



The Corporation of the City of Courtenay

# Council Agenda

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**Meeting #:** R21/2024  
**Date:** December 11, 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.

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<b>8.</b>	<b>UNFINISHED BUSINESS</b>	
8.1	Delegation - Morrison Creek Fish Passage Remediation Morrison Creek Streamkeepers requested the City remove the barrier to fish passage on Morrison Creek at 1st Street.	
8.2	Delegation - You Are Not Alone (Y.A.N.A.) Fund Society Fee Exemption Request Y.A.N.A. Fund Society requested an exemption to the “Corporation of the City of Courtenay Fees and Charges Amendment Bylaw No. 2988, 2024”.	
<b>9.</b>	<b>BYLAWS - For 1st, 2nd, 3rd Reading:</b>	
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10.2	Housing Agreement Bylaw No. 3152, 2024, Adoption – 120 11th Street	189
<b>11.</b>	<b>COUNCIL RESOLUTION</b>	
11.1	Rise and Report - 2025 Vancouver Island Regional Library (VIRL) Board Appointments THAT Council appoint Councillor Morin to the Vancouver Island Regional Library (VIRL) Board for a one-year term, January 1 to December 31, 2025 with Councillor McCollum appointed as alternate.	
<b>12.</b>	<b>COUNCIL REPORTS</b>	
12.1	Councillor Cole-Hamilton	
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12.4	Councillor Jolicoeur	
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12.6	Councillor Morin	219
12.7	Mayor Wells	

**13. 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; and

(c) labour relations or other employee relations; and

(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; and

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

**14. ADJOURNMENT**



# Council Minutes

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**Meeting #:** R20/2024  
**Date:** November 27, 2024  
**Time:** 4:00 pm  
**Location:** CVRD Civic Room, 770 Harmston Ave, Courtenay

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

**Staff Present:** G. Garbutt, City Manager (CAO)  
C. Davidson, Director of Engineering Services  
A. Langenmaier, Director of Financial Services  
S. Saunders, Director of Recreation, Culture & Community Services  
K. Shaw, Director of Public Works Services  
M. Wade, Director of Development Services  
E. Chow, Manager of Legislative Services  
J. Tazzioli, Manager of Environmental Engineering  
J. Chan, Manager of Business Administration  
L. Bourgeois, Deputy Corporate Officer

## 1. CALL TO ORDER

Mayor Wells called the meeting to order at 4:00 pm and respectfully acknowledged that the meeting was conducted on the Unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

On behalf of Council, the Mayor addressed an incident this week involving vehicles vandalized with racist hate speech.

## 2. INTRODUCTION OF LATE ITEMS

Without any late items or objections, Council proceeded with the agenda as presented.

## 3. ADOPTION OF MINUTES

**3.1 Regular Council Minutes - November 13, 2024**

**Moved By** Cole-Hamilton

**Seconded By** Morin

THAT Council adopt the November 13, 2024 Regular Council minutes.

**CARRIED**

**4. DELEGATIONS**

**4.1 Morrison Creek Fish Passage Remediation**

L. Fisher, representing Morrison Creek Streamkeepers, presented a delegation requesting the City remove the barrier to fish passage on Morrison Creek at 1st Street.

**4.2 You Are Not Alone (Y.A.N.A.) Fund Society Fee Exemption Request**

K. Barnie, Executive Director of the Y.A.N.A. Fund Society, presented a delegation requesting an exemption to the "Corporation of the City of Courtenay Fees and Charges Amendment Bylaw No. 2988, 2024."

**5. STAFF REPORTS**

**5.1 Development Services**

**5.1.1 Update on Washrooms and Storage Facilities at Connect**

**Moved By** Hillian

**Seconded By** Frisch

THAT Council receive the report "Update on Washrooms and Storage Facilities at Connect" for information.

**CARRIED**

**5.2 Infrastructure and Environmental Engineering**

**5.2.1 Integrated Rainwater Management Plan**

Laurel Morgan, Stormwater Sector Leader, Kerr Wood Leidal Associates presented the Phase 3 Integrated Rainwater Management Plan.

**Moved By** Hillian

**Seconded By** Frisch

THAT Council adopt the Integrated Rainwater Management Plan; and  
THAT Council direct staff to staff to implement the recommendations described in the implementation plan, and include budget for related projects in the 5-year financial plan.

**CARRIED**

### **5.2.2 Cousins Avenue Road Upgrades**

Alex McBride, Project Manager, McElhanney presented the Cousins Avenue Upgrade options.

**Moved By** McCollum

**Seconded By** Jolicoeur

THAT Council direct staff to proceed into detailed design with *Option 1 – Standard Option in 2026* pending budget approval.

**CARRIED**

## **5.3 Operational Services**

### **5.3.1 Dove Creek Road Closure Request – Access Restriction**

**Moved By** Frisch

**Seconded By** Cole-Hamilton

THAT Council receive the Dove Creek Road Closure Request report and direct staff to proceed with the implementation of the proposed Access Restriction - Limited Use solution within its annual operational budgets; and

THAT staff be directed to include the Active Transportation improvements in the City's 2025 Cycling Network Plan implementation plan; and

FURTHER THAT the Director of Operational Service be authorized to develop and execute an Operating Agreement between the Comox Valley Regional District and the City of Courtenay to permit seasonal access to the road.

**CARRIED**

**Without objection, the meeting was recessed at 6:20 pm. Mayor Wells reconvened the meeting at 6:48 pm.**

#### **5.4 Recreation, Culture and Community Services**

##### **5.4.1 Sid Williams Theatre Society Agreements and Discontinuation of the Theatre Ticket Surcharge Reserve**

Richard Clarke, President of the Sid Williams Theatre Society, presented an overview of the 2023-2025 theatre activities.

**Moved By** Hillian

**Seconded By** Frisch

THAT Council authorize staff to execute the attached licence to occupy agreement between the City of Courtenay and Sid Williams Theatre Society for the occupation and use of a portion of the property located at 442 Cliffe Avenue and 410 Cliffe Avenue, Courtenay, British Columbia, legally described as:

PID: 006-240-224: Lot 2, Section 61, Comox District, Plan 3189

PID: 006-240-151: Lot 1, Section 61, Comox District, Plan 3189

PID: 009-159-029: Lot 55, Section 61, Comox District, Plan 311

PID: 009-159-070: Lot 58, Section 61, Comox District, Plan 311

PID: 009-159-142: Lot 59, Section 61, Comox District, Plan 311

PID: 009-159-169: Lot 60, Section 61, Comox District, Plan 311

PID: 009-159-185: Lot 61, Section 61, Comox District, Plan 311

PID: 009-159-207: Lot 62, Section 61, Comox District, Plan 311; and

THAT Council authorize staff to execute the attached Management and Operating Grant Fee for Service agreement between the City of Courtenay and Sid Williams Theatre Society for the management and operation of a 500 seat community and professional performing arts theatre.

**CARRIED**

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

THAT Council authorize the discontinuation of the Theatre Ticket Surcharge Reserve and the balance of the Theatre Ticket Surcharge Reserve be transferred to the Sid Williams Theatre Society, subject to staff receiving and approving the Society's Theatre Ticket Surcharge Reserve policy.

**CARRIED**

**5.4.2 Sid Williams Theatre Society Lighting Grid Upgrade Funding Request**

Deb Renz, General Manager of the Sid Williams Theatre, provided an overview of the theatre's history, highlighted its improvements and challenges, and urged the City to support the Sid Williams Theatre Society's Lighting Grid Upgrade.

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

THAT Council authorize a grant in the amount of \$100,000 to be paid to the Sid Williams Theatre Society and applied to the Sid Willams Theatre Lighting Grid Upgrade project, funded from the Gaming fund.

**CARRIED**

**6. EXTERNAL REPORTS AND CORRESPONDENCE**

**6.1 Letter from Comox Valley Regional District (CVRD) regarding extension of the pump station discharge permit**

**Moved By** Jolicoeur  
**Seconded By** Hillian

THAT Council approve the Comox Valley Regional District's request to extend the pump station discharge permit from December 15, 2024 to February 28, 2025.

**CARRIED**



**6.2 Letter from Tracey Clarke, Executive Director, Comox Valley Chambers**

**Moved By** Frisch

**Seconded By** Cole-Hamilton

THAT Council receive the correspondence from the Comox Valley Chamber of Commerce for information.

**CARRIED**

**7. INTERNAL REPORTS AND CORRESPONDENCE**

**7.1 Research Project - College and Community Social Innovation Fund Grant**

Yue-Ching Cheng, Department Chair of Recreation Studies, Langara College, highlighted that smaller rural communities face distinct challenges compared to major metropolitan areas. He emphasized that the research findings will provide valuable insights for Canadian society as a whole.

**Moved By** Cole-Hamilton

**Seconded By** McCollum

THAT Council receive the “Research Project - College and Community Social Innovation Fund Grant” briefing note.

**CARRIED**

**8. UNFINISHED BUSINESS**

**8.1 Delegation – A. Soldevila, Adventure Forest School – Requesting Installation of a Crosswalk and Sidewalk on Mansfield Drive**

**Moved By** Hillian

**Seconded By** Frisch

THAT Council direct staff to inform A. Soldevila, Adventure Forest School, of opportunities to collaborate on future traffic calming initiatives in their area.

**CARRIED**

## 9. COUNCIL REPORTS

### 9.1 Councillor Cole-Hamilton

No report provided.

### 9.2 Councillor Frisch

No report provided.

### 9.3 Councillor Hillian

No report provided.

### 9.4 Councillor Jolicoeur

No report provided.

### 9.5 Councillor McCollum

Councillor McCollum submitted a report of activities, see agenda.

### 9.6 Councillor Morin

No report provided.

### 9.7 Mayor Wells

Mayor Wells reviewed his attendance at the following events:

- Attended the SD71 Youth Climate Action Summit on November 14, 2024.
- Participated in the Housing Central Conference in Vancouver from Nov 18-20, 2024, which included attending the "Advocacy to Action" session hosted by the BC Non-Profit Housing Association's Policy Team.
- Toured a complex care facility in Vancouver with Lookout Society, gaining valuable insights and lessons learned.
- Met with the Director General from the Taipei Economic and Cultural Office (TECO) on Friday, November 22, 2024.

## 10. IN CAMERA RESOLUTION

**Moved By** Frisch

**Seconded By** Cole-Hamilton

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

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

(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; and

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

(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.

**CARRIED**

**The in camera portion of the meeting began at 7:35 pm.**

**11. ADJOURNMENT**

Following the conclusion of the in camera portion of the meeting, Mayor Wells terminated the meeting at 10:00 pm.

**CERTIFIED CORRECT**

Adopted by Council [MONTH] [DAY], 2024

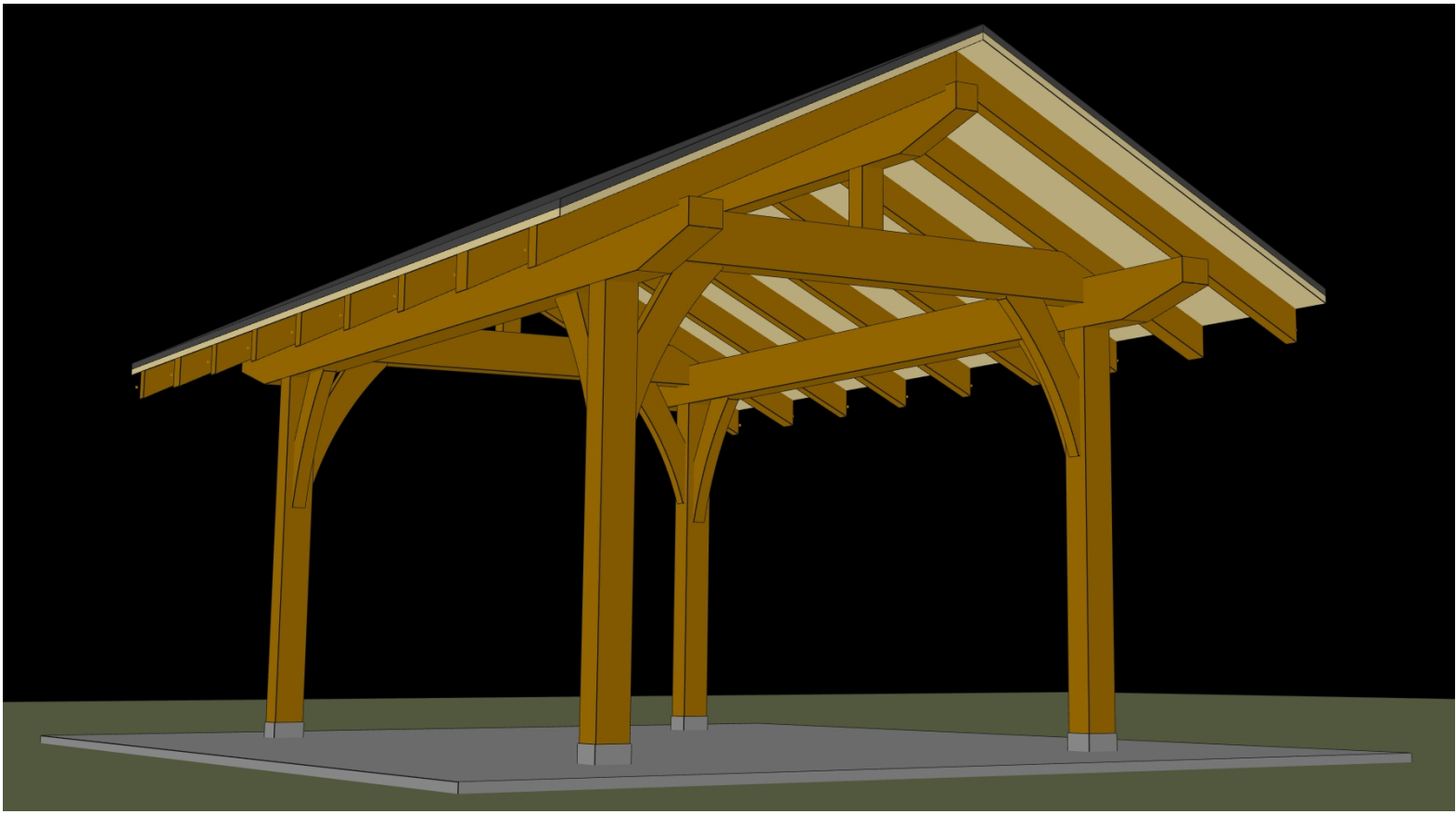
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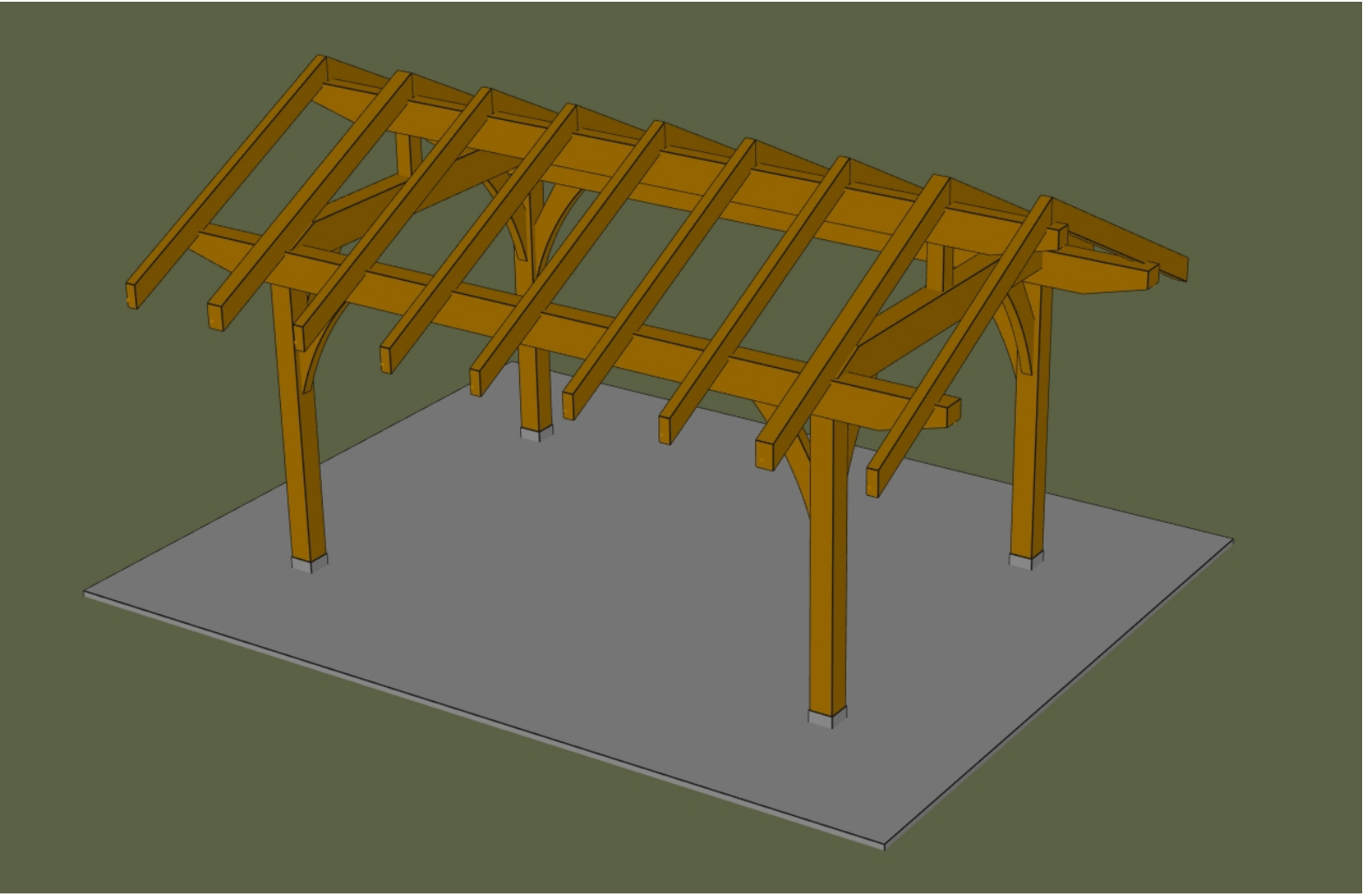
Mayor Bob Wells

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Corporate Officer







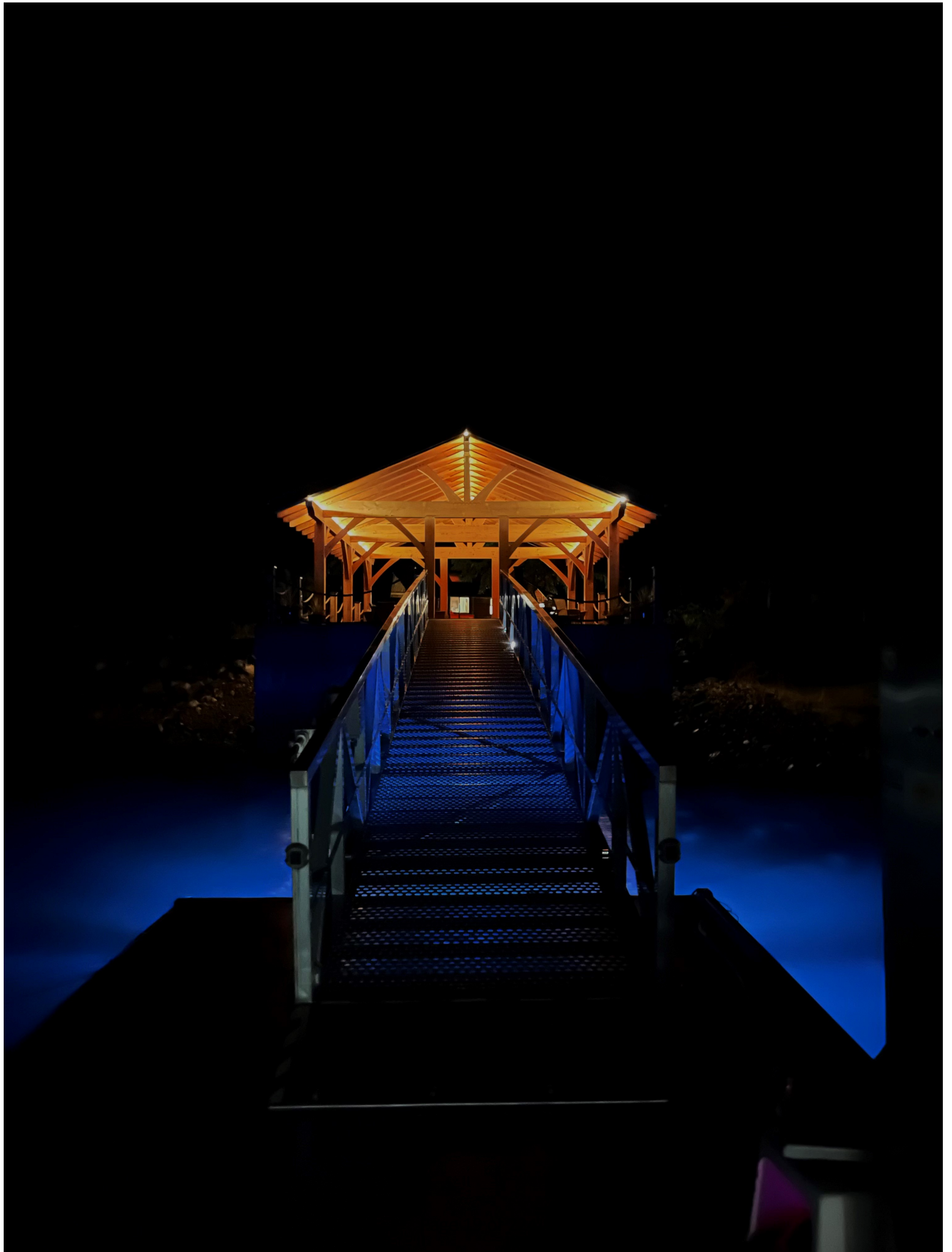












**Office of the Chief Administrative Officer**

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File: 470-01

December 3, 2024

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Geoff Garbutt Chief Administrative Officer City of Courtenay	Jordan Wall Chief Administrative Officer Town of Comox	Michelle Mason Chief Administrative Officer Village of Cumberland
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Dear Chief Administrative Officers:

**Re: Direct Action on Housing and Regional Transportation**

Thank you for including the Comox Valley Regional District (CVRD) on your upcoming Council agenda. I look forward to introducing two important initiatives: Housing and Transportation.

**Direct Action on Housing** - Safe, affordable and inclusive housing is a critical component of healthy communities and housing affordability is one of the most significant challenges facing our community. It impacts the economy, social wellbeing and overall livability of the Comox Valley.

Population growth combined with significant price and rent increases in recent years have exacerbated housing affordability challenges. Specifically, there is a demonstrated need for affordable, non-market rental housing for families, seniors, and singles who cannot afford market rental housing.

The CVRD believes local government has a critical role to play in addressing the issue and is advancing a whole-of-community solution that grows affordable housing in a sustainable, collaborative and proactive manner. It includes:

- Creating an arm’s length Housing Corporation to support the development and operation of new affordable non-market rental housing to complement the efforts of the non-profit and private sectors.
- Helping to build capacity of local organizations and provide strategic investments to strengthen and accelerate their efforts.
- Develop a Non-Market Housing Master Plan to unlock new development opportunities by connecting available lands with housing organizations.

**Regional Transportation** - A key goal of the Comox Valley's Regional Growth Strategy is to develop an efficient and affordable multi-modal transportation network that connects the Comox Valley as a whole. Plans for active transportation and community mobility set the stage for why having an integrated transportation system that works for getting around the region as a whole makes sense. While the CVRD manages public transit as a region, there is no regional service to prioritize and take action on other non-vehicle forms of regional transportation, like active transportation. Also, transportation planning is best undertaken as a system that considers all jurisdictions and doesn't stop at local government boundaries. We all travel across boundaries to get to work and school, do grocery shopping, and play.

The CVRD Board is looking to amend the existing Transit Service to become the Regional Transportation Service, allowing the CVRD to approach multimodal transportation on a regional scale.

I will speak to both of these topics at your upcoming Council meeting, and describe the next steps that include conducting an Alternative Approval Process to authorize the proposed bylaw changes needed.

Sincerely,



James Warren

Chief Administrative Officer

cc: Rachel Parker, Corporate Officer, Village of Cumberland  
Adriana Proton, Manager of Legislative Services, City of Courtenay  
Shelly Russwurm, Director of Corporate Services, Town of Comox

# Housing and Transportation

Unified AAP - Overview Presentation

December 2024

# Introduction

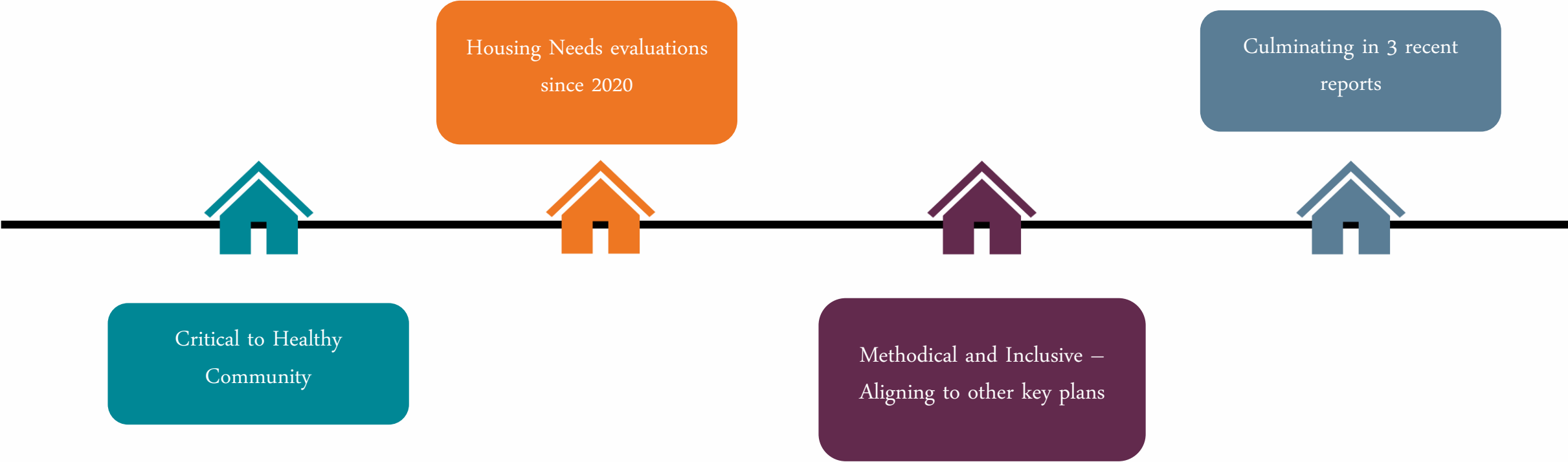


Housing



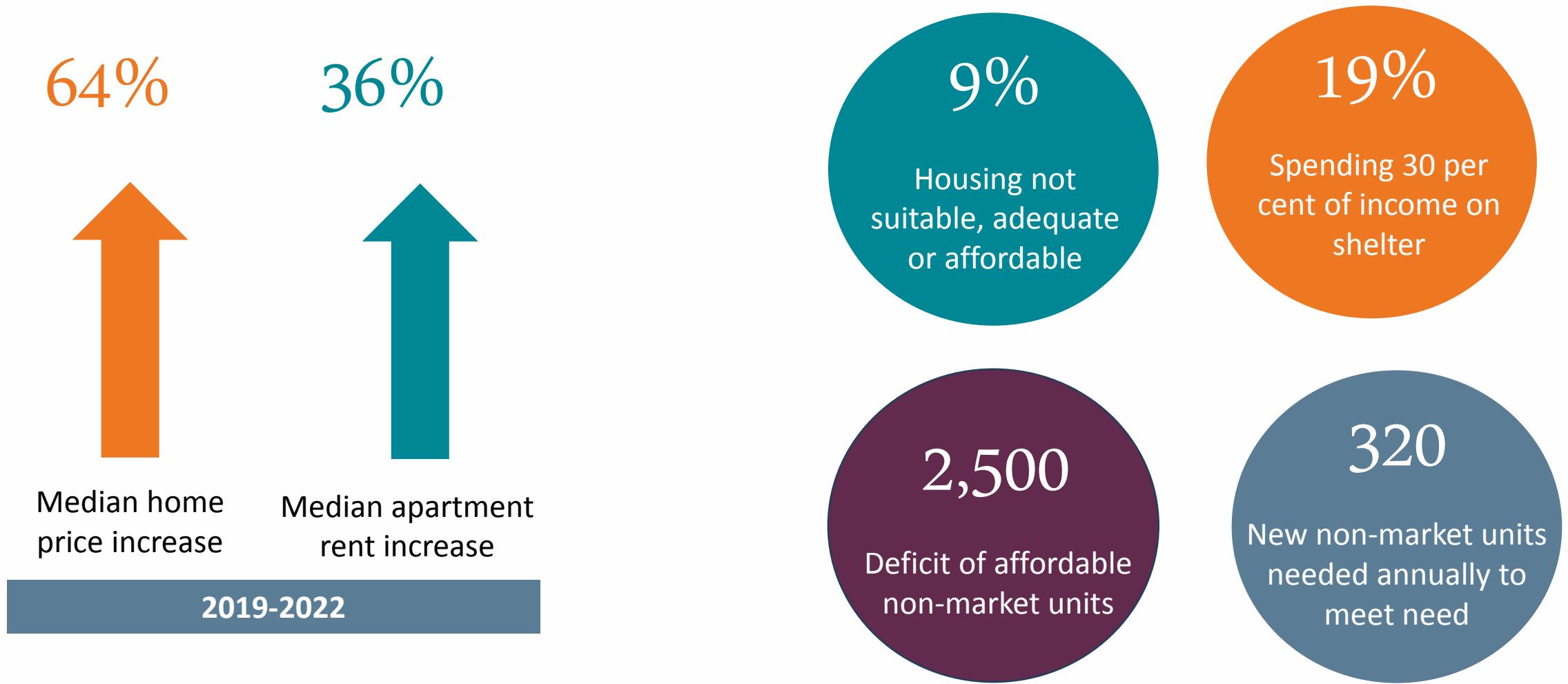
Transportation

# Addressing Housing Affordability





# The Challenge and the Role of Local Government



# Housing Continuum



# Voices Heard

“I love my town and my friends here, but if I cannot afford to stay, I will have to move to a place with lower rentals.”

“Housing prices and rentals are way too expensive for a single person. It is impossible to buy a home unless you have a second income and paying rent by yourself is astronomical.”

“We have been forced to sell our home and could not find affordable and suitable rental accommodations and DEFINITELY no affordable properties to purchase in the valley so we have to leave the community that has been home for a decade.”

\*taken from Comox Valley Housing Needs Assessment

## Housing crisis forcing employers to recruit employees by offering housing

### Housing crisis: Canada's top economic threat

Business leaders pinpoint housing costs and supply as the economy's biggest risk, KPMG survey finds

### 'Shortage of workers': Housing crisis fuels labour scarcity

May 23, 2023

Type: Media Release

*Lack of attainable housing a barrier for hiring and retention, employers say*

Industry news

### Why Canada's hot housing market is an issue for business owners

Housing News

### Renting in the Comox Valley: Low vacancy, high rents, no ease to the squeeze in sight

Average prices in Courtenay, Comox, and surrounding areas rose 50% in just four years

# Current Services



## Service 450

Emergency Shelter + Supportive Housing Land  
Acquisition

- Created in 2009
- Fully regional service
- Interest in expanded focus
- Requisition in 2024: \$700,000



## Service 451

Homelessness Supports

- Created in 2015
- Comox is not a participant: supports via grants to non-profit, purchase of affordable units
- Excludes Denman and Hornby Islands
- Requisition in 2024: \$421,000

# Pursuing Enhanced Approach



# Next Steps



Amend establishing bylaws

- 450: Revise purpose + requisition
- 451: Revise requisition

Alternative Approval Process  
Jan-Feb 2025



If approved: Develop scope and scale of Housing Corporation

- Business Plan
- Articles of incorporation
- Establish workplan
- Budget levels

# Financial Impacts – Maximum Requisition



Service 450

2024	2025
\$697,476	\$1,500,000



Service 451

2024	2025
\$413,500	\$550,000





# Transportation



RGS goal of efficient, affordable,  
multi-modal network



Active Transportation Network Plan,  
2022 Mobility Primer, Transit Future  
Action Plan



No service for  
non-vehicle regional transportation

# Challenges and Solutions

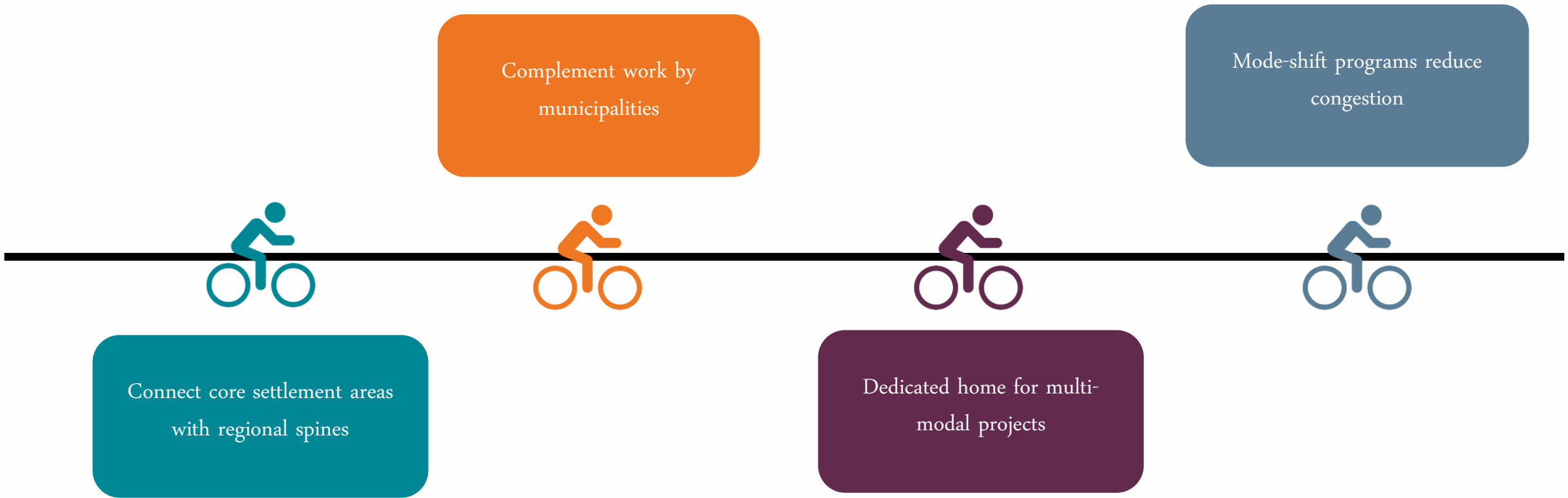
No 'home' for multi-modal initiatives

Municipal investments have no regional tie

Regional service can facilitate regional transportation network planning



# Proposed Solution





# Thank you. Questions?



[www.comoxvalleyrd.ca/AAP](http://www.comoxvalleyrd.ca/AAP)



250-334-6000



[administration@comoxvalleyrd.ca](mailto:administration@comoxvalleyrd.ca)



# Staff Report

To: Council

File No.: 3090-20-2407/DVP00053

From: Director of Development Services

Date: December 11, 2024

Subject: **Development Variance Permit Application No. 2403 – 407 4th Street**

## PURPOSE:

For Council to consider approval of Development Variance Permit No. 2403 to allow for the development of a four-storey, approximately 5,046m<sup>2</sup>, mixed-use residential and commercial building at 407 4<sup>th</sup> Street (LOT 1 SECTION 61 COMOX DISTRICT PLAN EPP141927) which varies Zoning Bylaw No. 2500, 2007, Division 6, Part 7, section 6.7.1 - Sight Triangle; Division 7, Part 1, section 7.1.10 - Small Car Parking; Division 7, Part 3 section 7.3.2 - Bicycle Parking Requirements, and Division 8, Part 13, Commercial One Zone (C-1) section 8.13.7 - Height of Buildings.

## BACKGROUND:

The property owner of 407 4<sup>th</sup> Street is seeking variances to Zoning Bylaw No. 2500, 2007, Commercial One Zone (C-1), to construct a new four-storey, approximately 5,046m<sup>2</sup>, mixed-use building consisting of 36 residential units and 499m<sup>2</sup> of commercial space, representing four commercial retail units (CRU). The proposed development is anticipated to be financed by CMHC and as part of this funding the units will be rental for the first ten years and include building performance targets for energy efficiency and greenhouse gas emissions.

The proposed height variance meets the minor threshold for delegation to the Director of Development Services (25% or less) while the sight triangle, small car parking and bicycle parking specification variances are greater than 25%. As a result, all variances are being considered by Council. There are eight variances, five of them alone pertain to bicycle parking requirements.

The C-1 zone permits a variety of residential, commercial and combined commercial and residential uses. The proposed uses are permitted in the C-1 zone. To facilitate the proposed development, the subject property consolidated two lots; 407 and 419 4<sup>th</sup> Street and the two existing single residential homes used for commercial purposes will be demolished. As a result of the consolidation, the frontage of the new subject property is now England Avenue.

To accommodate this proposed development the applicant is requesting to vary Zoning Bylaw No.2500, 2007, Division 6, Part 7, section 6.7.1 - Sight Triangle; Division 7, Part 1, section 7.1.10 - Small Car Parking; Division 7, Part 3 section 7.3.2 - Bicycle Parking Requirements, and Division 8, Part 13, Commercial One Zone (C-1) section 8.13.7 - Height of Buildings. The requested variances are as follows:

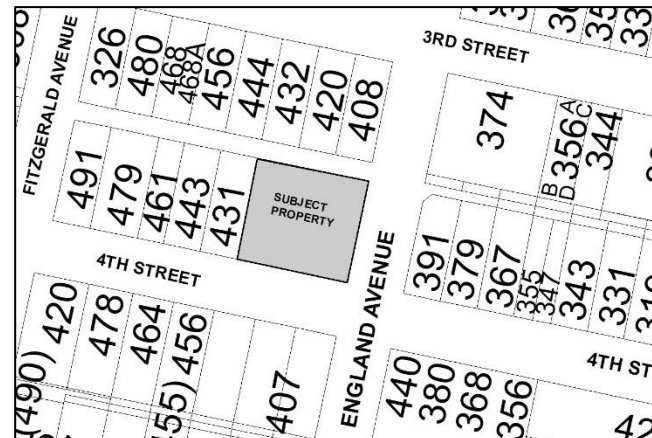
- Section 6.7.1 – Sight Triangle – from 6.0 m from the point of the street intersection to 3.0 m.
- Section 7.1.10(1) – Small Car Parking – from 10% of the total number of parking stalls for small cars to 26% of the total number of parking stalls for small cars.
- Section 7.3.2 (1) – Bicycle Parking Specifications – from each standard bicycle parking space shall be a minimum of 1.8 metres (length) to 1.2 metres (length) and from 0.6 metres (width) to 0.3 metres (width).

- Section 7.3.2 (2) – Bicycle Parking Specifications – from 10% to 5% of minimum required bicycle parking spaces shall be designed for oversized bicycle parking spaces and from 3.0 metres (length) to 1.2 metres (length).
- Section 7.3.2 (3) – Bicycle Parking Specifications – remove the requirement for each bicycle parking space must be independently accessible from a sturdy rack designed for frame, not wheel-only, support.
- Section 7.3.2 (6) – Bicycle Parking Specifications – from access shall be provided from each bicycle space to a street, excluding a lane to access shall be provided from each bicycle space to a street, including a lane.
- Section 7.3.2 (14) (c.) – Bicycle Parking Specifications – from no more than 20 bicycles [parking stalls] to no more than 30 bicycles [parking stalls] shall be provided in each bicycle room.
- Section 8.13.7 – Height of Building – from no *building* in this zone shall exceed 13.5 m to no *building* in this zone shall exceed 16.0 m.

Figure 1: Site Location



Figure 2: Subject Property



The subject property (Figures 1 and 2 above) is designated Downtown Town Centre in the Official Community Plan (OCP) Bylaw No. 3070, 2022, and is located along the north western fringe of the downtown (between 3<sup>rd</sup> and 4<sup>th</sup> Street and England and Fitzgerald Avenues). This area is intended to function as “the local, city-wide and regional centre of cultural, civic, culinary, economic, and public life...” and additional housing is recognized as needed within the downtown to support these objectives. The mixed-use proposal aligns with the objectives for the area by providing rental housing and employment and economic opportunities for the community. The proposal contributes to strategic growth being located within a growth centres and a 10-minute neighbourhood.

Adjacent lots along 4<sup>th</sup> Street to the northeast and southwest and to the south across 4<sup>th</sup> Street are designated as Urban Corridor. Lots to the north, fronting 3<sup>rd</sup> Street, are designated as Urban Residential and consist primarily of single detached residential buildings. The subject property fronts England Avenue to the northeast and is bound by a City laneway to the northwest, with the back of single detached residential lots across the lane.

The current grade of the subject property (see Figure 3) decreases gradually, approximately 2 metres from the property line along 4<sup>th</sup> Street to the rear property line at the lane. The property also has a similar elevation change dropping from its internal southwest property line to the property line along England



Avenue, making the northeast corner of the lot the low point of the property. The proposal will utilize this existing grade change to assist in building an underground parkade where less excavation will be needed at the northern, lower end of the property and where the height of the building along the 4<sup>th</sup> Street will present as shorter than along most of England Avenue and from the lane.

There are currently four mature trees on-site, two Ash and two Holly (Holly are invasive and the City promotes removal). In conformance with Courtenay's Tree Protection and Management Bylaw No. 2850, 2006, the site's trees are subject to removal through a Tree Cutting Permit, if Council approves the requested variances.

The proposed building is classified as a mixed-use development (residential and commercial) and is subject to DPA-1: Commercial Form and Character Development Permit Area and issuance of a Development Permit. If Council approves the requested variances, the Director of Development Services will be able to proceed with consideration of the applicant's concurrent Development Permit Application. If both planning permits are issued, the owner will be able to proceed through the Building Permit process.

Figure 3: Existing Site from 4<sup>th</sup> Street



Figure 4: Rendering of proposal from 4<sup>th</sup> Street



#### **DISCUSSION:**

The variances being considered are to support the proposal for a 4-storey mixed use residential and commercial building intended to provide 36 dwelling units (purpose-built rental for at least 10 years) and 499m<sup>2</sup> of street level commercial space. The proposed design includes an underground parkade, an amenity room and secure bike storage facilities for residents. The unit composition for the 36 residential is:

- 5 micro units (<29m<sup>2</sup>)
- 7 one-bedroom units
- 21 two-bedroom units
- 3 three-bedroom units

The C-1 zone accounts for density via a volumetric calculation that can be simplified as a combination of lot coverage and height. The maximum coverage allowed in the C-1 zone is up to 100% of the total lot area for all buildings and accessory buildings and the maximum height of building is 13.5 m. Based on the lot size and coverage, the subject property is allowed up to 5,050m<sup>3</sup> of volumetric density. The proposed development is 3,933m<sup>3</sup> and therefore the height variance requested does not affect the property's density or use and no rezoning is required.

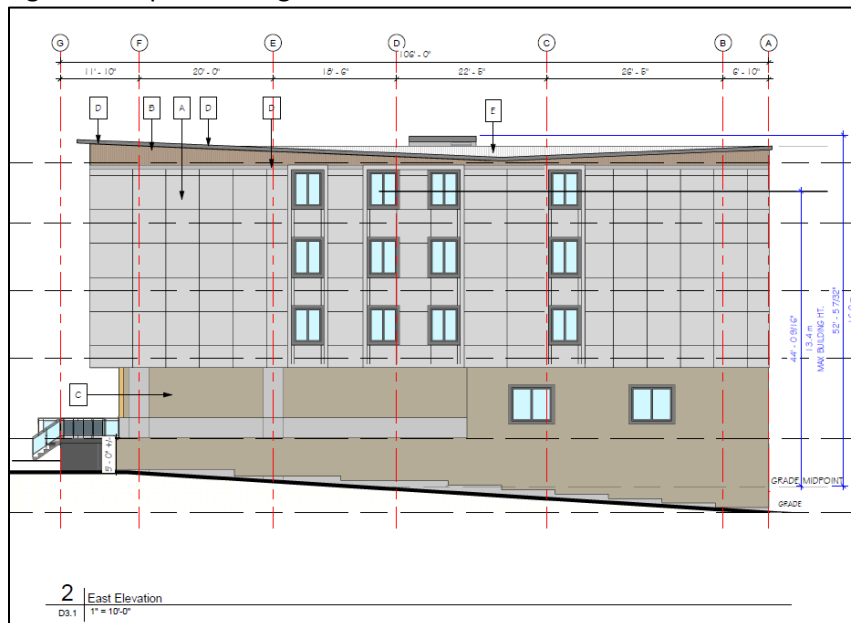
#### Maximum Building Height Variance

The maximum permitted height in the C-1 zone is 13.5 m. This proposal is requesting a 2.5 m variance to

accommodate a 16.0 m building.

The need for an allowable height of 16.0 metres is partially the result of the site's topography and how the Zoning Bylaw measures height; in this instance the natural average grade along the future building face fronting England Avenue. This does not diminish the fact that from England Avenue and the lane especially, where the elevation is at its lowest, the building may be more imposing in its massing. The architectural features (design, materials and colour variation) however, break up the expansiveness of the building's faces and minimize massing. The integration of the building into the site's topography also reduces the building's mass as you move around the building's perimeter from the lane to its main entrance on 4<sup>th</sup> Street. The proposal meets DPA-1 form and character guidelines for multi-residential buildings.

Figure 5: Depiction Height – East Elevation



When compared to the site's permitted right-of-zoning height, the additional height requested (2.5 m) is unlikely to impact the adjacent properties significantly. The height variance is classified as minor per Development Procedures Bylaw No. 3106, 2023; less than 25%.

With the C-1 zone's maximum height of 13.5m, it will generally not be possible for properties zoned C-1 to build higher than four-storeys without a variance or a rezoning. From this standpoint the height variance is supportable, as the height aligns with the form and character envisioned by the OCP for the Downtown Town Centre, which encourages up to eight-storey buildings.

#### Bicycle Parking Specifications Variance

The intent of the zoning bylaw is to ensure a variety of bike types as well as the needs and abilities of users are accommodated for when storing their bikes. To meet this intent requires not only considering the number of bicycle spaces provided but also the size and siting of these stalls, the security of the bikes, and supplementary needs of some bikes, such as electrification.

Where the Zoning Bylaw requires 80 bicycle parking spaces (72 Class II, 8 Class I) the proposal provides 72 spaces (66 Class II, 6 Class I) all in secure and sheltered locations. While the proposal seeks relaxation in the dimensions require for *each* bicycle stall, the proposal provides a variety of different sizes of spaces and

types of racks (i.e. horizontal versus vertical). The 16 horizontal stalls meet the dimensions required by the bylaw without needing variance and can meet the needs of residents who are unable to use the vertical style racks. For residents who can, the 46 vertical spaces continue provide secure high-quality bicycle parking. The four oversized stalls are accommodating of larger bikes, bikes with non-traditional tire sizes, and other types of wheeled devices. Accounting for things such as unit composition, target demographic, and the overall accessibility of the building, the proposal's bicycle parking collectively provides a satisfactory variety and overall quality that can meet needs of the building's users. For this reason, Staff support the variances.

### Small Car Parking Percentage Variance

The maximum permitted percentage of small car parking stalls for parking areas of 20 or more vehicles is 10%. This proposal is requesting a 16% increase in the percentage of small car parking allowed; up to 26% of the total parking stalls provided. Based on the 27 proposed stalls, this amounts to a maximum of 7 small car parking stalls.

It was recently established through a third-party transportation consultant that 20-30% small car parking is a common benchmark in other BC communities. This standard was recently incorporated when drafting parking requirements for a multi-residential comprehensive development zone within a core growth area of Courtenay. Based on this development's similar context, the same standard is suitable here.

Additionally, the 7 proposed small car stalls are still larger dimensionally than the minimum requirement for a small car stall (2.5 m in width x 4.6 m in length) and are likely to more easily accommodate a broader make of vehicles. Smaller vehicles may also reflect the location's transportation context and the needs of single and small households who occupy the building.

### Sight Triangle Variance

For corner lots, the zoning bylaw requires that nothing shall be erected, placed, planted or allowed to grow in a manner that impedes vision between a height of 1.0 m to 3.0 m within the area of the subject property created by drawing a diagonal line between two points 6.0 m from the corner of the property. The intent of this regulation is to ensure sight lines are kept clear for the benefit of vehicle and pedestrian safety.

Figure 6: Zoning Bylaw Sight Triangle

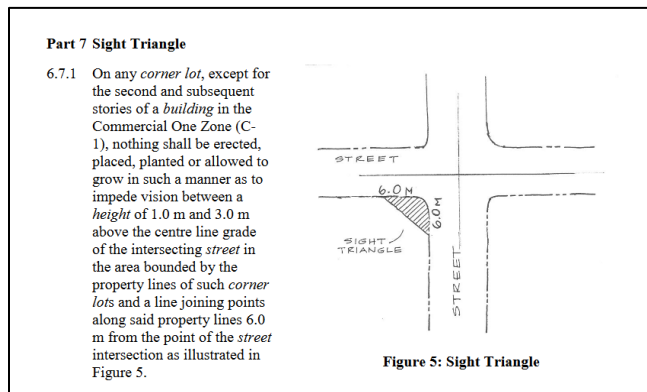
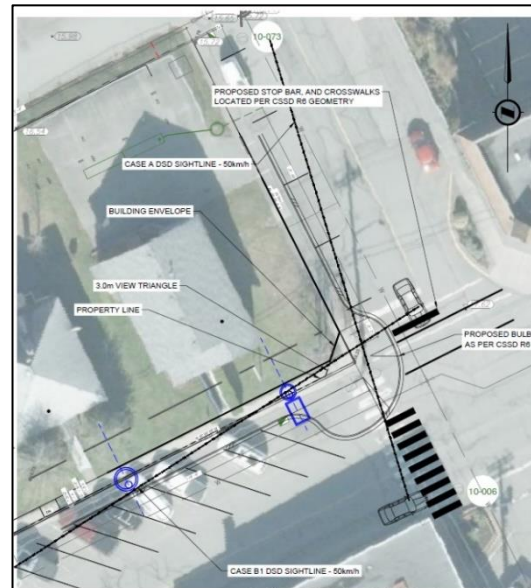


Figure 7: TAC Sight lines



This proposal is requesting a reduction in the zoning bylaw’s requirement for the establishment of a sight triangle from a diagonal line drawn from two points from 6.0 metres from the corner of the intersection to 3.0 metres from the corner of the intersection.

This variance request is supported by a qualified civil engineer who recommends a 3.0 m x 3.0 m corner cut and a curb extension. The sight lines for vehicles at the intersection of 4<sup>th</sup> Street and England Avenue meet or exceed what is recommended by the Transportation Association of Canada (TAC). TAC is the standard bearer for transportation and road safety standards and is referenced as the City’s criterion in other instances, including the Subdivision and Development Servicing (SDS) Bylaw No. 2919, 2018, where TAC forms a component of the bylaw through the Master Municipal Construction Documents (MMCD) Design Guidelines. The civil engineer’s drawings support what is required by the City’s SDS Bylaw for adequate sight line distances, and will be required to be met prior to Building Permit (See Figure 7 below). The Zoning Bylaw’s site triangle requirement will be reviewed in 2025 and updated to align with best practices.

A 3.0 m by 3.0 m Statutory Right of Way (SRW) will restrict all building within the same internal corner of the subject property. This is a requirement of Courtenay’s Subdivision and Development Servicing Bylaw No. 2919, 2018, in compliance with Master Municipal Construction Documents Design Guideline clause 5.5.3. To meet this, the City is requiring a Statutory Right of Way to be registered on title prior to Building Permit that will prohibit building in that defined area and reserve the space for the placement and access of future utilities.

Summary of Variances

Staff support the variances being requested as reasonable, and that the variances support a design concept the City’s guiding land-use policies support.

Table 1: Summary of the proposed variances

Regulation	Required	Proposed	Variance
Max Building Height	13.5 m	16.0 m	2.5 m
Maximum Small Car Parking	Maximum of 10% of total vehicle stalls	Maximum of 26% of vehicle stalls	16% increase in small car parking allowed
Sight Triangle	6m x 6m within the property lines	3m x 3m within the property lines	3.0 m x 3.0 m
Bicycle Parking Specifications	Section 7.3.2 (1) each standard bicycle parking space shall be a minimum of 1.8 metres (length) by 0.6 metres (width) and by 2.1 metres (height)	-1.2 metres (length) -0.3 metres (width)	-0.6 metres (length) -0.3 metres (width)
Bicycle Parking Specifications	Section 7.3.2 (2) 10% of minimum required bicycle parking spaces shall be designed for oversized bicycle parking spaces with the following minimum dimensions: 3.0 metres (length) by 0.9m (width) by 2.1 metres (height).	- 5% minimum of required bicycle parking spaces shall be designed for oversized bicycle parking spaces - 1.2 metres (length)	- 5% minimum required oversized bicycle parking spaces - 1.8 metres (length)
Bicycle Parking Specifications	Section 7.3.2 (3) each bicycle parking space must be	Remove	Remove

	independently accessible from a sturdy rack designed for frame, not wheel-only, support.		
Bicycle Parking Specifications	Section 7.3.2 (6) access shall be provided from each bicycle space to a street, excluding a lane.	- access shall be provided from each bicycle space to a street, including a lane	- Include access to be allowed from a lane
Bicycle Parking Specifications	Section 7.3.2 (14) (c.) no more than 20 bicycles [stalls] shall be provided in each bicycle room. However, larger bicycle rooms may be used if the room is compartmentalized into smaller rooms using chain link fencing with lockable chain link doors. If a larger room is utilized, each compartment shall provide no more than 20 bicycle parking spaces.	- from no more than 20 bicycles [stalls] to no more than 30 bicycle parking stalls	- 10 additional bicycle [stalls] can be provided in the bicycle room.

Off-Street Parking and Loading Spaces

In accordance with the Zoning Bylaw, the C-1 zone (primary zone within the downtown) requires one vehicle parking stall per residential dwelling unit and no stalls for loading or commercial space. Based on the proposal’s 36 dwelling units, 36 vehicle stalls are required for the development. 27 parking stalls will be provided under the building in a parkade.

Zoning Bylaw section 7.1.7(2) allows applicants to pay to the City of Courtenay \$6,500.00 per parking stall required, rather than providing parking on-site. For this proposal, the applicant is choosing to provide 27 of the 36 required stalls on-site and will contribute \$58,500.00 (\$6,500.00 x 9 stalls) to compensate for the stalls not provided.

Notable Conditions of the Development Variance Permit

- Registration of 3m x 3m statutory right of way, inside the property lines, at the intersection of 4<sup>th</sup> Street and England Avenue to be registered on title prior to issuance of Building Permit.
- As per Zoning Bylaw section 7.1.7(2), payment of \$58,500.00 (\$6,500.00 x 9) as a cash in lieu option to pay for rather than provide nine vehicle parking stalls that otherwise would have been required on site.

**POLICY ANALYSIS:**

Official Community Plan Review

The subject property is designated Downtown Town Centre within the Official Community Plan (OCP). If the variances are approved, the proposed redevelopment would support, among others, the realization of the following OCP polices:

- Land Use Policy #2: “Direct residential intensification to the primary and secondary growth centres as shown as Downtown, Town Centre, Urban Corridor, and Neighbourhood Centre on Map B-1: Land Use Designation Map and in accordance with the land use designations contained within this Plan.”
- Land Use Policy #6: “Co-locate residential, commercial, institutional, and suitable employment generating land uses in the Downtown, Town Centres & Urban Corridor, and Neighbourhood Centres.”
- Downtown Land Use Policy #1: “Continue to support a diverse range of land uses within the downtown including diversity of multi-residential housing choices, small scale commercial uses, and other supportive uses to promote the establishment of a complete community and 10-minute neighbourhood.”
- Downtown Land Use Policy #4: “Require commercial uses at grade along 4th, 5th, and 6th Streets.”
- Local Economy Policy #10: “Support land uses that provide employment opportunities within or close proximity to the Town and Neighbourhood Centres and Corridors such as intensification of mixed-use office, retail, live- work studios and other commercial uses.”

