligning with their expertise and jurisdiction.
- 3.3 **Director's Power to Place or Erect Signs:** The Director may place or erect signs or other traffic control devices setting out rules and regulations for park and open space use.
- 3.4 **Director May Issue or Refuse Permits:** With regard to permits required under this bylaw:
- a) The Director shall be responsible for the issuance or refusal to issue permits;
 - b) The Director may modify or impose additional requirements on the permits outlined in this bylaw based on the needs and characteristics of the event, location, and potential impact on the community;
 - c) The Director may refer an application for a permit under this bylaw to Council for consideration and determination; and
 - d) If the Director refuses a permit application under this bylaw, the applicant may request that Council reconsider the decision by submitting a written request to the City's Corporate Officer within seven (7) business days of the Director's refusal.
- 3.5 **Permit Applications:** A person, group or organization intending to carry out special use of a park or open space under this bylaw may obtain a permit by:
- a) Submitting an application on the form provided by the City;
 - b) Agreeing in writing to all terms, requirements, restrictions and conditions of special use established by the Director;
 - c) Submitting all required fees, deposits, charges and insurance documents; and
 - d) Showing evidence of compliance with the requirements of other relevant enactments that may apply in the circumstances.

Interpretation

- 4.1 **Interpretation:** Except as otherwise defined in this bylaw, words and phrases used herein have the same meaning as in the *Local Government Act*, the *Community Charter* and the *Interpretation Act* as the context and circumstances require. A reference to a statute refers to a statute of the Province of British Columbia unless otherwise indicated, and a reference to any enactment refers to that

enactment as it may be amended or replaced from time to time. Words in the singular include the plural, and words in the plural include the singular.

4.2 **Headings:** The headings to the clauses in this bylaw and table of contents have been inserted as a matter of convenience and for reference only and in no way define, limit or enlarge the scope or meaning of this bylaw or any provision of it.

4.3 **Schedules:** The following schedule is attached and form part of this bylaw:

A: Parks where sheltering is restricted

Use of Parks and Open Spaces

5.1 **Vison Statement for Parks and Open Spaces:** The City's vision for its parks and open spaces network is to foster a healthy, engaged, and inclusive community with a high quality of life by offering diverse parks, interconnected trails, natural areas, and multi-use outdoor recreation and cultural spaces. These spaces aim to accommodate individuals of all ages and abilities and address emerging parks, recreation, and cultural needs and trends. The City's goal is for parks and open spaces to be utilized safely and respectfully, promoting health, well-being, and social interaction for all park users.

5.2 **City Objectives for Parks and Open Spaces:** The City aims to provide recreational, cultural and leisure opportunities that promote physical and mental well-being, community engagement, and appreciation of the natural environment while also recognizing the value commercial activities can have in enhancing the public realm and supporting local businesses. The goal of the bylaw is to balance these benefits with the need to preserve the natural, cultural, and social integrity of parks and open spaces.

5.3 **Casual Use of Facilities in Parks and Open Spaces:** A person may have casual use of a park or open space only if:

- a) The activity involves using a park or open space, or a portion thereof, that is designated by the City for that purpose;
- b) The activity is undertaken played according to applicable regulations and in accordance with applicable enactments and the times posted in the park, open space or at the relevant sport facility, if applicable; and
- c) If playing at a sports facility in a park, participants must wear appropriate equipment for the activity they are engaged in, including helmets for skateboarding, shin guards for soccer, and appropriate footwear for basketball.

5.4 **Permits for Special use:** To ensure the safety and enjoyment of all park users, the City requires permits for specific activities in parks and open spaces, including special use of parks and open spaces for recreational activities, games and organized play, special events, cultural activities, and commercial use. Permits issued by the Director are required for the special use of the following activities:

- a) A public or private, commercial or non-commercial service, activity or event that is intended to attract or requires participants or spectators and includes such as a gathering, wedding, festival, competition, tournament, procession, concert, march, show, party, ceremony, fishing derby or regatta;

- b) Group training, lessons or recreational or other programming;
- c) Recording, photography, filming or videotaping for use in television, motion pictures, on the web or in other commercial or institutional presentations;
- d) Research, survey, data collection or petition activity;
- e) Use of a park or open space for non-park purposes including vehicle access, utility lines, structures, road, signs, fences or walls;
- f) Use of a model airplane;
- g) Operation of a human or animal powered device to transport people or goods; or
- h) Exclusive use of a park or open space for cultural, recreational & social activities, games, or organized sports require a park facility permit;
- i) Special events conducted in a park or open space require a park facility permit and must comply with the Special Events Regulation Bylaw No. 2396;
- j) Posting, painting or distributing any kind of commercial advertisement, sign, handbill, pamphlet, poster or placard;
- k) Operating, parking or stationing a vehicle displaying advertising or equipped with a public address system, or
- l) Commercial use of a park or open space which shall require a commercial use permit, and which must comply with the Business Licence Bylaw No. 2523 requirements.

Applicants for permits under this section must pay the applicable fee specified in the relevant fees and charges bylaw. Permits must be obtained prior to engaging in any special use in a park or open space.

5.5 **Animals at Large:** The City aims to promote the safety, well-being, and harmonious coexistence of park users, wildlife, and domestic animals. By setting clear guidelines and expectations for animal owners, this section seeks to prevent incidents, protect natural habitats, and maintain an enjoyable environment for all individuals accessing the park facilities. Therefore:

- a) It is prohibited to allow an animal to run at large in a park or open space unless in compliance with the Animal Control Bylaw No. 1897;
- b) Despite subsection (a), the Director has the authority to post areas where dogs are allowed off-leash, including limitations in time;
- c) Any individual who owns, has care, custody, or control of an animal in any park or open space must promptly remove any defecated matter deposited by the animal, provided that the obligation to remove defecated matter does not apply to individuals certified as legally blind; and
- d) No person shall ride or walk a horse on any part of a park or open space except on trails and other areas specifically designated for horse riding by signs or a posted notice.

5.6 **Research:** Individuals who wish to conduct research or collect specimens within a park or open space must satisfy following requirements:

- a) Prior to conducting research or collecting specimens, the individual must obtain a research permit from the Director, with the research permit serving as official authorization for the proposed activities and ensuring compliance with applicable regulations;

- b) While there is no fixed fee for a research permit, the permit applicant is responsible for reimbursing the City for any costs incurred during the surveying, examination, and inspection of the area affected by the permit application;
 - c) All research activities and specimen collection must comply with applicable enactments, including adherence to guidelines and protocols pertaining to the protection of flora, fauna, and ecological systems;
 - d) The Director and/or the Director of Public Works Services shall have the authority to deny or revoke a research permit based on the nature of the proposed research, noncompliance with this bylaw or other applicable enactments or based on any other concerns made in the interest of preserving the integrity of the park or open space and their environmental resources; and
 - e) If the Director and/or the Director of Public Works Services refuses to issue a research permit, the permit applicant may request that Council reconsider the decision by submitting a written request to the Corporate Officer within seven (7) business days of the Director's refusal.
- 5.7 **Vehicle Usage:** The intent of this section is to regulate the use of motor vehicles, e-bikes, and bicycles, to ensure that they are used safely and responsibly, including, but not limited to the following:
- a) The following regulations shall apply in respect of motor vehicle and motorcycle usage:
 - i. operating any motor vehicle, motorcycle, dirt bike, all-terrain vehicle, or other motorized vehicle on a trail, except for wheelchairs or mobility devices, is strictly prohibited;
 - ii. usage of motor vehicles and motorcycles is prohibited in closed parks or open spaces or closed parking areas;
 - iii. motor vehicle operation below the natural boundary or high tide mark is strictly prohibited.
 - iv. damaging natural features, park facilities, or improvements through motor vehicle operation is strictly prohibited;
 - v. operating motor vehicles in a manner that obstructs the intended use of the park or open space is prohibited; and
 - vi. no vehicle may be parked in any park at any time between an hour after sunset on one day and one hour before sunrise the following day without the prior written consent of the Director, or unless otherwise posted; and
 - b) The following regulations shall apply in respect of e-bikes and bicycles:
 - i. riding e-bikes and bicycles is prohibited in closed parks or closed parking areas;
 - ii. e-bike and bicycle usage below the natural boundary or high tide mark is prohibited;
 - iii. usage of e-bikes on trails within parks is strictly prohibited; and
 - iv. damaging natural features, park facilities, or improvements through e-bike or bicycle usage is strictly prohibited;
 - c) No person under the age of 16 years is allowed to operate an e-bike in a park;
 - d) Any motor vehicle parked in violation of this bylaw may be removed and impounded and the motor vehicle owner is responsible for the cost of removal and impoundment before the vehicle will be returned; and

- e) Motor vehicles, e-bikes, and bicycles used by authorized personnel for park maintenance, park patrols, security, or with written permission from the Director are exempt from the above regulations.

5.8 **Substance Use:** a person must not do any of the following activities in a park or open space:

- a) Consume liquor, as defined in the Liquor Control and Licensing Act, except in compliance with a licence issued under the Liquor Control and Licensing Act;
- b) Consume cannabis, as defined in the Cannabis Control and Licensing Act;
- c) Smoking or vaping (including e-cigarettes);
- d) Consume illicit drugs, except in compliance with the Controlled Drugs and Substances Act (Canada) and applicable provincial enactments.

5.9 **Behaviour and Conduct:** The City is dedicated to creating safe and accessible parks and open spaces for all community members to enjoy and to achieve this goal, the City aims to minimize nuisances and obstructions that may impact the use and enjoyment of these spaces by all community members; therefore, the following provisions aim to ensure that individuals using the City's parks and community facilities do so in a safe and respectful manner:

- a) All individuals in a park or open space must abide by all federal and provincial laws, City bylaws, policies, and any posted notices or signs;
- b) Disorderly, dangerous, or offensive behavior is not allowed in parks and open space;
- c) High-speed activities that involve projectiles, such as golf, archery, war games, radio-controlled aircraft, drones, or cars, require authorization through a facility use permit;
- d) Camping in a park or open space, with or without shelter, is only permitted with a valid permit that complies with all terms and conditions of the permit.
- e) Entering or using any frozen or apparently frozen body of water in a park is prohibited unless posted authorization indicates otherwise.
- f) Constructing any permanent structure in a park or open space is only allowed if it complies with all City bylaws, permits, requirements, and regulations and has been authorized through a resolution of Council.
- g) Preventing or obstructing other individuals' free use and enjoyment of parks or open spaces is not permitted unless authorized through a valid permit.
- h) Using or operating any device in a way that interferes with other individuals' enjoyment of the park is not allowed. This includes but is not limited to the use of amplified or projected sound equipment without a valid permit and in accordance the Prevention of Public Nuisance Bylaw No.2084.

5.10 **Interaction with City Employees:** The City is committed to providing excellent service to the public and creating positive experiences for all individuals while promoting a culture of respect and professionalism, and to ensure that this commitment is met, the City has established provisions outlining expectations for the interaction between City employees and members of the public; therefore:

- a) City employees engaged in park maintenance, cleanup, or renovation may ask individuals within the park to relocate or leave in order to carry out their duties;

- b) Individuals who are asked to move by City employees must comply with the request and remove all of their property as directed;
- c) It is prohibited to obstruct or interfere with the duties of City employees in a park or open space; and
- d) Interfering with a bylaw officer in performing their duties, including issuing tickets or notices, is prohibited under this bylaw.

Protection of Parks and Open Spaces

- 6.1 **Intent of this Part:** The natural and built environments in parks and open spaces are valuable resources that enhance the City's well-being by providing recreation, relaxation, cultural and education opportunities. These areas also provide habitat for wildlife and play an essential role in the local ecosystem and as such require regulations for their protection. The provisions in this part of the bylaw have been established to preserve the natural and built environments in parks and open spaces.
- 6.2 **No Cutting, Pruning or Alteration:** No person shall cut down, prune, disturb, remove or alter any natural feature in a park or open space without first obtaining prior authorization from the Director of Public Works Services, and then only strictly following such authorization.
- 6.3 **No Damage or Tampering:** No person shall remove, destroy, damage, deface, break, or tamper with any tree, shrub, plant material or any building, structure, fence, float, wharf, piling, buoy, lifesaving device, bench, sign, road, trail, or any facility, equipment, material, or thing within a park or open space without first obtaining the express prior authorization from the Director of Public Works. This includes fallen or cut trees, whether they are naturally fallen or intentionally cut, and their removal without authorization is strictly prohibited.
- 6.4 **No Fouling or Polluting:** No person shall foul or pollute or otherwise introduce any contaminant on the land or into any natural stream, creek, ditch, pond, or any human-made water feature, fountain, or pond within a park or open space.
- a) **Waste Disposal and Littering:** The City is committed to maintaining clean and litter-free parks and open spaces for the enjoyment of all users; therefore:
 - b) No individual is permitted to dispose of any kind of waste or refuse within a park or open space except in designated waste receptacles provided by the City;
 - c) Disposing of any household or commercial waste within a park or open space is strictly prohibited, including prohibited within designated waste receptacles; and
 - d) It is strictly prohibited to dispose of any yard waste within a park or open space or receptacle. Yard waste includes, but is not limited to, grass clippings, leaves, branches, tree trunks, and other organic materials originating from gardening, landscaping, or tree maintenance activities.
- 6.5 **Fire and Firearms:** The following firearms provisions aim to prevent fire risk and ensure public safety in parks and open spaces:
- a) No individual may undertake the following activities in a park or open space:
 - i. discharge a firearm, air gun, air rifle, air pistol, or spring gun;
 - ii. feed, snare, trap, catch or hold by any means or purposely disturb, frighten, molest or injure any wildlife;

- iii. discharge a bow, as defined in the *Wildlife Act*;
 - iv. fire or explode any combustible or explosive material, except for fireworks, as allowed by the *Fire Protective Services Bylaw No. 2556*; or
 - v. discard or place any burning substance in park or open space;
- b) No person may keep, store, or use in a park or open space:
- i. an open flame appliance such as a barbecue, stove, heater, or any other appliance with an open flame; or
 - ii. a flammable gas or liquid container such as a propane tank, gasoline container, or any other flammable gas or liquid;
- c) Subsection (b) does not apply to a barbecue or a propane camping stove used for cooking food, provided that it:
- i. Is used according to the manufacturer's instructions;
 - ii. Is certified for outdoor use by the Canadian Standards Association (CSA);
 - iii. Is located at least two meters away from any building or structure, including temporary shelters, erected or maintained in accordance with section 5.2, or is located within a designated area for use by the Director; and
 - iv. Is not used in any park or location where open flames are explicitly prohibited; and
- d) a bylaw officer or firefighter may impound an appliance in cases where the appliance is found to be non-compliant based on Canadian Standards Association (CSA) standards, used contrary to the manufacturer's instructions, or deemed an unacceptable fire risk by a firefighter.

Temporary Sheltering

- 7.1 **Intent of this Part:** The City recognizes that some individuals may need to shelter temporarily in public spaces due to being unhoused, emergencies, or other reasons, and aims to balance the rights and needs of all park users while addressing the root causes of homelessness and poverty through collaborative and inclusive strategies. The intent of this section is to regulate the use of temporary sheltering within parks and open spaces and to ensure that it is done in a safe and healthy manner for all park users.
- 7.2 **Permitted Sheltering:** Where there is no accessible shelter accommodation available in the City, unhoused persons individuals who are unhoused may temporarily shelter in a park if the following conditions are met:
- a) They are in a designated park in a designated area where temporary shelters are allowed by this by-law; and
 - b) They construct a temporary shelter in compliance with this by-law;
 - c) Erecting temporary shelters is permissible only during the hours from 7:00 p.m. until 9:00 a.m. the following day;
 - d) All temporary shelters must be taken down and moved before 9:00 a.m. each day, except for those situated in a location authorized by the City Manager for daytime use.

7.3 **Shelter Requirements:** Temporary shelters must adhere to the following regulations:

- a) Temporary shelters must not be erected:
 - i. within 25 metres of a playground or school or community centre;
 - ii. within 5 meters of a private residential property;
 - iii. in or on a:
 - (A) beach, pond, slough or dock;
 - (B) trail, bridge, seawall, roadway or park entrance;
 - (C) environmentally protected natural area; culturally significant area;
 - (D) garden, community garden or horticultural display area;
 - (E) pool or water park;
 - (F) sports field, sports court, skate park, or fitness amenity;
 - (G) fieldhouse;
 - (H) bleacher, stage, gazebo, plaza, public monument, pavilion, designated picnic site, picnic shelter or washroom;
 - (I) designated off-leash dog area;
 - (J) area identified by signs prohibiting or restricting sheltering in that location; or
 - (K) designated areas of park or open space that have otherwise been issued a permit pursuant to this bylaw;
- b) Temporary shelters must not impede public use of, or access to a park or opens space or to a facility in a park or open space;
- c) Temporary shelters must not hinder or interrupt the ability of staff or contractors to perform their work, as set out in section 3.10 of this by-law;
- d) Temporary shelters must not contain any campfire, lighted candles, or propane lanterns or stoves, or other similar devices;
- e) Temporary shelters must not be used to sell goods or conduct business; and
- f) Temporary shelters must not be left unattended.

Environmentally Sensitive Areas

- 8.1 **Intent of this Part:** The intent of this section is to protect areas within parks and open spaces that are environmentally sensitive or culturally significant. By preserving these areas, the City aims to maintain biodiversity, ecological resilience, cultural diversity, and public appreciation of nature.
- 8.2 **No Sheltering in Environmentally Sensitive Areas:** To ensure the protection of environmentally sensitive areas within the parks and open spaces specified in Schedule A of this bylaw, all forms of sheltering and recreational activities are strictly prohibited in these parks and open spaces, unless designated zones within these areas have been specifically designed and approved for such purposes.
- 8.3 **Additional Measures for Environmentally Sensitive Areas:** The City may establish additional measures, such as signs or fencing, to protect environmentally sensitive areas.

Unsafe Conditions and Closures

9.1 **Implementation of Measures:** In the event of unsafe conditions within a park or open space that pose a risk to public safety, the following measures may be implemented:

- a) If an unsafe condition is identified, the Director has the authority to take immediate corrective action to eliminate or mitigate the unsafe condition, which may include, but is not limited to, securing, or removing hazardous objects, repairing damaged infrastructure, or closing off areas posing significant risks;
- b) The Director may issue a notice to the responsible party, informing them of the unsafe condition and outlining the necessary remedial actions to be taken within a specified timeframe and the responsible party is required to promptly address the identified safety concerns and take appropriate measures to rectify the situation; and
- c) Failure to address unsafe conditions or non-compliance with the required remedial actions may result in penalties, fines, or legal consequences, as determined by part 8 of this bylaw.

9.2 **Park and Open Space Closures:** The City Manager, the Director, the Director of Engineering, the Director of Public Works Services, or Fire Chief hold the authority to order park closures as necessary to ensure public safety and facilitate essential park operations, in accordance with the following:

- a) A park or open space may be subject to closure, either in their entirety or specific areas for various reasons in the discretion of the above referenced authorized personnel, including but not limited to:
 - i. maintenance, renovation, or other work within the park or open space, ensuring the upkeep and improvement of facilities.
 - ii. safeguarding the well-being of park users and staff in situations involving ongoing construction activities or the presence of hazardous conditions; or
 - iii. any other reason as deemed appropriate by the above-referenced personnel; and
- b) Authorized personnel specified above are responsible for prominently displaying closure notices at park entrances or specific areas within the park with the notices notifying the public of the closure and its implications to the public, ensuring compliance with the closure measures for the safety and security of all park users.

Enforcement & Penalty

10.1 **Intent of this Part:** The intent of this part is to provide the means to enforce the provisions of this bylaw, using various enforcement measures as deemed appropriate by the City, and enforcement of this bylaw shall be the responsibility of designated bylaw enforcement officers, and any other persons authorized by the City to enforce the bylaw

10.2 **Enforcement:** The Director, a bylaw enforcement officer or a peace officer may enforce this bylaw, and in doing so may be assist by another such officer or a City personnel and:

- a) The above referenced authorized personnel may order a person who contravenes this bylaw, or a park use permit to do any of the following:
 - i. cease and desist;
 - ii. leave the park or open space immediately;

- iii. remove or cause to be removed any animal, bicycle, e-bike, vehicle, vessel, structure or other thing which causes or is contributing to a contravention of this bylaw or of a park use permit; and
 - iv. restore any damage caused by the contravention to natural park features or facilities;
- b) Authorized personnel may restrain, seize and detain or cause to have restrained, seized and detained a dog or other domestic animal with no apparent custodian and have the animal removed to an animal shelter or other appropriate facility, in which case the provisions for impoundment and fees apply as established by applicable bylaws; and
- c) Bylaw enforcement officers may enter onto any property in accordance with section 16 of the *Community Charter* in order to inspect and determine if this bylaw is being contravened.

10.3 **Penalties:** The following penalties apply in respect of this bylaw:

- a) Any person who:
- i. contravenes a provision of this bylaw,
 - ii. suffers or permits any act or thing to be done in contravention of this bylaw,
 - iii. refuses, omits or neglects to fulfill, observe, carry out or perform any duty or obligation imposed under this bylaw,
- commits an offence, and each day that a contravention continues amounts to a separate offence;
- b) A person found guilty of an offence under this bylaw is liable:
- i. if proceedings are brought under the *Offence Act*, to pay the maximum fine and other penalties, compensation and costs authorized by that Act and the *Local Government Act*; or
 - ii. if a ticket is issued under Division 3 of Part 8 of the *Community Charter*, to pay a maximum fine of \$1,000; and
- c) Fines and penalties imposed under this section are in addition to and not in substitution for any cost recovery, remedial action or other consequence of default or contravention provided for under this bylaw, and do not limit the right of the City to bring civil proceedings or pursue any other remedy available at law.

10.4 **Remedial Action and Cost Recovery:** The City may also undertake remedial action and cost recovery in respect of this bylaw as follows:

- a) Where a person has damaged or removed any feature or facility in a park or open space, the person must, at the direction of the Director:
- i. restore or repair the feature or facility or replace it with one of similar value, or
 - ii. pay the cost of restoring, repairing or replacing the feature or facility, as applicable and as determined by the Director, to the City within 30 days of an invoice being delivered by the City;
- b) If a person has been required to do something under a provision of this bylaw, and the person has not completed the action within the time specified:
- i. authorized personnel may fulfill the requirement at the expense of the person;

- ii. authorized personnel may enter onto the person’s property if necessary or convenient to fulfill the requirement; and
- iii. the City may recover the costs incurred for fulfilling the requirement from the person as a debt.

General Provisions

- 11.1 **Severability:** If any provision of this bylaw is found to be invalid or unenforceable, the remainder of the bylaw shall remain in full force and effect.
- 11.2 **Amendments:** The City may, from time to time, amend this bylaw as it deems necessary. Any such amendments must be passed by City Council and shall be effective upon the date specified in the amending bylaw.
- 11.3 **Repeal:** City of Courtenay Parks Control Bylaw No. 1664, 1992, is repealed.

Read a first time this [day] day of [month], [year]

Read a second time this [day] day of [month], [year]

Public Hearing held this [day] day of [month], [year]

Read a third time this [day] day of [month], [year]

Approved by the Minister of Health this [day] day of [month], [year]

Adopted this [day] day of [month], [year]

Mayor Bob Wells

Corporate Officer Adriana Proton

SCHEDULE A – Parks Where Sheltering Is Restricted

1. 13th Street Park (Prohibited)
2. 26th Buffer Park (Prohibited)
3. Air Park (Prohibited)
4. Anderton & 1st (Prohibited)
5. Arden Road (Prohibited)
6. Bear James Park
7. Blue Jay Park
8. Buckstone Greenway
9. Capes Park
10. Cliffe & 5th Park
11. Condensory Park
12. CottonWood Community Garden
13. Courtenay Riverway
14. Crown Isle 150-yr Grove
15. Crown Isle Greenway
16. Crown Isle the Rise
17. Dogwood Park
18. Elderberry Park
19. Green Belt Park
20. Hawk Greenway
21. Hobson Park
22. Hurford Hill Nature Park
23. Idiens Greenway
24. Idiens Way and Suffolk Crescent
25. Lerwick Nature Park
26. Lewis Park
27. Marina Park
28. Martin Park
29. McPhee Meadows
30. Millard Creek Greenway
31. Millard Creek Park
32. Morrison Creek Park
33. Piercy Creek Greenway
34. Puntledge Park
35. Ridge Greenway
36. Ronson Road
37. Rosewall Buffer Park
38. Rotary Sky Park
39. Rotary Trail
40. Roy Morrison Park
41. Ryan Road and Cowichan Avenue
42. Ryan Road and Crown Isle Blvd
43. Sandwick Park
44. Second Street Park
45. South of City Park
46. Tarling Park
47. Valley View Greenway
48. Vanier Nature Park



The Corporation of the City of Courtenay

Staff Report

To: Council

File No.: 3360-20-2301/ RZ000074

From: Director of Development Services

Date: January 10 2024

Subject: Housing Agreement Bylaw No. 3117 (1560 Grieve Avenue)

PURPOSE:

To consider giving first, second and third reading to Housing Agreement Bylaw No. 3117 (**Attachment 1**) to authorize the City to enter into a Housing Agreement pursuant to Section 483 of the *Local Government Act* for the property located at 1560 Grieve Avenue legally described as **Lot 14, Section 41, Comox District, Plan 9456**.

BACKGROUND:

At Council's Regular meeting of December 6th 2023 Council passed the following resolution:

THAT Council give First, Second and Third readings of "Zoning Amendment Bylaw No. 3094" (1560 Grieve Avenue); and

THAT prior to Council consideration of the adoption of "Zoning Amendment Bylaw No. 3094", the owner execute the Housing Agreement to form "Housing Agreement Bylaw No. 3117" for Council's consideration.

The owner has executed the Housing Agreement which requires that rent for 15 of the 16 proposed 1-bedroom units be 30% below the Courtenay Census Subdivision market rate, in perpetuity, as determined by Canadian Mortgage and Housing Corporation from time to time.

Zoning Amendment Bylaw No. 3094 re-zones Lot 14, Section 41, Comox District, Plan 9456, from R-2 to a new Comprehensive Development Thirty-Eight Zone (CD-38) to permit a 16-unit multi-residential development for adults with diverse abilities. The December 6th Council Report with Bylaw No. 3094 and other attachments comprises **Attachment 2**.

DISCUSSION:

The proposed rezoning allows a net increase of 14 residential units over the 2 units permitted with existing R-2 zoning. The OCP's Community Amenity Contribution (CAC) Policy targets an affordable housing contribution applicable to rental multi-residential units of \$4,000 per unit; however, housing developments that achieve affordable housing such as through price-restricted units operated by a non-profit organization are exempt. CAC Policy 5 targets 15% of units being 30% below market for rental apartments. The proponent has agreed to 30% below market, for all units except the support worker unit, this exceeds the policy target.

POLICY ANALYSIS:

The subject Housing Agreement and associated development meet the housing objectives and goals in the following bylaws:

- Comox Valley Regional Growth Strategy Bylaw No. 120, 2010
- Official Community Plan Bylaw No. 3070, 2022

FINANCIAL IMPLICATIONS:

No financial implications are associated with this bylaw adoption as it is the applicant's responsibility to reimburse the City for all legal costs reasonably incurred by the City for preparation, execution and registration of this Agreement and Section 219 Covenant.

STRATEGIC PRIORITIES REFERENCE:

This initiative addresses the following strategic priorities:

- Affordable Housing - Explore approaches to develop affordable housing: Clarify municipal role in housing affordability

OPTIONS:

1. THAT Council give first, second and third Reading to Housing Agreement Bylaw No. 3117 (1560 Grieve Avenue)
2. THAT Council provide alternative direction to staff through resolution.
3. THAT Council not proceed.

ATTACHMENTS:

1. Housing Agreement Bylaw No. 3117 (1560 Grieve Avenue)
2. December 6th 2023 Council Report with Attachments

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
From: Director of Development Services
Subject: Zoning Amendment Bylaw No. 3094 (1560 Grieve Ave)

File No.: 3360-20-2301/ RZ000074

Date: December 6 2023

PURPOSE:

For Council to consider first, second and third reading of Zoning Amendment Bylaw No. 3094 to permit 16-unit multi-residential rental development with amenity building for the property legally described as Lot 14, Section 41, Comox District, Plan 9456.

BACKGROUND:

Council passed a resolution at the regular meeting of November 8, 2023 to not hold a public hearing as per section 464(2)(b) of the *Local Government Act (LGA)* and directed staff to send notices as per section 467 of the *Local Government Act (LGA)*. The staff report from the regular council meeting held on November 8th which outlines the application to amend Zoning Bylaw No. 2500, 2007 from R-2 to Comprehensive Development Thirty-Eight Zone (CD-38), to permit a 16-unit multi-residential rental development containing in six buildings on a 1,630 m² property for people with diverse abilities to be operated by a non-profit charitable organization is attached to this report. Staff support the proposed Zoning Amendment Bylaw No. 3094.

The subject property is designated Urban Residential and is consistent with the OCP land use policies 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

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**). The staff report dated November 8, 2023 has the detailed zoning analysis.

Zoning Analysis

The proposed CD-38 is based upon the R-3 zone and seeks to:

- reduce building and landscape setbacks;
- reduce frontage width;
- reduce 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.

Figure 2 Site Plan indicates the two phases of the proposed development, number of units, parking, and access. Figure 3 illustrates the proposed massing of the development.

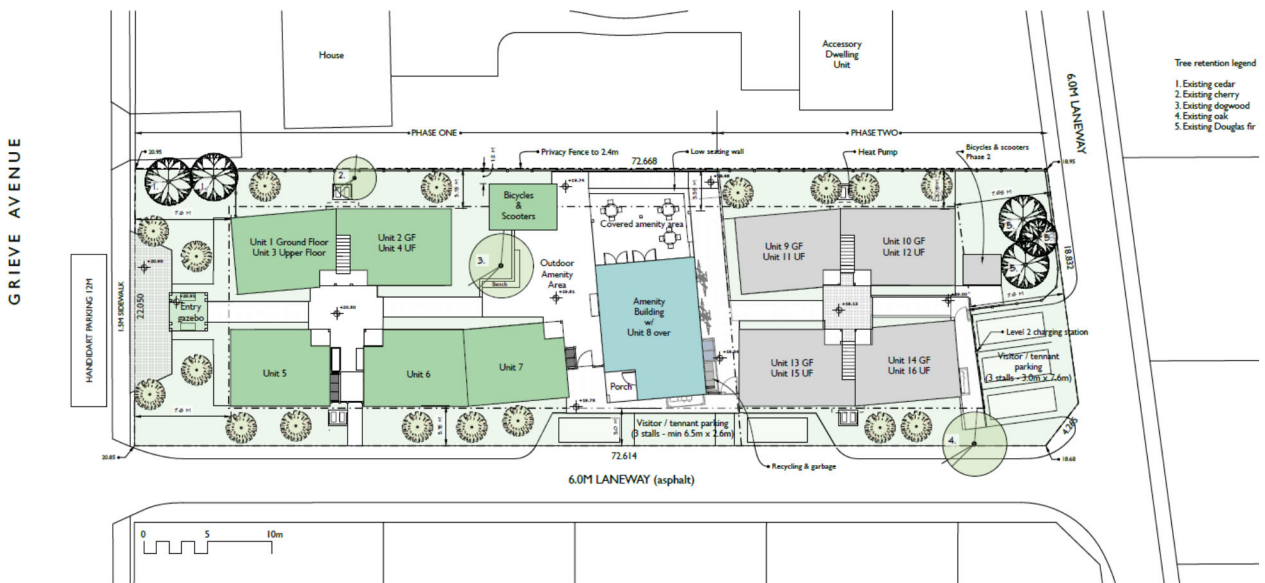


Figure 2 Site Plan



Figure 3: Rendering

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. Fire has confirmed that they do not need to have the lane upgraded for the fire truck as they can utilize the fire hydrant on 16th street. Any requirements for off-site servicing will be secured by a Section 219 covenant prior to final reading.

POLICY ANALYSIS:

This proposal meets the objectives detailed in Official Community Plan Bylaw 3070, 2022 as outlined in the staff reported dated November 8, 2023 (**Attachment 2**).

Community Amenity Contribution

A housing agreement for this property has been drafted that considers that 15 units will have rents that are 30% below the CMHC average market rent for a one-bedroom unit. As per section 483 of the *Local Government Act*, this housing agreement will form a Housing Agreement Bylaw to be considered by Council at the next regular council meeting. The draft housing agreement is in **Attachment 3**.

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 (Attachment 8 of the **Attachment 2** – November 8th Council Report) requesting consideration of reduction of DCCs and off-site services. The City does not have policy for reductions of off-site servicing costs but staff have confirmed that the development will not be required to repair and upgrade the lane, which would have been a significant cost given that the lane spans two property lines.

The development would incur District and City DCCs. District DCCs would be \$67,672 for each phase, at current per-unit rates. The District would have to pass a resolution to reduce the fees and identify a source of funding to cover the fees.

Estimated City DCC charges would be \$19,633.53 for Phase 1 and \$14,069.78 for Phase 2 based on floor areas in plans provided. The city does not have a DCC exemption bylaw for the reduction of DCC fees for affordable housing and staff is working on this bylaw for Council’s consideration. To date Council has passed a resolution to pay for DCC fees from the Affordable Housing Reserve fund.

No housing agreement fee is required because this file was opened prior to adoption of Fees and Charges Amendment Bylaw No. 3107. The owner will be required to reimburse the City for any legal costs occurred.

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.

PUBLIC ENGAGEMENT:

Notice as per Section 467 of the *Local Government Act* to 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 has been done. The opportunity to comment on the application, with written submissions to be received no later than 1:00 pm Wednesday December 6th 2023, was given in two editions of the Comox Valley Record on November 22nd and November 29th 2023, and 88 notices were mailed to residents and owners of properties within 100 m of the subject property on November 21st. No responses have been received by staff at time of writing; any responses received prior to the Council meeting will be forwarded to Mayor and Council.

The subject property is located within 800 m of the Cliffe Avenue intersection with 17th 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.

As noted in the November 8th staff report, the applicant held a community open house and there was no requirement for a public information meeting. The applicant provided a summary of the open house for the November 8th 2023 staff report and is attached to it.

OPTIONS:

1. THAT Council give First, Second and Third readings of “Zoning Amendment Bylaw No. 3094” (1560 Grieve Avenue); and
THAT prior to Council consideration of the adoption of “Zoning Amendment Bylaw No. 3094”, the owner execute the Housing Agreement to form “Housing Agreement Bylaw No. 3117” for Council’s consideration.
2. THAT Council request additional information from staff through a resolution.
3. THAT Council not proceed with “Zoning Amendment Bylaw No. 3094”.

ATTACHMENTS:

1. Bylaw 3094 and CD-38 Zone
2. November 8th 2023 Council Report with Attachments
3. Draft Housing Agreement

Prepared by: Mike Grimsrud, Planner II, RPP, MCIP
Reviewed by: Marianne Wade, Director of Development Services, RPP, MCIP
Concurrence: Geoff Garbutt, M.Pl., 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 m².

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 m² of useable open space must be provided plus a minimum of 50 m² 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

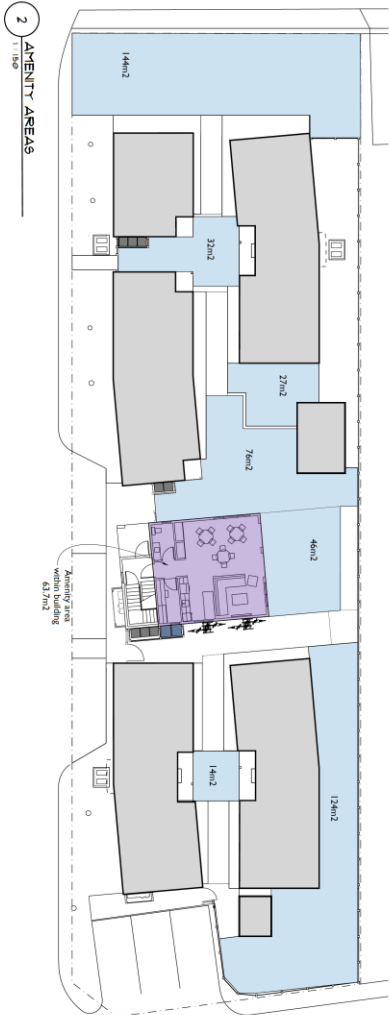
- (1) The maximum height of side and rear fencing is 2.5 m.
- (2) The minimum height of landscaping or fencing on all property lines adjoining all other adjoining properties is 2.0 m.

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

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

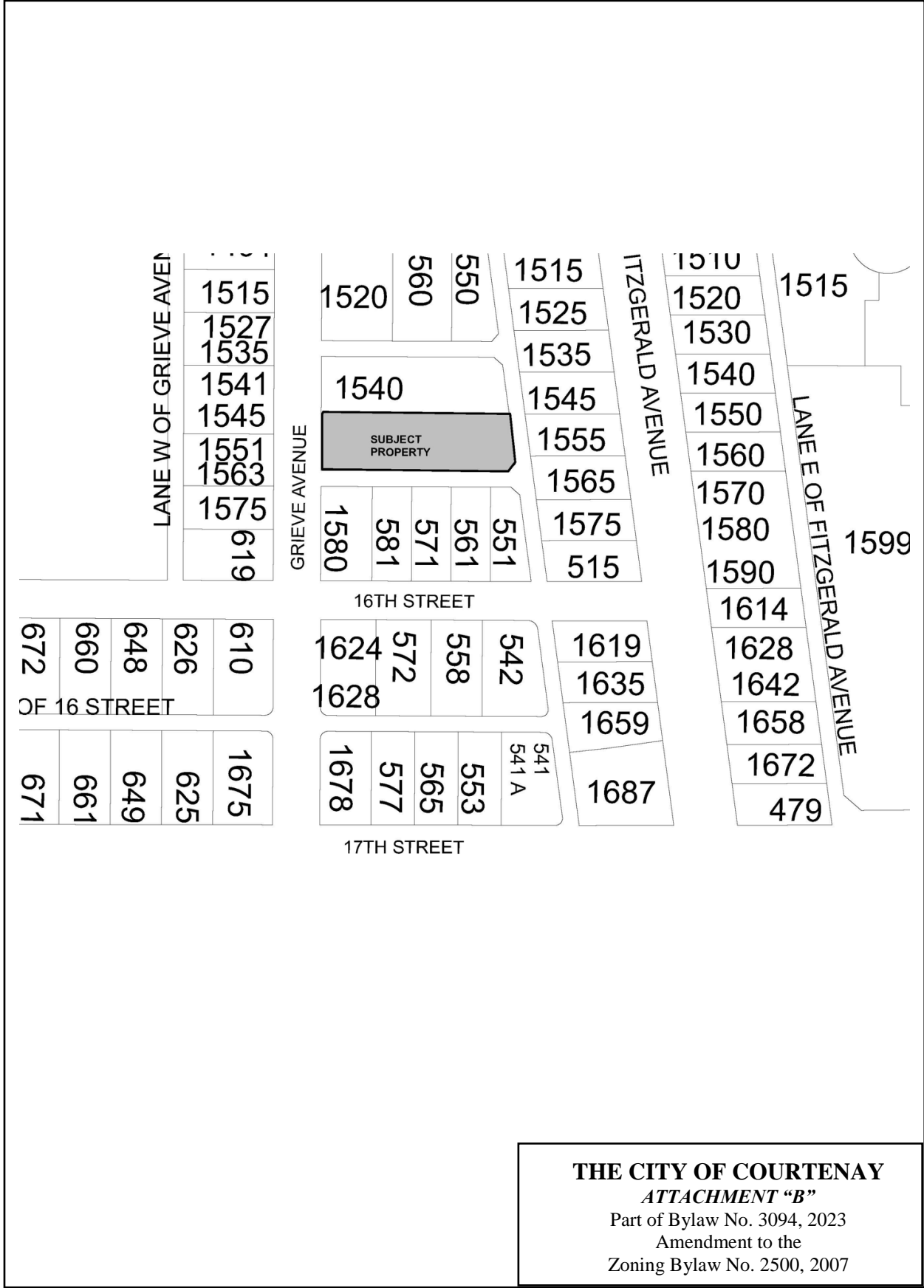
DATE: 2023
 DRAWING NO: A-4

8125 COX COURT, COURTENAY BC
 V8M 2N6
 TEL: 250.741.2322
 www.johngoverdesign.com

L'Arche Comox Valley "The Anchorage"

1560 Grieve Avenue, Courtenay BC

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THE CITY OF COURTENAY
ATTACHMENT "B"
 Part of Bylaw No. 3094, 2023
 Amendment to the
 Zoning Bylaw No. 2500, 2007



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 m² 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**.

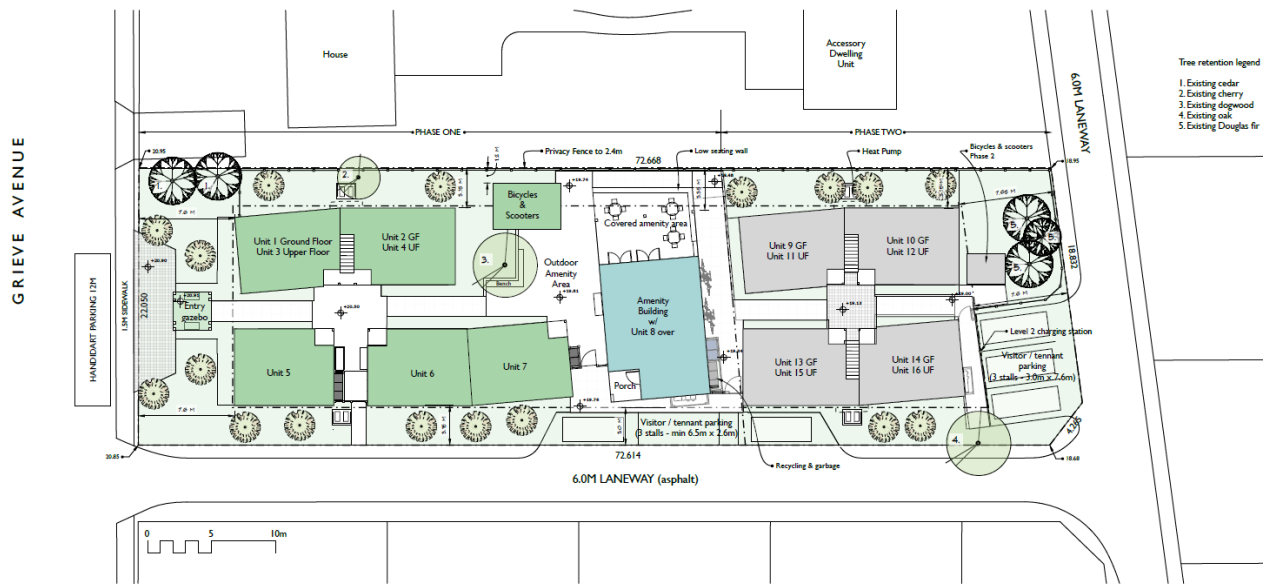


Figure 3: Site Plan



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 ² + depends on buildings	1,250 m ²	1,600 m ²
Density (max. Floor Area Ratio)	N/A	.60 (apartments) .40 (all other residential)	0.55
Lot Frontage (min.)	20.0 m; 21.5 m if corner	30.0 m	N/A (22.1 m)
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: 9.0 m 2nd storey; 10.0 m 3 rd storey	7.5 m
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;	3.0 m except 1.5 m for seating wall of amenity building (NW); 3.0 m (SE);

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

Outdoor Amenity Space, Landscaping and Trees

The total outdoor amenity space is 463 m² which includes patios, plazas, lawn and accessible garden areas, with benches under a front gazebo and about other paving stone plazas; an additional 64 m² 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 m² 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 8th 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 17th 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 1 – Bylaw 3094 and CD-38 Zone (1560 Grieve)

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 m².

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 m² of useable open space must be provided plus a minimum of 50 m² 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:

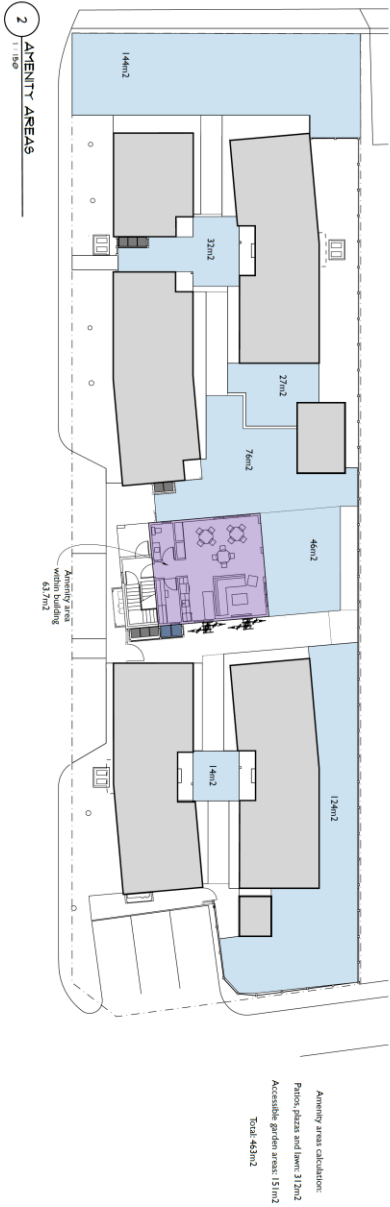
- (1) A total of six (6) vehicle parking spaces shall be provided, including a minimum of three (3) visitor spaces;
- (2) Bicycle parking facilities shall be provided at a minimum rate of 0.875 Class II covered, secure stall per unit plus 0.25 Class I stalls per unit; and
- (3) Bicycle parking specification 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



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

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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Attachment 2 – Applicant Rationale

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.

Attachment 3 – Plans and Elevations

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

DRAWING PAGE#
A-1



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: 1,630.15m² 17,546 SF 0.403 acres
Dedications: None
Net site area: 1,630.15m² 17,546 SF 0.403 acres
Proposed lot coverage: Phase 1: 406.81m² 4378.9 SF 0.25
Phase 1+2: 627.3m² 6752.0 SF 0.385
FLOOR AREA RATIO: Gross floor area (Phase 1&2): 787.24m² 8473.84 SF 0.48
Useable open space required: 16 units @ 20m² per unit = 320m²
Useable open space provided: 463m²

Indoor amenity space provided: 63.7m² 685.9 SF
Net floor areas - suites (all units one bedroom)

PHASE 1				PHASE 2			
1	Ground level	45.19m ²	486.5 SF	9	Ground level	45.19m ²	486.5 SF
2	Ground level	44.70m ²	481.2 SF	10	Ground level	44.70m ²	481.2 SF
3	Second level	45.47m ²	489.4 SF	11	Upper level	45.47m ²	489.4 SF
4	Second level	44.01m ²	473.8 SF	12	Upper level	44.01m ²	473.8 SF
5	Ground level	41.44m ²	4449.6 SF	13	Ground level	45.19m ²	486.5 SF
6	Ground level	43.3m ²	460.1 SF	14	Ground level	44.70m ²	481.2 SF
7	Ground level	41.78m ²	459.9 SF	15	Upper level	45.47m ²	489.4 SF
8	Upper level in amenity building	46.58m ²	501.58 SF	16	Upper level	44.01m ²	473.8 SF
		Total PHASE 1 units:	352.14m² 3790.4 SF			Total PHASE 2 units:	358.74m² 3861.44 SF
		Amenity building basement level:	72.1m ² 776 SF				
		Amenity building main level:	76.4m ² 822 SF				
		Total PHASE 1:	500.6m² 5388.4 SF				
		Total both phases:	859.34m² 9249.8 SF				

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 5.0m² or 16 units @ .44m² per unit = 7.04m²
Total waste and recycling area provided: 6.6m² (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

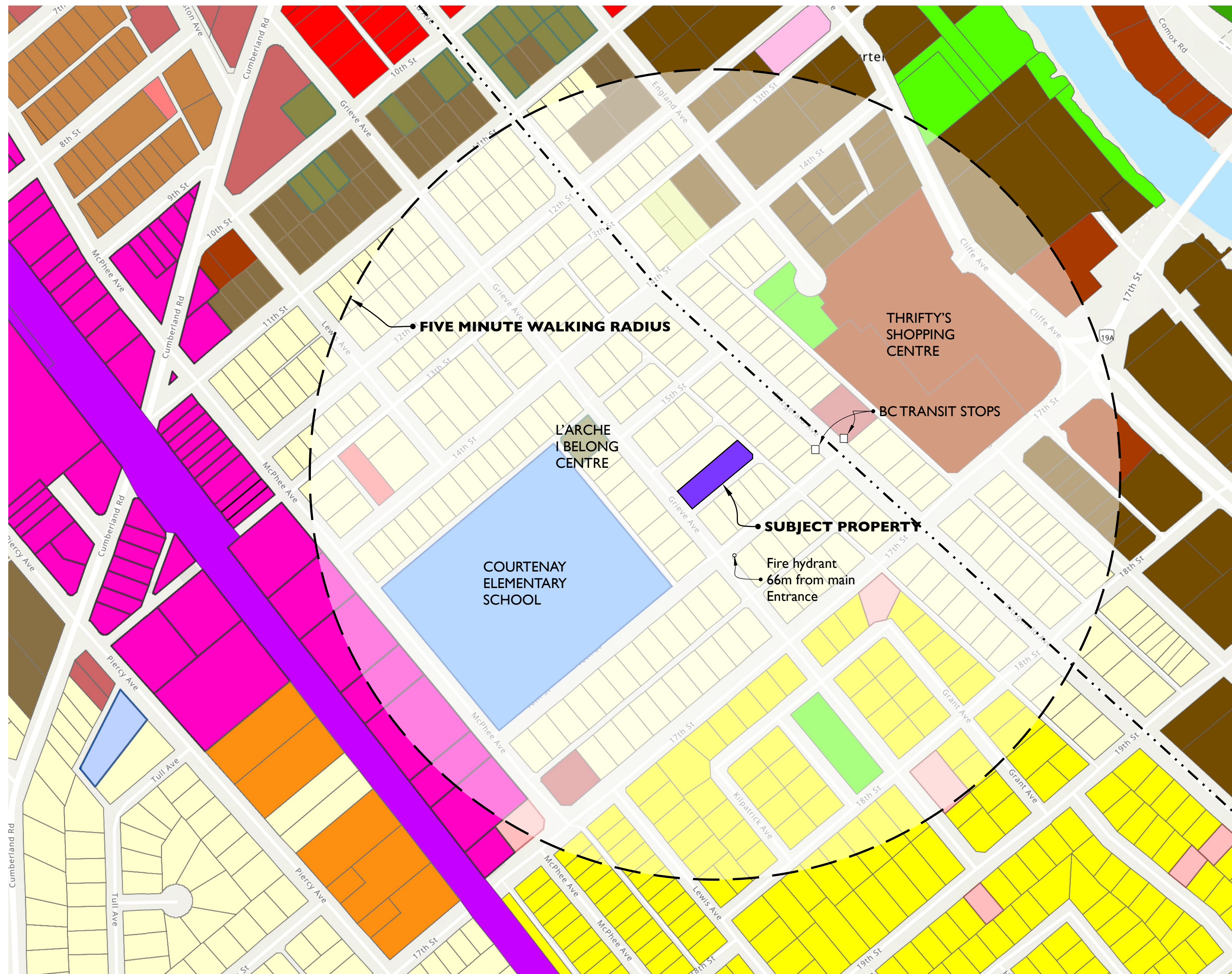
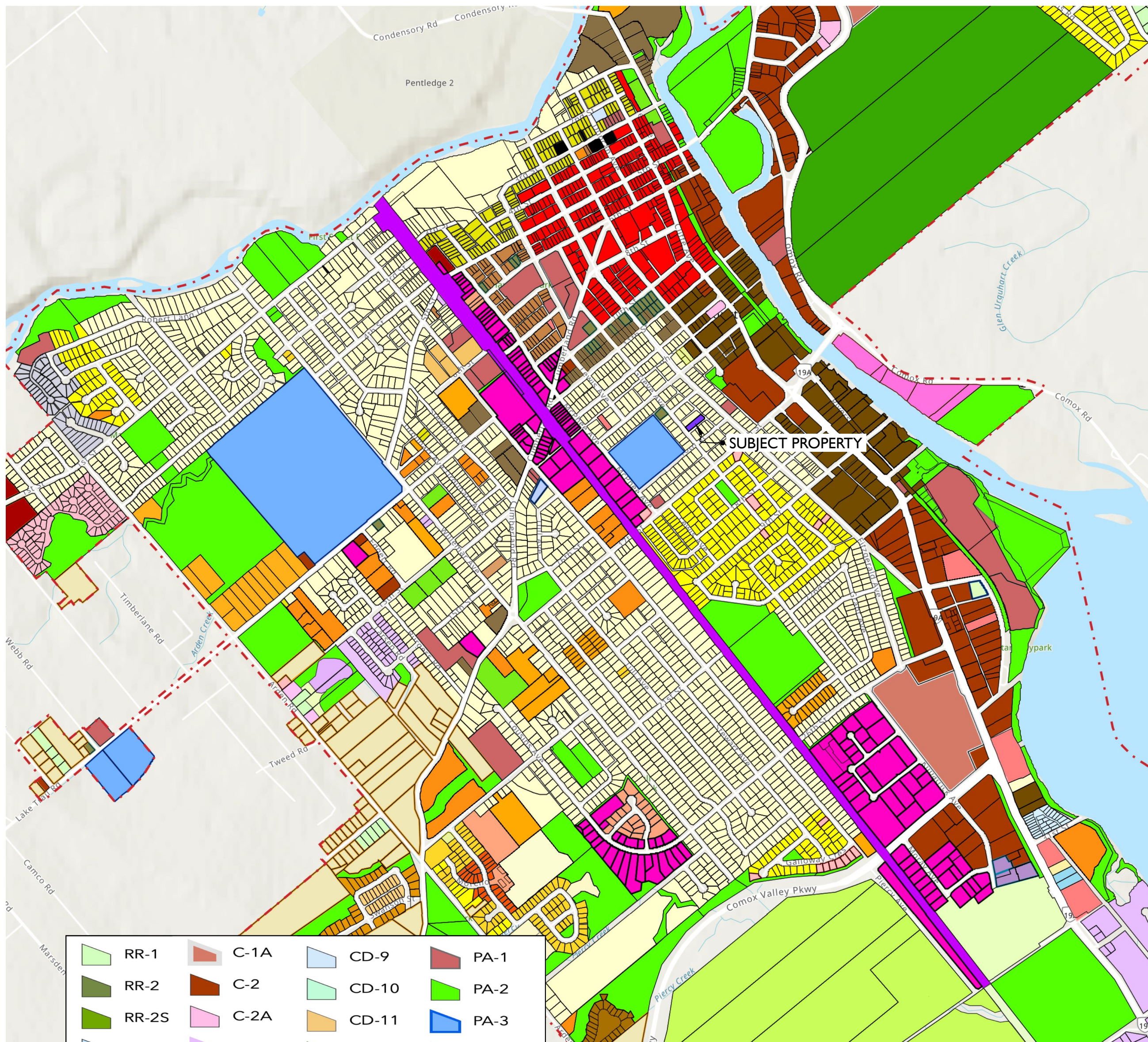
Front (Grieve Avenue)	Required: 6.0m	Proposed: 7.64m	Accessory building: 2.5m
Rear (lane):	Required: 6.0m	Proposed: 7.64m	Accessory building: 4.5m
Side yard (interior):	Required: 3.0m	Proposed: 3.15m	
Side yard (lane):	Required: 3.0m	Proposed: 3.0m	

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

Client: L'Arche Comox Valley 100-1465 Grieve Avenue Courtenay BC V9N2W1
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Landscape: Pathways Landscape Group
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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