#### **FINANCIAL IMPLICATIONS:**

Proceeding with the approval of this Development Variance Permit application has no financial implications to the City’s Financial Plan 2024 – 2029. The cash-in-lieu of \$58,500.00 would be placed in the parking reserve fund to contribute to a parking structure in the Downtown.

#### **ADMINISTRATIVE IMPLICATIONS:**

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

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

This initiative addresses the following strategic priorities:

- Good Governance - Review and streamline development process and set targets for application processing times

#### **PUBLIC ENGAGEMENT:**

Per Development Procedures Bylaw No. 2106, 2023, no Community Information Meeting (CIM) is required for this Development Variance Permit Application.

In accordance with *Local Government Act* section 499, Staff delivered a public notification to 26 property owners and occupants within a 30-metre area on November 29, 2024 (see **Attachment 4**). This was done in-person by Staff as opposed to through the mail due to the Canada Post strike (on-going at the time of this report). Zero (0) public comments have been received at time of writing this report. Comments received after this report will be presented to Council at the Regular Council meeting

#### **OPTIONS:**

1. THAT Council vary the requirements of Zoning Bylaw No. 2500, 2007 as follows:
  - a. Section 6.7.1 – Sight Triangle – from 6.0 m from the point of the street intersection to 3.0 m.
  - b. Section 7.1.10(1) – Small Car Parking – from 10% of the total number of parking stalls for small cars to 26% of the total number of parking stalls for small cars.

- c. Section 7.3.2 (1) – Bicycle Parking Specifications – from each standard bicycle parking space shall be a minimum of 1.8 metres (length) to 1.2 metres (length) and from 0.6 metres (width) to 0.3 metres (width).
  - d. Section 7.3.2 (2) – Bicycle Parking Specifications – from 10% to 5% of minimum required bicycle parking spaces shall be designed for oversized bicycle parking spaces and from 3.0 metres (length) to 1.2 metres (length).
  - e. Section 7.3.2 (3) – Bicycle Parking Specifications – remove the requirement for each bicycle parking space must be independently accessible from a sturdy rack designed for frame, not wheel-only, support.
  - f. Section 7.3.2 (6) – Bicycle Parking Specifications – from access shall be provided from each bicycle space to a street, excluding a lane to access shall be provided from each bicycle space to a street, including a lane.
  - g. Section 7.3.2 (14) (c.) – Bicycle Parking Specifications – from no more than 20 bicycles [parking stalls] to no more than 30 bicycles [parking stalls] shall be provided in each bicycle room.
  - h. Section 8.13.7 – Height of Building – from no *building* in this zone shall exceed 13.5 m to no *building* in this zone shall exceed 16.0 m.  
THAT Council approve Development Variance Permit No. 2403 (407 4<sup>th</sup> Street); and  
THAT Council direct the Director of Development Services to issue “Development Variance Permit No. 2403 (407 4<sup>th</sup> Street).”
2. THAT Council defer and request additional information from Staff for “Development Variance Permit No. 2403 (407 4<sup>th</sup> Street)”.
  3. THAT Council deny the the application for “Development Variance Permit No. 2403 (407 4<sup>th</sup> Street)” and provide a reason for denial.

**ATTACHMENTS:**

1. Draft Development Variance Permit No. 2403
2. Architectural Drawings
3. Copy of Public Notification

Prepared by: Jacob Cramer, Planner II  
Reviewed by: Jamai Schile, Manager of Development Planning  
Marianne Wade, RPP MCIP, Director of Development Services  
Concurrence: Geoff Garbutt, M.PI., MCIP, RPP, City Manager (CAO)



The Corporation of the City of Courtenay

# Development Variance Permit

Permit No. 3090-20-2403/DVP00053

## To issue a Development Variance Permit

To: Name: RENWEST INVESTMENTS LTD.  
Address: PO BOX 3734, COURTENAY, BC, V9N 7P1

## Property to which permit refers:

Legal: LOT 1 SECTION 61 COMOX DISTRICT PLAN EPP141927

Civic: 407 4<sup>th</sup> Street, COURTENAY, BC, V9N 1G9

## The City of Courtenay Zoning Bylaw No. 2500, 2007 is varied as follows:

- Section 6.7.1 – Sight Triangle – from 6.0 m from the point of the street intersection to 3.0 m.
- Section 7.1.10(1) – Small Car Parking – from 10% of the total number of parking stalls for small cars to 26% of the total number of parking stalls for small cars.
- Section 7.3.2 (1) – Bicycle Parking Specifications – from each standard bicycle parking space shall be a minimum of 1.8 metres (length) to 1.2 metres (length) and from 0.6 metres (width) to 0.3 metres (width).
- Section 7.3.2 (2) – Bicycle Parking Specifications – from 10% to 5% of minimum required bicycle parking spaces shall be designed for oversized bicycle parking spaces and from 3.0 metres (length) to 1.2 metres (length).
- Section 7.3.2 (3) – Bicycle Parking Specifications – remove the requirement for each bicycle parking space must be independently accessible from a sturdy rack designed for frame, not wheel-only, support.
- Section 7.3.2 (6) – Bicycle Parking Specifications – from access shall be provided from each bicycle space to a street, excluding a lane to access shall be provided from each bicycle space to a street, including a lane.
- Section 7.3.2 (14)(c.) – Bicycle Parking Specifications – from no more than 20 bicycles [parking stalls] to no more than 30 bicycles [parking stalls] shall be provided in each bicycle room.
- Section 8.13.7 – Height of Building – from no *building* in this zone shall exceed 13.5 m to no *building* in this zone shall exceed 16.0 m.



**Conditions of Permit:**

Development Variance Permit No. 2403 issued to allow for the development of a four-storey mixed use residential and commercial development subject to the following conditions:

1. The development shall be in substantial conformance with the Architectural Drawings by Alvin Reinhard Fritz Architect Inc., dated November 7, 2024, attached as **Schedule A**;
2. Registration of 3.0 m x 3.0 m statutory right of way, inside the property lines, at the intersection of 4th Street and England Avenue to be registered on title prior to issuance of Building Permit.
3. As per Zoning Bylaw section 7.1.7(2), payment of \$58,500.00 (\$6,500.00 x 9) cash in lieu for nine (9) on-site parking stalls, to compensate for the reduction in required on-site parking stalls, is required prior to issuance of Building Permit.
4. A Sign Permit shall be obtained prior to any signage being installed;
5. A Tree Cutting Permit shall be obtained prior to the removal of any trees;
6. The development shall meet all other applicable requirements, standards and guidelines; and
7. No alterations or amendments shall be made without the City's permission. A formal amendment application is required if plans change or additional variances are identified after permit issue.

**Time Schedule of Development and Lapse of Permit**

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

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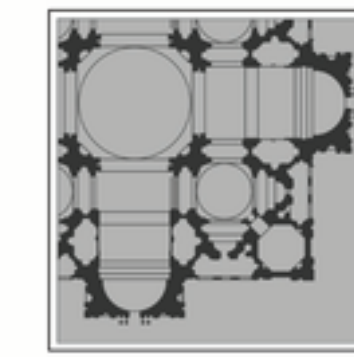
Date

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Director of Development Services

# Heritage Lane

## 419 & 407 4th Street Courtenay, BC



ALVIN REINHARD FRITZ  
ARCHITECT  
INC.



KEYPLAN:

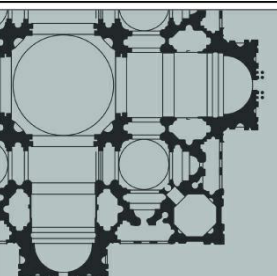
### Schedule A

CLIENT INFORMATION:

1	CAR	AHJ REVISIONS	2024 11 07
#	By	Description	Date
Revision Schedule			

CONSULTANT LOGO:

3	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 07
2	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 01
1	CAR	ISSUED FOR DEVELOPMENT PERMIT	2024 04 10
NO.	BY	DESCRIPTION	DATE

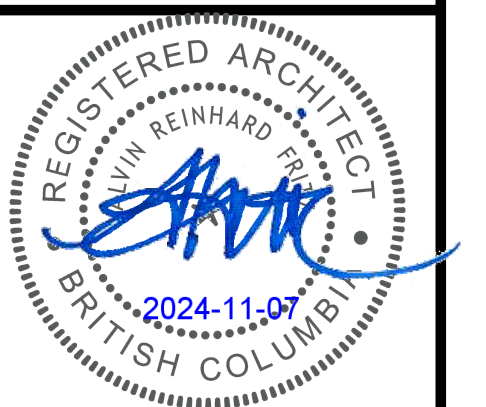


Norland Coach House  
10-90001 Range Road 212  
Lethbridge County, Alberta  
T1J 5N9  
alvinfrizarchitect.com

ph. (403) 320-8100  
Fax (403) 327-3373  
general@alvinfrizarchitect.com

ALVIN REINHARD FRITZ  
ARCHITECT  
INC.

PROFESSIONAL SEAL:



**ONSITE**  
Engineering Ltd.

**MUIR**  
ENGINEERING LTD.  
Consulting Electrical Engineers

PROJECT: 4th and England Multi Use Building  
LOCATION: Courtenay, BC

This design is and shall at all times remain the exclusive property of ALVIN REINHARD FRITZ ARCHITECT INC. and shall not be reproduced or used without the architect's written permission.

Do not scale this drawing. All dimensions, data and levels, shall be verified prior to construction and all errors or omissions shall be reported to the architect immediately.

DRAWING TITLE:  
**Cover Sheet**

DRAWN BY: JMV	CHECKED BY: AF / CAR
SCALE:	
PROJECT: 22202CMMUB / 3021	
ISSUE FOR: Issued for Revised Development Permit	
ISSUE DATE: 2024 11 07	
REV. NO.	SHEET NO.
	<b>D0.0</b>

# PROJECT DISCIPTION

NEW PROJECT HOUSES FOUR COMMERCIAL SPACES ON MAIN FLOOR WITH NINE MICRO SUITES ON REAR OF BUILDING. LEVELS TWO TO FOUR HOUSE TEN RESIDENTIAL UNITS RANGING FROM 788 SQ. FT. TO 1 022 SQ. FT. ABOVE GRADE PARKADE WITH ACCESS FROM REAR LANE OF BUILDING.

### LEGAL ADDRESS:

LOT: A, B  
SETION: 61  
LAND DISTRICT: 15  
PLAN NO.: VIP45735  
ADDRESS: 407 4th STREET  
COMOX, BC

# PROJECT DIRECTORY

### PLANNING DEPARTMENT:

CITY OF COURTENAY  
830 CLIFFE AVENUE  
COURTENAY, BC V9N 2J7  
E-MAIL: planning@courtenay.ca  
PHONE: 250-703-4639

### BUILDING SAFETY DEPARTMENT:

CITY OF COURTENAY  
830 CLIFFE AVENUE  
COURTENAY, BC V9N 2J7  
E-MAIL: building@courtenay.ca

### OWNER:

MONTERRA PROJECTS LTD.  
GARRY RENKEMA  
515 DUNCAN AVENUE  
COURTENAY, BC V9N 2M6  
E-MAIL: garry@monterrabuilders.ca  
PHONE: 250-338-2414

RENVEST INVESTMENTS LTD.  
GARRY RENKEMA  
PO BOX 3734  
COURTENAY, BC V9N 7P1  
E-MAIL: info@monterrabuilders.ca  
PHONE: 250-338-2414  
CELL: 250-331-1670

### ARCHITECT:

ALVIN REINHARD FRITZ ARCHITECT INC  
ALVIN FRITZ / CARLOS ROMAN  
10 - 90001 RANGE RD 212  
LETHBRIDGE COUNTY, ALBERTA T1J 5N9  
E-MAIL: alfrt@alvinfrtznarchitect.com  
croman@alvinfrtznarchitect.com  
PHONE: 403-320-8100  
FAX: 403-327-3373

### STRUCTURAL ENGINEER:

GLOTMAN SIMPSON GROUP OF COMPANIES  
JAMES MACAULEY  
1661 W 5TH AVE  
VANCOUVER, BC V6J 1N5  
E-MAIL: jmacauley@glotmansimpson.com  
PHONE: 250-900-4915

### MECHANICAL ENGINEER

AVALON MECHANICAL  
TIM ROBERTSON  
300 - 1245 ESQUIMALT RD  
VICTORIA, BC V9A 3P2  
E-MAIL: trobertson@avalonmechanical.com  
PHONE: 250-565-9121

### ELECTRICAL ENGINEER

MUIR ENGINEERING LTD.  
BRIAN MUIR  
1822 COMOX AVE UNIT E  
COMOX, BC V9M 3M7  
E-MAIL: brian@muireng.ca  
PHONE: 250-890-0870

# GENERAL NOTES :

- CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL PERMITS & INSPECTIONS REQUIRED FOR CERTIFICATE OF OCCUPANCY. ALL WORK SHALL CONFORM TO THE REQUIREMENTS OF THE **NBC 2024 BC**, LAWS, RULES, & REGULATIONS OF ALL LEGALLY CONSTITUTED PUBLIC AUTHORITIES HAVING JURISDICTION. IN CASE OF CONFLICT BETWEEN REQUIREMENTS, THE MOST RESTRICTIVE SHALL APPLY.
- THE CONTRACTOR IS RESPONSIBLE TO PROVIDE TEMPORARY SHORING AND BRACING FOR ALL STRUCTURAL ELEMENTS AS REQUIRED UNTIL NEW STRUCTURAL MEMBERS ARE PERMANENTLY INSTALLED, WHETHER INDICATED ON THE DRAWINGS OR NOT. IF THE CONTRACTOR IS UNSURE WHETHER OR NOT TO PROVIDE TEMPORARY SHORING AND BRACING, THE CONTRACTOR SHALL REQUEST INFORMATION FROM THE ARCHITECT OR STRUCTURAL ENGINEER, IN WRITING, PRIOR TO COMMENCEMENT OF WORK.
- CONTRACTOR SHALL FIELD VERIFY ALL EXISTING CONDITIONS AND CRITICAL DIMENSIONS PRIOR TO COMMENCEMENT OF WORK. CONTRACTOR SHALL NOTIFY OWNER & ARCHITECT OF ANY DISCREPANCIES PRIOR TO PROCEEDING WITH WORK. THIS VERIFICATION SHALL INCLUDE BUT IS NOT LIMITED TO LOCATION OF NEW FRAMING MEMBERS, LINES OF SUPPORT, LOCATIONS OF ANCHOR BOLTS, HOLD DOWNS, EXISTING SITE CONDITIONS, AND UTILITIES PRIOR TO ORDERING MATERIALS.
- CONTRACTOR TO VERIFY FIT & FINISH REQUIREMENTS FOR ALL PROJECT COMPONENTS, WITH OWNER, PRIOR TO ORDERING MATERIALS. REPORT CONFLICTING INFORMATION TO OWNER PRIOR TO PROCEEDING WITH WORK.
- CONTRACTOR SHALL DISPOSE OF ALL DEDUCTION & CONSTRUCTION DEBRIS AS REQUIRED BY PROVINCIAL & MUNICIPAL REQUIREMENTS. **NO** CONSTRUCTION RELATED WASTE PRODUCT SHALL BE ALLOWED TO ENTER THE SANITARY SEWER OR THE STORM SEWER. GROUTS AND CEMENTITIOUS MATERIALS MUST BE DISPOSED IN LANDFILL.
- THE GENERAL CONTRACTOR SHALL ENSURE THAT ALL MATERIALS, AS REQUIRED BY CODE, ARE TESTED BY INDEPENDENT LABORATORIES AND THAT RESULTS ARE FURNISHED TO LOCAL BUILDING AUTHORITIES, OWNER, AND THE PROJECT CONSULTANTS IF REQUESTED.
- CONTRACTOR SHALL STENCIL/LABEL ON ALL RATED WALLS IN CONCEALED AREAS THE FOLLOWING: "FIRE AND SMOKE BARRIER - PROTECT ALL OPENINGS".
- BY THE USE OF THE DRAWINGS FOR CONSTRUCTION OF THE PROJECT, THE OWNER REPRESENTS THAT THEY HAVE REVIEWED AND APPROVED THE DRAWINGS, AND THAT THE CONSTRUCTION DOCUMENT PHASE OF THE PROJECT IS COMPLETE.
- CONTRACTOR SHALL COORDINATE THEIR WORK WITH ALL OTHER CONTRACTORS FURNISHING THE LABOR, MATERIALS, AND ALL WORK, SO THAT THE WORK AS A WHOLE SHALL BE EXECUTED AND COMPLETED WITHOUT CONFLICT OR DELAY. THE OWNER AND THE CONSULTANTS SHALL NOT BE RESPONSIBLE FOR HOW THE WORK IS PERFORMED, SAFETY AND NEGLIGENT ACTS OR OMISSIONS BY THE GENERAL CONTRACTOR OR THE SUBCONTRACTORS ON THE JOB.
- CONTRACTOR SHALL COORDINATE THE REQUIREMENTS OF ANY AND ALL DRAWINGS INCLUDING, BUT NOT LIMITED TO, ARCHITECTURAL, STRUCTURAL, MECHANICAL, ELECTRICAL, AND CIVIL. ANY CONFLICTS SHALL BE BROUGHT TO THE ATTENTION OF THE OWNER & ARCHITECT PRIOR TO ANY WORK.
- IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO ACQUAINT THEMSELVES WITH THE DIMENSIONS OF ALL EQUIPMENT INCLUDED IN THIS PROJECT SO THAT PREPARATIONS CAN BE MADE TO PROVIDE ENTRY INTO THE FACILITY WITH SUFFICIENT CLEARANCE, AND TO ENSURE THAT ADEQUATE FLOOR SPACE IS AVAILABLE.
- CONTRACTOR SHALL **NEVER** SCALE DRAWINGS. LOCATIONS FOR ALL PARTITIONS, WALLS, CEILING, ETC. WILL BE DETERMINED BY DIMENSIONS ON THE DRAWINGS. ANY SUCH DIMENSIONS MISSING FROM THE PLANS MUST BE BROUGHT TO THE ATTENTION OF THE OWNER & ARCHITECT IMMEDIATELY.
- THE CONTRACTOR SHALL ADHERE TO THE DRAWINGS AND SPECIFICATIONS. SHOULD ANY ERROR OR INCONSISTENCY APPEAR REGARDING THE TRUE MEANING AND/OR INTENT OF THE DRAWINGS OR SPECIFICATIONS, THE CONTRACTOR SHALL IMMEDIATELY REPORT SAME TO THE ARCHITECT WHO WILL MAKE ANY NECESSARY CLARIFICATION, INTERPRETATION, OR REVISION AS REQUIRED. IF THE CONTRACTOR DISCOVERS AN ERROR OR INCONSISTENCY AND PROCEEDS WITH WORK WITHOUT NOTIFYING THE OWNER & ARCHITECT OF ANY SUCH DISCREPANCIES, THE CONTRACTOR SHALL ASSUME ALL CHARGES AND MAKE ANY CHANGES TO HIS WORK MADE NECESSARY BY THE CONTRACTORS FAILURE TO OBSERVE AND/OR REPORT THE CONDITION.
- IF THE INTENT OF THE DRAWINGS & SPECIFICATIONS ARE UNCLEAR, THE CONTRACTOR SHALL ASK THE ARCHITECT FOR CLARIFICATION, PRIOR TO PROCEEDING WITH WORK, IN THE FORM OF A WRITTEN R.F.I. (REQUEST FOR INFORMATION). THE ARCHITECT SHALL THEN RESPOND IN WRITING TO ALL APPROPRIATE PARTIES.
- CONTRACTOR SHALL PROVIDE ADEQUATE PROTECTION OF WORK, MATERIALS, FIXTURES, ETC. IN LEASED SPACE FROM LOSS, DAMAGE, FIRE, THEFT, ETC.
- WHEREVER THE TERM "OR EQUAL" IS USED, IT SHALL MEAN EQUAL PRODUCT AS APPROVED IN WRITING BY ARCHITECT.
- IF THE CONTRACTOR PROPOSES A MATERIAL OR EQUIPMENT SUBSTITUTION THE CONTRACTOR SHALL PROVIDE ALL APPROPRIATE DOCUMENTATION AND INFORMATION REQUIRED FOR THE ARCHITECT TO DETERMINE WHETHER OR NOT THE SUBSTITUTION IS EQUAL TO THE SPECIFICATION. ANY CHANGES TO THE DESIGN, AFTER ISSUANCE OF A BUILDING PERMIT, SHALL BE SUBMITTED TO THE PRESIDING BUILDING AGENCY FOR APPROVAL BY THE GENERAL CONTRACTOR.
- CONTRACTOR SHALL PROVIDE AND INSTALL ALL NECESSARY IN-WALL FRAMING/LOCKING REQUIRED TO CARRY SHELF, HANGING, AND VALANCE LOADS, RAILINGS, ETC. AS PER PLANS.
- PROVIDE SILICONE SEALANT AT ALL JOINTS AND INTERFACES OF ALL COUNTERTOPS, EQUIPMENT AND WALLS.
- PROJECT SHALL BE LEFT CLEANED, POLISHED, AND MOVE-IN READY AS PER EACH PRODUCT SPECIFICATION/RECOMMENDATIONS AFTER COMPLETION OF WORK.
- THE CONTRACTOR SHALL VERIFY LOCATIONS OF ALL FOOD SERVICE EQUIPMENT AND COORDINATE LOCATION OF FLOOR SINKS, FLOOR DRAINS, SLOPES/LAB DEPRESSIONS AND RAISED CURBS, ELECTRICAL AND PLUMBING STUB OUTS, AND ALL OTHER WORK UNDER THIS SCOPE OF RESPONSIBILITY RELATED TO THIS EQUIPMENT. REFER TO OWNERS FOOD SERVICE EQUIPMENT SUPPLIER FOR SPECIFIC REQUIREMENTS & REFERENCES. EQUIPMENT DRAWINGS ARE INCLUDED FOR REFERENCE ONLY. ACTUAL SHOP DRAWINGS FOR THE SPECIFIC PROJECT MAY VARY. IT IS THE CONTRACTORS RESPONSIBILITY TO COORDINATE ALL WORK WITH THE REQUIREMENTS OF THE SUPPLIERS FOR THE MATERIALS REPRESENTED BY SHOP DRAWINGS.
- CONTRACTOR IS RESPONSIBLE FOR RECEIVING, UNLOADING, UNCRATING, INSTALLATION AND HOOK-UP OF ALL FOOD SERVICE EQUIPMENT AND OTHER OWNER FURNISHED ITEMS UNLESS OTHERWISE NOTED.
- CONTRACTOR SHALL REFER TO THESE DOCUMENTS, AS WELL AS SPECIFICATIONS, FOR IDENTIFICATION OF ALL OWNER SUPPLIED ITEMS. CONTRACTOR SHALL VERIFY WITH OWNER, PRIOR TO ORDERING, WHICH ITEMS THE OWNER SHALL SUPPLY. ALL ITEMS NOT MARKED AS OWNER SUPPLIED ARE TO BE SUPPLIED BY THE CONTRACTOR. UNLESS NOTED OTHERWISE ALL ITEMS ARE TO BE INSTALLED BY GENERAL CONTRACTOR.
- MINIMUM FLAME SPREAD CLASSIFICATION OF INTERIOR FINISHES SHALL CONFORM TO THE **NBC 2024 BC** AND LOCAL GOVERNING BUILDING CODES/ORDINANCES.
- CONTRACTOR SHALL CONTACT THE LOCAL FIRE MARSHALL, AND PROVIDE AND INSTALL FIRE EXTINGUISHERS PER THE FIRE MARSHALL'S DIRECTION, INCLUDING: TYPE, QUANTITY, AND LOCATIONS. AS A MINIMUM, CONTRACTOR SHALL PROVIDE FIRE EXTINGUISHERS HAVING A RATING OF 2-A10-BC FOR EVERY 3,000 S.F. OF FLOOR AREA AND TRAVEL DISTANCE TO AN EXTINGUISHER SHALL NOT EXCEED 75 FEET AS PER MECHANICAL REQUIREMENTS.
- FOR CONSTRUCTION DETAILS NOT SHOWN, USE THE MANUFACTURERS STANDARD DETAILS OR APPROVED SHOP DRAWINGS/DATA SHEETS IN ACCORDANCE WITH THE PROJECT SPECIFICATIONS.
- CONTRACTOR SHALL CONTACT ALL UTILITY COMPANIES PRIOR TO THE COMMENCEMENT OF WORK TO VERIFY LOCATIONS OF ALL UNDERGROUND UTILITIES. NOTIFY ARCHITECT IMMEDIATELY IF CONFLICTS EXIST BETWEEN EXISTING UTILITIES AND NEW CONSTRUCTION. PATCH, REPAIR, AND/OR REPLACE ALL ADVERSELY AFFECTED FINISHES AND/OR SURFACES AS REQD. UPON COMPLETION OF CONSTRUCTION, ALL PARKING AREA PAVEMENT AND NEW CONCRETE PADS SHALL TRANSITION SMOOTHLY. DOCUMENTS MARKED 'BID DOCUMENTS' SHALL NOT BE USED FOR CONSTRUCTION.
- POST OCCUPANT LOAD SIGN LISTED IN SPECIFICATIONS PER AUTHORITIES HAVING JURISDICTION.
- INSTALL ADDRESS NUMBERS PER SPECIFICATIONS OR LOCAL GOVERNING AGENCY DIRECTIONS.
- SUBMITTAL DOCUMENTS FOR DEFERRED SUBMITTAL ITEMS SHALL BE SUBMITTED TO THE ARCHITECT WHO SHALL REVIEW THEM AND PROVIDE A NOTICE INDICATING THAT THEY ARE DEFERRED.
- SUBMITTAL DOCUMENTS HAVE BEEN REVIEWED AND FOUND TO BE IN GENERAL CONFORMANCE WITH THE DESIGN OF THE BUILDING. THESE SUBMITTAL ITEMS MUST THEN BE SUBMITTED TO THE BUILDING OFFICIAL. THE DEFERRED SUBMITTAL ITEMS SHALL NOT BE INSTALLED UNTIL THEIR DESIGN AND SUBMITTAL DOCUMENTS HAVE BEEN APPROVED BY THE BUILDING OFFICIAL. DEFERRED SUBMITTALS ARE AS FOLLOWS:  
A. TRUSS DRAWINGS AND CALCULATIONS  
B. EXHAUST HOOD AUTOMATIC FIRE EXTINGUISHING SYSTEM (AS REQUIRED)  
C. ALARM MONITORING SYSTEM (AS REQUIRED)
- SUBMIT SAMPLES IN TRIPPLICATE **FOR ALL FINISHES**. LABEL SAMPLES WITH ORIGIN & INTENDED USE. A **WRITTEN ENDORSEMENT** WILL BE SUBMITTED BACK TO THE GENERAL CONTRACTOR WITH ACCEPTANCE OF THE SAMPLE. COORDINATE WITH ARCHITECTURAL SPECIFICATIONS SECTION 01 33 00 'SUBMITTAL PROCEDURES' POINT #1.5.
- ALL WALLS THAT HAVE AN STC RATING OF 50 OR MORE REQUIRE ACOUSTICAL CAULKING AROUND ELECTRICAL BOXES AND OTHER OPENINGS, AS WELL AS AT THE JUNCTION OF INTERSECTING WOOD FRAMING AND STEEL STUD WALL AND FLOORS.

Sheet Number	Sheet Name
D0.0	Cover Sheet
D0.1	Project Information
D0.2	Architectural Abbreviations
D0.3	Construction Types
D0.4	Building Code Review
D1.1	Site Information
D1.2	Survey Plan
D1.3	Context Plan
D1.4	Site Plan
D2.1	Parkade Plan
D2.2	Main Floor Plan
D2.3	Second Floor Plan (Typ. 2-3)
D2.4	Fourth Floor Plan
D2.5	Roof Plan
D2.6	Suite Plans
D2.7	Suite Plans
D2.8	Suite Plans
D3.1	Elevations
D4.1	Building Section
D5.1	Building View

### KEYPLAN:

# Schedule A

### CLIENT INFORMATION:

#	CAR	AHJ REVISIONS	2024 11 07
	By	Description	Date

### Revision Schedule

### CONSULTANT LOGO:

3	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 07
2	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 01
1	CAR	ISSUED FOR DEVELOPMENT PERMIT	2024 04 10

**ALVIN REINHARD FRITZ ARCHITECT INC.**

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ph. (403) 320-8100  
Fax (403) 327-3373  
general@alvinfrtznarchitect.com

### PROFESSIONAL SEAL:



PROJECT: 4th and England Multi Use Building  
LOCATION: Courtenay, BC

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DRAWING TITLE:  
**Project Information**

DRAWN BY: JMV  
CHECKED BY: AF / CAR

SCALE: 1/4" = 1'-0"

PROJECT: 22202CMMUB / 3021

ISSUE FOR: issued for Revised Development Permit

ISSUE DATE: 2024 11 07

REV. NO. SHEET NO.  
**D0.1**

# ARCHITECTURAL ABBREVIATIONS :

A.C.	AIR CONDITIONING	ENCL.	ENCLOSURE	L.D.	LINEAR DIFFUSER	S.	SOUTH
A.B.V.	ANCHOR BOLT	ENBR.	ENBRIDGE	LD BRG.	LOAD BRIDGE	S.A.G.	SUPPLY AIR GRILLE
A.C.	ACROSS	E.O.	ELECTRICAL OUTLET	LDG.	LANDING	S.B.	SLASH BLOCK
A.C.O.S.	ACOUS. INSUL.	E.O.P.	EDGE OF PLAB	LDG. FT.	LANDING FOOT	S.C.	SOLID CORE
A.C.O.S.	ACOUS. INSUL.	E.O.P.	EDGE OF PLASTER	L.H.	LEFT HAND	S.C.D.	SEAT COVER DISPENSER
A.C.O.S.	ACOUS. INSUL.	E.O.P.	EDGE OF PLASTER	L.H.R.	LEFT HAND REVERSE	S.C.M.U.	SOLID CORE MASONRY UNIT
A.C.O.S.	ACOUS. INSUL.	E.O.P.	EDGE OF PLASTER	L.H.R.	LEFT HAND REVERSE	S.C.M.U.	SOLID CORE MASONRY UNIT
A.C.O.S.	ACOUS. INSUL.	E.O.P.	EDGE OF PLASTER	L.H.R.	LEFT HAND REVERSE	S.C.M.U.	SOLID CORE MASONRY UNIT
A.C.O.S.	ACOUS. INSUL.	E.O.P.	EDGE OF PLASTER	L.H.R.	LEFT HAND REVERSE	S.C.M.U.	SOLID CORE MASONRY UNIT
A.C.O.S.	ACOUS. INSUL.	E.O.P.	EDGE OF PLASTER	L.H.R.	LEFT HAND REVERSE	S.C.M.U.	SOLID CORE MASONRY UNIT
A.C.O.S.	ACOUS. INSUL.	E.O.P.	EDGE OF PLASTER	L.H.R.	LEFT HAND REVERSE	S.C.M.U.	SOLID CORE MASONRY UNIT

# ARCHITECTURAL MATERIALS & GRAPHICS LEGEND :

**MATERIAL INDICATIONS**

- ASPHALT ROOF
- BRICK MASONRY
- BRICK 4 STONE MASONRY - SECTION
- CONCRETE MASONRY UNIT
- CONCRETE MASONRY UNIT - SECTION
- CONCRETE
- CULTURED STONE VENEER
- GLASS
- GRANULAR BASE, CRUSHED ROCK
- PLYWOOD
- RIGID INSULATION
- SAND, FILL SOIL
- GYPSON BOARD, SPRAY FOAM, PARGING
- SHAKE ROOF
- STEEL
- WOOD FINISH

**DETAIL INDICATIONS**

- WOOD FRAMING THROUGH MEMBER
- WOOD FRAMING INTERRUPTED MEMBER
- GLU-LAM BEAM
- CEMENTITIOUS BACKER BD
- GLASS BLOCK
- GLASS
- CARPET
- CERAMIC TILE, QUARRY TILE OR RESIL. FLR (SHOW PROFILE ONLY)
- CEILING TRANSITION NUMBER INDICATES CEILING HEIGHTS
- DIMENSION TO CENTER LINE - TYPICAL
- DIMENSION TO FACE OF STUD OF EXTERIOR WALLS TYPICAL UNLESS OTHERWISE NOTED
- DIMENSION TO CENTER LINE OF STUDS OF INTERIOR PARTITIONS TYPICAL UNLESS OTHERWISE NOTED
- FIXTURE OR SPACE DESIGNED FOR HANDICAPPED ACCESS

**FLOOR PLAN INDICATIONS**

- NEW FINISH GRADE DRAWN \* 45 DEG.
- EXISTING GRADE DRAWN \* 45 DEG.
- MAJOR PROPOSED OR FINISHED CONTOURS
- MINOR PROPOSED OR FINISHED CONTOURS
- EXISTING CONTOURS
- WORK POINT, CONTROL POINT, OR DATUM POINT
- RECESSED FIXTURE
- SEMI-RECESSED FIXTURE
- SURFACE MOUNTED FIXTURE
- \* SEE ABBREVIATIONS FOR FIXTURE TYPE
- CEILING TRANSITION NUMBER INDICATES CEILING HEIGHTS
- DIMENSION TO CENTER LINE - TYPICAL
- DIMENSION TO FACE OF STUD OF EXTERIOR WALLS TYPICAL UNLESS OTHERWISE NOTED
- DIMENSION TO CENTER LINE OF STUDS OF INTERIOR PARTITIONS TYPICAL UNLESS OTHERWISE NOTED
- FIXTURE OR SPACE DESIGNED FOR HANDICAPPED ACCESS

**WALL & OPENING INDICATIONS**

- DOOR: WALL OR PARTITION WHERE OCCURS 4" TO DOOR SIDE OF JAMB, U.O.N. DOOR NUMBER - SEE DOOR SCHEDULE
- WINDOW / BORROWED LITE: PLAN INDICATION, WINDOW MARK - SEE SCHEDULE, BORROWED LITE MARK - SEE SCHEDULE
- LOUVER: PLAN INDICATION, LOUVER MARK - SEE SCHEDULE

**REFERENCE INDICATIONS**

- COLUMN/ GRID LINE: LETTERS IN ONE DIRECTION, NUMBERS IN THE OTHER.
- SURVEY LINES: FOR SURVEYORS GRID.
- SECTIONS: MODULE IDENTIFICATION, SECTION DRAWING LOCATION ON SHEET.
- DETAIL CALLOUTS: MODULE IDENTIFICATION, DETAIL DRAWING LOCATION ON SHEET.
- DRAWING TITLES: MODULE IDENTIFICATION, DRAWING NAME, DRAWING SCALE, ORIGIN DRAWING LOCATION ON SHEET.
- REVISIONS: REVISION NO., CLOUD AROUND REVISION.
- ELEVATIONS: ELEVATION MODULE IDENTIFICATION, ELEVATION LOCATION ON SHEET, ELEVATIONS UNFOLD CLOCKWISE, NO NUMBER INDICATES NO ELEV.
- ROOM IDENTIFICATION - TYPE I: OFFICE, ROOM NAME, ROOM NUMBER, ROOM MATERIAL CODE.
- EQUIPMENT TYPE: EQUIPMENT GROUP, EQUIPMENT ITEM.

**REFLECTED CEILING PLAN INDICATIONS**

- LIGHT FIXTURE - RECESSED
- LIGHT FIXTURE - SURFACE MOUNTED
- SURFACE OR SUSPENDED FLUORESCENT STRIPLITE (1 LAMP)
- FLUORESCENT LAY-IN FIXTURES
- FLUORESCENT SURFACE MOUNTED FIXTURE
- FIRE ALARM RATE OF RISE DETECTOR
- FIRE ALARM FIXED TEMPERATURE DETECTOR
- FIRE ALARM IONIZATION SMOKE DETECTOR
- SUPPLY REGISTER
- RETURN REGISTER
- ACCESS PANEL
- SOUND SYSTEM
- SPEAKER LOCATION
- FIRE SPRINKLER
- EXT LIGHT
- PROJECTION SCREEN - RECESSED
- PROJECTION SCREEN - SURFACE MOUNTED

**ABBREVIATIONS**

- AND
- ANGLE
- AT
- CHANNEL
- DIAMETER/ROUND
- PERPENDICULAR
- POUNDFNUMBER

## Schedule A

**CLIENT INFORMATION:**

1	CAR	AHJ REVISIONS	2024 11 07
#	By	Description	Date

**Revision Schedule**

3	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 07
2	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 01
1	CAR	ISSUED FOR DEVELOPMENT PERMIT	2024 04 10

**CONSULTANT LOGO:**

**PROFESSIONAL SEAL:**

**PROJECT:** 4th and England Multi Use Building  
**LOCATION:** Courtenay, BC

**DRAWING TITLE:** Architectural Abbreviations

**DRAWN BY:** JMV  
**CHECKED BY:** AF / CAR

**SCALE:** 1/4" = 1'-0"

**PROJECT:** 22202CMMUB / 3021  
**ISSUE FOR:** Issue for Revised Development Permit  
**ISSUE DATE:** 2024 11 07

**REV. NO.** 02  
**SHEET NO.** D0.2

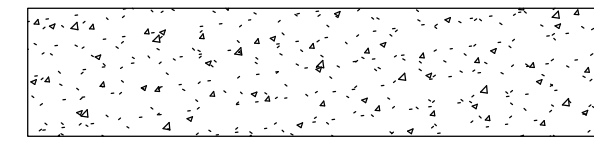
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## WALL TYPES

### WALL TYPE W1, W1a, W1b & W1c

EXTERIOR



INTERIOR

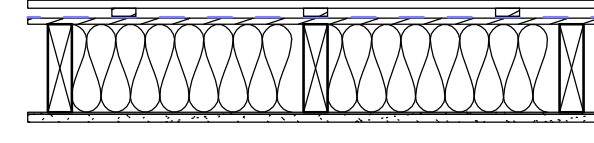
3/4" PARING (TO EXTEND 1'-0" BELOW GRADE)  
PROTECTION BOARD (TO EXTEND 1'-0" BELOW GRADE)  
2" EPS INSULATION (TO EXTEND 4'-0" BELOW GRADE)  
10mm DRAINAGE MAT  
BITUMINOUS DAMPROOFING  
8" CONCRETE FOUNDATION WALL  
- REFER TO STRUCTURAL

#### NOTE:

- W1a WALL TYPE INCLUDES:  
- 10" CONCRETE FOUNDATION WALL
- W1b WALL TYPE INCLUDES:  
- 12" CONCRETE FOUNDATION WALL
- W1c WALL TYPE INCLUDES:  
- 8" CMU TO REPLACE CONCRETE

### WALL TYPE W2 & W2a

EXTERIOR



INTERIOR

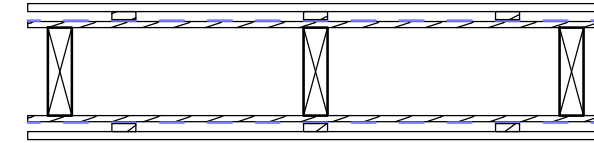
HARDIE PANEL  
RAINSREEN DRAINAGE MAT  
2 LAYERS OF 30 MIN. ASPHALT  
IMPREGNATED BUILDING PAPER  
1/2" PLYWOOD SHEATHING  
2x6 STUDS AT 16" O.C U.O.N. BY STRUCT.  
REFER TO STRUCT DWGS  
R24 BATT INSULATION  
6 MIL POLY VAPOUR BARRIER  
5/8" GYPSUM BOARD

#### NOTE:

- W2a WALL TYPE INCLUDES:  
- WOODTONE - RUSTIC SERIES SIDING TO REPLACE  
HARDIE PANEL

### WALL TYPE W3

EXTERIOR

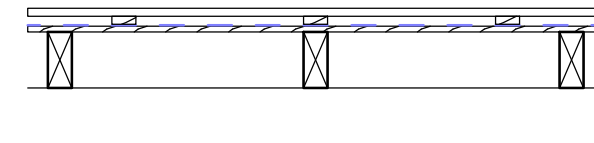


INTERIOR

WOODTONE - RUSTIC SERIES  
RAINSREEN STRAPPING  
2 LAYERS OF 30 MIN. ASPHALT  
IMPREGNATED BUILDING PAPER  
1/2" PLYWOOD SHEATHING  
2x6 STUDS AT 16" O.C U.O.N. BY STRUCT.  
REFER TO STRUCT. DWGS  
1/2" PLYWOOD SHEATHING  
2 LAYERS OF 30 MIN. ASPHALT  
IMPREGNATED BUILDING PAPER  
RAINSREEN STRAPPING  
WOODTONE - RUSTIC SERIES

### WALL TYPE W4

EXTERIOR

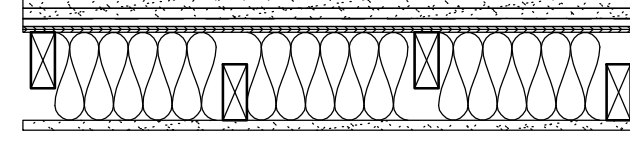


INTERIOR

HARDIE PANEL  
RAINSREEN STAPPING  
2 LAYERS OF 30 MIN. ASPHALT  
IMPREGNATED BUILDING PAPER  
1/2" PLYWOOD SHEATHING  
2x4 STUDS AT 16" O.C U.O.N. BY STRUCT.  
REFER TO STRUCT. DWGS

### WALL TYPE P1 & P1a

CORRIDOR



SUITE

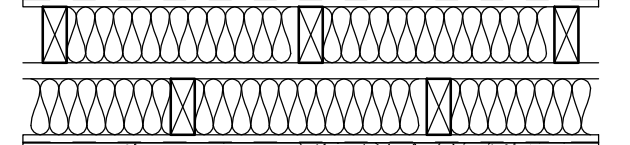
2 LAYERS OF 5/8" TYPE X GYPSUM WALL BOARD  
RESILIENT METAL CHANNELS @ 400mm  
1/2" D. FIR PLYWOOD U.O.N. BY STRUCT.  
2x4 D. FIR #1/2 STUDS STAGG. ON 2x6 FLAT  
AT 12" O.C U.O.N. BY STRUCT.  
ACOUSTIC BATT INSULATION  
1 LAYER OF 5/8" TYPE X GYPSUM WALL BOARD

#### NOTE:

- P1a WALL TYPES INCLUDES:  
- REMOVAL OF 1/2" D. FIR PLYWOOD  
- 2x6 STUDS AT 16" O.C TO REPLACE STAGG.  
2x4 STUDS

### WALL TYPE P2 & P2a

SUITE



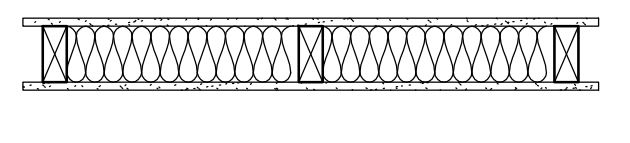
SUITE

1 LAYER OF 5/8" TYPE X GYPSUM WALL BOARD  
RESILIENT METAL CHANNELS  
ACOUSTIC BATT INSULATION  
2x4 STUDS AT 16" O.C U.O.N. BY STRUCT.  
1" AIR SPACE  
2x4 STUDS AT 16" O.C U.O.N. BY STRUCT.  
ACOUSTIC BATT INSULATION  
RESILIENT METAL CHANNELS  
1 LAYER OF 5/8" TYPE X GYPSUM WALL BOARD

#### NOTE:

- P2a WALL TYPES INCLUDE:  
- 1/2" D. FIR PLYWOOD ADDED ON OUTSIDE OF  
WALL U.O.N. BY STRUCT.

### WALL TYPE P3, P3a

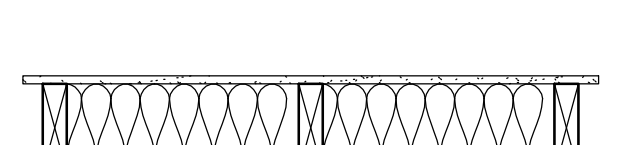


1 LAYER OF 1/2" GYPSUM WALL BOARD  
2x4 D. FIR #1/2 STUDS AT 16" O.C U.O.N. BY STRUCT.  
1 LAYER OF 1/2" GYPSUM WALL BOARD

#### NOTE:

- P3a WALL TYPE INCLUDES:  
- GYPSUM BOARD ON SUITE SIDE ONLY

### WALL TYPE P4, P4a & P4b



1 LAYER OF 1/2" GYPSUM WALL BOARD  
2x6 STUDS AT 16" O.C U.O.N. BY STRUCT.  
1 LAYER OF 1/2" GYPSUM WALL BOARD

#### NOTE:

- P4a WALL TYPE INCLUDES:  
- 1/2" GYPSUM WALL BOARD ON SUITE  
SIDE OF WALL ONLY

P4b WALL TYPE INCLUDES:  
5/8" TYPE X GYPSUM BOARD  
2x6 STUDS AT 16" O.C U.O.N. BY STRUCT.  
5/8" TYPE X GYPSUM BOARD

5/8" TYPE X GYPSUM BOARD

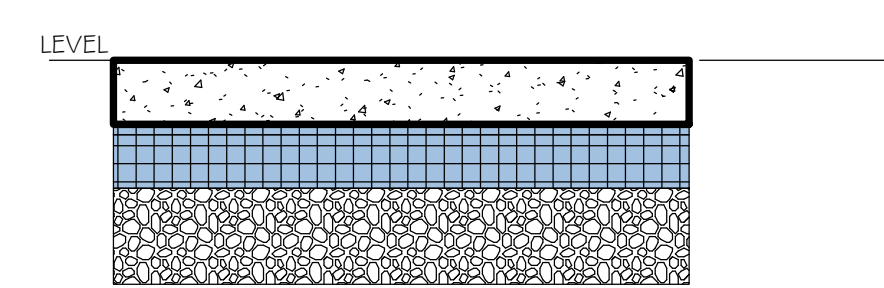
5/8" TYPE X GYPSUM BOARD

5/8" TYPE X GYPSUM BOARD

5/8" TYPE X GYPSUM BOARD

## FLOOR TYPES

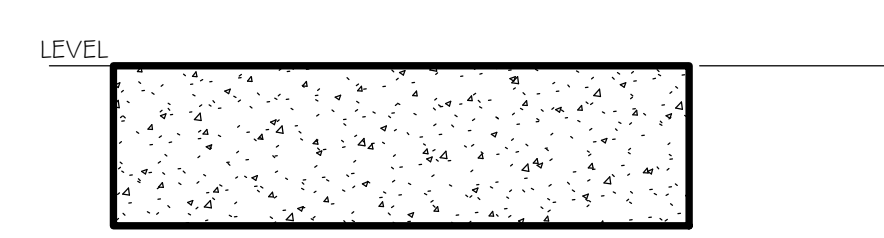
### FLOOR TYPE F1



FLOOR FINISH  
4" CONCRETE SLAB  
- REFER TO STRUCTURAL  
R12 INSULATION AROUND PERIMETER  
(4'-0" MINIMUM)  
10 MIL POLY VAPOUR BARRIER  
6" COMPACTED WASHED GRAVEL

2" RIGID INSULATION  
BELOW GRADE FOR 4'-0"  
(1.2M) AROUND THE  
PERIMETER WHERE GRADE  
IS LESS THAN 0.6M ABOVE  
FLOOR

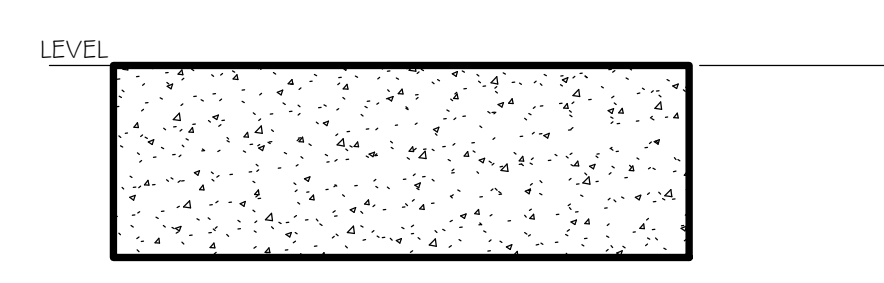
### FLOOR TYPE F2



FLOOR FINISH  
10" CONCRETE SLAB  
R12 INSULATION  
- REFER TO STRUCTURAL

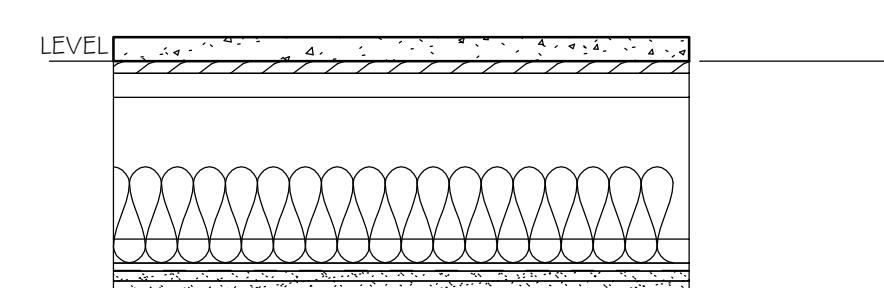
R12 INSULATION TO  
TO BE APPLIED TO 1/5 OF  
SLAB WHERE 1/5 OF SLAB IS  
EXPOSED TO EXTERIOR CLIMATE.

### FLOOR TYPE F3



FLOOR FINISH  
1/2" CONCRETE SLAB  
- REFER TO STRUCTURAL

### FLOOR TYPE F4



FLOOR FINISH  
1 1/2" CONCRETE TOPPING  
1/2" D. FIR PLYWOOD T&G GLUED SHEATHING  
REFER TO STRUCT. DWGS  
9 1/2" ENGINEER APPROVED FLOOR TRUSS  
AT 24" O.C CW BLOCKING AND BRACING  
AS REQD U.O.N. ON STRUCT. REFER TO STRUCT DWGS  
6" ACOUSTIC BATT INSULATION  
METAL FURRING CHANNEL AT 24" O.C  
2 LAYERS 5/8" TYPE X GYPSUM BOARD

CODE APPENDIX  
1 HOUR FLOOR

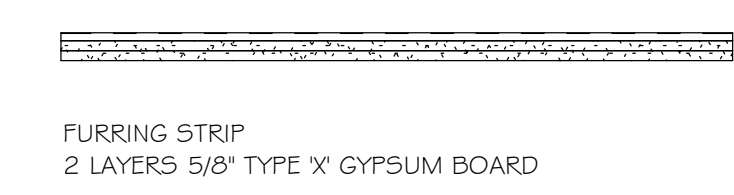
## ROOF TYPES

### ROOF TYPE R1

WATER PROOF MEMBRANE  
3/4" D. FIR PLYWOOD  
ENGINEER APPROVED ROOF TRUSSES  
AT 24" O.C CW BLOCKING AND BRACING  
AS REQD U.O.N. ON STRUCT. REFER TO STRUCT DWGS  
R-30 INSULATION  
5/8" GYPSUM BOARD

## CEILING TYPES

### CEILING TYPE C1a & C1b

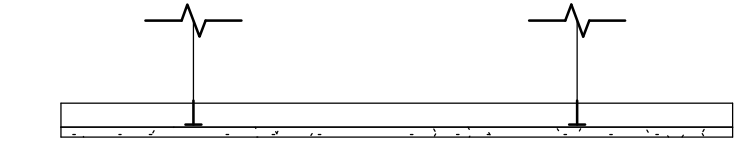


FURRING STRIP  
2 LAYERS 5/8" TYPE X GYPSUM BOARD

#### NOTE:

- C1b CEILING TYPES TO INCLUDE:  
- LAYER OF 1/2" GYPSUM AT 9'-0"

### CEILING TYPE C2a



STANDARD TEGLAR EDGE T-BAR ON A  
2' x 4' GRID  
2' x 4' COMPOSITE CEILING TILES CW  
2' x 2' PATTERN SCORE

## SOFFIT TYPES

- S1 PRE-FINISHED PERFORATED METAL SOFFIT  
S2 PRE-FINISHED NON-PERFORATED METAL SOFFIT

KEYPLAN:

# Schedule A

CLIENT INFORMATION:

1	CAR	AHJ REVISIONS	2024 11 07
#	By	Description	Date

#### Revision Schedule

CONSULTANT LOGO:

NO.	BY	DESCRIPTION	DATE
3	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 07
2	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 01
1	CAR	ISSUED FOR DEVELOPMENT PERMIT	2024 04 10

**ALVIN REINHARD FRITZ ARCHITECT INC.**

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PROFESSIONAL SEAL:



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Do not scale this drawing. All dimensions, data and levels, shall be verified prior to construction and all errors or omissions shall be reported to the architect immediately.

DRAWING TITLE:  
**Construction Types**

DRAWN BY: JMV  
CHECKED BY: AF / CAR

SCALE: 1" = 1'-0"

PROJECT: 22202CMMUB / 3021

ISSUE FOR: Issued for Revised Development Permit

ISSUE DATE: 2024 11 07

REV. NO. SHEET NO.  
**D0.3**

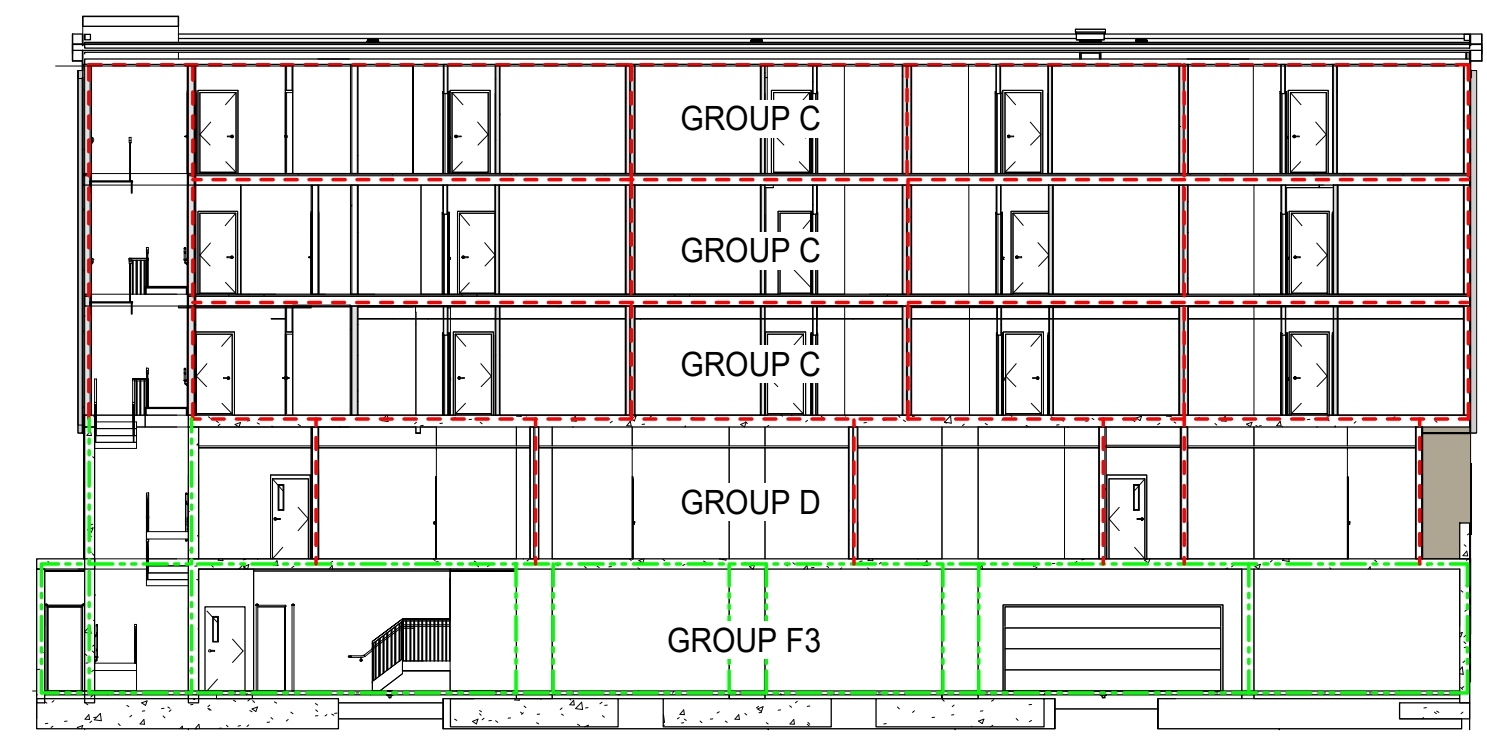
PROJECT:  
**4th and England Multi Use Building**

LOCATION:  
**Courtenay, BC**

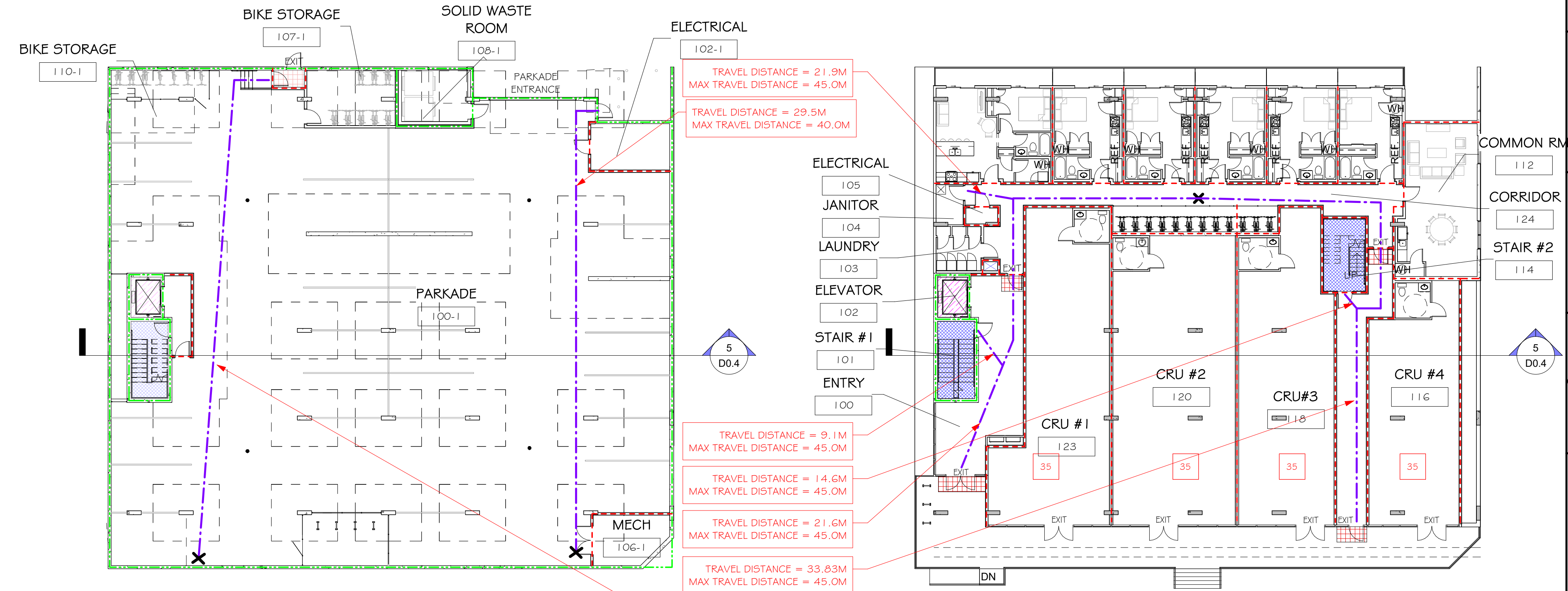
Project Name: Monterra Mixed Use Building		Project #: 22202CMMUB / 3021	
City: Courtenay		Date: 2024 04 09	
Province: BC		By: DWJ / JMV / CAR / EVD	
British Columbia Building Code 2024 Edition - Data Matrix Parts 3 & 9			
Project Description: <input type="checkbox"/> Change of Use <input type="checkbox"/> New <input type="checkbox"/> Part 3 <input type="checkbox"/> Part 9			
Major Occupancy(s): Residential/Commercial/Industrial		Group: C/D/F3	
Building Area (m <sup>2</sup> ): 1142 sq. m.		Existing: 0.0 New: 1142.0 Total: 1142.0	
Gross Area (m <sup>2</sup> ): Group C		Existing: 0.0 New: 3374.9 Total: 3374.9	
Group D		Existing: 0.0 New: 501.9 Total: 501.9	
Group F3		Existing: 0.0 New: 1142.0 Total: 1142.0	
Number of Storeys: Above Grade: 4 Below Grade: 1		3.2.1.1 & 1.4.1.2	
Height of Building: 15.5m		1.4.1.2	
Number of Streets/Access Routes: 2		3.2.2.10	
Building Classification: 3.2.2.50		Group C Up to 6 storeys	
Sprinkler System Proposed: <input type="checkbox"/> Entire building <input type="checkbox"/> Basement only		3.2.2.20-30	
Standpipe required: <input type="checkbox"/> Yes <input type="checkbox"/> No		3.2.5.8	
Fire Alarm required: <input type="checkbox"/> Yes <input type="checkbox"/> No		3.2.4	
Water Service/Supply is Adequate: <input type="checkbox"/> Yes <input type="checkbox"/> No		3.2.5.7	
High Building: <input type="checkbox"/> Yes <input type="checkbox"/> No		3.2.6	
Permitted Construction: <input type="checkbox"/> Combustible <input type="checkbox"/> Non-combustible <input type="checkbox"/> Both		3.2.2.20-30	
Actual Construction: <input type="checkbox"/> Combustible <input type="checkbox"/> Non-combustible <input type="checkbox"/> Both		3.2.2.18	
Mezzanine(s) Area (m <sup>2</sup> ): n/a		3.2.1.1(3)-(8)	
Occupancy: <input type="checkbox"/> Occupant load based on seating capacity <input type="checkbox"/> Design of building		3.1.17	
Residential: 69 Bedrooms X 2 persons/bedroom = 138 persons			
Commercial: 515.5 sq.m. / 3.7 sq.m./person = 140 persons			
Total: 280 persons			
Barrier-free Design: <input type="checkbox"/> Yes <input type="checkbox"/> No		3.8	
Hazardous Substances: <input type="checkbox"/> Yes <input type="checkbox"/> No		3.3.1.2(1) & 3.3.1.20(1)	
Required Fire Resistance Rating (FRR)		3.2.2.20-30 & 3.2.1.4	
Horizontal Assemblies FRR (Hours)		Listed Design No. or Description (SG-2)	
Roof: 1 hour			
Mezzanine: n/a			
FRR of Supporting: n/a		Listed Design No.	
Roof: 1 hour			
Mezzanine: n/a			
Spatial Separation - Construction of Exterior Walls		3.2.3	
20.1		9.10.14 & 15	
Wall		of EBF(m <sup>2</sup> ) L.D.(m) L/H or H/L Max. % of Openings Proposed % of Openings FRR (Hours) Design or Description Comb. Const. Non-Comb. Const. (Non Comb. Or Comb.)	
North		622 6m Less than 3:1 22% 18.80% 1 (E-2) <input type="checkbox"/> <input type="checkbox"/> Non Comb.	
East		482 9m+ Less than 3:1 42% 6.10% 45 min (E-1) <input type="checkbox"/> <input type="checkbox"/> Non Comb.	
South		554 9m+ Less than 3:1 42% 28.30% 45 min (E-1) <input type="checkbox"/> <input type="checkbox"/> Non Comb.	
West		382.85 1.4m Less than 3:1 8% 6.10% 1 (E-2) <input type="checkbox"/> <input type="checkbox"/> Non Comb.	
21		9.10.18.2	
Fire Alarm and Fire Access		REQUIRED	
Fire Alarm & Detection System		REQUIRED	
Signals to Fire Department		2 Stage	
Other conditions/features:		3.2.4.7/8	
Smoke detectors in Group C public corridors		REQUIRED	
Visual fire alarm signals in public corridors, public washrooms, principal living area of residential suites		REQUIRED	
Smoke Alarms		Required in each sleeping room and between the sleeping rooms and the remainder of the storey	
Roof Access		Direct access from storey below by a stairway or fixed ladder and a 550mm x 900mm hatch for a building greater than 3 storeys/14m building ht.	
Access Routes for Fire Department Vehicles, including turnaround		REQUIRED (to principal entrance)	
Location of Hydrants		45m to fire dept connection	
22		3.2.5.8 & 9	
Sprinkler and/or Standpipe system connections		REQUIRED	
Other Conditions/ Features		3.2.5.16	
23		9.9.12.3	
Emergency Lighting		REQUIRED	
Mezzanines - 3.2.8.2 (1) and 3.2.1.1 (3 to 8)		n/a	
24		3.2.1.6	
Interconnected Floor Space - 3.2.8.3 (4&6)		n/a	
25		3.2.8.2(6)	
Safety Within Floor Areas - Fire Separation		3.1.1	
Suite Separation		1 hour - Group C only	
Major Occupancy Separation:		Group C to D - 1 hour / Group C & D to F3 - 2 hour	
Public Corridor		45 min for Group C - residential	
Barrier-Free Protection		3.3.1.7	
Janitor Room		3.3.1.21	
Storage Room		3.3.4/3.6.2.1/3.3.2.16	
Storage Garage		A basement used primarily as a storage garage is permitted to be considered as a separate building for the purposes of Section 3.2.1.2, provided the walls, floor, and roof assemblies above the basement are constructed as a non-combustible fire separation with a 2 hour fire resistance rating. Min 2m clear ht.	
26		3.4	
Other Conditions/ Features:		3.4	
Exit		3.4.2.1	
Minimum 2 exits required		YES	
Single Exit Permitted		NO	
Location of Exit / Travel Distance		45m for Group C / F3 & 40m Group D	
Mezzanine Exits		n/a	
Exit Capacity (min width in mm)		Doors/Corr. 1708mm required 1828mm provided	
For Part 3, see 3.4.3.2 (6. 1mm/person on ramps, doorways & corridors 8mm/person on stairs)		Stairs 2208mm required 2742mm provided	
Exit Stair Enclosure		1 hour	
Exit Lobby		YES	
Exit Signage Required		YES	
Other conditions/ Features 3.4.5.1(6) - Arrow & Pointer indicators		YES	
27		3.5	
Vertical Transportation		3.5	
Elevator Shaft		YES - 1 hour rating	
Elevator Machine Room		YES	
Elevator Size (mm x mm) inside: 2010x610 REQ'D		180	
28		3.6	
Service Spaces		3.6	
Service (furnace) Room		1 hour	
Service (other) Room		Sprinklered	
Roof-top Appliance & Building		Fire separation not required	
Plenums Flame Spread<25, Smoke Development<50		Non-combustible	
Attic/ Roof Space Access		550x900	
Crawl Space		N/A	
Other conditions/ Features:		N/A	
29		3.6.3	
Vertical Service Spaces		3.6.3	
Service Spaces		45 minutes	
30		3.7.2.2	
Washrooms		3.7.2.2	
Number of Water Closets and Lavatory		Group D Female 1 (up to 25 persons)	
Group C Male 1 (up to 25 persons)			
Barrier-Free Design		3.8	
Barrier-free access provided to all of Floor Areas		YES	
Public entrance doors will be equipped w/ power door operator		YES - active leaf / exterior and vestibule doors	
Barrier-free washrooms are provided		YES - within barrier free path of travel / not in residential units	
Barrier-free required at exterior		YES - intercom at principal entrance	
Other Conditions/Features:		Max. ramp slope 1 in 12; landings every 9m of length	

**CODE REVIEW LEGEND:**

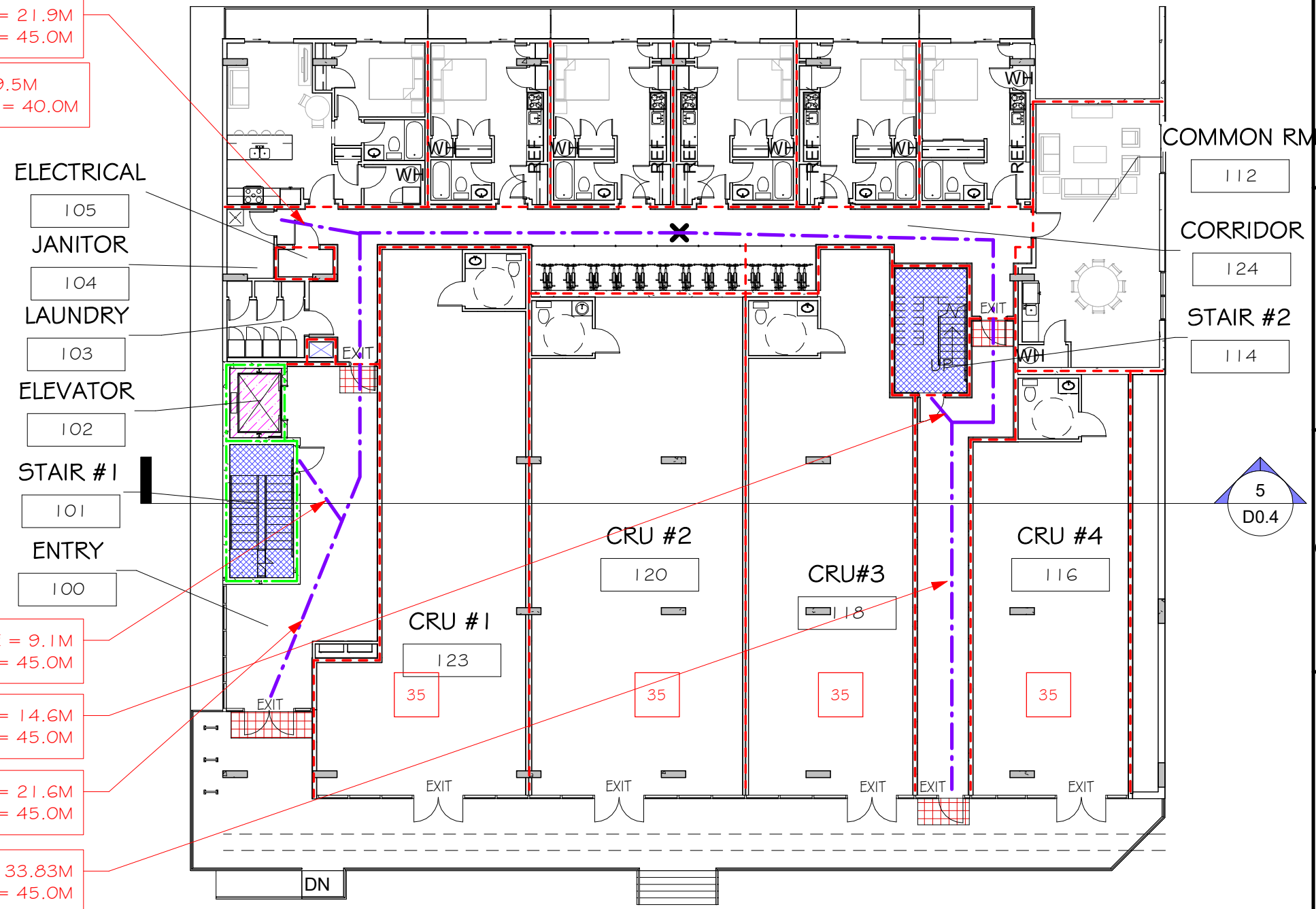
- 101 OCCUPANT LOAD
- 1.0 HR. RATED FIRE SEPARATIONS
- 1.5 HR. RATED FIRE SEPARATIONS
- 2.0 HR. RATED FIRE SEPARATIONS
- SMOKE DRAFT STOP EXTENT
- TRAVEL DISTANCE
- HORIZONTAL EGRESS
- VERTICAL EGRESS
- ELEVATOR



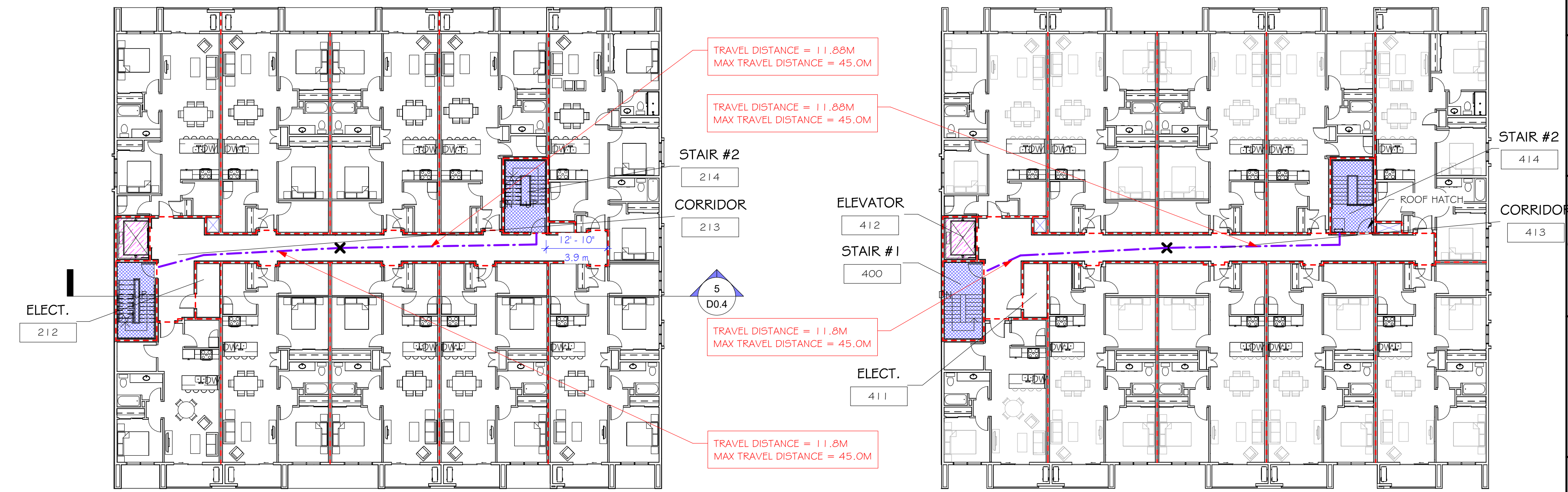
5 Building Section - Code Review  
D0.4 1/16" = 1'-0"



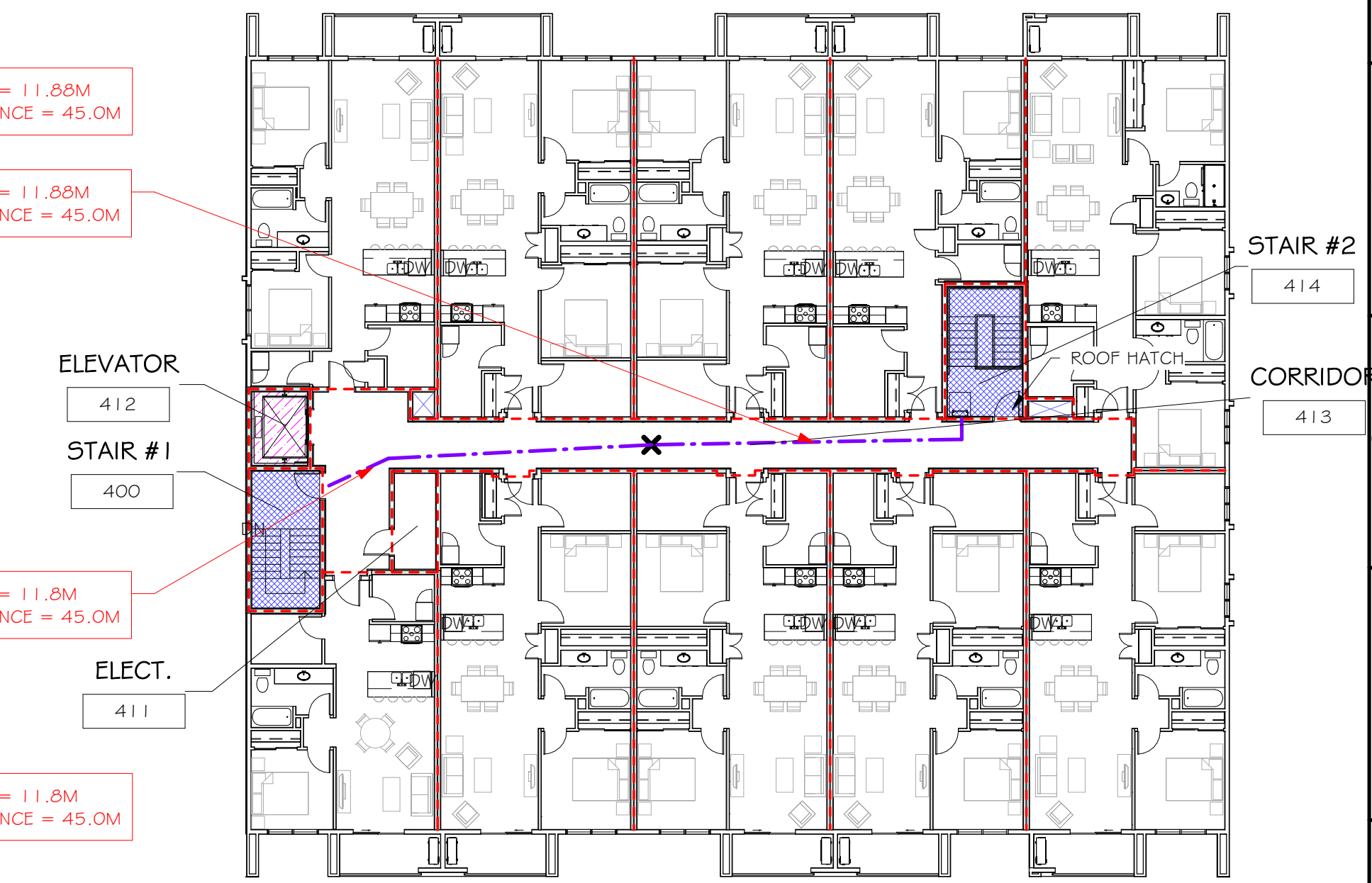
1 00b Parkade Level 1 - Code Review  
D0.4 1/16" = 1'-0"



2 01 Base First Floor - Code Review  
D0.4 1/16" = 1'-0"



3 02 Base Second Floor (Sim 2-3) - Code Review  
D0.4 1/16" = 1'-0"



4 04 Base Fourth Floor - Code Review  
D0.4 1/16" = 1'-0"

**KEYPLAN:**

# Schedule A

**CLIENT INFORMATION:**

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**PROFESSIONAL SEAL:**

REGISTERED ARCHITECT  
ALVIN REINHARD FRITZ  
2024-11-07  
BRITISH COLUMBIA

**DRAWING TITLE:**  
Building Code Review

**DRAWN BY:** JMV **CHECKED BY:** AF / CAR

**SCALE:** As Indicated

**PROJECT:** 22202CMMUB / 3021

**ISSUE FOR:** Issued for Revised Development Permit

**ISSUE DATE:** 2024 11 07

**REV. NO.** **SHEET NO.**  
D0.4

**PROJECT:** 4th and England Multi Use Building  
**LOCATION:** Courtenay, BC

# 4th and England Mixed Use 407 4th Street Courtenay, BC

## STATISTICS:

**LEGAL DESCRIPTION** Lot A & B, Section G1,  
Land District 15, Plan No V145735

**CIVIC ADDRESS** 407 4th Street,  
Courtenay, BC V9N 1G9

**P.I.D.** 009-629-211  
009-629-271

**EXISTING ZONING** COMMERCIAL ZONING (C1)

**PROPOSED USE** RESIDENTIAL / COMMERCIAL / INDUSTRIAL  
MULTIPLE DWELLING UNITS  
4 CRU SPACES

**SURVEY INFORMATION:** COMPLETED BY HOERBURGER LAND SURVEYORS

**HOUSING AGREEMENT:**

**CIVIL:** COMPLETED BY ON-SITE ENGINEERING

**GEOTECHNICAL:** REPORT COMPLETED BY GEOTECHNICAL ENGINEER

**SITE COVERAGE** PERMITTED SITE COVERAGE:  
AS PER SECTION 8.1 & 4 THERE IS NO LIMIT TO LOT COVERAGE

**PROPOSED SITE COVERAGE:**  
1,032.6 SQ. FT. / 13,212 SQ. FT. = 7.8%

**LANDSCAPED AREA** PROPOSED LANDSCAPE AREA = 55.8 SQ. FT. (51.8 SQ. M.) = 2.6% SITE COVERAGE

**BUILDING SETBACKS** AS PER SECTION 8.1 & 6 THERE ARE NO SETBACK REQUIREMENTS

**LOCATION:** FRONT YARD (4TH STREET) = 1.1m  
SIDE YARD (NORTHWEST NEIGHBOR) = 1.4m  
REAR YARD (LANE) = 0.2m  
SIDE YARD (ENGLAND AVENUE) = 0m

**CAR PARKING:** REQUIRED:  
OFF STREET PARKING REQUIREMENTS:  
1 STALL PER RESIDENTIAL UNIT REQ'D (2.75m x 5.5m) = 36 STALLS

PROPOSED:  
REGULAR STALLS PROVIDED (2.87m x 5.5m W/ COLUMN ENCROACHMENTS) = 20 STALLS

SMALL CAR STALLS PROVIDED (2.5m x 4.6m) = 7 STALLS

SHORT TERM VISITOR PARKING AVAILABLE ALONG STREET FRONTAGES.

**BICYCLE PARKING:** REQUIRED:  
AS PER PART 3 BICYCLE PARKING REQUIREMENTS:  
7.3.1 MINIMUM REQUIRED NUMBER OF BICYCLE PARKING SPACES:  
MULTI RESIDENTIAL  
CLASS 2 BICYCLE PARKING SPACES PER DWELLING UNIT - 2  
2 PER 3G UNITS = 72 SPACES  
CLASS 1 BICYCLE PARKING SPACES - CALCULATED AS 10% OF THE MINIMUM NUMBER OF CLASS 2 SPACES REQUIRED.  
72 SPACES x 10% = 8 SPACES

TOTAL REQ'D BICYCLE SPACES: 80 SPACES

PROPOSED:  
CLASS 2 SPACES PROVIDED:  
VERTICAL = 46 SPACES  
HORIZONTAL = 16 SPACES  
OVERSIZE = 4 SPACES  
TOTAL CLASS 2: = 66 SPACES  
\*ALL SPACES ARE LOCATED IN THE PARKADE & L1

CLASS 1 SPACES PROVIDED:  
HORIZONTAL = 6 STALLS  
\*ALL SPACES ARE LOCATED UNDER THE COVERED ENTRY

TOTAL BICYCLE SPACES PROVIDED: = 72 STALLS

## DEVELOPMENT DATA SUMMARY

**TOTAL SITE AREA** 13,212 SQ. FT. (1,227.4 SQ. M.)

**FLOOR AREA AND DENSITY**  
PROPOSED:  
BUILDING NET AREA: = 54,319.85 SQ. FT. (5,046.5 SQ. M.)  
FLOOR AREA RATIO: = 54,319.85 SQ. FT. / 13,212 SQ. FT. = 4.11 FAR

**DWELLING UNIT DENSITY**  
PROPOSED: = 36 UNITS

**GARBAGE & RECYCLING** PER GARBAGE & RECYCLING STORAGE AMENITY DESIGN SUPPLEMENT BASED ON MULTI-FAMILY

**REQUIRED:** 3 YARD BIN (2294 L): 1 FOR THE DEVELOPMENT (PICK UP IN LANE)

**PROVIDED:** 3 YARD BIN (2294 L): 1 FOR THE DEVELOPMENT (PICK UP IN LANE)

**COMMERCIAL AREA:**  
CRU #1 = 1,393 SQ. FT.  
CRU #2 = 1,658.5 SQ. FT.  
CRU #3 = 1,317.4 SQ. FT.  
CRU #4 = 998.4 SQ. FT.

**UNIT COUNT:**  
LEVEL 1: (6 UNITS) = 311 SQ. FT.  
MICRO SUITE 'A' (4 UNITS) = 288 SQ. FT.  
MICRO SUITE 'B' (1 UNIT) = 520 SQ. FT.  
SUITE 'G' (1 UNIT) = 520 SQ. FT.

**LEVELS 2: (10 UNITS)**  
SUITE 'A' (1 UNIT) = 884 SQ. FT.  
SUITE 'B' (4 UNITS) = 988 SQ. FT.  
SUITE 'C' (1 UNIT) = 838 SQ. FT.  
SUITE 'D' (1 UNIT) = 1,075 SQ. FT.  
SUITE 'E' (1 UNIT) = 991 SQ. FT.  
SUITE 'F' (1 UNIT) = 653 SQ. FT.  
SUITE 'H' (1 UNIT) = 1,020 SQ. FT.

**LEVELS 3: (10 UNITS)**  
SUITE 'A' (1 UNIT) = 884 SQ. FT.  
SUITE 'B' (4 UNITS) = 988 SQ. FT.  
SUITE 'C' (1 UNIT) = 838 SQ. FT.  
SUITE 'D' (1 UNIT) = 1,075 SQ. FT.  
SUITE 'E' (1 UNIT) = 991 SQ. FT.  
SUITE 'F' (1 UNIT) = 653 SQ. FT.  
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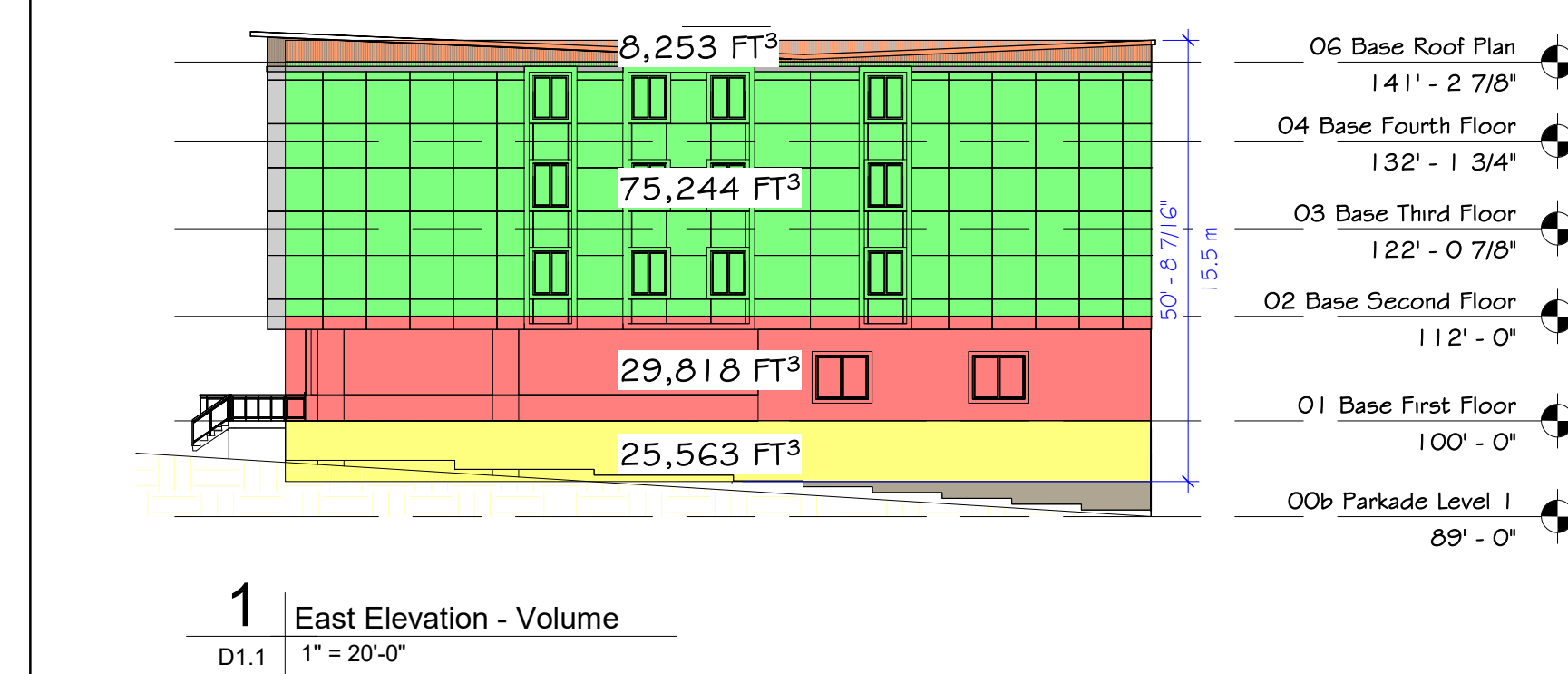
**LEVELS 4: (10 UNITS)**  
SUITE 'A' (1 UNIT) = 884 SQ. FT.  
SUITE 'B' (4 UNITS) = 988 SQ. FT.  
SUITE 'C' (1 UNIT) = 838 SQ. FT.  
SUITE 'D' (1 UNIT) = 1,075 SQ. FT.  
SUITE 'E' (1 UNIT) = 991 SQ. FT.  
SUITE 'F' (1 UNIT) = 653 SQ. FT.  
SUITE 'H' (1 UNIT) = 1,020 SQ. FT.

**TOTAL UNIT BREAKDOWN:**  
MICRO UNITS = 5 UNITS (288 SQ. FT. - 311 SQ. FT.)  
1 BEDROOM UNITS = 7 UNITS (520 SQ. FT. - 838 SQ. FT.)  
2 BEDROOM UNITS = 21 UNITS (884 SQ. FT. - 1,020 SQ. FT.)  
3 BEDROOM UNITS = 3 UNITS (1,075 SQ. FT.)

**TOTAL NUMBER OF UNITS = 36 UNITS**

**HEIGHT:**  
BUILDING HEIGHT:  
AS PER 8.1 & 7 BUILDING HEIGHT SHALL NOT EXCEED 13.5m

PROPOSED BUILDING HEIGHT: 16.0m AT BUILDING MID POINT



## AREA CALCULATIONS

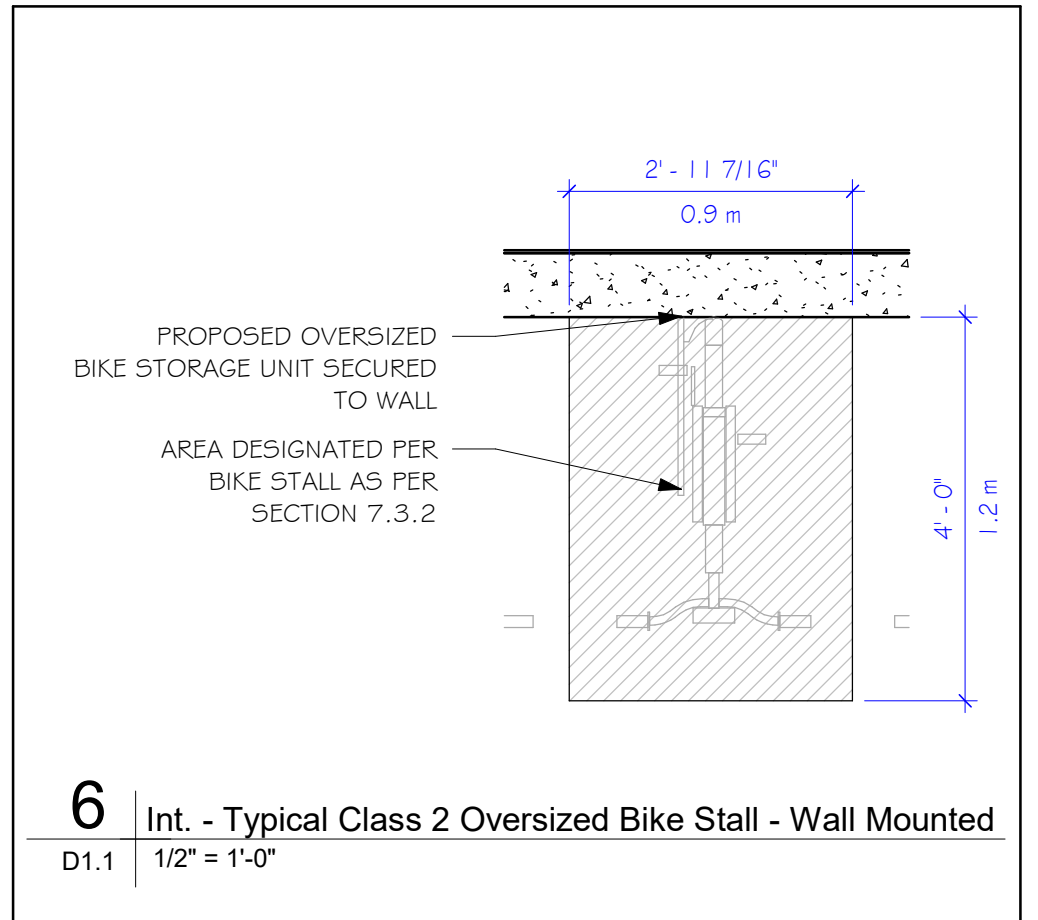
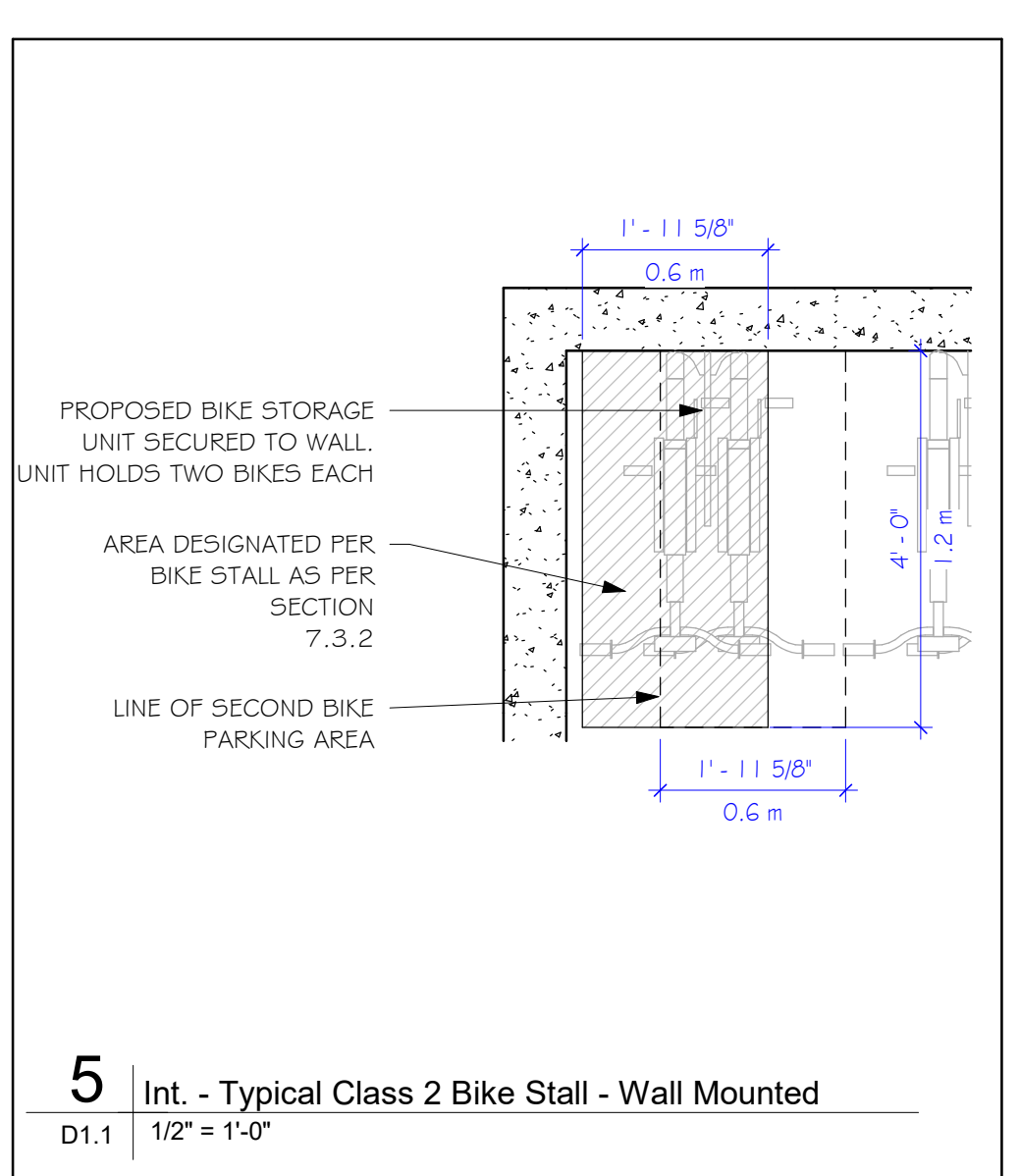
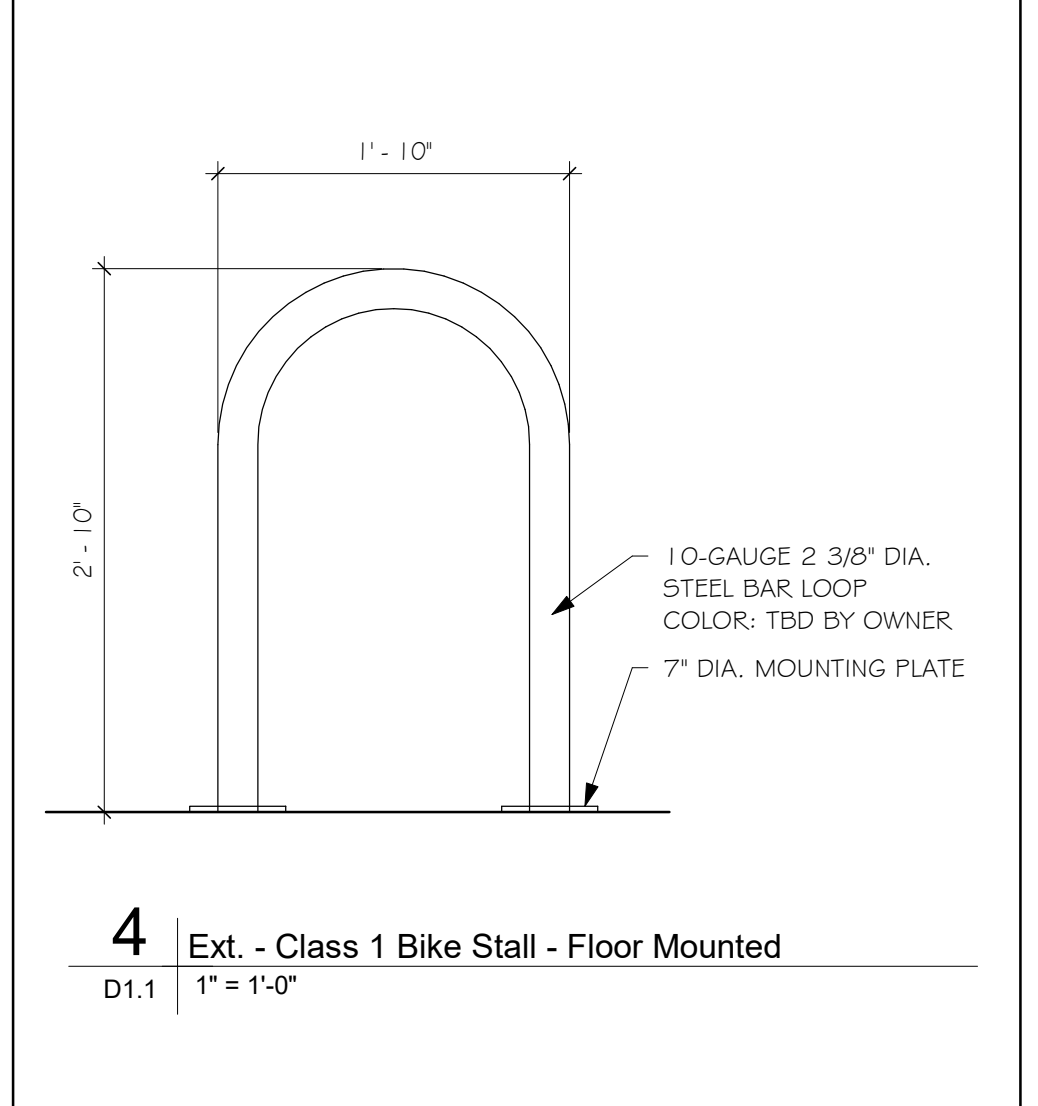
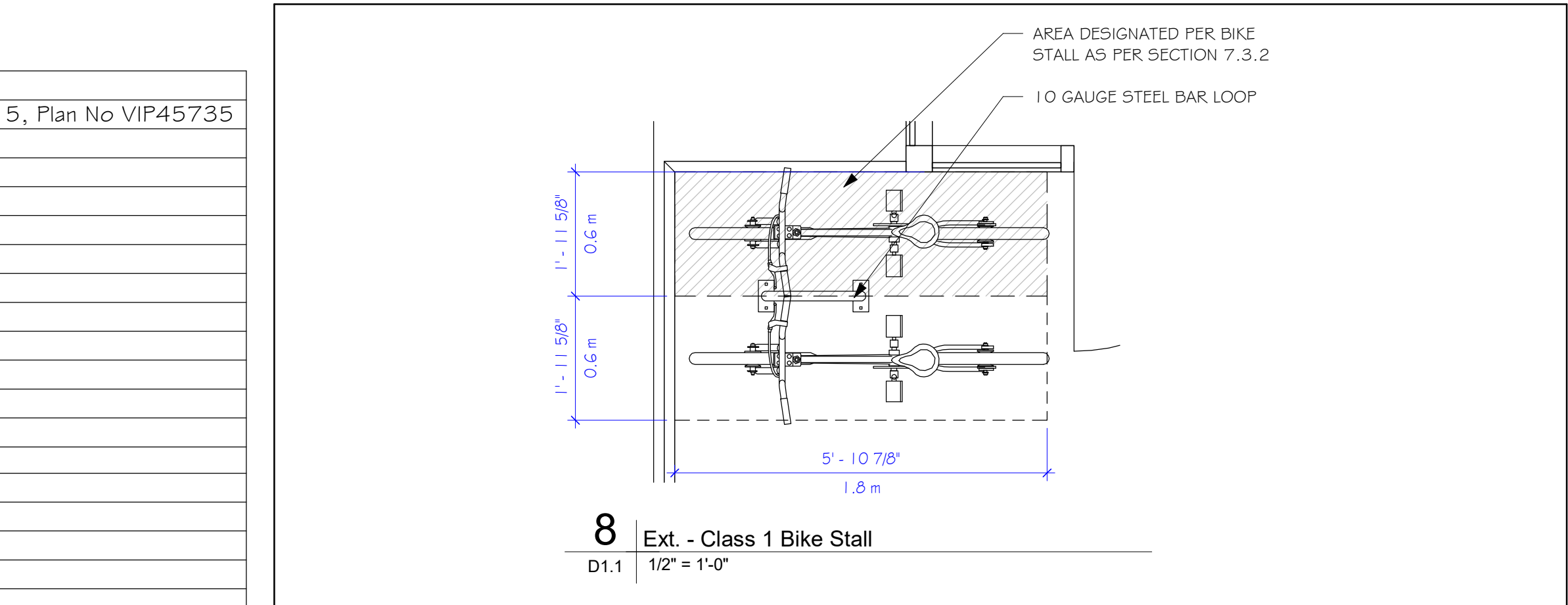
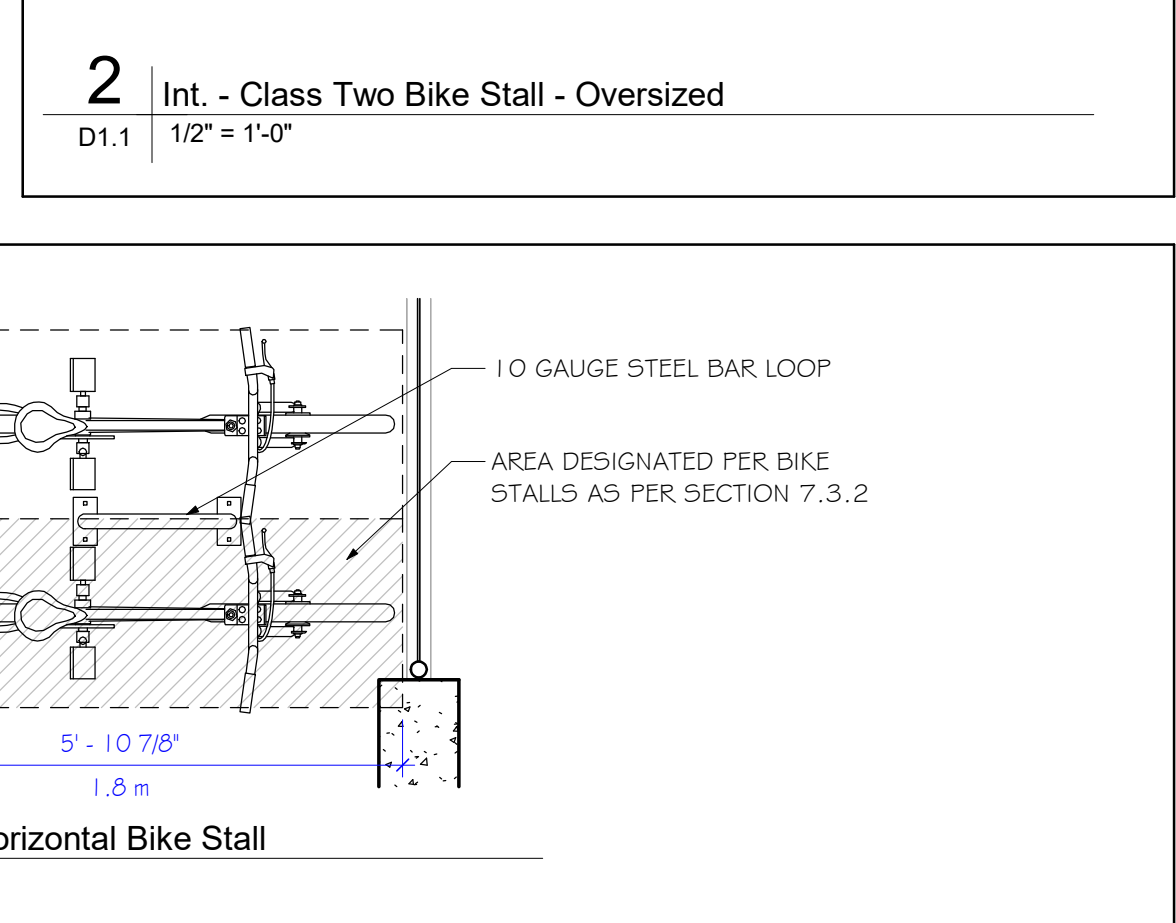
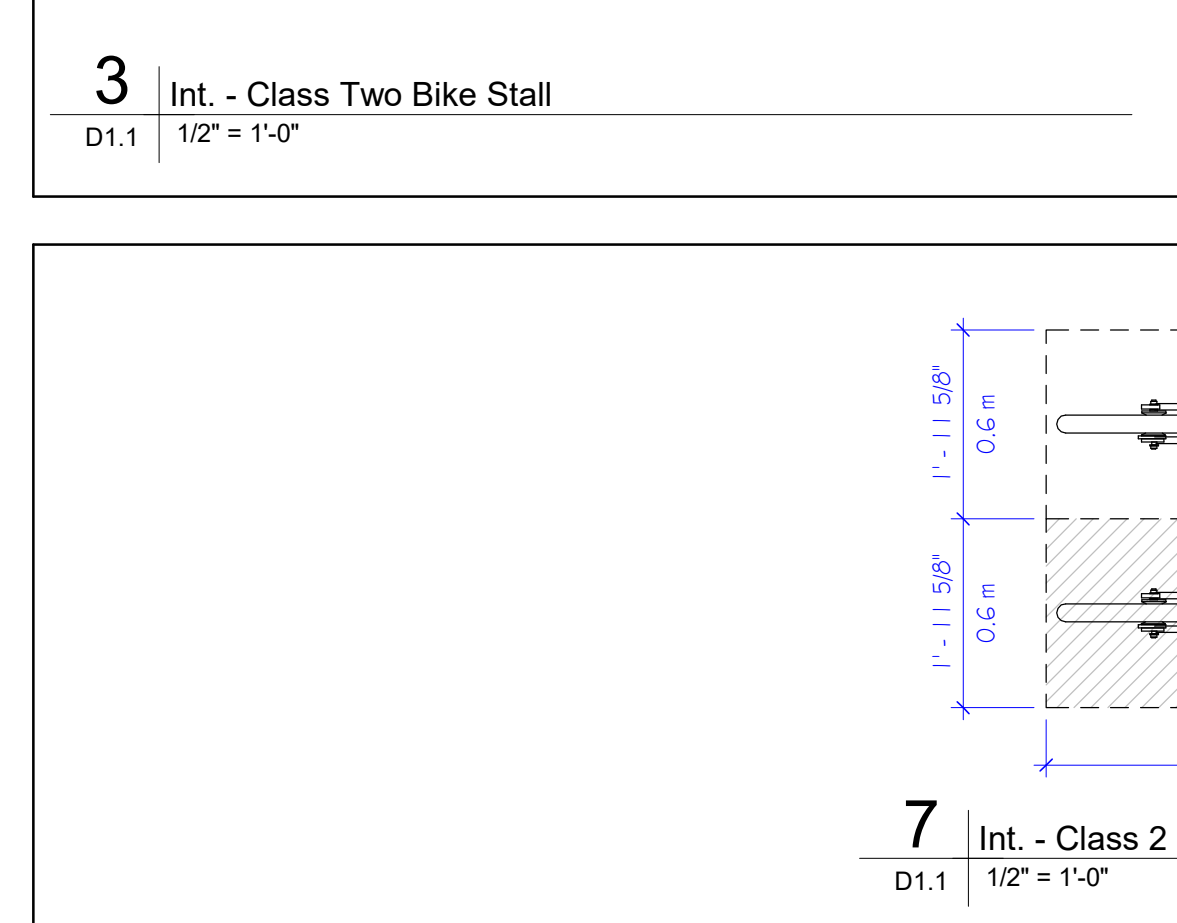
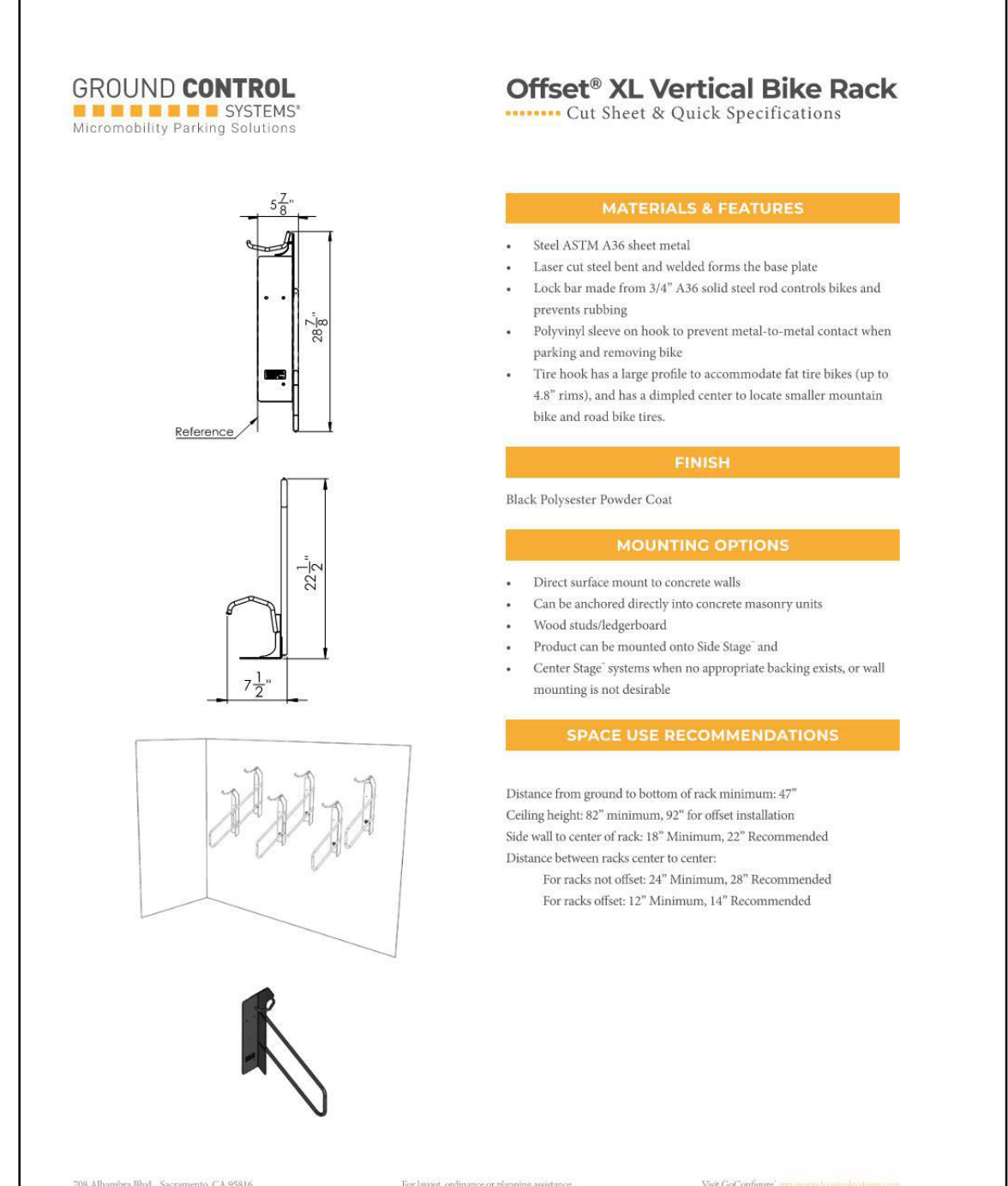
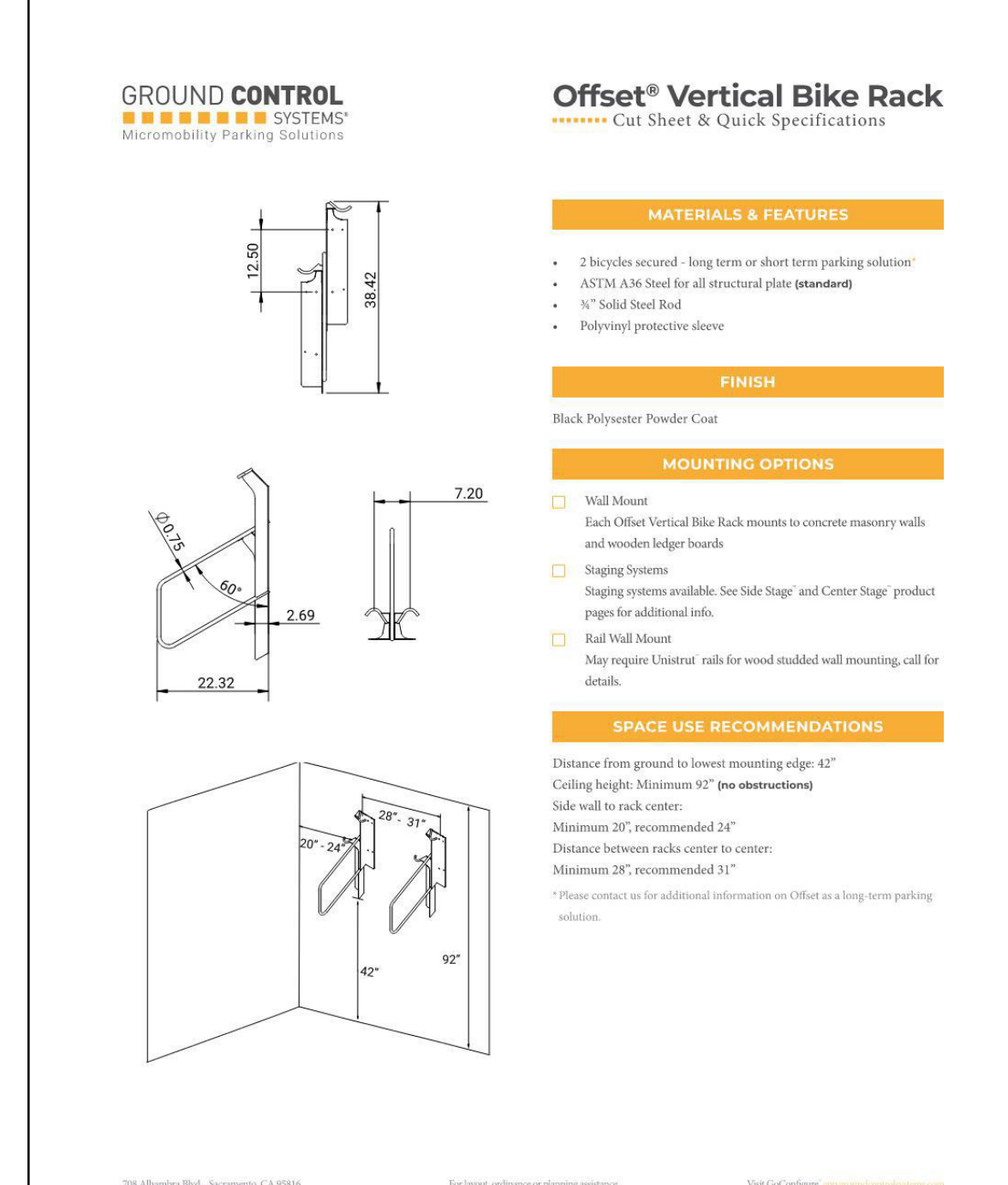
**SITE AREA:** 13,212 SQ. FT. (1,227.4 SQ. M.)