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



3 LOCAL CONTEXT PLAN
NTS



4 LOCAL SERVICES PLAN
NTS

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SCALE: AS NOTED
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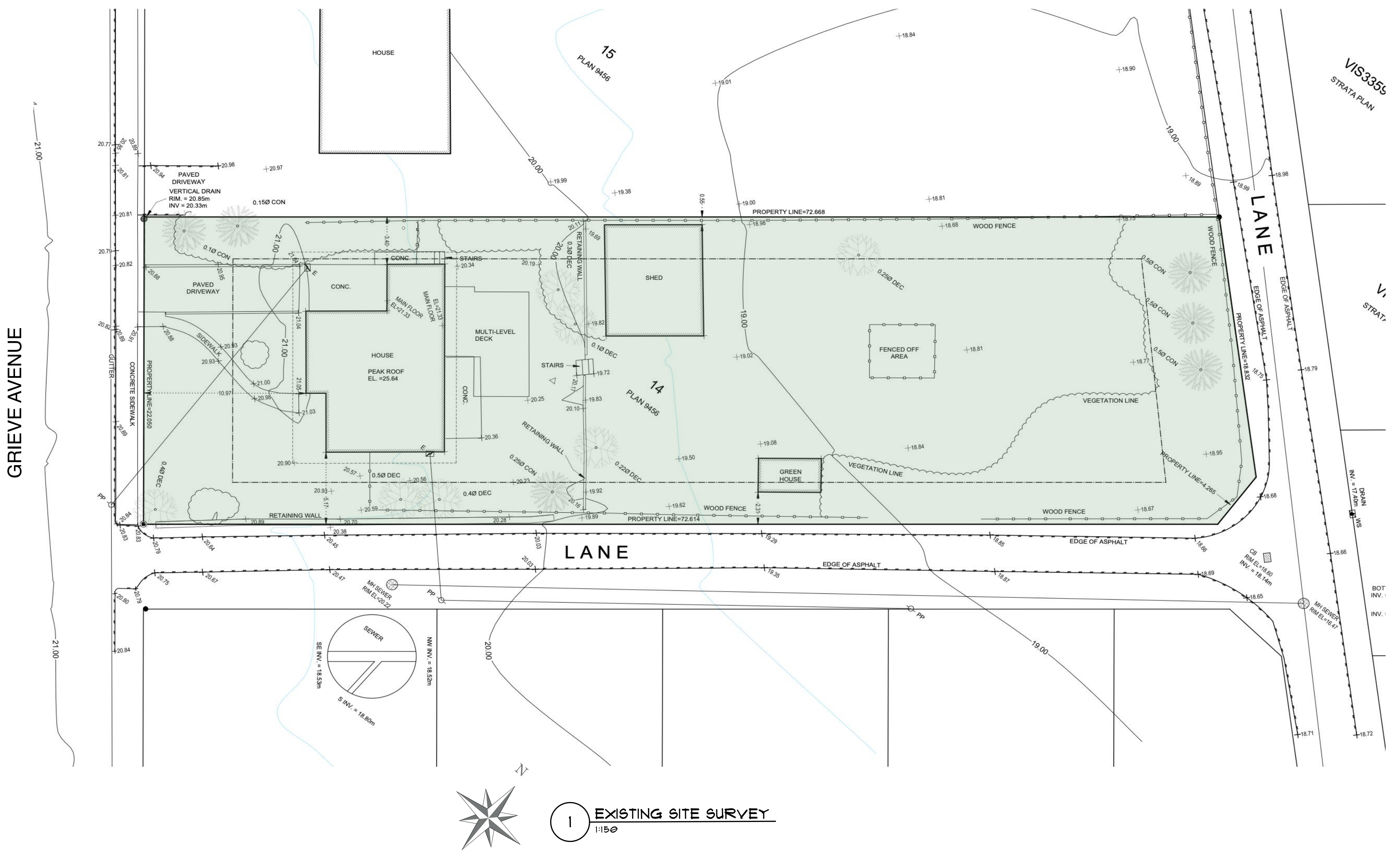
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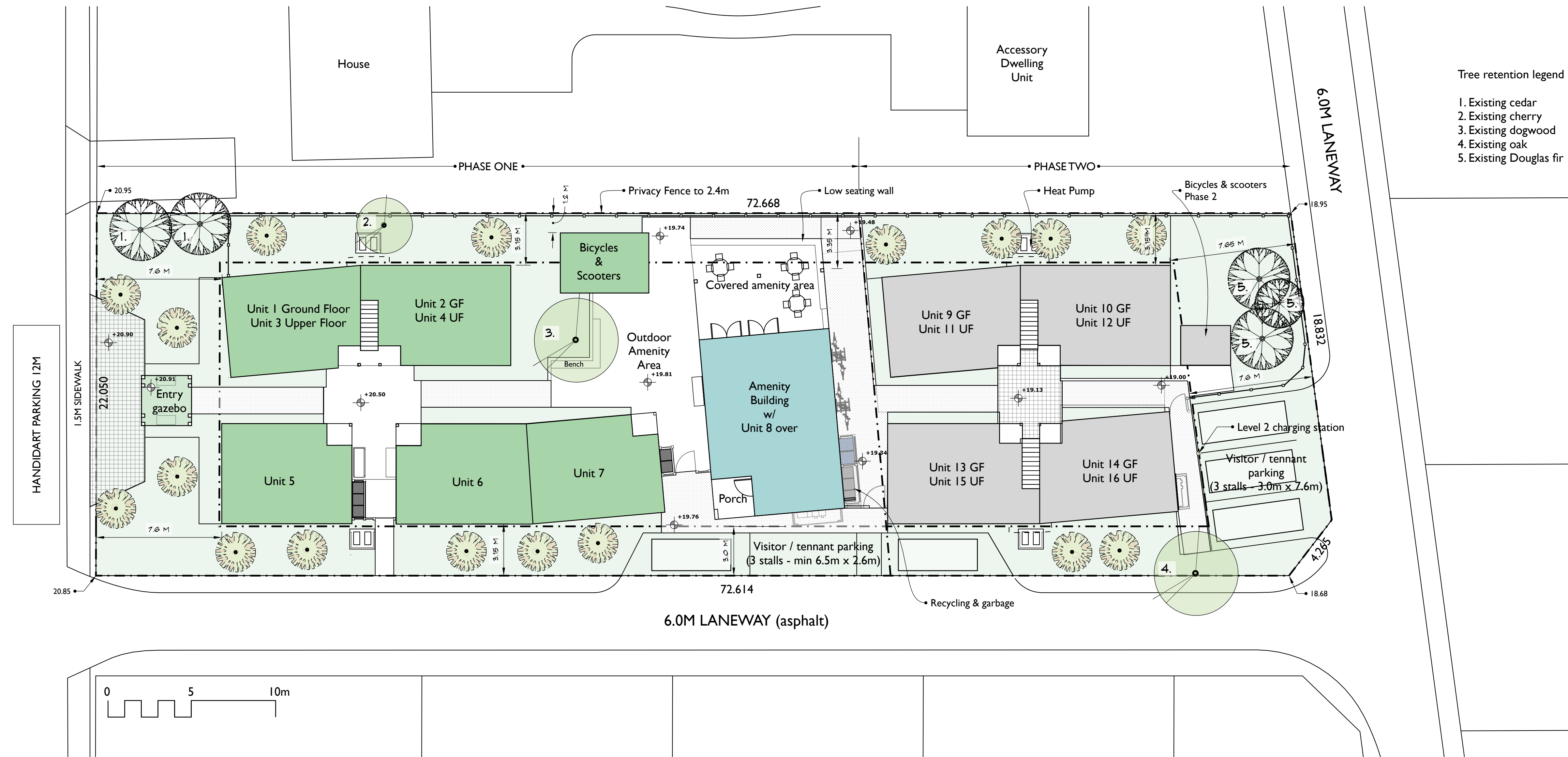
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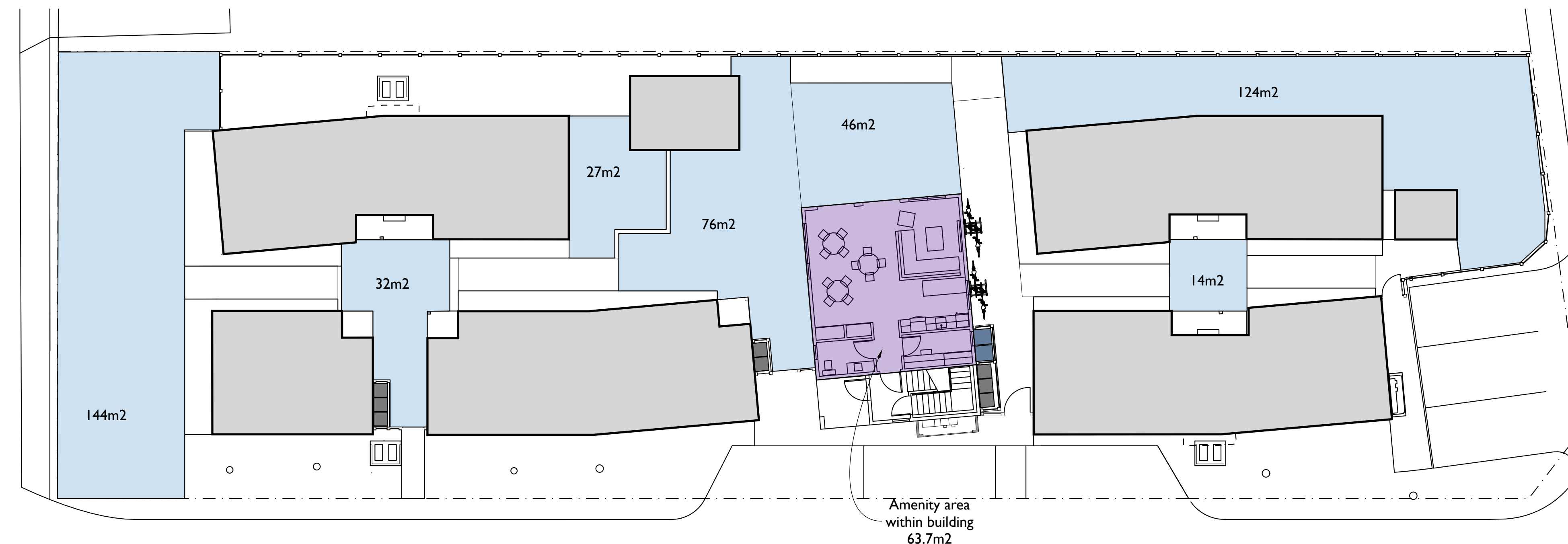
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A-3



GRIEVE AVENUE



1 SITE PLAN
1:150



2 AMENITY AREAS
1:150

Amenity areas calculation:
Patis, plazas and lawn: 312m²
Accessible garden areas: 151m²
Total: 463m²

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A-4



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



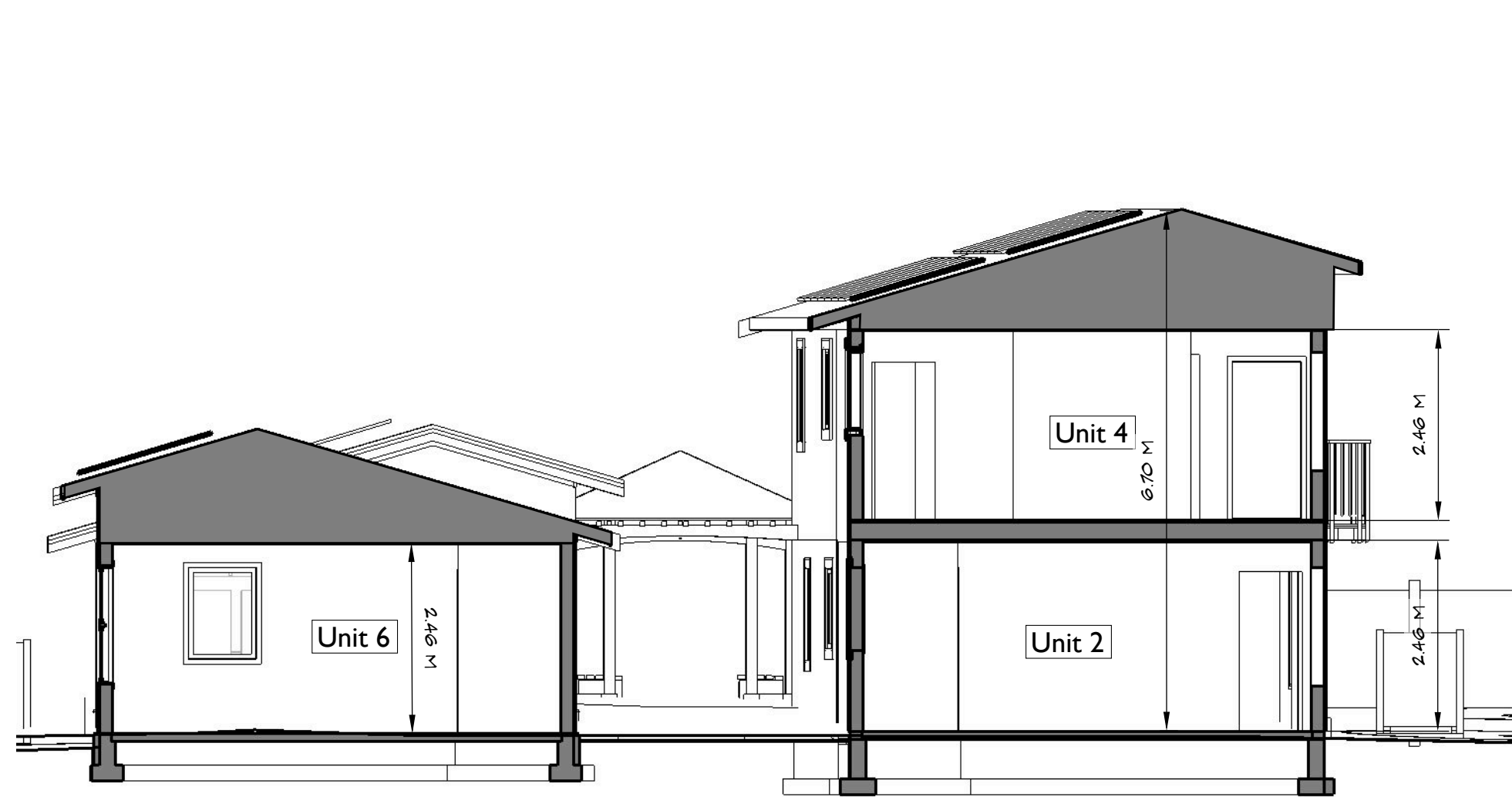
john gower design
PART OF THE GOWER DESIGN GROUP

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

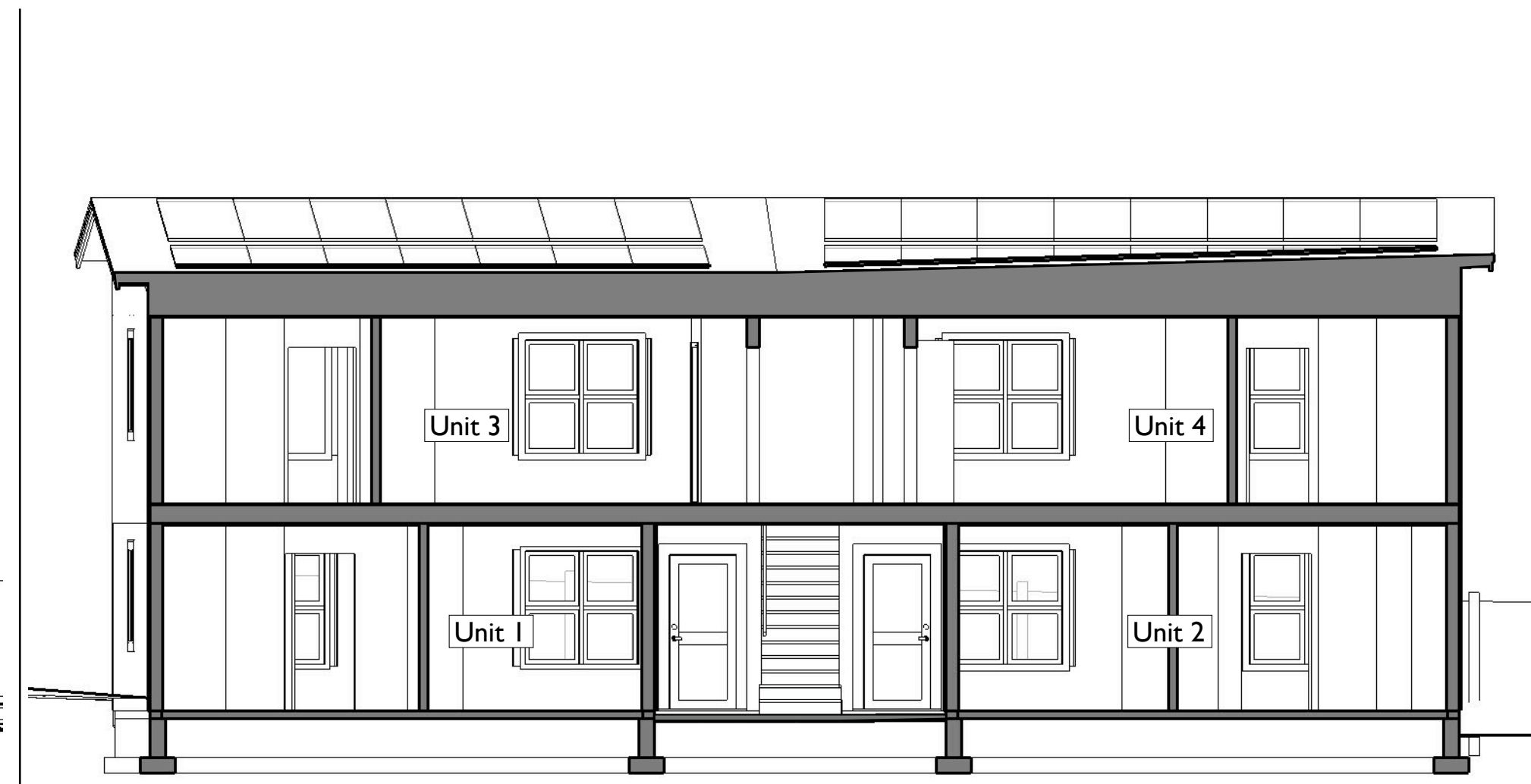
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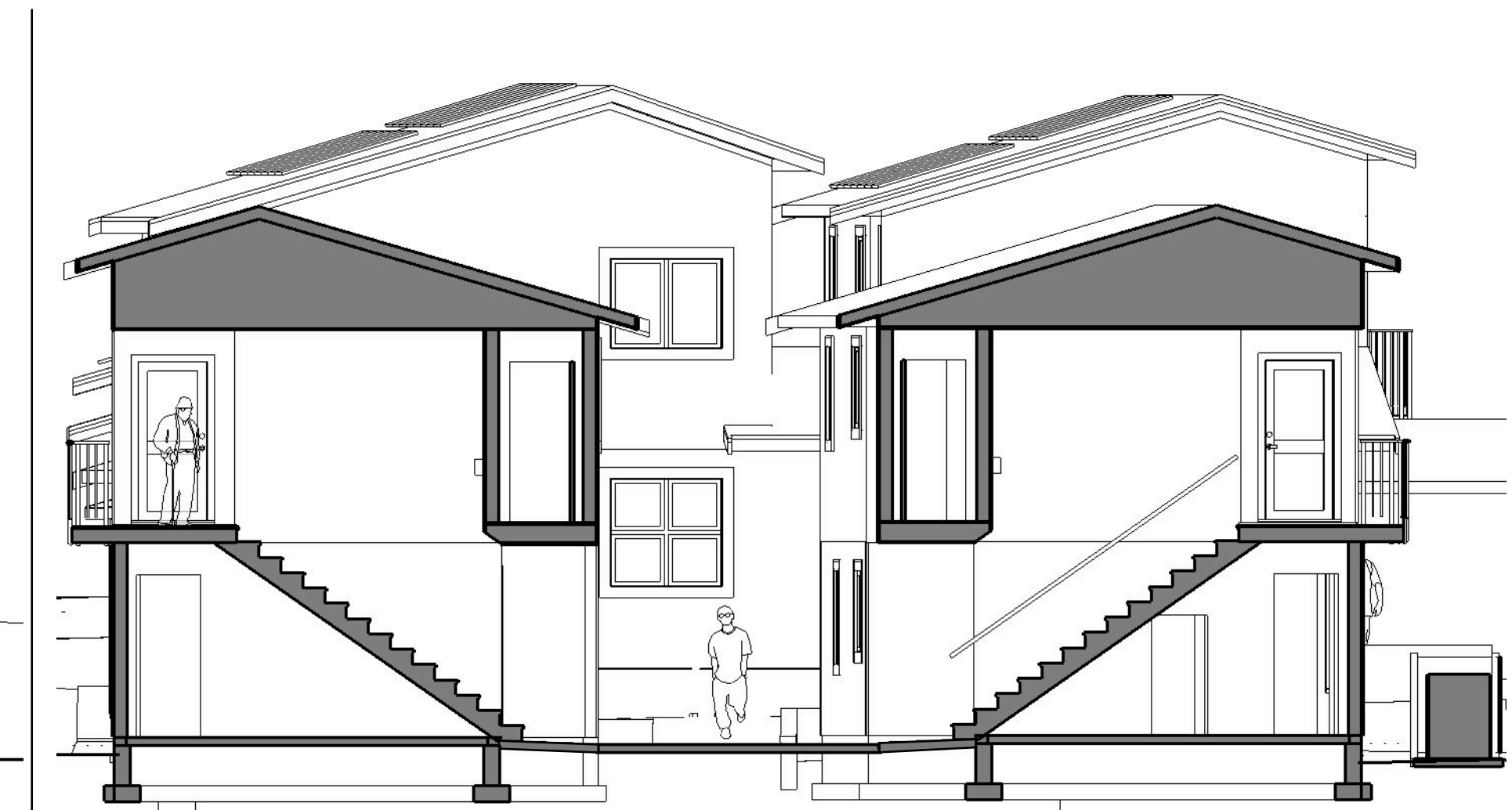
1 COURTYARD VIEW LOOKING NORTH
1:100



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

NOTE: ALL DESIGN MATERIAL, INCLUDING DRAWINGS, MODELS, RELATED DOCUMENTS, ETC., REMAINS THE COPYRIGHTED PROPERTY OF JOHN GOWER DESIGN AND IS NOT TO BE REPRODUCED IN ANY MANNER WITHOUT PRIOR APPROVAL

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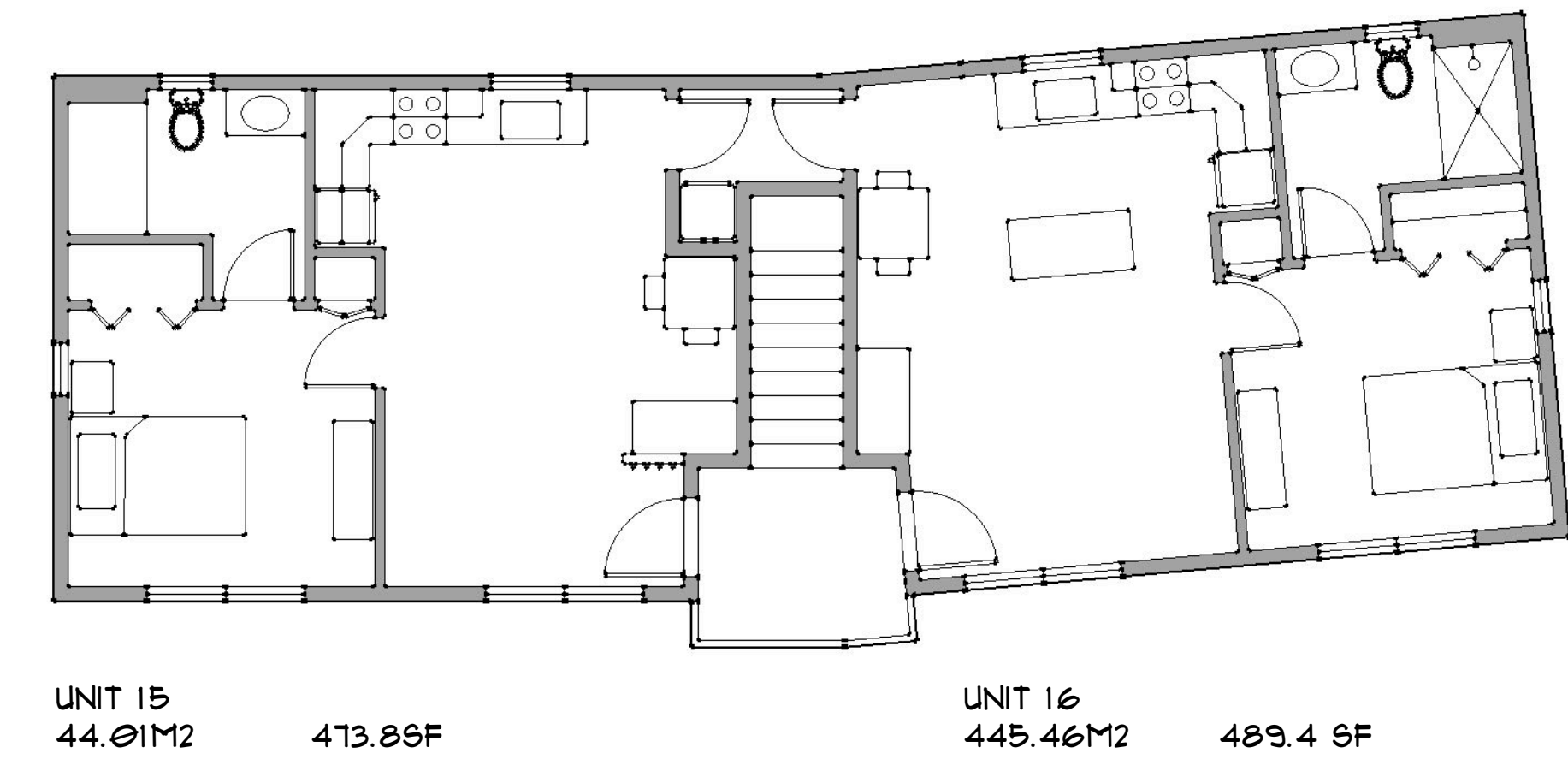
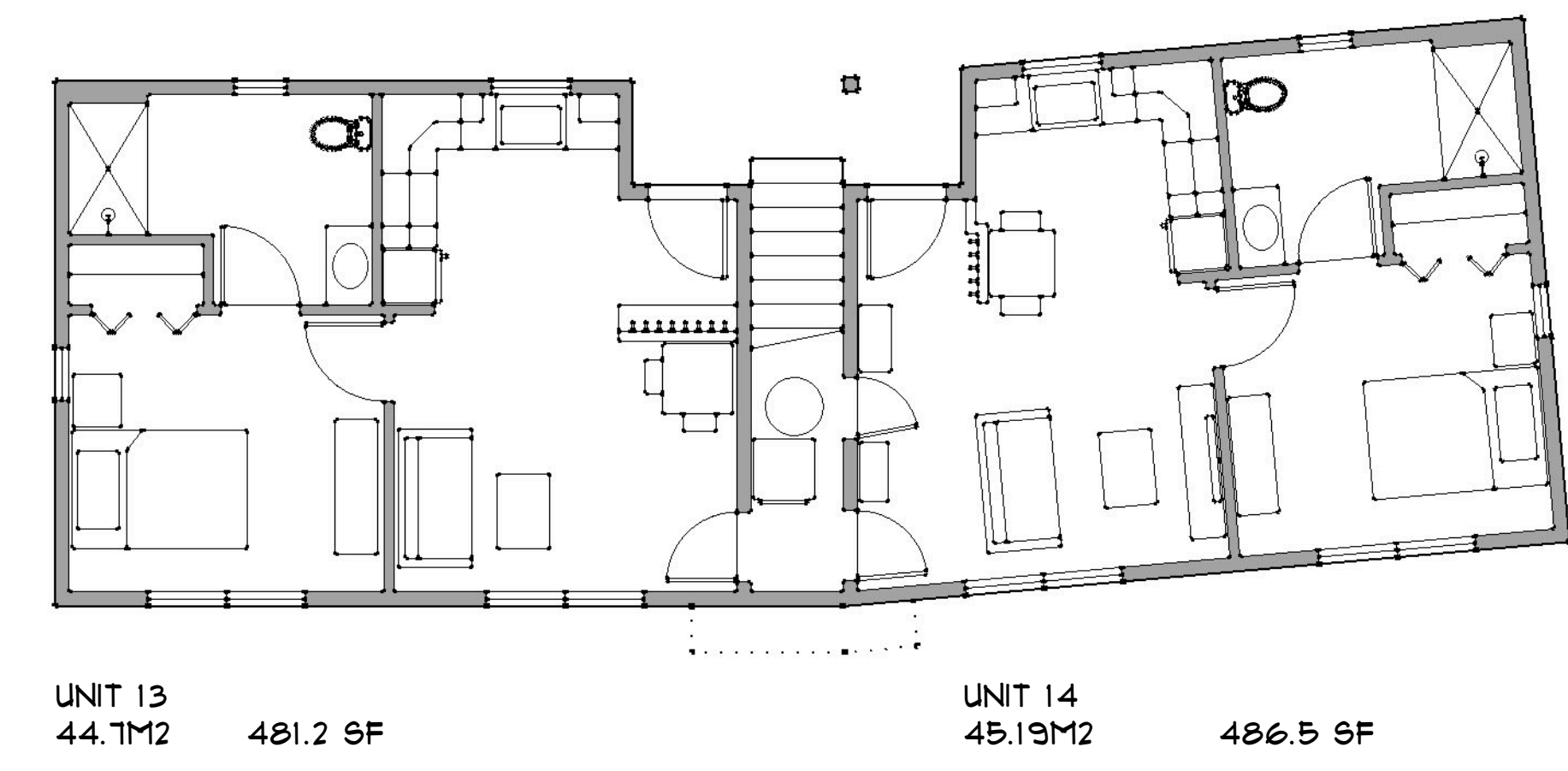
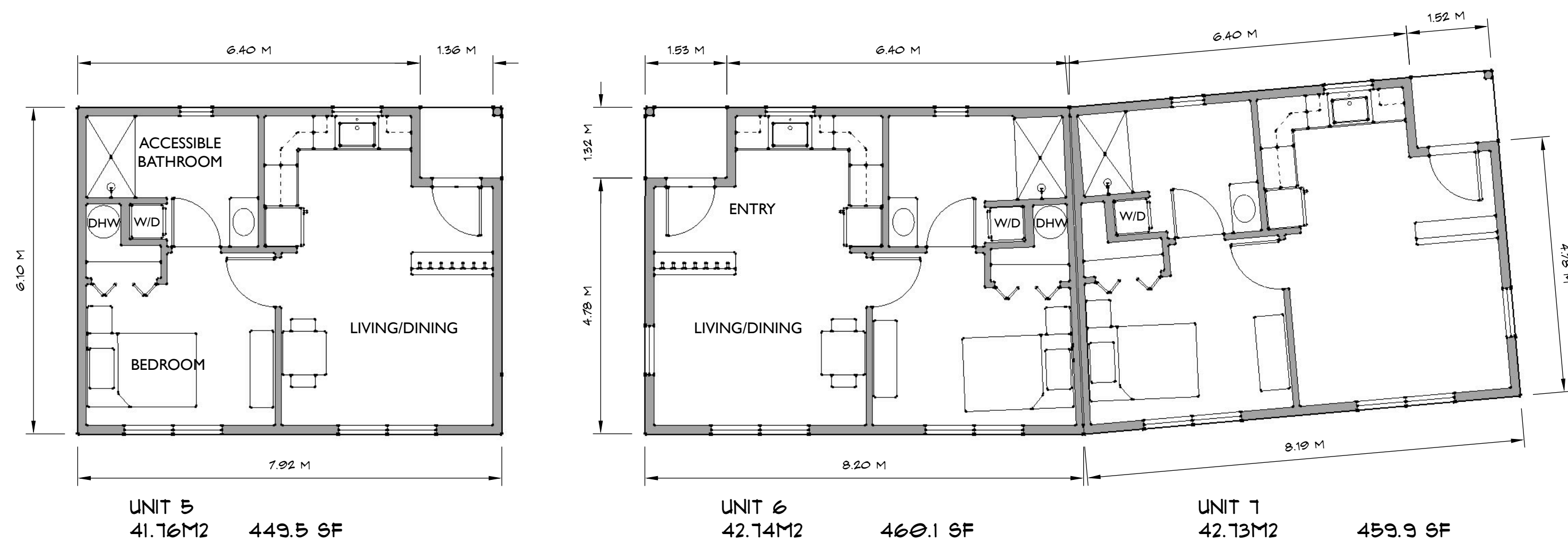
SCALE: AS NOTED
PROJECT START DATE: 2023
DRAWN: JGG
CHECKED: JGG
ISSUED: June 21, 2023
REFERENCE: REZONING & DP