**PERMITTED DENSITY / AREA:** 13,212 SF x 1.0 x 13.5 = 178,362 FT<sup>3</sup>

**PROPOSED DENSITY / AREA:** PARKADE: 12,296 SF x 0.945 x 2.2m = 25,563 FT<sup>3</sup>  
MAIN FLOOR: 10,319 SF x 0.781 x 3.7m = 29,818 FT<sup>3</sup>  
SECOND-FOURTH FLOOR: 10,568 SF x 0.80 x 8.9m = 75,244 FT<sup>3</sup>  
ROOF: 11,723 SF x 0.88 x 0.8m = 8,253 FT<sup>3</sup>  
**TOTAL PROPOSED DENSITY:** 138,878 FT<sup>3</sup> (3,932.5 M<sup>3</sup>)

**GROSS FLOOR AREA (GFA):** 54,319 SQ. FT. (5,046 SQ. M.)

**FLOOR SPACE RATIO (FSR):** 4.11 FAR



## BUILDING CODE SUMMARY:

PROJECT NAME	MONTERRA MIXED USE BUILDING
CIVIC ADDRESS / LEGAL DESCRIPTION	407 & 419 4th Street / Lot A & B, Section G1, Land District 15, Plan No V145735
MAJOR OCCUPANCY	RESIDENTIAL / COMMERCIAL / INDUSTRIAL
PART 3 OR PART 9	PART 3
BUILDING AREA (m2)	1160 m <sup>2</sup>
BUILDING GRADE (m)	
NUMBER OF STOREYS	4 STOREYS - 1 BELOW GRADE
NUMBER OF STREETS FACING	2 STREETS (CORNER SITE)
SPRINKLER SYSTEM	
PERMITTED CONSTRUCTION	COMBUSTIBLE AND NON-COMBUSTIBLE CONSTRUCTION
PARTY WALL ASSEMBLY (SEPARATING RESIDENTIAL SUITES)	1h FIRE SEPERATION
PARTY FLOOR ASSEMBLY (BETWEEN DWELLING UNITS)	1h FIRE SEPERATION
FLOOR ASSEMBLY (WITHIN DWELLING UNIT) (REAR BUILDING)	1h FIRE SEPERATION
FLOOR ASSEMBLY (WITHIN DWELLING UNIT) (FRONT BUILDING)	1h FIRE SEPERATION
ROOF ASSEMBLY OF DWELLING UNIT	1h FIRE SEPERATION
WALL ASSEMBLY OF LOADBEARING EXTERIOR WALLS	1h FIRE SEPERATION
SPATIAL SEPERATION	45 MIN. FIRE SEPERATION
SMOKE ALARM	SMOKE ALARMS TO COMPLY WITH BC NBC

## KEY PLAN:

# Schedule A

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PROFESSIONAL SEAL:

PROJECT: 4th and England Multi Use Building  
LOCATION: Courtenay, BC

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DRAWING TITLE: Site Information

DRAWN BY: JMV  
CHECKED BY: AF / CAR

SCALE: As Indicated

PROJECT: 22202CMMUB / 3021

ISSUE FOR: Issue for Revised Development Permit

ISSUE DATE: 2024 11 07

REV. NO. SHEET NO. D1.1

# Schedule A

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#	By	Description	Date
Revision Schedule			

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ARCHITECT  
INC.

PROFESSIONAL SEAL:



**PROJECT:** 4th and England Multi Use Building  
**LOCATION:** Courtenay, BC

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**DRAWING TITLE:**  
Survey Plan

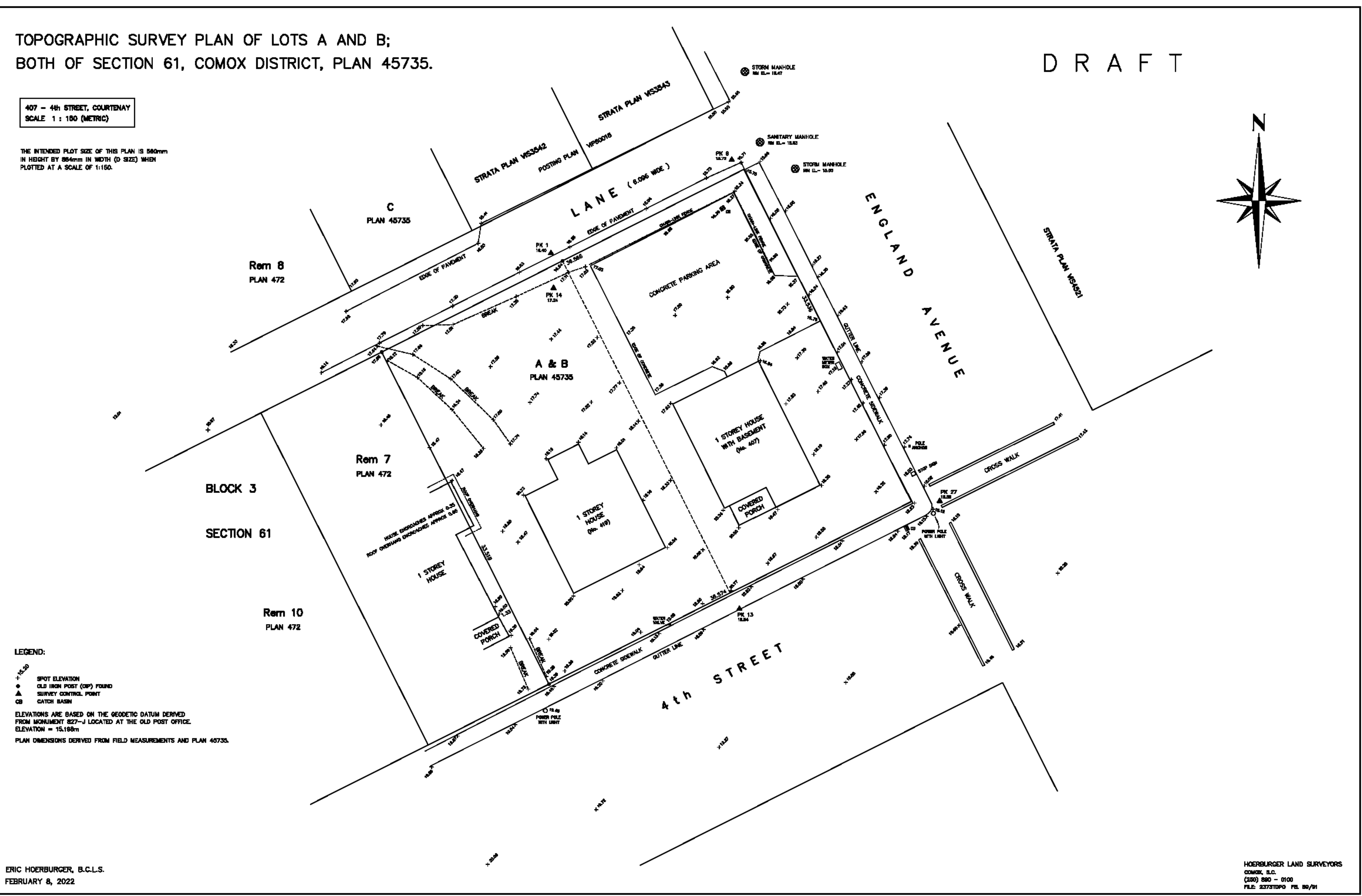
<b>DRAWN BY:</b> Author	<b>CHECKED BY:</b> Checker
<b>SCALE:</b>	
<b>PROJECT:</b> 22202CMMUB / 3021	
<b>ISSUE FOR:</b> Issued for Revised Development Permit	
<b>ISSUE DATE:</b> 2024 11 07	
<b>REV. NO.</b>	<b>SHEET NO.</b>
	<b>D1.2</b>

## TOPOGRAPHIC SURVEY PLAN OF LOTS A AND B; BOTH OF SECTION 61, COMOX DISTRICT, PLAN 45735.

407 - 4th STREET, COURTENAY  
SCALE 1 : 100 (METRIC)

THE INTENDED PLOT SIZE OF THIS PLAN IS 590mm IN HEIGHT BY 894mm IN WIDTH (D SIZE) WHEN PLOTTED AT A SCALE OF 1:100.

# DRAFT



**LEGEND:**

- +15.20 SPOT ELEVATION
- OLD IRON POST (TOP) FOUND
- ▲ SURVEY CONTROL POINT
- CB CATCH BASIN

ELEVATIONS ARE BASED ON THE GEODETIC DATUM DERIVED FROM MONUMENT 827-J LOCATED AT THE OLD POST OFFICE. ELEVATION = 15.188m

PLAN DIMENSIONS DERIVED FROM FIELD MEASUREMENTS AND PLAN 45735.

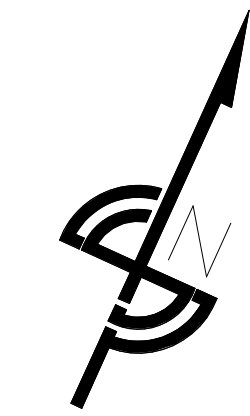
ERIC HOERBURGER, B.C.L.S.  
FEBRUARY 8, 2022

HOERBURGER LAND SURVEYORS  
COMOX, B.C.  
(250) 590 - 0100  
P.L.S.: 2372TDPO P.L. 80/81





AERIAL PHOTO OF DOWNTOWN COURTENAY



KEYPLAN:

# Schedule A

CLIENT INFORMATION:

1	CAR	AHJ REVISIONS	2024 11 07
#	By	Description	Date
Revision Schedule			

CONSULTANT LOGO:

3	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 07
2	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 01
1	CAR	ISSUED FOR DEVELOPMENT PERMIT	2024 04 10
NO.	BY	DESCRIPTION	DATE

**Norland Coach House**  
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 Lethbridge County, Alberta  
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 Fax (403) 327-3373  
 general@alvinfritzarchitect.com

**ALVIN REINHARD FRITZ ARCHITECT INC.**

PROFESSIONAL SEAL:



**PROJECT:**  
4th and England Multi Use Building  
**LOCATION:**  
Courtenay, BC

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**DRAWING TITLE:**  
Context Plan

<b>DRAWN BY:</b> Author	<b>CHECKED BY:</b> Checker
<b>SCALE:</b> As indicated	
<b>PROJECT:</b> 22202CMMUB / 3021	
<b>ISSUE FOR:</b> Issued for Revised Development Permit	
<b>ISSUE DATE:</b> 2024 11 07	
<b>REV. NO.</b>	<b>SHEET NO.</b>
	<b>D1.3</b>



CORNER OF 4TH ST. AND ENGLAND AVENUE



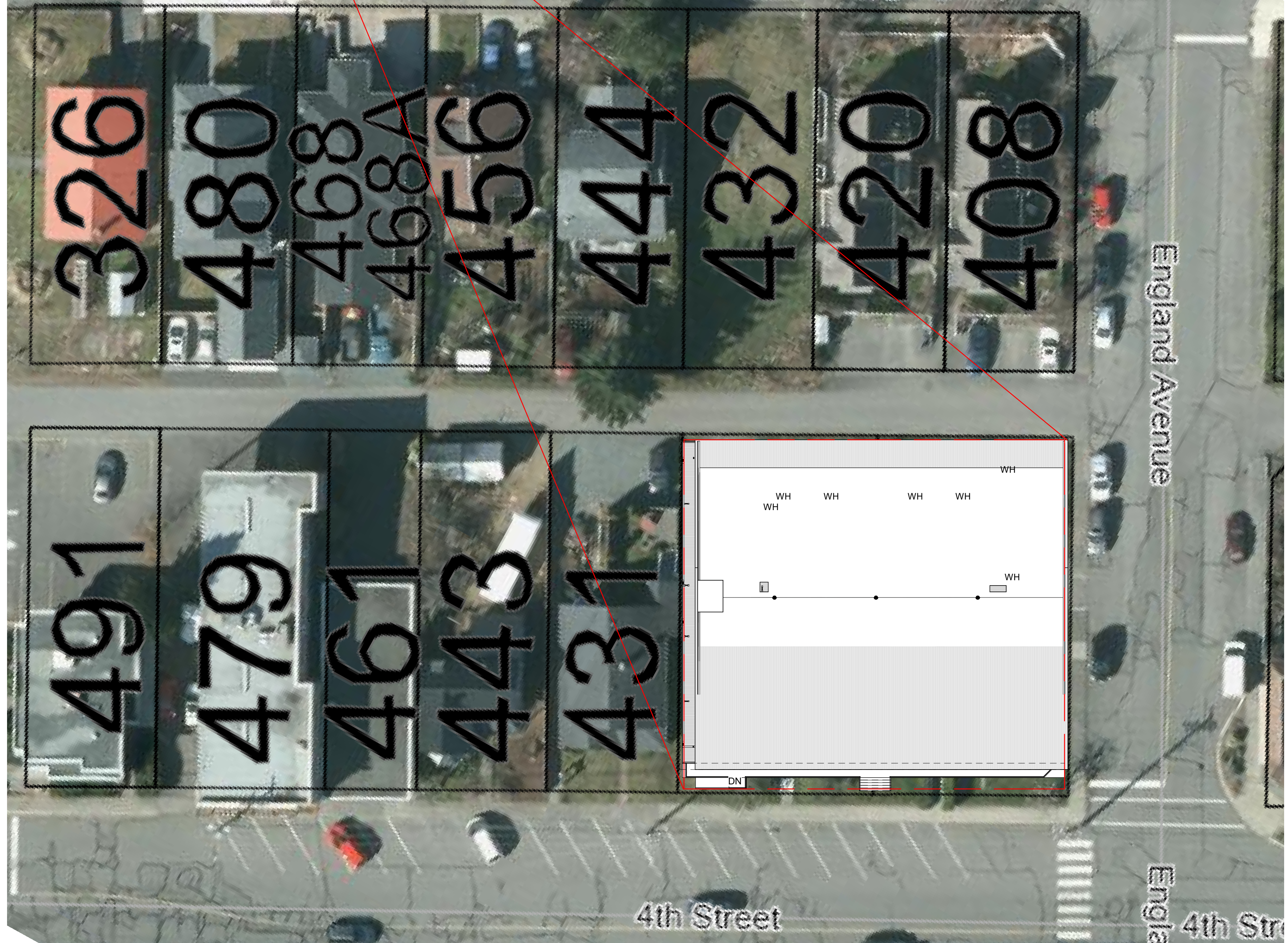
ENGLAND AVENUE & REAR LANEWAY



4 STREET LOOKING EAST



4 STREET FACING SUBJECT PROPERTY



**1** Site Plan  
 D1.3 3/64" = 1'-0"

KEYPLAN:

# Schedule A

CLIENT INFORMATION:

1	CAR	AHJ REVISIONS	2024 11 07
#	By	Description	Date
Revision Schedule			

CONSULTANT LOGO:

3	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 07
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1	CAR	ISSUED FOR DEVELOPMENT PERMIT	2024 04 10

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**ALVIN REINHARD FRITZ ARCHITECT INC.**

PROFESSIONAL SEAL:



PROJECT: 4th and England Multi Use Building  
LOCATION: Courtenay, BC

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DRAWING TITLE:  
**Site Plan**

DRAWN BY: Author  
CHECKED BY: Checker

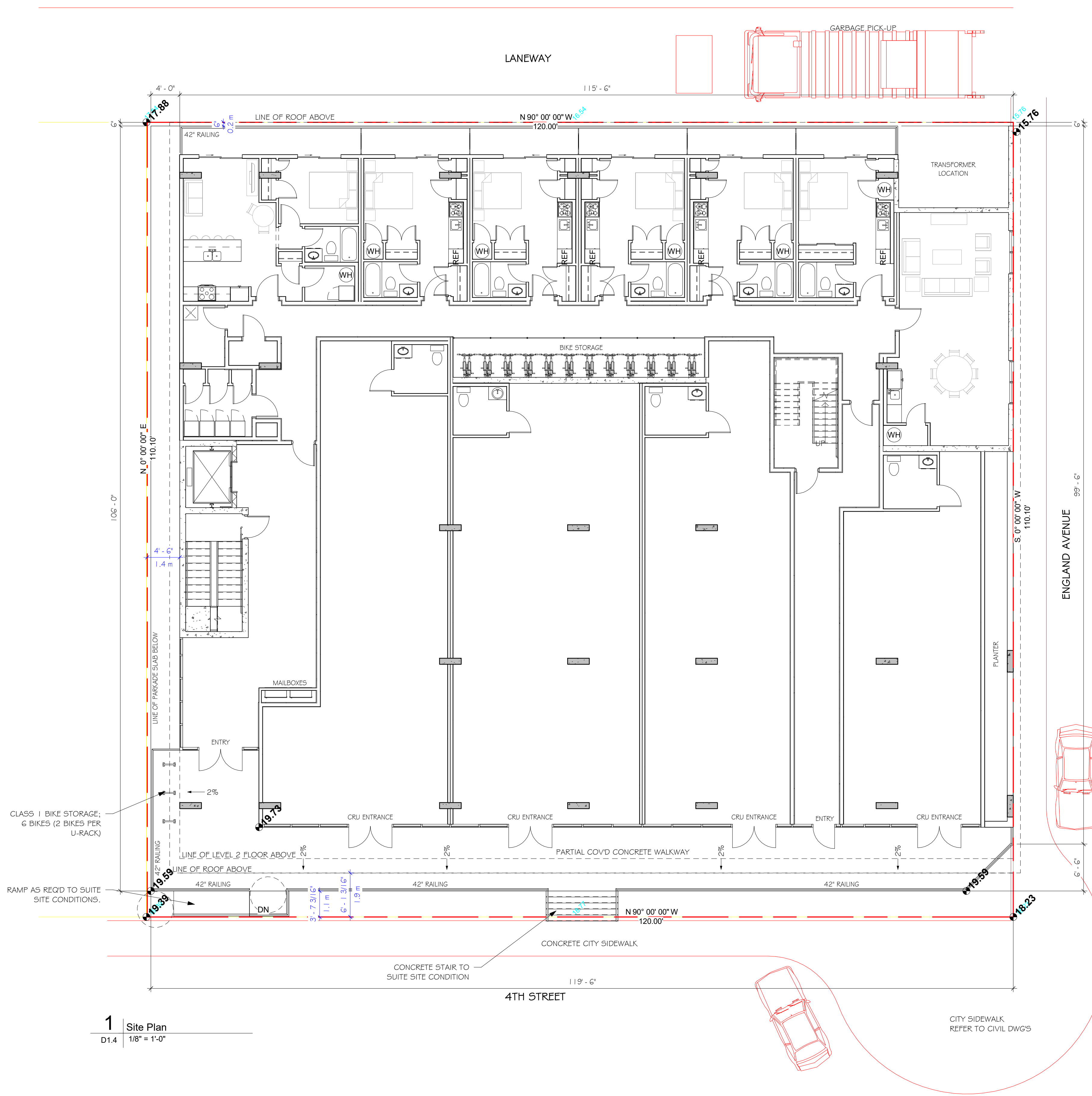
SCALE: 1/8" = 1'-0"

PROJECT: 22202CMMUB / 3021

ISSUE FOR: Issued for Revised Development Permit

ISSUE DATE: 2024 11 07

REV. NO. SHEET NO.  
**D1.4**



1 Site Plan  
D1.4 1/8" = 1'-0"

# Schedule A

CLIENT INFORMATION:

1	CAR	AHJ REVISIONS	2024 11 07
#	By	Description	Date
Revision Schedule			

CONSULTANT LOGO:

3	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 07
2	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 01
1	CAR	ISSUED FOR DEVELOPMENT PERMIT	2024 04 10

NO.	BY	DESCRIPTION	DATE
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PROFESSIONAL SEAL:



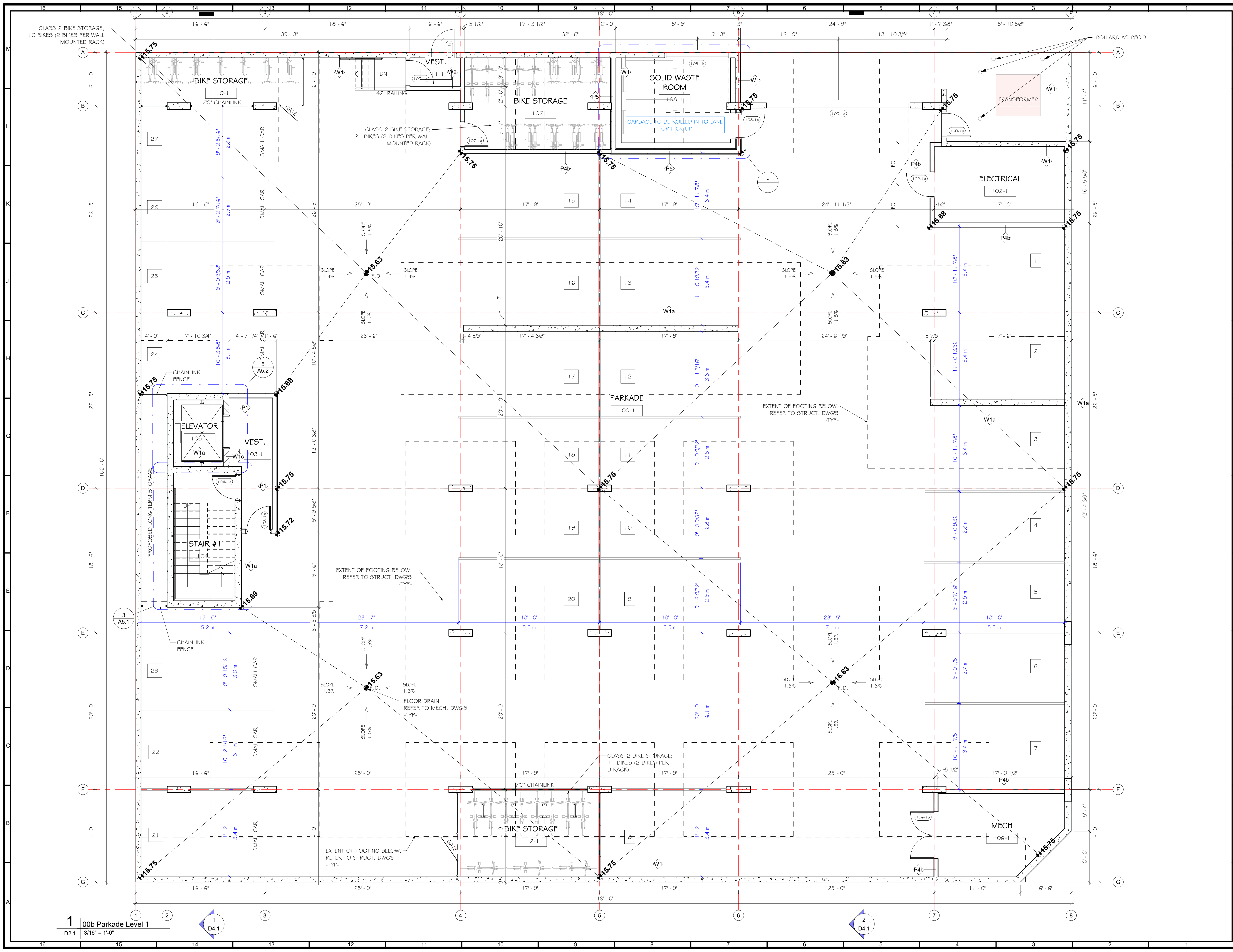
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DRAWING TITLE:  
**Parkade Plan**

DRAWN BY: JMV	CHECKED BY: AF / CAR
SCALE: 3/16" = 1'-0"	PROJECT: 22202CMMUB / 3021
ISSUE FOR: Issued for Revised Development Permit	ISSUE DATE: 2024 11 07
REV. NO.	SHEET NO. <b>D2.1</b>

PROJECT: 4th and England Multi Use Building  
LOCATION: Courtenay, BC



# Schedule A

CLIENT INFORMATION:

1	CAR	AHJ REVISIONS	2024 11 07
#	By	Description	Date
Revision Schedule			

CONSULTANT LOGO:

3	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 07
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1	CAR	ISSUED FOR DEVELOPMENT PERMIT	2024 04 10

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PROFESSIONAL SEAL:



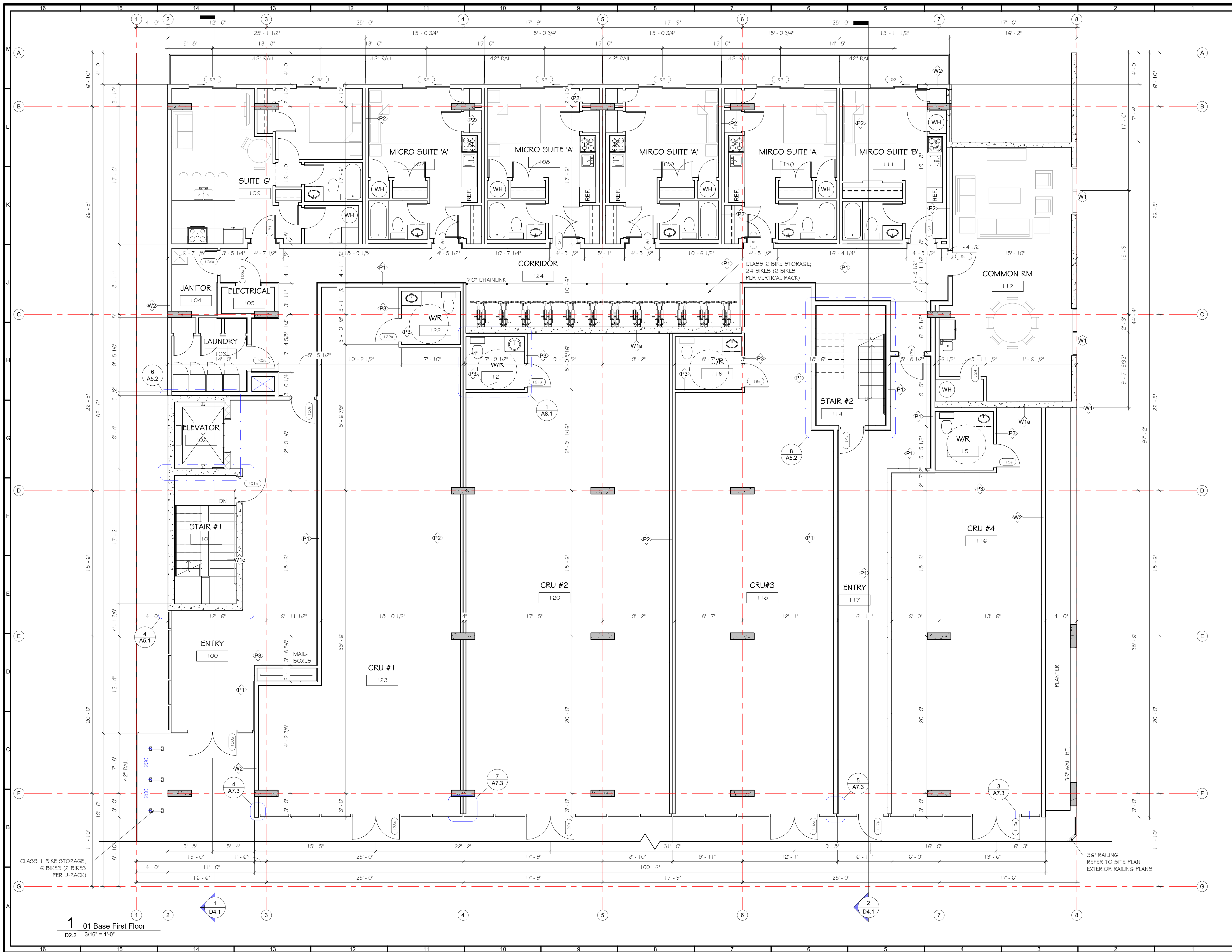
PROJECT: 4th and England Multi Use Building  
LOCATION: Courtenay, BC

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DRAWING TITLE:  
**Main Floor Plan**

DRAWN BY: Author	CHECKED BY: Checker
SCALE: 3/16" = 1'-0"	PROJECT: 22202CMMUB / 3021
ISSUE FOR: Issue for Revised Development Permit	ISSUE DATE: 2024 11 07
REV. NO.	SHEET NO. <b>D2.2</b>



1 01 Base First Floor  
D2.2 3/16" = 1'-0"

KEYPLAN:

# Schedule A

CLIENT INFORMATION:

1	CAR	AHJ REVISIONS	2024 11 07
#	By	Description	Date
Revision Schedule			

CONSULTANT LOGO:

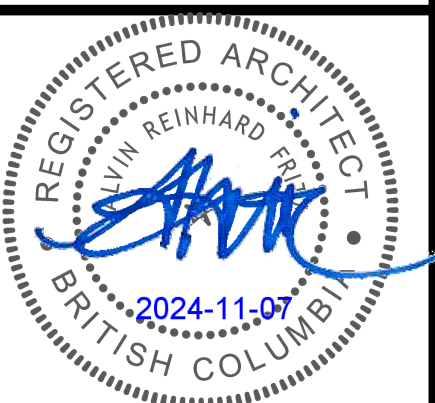
3	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 07
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1	CAR	ISSUED FOR DEVELOPMENT PERMIT	2024 04 10

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**ALVIN REINHARD FRITZ ARCHITECT INC.**

PROFESSIONAL SEAL:



**PROJECT:**  
4th and England Multi Use Building  
COURTESY, BC

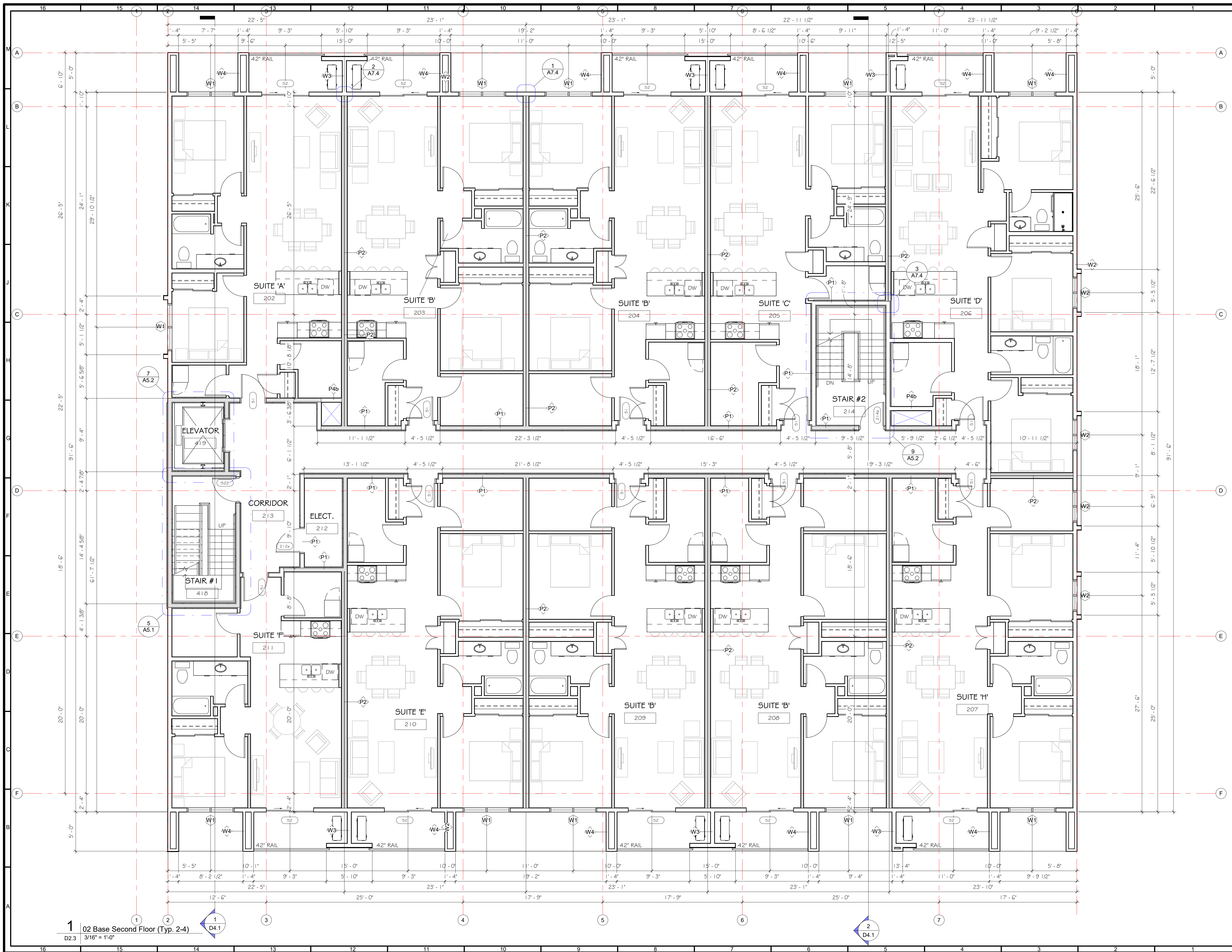
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**DRAWING TITLE:**  
Second Floor Plan (Typ. 2-3)

<b>DRAWN BY:</b> Author	<b>CHECKED BY:</b> Checker
<b>SCALE:</b> 3/16" = 1'-0"	<b>PROJECT:</b> 22202CMMUB / 3021
<b>ISSUE FOR:</b> Issued for Revised Development Permit	<b>ISSUE DATE:</b> 2024 11 07
<b>REV. NO.</b>	<b>SHEET NO.</b>

**D2.3**



**1** 02 Base Second Floor (Typ. 2-4)  
D2.3 3/16" = 1'-0"

KEYPLAN:

# Schedule A

CLIENT INFORMATION:

1	CAR	AHJ REVISIONS	2024 11 07
#	By	Description	Date
Revision Schedule			

CONSULTANT LOGO:


3	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 07
2	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 01
1	CAR	ISSUED FOR DEVELOPMENT PERMIT	2024 04 10

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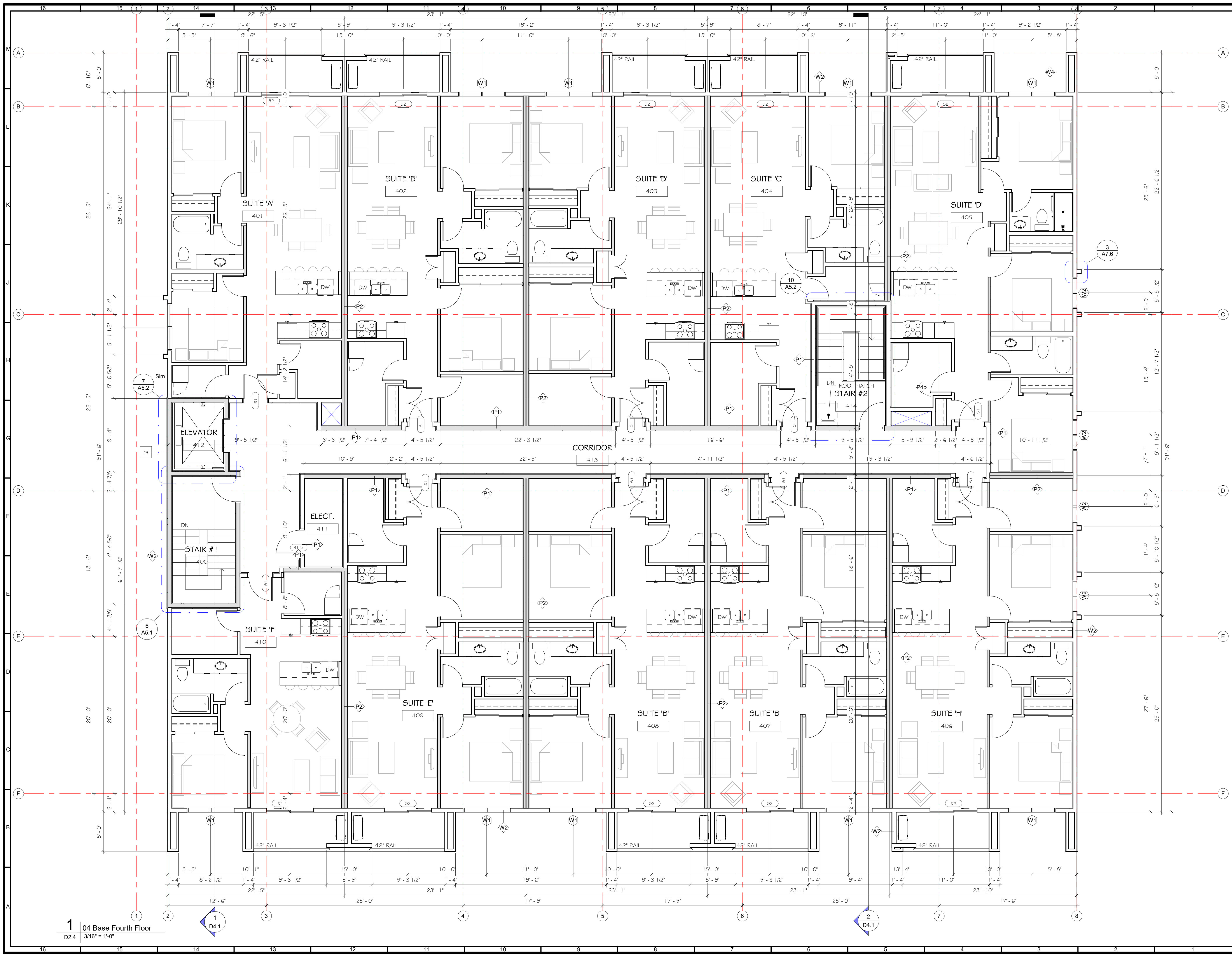
**PROJECT:** 4th and England Multi Use Building  
**LOCATION:** Courtenay, BC

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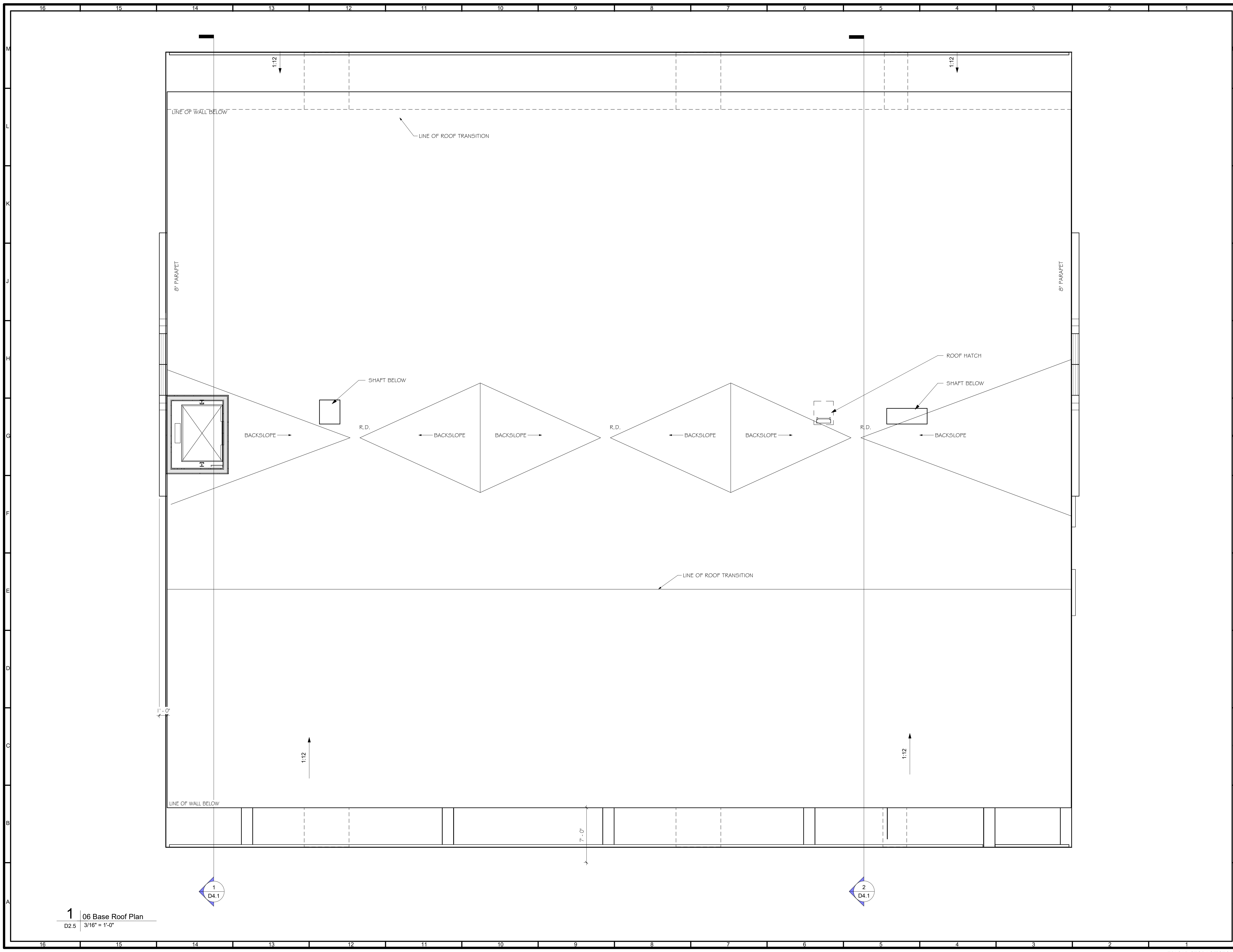
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**DRAWING TITLE:**  
**Fourth Floor Plan**

<b>DRAWN BY:</b> Author	<b>CHECKED BY:</b> Checker
<b>SCALE:</b> 3/16" = 1'-0"	<b>PROJECT:</b> 22202CMMUB / 3021
<b>ISSUE FOR:</b> Issue for Revised Development Permit	<b>ISSUE DATE:</b> 2024 11 07
<b>REV. NO.</b>	<b>SHEET NO.</b>
	<b>D2.4</b>



**1** 04 Base Fourth Floor  
D2.4 3/16" = 1'-0"



KEYPLAN:

# Schedule A

CLIENT INFORMATION:

1	CAR	AHJ REVISIONS	2024 11 07
#	By	Description	Date
Revision Schedule			

CONSULTANT LOGO:

3	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 07
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1	CAR	ISSUED FOR DEVELOPMENT PERMIT	2024 04 10
NO.	BY	DESCRIPTION	DATE

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ALVIN REINHARD FRITZ  
ARCHITECT  
INC.