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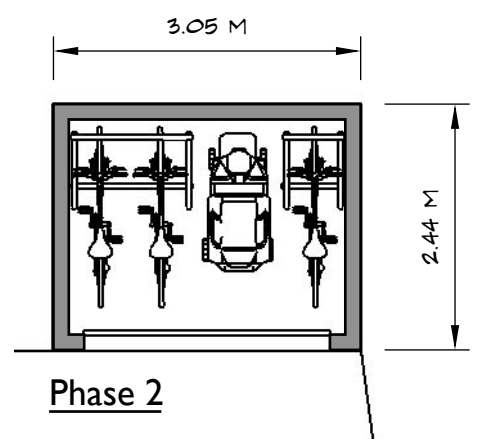
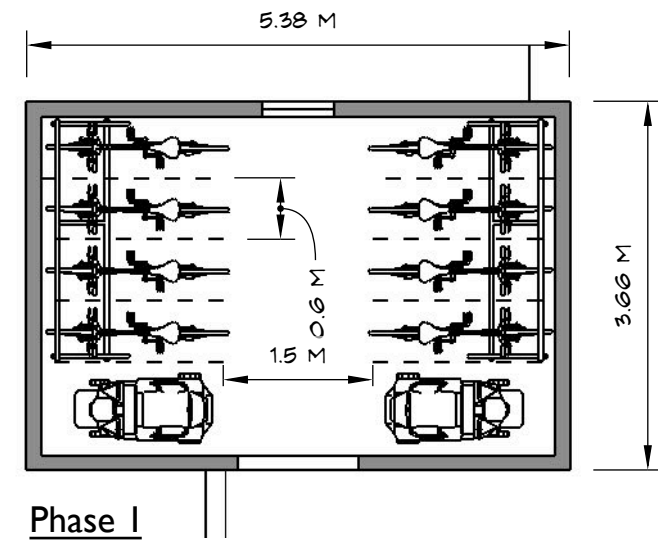


SCALE: AS NOTED
PROJECTED START DATE: 2023
DRAWN: JGG
CHECKED: JGG
ISSUED: June 21, 2023
REFERENCE: REZONING & DP

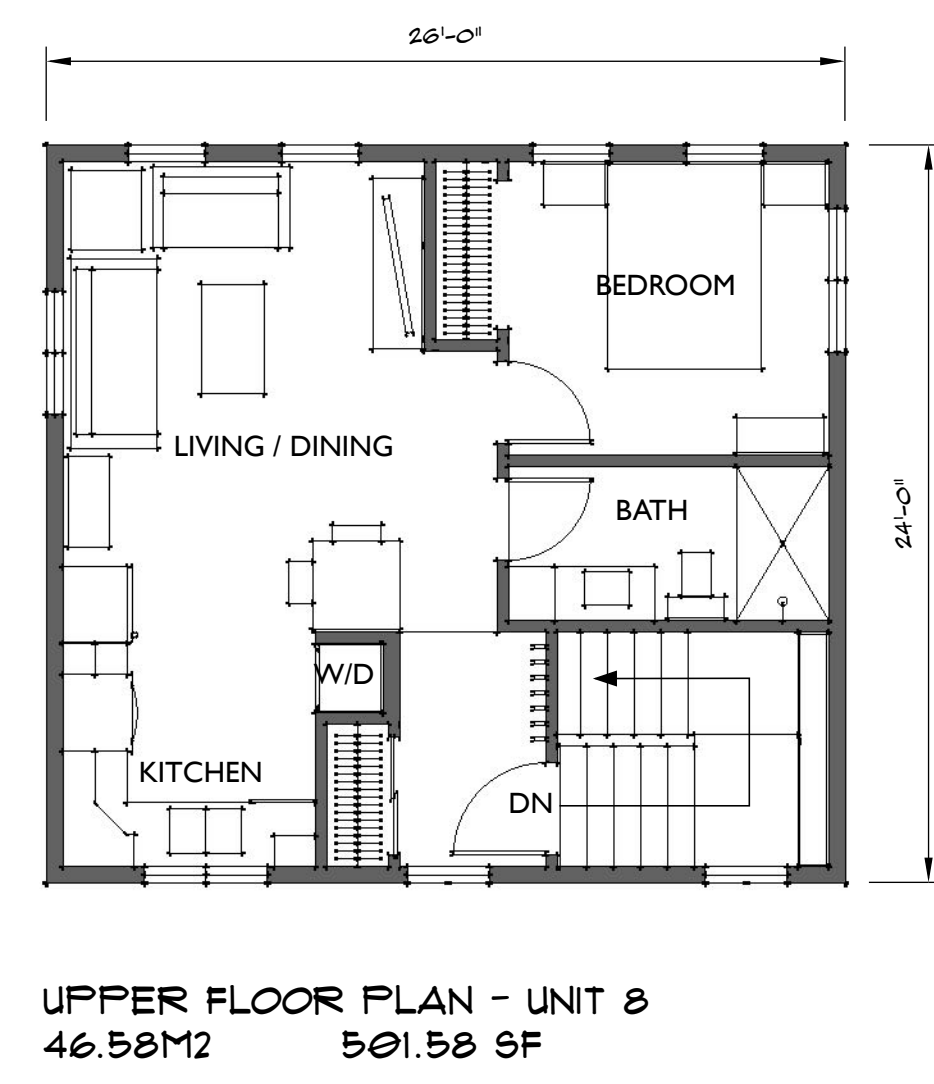
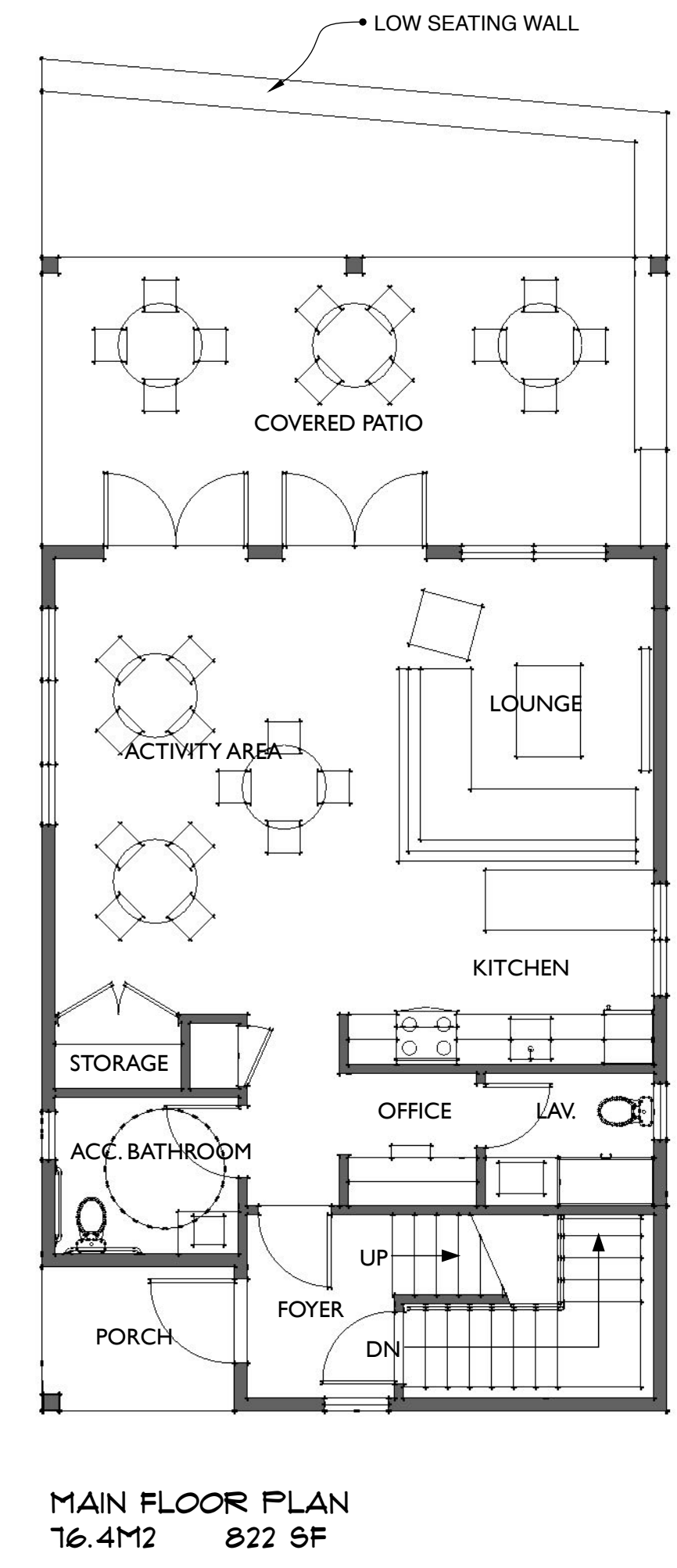
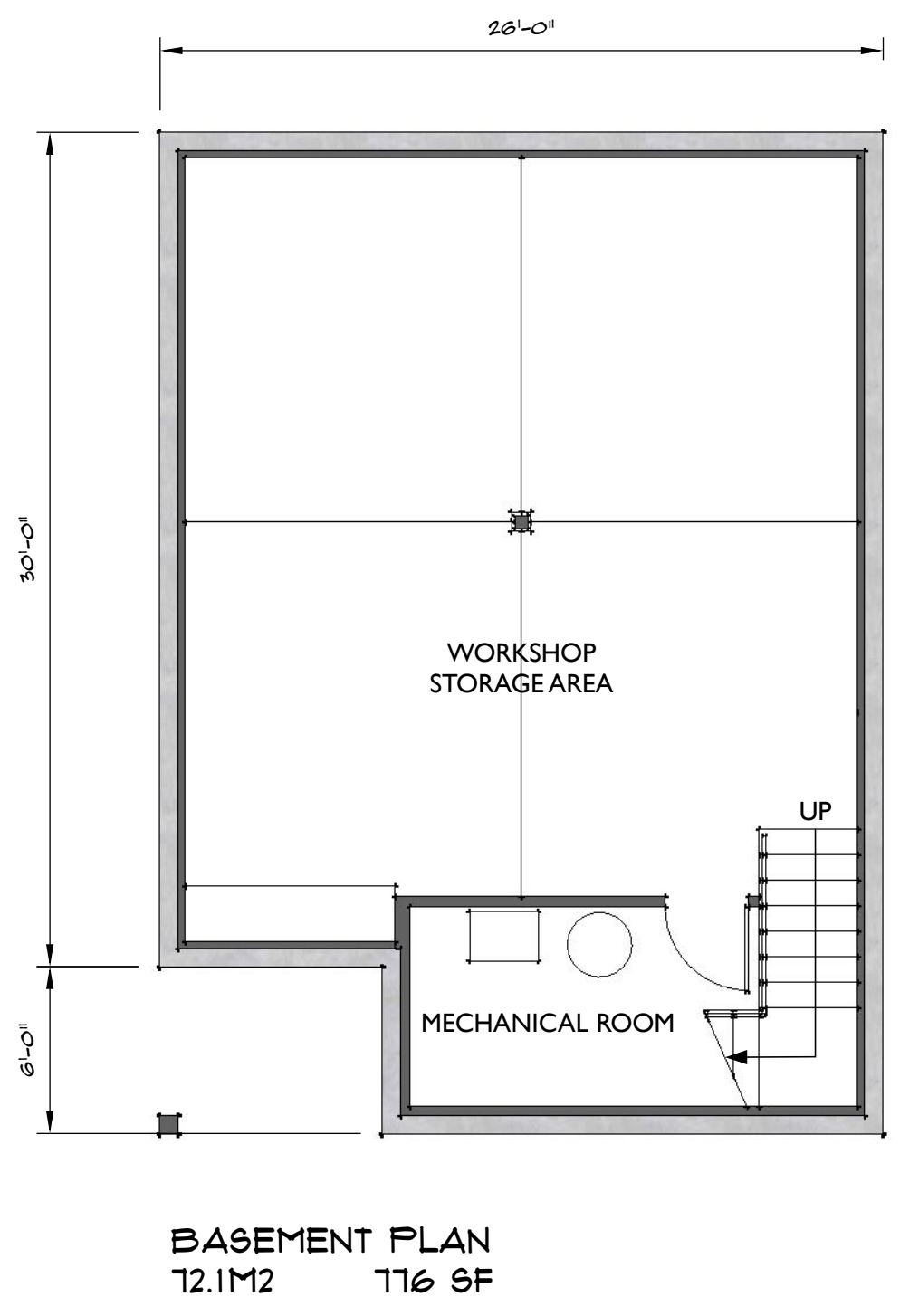
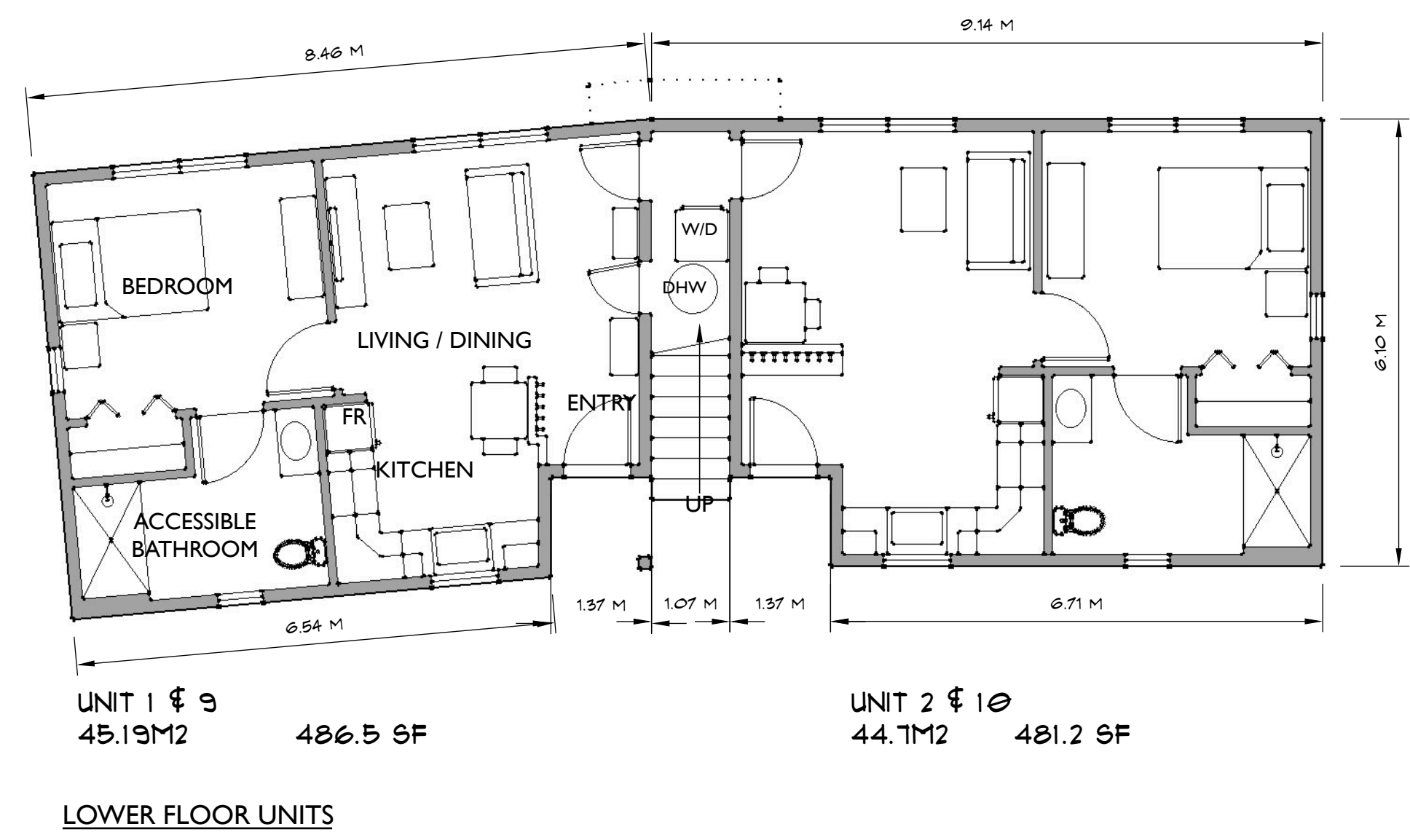
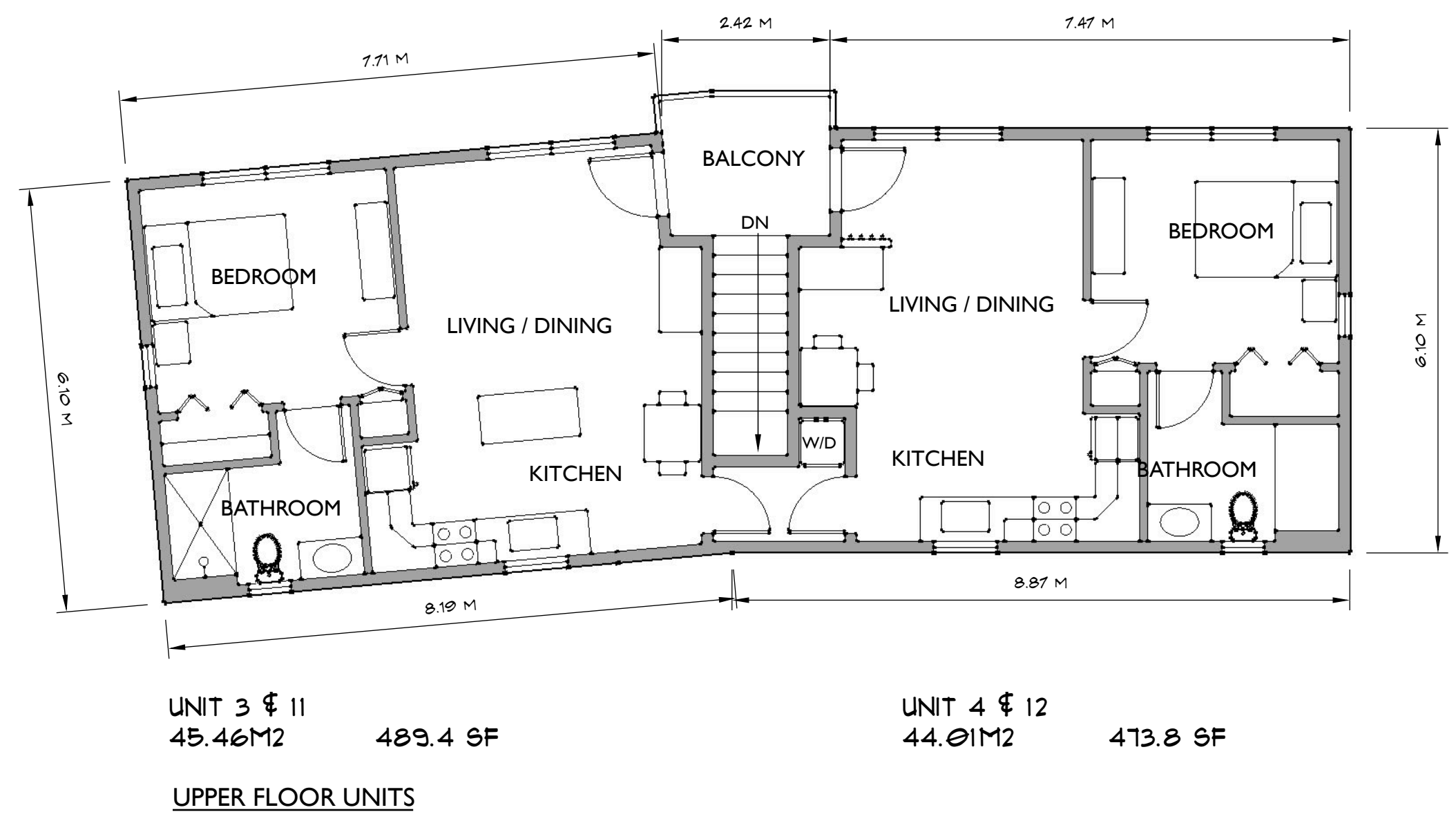
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1 DWELLING UNIT FLOOR PLANS
1 : 15



3 BIKE/SCOOTER SHEDS
1 : 15



Amenity Building

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

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

2 AMENITY BUILDING FLOOR PLANS
1 : 15

Attachment 4 – Landscape Plans






Tree List

Common Name



Botanical Name

Quantity

Retained:

-  Dogwood
-  Oak
-  Cedar
-  Fir
-  Cherry

New:

-  Bowhall Maple
-  Columnar Beech

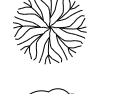



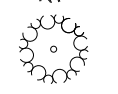


Cornus	1
Quercus	1
Thuja	2
Abies	3
Prunus	1
Acer rubrum 'Bowhall'	10
Fagus sylvatica 'Dawyck Gold'	6

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

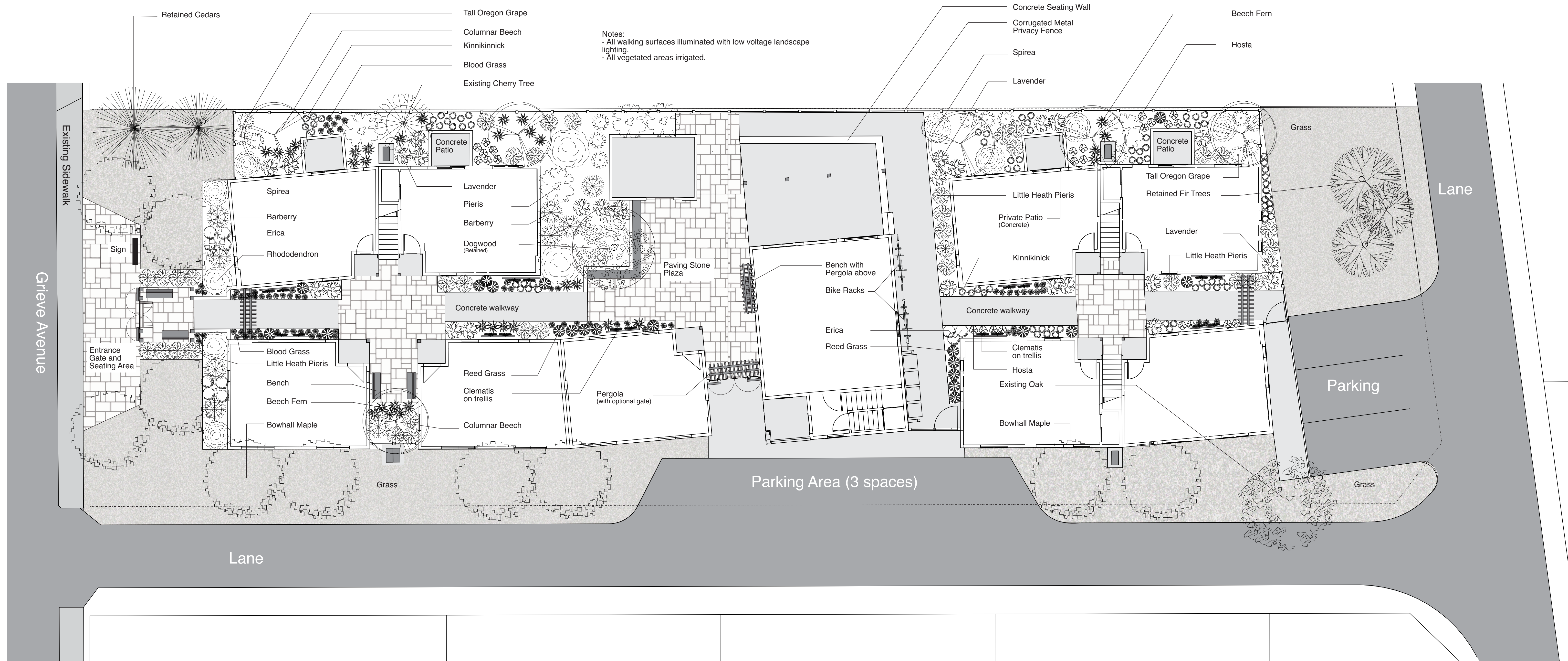
Common Name

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.