PROFESSIONAL SEAL:



PROJECT: 4th and England Multi Use Building  
LOCATION: Courtenay, BC

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DRAWING TITLE:  
**Roof Plan**

DRAWN BY: Author	CHECKED BY: Checker
SCALE: 3/16" = 1'-0"	PROJECT: 22202CMMUB / 3021
ISSUE FOR: Issued for Revised Development Permit	ISSUE DATE: 2024 11 07
REV. NO.	SHEET NO. <b>D2.5</b>

**1** 06 Base Roof Plan  
D2.5 3/16" = 1'-0"

KEYPLAN:

# Schedule A

CLIENT INFORMATION:

1	CAR	AHJ REVISIONS	2024 11 07
#	By	Description	Date

### Revision Schedule

CONSULTANT LOGO:

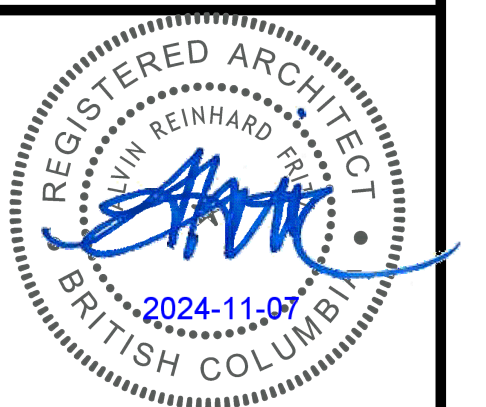
3	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 07
2	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 01
1	CAR	ISSUED FOR DEVELOPMENT PERMIT	2024 04 10
NO.	BY	DESCRIPTION	DATE

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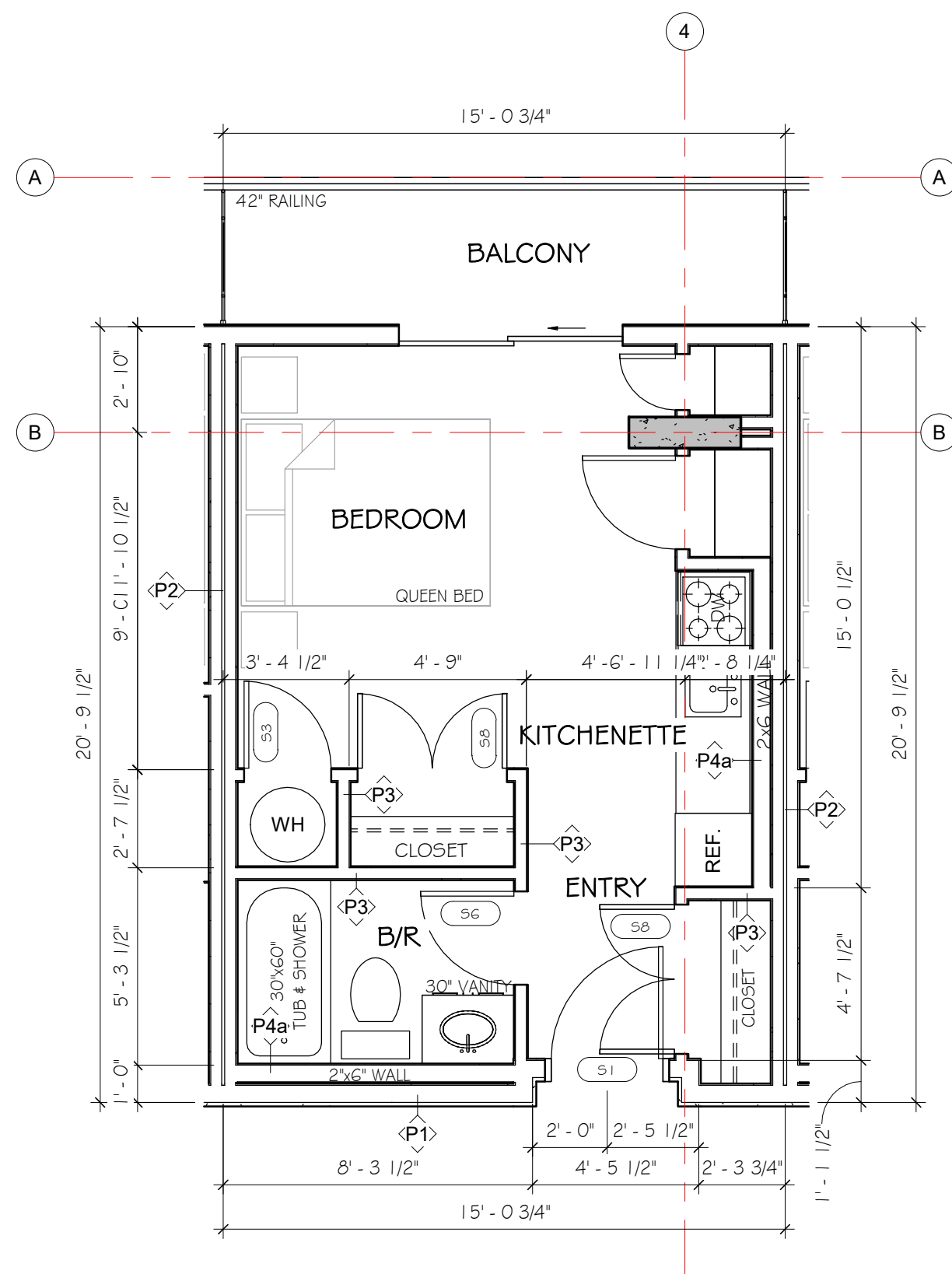
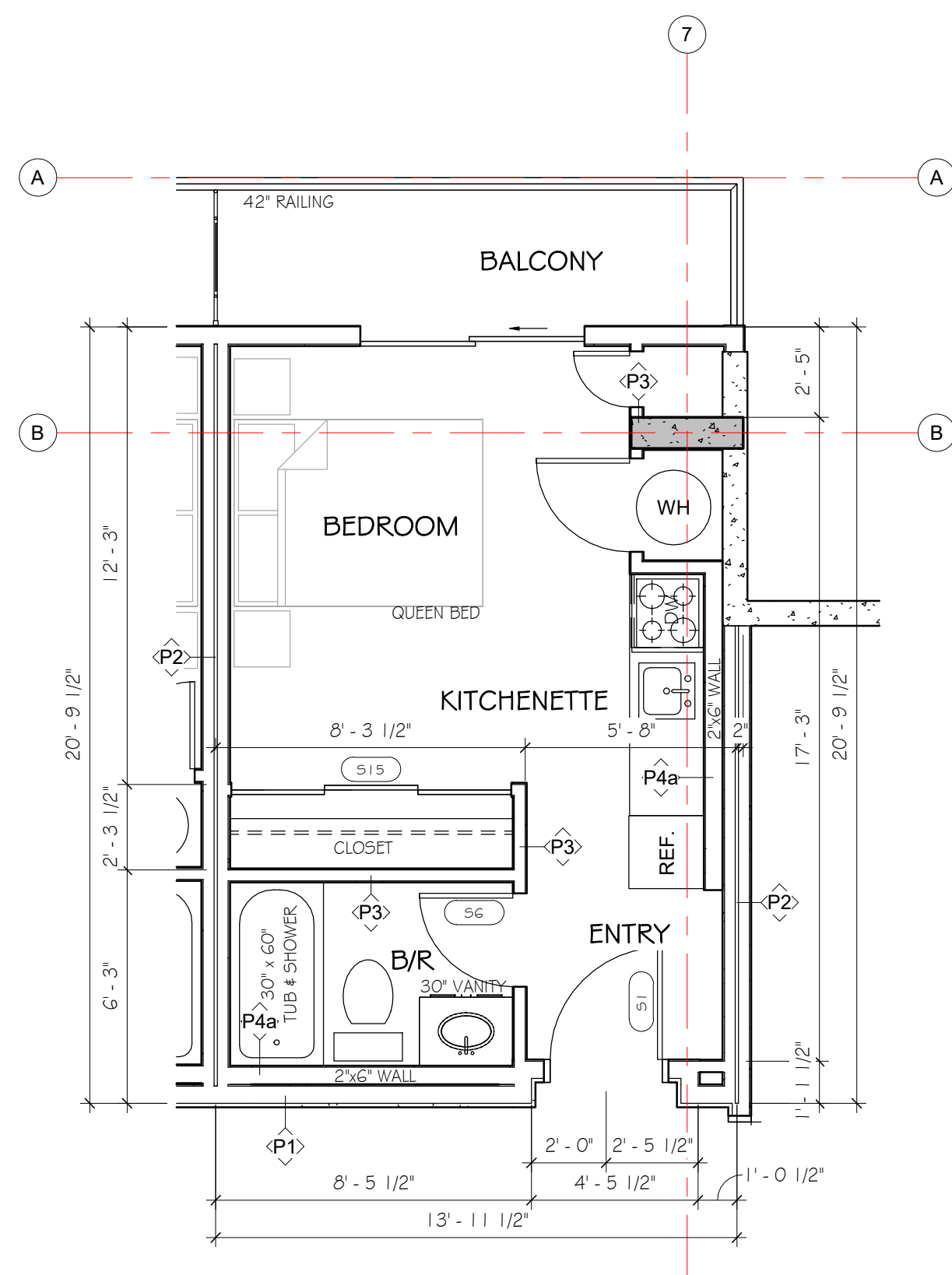
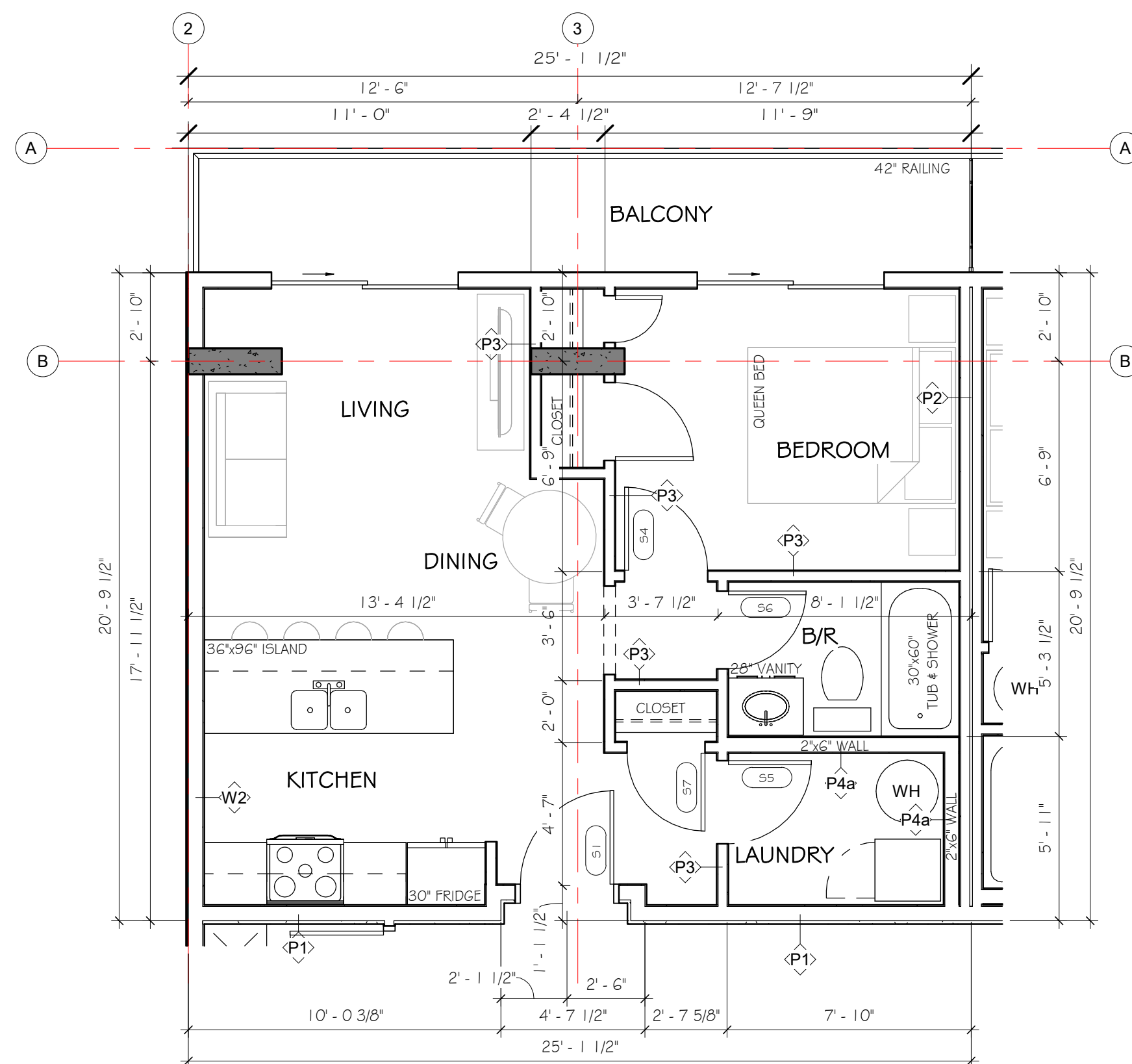


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<b>DRAWING TITLE:</b> Suite Plans	
<b>DRAWN BY:</b> Author	<b>CHECKED BY:</b> Checker
<b>SCALE:</b> 1/4" = 1'-0"	
<b>PROJECT:</b> 22202CMMUB / 3021	
<b>ISSUE FOR:</b> Issued for Revised Development Permit	
<b>ISSUE DATE:</b> 2024 11 07	
<b>REV. NO.</b>	<b>SHEET NO.</b>
	<b>D2.6</b>

**PROJECT:** 4th and England Multi Use Building  
**LOCATION:** Courtenay, BC





KEYPLAN:

# Schedule A

CLIENT INFORMATION:

1	CAR	AHJ REVISIONS	2024 11 07
#	By	Description	Date
Revision Schedule			

CONSULTANT LOGO:

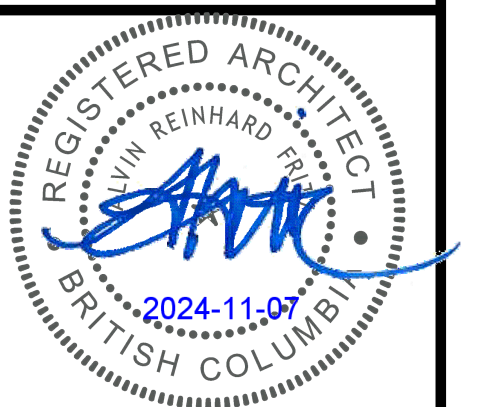
3	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 07
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1	CAR	ISSUED FOR DEVELOPMENT PERMIT	2024 04 10
NO.	BY	DESCRIPTION	DATE

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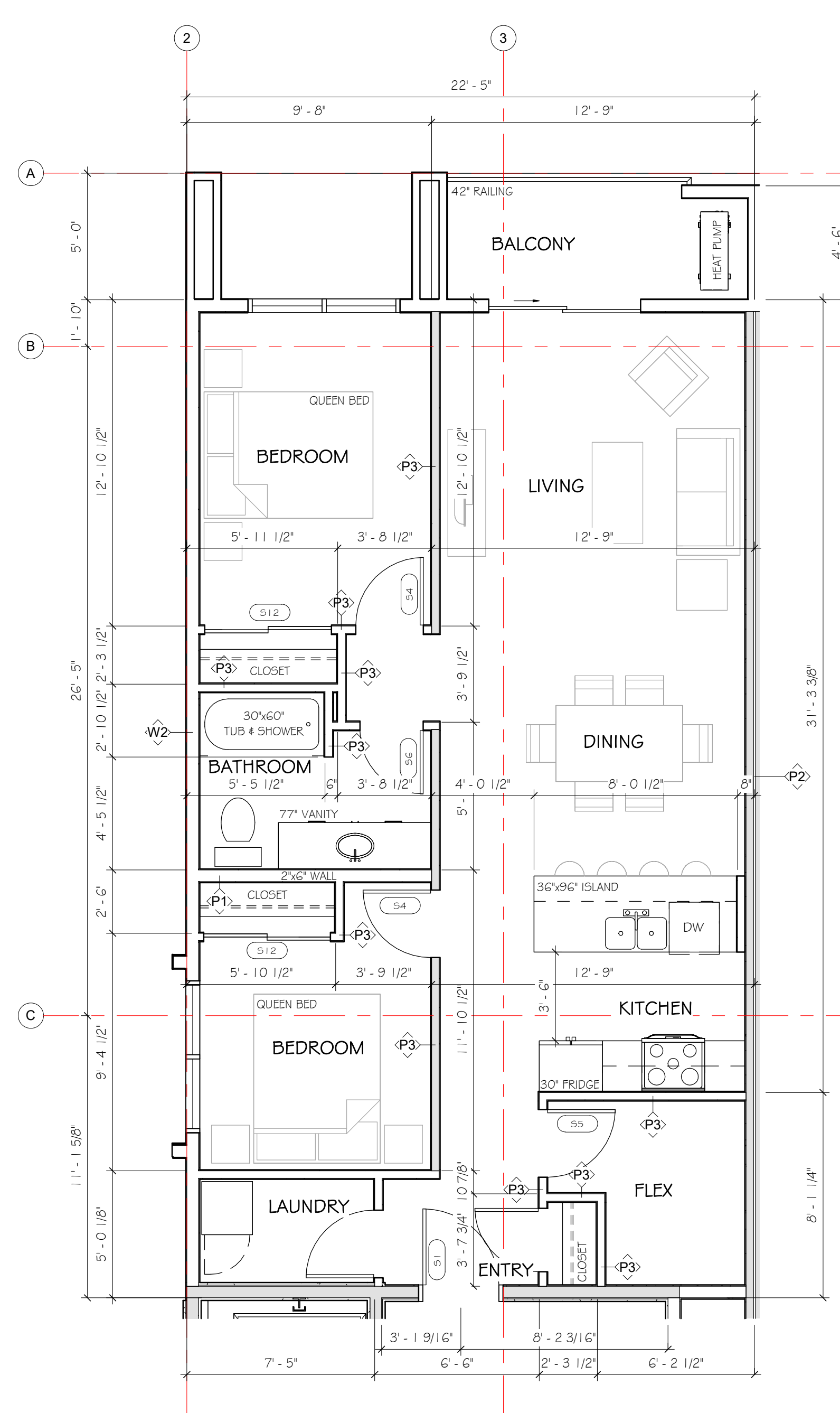
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DRAWING TITLE:  
**Suite Plans**

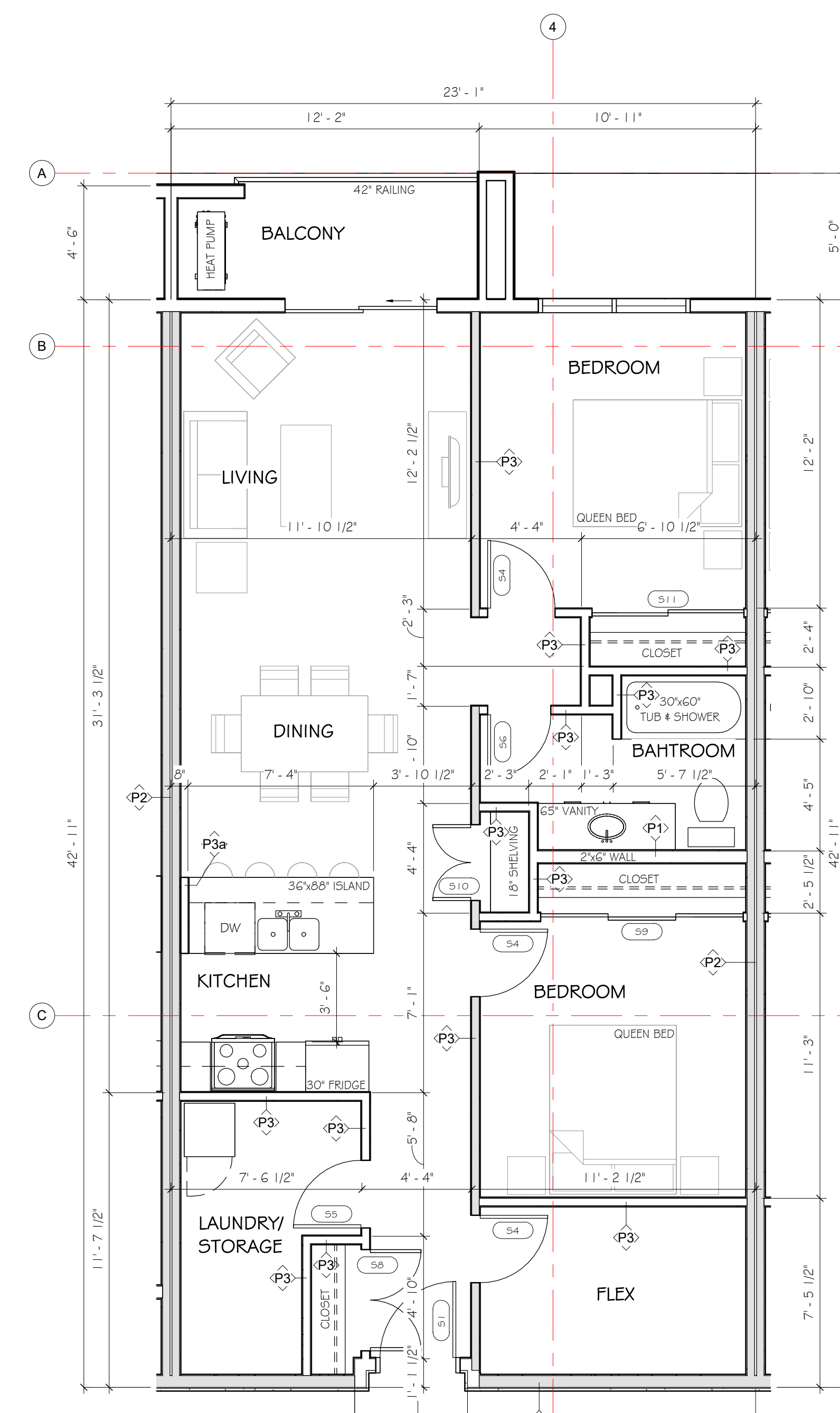
DRAWN BY: Author	CHECKED BY: Checker
SCALE: 1/4" = 1'-0"	PROJECT: 22202CMMUB / 3021
ISSUE FOR: Issue for Revised Development Permit	ISSUE DATE: 2024 11 07
REV. NO.	SHEET NO. <b>D2.7</b>

PROJECT:  
**4th and England Multi Use Building**

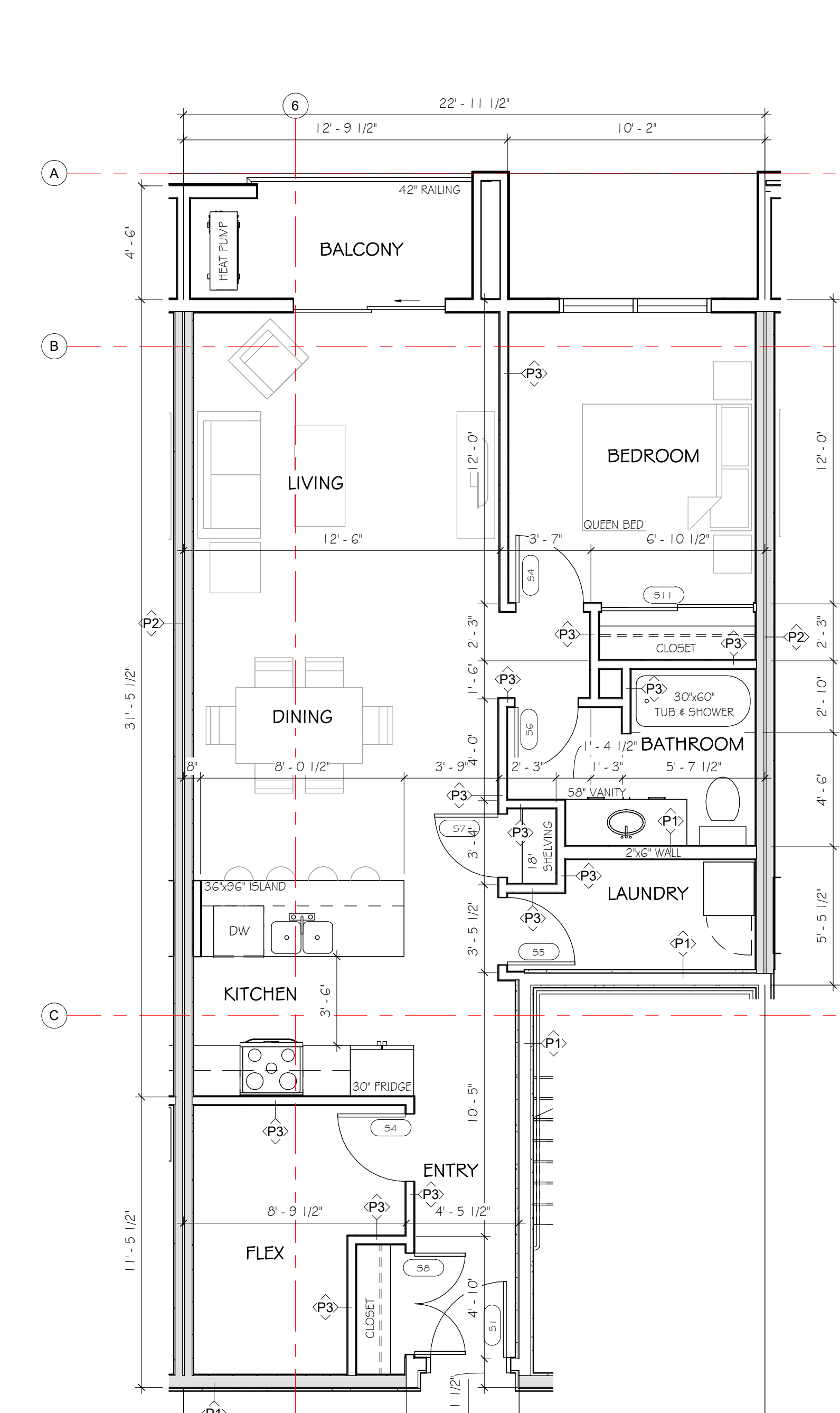
LOCATION:  
**Courtenay, BC**



**1** Suite 'A' Layout  
D2.7 1/4" = 1'-0"



**2** Suite 'B' Layout  
D2.7 1/4" = 1'-0"



**3** Suite 'C' Layout  
D2.7 1/4" = 1'-0"

KEYPLAN:

# Schedule A

CLIENT INFORMATION:

1	CAR	AHJ REVISIONS	2024 11 07
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Revision Schedule			

CONSULTANT LOGO:

3	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 07
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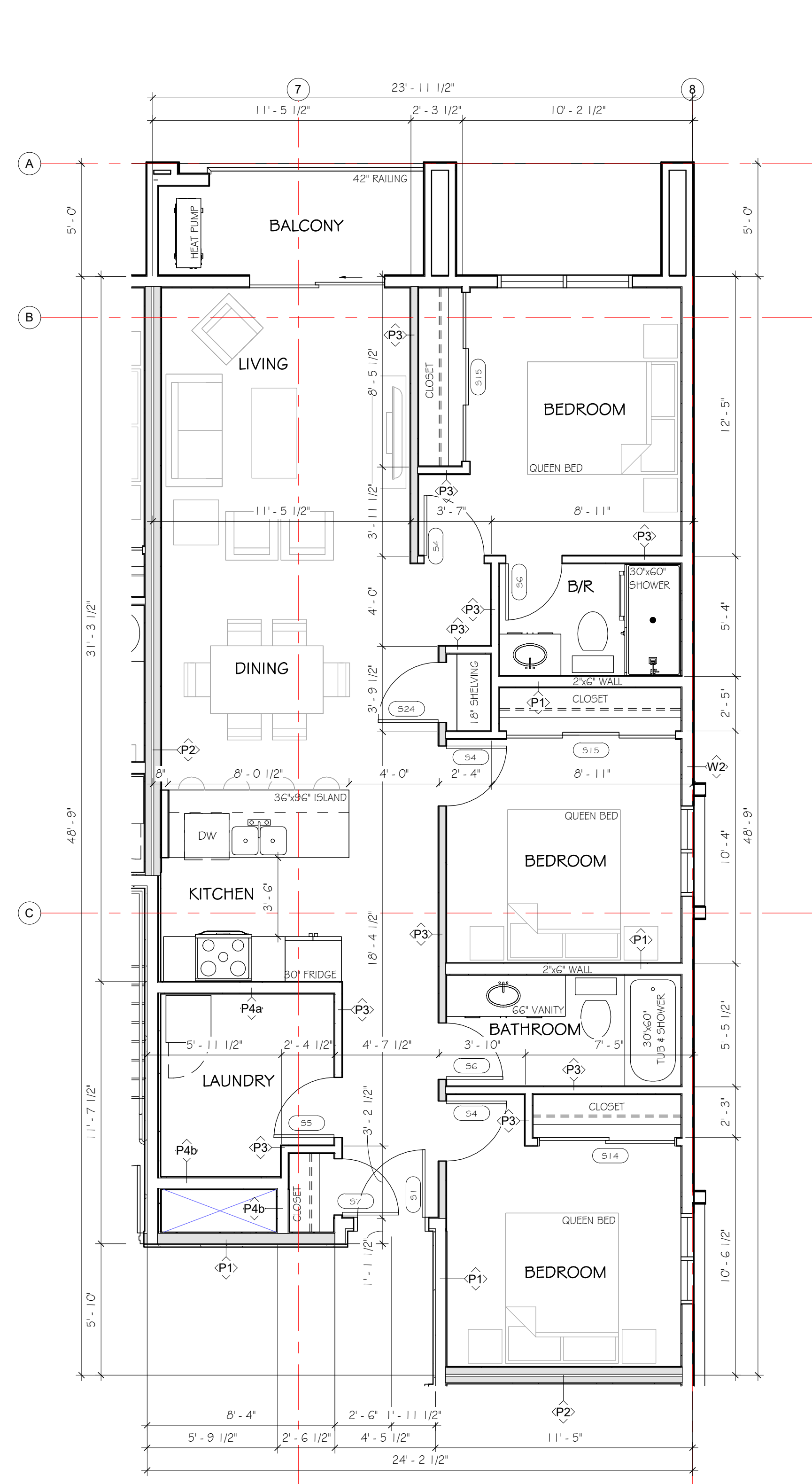
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DRAWING TITLE:  
**Suite Plans**

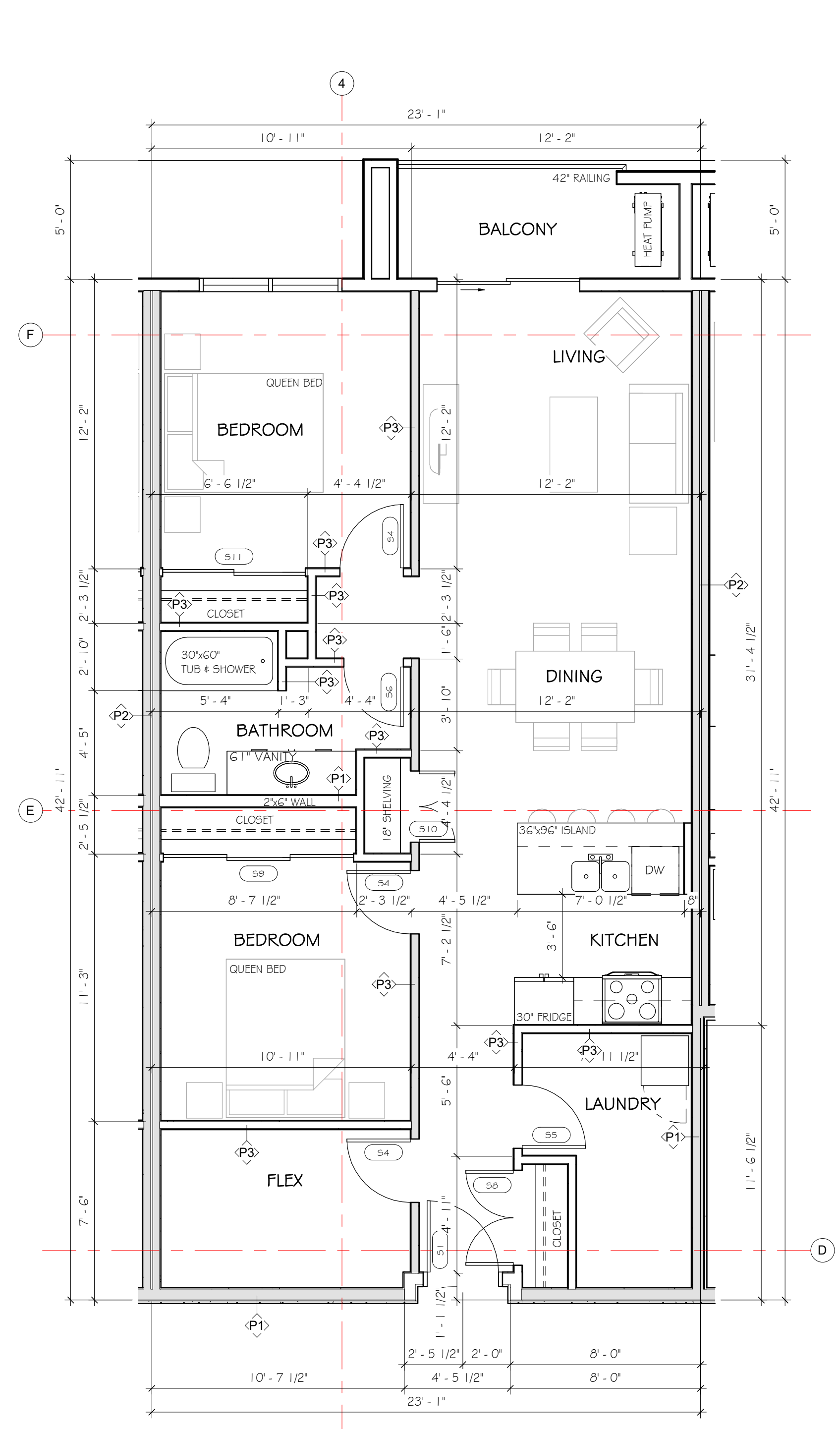
DRAWN BY: Author	CHECKED BY: Checker
SCALE: 1/4" = 1'-0"	PROJECT: 22202CMMUB / 3021
ISSUE FOR: Issued for Revised Development Permit	ISSUE DATE: 2024 11 07
REV. NO.	SHEET NO. <b>D2.8</b>

PROJECT:  
**4th and England Multi Use Building**

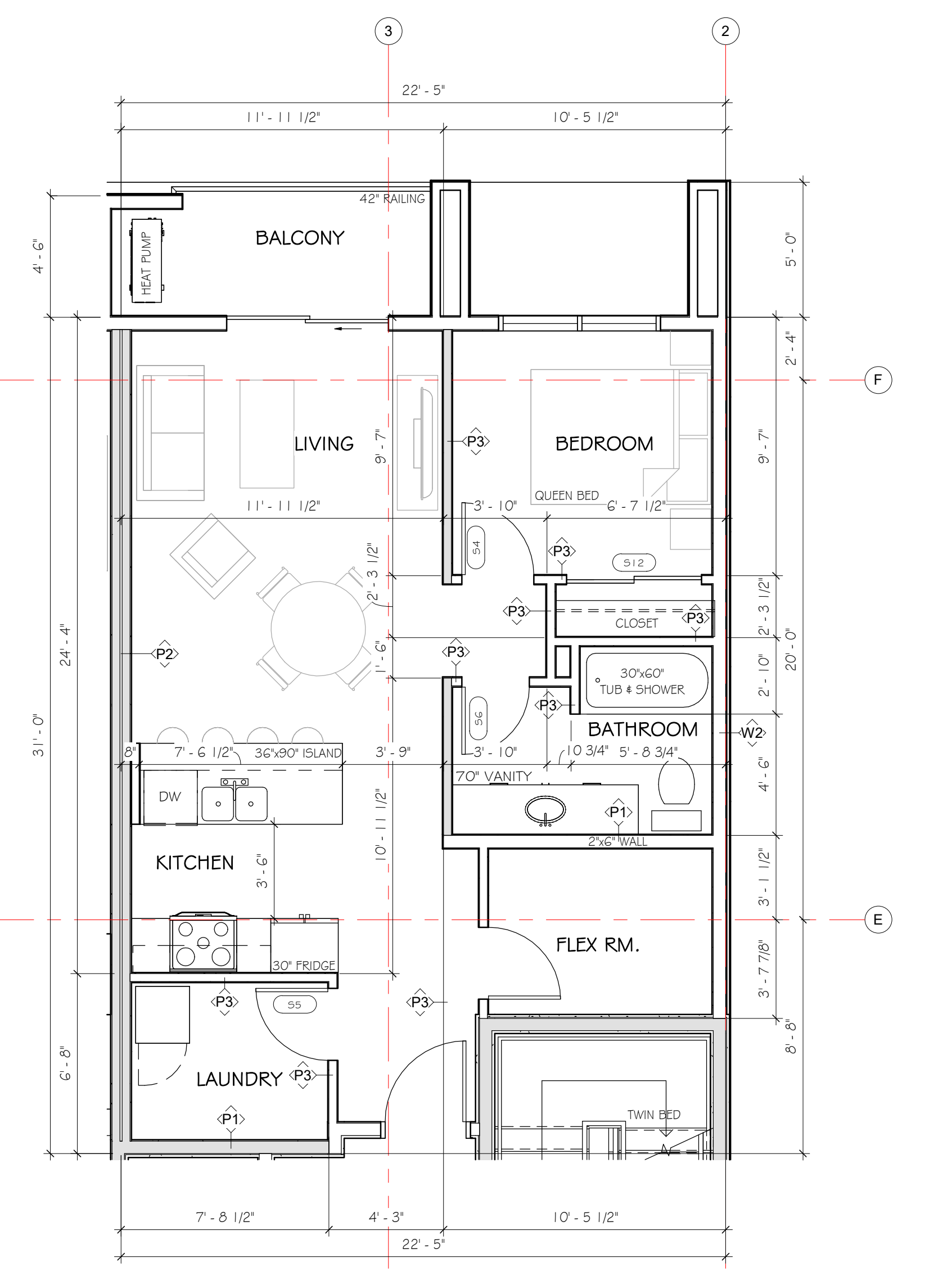
LOCATION:  
**Courtenay, BC**



**1** Suite 'D' Layout  
D2.8 1/4" = 1'-0"



**2** Suite 'E' Layout  
D2.8 1/4" = 1'-0"



**3** Suite 'F' Layout  
D2.8 1/4" = 1'-0"

KEYPLAN:

# Schedule A

CLIENT INFORMATION:

#	By	Description	Date
1	CAR	AHJ REVISIONS	2024 11 07
Revision Schedule			

CONSULTANT LOGO:

3	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 07
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1	CAR	ISSUED FOR DEVELOPMENT PERMIT	2024 04 10

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ALVIN REINHARD FRITZ ARCHITECT INC.

PROFESSIONAL SEAL:



**PROJECT:**  
4th and England Multi Use Building  
**LOCATION:**  
Courtenay, BC

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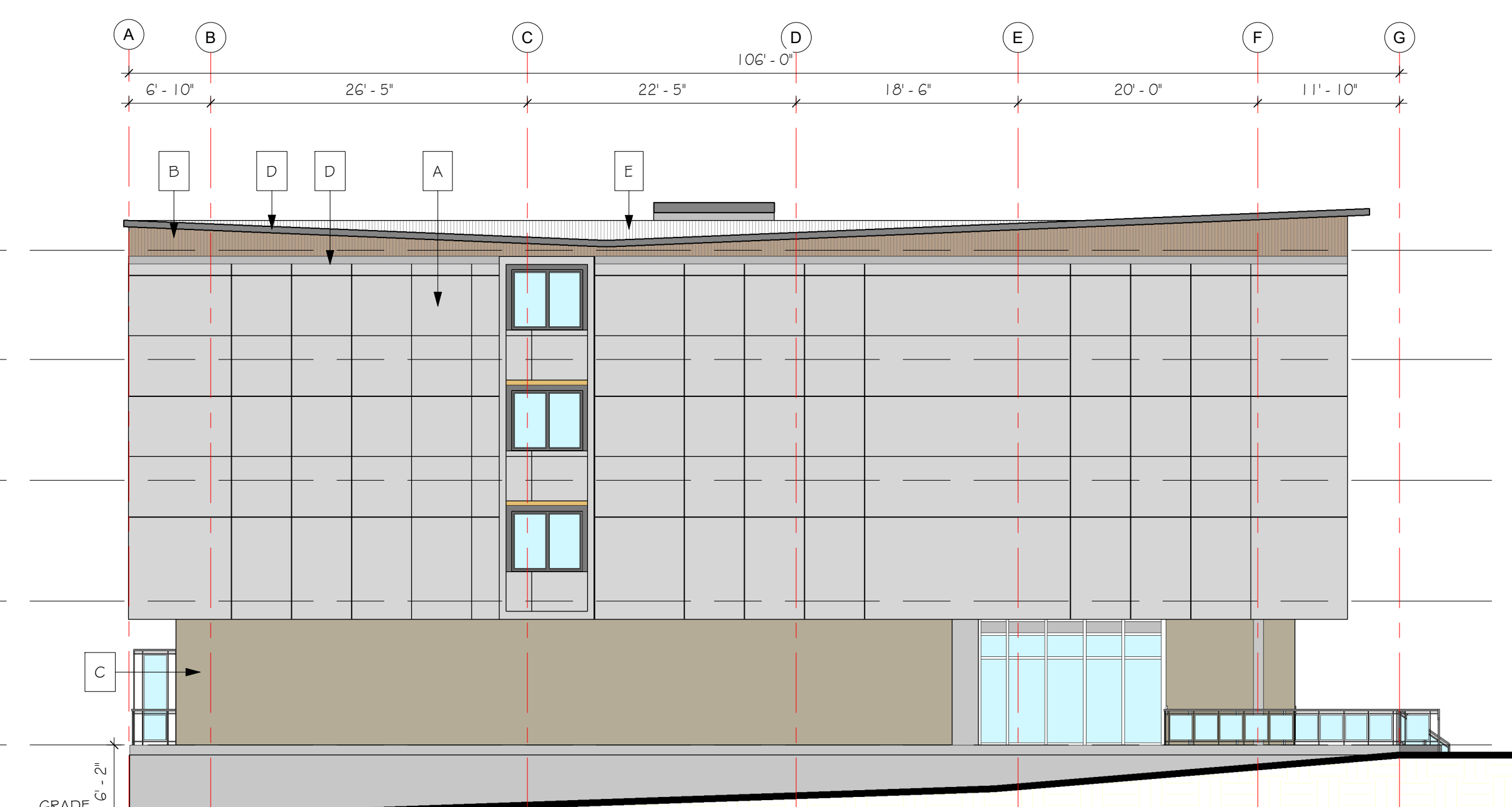
**DRAWING TITLE:**  
Elevations

DRAWN BY: Author	CHECKED BY: Checker
SCALE: As Indicated	
PROJECT: 22202CMMUB / 3021	
ISSUE FOR: Issued for Revised Development Permit	
ISSUE DATE: 2024 11 07	
REV. NO.	SHEET NO.
	<b>D3.1</b>

- EXTERIOR FINISHES LEGEND  
(TO BE CONFIRMED BY CLIENT)**
- A SOLID BOARD HARDIE PANEL  
COLOR: COBBLESTONE
  - B WOOD TONE - RUSTIC SERIES  
COLOR: SAND CASTLE
  - C SOLID BOARD HARDIE PANEL  
COLOR: TBD
  - D FASCIA TRIM  
COLOR: MATCH TO COBBLESTONE
  - E SOLID BOARD HARDIE PANEL  
COLOR: TO MATCH ROOFING
  - F 36" HT. ALUMINUM GLASS RAILING  
COLOR: BLACK



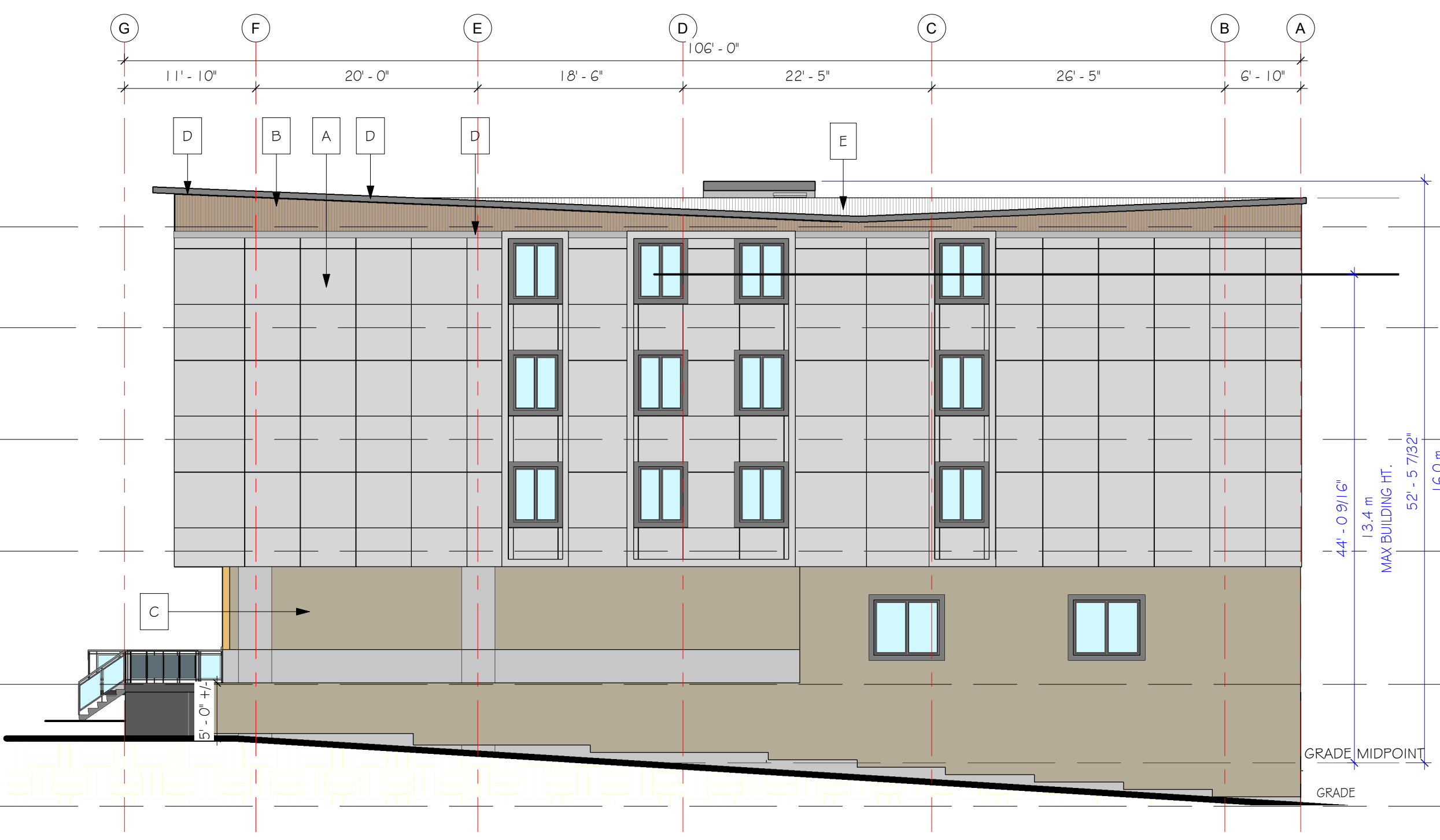
**3 South Elevation**  
D3.1 1" = 10'-0"



**4 West Elevation**  
D3.1 1" = 10'-0"



**1 North Elevation**  
D3.1 1" = 10'-0"



**2 East Elevation**  
D3.1 1" = 10'-0"

KEYPLAN:

# Schedule A

CLIENT INFORMATION:

Revision Schedule			
#	By	Description	Date
1	CAR	AHJ REVISIONS	2024 11 07

CONSULTANT LOGO:

NO.	BY	DESCRIPTION	DATE
3	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 07
2	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 01
1	CAR	ISSUED FOR DEVELOPMENT PERMIT	2024 04 10

**Norland Coach House**  
10-90001 Range Road 212  
Lethbridge County, Alberta  
T1J 5N9  
alvinfritzarchitect.com

ph. (403) 320-8100  
Fax (403) 327-3373  
general@alvinfritzarchitect.com

**ALVIN REINHARD FRITZ ARCHITECT INC.**

PROFESSIONAL SEAL:



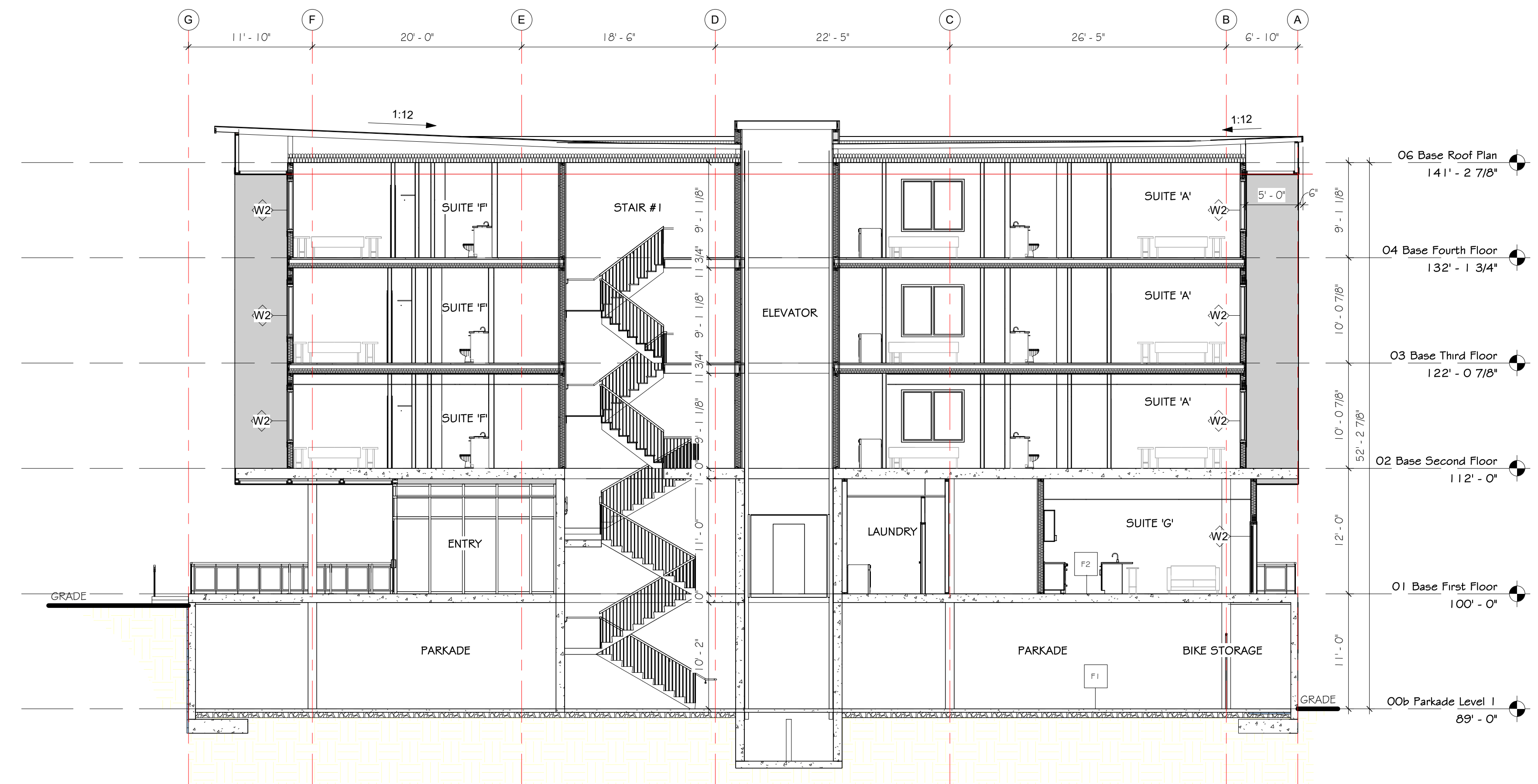
**PROJECT:** 4th and England Multi Use Building  
**LOCATION:** Courtenay, BC

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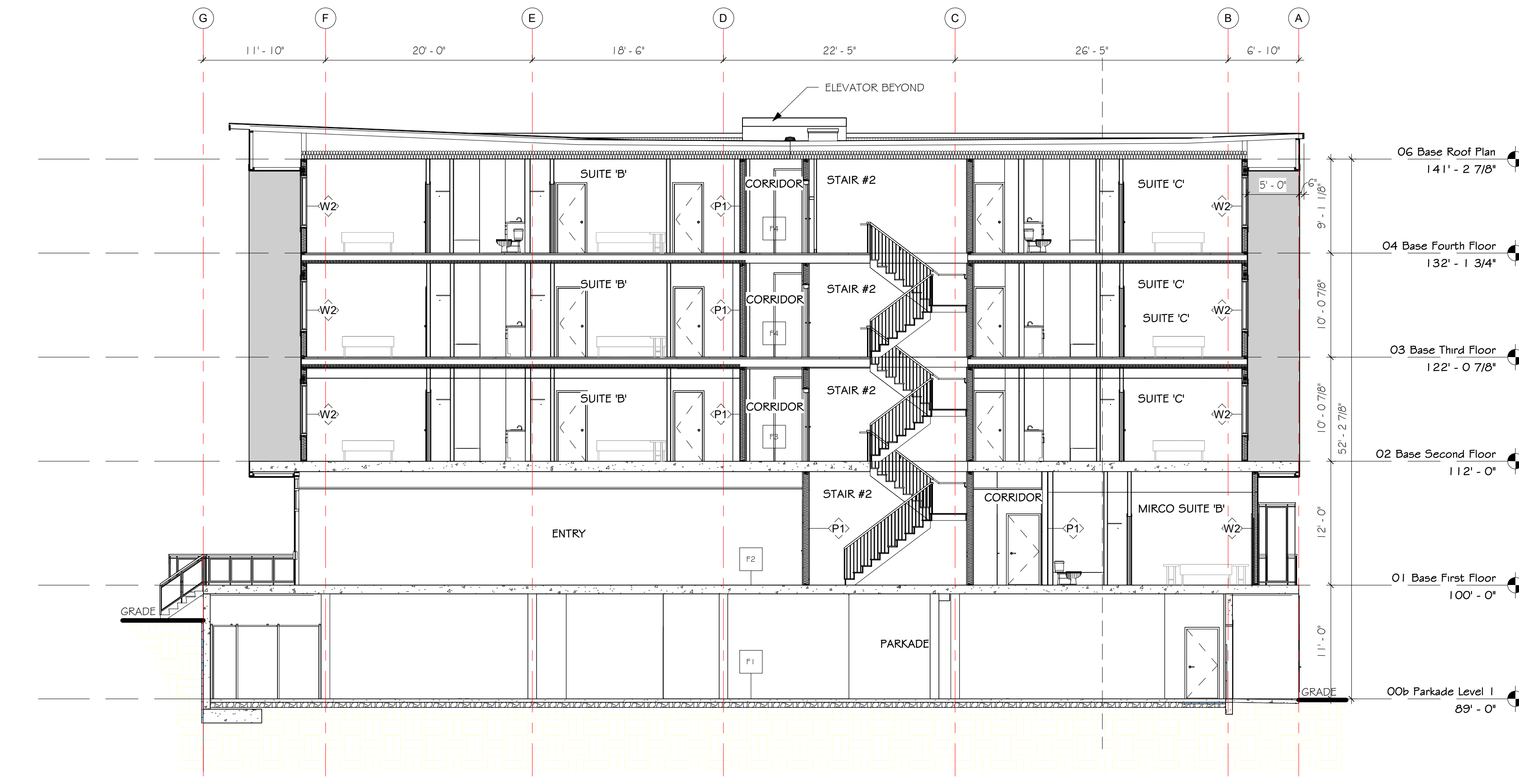
Do not scale this drawing. All dimensions, data and levels, shall be verified prior to construction and all errors or omissions shall be reported to the architect immediately.

**DRAWING TITLE:**  
Building Section

<b>DRAWN BY:</b> Author	<b>CHECKED BY:</b> Checker
<b>SCALE:</b> 1/8" = 1'-0"	<b>PROJECT:</b> 22202CMMUB / 3021
<b>ISSUE FOR:</b> Issue for Revised Development Permit	<b>ISSUE DATE:</b> 2024 11 07
<b>REV. NO.</b>	<b>SHEET NO.</b> <b>D4.1</b>



**1** Building Section (North South)  
D4.1 1/8" = 1'-0"



**2** Building Section 2 (North South)  
D4.1 1/8" = 1'-0"



Front View



Front View



Front Elevation



Side Elevation

KEYPLAN:

# Schedule A

CLIENT INFORMATION:

1	CAR	AHJ REVISIONS	2024 11 07
#	By	Description	Date

Revision Schedule

CONSULTANT LOGO:

3	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 07
2	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 01
1	CAR	ISSUED FOR DEVELOPMENT PERMIT	2024 04 10

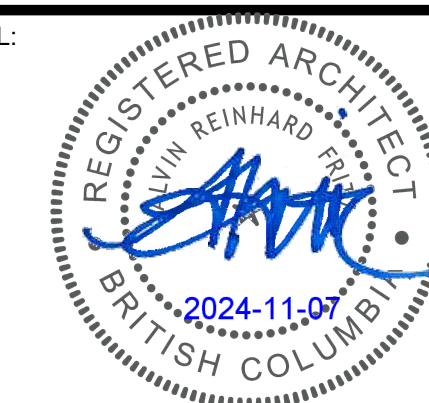
NO.	BY	DESCRIPTION	DATE
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Lethbridge County, Alberta  
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Fax (403) 327-3373  
general@alvinfrizarchitect.com

ALVIN REINHARD FRITZ  
ARCHITECT  
INC.

PROFESSIONAL SEAL:



PROJECT :  
4th and England Multi Use Building  
LOCATION :  
Courtenay, BC

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DRAWING TITLE:  
**Building View**

DRAWN BY :  
Author

CHECKED BY :  
Checker

SCALE:

PROJECT : 22202CMMUB / 3021

ISSUE FOR:

Issued for Revised Development Permit

ISSUE DATE:

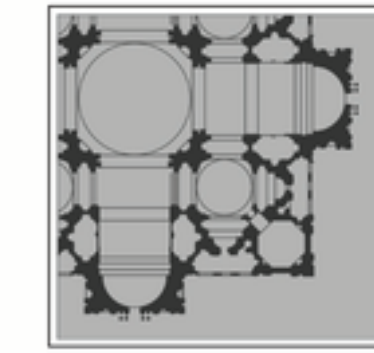
2024 11 07

REV. NO. SHEET NO.

**D5.1**

# Heritage Lane

## 419 & 407 4th Street Courtenay, BC



ALVIN REINHARD FRITZ  
ARCHITECT  
INC.



KEYPLAN:

CLIENT INFORMATION:

1	CAR	AHJ REVISIONS	2024 11 07
#	By	Description	Date
Revision Schedule			

CONSULTANT LOGO:

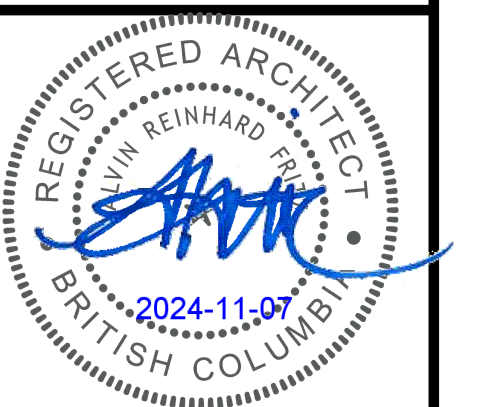
3	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 07
2	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 01
1	CAR	ISSUED FOR DEVELOPMENT PERMIT	2024 04 10
NO.	BY	DESCRIPTION	DATE



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Fax (403) 327-3373  
general@alvinfritzarchitect.com

ALVIN REINHARD FRITZ  
ARCHITECT  
INC.

PROFESSIONAL SEAL:



**ONSITE**  
Engineering Ltd.

**MUIR**  
ENGINEERING LTD.  
Consulting Electrical Engineers

PROJECT :  
4th and England Multi Use Building  
LOCATION :  
Courtenay, BC

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DRAWING TITLE:  
**Cover Sheet**

DRAWN BY: JMV	CHECKED BY: AF / CAR
SCALE:	
PROJECT : 22202CMMUB / 3021	
ISSUE FOR: Issued for Revised Development Permit	
ISSUE DATE: 2024 11 07	
REV. NO.	SHEET NO.
	<b>D0.0</b>

# PROJECT DISCIPTION

NEW PROJECT HOUSES FOUR COMMERCIAL SPACES ON MAIN FLOOR WITH NINE MICRO SUITES ON REAR OF BUILDING. LEVELS TWO TO FOUR HOUSE TEN RESIDENTIAL UNITS RANGING FROM 788 SQ. FT. TO 1022 SQ. FT. ABOVE GRADE PARKADE WITH ACCESS FROM REAR LANE OF BUILDING.

### LEGAL ADDRESS:

LOT: A, B  
SETION: 61  
LAND DISTRICT: 15  
PLAN NO.: VIP45735  
ADDRESS: 407 4th STREET  
COMOX, BC

# PROJECT DIRECTORY

### PLANNING DEPARTMENT:

CITY OF COURTENAY  
830 CLIFFE AVENUE  
COURTENAY, BC V9N 2J7  
E-MAIL: planning@courtenay.ca  
PHONE: 250-703-4639

### BUILDING SAFETY DEPARTMENT:

CITY OF COURTENAY  
830 CLIFFE AVENUE  
COURTENAY, BC V9N 2J7  
E-MAIL: building@courtenay.ca

### OWNER:

MONTERRA PROJECTS LTD.  
GARRY RENKEMA  
515 DUNCAN AVENUE  
COURTENAY, BC V9N 2M6  
E-MAIL: garry@monterrabuilders.ca  
PHONE: 250-338-2414

RENVEST INVESTMENTS LTD.  
GARRY RENKEMA  
PO BOX 3734  
COURTENAY, BC V9N 7P1  
E-MAIL: info@monterrabuilders.ca  
PHONE: 250-338-2414  
CELL: 250-331-1670

### ARCHITECT:

ALVIN REINHARD FRITZ ARCHITECT INC  
ALVIN FRITZ / CARLOS ROMAN  
10 - 90001 RANGE RD 212  
LETHBRIDGE COUNTY, ALBERTA T1J 5N9  
E-MAIL: alfritz@alvinfritzarchitect.com  
croman@alvinfritzarchitect.com  
PHONE: 403-320-8100  
FAX: 403-327-3373

### STRUCTURAL ENGINEER:

GLOTMAN SIMPSON GROUP OF COMPANIES  
JAMES MACAULEY  
1661 W 5TH AVE  
VANCOUVER, BC V6J 1N5  
E-MAIL: jmacauley@glotmansimpson.com  
PHONE: 250-900-4915

### MECHANICAL ENGINEER

AVALON MECHANICAL  
TIM ROBERTSON  
300 - 1245 ESQUIMALT RD  
VICTORIA, BC V9A 3P2  
E-MAIL: trobertson@avalonmechanical.com  
PHONE: 250-565-9121

### ELECTRICAL ENGINEER

MUIR ENGINEERING LTD.  
BRIAN MUIR  
1822 COMOX AVE UNIT E  
COMOX, BC V9M 3M7  
E-MAIL: brian@muireng.ca  
PHONE: 250-890-0870

# GENERAL NOTES :

- CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL PERMITS & INSPECTIONS REQUIRED FOR CERTIFICATE OF OCCUPANCY. ALL WORK SHALL CONFORM TO THE REQUIREMENTS OF THE **NBC 2024 BC**, LAWS, RULES, & REGULATIONS OF ALL LEGALLY CONSTITUTED PUBLIC AUTHORITIES HAVING JURISDICTION. IN CASE OF CONFLICT BETWEEN REQUIREMENTS, THE MOST RESTRICTIVE SHALL APPLY.
- THE CONTRACTOR IS RESPONSIBLE TO PROVIDE TEMPORARY SHORING AND BRACING FOR ALL STRUCTURAL ELEMENTS AS REQUIRED UNTIL NEW STRUCTURAL MEMBERS ARE PERMANENTLY INSTALLED, WHETHER INDICATED ON THE DRAWINGS OR NOT. IF THE CONTRACTOR IS UNSURE WHETHER OR NOT TO PROVIDE TEMPORARY SHORING AND BRACING, THE CONTRACTOR SHALL REQUEST INFORMATION FROM THE ARCHITECT OR STRUCTURAL ENGINEER. IN WRITING, PRIOR TO COMMENCEMENT OF WORK.
- CONTRACTOR SHALL FIELD VERIFY ALL EXISTING CONDITIONS AND CRITICAL DIMENSIONS PRIOR TO COMMENCEMENT OF WORK. CONTRACTOR SHALL NOTIFY OWNER & ARCHITECT OF ANY DISCREPANCIES PRIOR TO PROCEEDING WITH WORK. THIS VERIFICATION SHALL INCLUDE BUT IS NOT LIMITED TO LOCATION OF NEW FRAMING MEMBERS, LINES OF SUPPORT, LOCATIONS OF ANCHOR BOLTS, HOLD DOWNS, EXISTING SITE CONDITIONS, AND UTILITIES PRIOR TO ORDERING MATERIALS.
- CONTRACTOR TO VERIFY FIT & FINISH REQUIREMENTS FOR ALL PROJECT COMPONENTS, WITH OWNER, PRIOR TO ORDERING MATERIALS. REPORT CONFLICTING INFORMATION TO OWNER PRIOR TO PROCEEDING WITH WORK.
- CONTRACTOR SHALL DISPOSE OF ALL DEDUCTION & CONSTRUCTION DEBRIS AS REQUIRED BY PROVINCIAL & MUNICIPAL REQUIREMENTS. **NO** CONSTRUCTION RELATED WASTE PRODUCT SHALL BE ALLOWED TO ENTER THE SANITARY SEWER OR THE STORM SEWER. GROUTS AND CEMENTITIOUS MATERIALS MUST BE DISPOSED IN LANDFILL.
- THE GENERAL CONTRACTOR SHALL ENSURE THAT ALL MATERIALS, AS REQUIRED BY CODE, ARE TESTED BY INDEPENDENT LABORATORIES AND THAT RESULTS ARE FURNISHED TO LOCAL BUILDING AUTHORITIES, OWNER, AND THE PROJECT CONSULTANTS IF REQUESTED.
- CONTRACTOR SHALL STENCIL/LABEL ON ALL RATED WALLS IN CONCEALED AREAS THE FOLLOWING: "FIRE AND SMOKE BARRIER - PROTECT ALL OPENINGS".
- BY THE USE OF THE DRAWINGS FOR CONSTRUCTION OF THE PROJECT, THE OWNER REPRESENTS THAT THEY HAVE REVIEWED AND APPROVED THE DRAWINGS, AND THAT THE CONSTRUCTION DOCUMENT PHASE OF THE PROJECT IS COMPLETE.
- CONTRACTOR SHALL COORDINATE THEIR WORK WITH ALL OTHER CONTRACTORS FURNISHING THE LABOR, MATERIALS, AND ALL WORK, SO THAT THE WORK AS A WHOLE SHALL BE EXECUTED AND COMPLETED WITHOUT CONFLICT OR DELAY. THE OWNER AND THE CONSULTANTS SHALL NOT BE RESPONSIBLE FOR HOW THE WORK IS PERFORMED, SAFETY AND NEGLIGENT ACTS OR OMISSIONS BY THE GENERAL CONTRACTOR OR THE SUBCONTRACTORS ON THE JOB.
- CONTRACTOR SHALL COORDINATE THE REQUIREMENTS OF ANY AND ALL DRAWINGS INCLUDING, BUT NOT LIMITED TO, ARCHITECTURAL, STRUCTURAL, MECHANICAL, ELECTRICAL, AND CIVIL. ANY CONFLICTS SHALL BE BROUGHT TO THE ATTENTION OF THE OWNER & ARCHITECT PRIOR TO ANY WORK.
- IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO ACQUAINT THEMSELVES WITH THE DIMENSIONS OF ALL EQUIPMENT INCLUDED IN THIS PROJECT SO THAT PREPARATIONS CAN BE MADE TO PROVIDE ENTRY INTO THE FACILITY WITH SUFFICIENT CLEARANCE, AND TO ENSURE THAT ADEQUATE FLOOR SPACE IS AVAILABLE.
- CONTRACTOR SHALL **NEVER** SCALE DRAWINGS. LOCATIONS FOR ALL PARTITIONS, WALLS, CEILING, ETC. WILL BE DETERMINED BY DIMENSIONS ON THE DRAWINGS. ANY SUCH DIMENSIONS MISSING FROM THE PLANS MUST BE BROUGHT TO THE ATTENTION OF THE OWNER & ARCHITECT IMMEDIATELY.
- THE CONTRACTOR SHALL ADHERE TO THE DRAWINGS AND SPECIFICATIONS. SHOULD ANY ERROR OR INCONSISTENCY APPEAR REGARDING THE TRUE MEANING AND/OR INTENT OF THE DRAWINGS OR SPECIFICATIONS, THE CONTRACTOR SHALL IMMEDIATELY REPORT SAME TO THE ARCHITECT WHO WILL MAKE ANY NECESSARY CLARIFICATION, INTERPRETATION, OR REVISION AS REQUIRED. IF THE CONTRACTOR DISCOVERS AN ERROR OR INCONSISTENCY AND PROCEEDS WITH WORK WITHOUT NOTIFYING THE OWNER & ARCHITECT OF ANY SUCH DISCREPANCIES, THE CONTRACTOR SHALL ASSUME ALL CHARGES AND MAKE ANY CHANGES TO HIS WORK MADE NECESSARY BY THE CONTRACTORS FAILURE TO OBSERVE AND/OR REPORT THE CONDITION.
- IF THE INTENT OF THE DRAWINGS & SPECIFICATIONS ARE UNCLEAR, THE CONTRACTOR SHALL ASK THE ARCHITECT FOR CLARIFICATION, PRIOR TO PROCEEDING WITH WORK, IN THE FORM OF A WRITTEN R.F.I. (REQUEST FOR INFORMATION). THE ARCHITECT SHALL THEN RESPOND IN WRITING TO ALL APPROPRIATE PARTIES.
- CONTRACTOR SHALL PROVIDE ADEQUATE PROTECTION OF WORK, MATERIALS, FIXTURES, ETC. IN LEASED SPACE FROM LOSS, DAMAGE, FIRE, THEFT, ETC.
- WHEREVER THE TERM "OR EQUAL" IS USED, IT SHALL MEAN EQUAL PRODUCT AS APPROVED IN WRITING BY ARCHITECT.
- IF THE CONTRACTOR PROPOSES A MATERIAL OR EQUIPMENT SUBSTITUTION THE CONTRACTOR SHALL PROVIDE ALL APPROPRIATE DOCUMENTATION AND INFORMATION REQUIRED FOR THE ARCHITECT TO DETERMINE WHETHER OR NOT THE SUBSTITUTION IS EQUAL TO THE SPECIFICATION. ANY CHANGES TO THE DESIGN, AFTER ISSUANCE OF A BUILDING PERMIT, SHALL BE SUBMITTED TO THE PRESIDING BUILDING AGENCY FOR APPROVAL BY THE GENERAL CONTRACTOR.
- CONTRACTOR SHALL PROVIDE AND INSTALL ALL NECESSARY IN-WALL FRAMING/LOCKING REQUIRED TO CARRY SHELF, HANGING, AND VALANCE LOADS, RAILINGS, ETC. AS PER PLANS.
- PROVIDE SILICONE SEALANT AT ALL JOINTS AND INTERFACES OF ALL COUNTERTOPS, EQUIPMENT AND WALLS.
- PROJECT SHALL BE LEFT CLEANED, POLISHED, AND MOVE-IN READY AS PER EACH PRODUCT SPECIFICATION/RECOMMENDATIONS AFTER COMPLETION OF WORK.
- THE CONTRACTOR SHALL VERIFY LOCATIONS OF ALL FOOD SERVICE EQUIPMENT AND COORDINATE LOCATION OF FLOOR SINKS, FLOOR DRAINS, SLOPES/LAB DEPRESSIONS AND RAISED CURBS, ELECTRICAL AND PLUMBING STUB OUTS, AND ALL OTHER WORK UNDER THIS SCOPE OF RESPONSIBILITY RELATED TO THIS EQUIPMENT. REFER TO OWNERS FOOD SERVICE EQUIPMENT SUPPLIER FOR SPECIFIC REQUIREMENTS & REFERENCES. EQUIPMENT DRAWINGS ARE INCLUDED FOR REFERENCE ONLY. ACTUAL SHOP DRAWINGS FOR THE SPECIFIC PROJECT MAY VARY. IT IS THE CONTRACTORS RESPONSIBILITY TO COORDINATE ALL WORK WITH THE REQUIREMENTS OF THE SUPPLIERS FOR THE MATERIALS REPRESENTED BY SHOP DRAWINGS.
- CONTRACTOR IS RESPONSIBLE FOR RECEIVING, UNLOADING, UNCRATING, INSTALLATION AND HOOK-UP OF ALL FOOD SERVICE EQUIPMENT AND OTHER OWNER FURNISHED ITEMS UNLESS OTHERWISE NOTED.
- CONTRACTOR SHALL REFER TO THESE DOCUMENTS, AS WELL AS SPECIFICATIONS, FOR IDENTIFICATION OF ALL OWNER SUPPLIED ITEMS. CONTRACTOR SHALL VERIFY WITH OWNER, PRIOR TO ORDERING, WHICH ITEMS THE OWNER SHALL SUPPLY. ALL ITEMS NOT MARKED AS OWNER SUPPLIED ARE TO BE SUPPLIED BY THE CONTRACTOR. UNLESS NOTED OTHERWISE ALL ITEMS ARE TO BE INSTALLED BY GENERAL CONTRACTOR.
- MINIMUM FLAME SPREAD CLASSIFICATION OF INTERIOR FINISHES SHALL CONFORM TO THE **NBC 2024 BC** AND LOCAL GOVERNING BUILDING CODES/ORDINANCES.
- CONTRACTOR SHALL CONTACT THE LOCAL FIRE MARSHALL, AND PROVIDE AND INSTALL FIRE EXTINGUISHERS PER THE FIRE MARSHALL'S DIRECTION, INCLUDING: TYPE, QUANTITY, AND LOCATIONS. AS A MINIMUM, CONTRACTOR SHALL PROVIDE FIRE EXTINGUISHERS HAVING A RATING OF 2-A10-BC FOR EVERY 3,000 S.F. OF FLOOR AREA AND TRAVEL DISTANCE TO AN EXTINGUISHER SHALL NOT EXCEED 75 FEET AS PER MECHANICAL REQUIREMENTS.
- FOR CONSTRUCTION DETAILS NOT SHOWN, USE THE MANUFACTURERS STANDARD DETAILS OR APPROVED SHOP DRAWINGS/DATA SHEETS IN ACCORDANCE WITH THE PROJECT SPECIFICATIONS.
- CONTRACTOR SHALL CONTACT ALL UTILITY COMPANIES PRIOR TO THE COMMENCEMENT OF WORK TO VERIFY LOCATIONS OF ALL UNDERGROUND UTILITIES. NOTIFY ARCHITECT IMMEDIATELY IF CONFLICTS EXIST BETWEEN EXISTING UTILITIES AND NEW CONSTRUCTION. PATCH, REPAIR, AND/OR REPLACE ALL ADVERSELY AFFECTED FINISHES AND/OR SURFACES AS REQD. UPON COMPLETION OF CONSTRUCTION, ALL PARKING AREA PAVEMENT AND NEW CONCRETE PADS SHALL TRANSITION SMOOTHLY. DOCUMENTS MARKED 'BID DOCUMENTS' SHALL NOT BE USED FOR CONSTRUCTION.
- POST OCCUPANT LOAD SIGN LISTED IN SPECIFICATIONS PER AUTHORITIES HAVING JURISDICTION.
- INSTALL ADDRESS NUMBERS PER SPECIFICATIONS OR LOCAL GOVERNING AGENCY DIRECTIONS.
- SUBMITTAL DOCUMENTS FOR DEFERRED SUBMITTAL ITEMS SHALL BE SUBMITTED TO THE ARCHITECT WHO SHALL REVIEW THEM AND PROVIDE A NOTATION INDICATING THAT THEY ARE DEFERRED.
- SUBMITTAL DOCUMENTS HAVE BEEN REVIEWED AND FOUND TO BE IN GENERAL CONFORMANCE WITH THE DESIGN OF THE BUILDING. THESE SUBMITTAL ITEMS MUST THEN BE SUBMITTED TO THE BUILDING OFFICIAL. THE DEFERRED SUBMITTAL ITEMS SHALL NOT BE INSTALLED UNTIL THEIR DESIGN AND SUBMITTAL DOCUMENTS HAVE BEEN APPROVED BY THE BUILDING OFFICIAL. DEFERRED SUBMITTALS ARE AS FOLLOWS:  
A. TRUSS DRAWINGS AND CALCULATIONS  
B. EXHAUST HOOD AUTOMATIC FIRE EXTINGUISHING SYSTEM (AS REQUIRED)  
C. ALARM MONITORING SYSTEM (AS REQUIRED)
- SUBMIT SAMPLES IN TRIPPLICATE **FOR ALL FINISHES**. LABEL SAMPLES WITH ORIGIN & INTENDED USE. A **WRITTEN ENDORSEMENT** WILL BE SUBMITTED BACK TO THE GENERAL CONTRACTOR WITH ACCEPTANCE OF THE SAMPLE. COORDINATE WITH ARCHITECTURAL SPECIFICATIONS SECTION 01 33 00 'SUBMITTAL PROCEDURES' POINT #1.5.
- ALL WALLS THAT HAVE AN STC RATING OF 50 OR MORE REQUIRE ACOUSTICAL CAULKING AROUND ELECTRICAL BOXES AND OTHER OPENINGS, AS WELL AS AT THE JUNCTION OF INTERSECTING WOOD FRAMING AND STEEL STUD WALL AND FLOORS.

Sheet Number	Sheet Name
D0.0	Cover Sheet
D0.1	Project Information
D0.2	Architectural Abbreviations
D0.3	Construction Types
D0.4	Building Code Review
D1.1	Site Information
D1.2	Survey Plan
D1.3	Context Plan
D1.4	Site Plan
D2.1	Parkade Plan
D2.2	Main Floor Plan
D2.3	Second Floor Plan (Typ. 2-3)
D2.4	Fourth Floor Plan
D2.5	Roof Plan
D2.6	Suite Plans
D2.7	Suite Plans
D2.8	Suite Plans
D3.1	Elevations
D4.1	Building Section
D5.1	Building View

### KEYPLAN:

### CLIENT INFORMATION:

#	CAR	AHJ REVISIONS	2024 11 07
	By	Description	Date

### Revision Schedule

### CONSULTANT LOGO:

3	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 07
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1	CAR	ISSUED FOR DEVELOPMENT PERMIT	2024 04 10

NO.	BY	DESCRIPTION	DATE
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ALVIN REINHARD FRITZ  
ARCHITECT  
INC.

### PROFESSIONAL SEAL:



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DRAWING TITLE:  
**Project Information**

DRAWN BY: JMV  
CHECKED BY: AF / CAR

SCALE: 1/4" = 1'-0"

PROJECT: 22202CMMUB / 3021

ISSUE FOR: issued for Revised Development Permit

ISSUE DATE: 2024 11 07

REV. NO. SHEET NO.  
**D0.1**

PROJECT: 4th and England Multi Use Building  
LOCATION: Courtenay, BC

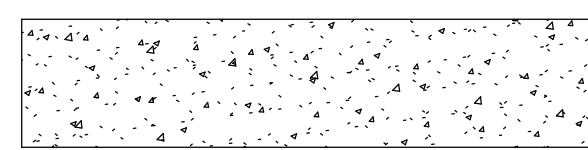




## WALL TYPES

### WALL TYPE W1, W1a, W1b & W1c

EXTERIOR



INTERIOR

3/4" PARGING (TO EXTEND 1'-0" BELOW GRADE)  
PROTECTION BOARD (TO EXTEND 1'-0" BELOW GRADE)  
2" EPS INSULATION (TO EXTEND 4'-0" BELOW GRADE)  
10mm DRAINAGE MAT  
BITUMINOUS DAMPROOFING  
8" CONCRETE FOUNDATION WALL  
- REFER TO STRUCTURAL

NOTE:

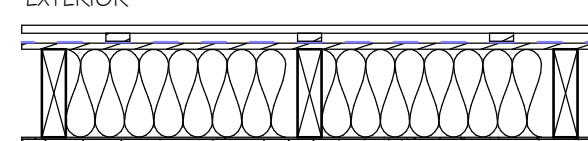
W1a WALL TYPE INCLUDES:  
- 10" CONCRETE FOUNDATION WALL

W1b WALL TYPE INCLUDES:  
- 12" CONCRETE FOUNDATION WALL

W1c WALL TYPE INCLUDES:  
- 8" CMU TO REPLACE CONCRETE

### WALL TYPE W2 & W2a

EXTERIOR



INTERIOR

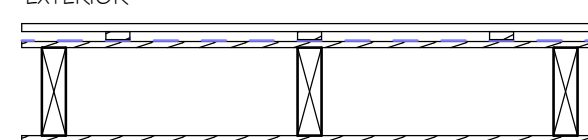
HARDIE PANEL  
RAINSREEN DRAINAGE MAT  
2 LAYERS OF 30 MIN. ASPHALT  
IMPREGNATED BUILDING PAPER  
1/2" PLYWOOD SHEATHING  
2x6 STUDS AT 16" O.C U.O.N. BY STRUCT.  
REFER TO STRUCT DWGS  
R24 BATT INSULATION  
6 MIL POLY VAPOUR BARRIER  
5/8" GYPSUM BOARD

NOTE:

W2a WALL TYPE INCLUDES:  
- WOODTONE - RUSTIC SERIES SIDING TO REPLACE  
HARDIE PANEL

### WALL TYPE W3

EXTERIOR

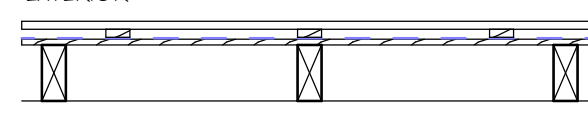


INTERIOR

WOODTONE - RUSTIC SERIES  
RAINSREEN STRAPPING  
2 LAYERS OF 30 MIN. ASPHALT  
IMPREGNATED BUILDING PAPER  
1/2" PLYWOOD SHEATHING  
2x6 STUDS AT 16" O.C U.O.N. BY STRUCT.  
REFER TO STRUCT. DWGS  
1/2" PLYWOOD SHEATHING  
2 LAYERS OF 30 MIN. ASPHALT  
IMPREGNATED BUILDING PAPER  
RAINSREEN STRAPPING  
WOODTONE - RUSTIC SERIES

### WALL TYPE W4

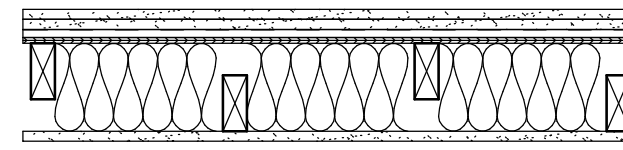
EXTERIOR



HARDIE PANEL  
RAINSREEN STAPPING  
2 LAYERS OF 30 MIN. ASPHALT  
IMPREGNATED BUILDING PAPER  
1/2" PLYWOOD SHEATHING  
2x4 STUDS AT 16" O.C U.O.N. BY STRUCT.  
REFER TO STRUCT. DWGS

### WALL TYPE P1 & P1a

CORRIDOR



SUITE

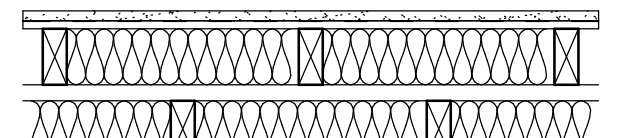
2 LAYERS OF 5/8" TYPE X GYPSUM WALL BOARD  
RESILIENT METAL CHANNELS @ 400mm  
1/2" D. FIR PLYWOOD U.O.N. BY STRUCT.  
2x4 D. FIR #1/2 STUDS STAGG. ON 2x6 FLAT  
AT 12" O.C U.O.N. BY STRUCT.  
ACOUSTIC BATT INSULATION  
1 LAYER OF 5/8" TYPE X GYPSUM WALL BOARD

NOTE:

P1a WALL TYPES INCLUDES:  
- REMOVAL OF 1/2" D. FIR PLYWOOD  
- 2x6 STUDS AT 16" O.C TO REPLACE STAGG.  
2x4 STUDS

### WALL TYPE P2 & P2a

SUITE



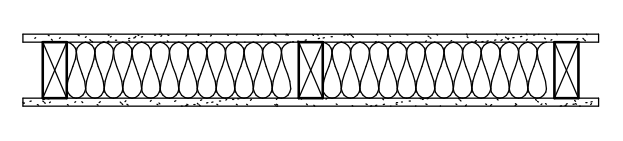
SUITE

1 LAYER OF 5/8" TYPE X GYPSUM WALL BOARD  
RESILIENT METAL CHANNELS  
ACOUSTIC BATT INSULATION  
2x4 STUDS AT 16" O.C U.O.N. BY STRUCT.  
1" AIR SPACE  
2x4 STUDS AT 16" O.C U.O.N. BY STRUCT.  
ACOUSTIC BATT INSULATION  
RESILIENT METAL CHANNELS  
1 LAYER OF 5/8" TYPE X GYPSUM WALL BOARD

NOTE:

P2a WALL TYPES INCLUDE:  
- 1/2" D. FIR PLYWOOD ADDED ON OUTSIDE OF  
WALL U.O.N. BY STRUCT.

### WALL TYPE P3, P3a

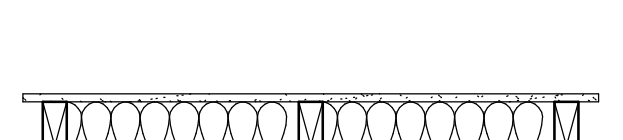


1 LAYER OF 1/2" GYPSUM WALL BOARD  
2x4 D. FIR #1/2 STUDS AT 16" O.C U.O.N. BY STRUCT.  
1 LAYER OF 1/2" GYPSUM WALL BOARD

NOTE:

P3a WALL TYPE INCLUDES:  
- GYPSUM BOARD ON SUITE SIDE ONLY

### WALL TYPE P4, P4a & P4b



1 LAYER OF 1/2" GYPSUM WALL BOARD  
2x6 STUDS AT 16" O.C U.O.N. BY STRUCT.  
1 LAYER OF 1/2" GYPSUM WALL BOARD

NOTE:

P4a WALL TYPE INCLUDES:  
- 1/2" GYPSUM WALL BOARD ON SUITE  
SIDE OF WALL ONLY

P4b WALL TYPE INCLUDES:  
5/8" TYPE X GYPSUM BOARD  
2x6 STUDS AT 16" O.C U.O.N. BY STRUCT.  
5/8" TYPE X GYPSUM BOARD

CODE APPENDIX  
1 HOUR WALL  
S2 STC BCBC 2018  
NRC-TL-92-420 TEST

ULC F.R.R. (BXUVC W453):  
DESIGN NO. W453  
(ASSEMBLY RATING - 1 HR.)

CODE APPENDIX  
1 HOUR WALL  
S9 STC BCBC 2018  
WALL TYPE S15  
MODIFIED  
NRC-SOCRATES TEST

ULC F.R.R. (BXUVC W454):  
(CONFIGURATION B)  
(ASSEMBLY RATING - 1 HR.)

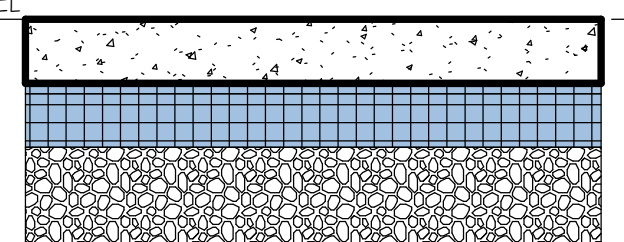
CODE APPENDIX  
45 MIN. WALL  
41 STC BCBC 2018  
WALL TYPE S7b

ULC F.R.R. (BXUVC W478):  
DESIGN NO. W478  
(ASSEMBLY RATING - 1 HR.)

## FLOOR TYPES

### FLOOR TYPE F1

LEVEL



FLOOR FINISH  
4" CONCRETE SLAB  
- REFER TO STRUCTURAL  
R12 INSULATION AROUND PERIMETER  
(4'-0" MINIMUM)  
10 MIL POLY VAPOUR BARRIER  
6" COMPACTED WASHED GRAVEL

2" RIGID INSULATION  
BELOW GRADE FOR 4'-0"  
(1.2M) AROUND THE  
PERIMETER WHERE GRADE  
IS LESS THEN 0.6M ABOVE  
FLOOR

### FLOOR TYPE F2

LEVEL

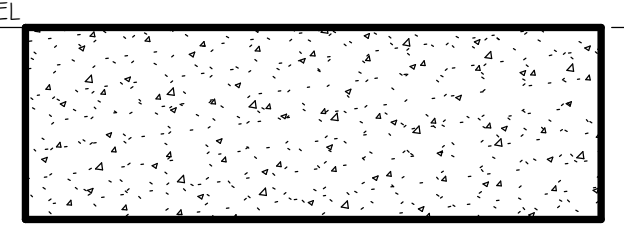


FLOOR FINISH  
10" CONCRETE SLAB  
R12 INSULATION  
- REFER TO STRUCTURAL

R12 INSULATION TO  
TO BE APPLIED TO 1/5 OF  
SLAB WHERE 1/3 OF SLAB IS  
EXPOSED TO EXTERIOR CLIMATE.

### FLOOR TYPE F3

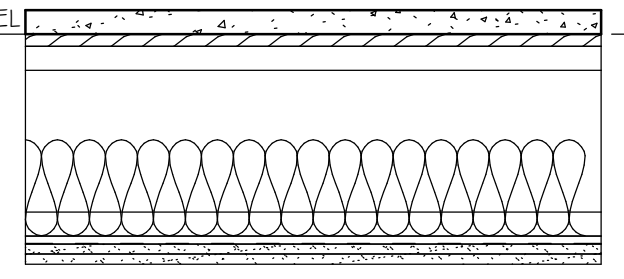
LEVEL



FLOOR FINISH  
1/2" CONCRETE SLAB  
- REFER TO STRUCTURAL

### FLOOR TYPE F4

LEVEL



FLOOR FINISH  
1 1/2" CONCRETE TOPPING  
1/2" D. FIR PLYWOOD T&G GLUED SHEATHING  
REFER TO STRUCT. DWGS  
9 1/2" ENGINEER APPROVED FLOOR TRUSS  
AT 24" O.C CW BLOCKING AND BRACING  
AS REQD U.O.N. ON STRUCT. REFER TO STRUCT DWGS  
6" ACOUSTICAL BATT INSULATION  
METAL FURRING CHANNEL AT 24" O.C  
2 LAYERS 5/8" TYPE X GYPSUM BOARD

CODE APPENDIX  
1 HOUR FLOOR

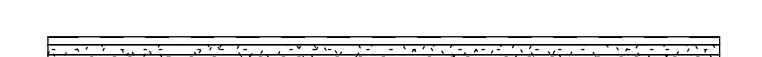
## ROOF TYPES

### ROOF TYPE R1

WATER PROOF MEMBRANE  
3/4" D. FIR PLYWOOD  
ENGINEER APPROVED ROOF TRUSSES  
AT 24" O.C CW BLOCKING AND BRACING  
AS REQD U.O.N. ON STRUCT. REFER TO STRUCT DWGS  
R-30 INSULATION  
5/8" GYPSUM BOARD

## CEILING TYPES

### CEILING TYPE C1a & C1b

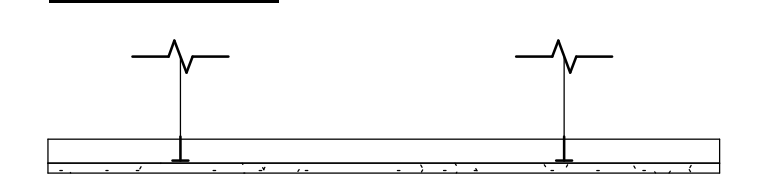


FURRING STRIP  
2 LAYERS 5/8" TYPE X GYPSUM BOARD

NOTE:

C1b CEILING TYPES TO INCLUDE:  
- LAYER OF 1/2" GYPSUM AT 9'-0"

### CEILING TYPE C2a



STANDARD TECLAR EDGE T-BAR ON A  
2' x 4' GRID  
2' x 4' COMPOSITE CEILING TILES CW  
2' x 2' PATTERN SCORE

## SOFFIT TYPES

- S1 PRE-FINISHED PERFORATED METAL SOFFIT
- S2 PRE-FINISHED NON-PERFORATED METAL SOFFIT

KEYPLAN:

CLIENT INFORMATION:

#	CAR	AHJ REVISIONS	2024 11 07
	By	Description	Date

CONSULTANT LOGO:

NO.	BY	DESCRIPTION	DATE
3	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 07
2	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 01
1	CAR	ISSUED FOR DEVELOPMENT PERMIT	2024 04 10

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PROFESSIONAL SEAL:  
REGISTERED ARCHITECT  
ALVIN REINHARD FRITZ  
2024-11-07  
BRITISH COLUMBIA

**4th and England Multi Use Building**  
COURTENAY, BC

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Do not scale this drawing. All dimensions, data and levels, shall be verified prior to construction and all errors or omissions shall be reported to the architect immediately.

DRAWING TITLE:  
**Construction Types**

DRAWN BY: JMV  
CHECKED BY: AF / CAR

SCALE: 1" = 1'-0"

PROJECT: 22202CMMUB / 3021

ISSUE FOR: ISSUED FOR Revised Development Permit

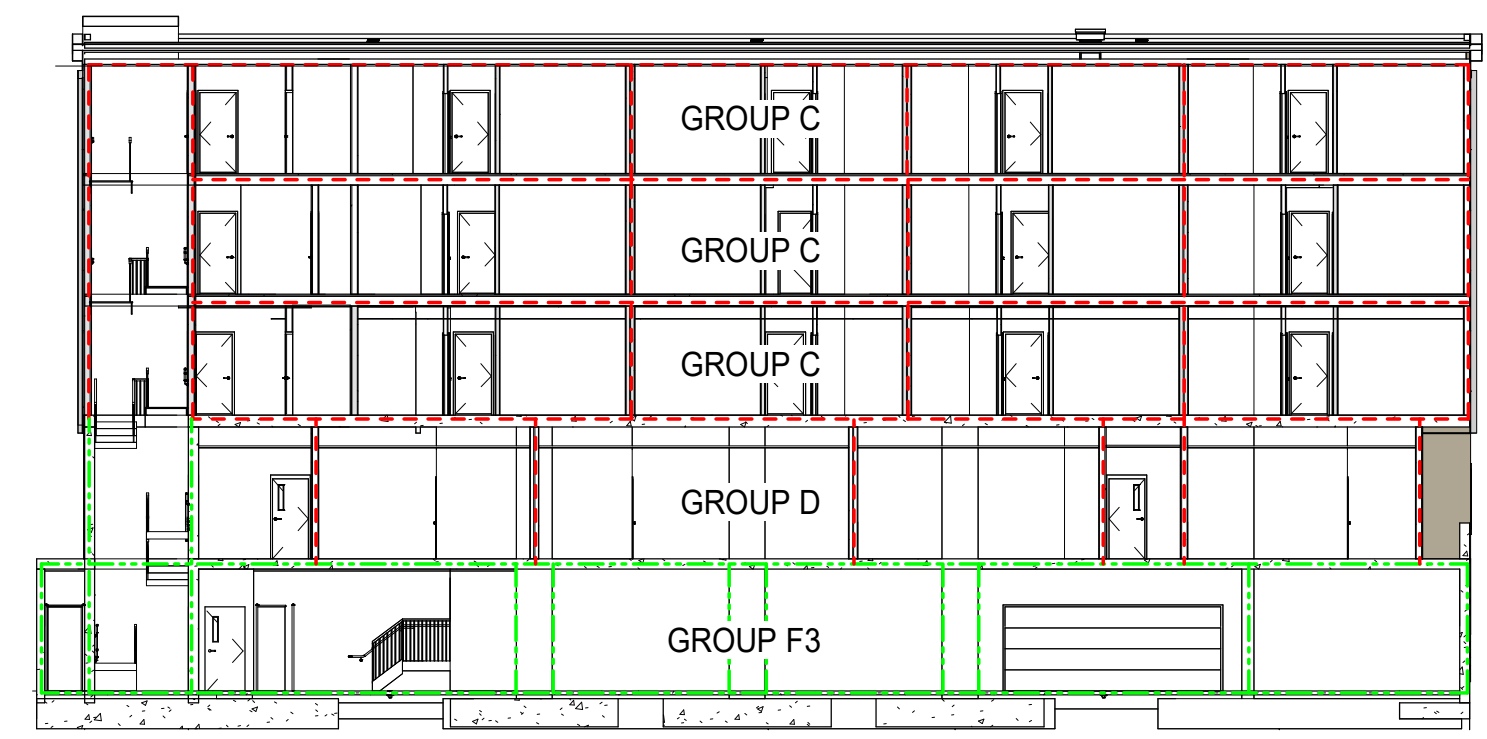
ISSUE DATE: 2024 11 07

REV. NO. SHEET NO.  
D0.3

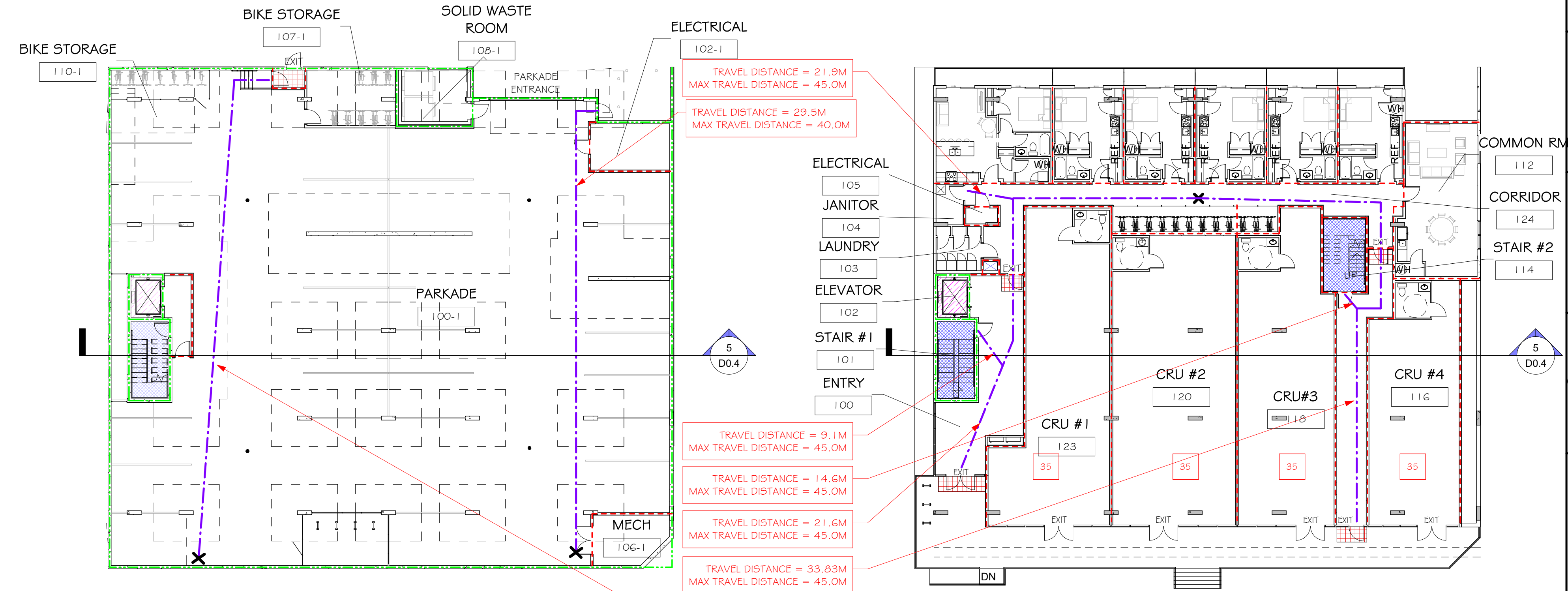
Project Name: Monterra Mixed Use Building		Project #: 22202CMMUB / 3021	
City: Courtenay		Date: 2024 04 09	
Province: BC		By: DWJ / JMV / CAR / EVD	
British Columbia Building Code 2024 Edition - Data Matrix Parts 3 & 9			
Project Description: <input type="checkbox"/> Change of Use <input type="checkbox"/> New <input type="checkbox"/> Part 3 <input type="checkbox"/> Part 9			
Major Occupancy(s): Residential/Commercial/Industrial		Group: C/D/F3	
Building Area (m <sup>2</sup> ): 1142 sq. m.		Existing: 0.0 New: 1142.0 Total: 1142.0	
Gross Area (m <sup>2</sup> ): 1142 sq. m.		Existing: 0.0 New: 1142.0 Total: 1142.0	
Group D: Existing: 0.0 New: 501.9 Total: 501.9		Group F3: Existing: 0.0 New: 1142.0 Total: 1142.0	
Number of Storeys: Above Grade: 4 Below Grade: 1		3.2.1.1 & 1.4.1.2	
Height of Building: 15.5m		1.4.1.2	
Number of Streets/Access Routes: 2		3.2.2.10	
Building Classification: 3.2.2.50		Group C Up to 6 storeys	
Sprinkler System Proposed: <input type="checkbox"/> Entire building <input type="checkbox"/> Basement only <input type="checkbox"/> In lieu of roof rating <input type="checkbox"/> Not required		3.2.2.20-30	
Standpipe required: <input type="checkbox"/> Yes <input type="checkbox"/> No		3.2.5.8	
Fire Alarm required: <input type="checkbox"/> Yes <input type="checkbox"/> No		3.2.4	
Water Service/Supply is Adequate: <input type="checkbox"/> Yes <input type="checkbox"/> No		3.2.5.7	
High Building: <input type="checkbox"/> Yes <input type="checkbox"/> No		3.2.6	
Permitted Construction: <input type="checkbox"/> Combustible <input type="checkbox"/> Non-combustible <input type="checkbox"/> Both		3.2.2.20-30	
Actual Construction: <input type="checkbox"/> Combustible <input type="checkbox"/> Non-combustible <input type="checkbox"/> Both		3.2.2.18	
Mezzanine(s) Area (m <sup>2</sup> ): n/a		3.2.1.1(3)-(8)	
Occupancy: <input type="checkbox"/> Occupant load based on seating capacity <input type="checkbox"/> Design of building		3.1.17	
Residential: 69 Bedrooms X 2 persons/bedroom = 138 persons		3.1.17	
Commercial: 515.5 sq.m. / 3.7 sq.m./person = 140 persons		3.1.17	
Total: 280 persons		3.1.17	
Barrier-free Design: <input type="checkbox"/> Yes <input type="checkbox"/> No		3.8	
Hazardous Substances: <input type="checkbox"/> Yes <input type="checkbox"/> No		3.3.1.2(1) & 3.3.1.20(1)	
Required Fire Resistance Rating (FRR)		3.2.2.20-30 & 3.2.1.4	
Horizontal Assemblies FRR (Hours)		Listed Design No. or Description (SG-2)	
Roof: 1 hour			
Mezzanine: n/a			
FRR of Supporting: n/a		Listed Design No.	
Roof: 1 hour			
Mezzanine: n/a			
Spatial Separation - Construction of Exterior Walls		3.2.3	
20.1		9.10.14 & 15	
Wall		of EBF(m <sup>2</sup> ) L.D.(m) L/H or H/L Max. % of Openings Proposed % of Openings FRR (Hours) Design or Description Comb. Const. Non-Comb. Const. (Non Comb. Or Comb.)	
North		622 6m Less than 3:1 22% 18.80% 1 (E-2) <input type="checkbox"/> <input type="checkbox"/> Non Comb.	
East		482 9m+ Less than 3:1 42% 6.10% 45 min (E-1) <input type="checkbox"/> <input type="checkbox"/> Non Comb.	
South		554 9m+ Less than 3:1 42% 28.30% 45 min (E-1) <input type="checkbox"/> <input type="checkbox"/> Non Comb.	
West		382.85 1.4m Less than 3:1 8% 6.10% 1 (E-2) <input type="checkbox"/> <input type="checkbox"/> Non Comb.	
21		9.10.18.2	
Fire Alarm and Fire Access		REQUIRED	
Fire Alarm & Detection System		REQUIRED	
Signals to Fire Department		2 Stage	
Other conditions/features:		3.2.4.7/8	
Smoke detectors in Group C public corridors		REQUIRED	
Visual fire alarm signals in public corridors, public washrooms, principal living area of residential suites		REQUIRED	
Smoke Alarms		Required in each sleeping room and between the sleeping rooms and the remainder of the storey	
Roof Access		Direct access from storey below by a stairway or fixed ladder and a 550mm x 900mm hatch for a building greater than 3 storeys/14m building ht.	
Access Routes for Fire Department Vehicles, including turnaround		REQUIRED (to principal entrance)	
Location of Hydrants		45m to fire dept connection	
22		3.2.5.8 & 9	
Sprinkler and/or Standpipe system connections		REQUIRED	
Other Conditions/Features		3.2.5.16	
23		9.9.12.3	
Emergency Lighting		REQUIRED	
Mezzanines - 3.2.8.2 (1) and 3.2.1.1 (3 to 8)		n/a	
24		3.2.1.6	
Interconnected Floor Space - 3.2.8.3 (4&6)		n/a	
25		3.2.8.2(6)	
Safety Within Floor Areas - Fire Separation		3.1.1	
Suite Separation		1 hour - Group C only	
Major Occupancy Separation:		Group C to D - 1 hour / Group C & D to F3 - 2 hour	
Public Corridor		45 min for Group C - residential	
Barrier-Free Protection		Sprinklered	
Janitor Room		Sprinklered - no rating required	
Storage Room		1 hour - sprinklered	
Storage Garage		A basement used primarily as a storage garage is permitted to be considered as a separate building for the purposes of Section 3.2.1.2, provided the walls, floor, and roof assemblies above the basement are constructed as a non-combustible fire separation with a 2 hour fire resistance rating. Min 2m clear ht.	
26		3.4	
Other Conditions/Features:		3.4	
Exit		3.4.2.1	
Minimum 2 exits required		YES	
Single Exit Permitted		NO	
Location of Exit / Travel Distance		45m for Group C / F3 & 40m Group D	
Mezzanine Exits		n/a	
Exit Capacity (min width in mm)		Doors/Corr. 1708mm required 1828mm provided	
For Part 3, see 3.4.3.2 (6. 1mm/person on ramps, doorways & corridors 8mm/person on stairs)		Stairs 2208mm required 2742mm provided	
Exit Stair Enclosure		1 hour	
Exit Lobby		YES	
Exit Signage Required		YES	
Other conditions/Features 3.4.5.1(6) - Arrow & Pointer indicators		YES	
27		3.5	
Vertical Transportation		3.5	
Elevator Shaft		YES - 1 hour rating	
Elevator Machine Room		YES	
Elevator Size (mm x mm) inside: 2010x610 REQ'D		180	
28		3.6	
Service Spaces		3.6	
Service (furnace) Room		1 hour	
Service (other) Room		Sprinklered	
Roof-top Appliance & Building		Fire separation not required	
Plenums Flame Spread<25, Smoke Development<50		Non-combustible	
Attic/ Roof Space Access		550x900	
Crawl Space		N/A	
Other conditions/Features:		N/A	
29		3.6.3	
Vertical Service Spaces		3.6.3	
Service Spaces		45 minutes	
30		3.7.2.2	
Washrooms		3.7.2.2	
Number of Water Closets and Lavatory		Group D Female: 1 (up to 25 persons)	
Group C Male: 1 (up to 25 persons)			
Barrier-Free Design		3.8	
Barrier-free access provided to all of Floor Areas		YES	
Public entrance doors will be equipped w/ power door operator		YES - active leaf / exterior and vestibule doors	
Barrier-free washrooms are provided		YES - within barrier free path of travel / not in residential units	
Barrier-free required at exterior		YES - intercom at principal entrance	
Other Conditions/Features:		Max. ramp slope 1 in 12; landings every 9m of length	

**CODE REVIEW LEGEND:**

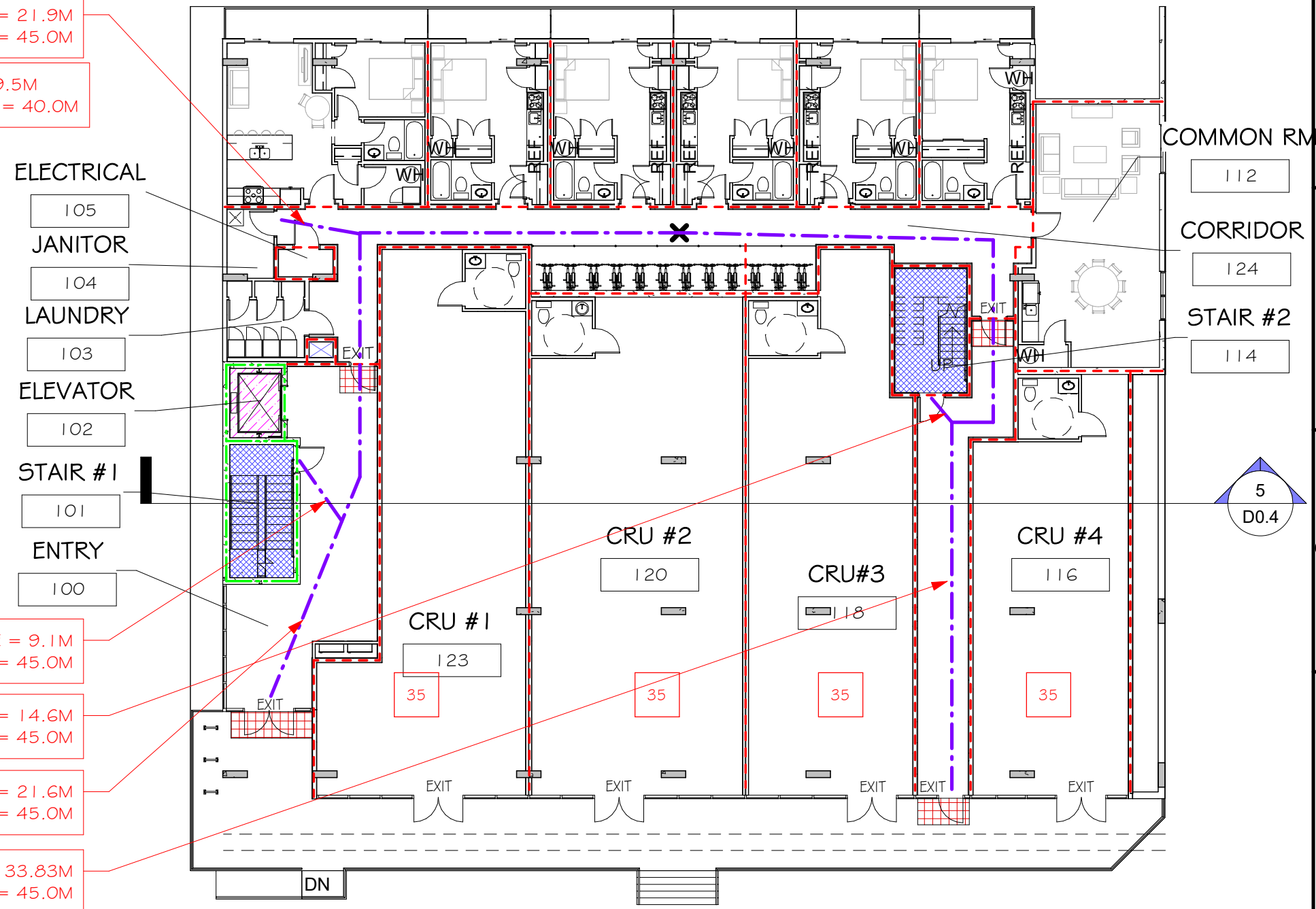
- 101 OCCUPANT LOAD
- 1.0 HR. RATED FIRE SEPARATIONS
- 1.5 HR. RATED FIRE SEPARATIONS
- 2.0 HR. RATED FIRE SEPARATIONS
- SMOKE DRAFT STOP EXTENT
- TRAVEL DISTANCE
- HORIZONTAL EGRESS
- VERTICAL EGRESS
- ELEVATOR



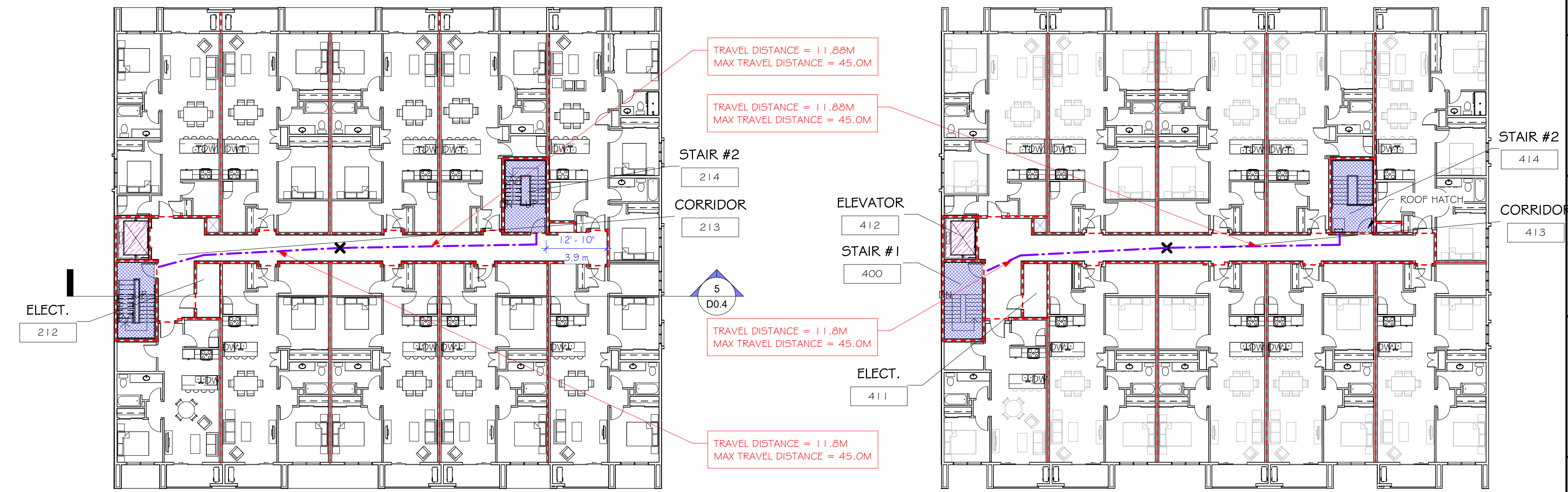
5 Building Section - Code Review  
D0.4 1/16" = 1'-0"



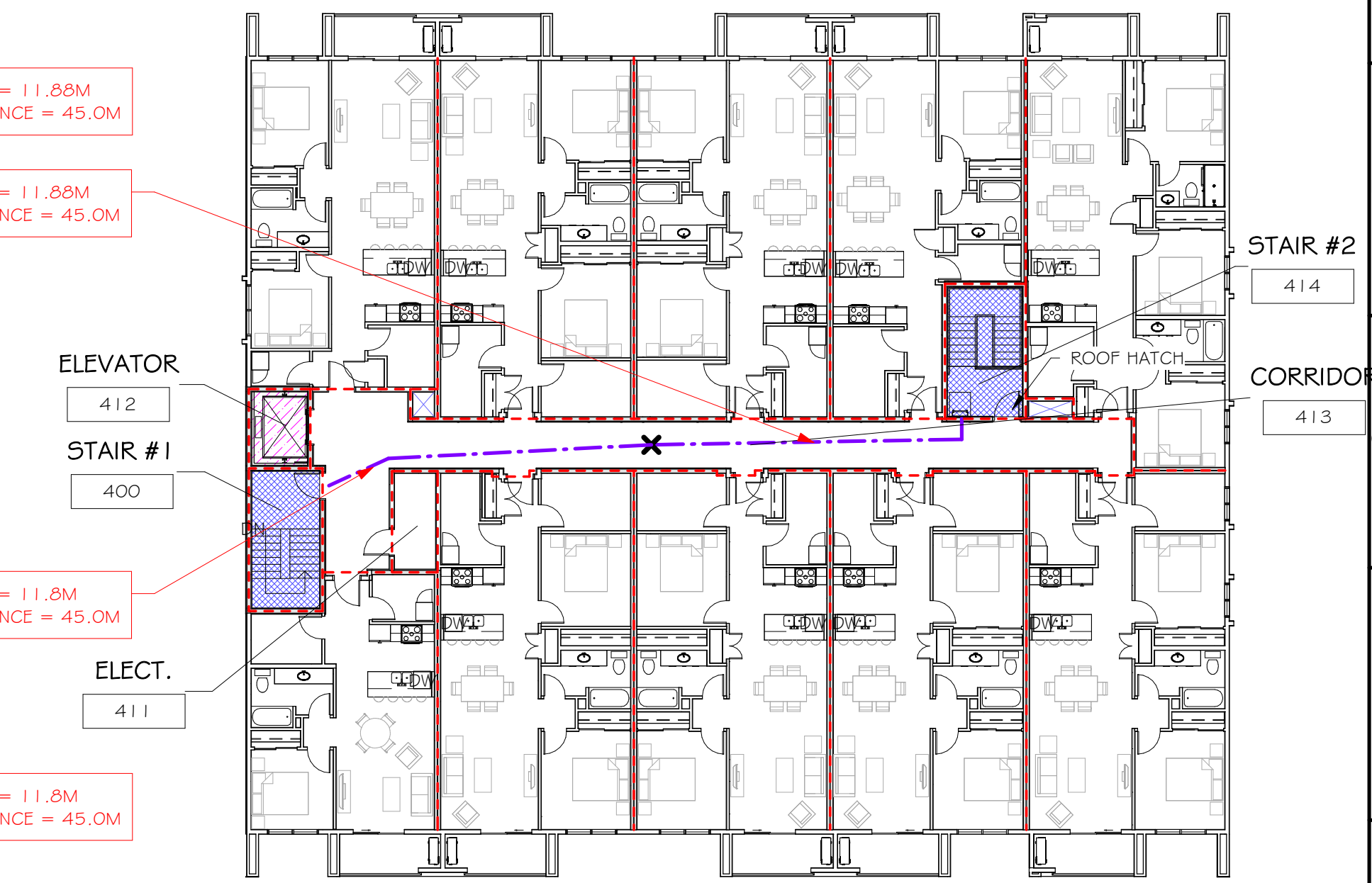
1 00b Parkade Level 1 - Code Review  
D0.4 1/16" = 1'-0"



2 01 Base First Floor - Code Review  
D0.4 1/16" = 1'-0"



3 02 Base Second Floor (Sim 2-3) - Code Review  
D0.4 1/16" = 1'-0"



4 04 Base Fourth Floor - Code Review  
D0.4 1/16" = 1'-0"

**KEYPLAN:**

**CLIENT INFORMATION:**

1	CAR	AHJ REVISIONS	2024 11 07
#	By	Description	Date
Revision Schedule			

**CONSULTANT LOGO:**

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**ALVIN REINHARD FRITZ ARCHITECT INC.**

**PROFESSIONAL SEAL:**

REGISTERED ARCHITECT  
ALVIN REINHARD FRITZ  
2024-11-07  
BRITISH COLUMBIA

**DRAWING TITLE:**  
Building Code Review

**DRAWN BY:** JMV **CHECKED BY:** AF / CAR

**SCALE:** As Indicated

**PROJECT:** 22202CMMUB / 3021

**ISSUE FOR:** Issued for Revised Development Permit

**ISSUE DATE:** 2024 11 07

**REV. NO.** **SHEET NO.**  
D0.4

**PROJECT:** 4th and England Multi Use Building  
**LOCATION:** Courtenay, BC

# 4th and England Mixed Use 407 4th Street Courtenay, BC

## STATISTICS:

LEGAL DESCRIPTION	CIVIC ADDRESS
Lot A & B, Section G1, Land District 15, Plan No VIP45735	407 4th Street Courtenay, BC V9N 1G9
P.I.D. 009-629-211 009-629-271	

**EXISTING ZONING**  
COMMERCIAL ZONING (C1)

**PROPOSED USE**  
RESIDENTIAL / COMMERCIAL / INDUSTRIAL  
MULTIPLE DWELLING UNITS  
4 CRU SPACES

**SURVEY INFORMATION:**  
COMPLETED BY HOERBURGER LAND SURVEYORS

**HOUSING AGREEMENT:**

**CIVIL:**  
COMPLETED BY ONSITE ENGINEERING

**GEOTECHNICAL:**  
REPORT COMPLETED BY GEOTECHNICAL ENGINEER

**SITE COVERAGE**  
PERMITTED SITE COVERAGE:  
AS PER SECTION 8.1.8.4 THERE IS NO LIMIT TO LOT COVERAGE

**PROPOSED SITE COVERAGE:**  
10326 SQ. FT. / 13,212 SQ. FT. = 78.1%

**LANDSCAPED AREA**  
PROPOSED LANDSCAPE AREA = 558 SQ. FT. (51.8 SQ. M.)  
PROPOSED LANDSCAPE AREA = 2.6% SITE COVERAGE

**BUILDING SETBACKS**  
AS PER SECTION 8.1.8.6 THERE ARE NO SETBACK REQUIREMENTS

**LOCATION:**  
FRONT YARD (4TH STREET) = 1.1m  
SIDE YARD (NORTHWEST NEIGHBOR) = 1.4m  
REAR YARD (LANE) = 0.2m  
SIDE YARD (ENGLAND AVENUE) = 0m

**CAR PARKING:**  
REQUIRED:  
OFF STREET PARKING REQUIREMENTS:  
1 STALL PER RESIDENTIAL UNIT REQD = 36 STALLS (2.75m x 5.5m)

**PROPOSED:**  
REGULAR STALLS PROVIDED = 20 STALLS (2.87m x 5.5m W/ COLUMN ENCROACHMENTS)

**SMALL CAR STALLS PROVIDED** = 7 STALLS (2.5m x 4.6m)

**SHORT TERM VISITOR PARKING AVAILABLE ALONG STREET FRONTAGES.**

**BICYCLE PARKING:**  
REQUIRED:  
AS PER PART 3 BICYCLE PARKING REQUIREMENTS:  
7.3.1 MINIMUM REQUIRED NUMBER OF BICYCLE PARKING SPACES:  
MULTI RESIDENTIAL  
CLASS 2 BICYCLE PARKING SPACES PER DWELLING UNIT - 2  
2 PER 36 UNITS = 72 SPACES  
CLASS 1 BICYCLE PARKING SPACES - CALCULATED AS 10% OF THE MINIMUM NUMBER OF CLASS 2 SPACES REQUIRED.  
72 SPACES x 10% = 8 SPACES

**TOTAL REQD BICYCLE SPACES: 80 SPACES**

**PROPOSED:**  
CLASS 2 SPACES PROVIDED: = 46 SPACES  
VERTICAL = 16 SPACES  
OVERSIZE = 4 SPACES  
TOTAL CLASS 2: = 66 SPACES  
\*ALL SPACES ARE LOCATED IN THE PARKADE & L1

**CLASS 1 SPACES PROVIDED:**  
HORIZONTAL = 6 STALLS  
\*ALL SPACES ARE LOCATED UNDER THE COVERED ENTRY

**TOTAL BICYCLE SPACES PROVIDED: = 72 STALLS**

## DEVELOPMENT DATA SUMMARY

<b>TOTAL SITE AREA</b> 13,212 SQ. FT. (1,227.4 SQ. M.)
<b>FLOOR AREA AND DENSITY</b> <b>PROPOSED:</b> BUILDING NET AREA: = 54,319.85 SQ. FT. (5,046.5 SQ. M.) FLOOR AREA RATIO: = 54,319.85 SQ. FT. / 13,212 SQ. FT. = 4.11 FAR

**DWELLING UNIT DENSITY**  
PROPOSED: = 36 UNITS

**GARBAGE & RECYCLING**  
PER GARBAGE & RECYCLING STORAGE AMENITY DESIGN SUPPLEMENT BASED ON MULTI-FAMILY

**REQUIRED:**  
3 YARD BIN (2294 L): 1 FOR THE DEVELOPMENT (PICK UP IN LANE)

**PROVIDED:**  
3 YARD BIN (2294 L): 1 FOR THE DEVELOPMENT (PICK UP IN LANE)

**COMMERCIAL AREA**  
CRU #1 = 1393 SQ. FT.  
CRU #2 = 1658.5 SQ. FT.  
CRU #3 = 1317.4 SQ. FT.  
CRU #4 = 998.4 SQ. FT.

**UNIT COUNT:**  
LEVEL 1: (6 UNITS) = 311 SQ. FT.  
MICRO SUITE 'A' (4 UNITS) = 268 SQ. FT.  
MICRO SUITE 'B' (1 UNIT) = 520 SQ. FT.