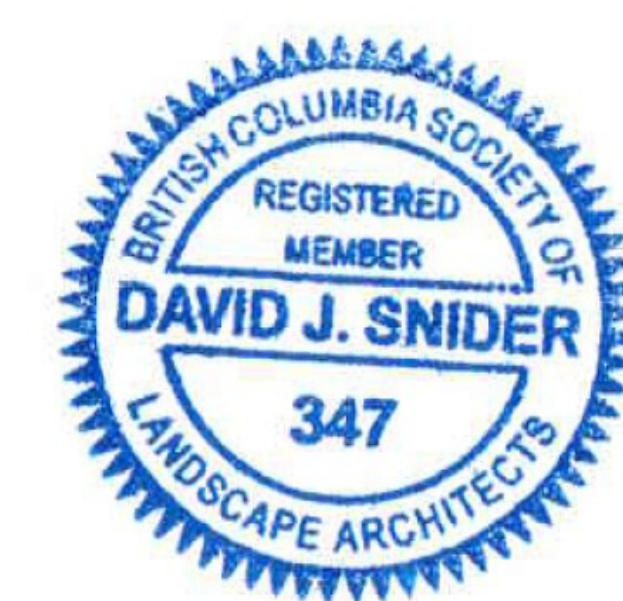
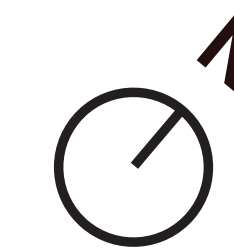
Pathways Landscape Group
 845 Evergreen Avenue,
 Courtenay, BC
 V9N 6Y1

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:

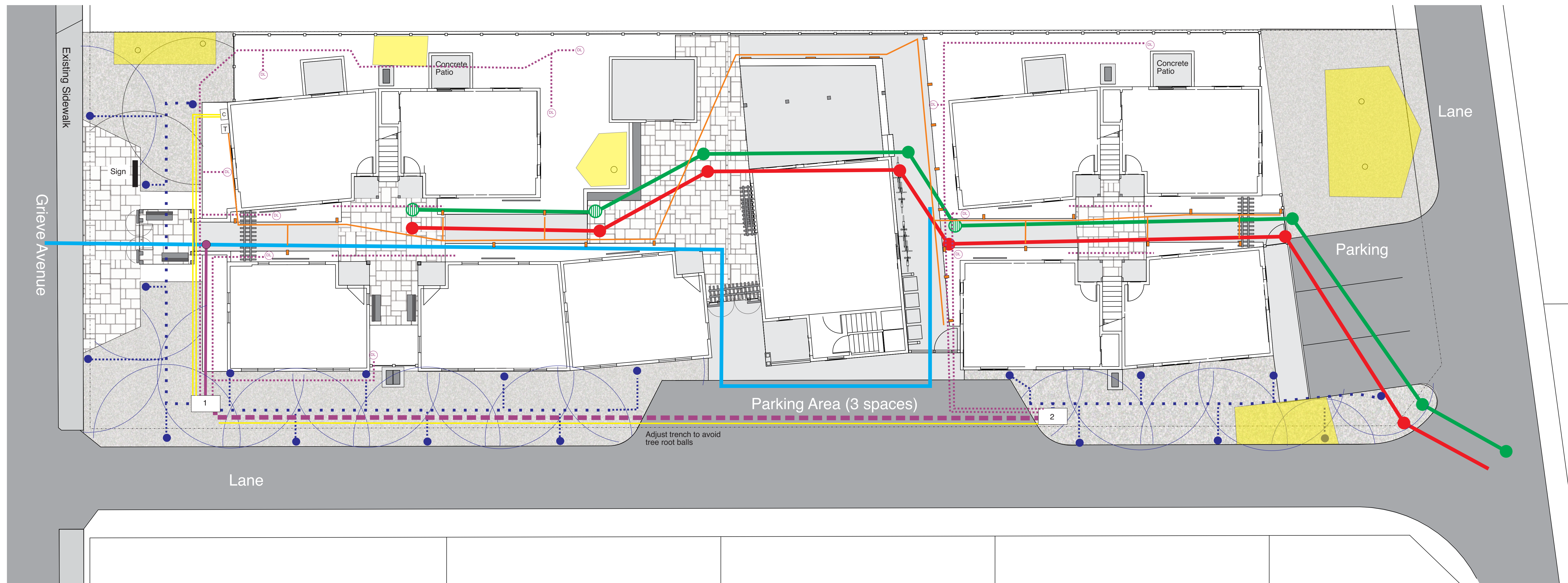
Item	Notes	Quantity
● Irrigation Connection Point	Brass Compression T	1
— Irrigation Feed Line	1" PEX mainline	1
— Mainline	1" PVC mainline	1
1 Main Junction Box	- 1" shut off ball valve	1
	- Backflow prevention valve	1
	- Blowout hose bib	1
	- 1" control valves	4
	- 3/4" PRV to 40 PSI	2
	- Irrigation valve box	1
2 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
- - - Drip Distribution Line	3/4" PVC	4
- - - Spray Distribution Line	1" PVC	3
- - - Spray Head Feed Line	3/4" PVC or Poly	20
● Irrigation Head	R-van variable head	20
R Convert to drip location	Fittings PVC to Poly drip	10
C Irrigation Controller	8 zone controller	1
— Wire	5 strand wire to each valve box	1

Lighting:

Item	Notes	Quantity
— Bollard Light	3m spacing	23
— Wall Light	3m spacing under cap	3
T Transformer	150 watt, 12 volt	1
— 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)

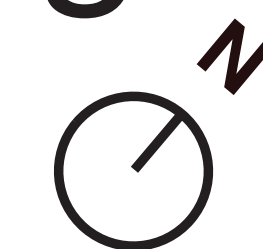


Pathways Landscape Group
845 Evergreen Avenue,
Courtenay, BC
V9N 6Y1

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

Attachment 5 – Below Market Rental Intent Letter

June 21, 2023

Dear Mike:

This letter is to follow up from the phone call that we had on Friday June 9th. 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

Attachment 6 – Public Engagement Summary

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

Attachment 7 – Public Comment

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]

Attachment 8 – Financial Assistance Request Letter to Council



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
LCV Facebook
LCV Instagram

PART 2 – TERMS OF INSTRUMENT

HOUSING AGREEMENT AND COVENANT
(Section 483 *Local Government Act* and Section 219 *Land Title Act*)

THIS AGREEMENT made the _____ day of _____, 2023,

BETWEEN:

(the “Owner”)

OF THE FIRST PART

AND:

THE CORPORATION OF THE CITY OF COURTENAY, a
municipal corporation under the *Community Charter* of the
Province of British Columbia, and having its City Offices at 830
Cliffe Avenue, Courtenay, B.C. V9N 2J7

(the “City”)

OF THE SECOND PART

WHEREAS:

- A. Section 483 of the *Local Government Act* permits the City to enter into and note on title to lands, housing agreements which may include, without limitation, conditions in respect to the form of tenure of housing units, availability of housing units to classes of persons, administration of housing units, and rent that may be charged for housing units;
- B. Section 219 of the *Land Title Act* permits the registration of a covenant of a positive or a negative nature in favour of the City in respect of the use of land and construction on land;
- C. The Owner is the owner of the Lands (as hereinafter defined);
- D. The City will consider adoption of Housing Agreement Bylaw No. 3117 authorizing the City to enter into this Agreement on the terms and conditions contained herein; and
- D. The Owner made an application to rezone the Lands from R-2 (Low Density Single Residential Dwelling or Duplex Zone) to CD-38 Comprehensive Development Zone (1560 Grieve Street) to permit the development of 6 buildings consisting of 16 residential dwelling units limited to 15 affordable rental units for adults with intellectual disabilities, 1 shared amenity building with 1 second floor caretaker rental

unit, and accessory buildings and structures which will be constructed in two phases.

- E. The Owner and the City wish to enter into this Agreement (as hereinafter defined) to provide long-term rental housing on the terms and conditions set out in this Agreement,

In consideration of \$10.00 and other good and valuable consideration (the receipt and sufficiency of which is acknowledged by both parties), and in consideration of the promises exchanged below, the Owner and the City covenant and agree pursuant to section 483 of the *Local Government Act* and section 219 of the *Land Title Act* as follows:

ARTICLE 1 DEFINITIONS AND INTERPRETATION

1.1 Definitions – In this Agreement, the following words have the following meanings:

- (a) “**Affordable Rental Units**” means the fifteen (15) self-contained Dwelling Units within the Development that are to be used and occupied in accordance with Article 2 of this Agreement for a rent charge of not more than the Permitted Rents in accordance with Schedule A of this Agreement;
- (b) “**Agreement**” means this agreement together with all Land Title Office forms, schedules, appendices, attachments and priority agreements attached hereto;
- (c) “**Caretaker Rental Unit**” means one (1) Dwelling Unit to be located on the second storey of the shared amenity building;
- (d) “**Dwelling Unit**” means a residential dwelling unit or units located or to be located on the Lands, and includes, where the context permits, an Affordable Rental Unit and a Caretaker Rental Unit;
- (e) “**Excess Charges**” means any amount of rent charged in respect of a tenancy of an Affordable Rental Unit that is in excess of Permitted Rent, plus any fees or charges of any nature whatsoever that are charged in respect of the tenancy of an Affordable Rental Unit that are not Permitted Tenant Charges, and includes all such amounts charged in respect of any tenancy since the commencement date of the Tenancy Agreement in question, irrespective of when the City renders an invoice in respect of Excess Charges;
- (f) “**Interpretation Act**” means the *Interpretation Act*, RSBC 1996, Chapter 238;
- (g) “**Lands**” means the following lands and premises situate in the City of Courtenay and any part, including a building or a portion of a building, into which said land is Subdivided:

Lot 14, Section 41, Comox District, Plan 9456, PID: 005307422;
- (h) “**Land Title Act**” means the *Land Title Act*, RSBC 1996, Chapter 250;
- (i) “**Local Government Act**” means the *Local Government Act*, RSBC 2015;
- (j) “**LTO**” means the Land Title and Survey Authority of British Columbia or its successor;

- (k) “**Owner**” means the party described on page 1 of this Agreement as the Owner and any subsequent owner of the Lands or of any part into which the Lands are Subdivided, and includes any person who is a registered owner in fee simple of a Dwelling Unit from time to time;
- (l) “**Real Estate Development Marketing Act**” means the *Real Estate Development Marketing Act*, SBC 2004, Chapter 41, together with all amendments thereto and replacements thereof;
- (m) “**Permitted Rent**” means the maximum rent set out in Schedule A of this Agreement in respect of the Affordable Rental Units in question;
- (n) “**Permitted Tenant Charges**” means resident parking, typical monthly insurance premiums for tenant's household contents and third party liability insurance plus an amount equal to the average monthly charge for electricity supplied to all Dwelling Units on the lands by the B.C. Hydro and Power Authority based on electricity consumption over the previous twelve months only, and excludes without limitation any other amounts charged by the Owner from time to time in respect of any laundry, services or programs provided by or on behalf of the Owner and any other permitted charges as set out in section 3.1(c) whether or not such amounts are charged on a monthly or other basis to the Tenants;
- (o) “**Perpetuity**” means until such time as the Development is either lawfully demolished or substantially destroyed and not promptly rebuilt;
- (p) “**Phase 1**” means the first phase of the Development proposed to be constructed in phases, as more particularly set out in the plans attached hereto as Schedule “B”;
- (q) “**Residential Tenancy Act**” means the *Residential Tenancy Act*, SBC 2002, Chapter 78
- (r) “**Rezoning**” means the rezoning of the Lands as described in Recital D;
- (s) “**Strata Property Act**” means the *Strata Property Act*, S.B.C. 1998, Chapter 43;
- (t) “**Subdivide**” means to divide, apportion, consolidate or subdivide the Lands or any building on the Lands, or the ownership or right to possession or occupation of the Lands or any building on the Lands, into two or more lots, strata lots, parcels, parts, portions or shares, whether by plan, descriptive words or otherwise, under the *Land Title Act*, the *Strata Property Act*, or otherwise, and includes the creation, conversion, organization or development of “cooperative interests” or a “shared interest in land” as defined in the *Real Estate Development Marketing Act*;
- (u) “**Tenancy Agreement**” means a tenancy agreement, lease, license or other agreement granting rights to occupy a Dwelling Unit; and
- (v) “**Tenant**” means an occupant of a Dwelling Unit by way of a Tenancy Agreement.

1.2 Interpretation – In this Agreement:

- (a) wherever the singular or masculine is used herein, the same shall be construed as meaning the plural, feminine or body corporate or politic, where the contents or parties so require.
- (b) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;
- (c) if a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings;
- (d) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;
- (e) reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted or replaced, unless otherwise expressly provided;
- (f) the provisions of section 25 of the *Interpretation Act* with respect to the calculation of time apply;
- (g) time is of the essence;
- (h) all provisions are to be interpreted as always speaking;
- (i) reference to a “party” is a reference to a party to this Agreement and to that party’s respective successors, assigns, trustees, administrators and receivers. Wherever the context so requires, reference to a “party” also includes a Tenant, agent, officer and invitee of the party;
- (j) reference to a “day”, “month”, or “year” is a reference to a calendar day, calendar month, calendar or calendar year, as the case may be, unless otherwise expressly provided; and
- (k) where the word “including” is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word “including”.

ARTICLE 2 USE AND CONSTRUCTION OF LANDS AND DWELLING UNITS

2.1 Use and Construction of Lands – The Owner covenants and agrees that:

- (a) the Lands will not be developed and no building or structure will be constructed or used on the Lands unless as part of the development, construction, or use of any such building or structure, the Owner also designs and constructs to completion, in accordance with a building permit issued by the City, any development permit issued by the City and, if applicable, any rezoning consideration applicable to the development on the Lands, the Affordable Rental Units, and the Caretaker Rental Unit; and
- (b) notwithstanding that the Owner may be otherwise entitled, the Owner shall not occupy or permit to be occupied any Dwelling Unit on the Lands unless the Owner has:

- (i) constructed the Affordable Rental Units in alignment with Phase 1 and in accordance with this Agreement; and
- (ii) all of the Affordable Rental Units are ready for occupancy in accordance with all applicable laws, regulations and bylaws; and
- (iii) delivered to the Director, Development Services, a final rent roll confirming the rents to be charged to the first occupants of the Phase 1 Affordable Rental Units; and

without limiting the general scope of section 6.4 and 6.5, the Owner does hereby waive, remise and release absolutely any and all claims against the City and City Personnel for any Losses that may derive from the withholding of an Occupancy Permit until there is compliance with the provisions of this section 2.1.

2.2 Use of Affordable Rental Units – The Owner agrees covenants and agrees that the following apply in respect of those who occupy an Affordable Rental Unit:

- (a) in Perpetuity following the occupancy of the building, Tenants of the Affordable Rental Units must not be charge rent in excess of the Permitted Rent, excluding Permitted Tenant Charges.

2.3 Operation of Dwelling Units – The Owner agrees to operate the Dwelling Units only as rental units subject to the *Residential Tenancy Act*.

2.4 Short-term Rentals Prohibited – The Owner agrees that no Dwelling Unit may be rented to any Household for a term of less than one (1) year.

2.5 No Subdivision to Allow Separate Sale – The Owner must not without the prior approval of the City Council, Subdivide the Lands or stratify a building containing a Dwelling Unit or transfer an interest in land to a Dwelling Unit to a person. Without limitation, the Owner acknowledges that the City will not support applications for stratification or Subdivision of any buildings on the Lands in any manner that would allow the Dwelling Units to be sold independently of each other.

2.6 City Authorized to Make Inquiries – The Owner hereby irrevocably authorizes the City to make such inquiries as it considers necessary in order to confirm that the Owner is complying with this Agreement.

2.7 Expiry of Housing Agreement – Upon expiry, the Owner may provide to the City a discharge of this Agreement, which the City shall execute and return to the Owner for filing in the Land Title Office.

ARTICLE 3 OCCUPANCY OF AFFORDABLE RENTAL UNITS

3.1 Occupancy of Affordable Rental Units – The Owner must not rent, lease, license or otherwise permit any use or occupancy of any Affordable Rental Unit except in accordance with the following additional conditions:

- (a) the Affordable Rental Unit will be used or occupied only pursuant to a Tenancy Agreement;
- (b) the monthly rent payable by a Tenant for the right to occupy a Affordable Rental Unit must not exceed the Permitted Rent;
- (c) the Owner will not require the Tenant or any permitted occupant to pay any extra charges or fees for use of any facilities or amenities, or for sanitary sewer, storm sewer, water, other utilities, or property or similar tax;
- (d) the Owner will attach a copy of this Agreement to every Tenancy Agreement;
- (e) the Owner will include in the Tenancy Agreement a clause requiring the Tenant and each permitted occupant of the Affordable Rental Unit to comply with this Agreement;
- (f) the Owner will include in the Tenancy Agreement a clause entitling the Owner to terminate the Tenancy Agreement if:
 - (i) an Affordable Rental Unit is occupied by a person or persons other than the Tenant;
 - (ii) the Affordable Rental Unit is occupied by more than the number of people the City's building inspector determines can reside in the Affordable Rental Unit given the number and size of bedrooms in the Affordable Rental Unit and in light of any relevant standards set by the City in any bylaws of the City;
 - (iii) the Affordable Rental Unit remains vacant for three (3) consecutive months or longer, notwithstanding the timely payment of rent;
 - (iv) the Tenant fails to pay rent when due in accordance with the Tenancy Agreement and the *Residential Tenancy Act*; and/or
 - (v) the Landlord is entitled, for any reason, to terminate the Tenancy Agreement in accordance with the Tenancy Agreement and the *Residential Tenancy Act*,

and in the case of each breach, the Owner hereby agrees with the City to forthwith provide to the Tenant a notice of termination. The notice of termination shall provide that the termination of the tenancy shall be effective thirty (30) days following the date of the notice of termination;
- (g) the Tenancy Agreement will identify all occupants of the Affordable Rental Unit and will stipulate that anyone not identified in the Tenancy Agreement will be prohibited from residing at the Affordable Rental Unit for more than thirty (30) consecutive days or more than forty-five (45) days total in any calendar year; and
- (h) the Owner will forthwith deliver a certified true copy of the Tenancy Agreement to the City upon demand subject to the *Residential Tenancy Act*.

3.2 Tenant to Vacate Rental Unit Upon Termination – If the Owner has terminated the

Tenancy Agreement, then the Owner shall use best efforts to cause the Tenant and all other persons that may be in occupation of the Affordable Rental Unit to vacate the Affordable Rental Unit on or before the effective date of termination subject to the *Residential Tenancy Act*.

3.3 No Separate Sale – The Owner covenants with the City that the Owner will not sell or transfer, or agree to sell or transfer, any interest in any building on the Lands containing an Affordable Rental Unit other than a full interest in the title to all Dwellings Units, and to a person that will continue to ensure that all Affordable Rental Units are available for rental in accordance with this Agreement.

3.4 Rental Tenure – Rental tenure in accordance with this Agreement will be guaranteed in Perpetuity for the Affordable Rental Units.

ARTICLE 4 DEMOLITION OF DWELLING UNIT

4.1 Demolition – The Owner will not demolish a Dwelling Unit unless:

- (a) the Owner has obtained the written opinion of a professional engineer or architect who is at arm's length to the Owner that it is no longer reasonable or practical to repair or replace any structural component of the Dwelling Unit, and the Owner has delivered to the City a copy of the engineer's or architect's report; or
- (b) the Dwelling Unit is damaged or destroyed, to the extent of 40% or more of its value above its foundations, as determined by the City, in its sole discretion,

and, in each case, a demolition permit for the Dwelling Unit has been issued by the City and the Dwelling Unit has been demolished under that permit.

ARTICLE 5 DEFAULT AND REMEDIES

5.1 Payment of Excess Charges – The Owner agrees that, in addition to any other remedies available to the City under this Agreement or at law or in equity, if a Dwelling Unit is used or occupied in breach of this Agreement, if an Dwelling Unit is rented at a rate in excess of the Permitted Rent or the Owner imposes in respect of any tenancy of a Dwelling Unit any fee or charge of whatsoever nature other than Permitted Tenant Charges, the Owner will pay the Excess Charges to the City. The Excess Charges are due and payable five (5) business days following receipt by the Owner of an invoice from the City for the same.

5.2 Payment of Daily Amount – The Owner agrees that, in addition to any other remedies available to the City under this Agreement or at law or in equity, if a Dwelling Unit is used or occupied in breach of this Agreement, or the Owner is otherwise in breach of any of its obligations under this Agreement, the Owner will pay the Daily Amount to the City for every day that the breach continues after forty-five (45) days' written notice from the City to the Owner stating the particulars of the breach. The Daily

Amount is due and payable five (5) business days following receipt by the Owner of an invoice from the City for the same.

- 5.3 Rent Charge** – The Owner hereby grants to the City a perpetual rent charge against the Lands securing payment by the Owner to the City of any amount payable by the Owner pursuant to section 5.2 of this Agreement. The Owner agrees that the City, at its option, may enforce payment of such outstanding amount in a court of competent jurisdiction as a contract debt, by an action for and order for sale, by proceedings for the appointment of a receiver, or in any other method available to the City at law or in equity. This rent charge is created both under section 219(6)(b) of the *Land Title Act* as an integral part of the statutory covenant created by this Agreement and as a fee simple rent charge at common law. Enforcement of this rent charge by the City does not limit, or prevent the City from enforcing, any other remedy or right the City may have against the Owner.

ARTICLE 6 MISCELLANEOUS

- 6.1 Housing Agreement** – The Owner acknowledges and agrees that:
- (a) this Agreement includes a housing agreement entered into under section 483 of the *Local Government Act* and a covenant under section 219 of the *Land Title Act*;
 - (b) the Owner will, at its sole cost register, this Agreement in the LTO as a Covenant pursuant to section 219 of the *Land Title Act* and the City will cause to be registered a notice pursuant to section 483 of the *Local Government Act* against the title to the Lands.
- 6.2 Modification** – this Agreement may be modified or amended from time to time, by consent of the Owner and a bylaw duly passed by the Council of the City and thereafter if it is signed by the City and the Owner.
- 6.3 Management** – The Owner covenants and agrees that it will furnish good and efficient management of the Dwelling Units, that all Dwelling Units will be managed by the same manager and that the Owner will permit representatives of the City to inspect the Dwelling Units at any reasonable time, subject to the notice provisions in the *Residential Tenancy Act*. The Owner further covenants and agrees that it will maintain the Dwelling Units in a good state of repair and fit for habitation and will comply with all laws, including health and safety standards applicable to the Lands. Notwithstanding the foregoing, the Owner acknowledges and agrees that the City, acting reasonably, may require the Owner, at the Owner's expense, to hire a person or company with the skill and expertise to manage the Dwelling Units.
- 6.4 Indemnity** – The Owner will indemnify and save harmless the City and each of its elected officials, officers, directors, and agents, and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, actions, loss, damage, costs and liabilities, which all or any of them

will or may be liable for or suffer or incur or be put to by reason of or arising out of:

- (a) any negligent act or omission of the Owner, or its officers, directors, agents, contractors or other persons for whom at law the Owner is responsible relating to this Agreement;
- (b) the construction, maintenance, repair, ownership, lease, license, operation, management or financing of the Lands or any Dwelling Unit or the enforcement of any Tenancy Agreement; or
- (c) without limitation, any legal or equitable wrong on the part of the Owner or any breach of this Agreement by the Owner.

6.5 Release – The Owner hereby releases and forever discharges the City and each of its elected officials, officers, directors, and agents, and its and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, damages, actions, or causes of action by reason of or arising out of or which would or could not occur but for the:

- (a) construction, maintenance, repair, ownership, lease, license, operation or management of the Lands or any Dwelling Unit under this Agreement; or
- (b) the exercise by the City of any of its rights under this Agreement.

6.6 Survival – The indemnity and release set out in this Agreement will survive termination or discharge of this Agreement.

6.7 Priority – The Owner will do everything necessary, at the Owner's expense, to ensure that this Agreement will be noted and registered against title to the Lands in priority to all financial charges and financial encumbrances which may have been registered or are pending registration against title to the Lands save and except those specifically approved in advance in writing by the City or in favour of the City, and that a notice under section 483(5) of the *Local Government Act* will be filed on the title to the Lands.

6.8 City's Powers Unaffected – This Agreement does not:

- (a) affect, fetter or limit the discretion, rights, duties or powers of the City under any enactment or at common law, including in relation to the use or subdivision of the Lands;
- (b) impose on the City any legal duty or obligation, including any duty of care or contractual or other legal duty or obligation, to enforce this Agreement;
- (c) affect or limit any enactment relating to the use or subdivision of the Lands; or
- (d) relieve the Owner from complying with any enactment, including in relation to the use or subdivision of the Lands.

6.9 Agreement for Benefit of City Only – The Owner and the City agree that:

- (a) this Agreement is entered into only for the benefit of the City;
- (b) this Agreement is not intended to protect the interests of the Owner, any Tenant, or any future owner, lessee, occupier or user of the Lands or the building or any portion thereof, including any Dwelling Unit; and
- (c) the City may at any time execute a release and discharge of this Agreement, without liability to anyone for doing so, and without obtaining the consent of the Owner.

6.10 No Public Law Duty – Where the City is required or permitted by this Agreement to form an opinion, exercise a discretion, express satisfaction, make a determination or give its consent, the Owner agrees that the City is under no public law duty of fairness or natural justice in that regard and agrees that the City may do any of those things in the same manner as if it were a private party and not a public body.

6.11 Notice – Any notice required to be served or given to a party herein pursuant to this Agreement will be sufficiently served or given if delivered, to the postal address of the Owner set out in the records at the LTO, and in the case of the City addressed to:

City of Courtenay
830 Cliffe Avenue, Courtenay, B.C. V9N 2J7
Attention: Director of Development Services

or to the most recent postal address provided in a written notice given by each of the parties to the other. Any notice which is delivered is to be considered to have been given on the first day after it is dispatched for delivery.

6.12 Enuring Effect – This Agreement will extend to and be binding upon and enure to the benefit of the parties hereto and their respective successors and permitted assigns.

6.13 Severability – If any provision of this Agreement is found to be invalid or unenforceable, such provision or any part thereof will be severed from this Agreement and the resultant remainder of this Agreement will remain in full force and effect.

6.14 Waiver – All remedies of the City will be cumulative and may be exercised by the City in any order or concurrently in case of any breach and each remedy may be exercised any number of times with respect to each breach. Waiver of or delay in the City exercising any or all remedies will not prevent the later exercise of any remedy for the same breach or any similar or different breach.

6.15 Whole Agreement – This Agreement, and any documents signed by the Owner contemplated by this Agreement, represent the whole agreement between the City and the Owner respecting the use and occupation of the Dwelling Unit, and there are no warranties, representations, conditions or collateral agreements made by the City except as set forth in or contemplated by this Agreement.

- 6.16 Further Assurance** – Upon request by the City the Owner will forthwith do such acts and execute such documents as may be reasonably necessary in the opinion of the City to give effect to this Agreement.
- 6.17 Agreement Runs with Lands** – This Agreement burdens and runs with the Lands and every parcel into which it is Subdivided in perpetuity. All of the covenants and agreements contained in this Agreement are made by the Owner for itself, its personal administrators, successors and assigns, and all persons who after the date of this Agreement acquire an interest in the Lands.
- 6.18 Equitable Remedies** – The Owner acknowledges and agrees that damages would be an inadequate remedy for the City for any breach of this Agreement and that the public interest strongly favours specific performance, injunctive relief (mandatory or otherwise), or other equitable relief, as the only adequate remedy for a default under this Agreement.
- 6.19 No Joint Venture** – Nothing in this Agreement will constitute the Owner as the agent, joint venturer, or partner of the City or give the Owner any authority to bind the City in any way.
- 6.20 Applicable Law** – The laws of British Columbia (including, without limitation, the *Residential Tenancy Act*) will apply to this Agreement and all statutes referred to herein are enactments of the Province of British Columbia.
- 6.21 Deed and Contract** – By executing and delivering this Agreement the Owner intends to create both a contract and a deed executed and delivered under seal.
- 6.22 Joint and Several** – If the Owner is comprised of more than one person, firm or body corporate, then the covenants, agreements and obligations of the Owner shall be joint and several.
- 6.23 Limitation on Owner's Obligations** – The Owner is only liable for breaches of this Agreement that occur while the Owner is the registered owner of the Lands provided however that notwithstanding that the Owner is no longer the registered owner of the Lands, the Owner will remain liable for breaches of this Agreement that occurred while the Owner was the registered owner of the Lands.

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the *Land Title Act* Form C and D which is attached to and forms part of this Agreement.

Schedule A

PERMITTED RENT

“Dwelling Units”		
Unit Type	Affordable Rental Unit	Caretaker Rental Unit
Base Rent in perpetuity following the occupancy of the building	30% below the Market Rate for the Courtenay (CY) Census Subdivision (CSD) as determined by Canadian Mortgage and Housing Corporation (CMHC) from time to time.	No maximum.

Schedule B Site and Phase Plans



PHASE 1			PHASE 2				
1	Ground level	45.19m ²	486.5 SF	9	Ground level	45.19m ²	486.5 SF
2	Ground level	44.70m ²	481.2 SF	10	Ground level	44.70m ²	481.2 SF
3	Second level	45.47m ²	489.4 SF	11	Upper level	45.47m ²	489.4 SF
4	Second level	44.01m ²	473.8 SF	12	Upper level	44.01m ²	473.8 SF
5	Ground level	41.44m ²	444.9 SF	13	Ground level	45.19m ²	486.5 SF
6	Ground level	43.3m ²	460.1 SF	14	Ground level	44.70m ²	481.2 SF
7	Ground level	41.78m ²	459.9 SF	15	Upper level	45.47m ²	489.4 SF
8	Upper level in amenity building	46.58m ²	501.58 SF	16	Upper level	44.01 m ²	473.8 SF
Total PHASE 1 units:		352.14m ²	3790.4 SF	Total PHASE 2 units:		358.74m ²	3861.44 SF
Amenity building basement level:		72.1m ²	776 SF				
Amenity building main level:		76.4m ²	822 SF				
Total PHASE 1:		500.6m²	5388.4 SF				
Total both phases:		859.34m²	9249.8 SF				

Phasing detail table from
Drawing Page A-1

SCALE: AS NOTED
 SHEET DATE: 2023
 DRAWN: JGO
 CHECKED: JGO
 ISSUED: June 21, 2023
 REFERENCE: RECDWG01 & 02

DRAWING NUMBER
A-4



16715 GRIEVE AVENUE, SUITE 100
 COURTENAY, BC V9M 2A4
 TEL: 250.338.2222
 WWW.JOHN Gover DESIGN.COM

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

NOTE: ALL SYSTEMS, MATERIALS, FINISHES, AND METHODS OF CONSTRUCTION SHALL BE APPROVED BY THE COMMUNITY DEVELOPMENT DEPARTMENT OF COURTENAY. APPROVAL IS NOT A GUARANTEE OF THE QUALITY OF THE WORK.