**LEVELS 2: (10 UNITS)**  
SUITE 'A' (1 UNIT) = 884 SQ. FT.  
SUITE 'B' (4 UNITS) = 988 SQ. FT.  
SUITE 'C' (1 UNIT) = 838 SQ. FT.  
SUITE 'D' (1 UNIT) = 1075 SQ. FT.  
SUITE 'E' (1 UNIT) = 991 SQ. FT.  
SUITE 'F' (1 UNIT) = 653 SQ. FT.  
SUITE 'H' (1 UNIT) = 1020 SQ. FT.

**LEVELS 3: (10 UNITS)**  
SUITE 'A' (1 UNIT) = 884 SQ. FT.  
SUITE 'B' (4 UNITS) = 988 SQ. FT.  
SUITE 'C' (1 UNIT) = 838 SQ. FT.  
SUITE 'D' (1 UNIT) = 1075 SQ. FT.  
SUITE 'E' (1 UNIT) = 991 SQ. FT.  
SUITE 'F' (1 UNIT) = 653 SQ. FT.  
SUITE 'H' (1 UNIT) = 1020 SQ. FT.

**LEVELS 4: (10 UNITS)**  
SUITE 'A' (1 UNIT) = 884 SQ. FT.  
SUITE 'B' (4 UNITS) = 988 SQ. FT.  
SUITE 'C' (1 UNIT) = 838 SQ. FT.  
SUITE 'D' (1 UNIT) = 1075 SQ. FT.  
SUITE 'E' (1 UNIT) = 991 SQ. FT.  
SUITE 'F' (1 UNIT) = 653 SQ. FT.  
SUITE 'H' (1 UNIT) = 1020 SQ. FT.

**TOTAL UNIT BREAKDOWN:**  
MICRO UNITS = 5 UNITS (268 SQ. FT. - 311 SQ. FT.)  
1 BEDROOM UNITS = 7 UNITS (520 SQ. FT. - 838 SQ. FT.)  
2 BEDROOM UNITS = 21 UNITS (884 SQ. FT. - 1,020 SQ. FT.)  
3 BEDROOM UNITS = 3 UNITS (1,075 SQ. FT.)

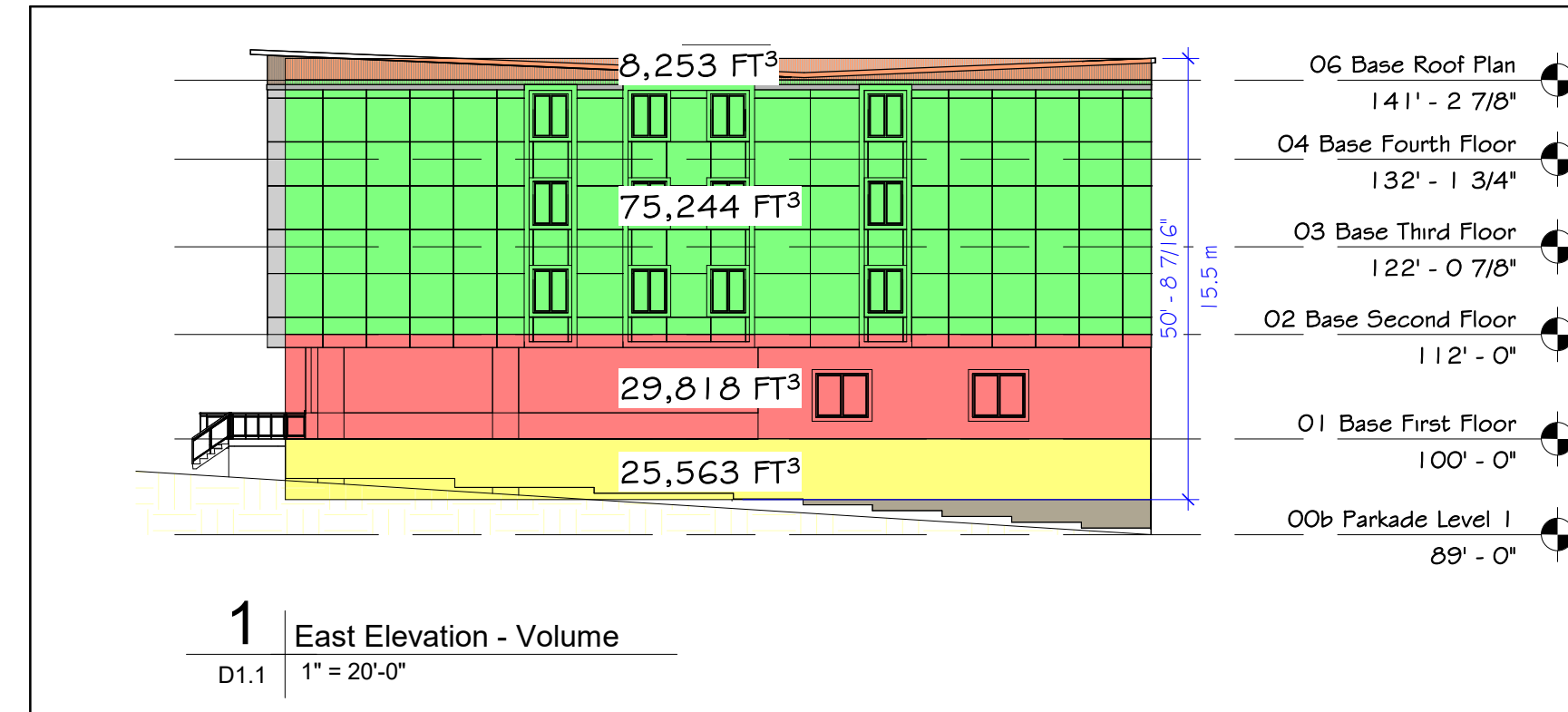
**TOTAL NUMBER OF UNITS = 36 UNITS**

**HEIGHT:**  
BUILDING HEIGHT:  
AS PER 8.1.8.7 BUILDING HEIGHT SHALL NOT EXCEED 13.5m

**PROPOSED BUILDING HEIGHT:**  
16.0m AT BUILDING MID POINT

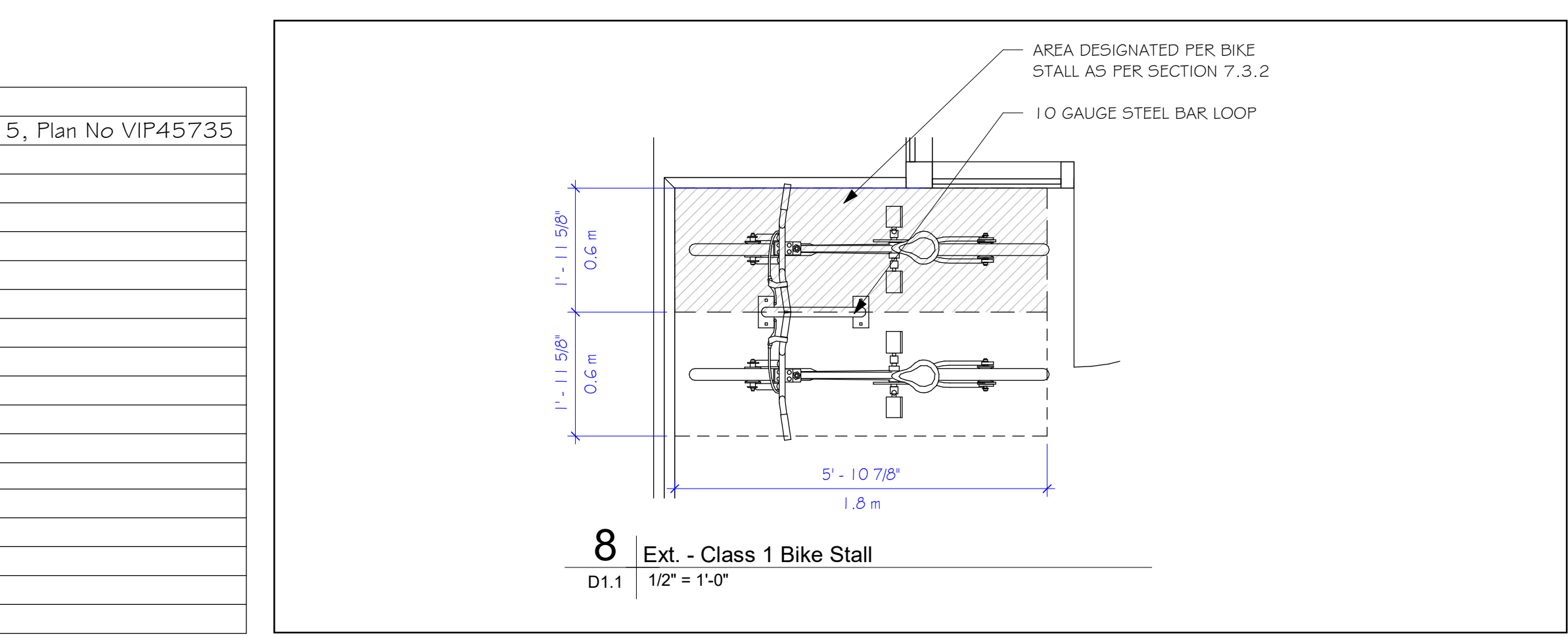
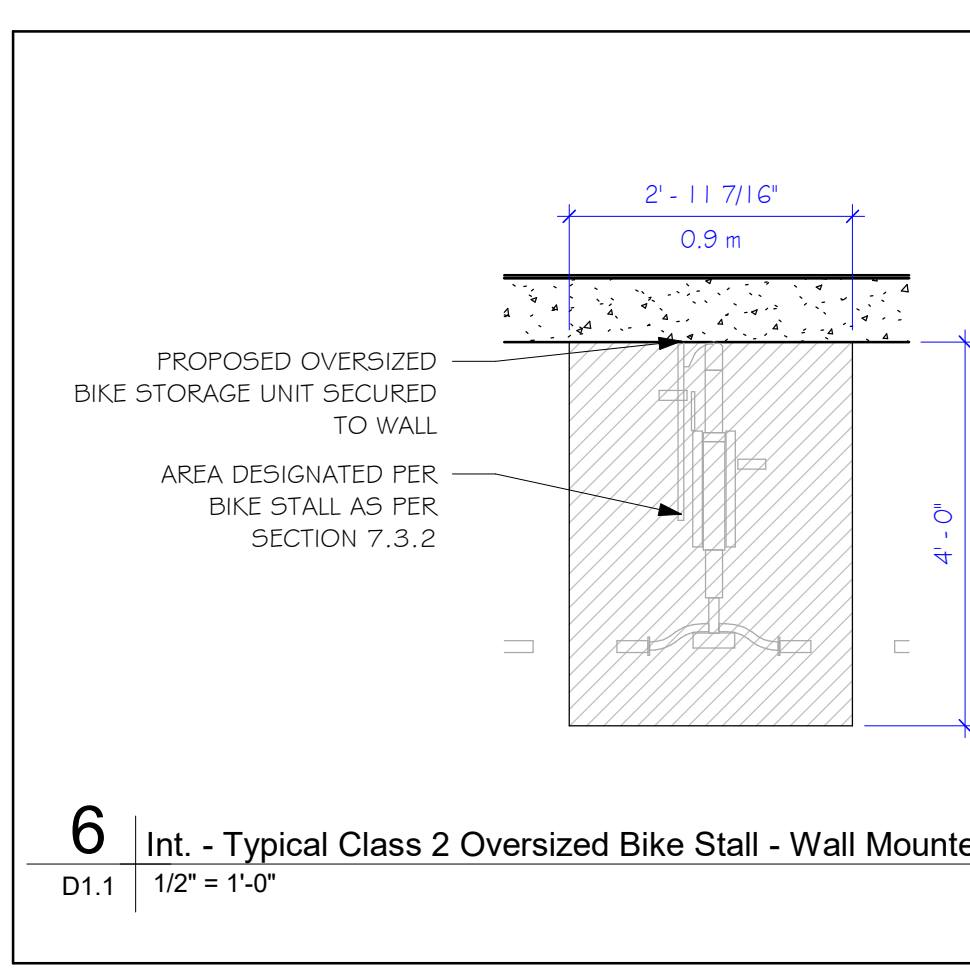
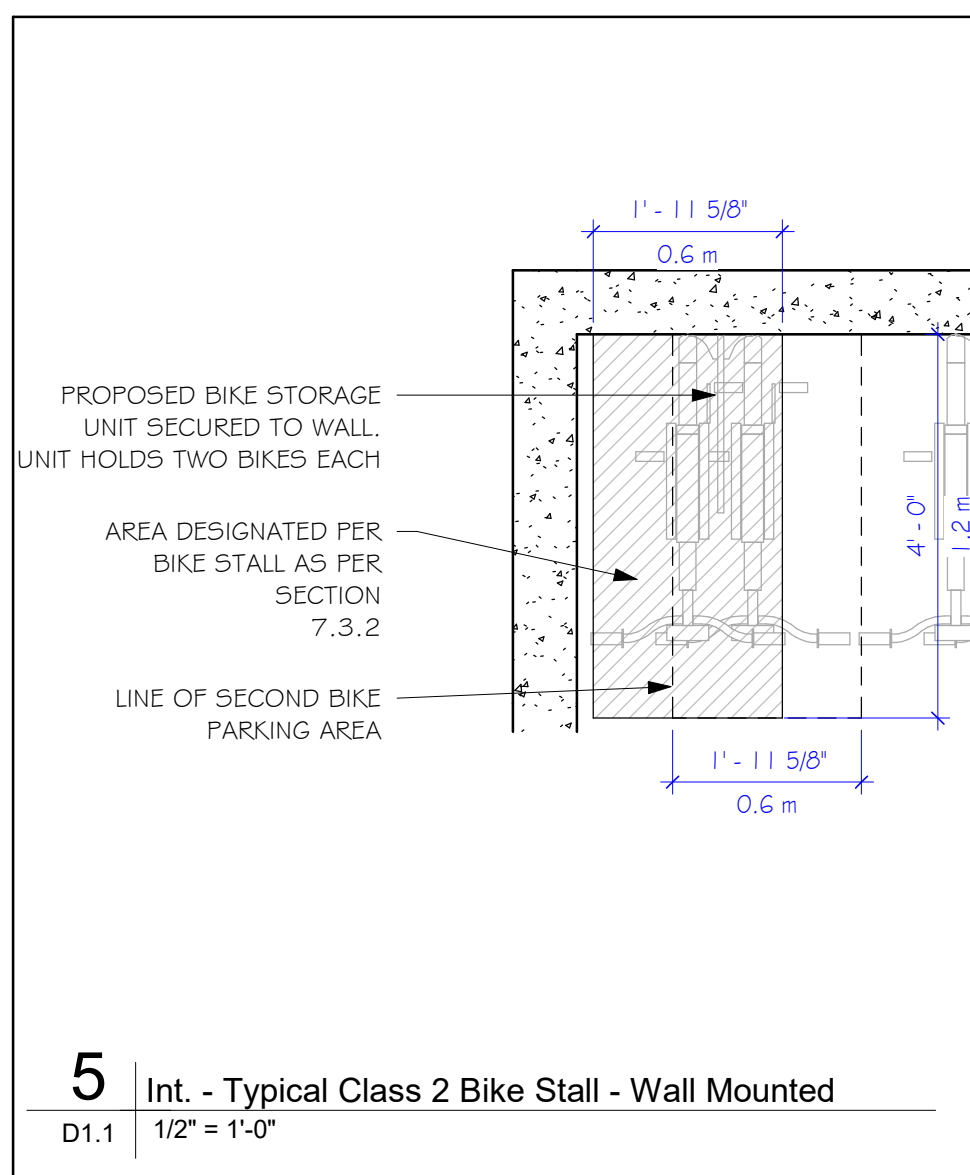
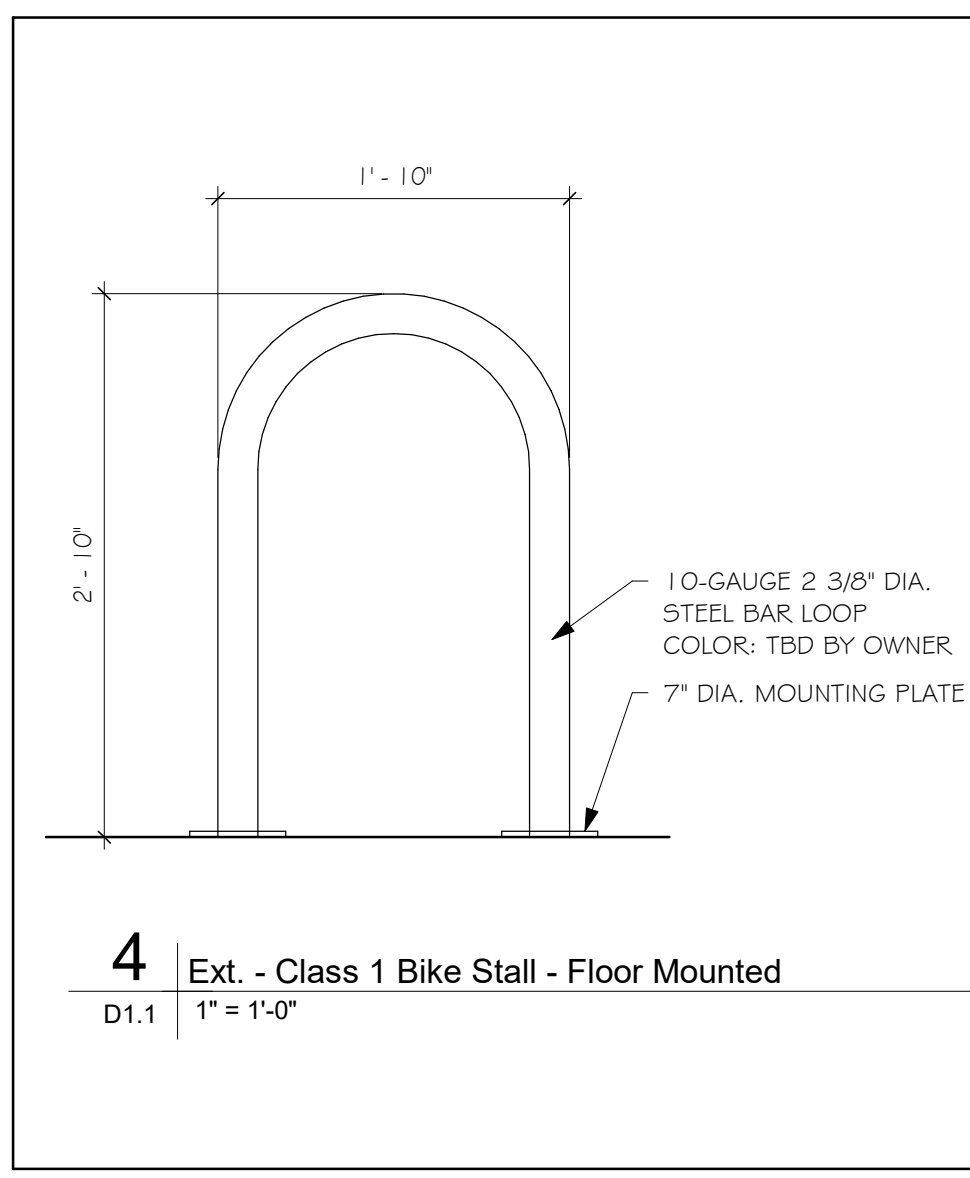
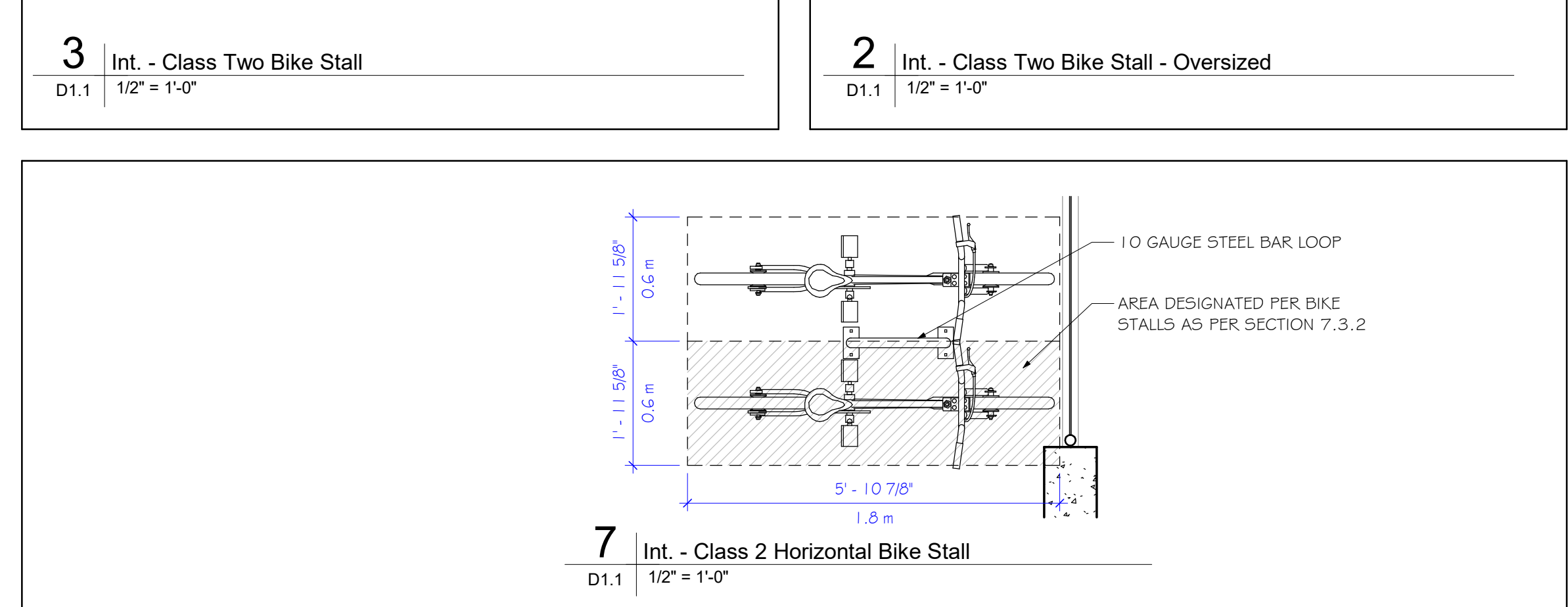
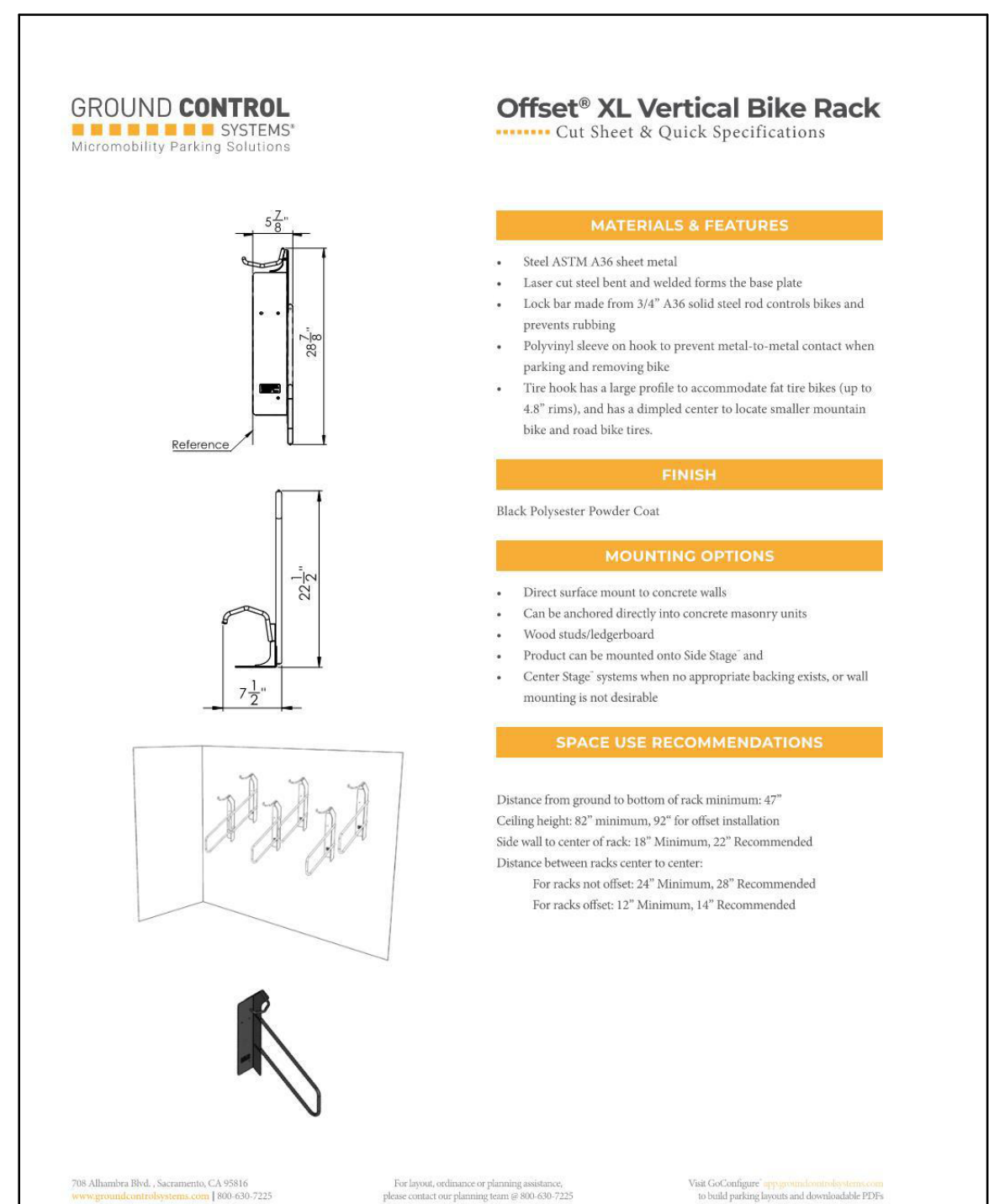
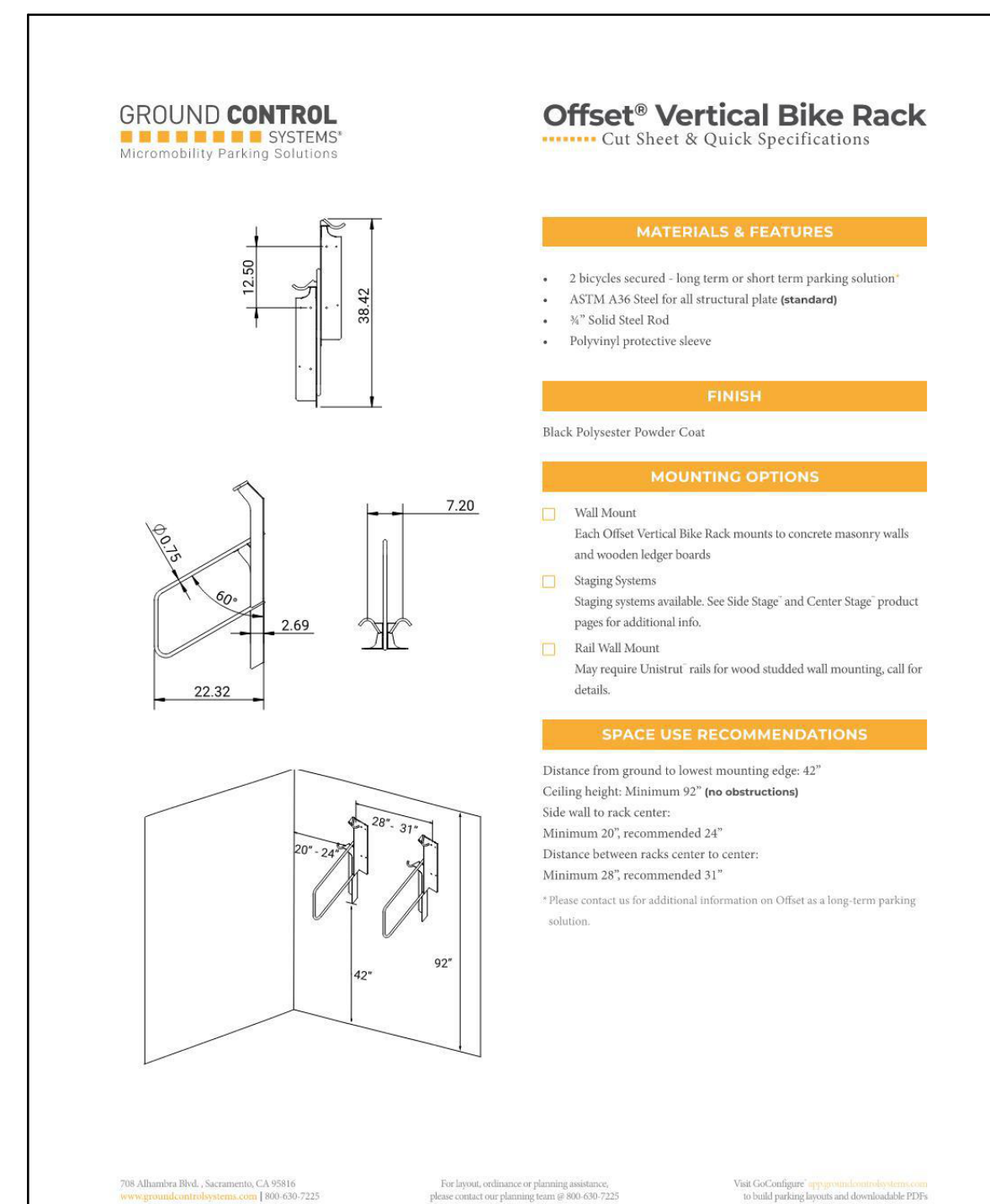
## BUILDING CODE SUMMARY:

PROJECT NAME	MONTERRA MIXED USE BUILDING
CIVIC ADDRESS / LEGAL DESCRIPTION	407 & 419 4th Street / Lot A & B, Section G1, Land District 15, Plan No VIP45735
MAJOR OCCUPANCY	RESIDENTIAL / COMMERCIAL / INDUSTRIAL
PART 3 OR PART 9	PART 3
BUILDING AREA (m2)	1160 m <sup>2</sup>
BUILDING GRADE (m)	
NUMBER OF STOREYS	4 STOREYS - 1 BELOW GRADE
NUMBER OF STREETS FACING	2 STREETS (CORNER SITE)
SPRINKLER SYSTEM	
PERMITTED CONSTRUCTION	COMBUSTIBLE AND NON-COMBUSTIBLE CONSTRUCTION
PARTY WALL ASSEMBLY (SEPARATING RESIDENTIAL SUITES)	1h FIRE SEPERATION
PARTY FLOOR ASSEMBLY (BETWEEN DWELLING UNITS)	1h FIRE SEPERATION
FLOOR ASSEMBLY (WITHIN DWELLING UNIT) (REAR BUILDING)	1h FIRE SEPERATION
FLOOR ASSEMBLY (WITHIN DWELLING UNIT) (FRONT BUILDING)	1h FIRE SEPERATION
ROOF ASSEMBLY OF DWELLING UNIT	1h FIRE SEPERATION
WALL ASSEMBLY OF LOADBERING EXTERIOR WALLS	1h FIRE SEPERATION
SPATIAL SEPERATION	45 MIN. FIRE SEPERATION
SMOKE ALARM	SMOKE ALARMS TO COMPLY WITH BC NBC



### AREA CALCULATIONS

SITE AREA:	13,212 SQ. FT. (1,227.4 SQ. M.)
PERMITTED DENSITY / AREA:	13,212 SQ. FT. x 1.0 x 13.5 = 178,362 FT <sup>3</sup>
PROPOSED DENSITY / AREA:	PARKADE: 12,296 SQ. FT. x 0.945 x 2.2m = 25,563 FT <sup>3</sup> MAIN FLOOR: 10,319 SQ. FT. x 0.781 x 3.7m = 29,818 FT <sup>3</sup> SECOND-FOURTH FLOOR: 10,568 SQ. FT. x 0.80 x 8.9m = 75,244 FT <sup>3</sup> ROOF: 11,723 SQ. FT. x 0.88 x 0.8m = 8,253 FT <sup>3</sup> TOTAL PROPOSED DENSITY: 138,878 FT <sup>3</sup> (3932.5 M <sup>3</sup> )
GROSS FLOOR AREA (GFA):	54,319 SQ. FT. (5,046 SQ. M.)
FLOOR SPACE RATIO (FSR):	4.11 FAR



**KEYPLAN:**

**CLIENT INFORMATION:**

1	CAR	AHJ REVISIONS	2024 11 07
#	By	Description	Date

**Revision Schedule**

3	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 07
2	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 01
1	CAR	ISSUED FOR DEVELOPMENT PERMIT	2024 04 10

**CONSULTANT LOGO:**

**ALVIN REINHARD FRITZ ARCHITECT INC.**

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**PROFESSIONAL SEAL:**

REGISTERED ARCHITECT  
ALVIN REINHARD FRITZ  
BRITISH COLUMBIA  
2024-11-07

**DRAWING TITLE:**  
Site Information

**DRAWN BY:** JMV  
**CHECKED BY:** AF / CAR

**SCALE:** As indicated

**PROJECT:** 22202CMMUB / 3021

**ISSUE FOR:** Issue for Revised Development Permit

**ISSUE DATE:** 2024 11 07

**REV. NO.** **SHEET NO.**  
**D1.1**

**PROJECT:** 4th and England Multi Use Building  
**LOCATION:** Courtenay, BC

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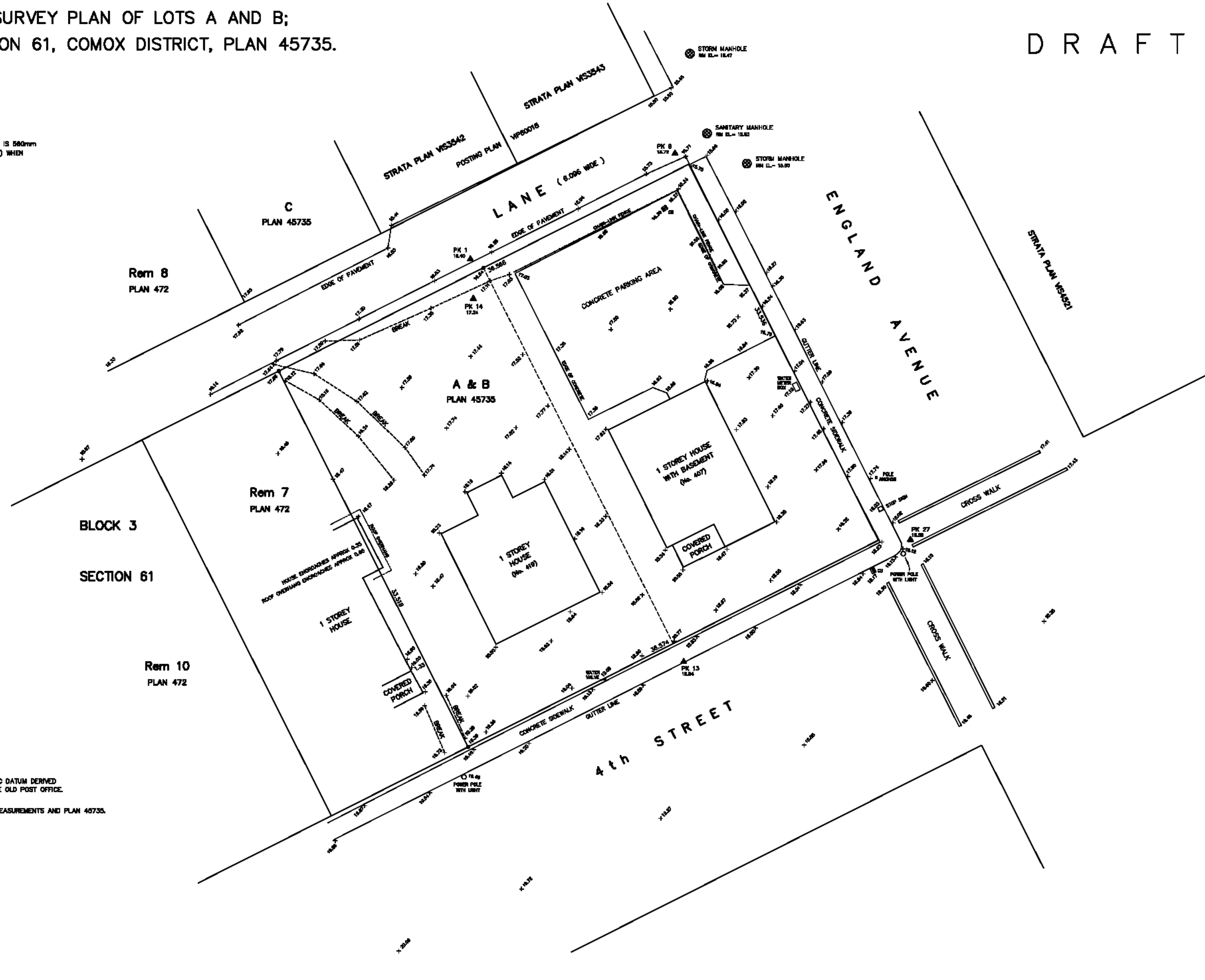
Do not scale this drawing. All dimensions, data and levels, shall be verified prior to construction and all errors or omissions shall be reported to the architect immediately.

TOPOGRAPHIC SURVEY PLAN OF LOTS A AND B;  
BOTH OF SECTION 61, COMOX DISTRICT, PLAN 45735.

407 - 4th STREET, COURTENAY  
SCALE 1 : 100 (METRIC)

THE INTENDED PLOT SIZE OF THIS PLAN IS 560mm  
IN HEIGHT BY 864mm IN WIDTH (D SIZE) WHEN  
PLOTTED AT A SCALE OF 1:150.

D R A F T



LEGEND:

- +15.20 SPOT ELEVATION
  - OLD IRON POST (TOP) FOUND
  - ▲ SURVEY CONTROL POINT
  - CB CATCH BASIN
- ELEVATIONS ARE BASED ON THE GEODETIC DATUM DERIVED  
FROM MONUMENT 827-J LOCATED AT THE OLD POST OFFICE.  
ELEVATION = 15.188m  
PLAN DIMENSIONS DERIVED FROM FIELD MEASUREMENTS AND PLAN 45735.

ERIC HOERBURGER, B.C.L.S.  
FEBRUARY 8, 2022

HOERBURGER LAND SURVEYORS  
COMOX, B.C.  
(250) 590 - 0100  
P.L.S.: 23721DPO P.L. 80/81

KEYPLAN:

CLIENT INFORMATION:

1	CAR	AHJ REVISIONS	2024 11 07
#	By	Description	Date
Revision Schedule			

CONSULTANT LOGO:

3	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 07
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1	CAR	ISSUED FOR DEVELOPMENT PERMIT	2024 04 10
NO.	BY	DESCRIPTION	DATE

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ARCHITECT  
INC.

PROFESSIONAL SEAL:



PROJECT:  
4th and England Multi Use Building  
LOCATION:  
Courtenay, BC

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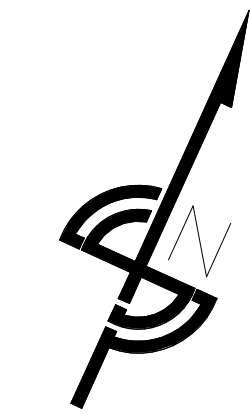
Do not scale this drawing. All dimensions,  
data and levels, shall be verified prior to  
construction and all errors or omissions shall  
be reported to the architect immediately.

DRAWING TITLE:  
Survey Plan

DRAWN BY: Author	CHECKED BY: Checker
SCALE:	
PROJECT: 22202CMMUB / 3021	
ISSUE FOR: Issued for Revised Development Permit	
ISSUE DATE: 2024 11 07	
REV. NO.	SHEET NO.
	D1.2



AERIAL PHOTO OF DOWNTOWN COURTENAY



KEYPLAN:

CLIENT INFORMATION:

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#	By	Description	Date
Revision Schedule			

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ARCHITECT  
INC.

PROFESSIONAL SEAL:



PROJECT:  
**4th and England Multi Use Building**

LOCATION:  
**Courtenay, BC**

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DRAWING TITLE:  
**Context Plan**

DRAWN BY: Author	CHECKED BY: Checker
SCALE: As indicated	
PROJECT: 22202CMMUB / 3021	
ISSUE FOR: Issued for Revised Development Permit	
ISSUE DATE: 2024 11 07	
REV. NO.	SHEET NO.
	<b>D1.3</b>



CORNER OF 4TH ST. AND ENGLAND AVENUE



ENGLAND AVENUE & REAR LANEWAY

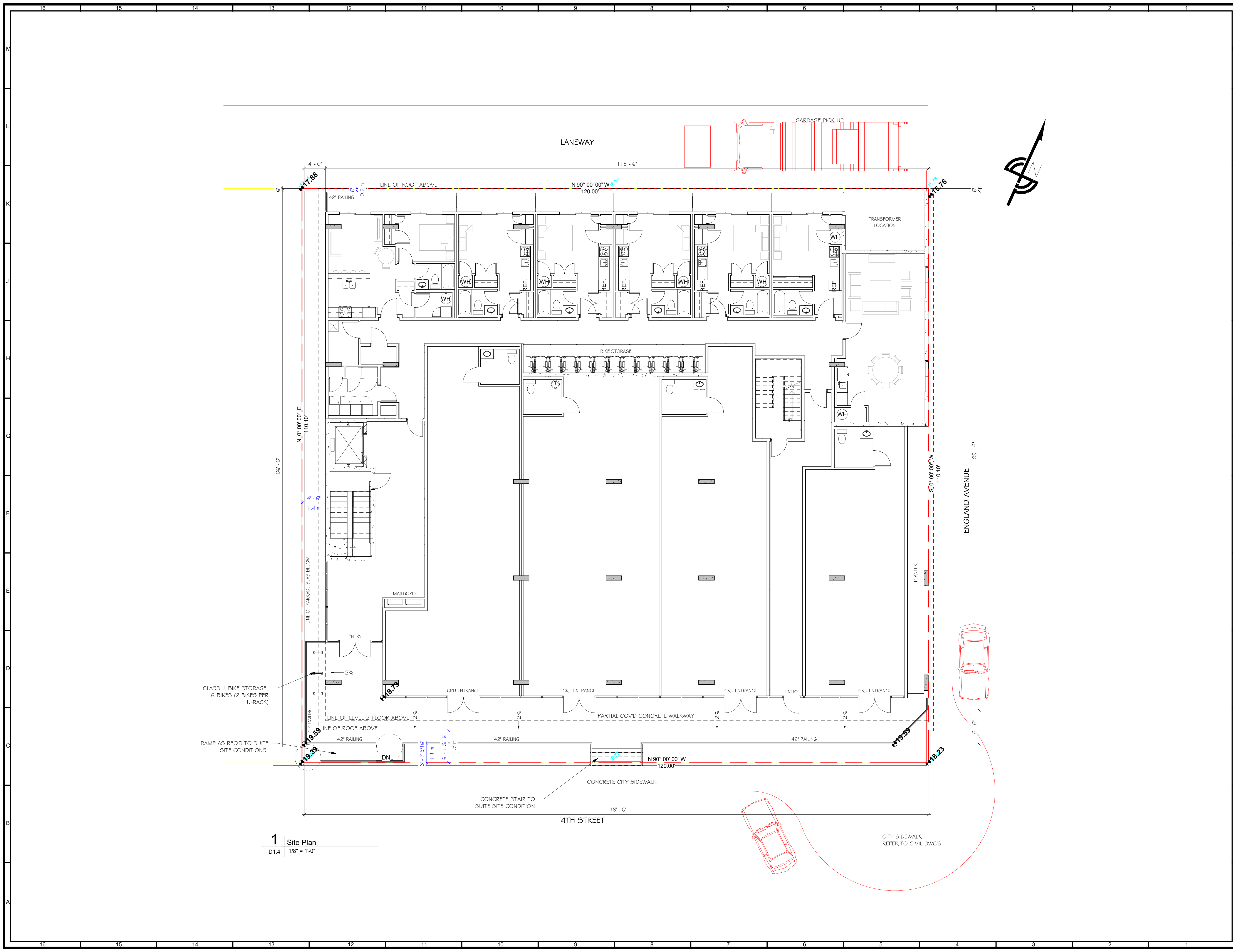


4 STREET LOOKING EAST



4 STREET FACING SUBJECT PROPERTY

1 Site Plan  
D1.3 3/64" = 1'-0"



**1** Site Plan  
D1.4 1/8" = 1'-0"

**KEYPLAN:**

**CLIENT INFORMATION:**

1	CAR	AHJ REVISIONS	2024 11 07
#	By	Description	Date
<b>Revision Schedule</b>			

**CONSULTANT LOGO:**

3	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 07
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1	CAR	ISSUED FOR DEVELOPMENT PERMIT	2024 04 10

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1	CAR	ISSUED FOR DEVELOPMENT PERMIT	2024 04 10

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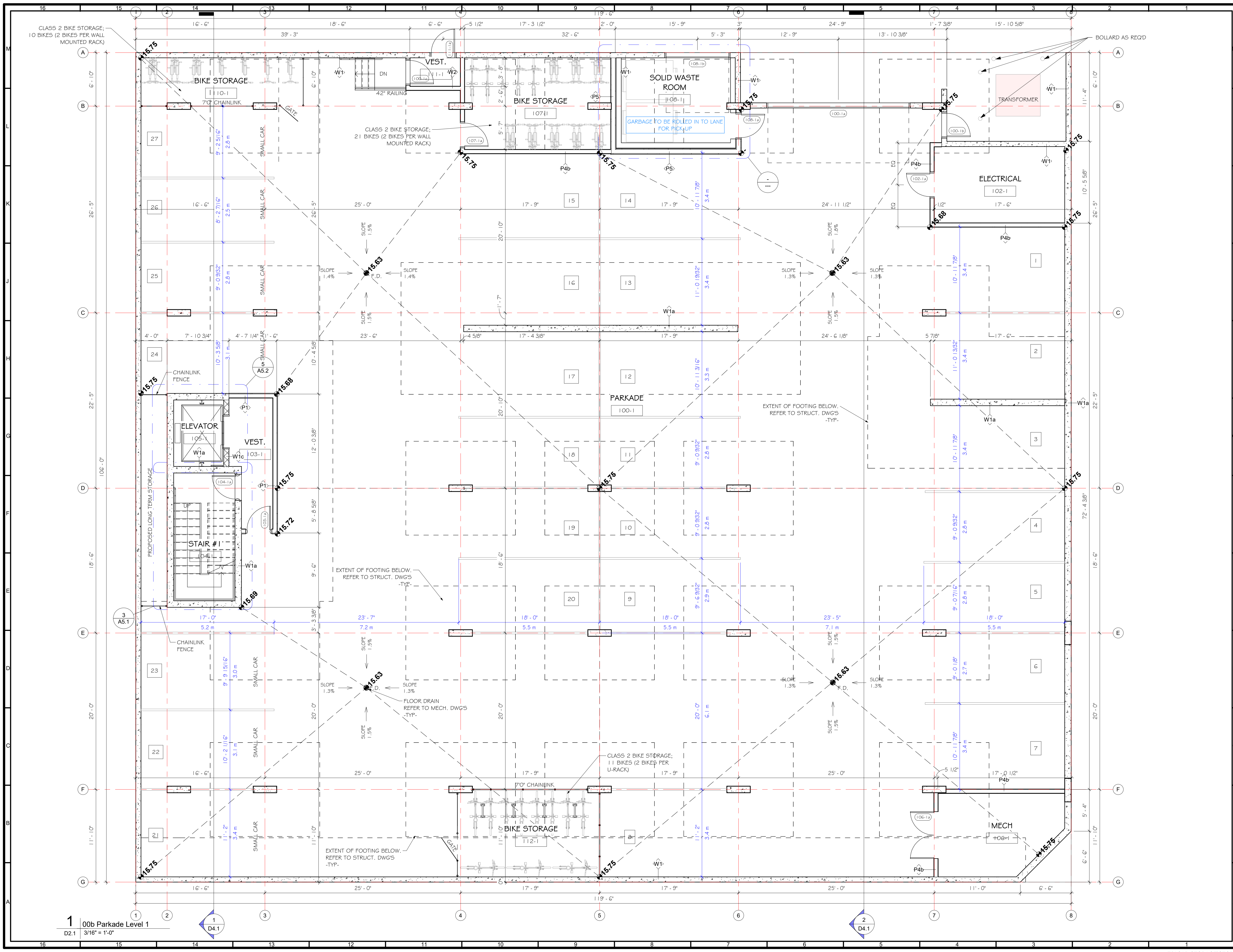
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**DRAWING TITLE:**  
**Site Plan**

<b>DRAWN BY:</b> Author	<b>CHECKED BY:</b> Checker
<b>SCALE:</b> 1/8" = 1'-0"	<b>PROJECT:</b> 22202CMMUB / 3021
<b>ISSUE FOR:</b> Issued for Revised Development Permit	<b>ISSUE DATE:</b> 2024 11 07
<b>REV. NO.</b>	<b>SHEET NO.</b> <b>D1.4</b>