The Corporation of the City of Courtenay

Bylaw No. 3117

A bylaw to authorize the City of Courtenay to enter into a housing agreement

WHEREAS the Council of the City of Courtenay may, by bylaw, under Section 483 of the Local Government Act enter into a Housing Agreement which may include terms and conditions agreed to by the Municipality and the Owner regarding occupancy of housing units identified in the Agreement;

AND WHEREAS Council has rezoned the property located at 1560 Grieve Avenue to a new Comprehensive Development Zone (CD-38) to enable the development of 16 residential units of which 15 are to be developed as below-market supportive rental units;

AND WHEREAS the Owner has offered to register a Housing Agreement to ensure that the housing units are developed as proposed on the Lands described in this Bylaw, and the Municipality has deemed it expedient to require the Owner to enter into a Housing Agreement with the Municipality pursuant to Section 483 of the *Local Government Act*;

Applicant: L'Arche Comox Valley (**Registered BC Society #S0030771**)

Location: 1560 Grieve Avenue

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

1. This Bylaw shall be cited as "Housing Agreement Bylaw No. 3117".
2. The Municipality is authorized to enter into Housing Agreements pursuant to Section 483 of the *Local Government Act*, in substantially the form attached to this Bylaw as Schedule "1" with respect to the land located in the City of Courtenay known as 1560 Grieve Avenue and more particularly known as:

Lot 14, Section 41, Comox District, Plan 9456 (1560 Grieve Avenue)

as shown on the map attached to this Bylaw as Appendix "A".

3. The Mayor and the Corporate Officer of the Municipality are authorized to execute the Housing Agreement on behalf of the Municipality.
4. This bylaw shall come into effect upon final adoption hereof.

Read a first time this [day] day of [month], [year]

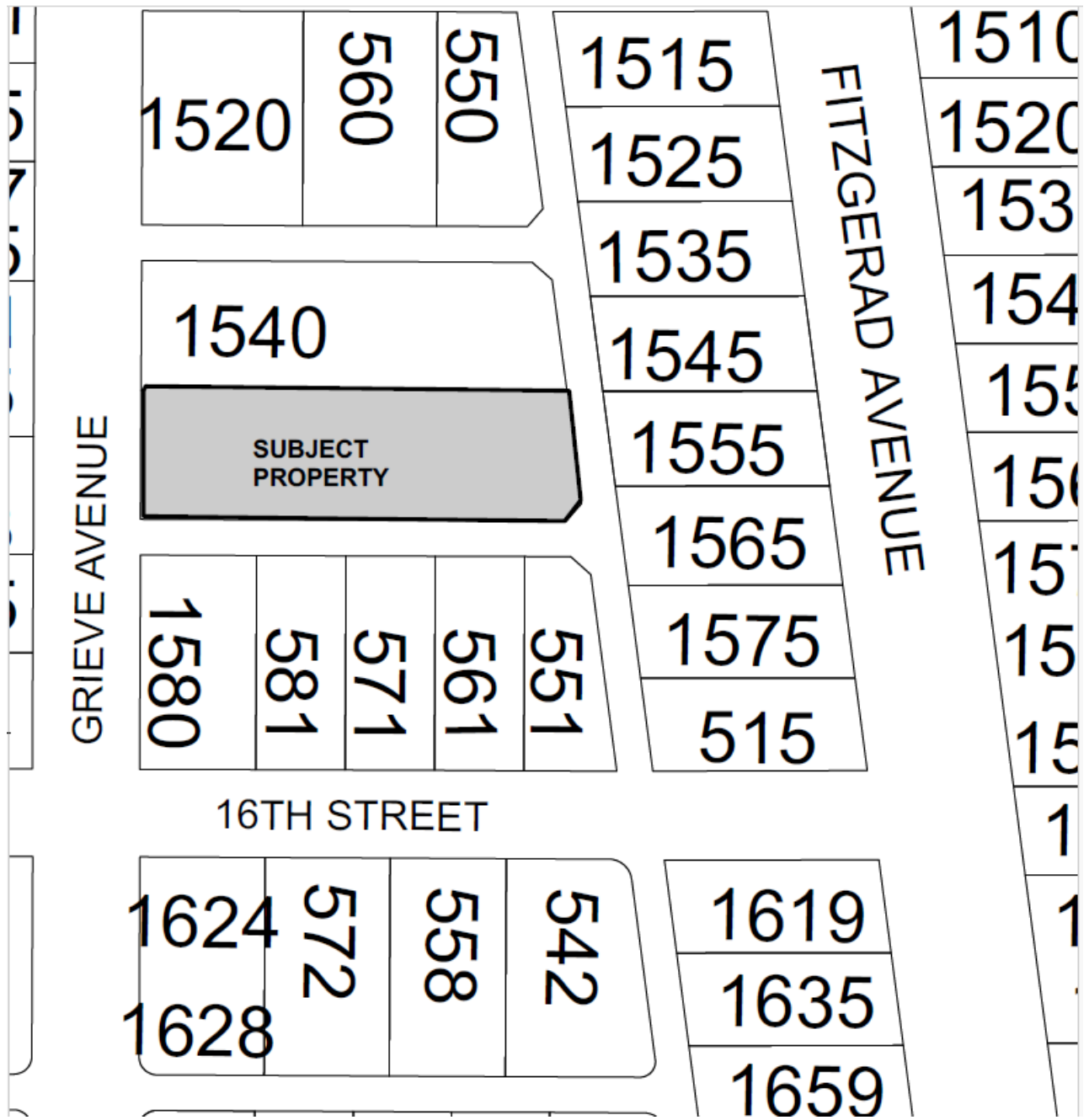
Read a second time this [day] day of [month], [year]

Read a third time this [day] day of [month], [year]

Adopted this [day] day of [month], [year]

Mayor Bob Wells

Corporate Officer Adriana Proton



Property Subject to Bylaw No. 3117:

Lot 14, Section 41, Comox District, Plan 9456

Schedule "1"
Housing Agreement



1. Application

LOGAN N. LAPOINTE, Barrister & Solicitor
Swift Dato LLP
201-467 Cumberland Road
Courtenay BC V9N 2C5
2503344461

46998

2. Description of Land

PID/Plan Number	Legal Description
005-307-422	LOT 14, SECTION 41, COMOX DISTRICT, PLAN 9456

3. Nature of Interest

Type	Number	Additional Information
COVENANT		S.219

4. Terms

Part 2 of this instrument consists of:

(b) Express Charge Terms Annexed as Part 2

5. Transferor(s)

L'ARCHE COMOX VALLEY INC., NO.S0030771

6. Transferee(s)

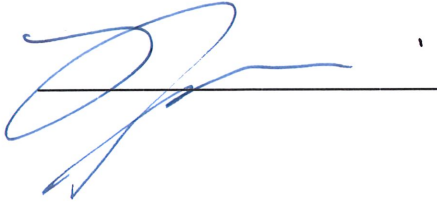
THE CORPORATION OF THE CITY OF COURTENAY
830 CLIFFE AVENUE
COURTENAY BC V9N 2J7

7. Additional or Modified Terms

8. Execution(s)

This instrument creates, assigns, modifies, enlarges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Witnessing Officer Signature



Execution Date

YYYY-MM-DD
2023-12-20

Transferor / Transferee / Party Signature(s)

L'ARCHE COMOX VALLEY INC.
By their Authorized Signatory


HOLLEE CARD

Officer Certification

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

Electronic Signature

Your electronic signature is a representation that you are a designate authorized to certify this document under section 168.4 of the *Land Title Act*, RSBC 1996 c.250, that you certify this document under section 168.41(4) of the act, and that an execution copy, or a true copy of that execution copy, is in your possession.



8. Execution(s)

This instrument creates, assigns, modifies, enlarges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Witnessing Officer Signature

Logan N. Lapointe
Barrister & Solicitor
Swift Datoos LLP
201-467 Cumberland Road
Courtenay BC V9N 2C5

Execution Date

YYYY-MM-DD

2023-12-20

Transferor / Transferee / Party Signature(s)
L'ARCHE COMOX VALLEY INC.
By their Authorized Signatory

HOLLEE CARD

Officer Certification

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

Witnessing Officer Signature

Execution Date

YYYY-MM-DD

Transferor / Transferee / Party Signature(s)
The Corporation of the City of Courtenay
By their Authorized Signatory

Name:

Name:

Officer Certification

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

Electronic Signature

Your electronic signature is a representation that you are a designate authorized to certify this document under section 168.4 of the *Land Title Act*, RSBC 1996 c.250, that you certify this document under section 168.41(4) of the act, and that an execution copy, or a true copy of that execution copy, is in your possession.

PART 2 – TERMS OF INSTRUMENT

HOUSING AGREEMENT AND COVENANT
(Section 483 *Local Government Act* and Section 219 *Land Title Act*)

THIS AGREEMENT made the _____ day of DECEMBER, 2023,

BETWEEN:

L'ARCHE COMOX VALLEY INC., S0030771,
having a business at 100 1465 GRIEVE AVENUE,
COURTENAY, BC V9N 9B9

(the “**Owner**”)

OF THE FIRST PART

AND:

THE CORPORATION OF THE CITY OF COURTENAY, a
municipal corporation under the *Community Charter* of the
Province of British Columbia, and having its City Offices at 830
Cliffe Avenue, Courtenay, B.C. V9N 2J7

(the “**City**”)

OF THE SECOND PART

WHEREAS:

- A. Section 483 of the *Local Government Act* permits the City to enter into and note on title to lands, housing agreements which may include, without limitation, conditions in respect to the form of tenure of housing units, availability of housing units to classes of persons, administration of housing units, and rent that may be charged for housing units;
- B. Section 219 of the *Land Title Act* permits the registration of a covenant of a positive or a negative nature in favour of the City in respect of the use of land and construction on land;
- C. The Owner is the owner of the Lands (as hereinafter defined);
- D. The City will consider adoption of Housing Agreement Bylaw No. 3117 authorizing the City to enter into this Agreement on the terms and conditions contained herein; and
- D. The Owner made an application to rezone the Lands from R-2 (Low Density Single Residential Dwelling or Duplex Zone) to CD-38 Comprehensive Development Zone (1560 Grieve Street) to permit the development of 6 buildings consisting of 16 residential dwelling units limited to 15 affordable rental units for adults with intellectual disabilities, 1 shared amenity building with 1 second floor caretaker rental

unit, and accessory buildings and structures which will be constructed in two phases.

- E. The Owner and the City wish to enter into this Agreement (as hereinafter defined) to provide long-term rental housing on the terms and conditions set out in this Agreement,

In consideration of \$10.00 and other good and valuable consideration (the receipt and sufficiency of which is acknowledged by both parties), and in consideration of the promises exchanged below, the Owner and the City covenant and agree pursuant to section 483 of the *Local Government Act* and section 219 of the *Land Title Act* as follows:

ARTICLE 1 DEFINITIONS AND INTERPRETATION

1.1 Definitions – In this Agreement, the following words have the following meanings:

- (a) “**Affordable Rental Units**” means the fifteen (15) self-contained Dwelling Units within the Development that are to be used and occupied in accordance with Article 2 of this Agreement for a rent charge of not more than the Permitted Rents in accordance with Schedule A of this Agreement;
- (b) “**Agreement**” means this agreement together with all Land Title Office forms, schedules, appendices, attachments and priority agreements attached hereto;
- (c) “**Caretaker Rental Unit**” means one (1) Dwelling Unit to be located on the second storey of the shared amenity building;
- (d) “**Daily Amount**” means \$100.00 per day as of January 1, 2024 adjusted annually thereafter by adding thereto an amount calculated by multiplying \$100.00 by the percentage change in the CPI since January 1, 2024, to January 1 of the year that a written notice is delivered to the Owner by the City pursuant to section 5.2 of this Agreement;
- (e) “**Dwelling Unit**” means a residential dwelling unit or units located or to be located on the Lands, and includes, where the context permits, an Affordable Rental Unit and a Caretaker Rental Unit;
- (f) “**Excess Charges**” means any amount of rent charged in respect of a tenancy of an Affordable Rental Unit that is in excess of Permitted Rent, plus any fees or charges of any nature whatsoever that are charged in respect of the tenancy of an Affordable Rental Unit that are not Permitted Tenant Charges, and includes all such amounts charged in respect of any tenancy since the commencement date of the Tenancy Agreement in question, irrespective of when the City renders an invoice in respect of Excess Charges;
- (g) “**Interpretation Act**” means the *Interpretation Act*, RSBC 1996, Chapter 238;
- (h) “**Lands**” means the following lands and premises situated in the City of Courtenay and any part, including a building or a portion of a building, into which said land is Subdivided:

Lot 14, Section 41, Comox District, Plan 9456, PID: 005307422;

- (i) “**Land Title Act**” means the *Land Title Act*, RSBC 1996, Chapter 250;
- (j) “**Local Government Act**” means the *Local Government Act*, RSBC 2015;
- (k) “**LTO**” means the Land Title and Survey Authority of British Columbia or its successor;
- (l) “**Owner**” means the party described on page 1 of this Agreement as the Owner and any subsequent owner of the Lands or of any part into which the Lands are Subdivided, and includes any person who is a registered owner in fee simple of a Dwelling Unit from time to time;
- (m) “**Real Estate Development Marketing Act**” means the *Real Estate Development Marketing Act*, SBC 2004, Chapter 41;
- (n) “**Permitted Rent**” means the maximum rent set out in Schedule A of this Agreement in respect of the Affordable Rental Units in question;
- (o) “**Permitted Tenant Charges**” means resident parking, typical monthly insurance premiums for tenant's household contents and third party liability insurance plus an amount equal to the average monthly charge for electricity supplied to all Dwelling Units on the lands by the B.C. Hydro and Power Authority based on electricity consumption over the previous twelve months only, and excludes without limitation any other amounts charged by the Owner from time to time in respect of any laundry, services or programs provided by or on behalf of the Owner and any other permitted charges as set out in section 3.1(c) whether or not such amounts are charged on a monthly or other basis to the Tenants;
- (p) “**Perpetuity**” means until such time as the Development is either lawfully demolished or substantially destroyed and not promptly rebuilt;
- (q) “**Phase 1**” means the first phase of the Development proposed to be constructed in phases, as more particularly set out in the plans attached hereto as Schedule “B”;
- (r) “**Residential Tenancy Act**” means the *Residential Tenancy Act*, SBC 2002, Chapter 78
- (s) “**Rezoning**” means the rezoning of the Lands as described in Recital D;
- (t) “**Strata Property Act**” means the *Strata Property Act*, S.B.C. 1998, Chapter 43;
- (u) “**Subdivide**” means to divide, apportion, consolidate or subdivide the Lands or any building on the Lands, or the ownership or right to possession or occupation of the Lands or any building on the Lands, into two or more lots, strata lots, parcels, parts, portions or shares, whether by plan, descriptive words or otherwise, under the *Land Title Act*, the *Strata Property Act*, or otherwise, and includes the creation, conversion, organization or development of “cooperative interests” or a “shared interest in land” as defined in the *Real Estate Development Marketing Act*;
- (v) “**Tenancy Agreement**” means a tenancy agreement, lease, license or other agreement granting rights to occupy a Dwelling Unit; and
- (w) “**Tenant**” means an occupant of a Dwelling Unit by way of a Tenancy

Agreement.

1.2 Interpretation – In this Agreement:

- (a) wherever the singular or masculine is used herein, the same shall be construed as meaning the plural, feminine or body corporate or politic, where the contents or parties so require.
- (b) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;
- (c) if a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings;
- (d) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;
- (e) reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted or replaced, unless otherwise expressly provided;
- (f) the provisions of section 25 of the *Interpretation Act* with respect to the calculation of time apply;
- (g) time is of the essence;
- (h) all provisions are to be interpreted as always speaking;
- (i) reference to a “party” is a reference to a party to this Agreement and to that party’s respective successors, assigns, trustees, administrators and receivers. Wherever the context so requires, reference to a “party” also includes a Tenant, agent, officer and invitee of the party;
- (j) reference to a “day”, “month”, or “year” is a reference to a calendar day, calendar month, calendar or calendar year, as the case may be, unless otherwise expressly provided; and
- (k) where the word “including” is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word “including”.

ARTICLE 2 USE AND CONSTRUCTION OF LANDS AND DWELLING UNITS

2.1 Use and Construction of Lands – The Owner covenants and agrees that:

- (a) the Lands will not be developed and no building or structure will be constructed or used on the Lands unless as part of the development, construction, or use of any such building or structure, the Owner also designs and constructs to completion, in accordance with a building permit issued by the City, any development permit issued by the City and, if applicable, any rezoning consideration applicable to the development on the Lands, the Affordable Rental Units, and the Caretaker Rental Unit; and

- (b) notwithstanding that the Owner may be otherwise entitled, the Owner shall not occupy or permit to be occupied any Dwelling Unit on the Lands unless the Owner has:
- (i) constructed the Affordable Rental Units in alignment with Phase 1 and in accordance with this Agreement; and
 - (ii) all of the Affordable Rental Units are ready for occupancy in accordance with all applicable laws, regulations and bylaws; and
 - (iii) delivered to the Director, Development Services, a final rent roll confirming the rents to be charged to the first occupants of the Phase 1 Affordable Rental Units; and

without limiting the general scope of section 6.4 and 6.5, the Owner does hereby waive, remise and release absolutely any and all claims against the City and City Personnel for any Losses that may derive from the withholding occupancy until there is compliance with the provisions of this section 2.1.

2.2 Use of Affordable Rental Units – The Owner agrees covenants and agrees that in Perpetuity, following the occupancy of the building, Tenants of the Affordable Rental Units must not be charged rent in excess of the Permitted Rent, excluding Permitted Tenant Charges.

2.3 Operation of Dwelling Units – The Owner agrees to operate the Dwelling Units only as rental units subject to the *Residential Tenancy Act*.

2.4 Short-term Rentals Prohibited – The Owner agrees that no Dwelling Unit may be rented to any Tenant for a term of less than one (1) year.

2.5 No Subdivision to Allow Separate Sale – The Owner must not, without the prior approval of the City Council, Subdivide the Lands or stratify a building containing a Dwelling Unit or transfer an interest in land to a Dwelling Unit to any other person. Without limitation, the Owner acknowledges that the City will not support applications for stratification or Subdivision of any buildings on the Lands in any manner that would allow the Dwelling Units to be sold independently of each other.

2.6 City Authorized to Make Inquiries – The Owner hereby irrevocably authorizes the City to make such inquiries as it considers necessary in order to confirm that the Owner is complying with this Agreement.

2.7 Expiry of Housing Agreement – Upon expiry, the Owner may provide to the City a discharge of this Agreement, which the City shall execute and return to the Owner for filing in the Land Title Office.

ARTICLE 3 OCCUPANCY OF AFFORDABLE RENTAL UNITS

3.1 Occupancy of Affordable Rental Units – The Owner must not rent, lease, license or

otherwise permit any use or occupancy of any Affordable Rental Unit except in accordance with the following additional conditions:

- (a) the Affordable Rental Unit will be used or occupied only pursuant to a Tenancy Agreement;
- (b) the monthly rent payable by a Tenant for the right to occupy an Affordable Rental Unit must not exceed the Permitted Rent;
- (c) the Owner will not require the Tenant or any permitted occupant to pay any extra charges or fees for use of any facilities or amenities, or for sanitary sewer, storm sewer, water, other utilities (other than electricity), or property or similar tax;
- (d) the Owner will attach a copy of this Agreement to every Tenancy Agreement;
- (e) the Owner will include in the Tenancy Agreement a clause requiring the Tenant and each permitted occupant of the Affordable Rental Unit to comply with this Agreement;
- (f) the Owner will include in the Tenancy Agreement a clause entitling the Owner to terminate the Tenancy Agreement if:
 - (i) an Affordable Rental Unit is occupied by a person or persons other than the Tenant;
 - (ii) the Affordable Rental Unit is occupied by more than the number of people the City's building inspector determines can reside in the Affordable Rental Unit given the number and size of bedrooms in the Affordable Rental Unit and in light of any relevant standards set by the City in any bylaws of the City;
 - (iii) the Affordable Rental Unit remains vacant for three (3) consecutive months or longer, notwithstanding the timely payment of rent;
 - (iv) the Tenant fails to pay rent when due in accordance with the Tenancy Agreement and the *Residential Tenancy Act*; and/or
 - (v) the Owner is entitled, for any reason, to terminate the Tenancy Agreement in accordance with the Tenancy Agreement and the *Residential Tenancy Act*,

and in the case of each breach, the Owner hereby agrees with the City to forthwith provide to the Tenant a notice of termination. The notice of termination shall provide that the termination of the tenancy shall be effective thirty (30) days following the date of the notice of termination;

- (g) the Tenancy Agreement will identify all occupants of the Affordable Rental Unit and will stipulate that anyone not identified in the Tenancy Agreement will be prohibited from residing at the Affordable Rental Unit for more than thirty (30) consecutive days or more than forty-five (45) days total in any calendar year; and
- (h) the Owner will forthwith deliver a certified true copy of the Tenancy

Agreement to the City upon demand subject to the *Residential Tenancy Act*.

- 3.2 Tenant to Vacate Rental Unit Upon Termination** – If the Owner has terminated the Tenancy Agreement, then the Owner shall use best efforts to cause the Tenant and all other persons that may be in occupation of the Affordable Rental Unit to vacate the Affordable Rental Unit on or before the effective date of termination subject to the *Residential Tenancy Act*.
- 3.3 No Separate Sale** – The Owner covenants with the City that the Owner will not sell or transfer, or agree to sell or transfer, any interest in any building on the Lands containing an Affordable Rental Unit other than a full interest in the title to all Dwellings Units, and to a person that will continue to ensure that all Affordable Rental Units are available for rental in accordance with this Agreement.
- 3.4 Rental Tenure** – Rental tenure in accordance with this Agreement will be guaranteed in Perpetuity for the Affordable Rental Units.

ARTICLE 4 DEMOLITION OF DWELLING UNIT

- 4.1 Demolition** – The Owner will not demolish a Dwelling Unit unless:
- (a) the Owner has obtained the written opinion of a professional engineer or architect who is at arm's length to the Owner that it is no longer reasonable or practical to repair or replace any structural component of the Dwelling Unit, and the Owner has delivered to the City a copy of the engineer's or architect's report; or
 - (b) the Dwelling Unit is damaged or destroyed, to the extent of 40% or more of its value above its foundations, as determined by the City, in its sole discretion,
- and, in each case, a demolition permit for the Dwelling Unit has been issued by the City and the Dwelling Unit has been demolished under that permit.

ARTICLE 5 DEFAULT AND REMEDIES

- 5.1 Payment of Excess Charges** – The Owner agrees that, in addition to any other remedies available to the City under this Agreement or at law or in equity, if a Dwelling Unit is used or occupied in breach of this Agreement, if an Dwelling Unit is rented at a rate in excess of the Permitted Rent or the Owner imposes in respect of any tenancy of a Dwelling Unit any fee or charge of whatsoever nature other than Permitted Tenant Charges, the Owner will pay the Excess Charges to the City. The Excess Charges are due and payable five (5) business days following receipt by the Owner of an invoice from the City for the same.
- 5.2 Payment of Daily Amount** – The Owner agrees that, in addition to any other remedies available to the City under this Agreement or at law or in equity, if a Dwelling Unit is used or occupied in breach of this Agreement, or the Owner is otherwise in breach of

any of its obligations under this Agreement, the Owner will pay the Daily Amount to the City for every day that the breach continues after forty-five (45) days' written notice from the City to the Owner stating the particulars of the breach. In the absence of obvious error or mistake, any calculation by the City of the Daily Amount in any particular year shall be final and conclusive. The Daily Amount is due and payable five (5) business days following receipt by the Owner of an invoice from the City for the same.

- 5.3 Rent Charge** – The Owner hereby grants to the City a perpetual rent charge against the Lands securing payment by the Owner to the City of any amount payable by the Owner pursuant to section 5.2 of this Agreement. The Owner agrees that the City, at its option, may enforce payment of such outstanding amount in a court of competent jurisdiction as a contract debt, by an action for and order for sale, by proceedings for the appointment of a receiver, or in any other method available to the City at law or in equity. This rent charge is created both under section 219(6)(b) of the *Land Title Act* as an integral part of the statutory covenant created by this Agreement and as a fee simple rent charge at common law. Enforcement of this rent charge by the City does not limit, or prevent the City from enforcing, any other remedy or right the City may have against the Owner.

ARTICLE 6 MISCELLANEOUS

- 6.1 Housing Agreement** – The Owner acknowledges and agrees that:
- (a) this Agreement includes a housing agreement entered into under section 483 of the *Local Government Act* and a covenant under section 219 of the *Land Title Act*;
 - (b) the Owner will, at its sole cost register, this Agreement in the LTO as a Covenant pursuant to section 219 of the *Land Title Act* and the City will cause to be registered a notice pursuant to section 483 of the *Local Government Act* against the title to the Lands.
- 6.2 Modification** – this Agreement may be modified or amended from time to time, by consent of the Owner and a bylaw duly passed by the Council of the City and thereafter if it is signed by the City and the Owner.
- 6.3 Management** – The Owner covenants and agrees that it will furnish good and efficient management of the Dwelling Units, that all Dwelling Units will be managed by the same manager and that the Owner will permit representatives of the City to inspect the Dwelling Units at any reasonable time, subject to the notice provisions in the *Residential Tenancy Act*. The Owner further covenants and agrees that it will maintain the Dwelling Units in a good state of repair and fit for habitation and will comply with all laws, including health and safety standards applicable to the Lands. Notwithstanding the foregoing, the Owner acknowledges and agrees that the City, acting reasonably, may require the Owner, at the Owner's expense, to hire a person or company with the skill and expertise to manage the Dwelling Units.

- 6.4 Indemnity** – The Owner will indemnify and save harmless the City and each of its elected officials, officers, directors, and agents, and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, actions, loss, damage, costs and liabilities, which all or any of them will or may be liable for or suffer or incur or be put to by reason of or arising out of:
- (a) any negligent act or omission of the Owner, or its officers, directors, agents, contractors or other persons for whom at law the Owner is responsible relating to this Agreement;
 - (b) the construction, maintenance, repair, ownership, lease, license, operation, management or financing of the Lands or any Dwelling Unit or the enforcement of any Tenancy Agreement; or
 - (c) without limitation, any legal or equitable wrong on the part of the Owner or any breach of this Agreement by the Owner.
- 6.5 Release** – The Owner hereby releases and forever discharges the City and each of its elected officials, officers, directors, and agents, and its and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, damages, actions, or causes of action by reason of or arising out of or which would or could not occur but for the:
- (a) construction, maintenance, repair, ownership, lease, license, operation or management of the Lands or any Dwelling Unit under this Agreement; or
 - (b) the exercise by the City of any of its rights under this Agreement.
- 6.6 Survival** – The indemnity and release set out in this Agreement will survive termination or discharge of this Agreement.
- 6.7 Priority** – The Owner will do everything necessary, at the Owner’s expense, to ensure that this Agreement will be noted and registered against title to the Lands in priority to all financial charges and financial encumbrances which may have been registered or are pending registration against title to the Lands save and except those specifically approved in advance in writing by the City or in favour of the City, and that a notice under section 483(5) of the *Local Government Act* will be filed on the title to the Lands.
- 6.8 City’s Powers Unaffected** – This Agreement does not:
- (a) affect, fetter or limit the discretion, rights, duties or powers of the City under any enactment or at common law, including in relation to the use or Subdivision of the Lands;
 - (b) impose on the City any legal duty or obligation, including any duty of care or contractual or other legal duty or obligation, to enforce this Agreement;

- (c) affect or limit any enactment relating to the use or Subdivision of the Lands; or
- (d) relieve the Owner from complying with any enactment, including in relation to the use or Subdivision of the Lands.

6.9 Agreement for Benefit of City Only – The Owner and the City agree that:

- (a) this Agreement is entered into only for the benefit of the City;
- (b) this Agreement is not intended to protect the interests of the Owner, any Tenant, or any future owner, lessee, occupier or user of the Lands or the building or any portion thereof, including any Dwelling Unit; and
- (c) the City may at any time execute a release and discharge of this Agreement, without liability to anyone for doing so, and without obtaining the consent of the Owner.

6.10 No Public Law Duty – Where the City is required or permitted by this Agreement to form an opinion, exercise a discretion, express satisfaction, make a determination or give its consent, the Owner agrees that the City is under no public law duty of fairness or natural justice in that regard and agrees that the City may do any of those things in the same manner as if it were a private party and not a public body.

6.11 Notice – Any notice required to be served or given to a party herein pursuant to this Agreement will be sufficiently served or given if delivered, to the postal address of the Owner set out in the records at the LTO, and in the case of the City addressed to:

City of Courtenay
830 Cliffe Avenue, Courtenay, B.C. V9N 2J7
Attention: Director of Development Services

or to the most recent postal address provided in a written notice given by each of the parties to the other. Any notice which is delivered is to be considered to have been given on the first day after it is dispatched for delivery.

6.12 Enuring Effect – This Agreement will extend to and be binding upon and enure to the benefit of the parties hereto and their respective successors and permitted assigns.

6.13 Severability – If any provision of this Agreement is found to be invalid or unenforceable, such provision or any part thereof will be severed from this Agreement and the resultant remainder of this Agreement will remain in full force and effect.

6.14 Waiver – All remedies of the City will be cumulative and may be exercised by the City in any order or concurrently in case of any breach and each remedy may be exercised any number of times with respect to each breach. Waiver of or delay in the City exercising any or all remedies will not prevent the later exercise of any remedy for the same breach or any similar or different breach.

6.15 Whole Agreement – This Agreement, and any documents signed by the Owner

contemplated by this Agreement, represent the whole agreement between the City and the Owner respecting the use and occupation of the Dwelling Unit, and there are no warranties, representations, conditions or collateral agreements made by the City except as set forth in or contemplated by this Agreement.

- 6.16 Further Assurance** – Upon request by the City the Owner will forthwith do such acts and execute such documents as may be reasonably necessary in the opinion of the City to give effect to this Agreement.
- 6.17 Agreement Runs with Lands** – This Agreement burdens and runs with the Lands and every parcel into which it is Subdivided in perpetuity. All of the covenants and agreements contained in this Agreement are made by the Owner for itself, its personal administrators, successors and assigns, and all persons who after the date of this Agreement acquire an interest in the Lands.
- 6.18 Equitable Remedies** – The Owner acknowledges and agrees that damages would be an inadequate remedy for the City for any breach of this Agreement and that the public interest strongly favours specific performance, injunctive relief (mandatory or otherwise), or other equitable relief, as the only adequate remedy for a default under this Agreement.
- 6.19 No Joint Venture** – Nothing in this Agreement will constitute the Owner as the agent, joint venturer, or partner of the City or give the Owner any authority to bind the City in any way.
- 6.20 Applicable Law** – The laws of British Columbia (including, without limitation, the *Residential Tenancy Act*) will apply to this Agreement and all statutes referred to herein are enactments of the Province of British Columbia.
- 6.21 Deed and Contract** – By executing and delivering this Agreement the Owner intends to create both a contract and a deed executed and delivered under seal.
- 6.22 Joint and Several** – If the Owner is comprised of more than one person, firm or body corporate, then the covenants, agreements and obligations of the Owner shall be joint and several.
- 6.23 Limitation on Owner's Obligations** – The Owner is only liable for breaches of this Agreement that occur while the Owner is the registered owner of the Lands provided however that notwithstanding that the Owner is no longer the registered owner of the Lands, the Owner will remain liable for breaches of this Agreement that occurred while the Owner was the registered owner of the Lands.

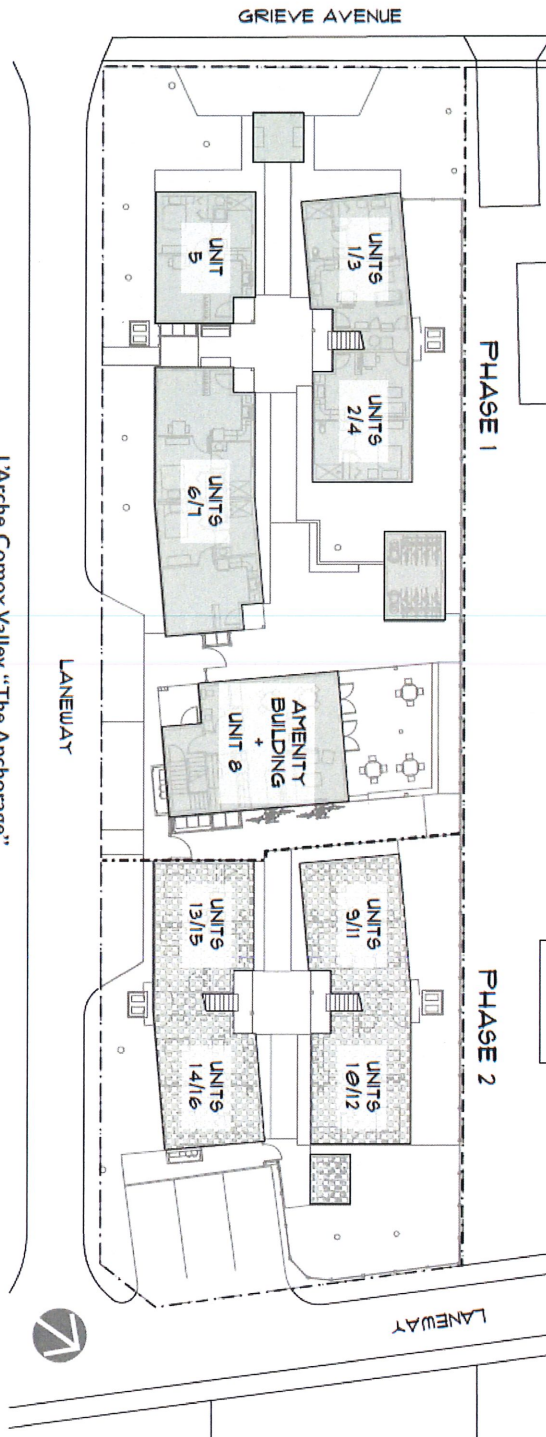
IN WITNESS WHEREOF the parties hereto have executed this Agreement on the *Land Title Act* Form C and D which is attached to and forms part of this Agreement.

Schedule A

PERMITTED RENT

“Dwelling Units”		
Unit Type	Affordable Rental Unit	Caretaker Rental Unit
Base Rent in perpetuity following the occupancy of the building	30% below the Market Rate for the Courtenay (CY) Census Subdivision (CSD) as determined by Canadian Mortgage and Housing Corporation (CMHC) from time to time.	No maximum.

Schedule B Site and Phase Plans



Phase One	Phase Two
Unit 1 ground level	Unit 9 ground level
Unit 2 ground level	Unit 10 ground level
Unit 3 upper level	Unit 11 upper level
Unit 4 upper level	Unit 12 upper level
Unit 5 ground level	Unit 13 ground level
Unit 6 ground level	Unit 14 ground level
Unit 7 ground level	Unit 15 upper level
Unit 8 upper level in amenity building	Unit 16 upper level

All units one bedroom. Size range 41m² - 47m². Zone CD-38



Prepared for L'Arche Comox Valley by
Commonhouse Design Inc
212-2459 Cousins Avenue
Courtenay BC V9N3N6
December 14, 2023

THE CORPORATION OF THE CITY OF COURTENAY
BYLAW NO. 3118

A Bylaw of the Corporation of the City of Courtenay to waive Development Cost Charges for Non-Profit Affordable Rental Housing

WHEREAS the Council may, under section 563 of the *Local Government Act*, permit a local government to waive or reduce a development cost charge by bylaw for certain classes of eligible developments, including not-for-profit and for-profit rental housing.

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

1. This Bylaw shall be known and cited for all purposes as “City of Courtenay Development Cost Charges Waiver (Affordable Housing) Bylaw No. 3118”.
2. Development Cost Charges shall be reduced by 100% for that portion of a development which provides Non-Profit Affordable Rental Housing, provided that the Non-Profit Affordable Rental Housing:
 - (a) May be secured through a zoning restriction; and
 - (b) Is secured through a covenant on title which restricts the use of that portion of the applicable development class for the life of that portion of the building.
3. “Non-Profit Affordable Rental Housing” is defined as housing that is owned and/or operated by a registered non-profit society and that is subject to a covenant registered to title to the satisfaction of the Director of Development Services.
4. In future, should any of the units for which DCCs were waived or reduced be considered for stratification, the waived or reduced fees would become due and payable at the then current rate.
5. This bylaw will come into force on the day of its adoption.
6. This bylaw is deemed to expire and shall have no effect after June 1, 2027.
7. If any part, paragraph or phrase in this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, that portion shall be severed and the remainder of this bylaw shall continue in force.

READ A FIRST TIME this 6th day of December, 2023

READ A SECOND TIME this 6th day of December, 2023

READ A THIRD TIME this 6th day of December, 2023

ADOPTED this ____ day of _____, 2024

Mayor Bob Wells

Adriana Proton, Corporate Officer



The Corporation of the City of Courtenay

Staff Report

To: Council

File No.: 6630-01

From: Director of Development Services

Date: January 10, 2024

Subject: Mansfield Lift Station Latecomer Agreement Bylaw No. 3119

PURPOSE:

For Council to consider administrative amendments to Mansfield Lift Station Latecomer Agreement Bylaw NO. 3119 and rescind third reading given on December 6, 2023 and reconsider third reading of Mansfield Lift Station Latecomer Agreement Bylaw No. 3119.

BACKGROUND:

Council gave first, second and third reading of Mansfield Lift Station Latecomer Agreement No. 3119 on December 6, 2023. Staff have identified some administrative errors to the Bylaw and are recommending rescinding third reading of Mansfield Lift Station Latecomer Agreement Bylaw No. 3119, and Council reconsider third reading of Mansfield Lift Station Latecomer Agreement Bylaw No. 3119, as amended.

DISCUSSION:

The following administrative amendments have been done to Bylaw No. 3119:

- The Title has been amended to add “Mansfield Lift Station Latecomer Agreement “before Bylaw No. 3119.
- The purpose of the bylaw has been completed to add “Mansfield Lift Station” after in relation to.
- The Citation has removed “The Municipality Excess or Extender Services latecomer Fee” and replaced with “Mansfield Lift Station Latecomer Agreement” before Bylaw No. 3119, 2023.
- Under Latecomer Charges (5) in the bylaw the description of Bylaw No. 2005 has been amended to read “The Interest Charges on Latecomer Payments Bylaw No. 2005, 1997”.
- Under interpretation in the latecomer agreement, 1 (d) added “Except Air Space Parcel Plan EPP91977 and amended Schedule D of the agreement.
- Schedule A of the Bylaw has been amended to add “Except Air Space Parcel Plan EPP91977.
- Schedule A of Bylaw and Schedule D of the Latecomer agreement have been amended to reflect the full legal description of Parcel 5 and not the truncated version, the amendment reads as:

“LOT D, DISTRICT LOT 82, COMOX DISTRICT, PLAN 2119, EXCEPT THOSE PARTS DESCRIBED AS COMMENCING AT A POINT IN THE NORTH WESTERLY BOUNDARY OF SAID LOT DISTANT 157 FEET FROM THE MOST WESTERLY CORNER OF SAID LOT, THENCE SOUTH EASTERLY AT RIGHT ANGLES A DISTANCE OF 80 FEET, THENCE NORTH EASTERLY AND PARALLEL TO THE SAID NORTH WESTERLY BOUNDARY TO AN INTERSECTION WITH HIGH WATER MARK OF COMOX HARBOUR, THENCE NORTH WESTERLY ALONG THE SAID HIGH WATER MARK TO AN INTERSECTION WITH THE SAID NORTH WESTERLY BOUNDARY, THENCE SOUTH WESTERLY ALONG THE SAID NORTH WESTERLY BOUNDARY AND PRODUCTIONS THEREOF TO THE POINT OF COMMENCEMENT”

OPTIONS:

1. THAT Council rescind third reading of Mansfield Lift Station Latecomer Agreement Bylaw No. 3119; and

THAT Council give third reading to Mansfield Lift Station Latecomer Agreement Bylaw No. 3119 as amended.

2. THAT Council provide alternative direction to staff.
3. THAT Council not proceed.

ATTACHMENTS:

1. Mansfield Lift Station Latecomer Agreement Bylaw No. 3119 as amended
2. Attachments to Mansfield Lift Station Latecomer Agreement Bylaw No. 3119 as amended

Prepared by: Marianne Wade, Director of Development Services
Reviewed by: Geoff Garbutt, M.Pl., MCIP, RPP, City Manager (CAO)
Concurrence: Geoff Garbutt, M.Pl., MCIP, RPP, City Manager (CAO)

City of Courtenay
Mansfield Lift Station Latecomer Agreement
BYLAW NO. 3119, 2023

A bylaw to impose latecomer charges in relation to Mansfield Lift Station

WHEREAS pursuant to Section 507 of the *Local Government Act*, RSBC 2005, c 1, as amended, the Municipality considers the cost of certain excess or extended services to be excessive and the owner(s) of a leasehold interest in certain lands that are proposed to be developed has agreed to complete the excess or extended services;

AND WHEREAS pursuant to Section 508 of the *Local Government Act*, the Board of the Municipality may, by bylaw, impose a latecomer charge as a condition of connecting to or using an excess or extended service;

NOW THEREFORE, the Council for the Municipality in open meeting assembled enacts as follows:

CITATION

1. This Bylaw may be cited as the **“The Mansfield Lift Station Latecomer Agreement Bylaw No. 3119, 2023”**.

LATECOMER CHARGES

2. In this Bylaw:
 - (a) **“Benefitting Lands”** means those lands and premises shown in Schedule “A”;
 - (b) **“Excess Services Amount”** means the cost of constructing the Excess or Extended Services as set out in Schedule “B”;
 - (c) **“Excess or Extended Services”** means those civil works and services, including but not limited to the upgrading of the Mansfield Lift Station capacity for sanitary services, which after completion will provide access or services to the Benefitting Lands;
 - (d) **“Latecomer”** means a user, lessee, licensee, or other person who conducts an activity on the Benefitting Lands with the direct or indirect

consent or permission of the Municipality, and who is required to or wishes to connect to or use the Excess or Extended Services

- (e) **“Latecomer Agreement”** means the Agreement entered into between the Municipality and the Developer, effective [DATE], a copy of which is attached hereto as Schedule “C”; and
 - (f) **Latecomer Charges”** means the proportionate share of the Excess Services Amount, based on the size the Benefitting Lands, to be paid by a Latecomer as a condition of connecting to or using the Excess or Extended Services, which for convenience have been set out in the table attached as Schedule “D”, subject any adjustments in accordance with the Latecomer Agreement.
3. The Municipality hereby imposes Latecomer Charges on every Latecomer as a condition of any land in the Benefitting Area connecting to or using the Excess or Extended Services.
 4. The Latecomer Charges are due and payable on request by a person to connect or to use the Excess or Extended Services.
 5. Any Excess Services Amount that remains unpaid from the date of substantial completion as defined in the Latecomer Agreement will accrue interest annually pursuant to *“The Interest Charges on Latecomer Payments Bylaw No.2005, 1997”*.

EFFECTIVE DATE

This bylaw shall come into full force and effect and be binding on all persons as and from the date of adoption.

Read a FIRST and SECOND TIME **this 6th day of December, 2023.**

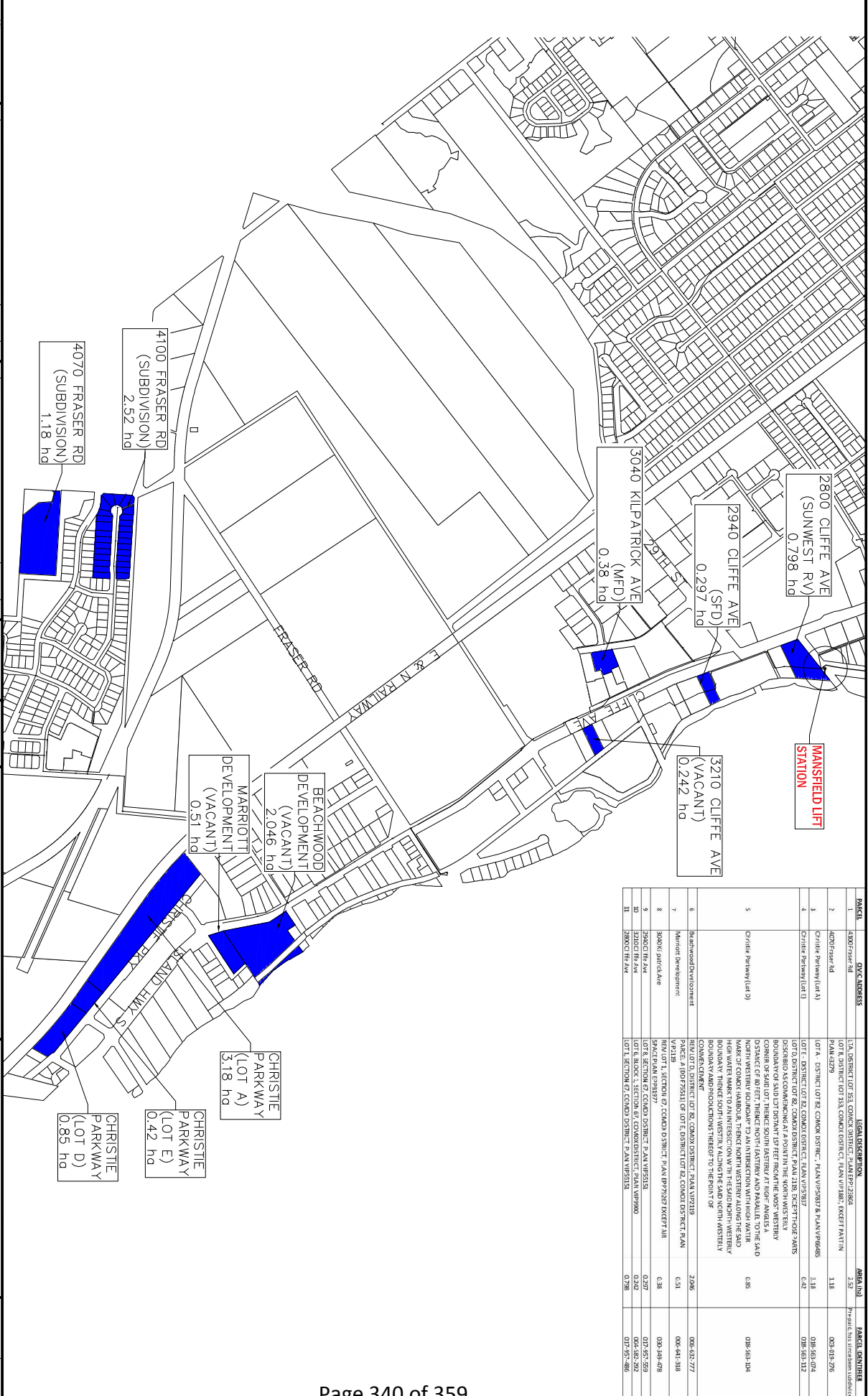
Third Reading as Amended **this day of , 2024**

ADOPTED **this day of , 2024.**

Mayor

Corporate Officer

Schedule "A"
Benefitting Lands



PARCEL	OWNER ADDRESS	LEGAL DESCRIPTION	AREA (HA)	PARCEL NUMBER
1	400 Fraser Rd	1/4 DISTRICT OF 153, CONDO DISTRICT PLAN P19723801 PLAN A-2270	2.52	085-553-276
2	4070 Fraser Rd	1/4 DISTRICT OF 153, CONDO DISTRICT PLAN P19723801 EXCEPT 1/4 SECTION 11	1.18	085-553-276
3	Christie Parkway (Lot A)	LOT A, DISTRICT OF 153, CONDO DISTRICT PLAN P19723801 & PLAN P1968685	3.18	085-553-074
4	Christie Parkway (Lot E)	LOT E, DISTRICT OF 153, CONDO DISTRICT PLAN P19723801 & PLAN P1968685	0.42	085-553-112
5	Christie Parkway (Lot D)	LOT D, DISTRICT OF 153, CONDO DISTRICT PLAN P19723801 & PLAN P1968685 BOUNDARY OF SAID LOT DISTANT 157 METERS FROM THE MOST WESTERN CORNER OF SAID LOT, THERE SHOWN EASTWARD AT RIGHT ANGLES A DISTANCE OF 80 METERS, THENCE NORTH EASTWARD AND PARALLEL TO THE SAID NORTH WESTERN BOUNDARY 73.41 METERS TO THE INTERSECTION OF SAID LOT WITH THE HIGHWAY MARKED TO AN INTERSECTION WITH THE SAID NORTH WESTERN BOUNDARY, THENCE SOUTH WESTWARD ALONG THE SAID NORTH WESTERN BOUNDARY AND PRODUCTIONS THEREOF TO THE POINT OF COMMENCEMENT DISTRICT OF 153, CONDO DISTRICT PLAN P19723801	0.85	085-553-104
6	Beachwood Development	PARCELA 1007555107 OF 1075, CONDO DISTRICT PLAN P19723801	2.046	085-553-777
7	Mariott Development	PARCELA 1007555107 OF 1075, CONDO DISTRICT PLAN P19723801	0.51	085-553-318
8	3040 Kilpatrick Ave	REVISED LOT 1, SECTION 27, CONDO DISTRICT PLAN P19723801 EXCEPT 1/4 SECTION 11	0.38	085-553-428
9	3040 Kilpatrick Ave	SPARE PLAN P19723801	0.38	085-553-428
10	3210 Cliff Ave	LOT 1, SECTION 27, CONDO DISTRICT PLAN P19723801	0.242	085-553-292
11	3210 Cliff Ave	LOT 1, SECTION 27, CONDO DISTRICT PLAN P19723801	0.242	085-553-292

DATE	DESCRIPTION	BY	SCALE
2024-01-08	08B	ECI	1/4" = 1'
2024-01-08	08B	ECI	1/4" = 1'
2024-01-08	08B	ECI	1/4" = 1'

DATE	DESCRIPTION	BY	SCALE
2024-01-08	08B	ECI	1/4" = 1'
2024-01-08	08B	ECI	1/4" = 1'
2024-01-08	08B	ECI	1/4" = 1'

WEDLER ENGINEERING

1111 WESTERN AVENUE
 SUITE 200
 WILSONVILLE, OR 97150
 503.686.9199
 www.wedler.com

NEPORT VILLAGE DEVELOPMENTS LTD.
 V17-0273D/
 COMPANY, BC
 BENEFITING PROPERTIES OVERVIEW

DRAWING NO. V17-0273D/A-01
 SHEET 1 OF 1
 DATE 2024-01-08

Schedule "B"
Excess Services Amount



**Mansfield Sanitary Lift Station Upgrade
COSTS SUMMARY**

DRAFT - TO BE FINALIZED UPON RECEIVING UPDATED MODELING AND INVOICING

Client: Newport Village Courtenay Developments Ltd.
 Project: Mansfield Lift Station Upgrades
 Project #: V17-0273/D - Latecomer Agreement

Date: 30-Oct-23
 By: GKB

SUMMARY OF ENGINEERING COSTS (no taxes)

Description	Wedler Engineering LLP	Watanabe Engineering Ltd.	Kerr Wood Leidal Associates Ltd	GMA Consulting Ltd.	TOTAL	%
Mansfield Lift Station Upgrades	\$ 41,864.25	\$ 14,595.00	\$ 9,485.91	\$ 102,610.00	\$ 168,555.16	25%
Total	\$ 41,864.25	\$ 14,595.00	\$ 9,485.91	\$ 102,610.00	\$ 168,555.16	25%

¹Wedler Engineering fees have been separated in accordance with actual construction percentages

SUMMARY OF CONSTRUCTION COSTS (no taxes)

Description	Duplex	GMA Consulting	TOTAL	%
Mansfield Lift Station Upgrades	\$ 120,000.00	\$ 335,926.32	\$ 455,926.32	67%
Total	\$ 120,000.00	\$ 335,926.32	\$ 455,926.32	67%

SUMMARY OF LEGAL AND FINANCING COSTS (no taxes)

Description	XXXXXXX - Contingency Allowance for Legal Fees	XXXXXXX - Contingency For Construction Financing	TOTAL	%
Mansfield Lift Station Upgrades	\$ 10,000.00	\$ 42,000.00	\$ 52,000.00	8%
Total	\$ 10,000.00	\$ 42,000.00	\$ 52,000.00	8%

SUMMARY OF INVOICED COST (no taxes)

Description	Total Cost
Mansfield Lift Station Upgrades	\$ 676,481.48

NOTE:

- ALL COSTS ARE PRELIMINARY - WEDLER ENGINEERING TO REVIEW AND CERTIFIED INVOICING PRIOR TO FINALIZING
- Interest at the rate of **5% per annum**(To be confirmed) will accrue from the date costs are incurred as per Latecomer Agreement administered by City of Courtenay.



Mansfield Sanitary Lift Station Upgrade Invoice Breakdown

Date: 2023-10-30
By: GKB

Client: Newport
Project: Mansfield LS Latecomers Agreement
Project #: V17-0273/D

Mansfield LS Invoicing Summary

Engineering Fees - Wedler Engineering LLP

Company	Invoice Number	Invoice Date	JE#	Disbursements	Amount (\$) w/o tax	Amount (\$) w/ tax	Stage of Work	Notes
Wedler Engineering LLP	65541	31-Mar-21		\$ -	\$ 1,820.00	\$ 1,911.00	Pre-design	Extra Work: . Review Mansfield sanitary lift station upgrade options
Wedler Engineering LLP	65961	10-Apr-21		\$ -	\$ 916.25	\$ 962.06	Pre-design	Extra Work: . Review Mansfield sanitary lift station upgrade options
Wedler Engineering LLP	66248	08-May-21		\$ -	\$ 747.50	\$ 784.88	Pre-design	Extra Work: . Review Mansfield sanitary lift station upgrade options
Wedler Engineering LLP	66359	05-Jun-21		\$ -	\$ 7,189.25	\$ 7,548.71	Preliminary Design	Extra Work: . Fees associated with design of Mansfield sanitary lift station upgrade
Wedler Engineering LLP	66622	03-Jul-21		\$ -	\$ 5,552.50	\$ 5,830.13	Detail Design	
Wedler Engineering LLP	66929	31-Jul-21		\$ -	\$ 1,930.00	\$ 2,026.50	Detail Design	
Wedler Engineering LLP	67171	28-Aug-21		\$ -	\$ 195.00	\$ 204.75	Tender Services	
Wedler Engineering LLP	67565	25-Sep-21		\$ -	\$ 845.00	\$ 887.25	Tender Services	
Wedler Engineering LLP	69034	12-Feb-22		\$ -	\$ 552.50	\$ 580.13	Tender Services	
Wedler Engineering LLP	69237	12-Mar-22		\$ -	\$ 552.50	\$ 580.13	Approvals/Permits	
Wedler Engineering LLP	69586	09-Apr-22		\$ -	\$ 515.00	\$ 540.75	Tender Services	
Wedler Engineering LLP	69890	07-May-22		\$ -	\$ 347.50	\$ 364.88	Construction Services	
Wedler Engineering LLP	70294	04-Jun-22		\$ -	\$ 422.50	\$ 443.63	Approvals/Permits & Construction Services	
Wedler Engineering LLP	70575	02-Jul-22		\$ -	\$ 1,140.00	\$ 1,197.00	Latecomers	Extra work: Mansfield Sanitary LS Latecomers including discussions city staff and coordination on upstream catchment modeling by KWL.
Wedler Engineering LLP	70941	30-Jul-22		\$ -	\$ 560.00	\$ 588.00	Latecomers	Extra work: Mansfield Sanitary LS Latecomers including discussions city staff and coordination on upstream catchment modeling by KWL.
Wedler Engineering LLP	71697	30-Sep-22		\$ -	\$ 455.00	\$ 477.75	Construction Services	Extra work: Mansfield Sanitary LS Latecomers including discussions city staff and coordination on upstream catchment modeling by KWL.
Wedler Engineering LLP	71977	29-Oct-22		\$ -	\$ 130.00	\$ 136.50	Construction Services	
Wedler Engineering LLP	72289	26-Nov-22		\$ 74.00	\$ 3,725.00	\$ 3,988.95	Construction, Completion, and Latecomers services	Extra work: Mansfield Sanitary LS Latecomers including discussions city staff and coordination on upstream catchment modeling by KWL.
Wedler Engineering LLP	72718	24-Dec-22		\$ 11.00	\$ 3,082.50	\$ 3,248.18	Completion and Latecomer Services	Extra Work: Mansfield lift station upgrades latecomers/Assessing properties suitable for latecomers/Estimating cost breakdowns.
Wedler Engineering LLP	72857	21-Jan-23		\$ -	\$ 195.00	\$ 204.75	Latecomer Services	Extra work: Mansfield Sanitary LS Latecomers including discussions city staff and coordination on upstream catchment modeling by KWL.
Wedler Engineering LLP	73468	18-Mar-23		\$ -	\$ 3,583.75	\$ 3,762.94	Latecomer Services	
Wedler Engineering LLP	75072	05-Aug-23		\$ -	\$ 455.00	\$ 477.75	Latecomer Services	
Wedler Engineering LLP	75448	02-Sep-23		\$ -	\$ 2,292.50	\$ 114.63	Latecomer Services	Review construction invoicing and prepare cost breakdown spreadsheets
Wedler Engineering LLP	75751	30-Sep-23		\$ -	\$ 2,160.00	\$ 108.00	Latecomer Services	Update benefitting lands proportional breadkowns per updated KWL modeling
Wedler Engineering Contingency (Finalize Latecomers)	N/A	N/A		N/A	\$ 2,500.00	N/A	Completion Services - Latecomers	Estimated additional fees to facilitate completion of latecomers
				Total =	\$ 41,864.25			

Engineering Fees - Watanabe Engineering Ltd.

Company	Invoice Number	Invoice Date	JE#	Disbursements	Amount (\$) w/o tax	Amount (\$) w/ tax	Stage of Work	Notes
Watanabe Engineering Ltd.	B3M 2879-21	31-May-21	J2431	\$ -	\$ 800.00			Cheque No. 1048
Watanabe Engineering Ltd.	B3M 2879-21	31-May-21	J2433	\$ -	\$ 1,816.25			Cheque No. 1048
Watanabe Engineering Ltd.	B3M 2879-21	10-Aug-21	J2435	\$ -	\$ 1,089.75			Cheque No. 1073
Watanabe Engineering Ltd.	B3M 2879-21	14-Dec-21	J2437	\$ -	\$ 3,632.50			Cheque No. 1120
Watanabe Engineering Ltd.	B3M 2879-22	19-Sep-22	J1635	\$ -	\$ 1,379.50			Cheque No. 1268
Watanabe Engineering Ltd.	B3M 2879-23	01-Feb-23	J1522	\$ -	\$ 1,306.00			Cheque No. 1281
Watanabe Engineering Ltd.	B3M 2879-22	01-Feb-23	--	\$ -	\$ 4,571.00	\$ -	Design and Construction Supervision Services	Cheque No. 1281
				Total =	\$ 14,595.00			

Engineering Fees - Kerr Wood Leidal Associates Ltd c/o City of Courtenay

Company	Invoice Number	Invoice Date	JE#	Disbursements	Amount (\$) w/o tax	Amount (\$) w/ tax	Stage of Work	Notes
Kerr Wood Leidal Associates Ltd	B3MDev Serv	21-Jun-22	J1633	\$ -	\$ 9,485.91		Preliminary modeling of upstream sewer system	Cheque No. EFT 210622
				Total =	\$ 9,485.91			

Consultant Fees - GMA Consulting Ltd.

<u>Company</u>	<u>Invoice Number</u>	<u>Invoice Date</u>	<u>JE#</u>	<u>Disbursements</u>	<u>Amount (\$) w/o tax</u>	<u>Amount (\$) w/ tax</u>	<u>Stage of Work</u>	<u>Notes</u>
GMA Consulting Ltd.								
GMA Consulting Ltd.	2021.09.29	30-Sep-21	J2426	\$ -	\$ 12,250.00	\$ 12,862.50		Cheque No. 1080
GMA Consulting Ltd.	2021.10.29	29-Oct-21	J2424	\$ -	\$ 5,250.00	\$ 5,512.50		Cheque No. 1090
GMA Consulting Ltd.	2021.11.29	29-Nov-21	J2422	\$ -	\$ 10,000.00	\$ 10,500.00		Cheque No. 1112
GMA Consulting Ltd.	2021.12.29	31-Dec-21	J2428	\$ -	\$ 5,000.00	\$ 5,250.00		Cheque No. 1122
GMA Consulting Ltd.	2022.01.31	31-Jan-22	J70	\$ -	\$ 12,400.00	\$ 13,020.00		Cheque No. 1124
GMA Consulting Ltd.	2022.02.28	28-Feb-22	J202	\$ -	\$ 11,900.00	\$ 12,495.00		Cheque No. 1132
GMA Consulting Ltd.	2022.03.31	30-Mar-22	J309	\$ -	\$ 12,100.00	\$ 12,705.00		Cheque No. 1141
GMA Consulting Ltd.	2022.04.30	30-Apr-22	J420	\$ -	\$ 2,500.00	\$ 2,625.00		Cheque No. 1155
GMA Consulting Ltd.	2022.05.30	30-May-22	J554	\$ -	\$ 10,500.00	\$ 11,025.00		Cheque No. 1168
GMA Consulting Ltd.	2022.06.30	30-Jun-22	J709	\$ -	\$ 6,960.00	\$ 7,308.00		Cheque No. 1182
GMA Consulting Ltd.	2023.02.28	28-Feb-23	J241	\$ -	\$ 13,750.00	\$ 14,437.50		Cheque No. 1275
				Total =	\$ 102,610.00			

Tender services, reviews, worksafe, pricing...

Prime Contractor Construction Costs - Dulex Enterprises Inc.

<u>Company</u>	<u>Invoice Number</u>	<u>Invoice Date</u>	<u>JE#</u>	<u>Disbursements</u>	<u>Amount (\$) w/o tax</u>	<u>Amount (\$) w/ tax</u>	<u>Stage of Work</u>	<u>Notes</u>
Dulex Enterprises Inc.	Jul-22	25-Jul-22	J720	\$ -	\$ 15,000.00	\$ 15,750.00		Cheque No. 1185
Dulex Enterprises Inc.	Aug-22	25-Aug-22	J865	\$ -	\$ 15,000.00	\$ 15,750.00		Cheque No. 1208
Dulex Enterprises Inc.	Sep-22	25-Sep-22	J1076	\$ -	\$ 15,000.00	\$ 15,750.00		Cheque No. 1219
Dulex Enterprises Inc.	Oct-22	25-Oct-22	J1204	\$ -	\$ 15,000.00	\$ 15,750.00		Cheque No. 1230
Dulex Enterprises Inc.	Nov-22	25-Nov-22	J1309	\$ -	\$ 15,000.00	\$ 15,750.00		Cheque No. 1244
Dulex Enterprises Inc.	Dec-22	25-Dec-22	J1310	\$ -	\$ 15,000.00	\$ 15,750.00		Cheque No. 1253
Dulex Enterprises Inc.	B2 Jan 2023	25-Jan-23	J168	\$ -	\$ 15,000.00	\$ 15,750.00		Cheque No. 1271
Dulex Enterprises Inc.	B2 Feb 2023	25-Feb-23	J169	\$ -	\$ 15,000.00	\$ 15,750.00		Cheque No. 1271
				Total =	\$ 120,000.00			

Subcontractor Fees - Ridgeline Mechanical Ltd.

<u>Company</u>	<u>Invoice Number</u>	<u>Invoice Date</u>	<u>JE#</u>	<u>Disbursements</u>	<u>Amount (\$) w/o tax</u>	<u>Amount (\$) w/ tax</u>	<u>Stage of Work</u>	<u>Notes</u>
Ridgeline Mechanical Ltd.	B3M 3901526	01-Aug-22	J902	\$ -	\$ 5,493.24			Cheque No. 1212
Ridgeline Mechanical Ltd.	B3M 3901526	28-Nov-22	J1305	\$ -	\$ 324,400.47			Cheque No. 1248 & 1371
Ridgeline Mechanical Ltd.	B3M 3901527	31-Jan-23	J438	\$ -	\$ 6,032.61			Cheque No. 1289
Ridgeline Mechanical Ltd.	B3M 3901527	31-Jan-23	J100	\$ -	\$ -			Cheque No. 1336
				Total =	\$ 335,926.32			

Legal Fees - XXXXXXXXXXXX

<u>Company</u>	<u>Invoice Number</u>	<u>Invoice Date</u>	<u>JE#</u>	<u>Disbursements</u>	<u>Amount (\$) w/o tax</u>	<u>Amount (\$) w/ tax</u>	<u>Stage of Work</u>	<u>Notes</u>
XXXXXXXX - Contingency Allowance for Legal Fees	Not Provided	Not Provided		Not Provided	\$ 10,000.00	Not Provided	Not Provided	Cost estimate provided by client. Invoices not received, reviewed or certified by Wedler Engineering LLP
				Total =	\$ 10,000.00			

Financing Fees - XXXXXXXXXXXX

<u>Company</u>	<u>Invoice Number</u>	<u>Invoice Date</u>	<u>JE#</u>	<u>Disbursements</u>	<u>Amount (\$) w/o tax</u>	<u>Amount (\$) w/ tax</u>	<u>Stage of Work</u>	<u>Notes</u>
XXXXXXXX - Contingency For Construction Financing	Not Provided	Not Provided		Not Provided	\$ 42,000.00	Not Provided	Not Provided	Cost estimate provided by client. Invoices not received, reviewed or certified by Wedler Engineering LLP
				Total =	\$ 42,000.00			



Mansfield Sanitary Lift Station Upgrade - Contributing Sanitary Loading

Client: Newport Village Courtenay Developments Ltd.
 Project: Mansfield LS Latecomers Agreement
 Project #: V17-0273/D

Date: 2023-10-30
 By: GKB

5-Year 24-Hr Total I&I Rate =	20800 L/ha/day
(From KWL Technical Memo, 2980.018-300)	0.24 L/ha/s

Sanitary Loading Estimates based on new Developments within Mansfield Lift Station Catchment

Development Address	Latecomer Contributing Property (Yes/No)	Notes	Development Area (Ha)	I & I Rate (L/s/Ha)	Total Inflow and Infiltration (L/s)	Future Development Equivalent Population (Capita)	Base Sanitary Flows per KWL Modeling Report (L/c/day)	Adjustment/Peaking Factor based on KWL Combined PWWF of 28.46 L/s	Development Contributing PWWF (L/s)
Sandpiper LS									
Buckstone Phase 4 (SFD)	No - Flows pre-approved via Phased Development Agreement	Pre-Approved Development, Under Construction	3.275	0.24	0.79	55.2	167	1.738	0.97
3375 Harbourview (MFD)	No - Flows pre-approved via Phased Development Agreement	DP Application -Construction Pending	1.142	0.24	0.27	88.4	167	1.738	0.57
4070 Fraser Rd. (SFD)	Yes	New Subdivision - Active Subdivision Application	1.18	0.24	0.28	29	167	1.738	0.38
4100 Fraser Rd. (SFD)	Yes	New Subdivision - Pre-Paid NVCD Latecomer costs	2.52	0.24	0.61	63	167	1.738	0.82
Christie Parkway (Lot A) (Industrial)	Yes	New Development - Active Subdivision Application	3.18	0.24	0.76	157.9	167	1.738	1.29
Christie Parkway (Lot E) (Industrial)	Yes	New Development - Active Subdivision Application	0.42	0.24	0.10	20.9	167	1.738	0.17
Christie Parkway (Lot D) (Industrial)	Yes	New Development - Active Subdivision Application	0.85	0.24	0.20	42.2	167	1.738	0.35
Beachwood Development	Yes	New Development - Estimate per Proposed Development Plan Provi	2.046	0.24	0.49	201.7	167	1.738	1.17
Marriott Development	Yes	New Development - Estimate per Proposed Development Plan Provi	0.51	0.24	0.12	50.3	167	1.738	0.29
Mansfield LS									
3070 Kilpatrick Ave - Multifamily	No - Pre-Approved Development	Construction Completed - 2019/2020	0.63	0.24	0.15	277	167	1.738	1.08
3080 Kilpatrick Ave - Multifamily	No - Pre-Approved Development	Construction Completed - 2019/2020							
3040 Kilpatrick Ave (MFD)	Yes	New Multi-family - undertaking Mansfield LS Upgrades	0.38	0.24	0.09	86	167	1.738	0.38
2900 Cliffe Ave - Residential Care Facility)	No - Pre-Approved Development	Construction Completed	1.455	0.24	0.35	310	167	1.738	1.39
2940 Cliffe Ave	Yes	Redevelopment Plans Unknown (City Specified Population)	0.297	0.00	0.00	67	167	1.738	0.23
3210 Cliffe Ave	Yes	Redevelopment - 59 Unit Multi-family	0.242	0.24	0.06	130	167	1.738	0.49
2800 Cliffe Ave (RV Sales)	Yes	Redevelopment plans unknown (City specified Population)	0.798	0.00	0.00	189	167	1.738	0.63

Schedule "C"
Latecomer Agreement

LATECOMER AGREEMENT

THIS AGREEMENT dated for reference the _____(date)

BETWEEN:

THE CORPORATION OF THE CITY OF COURTENAY

having its municipal offices at 830 Cliffe Avenue
Courtenay, BC V9N 2J7

(the "Municipality")

OF THE FIRST PART

AND:

NEWPORT VILLAGE COURTENAY DEVELOPMENTS LTD.

3070 Kilpatrick Ave
Courtenay, BC., V9N 8P1

(the "Owner")

OF THE SECOND PART

GIVEN THAT:

- A. The Owner has applied to the Municipality to provide works in City of Courtenay Road Right-of-Way east of Mansfield Drive in accordance with the Municipality's subdivision and development bylaw and in particular to provide sanitary sewer facilities that will serve the Benefiting Lands defined in this Agreement;
- B. A portion of the sanitary sewer facilities (herein defined as Excess or Extended Services) will also serve the Benefiting Lands herein defined;
- C. The Municipality considers that its costs to provide the Excess or Extended Services in whole or in part are excessive, and requires the Owner, as owner of the Lands, and the owners of the Benefiting Lands to pay the cost of the Excess or Extended Services;
- D. The Municipality is authorized to enter into this agreement under section 507 of the *Local Government Act*;
- E. The Council of the Municipality has by way of Bylaw No. 2005, set the rate of interest referred to under section 508(4) of the *Local Government Act* and in paragraph 4 of this Agreement;

NOW THEREFORE THIS AGREEMENT WITNESSES THAT in consideration of the mutual covenants and agreements made by each of the parties to the other as set out in this Agreement, and for other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Municipality and the Owner covenant and agree as follows:

Interpretation

1. In this Agreement
 - (a) “Benefiting Lands” means each of the lands shown in Bylaw 3119 Schedule A hereto which lands may be connected to the Excess or Extended Services after Completion of the Excess or Extended Services;
 - (b) “Completion” means the date of the Substantial Completion on the Construction Completion Certificate signed by the Municipality’s Development Engineer certifying that the Excess or Extended Services have been completed to the standards and specifications set out in the bylaws of the Municipality, such that the Excess or Extended Services have been fully tested, are functional, and can be used for their intended purpose when the system becomes operational, all to the satisfaction of the Municipality’s Director of Engineering & Public Works, in the form attached hereto as Exhibit “A”.
 - (c) “Excess or Extended Services” means that portion of the sanitary sewer main and related appurtenances installed by the Owner in the road Right-of-Way in Schedule B of Bylaw No. 3119, that serves the Benefiting Lands;
 - (d) “Lands” means those certain lands owned by the Owner and legally described as REM LOT 1 SECTION 67 COMOX DISTRICT PLAN EPP79267 Except Air Space Plan EPP81977
 - (e) “Latecomer Charges” means charges imposed by the Municipality under section 508 of the *Local Government Act* in respect of the Benefiting Lands, in the amounts set out in respect of each parcel of the Benefiting Lands in the fifth column of Schedule “D” of Bylaw 3119 under the heading “Latecomer Charge “.

Charges for Latecomer Connections or Use

2. The Municipality must pay the Latecomer Charges to the Owner, in respect of the Excess or Extended Services only if and to the extent the charges are paid by the owners of Benefiting Lands and collected by the Municipality during the period commencing on Completion, up to and including 15 years subsequent to Completion.
3. If any payment under section 2 is returned to the Municipality unclaimed by the Owner, then the Municipality shall hold all monies collected until the expiry of this Agreement. After the expiry of this Agreement, all such unclaimed funds shall be retained by the Municipality with a claim being made thereto by the Owner or any of its successors.

Interest

4. There shall be included in the Latecomer Charges imposed on the owners of Benefiting Lands, interest calculated annually at a rate prescribed by Bylaw No. 2005, payable for the period commencing on Completion, up to the date that the connection is made, and if paid by the owners of Benefiting Lands and collected by the Municipality during the period referred to in paragraph 2, the interest shall be paid to the Owner.

Assignment or Transfer of Owner's Rights

5. In the event of the assignment or transfer of the rights of the Owner voluntarily, or by operation of law, the Municipality's Financial Officer may pay any benefits accruing under this Agreement, after notice, to such successor of the Owner as the Municipality's Financial Officer, in his judgment, deems entitled to such benefits. In the event of conflicting demands being made on the Municipality for benefits accruing under this Agreement, then the Municipality may at its option commence an action in interpleader joining any party claiming rights under this Agreement, or other parties which the Municipality believes to be necessary or proper, and the Municipality shall be discharged from further liability on paying the person or persons whom the court having jurisdiction over such interpleader action shall determine, and in such action the Municipality shall be entitled to recover its reasonable legal fees and costs, which fees and costs shall constitute a lien upon all funds accrued or accruing pursuant to this Agreement.

Indemnity

6. The Owner covenants not to sue the Municipality, its administrators, successors, assigns, directors, officers, agents, employees, servants, tenants, solicitors, consultants, and anyone else for whom the Municipality is in law liable, by reason of or arising out of or in any way connected with any error, omission, or conduct of the Municipality in relation to the Excess or Extended Services, including, without limiting the generality of the foregoing, a failure of the Municipality to pass a resolution, enact a bylaw, enter into an agreement, impose a charge, calculate a charge correctly, or collect a charge under Section 508 of the *Local Government Act*.

Termination

7. This Agreement shall expire and shall be of no further force and effect for any purpose on the earlier of:
 - (a) the payment of the Latecomer Charges by the Municipality to the Owner for all the Benefiting Lands under paragraph 2 of this Agreement; and
 - (b) 15 years subsequent to Completion.

and thereafter the Municipality shall be forever fully released and wholly discharged from any and all liability and obligations under this Agreement, or howsoever arising pertaining to the Excess or Extended Services, and whether arising before or after the expiry of this Agreement.

8. Paragraphs 5 to 17 shall survive the termination of this Agreement.

Owner Representation and Warranty

9. The Owner represents and warrants to the Municipality that the Owner has not received, claimed, demanded, or collected money or any other consideration from the owners of the Benefiting Lands for the provision, or expectation of the provision of the Excess or Extended Services, other than as contemplated and as provided for under this Agreement; and further represents and warrants that the Owner has not entered into any agreement with the owners of the Benefiting Lands for consideration in any way related to or connected directly or indirectly with the provision of the Excess or Extended Services.

Miscellaneous

10. Time is of the essence.
11. Any notice required by this Agreement will be sufficiently given if delivered by courier or registered mail to the parties at the addresses first above written.
12. This Agreement will ensure to the benefit of and be binding on the parties hereto and their respective successors and assigns.
13. The laws of the Province of British Columbia shall govern this Agreement.
14. This Agreement constitutes the entire agreement between the Municipality and the Owner with regard to the subject matter hereof and supersedes all prior agreements, understandings, negotiations, and discussions, whether oral or written of the Municipality with the Owner.
15. No amendment or waiver of any portion of this Agreement shall be valid unless in writing and executed by the parties to this Agreement. Waiver of any default by a party shall not be deemed to be a waiver of any subsequent default by that party.
16. A reference in this Agreement to the Municipality or the Owner includes their permitted assigns, heirs, successors, officers, employees and agents.
17. The Owner represents and warrants to the Municipality that:
 - (a) all necessary corporate actions and proceedings have been taken by the Owner to authorize its entry into and performance of this Agreement;
 - (b) upon execution and delivery on behalf of the Owner, this Agreement constitutes a valid and binding contractual obligation of the Owner;
 - (c) neither the execution and delivery, nor the performance, of this Agreement breaches any other agreement or obligation, or causes the Owner to be in default of any other agreement or obligation, respecting the Lands; and

- (d) the Owner has the corporate capacity and authority to enter into and perform this Agreement.

IN WITNESS WHEREOF the parties have set their hands and seals on the day and year first above written.

SIGNED by the authorized signatories of
THE CORPORATION OF THE CITY OF COURTENAY

Director of Development Services

Director of Finance

SIGNED by the authorized signatory of
NEWPORT VILLAGE COURTENAY DEVELOPMENTS LTD.

Exhibit "A" — Construction Completion Certificate

WORKS: Mansfield Drive Sanitary Lift Station Upgrades
OWNER: NEWPORT VILLAGE COURTENAY DEVELOPMENTS LTD.
CONTRACTOR: Dulex Enterprises Ltd.

This Construction Completion Certificate does not constitute a certification of any work not in accordance with the applicable requirements of the Subdivision Control Bylaw No. 1401 and Amendments thereto whether or not such deficiency or defect could have been observed or discovered during construction.

I, Greg Merchant P.Eng. of Wedler, certify to the best of my knowledge, information and belief that the works referred to above have been installed substantially in compliance with the design drawing which were accepted by the City of Courtenay and are complete as far as can be practically ascertained. I recommend these works for acceptance by the municipality. I have provided detailed "as-constructed" drawings of these works and have signed and affixed my professional seal to these drawings.

Dated this _____, 2023 in the City of Courtenay, B.C.

Greg Merchant, P. Eng. (seal)

Accepted on behalf of the City of Courtenay this _____, 2023.

Marianne Wade
Director of Development Services

The Maintenance Period Expires on November 30, 2023.

For the purpose of Latecomer Agreement, the works were Substantially Completed on the 30th day of November, 2022.

Exhibit "A" — Construction Completion Certificate

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Marianne Wade
Director of Development Services

The Maintenance Period Expires on November 30, 2023.

For the purpose of Latecomer Agreement, the works were Substantially Completed on the 30th day of November, 2022.

Schedule "D"
Table of Latecomer Charges



Mansfield Sanitary Lift Station Upgrade - Capacity Assessment

Client: Newport Village Courtenay Developments Ltd.
 Project: Mansfield LS Latecomers Agreement
 Project #: V17-0273/D

Date: 2023-10-30
 By: GKB

Mansfield LS Upgrade Capacity Assessment

Modelled Mansfield LS Upgrade Values

Pre-Upgraded LS capacity = 17-20 L/s
 Pre-Upgraded LS (High Head Condition) capacity = 18.5 L/s
 Upgraded modelled capacity = 28.7-32.5 L/s
 Upgraded LS modelled (High Head Conditions) Capacity = **28.7 L/s**

Note: 28.7 L/s capacity selected for conservative capacity calculations

Reviewing Mansfield LS Upgrade Capacity

Pre-Existing Conditions

Existing Flow Condition (Estimated at 18.29 L/s)	Contributing PWWF	
	18.29 L/s	High Head Capacity per KWL Memo
New Developments Updated in KWL Modeling Not Subject to Latecomers	4.02	

Pre-Existing Approved Flows Not Subject to Latecomers = 22.31 L/s

New Developments Accounted for in KWL Modeling Subject to Latecomers

	Contributing PWWF	Area (Ha)	Future Equivalent Population (Capita)
4100 Fraser Road - Single Family	0.818 L/s	2.52	63
4070 Fraser Road - Single Family	0.382 L/s	1.18	29
3040 Kilpatrick Ave - Multifamily	0.380 L/s	0.38	86
Christie Parkway (Lot A)	1.294 L/s	3.18	157.93
Christie Parkway (Lot E)	0.171 L/s	0.42	20.86
Christie Parkway (Lot D)	0.346 L/s	0.85	42.21
Pre-Selected Developments Subject to Latecomers Flows =	3.39 L/s	8.53	399
	25.70		

Additional New Developments Unaccounted For in KWL Modelling Selected for Latecomers

Beachwood Development	1.17 L/s	2.046	201.7
Marriott Development	0.29 L/s	0.51	50.3
2940 Cliffe Ave (SFD)	0.23 L/s	0.297	67
3210 Cliffe Ave (Vacant Lot)	0.49 L/s	0.242	130
2800 Cliffe Ave (RV Sales)	0.63 L/s	0.798	189
Additional New Development Subject to Latecomers Flows =	2.82 L/s	1.85	638
*Available Excess Capacity =	3.00 L/s		

**As defined in the KWL Technical Memorandum, 2980.018-300, dated October 03, 2022*

Total Estimated Flows @ Mansfield LS =	28.51 L/s
Available Capacity per KWL Model @ High Head Condition =	28.70 L/s
Percent Capacity at High Head Condition =	99%



Mansfield Sanitary Lift Station Upgrade - Proportional Cost Allocation

Client: Newport Village Courtenay Developments Ltd.
 Project: Mansfield LS Latecomers Agreement
 Project #: V17-0273/D

Date: 2023-10-30
 By: GKB

Mansfield LS Construction Costs = \$ 676,481.48 *Estimated Construction Costs

Contributing Properties

	<u>PWWF</u>	<u>Latecomers Contributing Percentage</u>		<u>Allocated LS Upgrade Cost</u>
4100 Fraser Road - Single Family	0.82 L/s	13%	\$	89,172.60
4070 Fraser Road - Single Family	0.38 L/s	6%	\$	41,572.37
3040 Kilpatrick Ave - Multifamily	0.38 L/s	6%	\$	41,423.05
Christie Parkway (Lot A)	1.29 L/s	21%	\$	140,983.58
Christie Parkway (Lot E)	0.17 L/s	3%	\$	18,620.47
Christie Parkway (Lot D)	0.35 L/s	6%	\$	37,752.90
Beachwood Development	1.17 L/s	19%	\$	127,523.52
Marriott Development	0.29 L/s	5%	\$	31,787.39
2940 Cliffe Ave (SFD)	0.23 L/s	4%	\$	24,529.06
3210 Cliffe Ave (Vacant Lot)	0.49 L/s	8%	\$	53,922.63
2800 Cliffe Ave (RV Sales)	0.63 L/s	10%	\$	69,193.91
Total =	6.21 L/s	100%	\$	676,481.48



Mansfield Sanitary Lift Station Upgrade - Latecomers Agreement

Benefiting Lands

Client: Newport Village Courtenay Developments Ltd.
 Project: MANSFIELD LIFT STATION UPGRADES - LATECOMERS AGREEMENT
 Project #: V17-0273/D

08-Jan-24
GKB
City of COURTENAY

<u>PARCEL</u>	<u>CIVIC ADDRESS</u>	<u>LEGAL DESCRIPTION</u>	<u>AREA (ha)</u>	<u>PARCEL IDENTIFIER</u>
1	4100 Fraser Rd.	LTA, DISTRICT LOT 153, COMOX DISTRICT, PLAN EPP123804	2.52	Pre-paid, has since been subdivided
2	4070 Fraser Rd.	LOT 8, DISTRICT LOT 153, COMOX DISTRICT, PLAN VIP1887, EXCEPT PART IN PLAN 43279	1.18	003-019-276
3	Christie Parkway (Lot A)	LOT A - DISTRICT LOT 82, COMOX DISTRICT, PLAN VIP57837 & PLAN VIP66485	3.18	018-563-074
4	Christie Parkway (Lot E)	LOT E - DISTRICT LOT 82, COMOX DISTRICT, PLAN VIP57837	0.42	018-563-112
5	Christie Parkway (Lot D)	LOT D, DISTRICT LOT 82, COMOX DISTRICT, PLAN 2119, EXCEPT THOSE PARTS DESCRIBED AS COMMENCING AT A POINT IN THE NORTH WESTERLY BOUNDARY OF SAID LOT DISTANT 157 FEET FROM THE MOST WESTERLY CORNER OF SAID LOT, THENCE SOUTH EASTERLY AT RIGHT ANGLES A DISTANCE OF 80 FEET, THENCE NORTH EASTERLY AND PARALLEL TO THE SAID NORTH WESTERLY BOUNDARY TO AN INTERSECTION WITH HIGH WATER MARK OF COMOX HARBOUR, THENCE NORTH WESTERLY ALONG THE SAID HIGH WATER MARK TO AN INTERSECTION WITH THE SAID NORTH WESTERLY BOUNDARY, THENCE SOUTH WESTERLY ALONG THE SAID NORTH WESTERLY BOUNDARY AND PRODUCTIONS THEREOF TO THE POINT OF COMMENCEMENT	0.85	018-563-104
6	Beachwood Development	REM LOT D, DISTRICT LOT 82, COMOX DISTRICT, PLAN VIP2119	2.046	006-632-777
7	Marriott Development	PARCEL A (DD F76511) OF LOT E, DISTRICT LOT 82, COMOX DISTRICT, PLAN VIP2119	0.51	006-641-318
8	3040 Kilpatrick Ave	REM LOT 1, SECTION 67, COMOX DISTRICT, PLAN EPP79267 EXCEPT AIR SPACE PLAN EPP81977	0.38	030-349-478
9	2940 Cliffe Ave	LOT 8, SECTION 67, COMOX DISTRICT, PLAN VIP55151	0.297	017-957-559
10	3210 Cliffe Ave	LOT 6, BLOCK 1, SECTION 67, COMOX DISTRICT, PLAN VIP9900	0.242	004-582-292
11	2800 Cliffe Ave	LOT 1, SECTION 67, COMOX DISTRICT, PLAN VIP55151	0.798	017-957-486



THE CORPORATION OF THE CITY OF COURTENAY

COUNCIL MEMBER REPORT

To: **COUNCIL**

File No.: 0540

From: Councillor Hillian

Date (MMM-YYYY): Dec-2023

Subject: **REPORT OF ACTIVITIES AND EVENTS**

	DATE (MMM-DD)	EVENT/LOCATION	COMMENTS
1.	Dec-04	CVRD Electoral Areas Services Committee; Community Justice Centre meeting	Regarding South Sewer project
2.	Dec-05	Sewage Commission; Water Committee; CVRD Board	
3.	Dec-06	K'omoks Main Treaty Table meeting; Day of Remembrance re Montreal Massacre, vigil and flag-raising events.	
4.	Dec-07	Regional Hospital District Board Meeting	
5.	Dec-08	Meeting with citizen re Sandwick Manor	
6.	Dec-11	Kus-kus-sum meeting; meeting with Mayor	
7.	Dec-12	CVRD Board Meeting	
8.	Dec-13	Community Justice Centre meeting	

DATE <i>(MMM-DD)</i>	EVENT/LOCATION <i>(Max. 115 characters)</i>	COMMENTS <i>(Max. 115 characters)</i>
9. Dec-14	CVRD leadership meeting with K'omoks Chief and Council	
10. Dec-18	City Council meeting with RCMP; Council meeting with School Board	
11. Dec-19	MLA Open House	
12.		
13.		
14.		
15.		
16.		
17.		
18.		