**PROJECT:** 4th and England Multi Use Building  
**LOCATION:** Courtenay, BC



**KEYPLAN:**

**CLIENT INFORMATION:**

1	CAR	AHJ REVISIONS	2024 11 07
#	By	Description	Date

**Revision Schedule**

**CONSULTANT LOGO:**

**PROFESSIONAL SEAL:**

**PROJECT:** 00b Parkade Level 1  
**LOCATION:** 4th and England Multi Use Building, Courtenay, BC

**DRAWING TITLE:** Parkade Plan

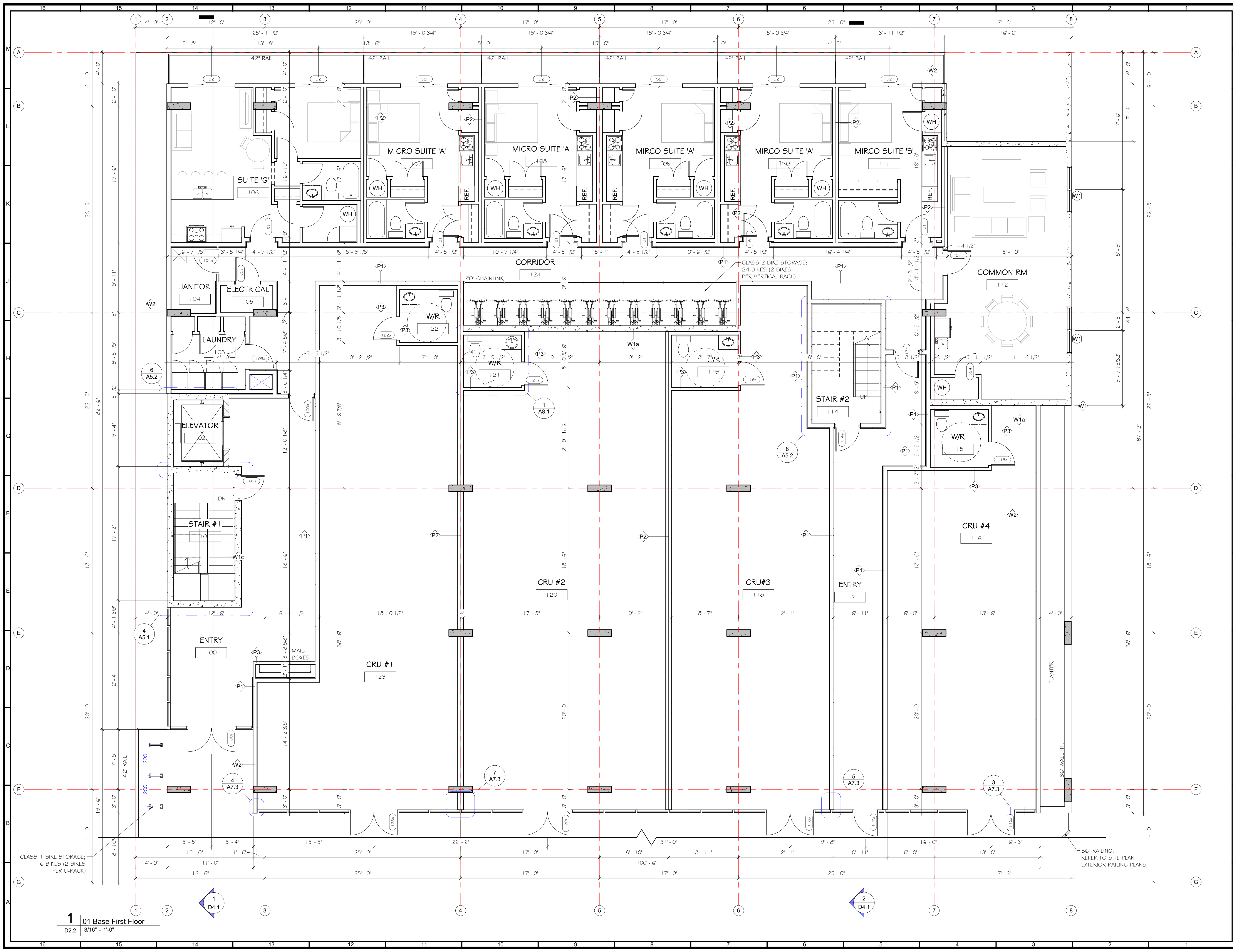
**DRAWN BY:** JMV  
**CHECKED BY:** AF / CAR

**SCALE:** 3/16" = 1'-0"  
**PROJECT:** 22202CMMUB / 3021  
**ISSUE FOR:** Issued for Revised Development Permit  
**ISSUE DATE:** 2024 11 07

**REV. NO.** SHEET NO.  
**D2.1**

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**KEYPLAN:**

**CLIENT INFORMATION:**

1	CAR	AHJ REVISIONS	2024 11 07
#	By	Description	Date

**Revision Schedule**

**CONSULTANT LOGO:**

3	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 07
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1	CAR	ISSUED FOR DEVELOPMENT PERMIT	2024 04 10

NO.	BY	DESCRIPTION	DATE
3		ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 07
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1		ISSUED FOR DEVELOPMENT PERMIT	2024 04 10

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**ALVIN REINHARD FRITZ ARCHITECT INC.**

**PROFESSIONAL SEAL:**

**PROJECT:** 4th and England Multi Use Building  
**LOCATION:** Courtenay, BC

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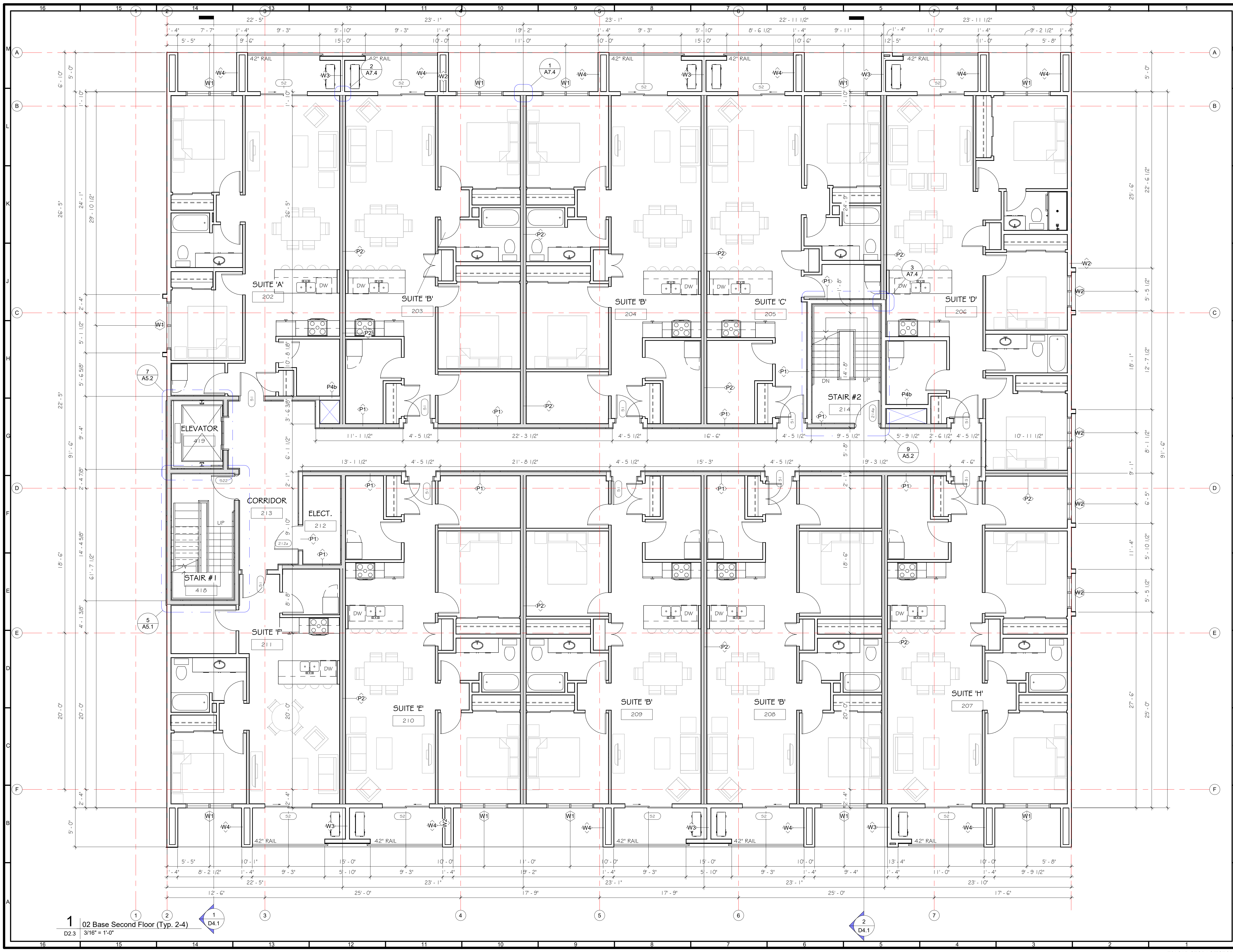
**DRAWING TITLE:**  
**Main Floor Plan**

<b>DRAWN BY:</b> Author	<b>CHECKED BY:</b> Checker
<b>SCALE:</b> 3/16" = 1'-0"	<b>PROJECT:</b> 22202CMMUB / 3021
<b>ISSUE FOR:</b> Issued for Revised Development Permit	<b>ISSUE DATE:</b> 2024 11 07
<b>REV. NO.</b>	<b>SHEET NO.</b>

**D2.2**

**1** 01 Base First Floor  
 D2.2 3/16" = 1'-0"



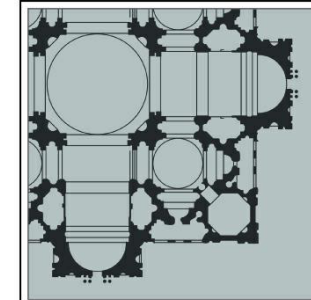


**KEYPLAN:**

**CLIENT INFORMATION:**

1	CAR	AHJ REVISIONS	2024 11 07
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<b>Revision Schedule</b>			

**CONSULTANT LOGO:**



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**PROFESSIONAL SEAL:**

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ALVIN REINHARD FRITZ

2024-11-07

BRITISH COLUMBIA

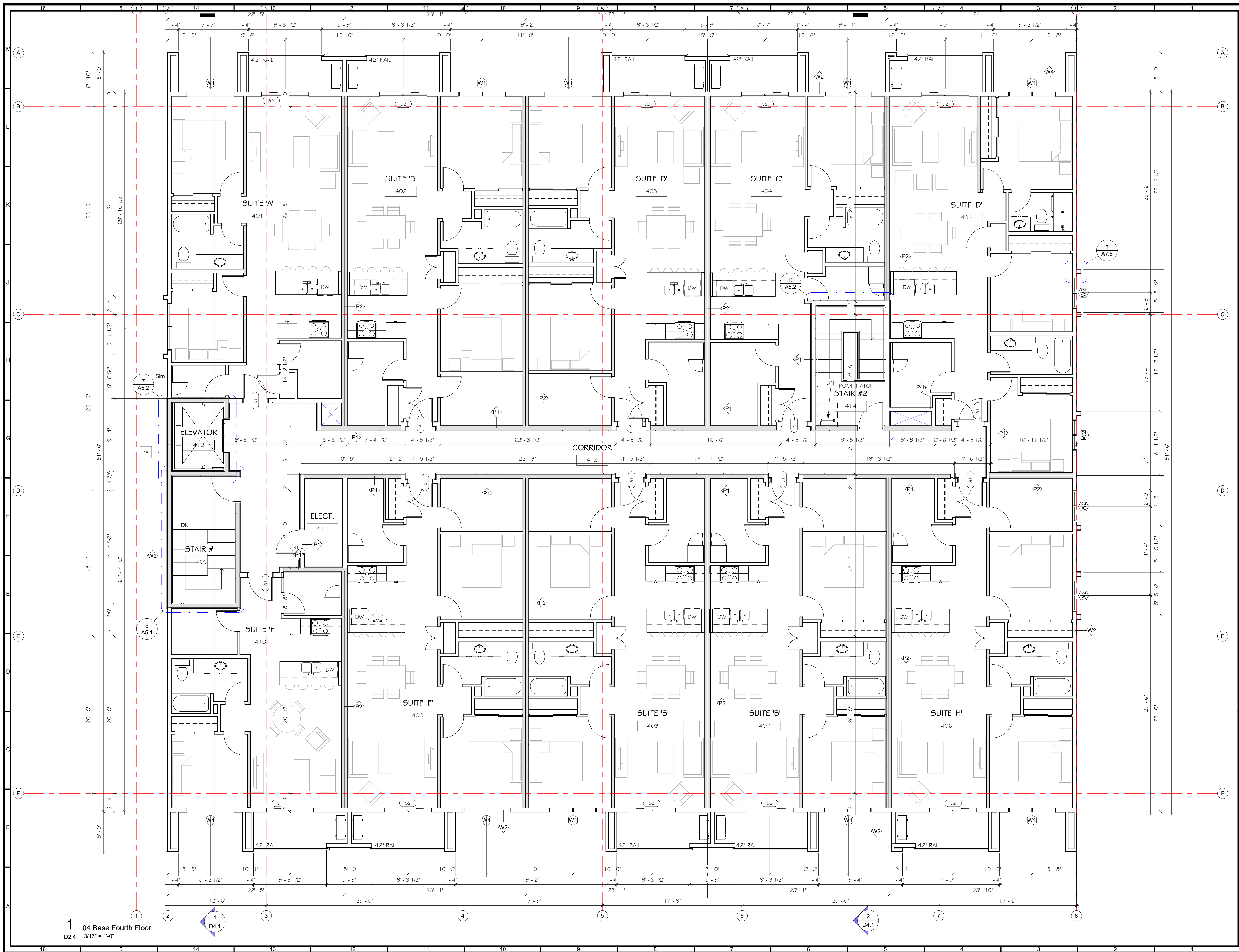
**PROJECT:** 4th and England Multi Use Building  
**LOCATION:** Courtenay, BC

**DRAWING TITLE:** Second Floor Plan (Typ. 2-3)

<b>DRAWN BY:</b> Author	<b>CHECKED BY:</b> Checker
<b>SCALE:</b> 3/16" = 1'-0"	
<b>PROJECT:</b> 22202CMMUB / 3021	
<b>ISSUE FOR:</b> Issued for Revised Development Permit	
<b>ISSUE DATE:</b> 2024 11 07	
<b>REV. NO.</b>	<b>SHEET NO.</b>
	<b>D2.3</b>

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**KEYPLAN:**

**CLIENT INFORMATION:**

1	CAR	AHJ REVISIONS	2024 11 07
#	By	Description	Date

**Revision Schedule**

**CONSULTANT LOGO:**

3	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 07
2	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 01
1	CAR	ISSUED FOR DEVELOPMENT PERMIT	2024 04 10

NO.	BY	DESCRIPTION	DATE
3	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 07
2	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 01
1	CAR	ISSUED FOR DEVELOPMENT PERMIT	2024 04 10

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**PROFESSIONAL SEAL:**

REGISTERED ARCHITECT  
ALVIN REINHARD FRITZ  
2024-11-07  
BRITISH COLUMBIA

**PROJECT:** 4th and England Multi Use Building  
**LOCATION:** Courtenay, BC

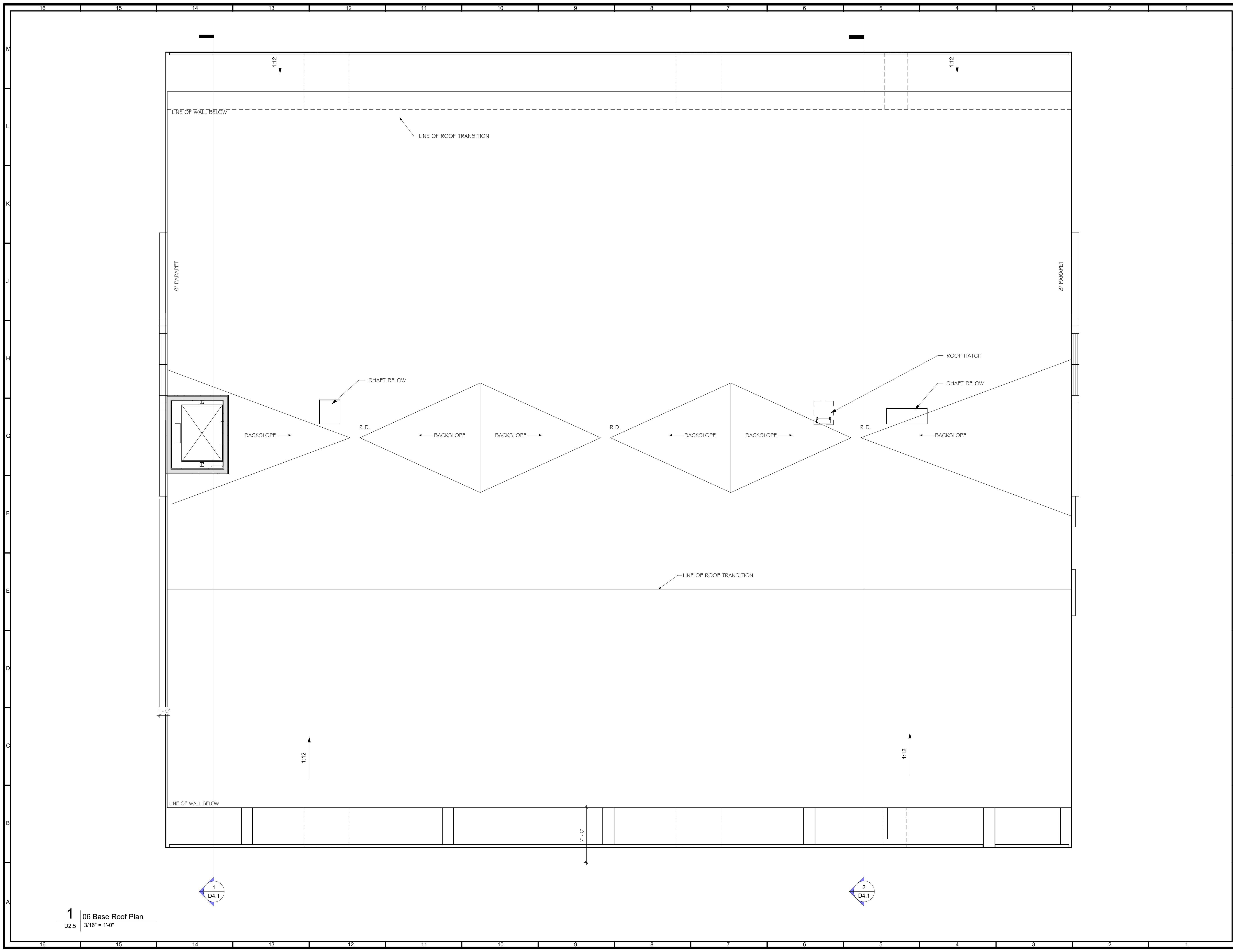
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**DRAWING TITLE:**  
**Fourth Floor Plan**

DRAWN BY:	CHECKED BY:
Author	Checker
SCALE: 3/16" = 1'-0"	
PROJECT: 22202CMMUB / 3021	
ISSUE FOR:	
Issue for Revised Development Permit	
ISSUE DATE:	
2024 11 07	
REV. NO.	SHEET NO.
	<b>D2.4</b>

**1** 04 Base Fourth Floor  
D2.4 3/16" = 1'-0"



KEYPLAN:

CLIENT INFORMATION:

#	By	Description	Date
1	CAR	AHJ REVISIONS	2024 11 07

Revision Schedule

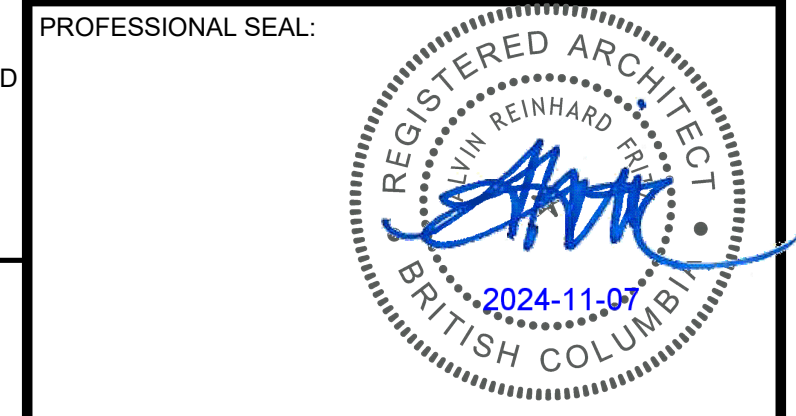
CONSULTANT LOGO:

NO.	BY	DESCRIPTION	DATE
3	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 07
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1	CAR	ISSUED FOR DEVELOPMENT PERMIT	2024 04 10

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**ALVIN REINHARD FRITZ ARCHITECT INC.**



**PROJECT:** 4th and England Multi Use Building  
**LOCATION:** Courtenay, BC

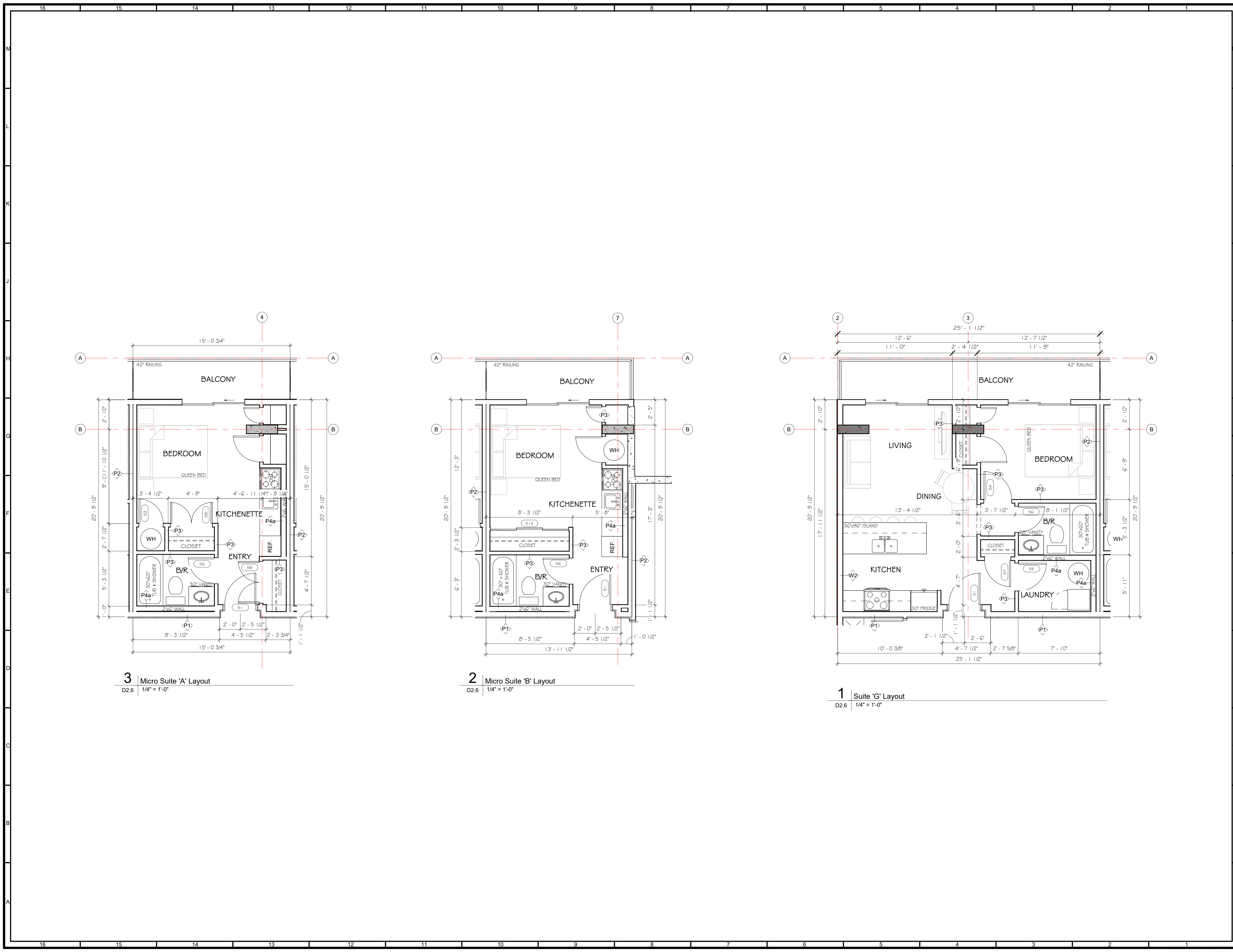
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**DRAWING TITLE:**  
Roof Plan

<b>DRAWN BY:</b> Author	<b>CHECKED BY:</b> Checker
<b>SCALE:</b> 3/16" = 1'-0"	<b>PROJECT:</b> 22202CMMUB / 3021
<b>ISSUE FOR:</b> Issued for Revised Development Permit	<b>ISSUE DATE:</b> 2024 11 07
<b>REV. NO.</b>	<b>SHEET NO.</b> <b>D2.5</b>

**1** 06 Base Roof Plan  
 D2.5 3/16" = 1'-0"



**3** Micro Suite 'A' Layout  
D2.6 1/4" = 1'-0"

**2** Micro Suite 'B' Layout  
D2.6 1/4" = 1'-0"

**1** Suite 'G' Layout  
D2.6 1/4" = 1'-0"

KEYPLAN:

CLIENT INFORMATION:

1	CAR	AHJ REVISIONS	2024 11 07
#	By	Description	Date
Revision Schedule			

CONSULTANT LOGO:

3	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 07
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1	CAR	ISSUED FOR DEVELOPMENT PERMIT	2024 04 10
NO.	BY	DESCRIPTION	DATE

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PROFESSIONAL SEAL:

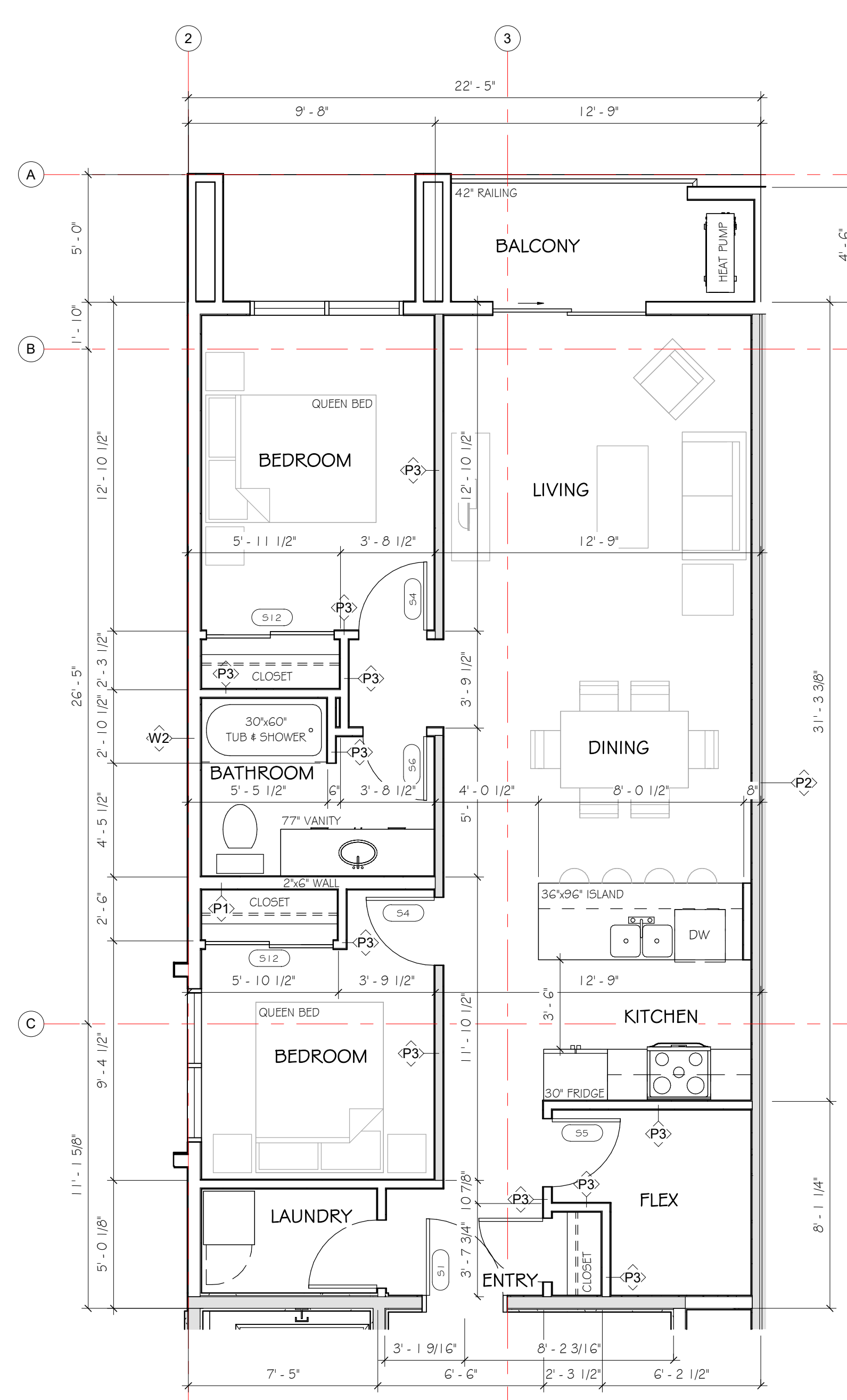
**PROJECT:** 4th and England Multi Use Building  
**LOCATION:** Courtenay, BC

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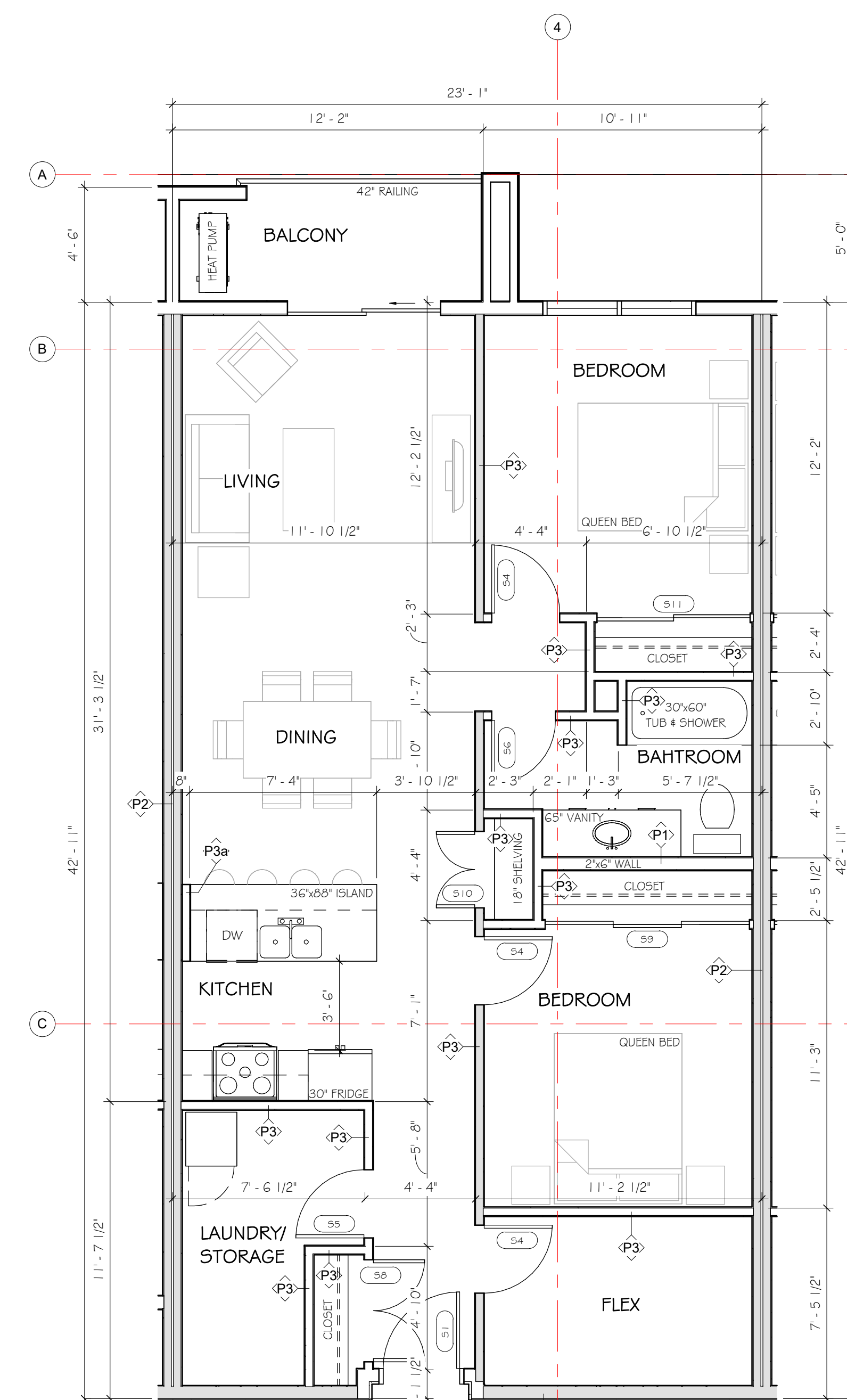
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**DRAWING TITLE:** Suite Plans

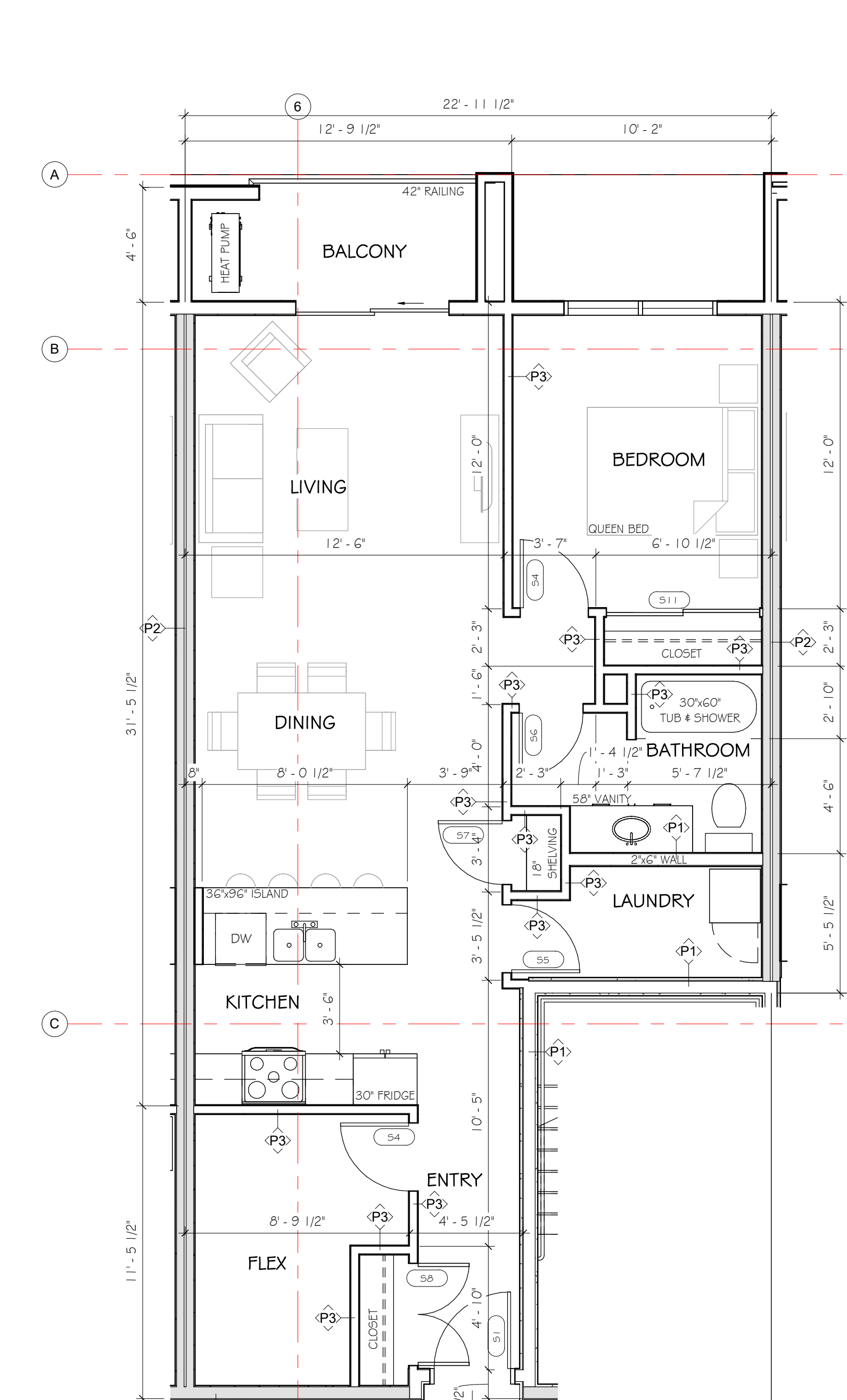
DRAWN BY: Author	CHECKED BY: Checker
SCALE: 1/4" = 1'-0"	
PROJECT: 22202CMMUB / 3021	
ISSUE FOR: Issued for Revised Development Permit	
ISSUE DATE: 2024 11 07	
REV. NO.	SHEET NO.
	<b>D2.6</b>



**1** Suite 'A' Layout  
D2.7 1/4" = 1'-0"



**2** Suite 'B' Layout  
D2.7 1/4" = 1'-0"



**3** Suite 'C' Layout  
D2.7 1/4" = 1'-0"

**KEYPLAN:**

**CLIENT INFORMATION:**

1	CAR	AHJ REVISIONS	2024 11 07
#	By	Description	Date
<b>Revision Schedule</b>			

**CONSULTANT LOGO:**

3	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 07
2	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 01
1	CAR	ISSUED FOR DEVELOPMENT PERMIT	2024 04 10
NO.	BY	DESCRIPTION	DATE

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**PROFESSIONAL SEAL:**

**PROJECT:**  
4th and England Multi Use Building  
LOCATION:  
Courtenay, BC

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**DRAWING TITLE:**  
Suite Plans

DRAWN BY: Author	CHECKED BY: Checker
SCALE: 1/4" = 1'-0"	PROJECT: 22202CMMUB / 3021
ISSUE FOR: Issue for Revised Development Permit	ISSUE DATE: 2024 11 07
REV. NO.	SHEET NO. <b>D2.7</b>



**1** Suite 'D' Layout  
D2.8 1/4" = 1'-0"

**2** Suite 'E' Layout  
D2.8 1/4" = 1'-0"

**3** Suite 'F' Layout  
D2.8 1/4" = 1'-0"

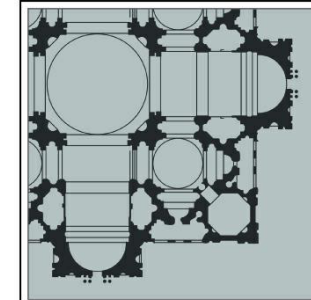
KEYPLAN:

CLIENT INFORMATION:

1	CAR	AHJ REVISIONS	2024 11 07
#	By	Description	Date
Revision Schedule			

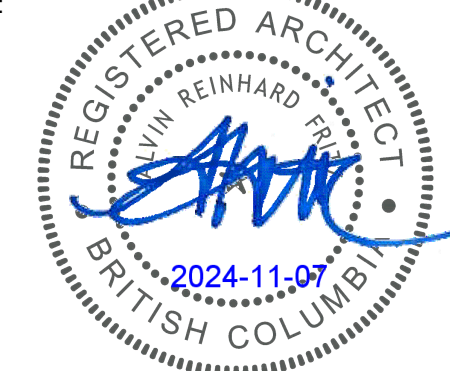
CONSULTANT LOGO:

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ALVIN REINHARD FRITZ  
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INC.

PROFESSIONAL SEAL:



PROJECT: 4th and England Multi Use Building  
 LOCATION: Courtenay, BC

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DRAWING TITLE:  
**Suite Plans**

DRAWN BY: Author	CHECKED BY: Checker
SCALE: 1/4" = 1'-0"	PROJECT: 22202CMMUB / 3021
ISSUE FOR: Issued for Revised Development Permit	ISSUE DATE: 2024 11 07
REV. NO.	SHEET NO. <b>D2.8</b>



**EXTERIOR FINISHES LEGEND  
(TO BE CONFIRMED BY CLIENT)**

- A SOLID BOARD HARDIE PANEL  
COLOR: COBBLESTONE
- B WOOD TONE - RUSTIC SERIES  
COLOR: SAND CASTLE
- C SOLID BOARD HARDIE PANEL  
COLOR: TBD
- D FASCIA TRIM  
COLOR: MATCH TO COBBLESTONE
- E SOLID BOARD HARDIE PANEL  
COLOR: TO MATCH ROOFING
- F 36" HT. ALUMINUM GLASS RAILING  
COLOR: BLACK

**KEYPLAN:**

**CLIENT INFORMATION:**

#	CAR	AHJ REVISIONS	2024 11 07
1	CAR	DESCRIPTION	DATE

**Revision Schedule**

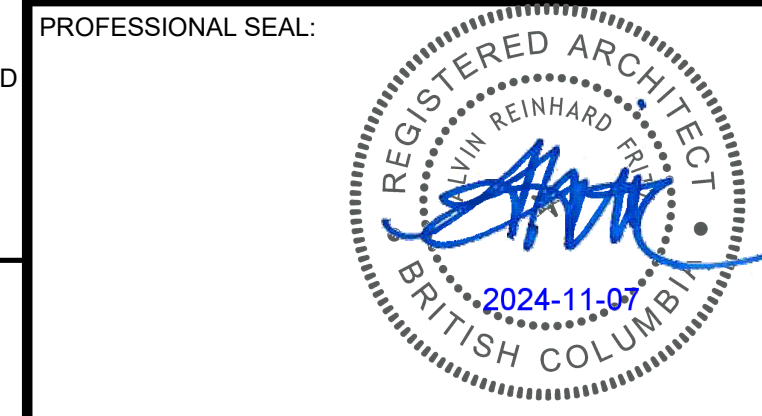
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**PROFESSIONAL SEAL:**

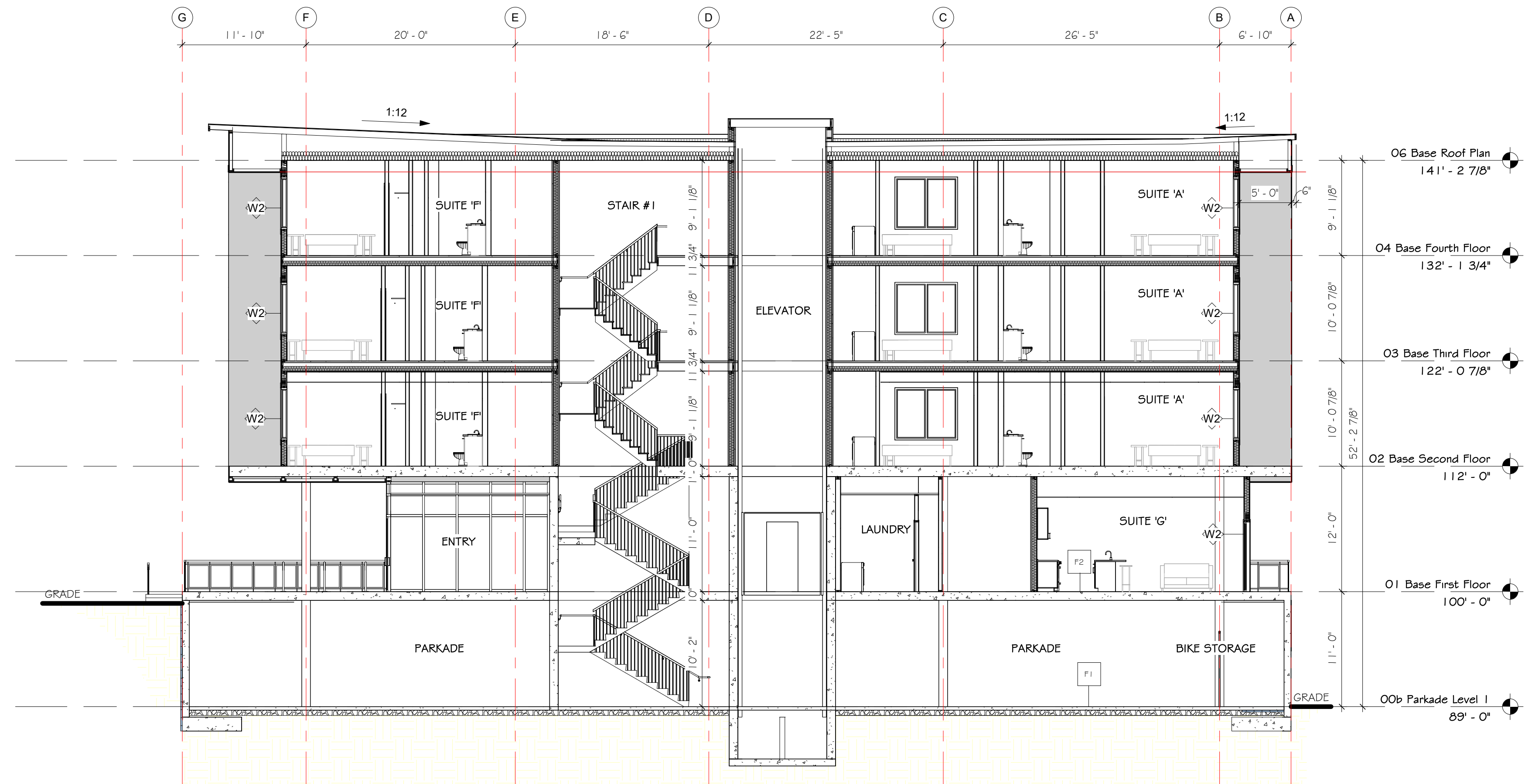
**PROJECT:** 4th and England Multi Use Building  
**LOCATION:** Courtenay, BC

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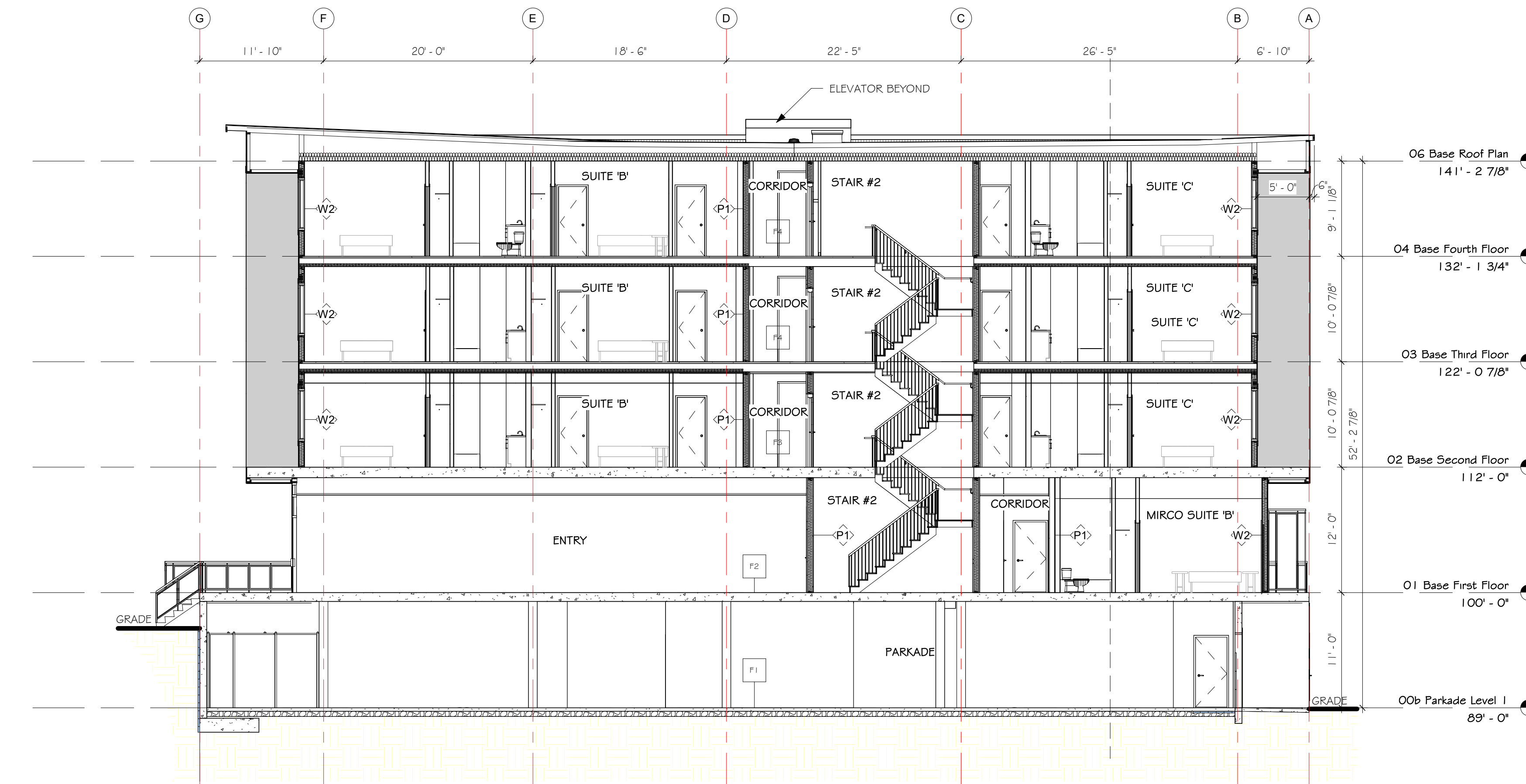
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**DRAWING TITLE:**  
**Elevations**

<b>DRAWN BY:</b> Author	<b>CHECKED BY:</b> Checker
<b>SCALE:</b> As Indicated	
<b>PROJECT:</b> 22202CMMUB / 3021	
<b>ISSUE FOR:</b> Issued for Revised Development Permit	
<b>ISSUE DATE:</b> 2024 11 07	
<b>REV. NO.</b>	<b>SHEET NO.</b>
	<b>D3.1</b>



**1** Building Section (North South)  
D4.1 1/8" = 1'-0"



**2** Building Section 2 (North South)  
D4.1 1/8" = 1'-0"

KEYPLAN:

CLIENT INFORMATION:

Revision Schedule			
#	By	Description	Date
1	CAR	AHJ REVISIONS	2024 11 07

CONSULTANT LOGO:

NO.	BY	DESCRIPTION	DATE
3	CAR	ISSUED FOR REVISED DEVELOPMENT PERMIT	2024 11 07
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**ALVIN REINHARD FRITZ ARCHITECT INC.**

PROFESSIONAL SEAL:



PROJECT: 4th and England Multi Use Building  
LOCATION: Courtenay, BC

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DRAWING TITLE:  
**Building Section**

DRAWN BY: Author  
CHECKED BY: Checker

SCALE: 1/8" = 1'-0"

PROJECT: 22202CMMUB / 3021

ISSUE FOR: Issued for Revised Development Permit

ISSUE DATE: 2024 11 07

REV. NO. SHEET NO.  
**D4.1**





Front View



Front View



Front Elevation



Side Elevation

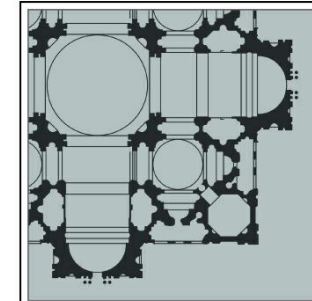
KEYPLAN:

CLIENT INFORMATION:

1	CAR	AHJ REVISIONS	2024 11 07
#	By	Description	Date
Revision Schedule			

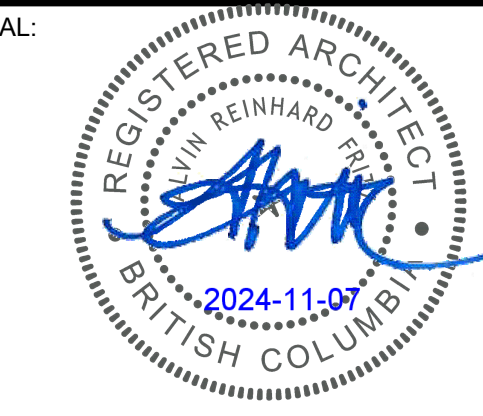
CONSULTANT LOGO:

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**ALVIN REINHARD FRITZ**  
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PROFESSIONAL SEAL:



**PROJECT :**  
 4th and England Multi Use Building  
**LOCATION :**  
 Courtenay, BC

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**DRAWING TITLE:**  
 Building View

DRAWN BY:	CHECKED BY:
Author	Checker

**PROJECT :** 22202CMMUB / 3021  
**ISSUE FOR:** Issued for Revised Development Permit  
**ISSUE DATE:** 2024 11 07

REV. NO.	SHEET NO.
	<b>D5.1</b>

# Notice of Development Variance Permit No. 2403

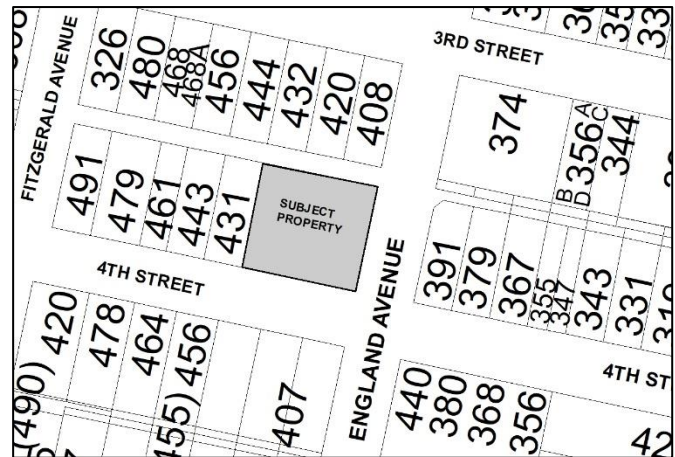
## Development Variance Permit application for 407 4<sup>th</sup> Street

### File No.: 3090-20-2403/DVP00053

Council will consider Development Variance Permit No. 2403, at the Wednesday, December 11, 2024 regular Council meeting at 4pm, to vary the sight triangle, the percentage of small vehicle parking stalls, bicycle parking specifications, and maximum building height.

The proposed Development Variance Permit would vary the following section of Zoning Bylaw No. 2500, 2007:

- Section 6.7.1 – Sight Triangle – from 6.0 m from the point of the street intersection to 3.0 m.
- Section 7.1.10(1) – Small Car Parking – from 10% of the total number of parking stalls for small cars to 26% of the total number of parking stalls for small cars.
- Section 7.3.2 (1) – Bicycle Parking Specifications – from each standard bicycle parking space shall be a minimum of 1.8 metres (length) to 1.2 metres (length) and from 0.6 metres (width) to 0.3 metres (width).
- Section 7.3.2 (2) – Bicycle Parking Specifications – from 10% to 5% of minimum required bicycle parking spaces shall be designed for oversized bicycle parking spaces and from 3.0 metres (length) to 1.2 metres (length).
- Section 7.3.2 (3) – Bicycle Parking Specifications – remove the requirement for each bicycle parking space must be independently accessible from a sturdy rack designed for frame, not wheel-only, support.
- Section 7.3.2 (6) – Bicycle Parking Specifications – from access shall be provided from each bicycle space to a street, excluding a lane to access shall be provided from each bicycle space to a street, including a lane.
- Section 7.3.2 (14)(c.) – Bicycle Parking Specifications – from no more than 20 bicycles [parking stalls] to no more than 30 bicycles [parking stalls] shall be provided in each bicycle room.
- Section 8.13.7 – Height of Building – from no *building* in this zone shall exceed 13.5 m to no *building* in this zone shall exceed 16.0 m.



Subject Property: 407 4<sup>th</sup> Street

LOT 1 SECTION 61 COMOX DISTRICT PLAN  
EPP141927

### Get more information

The proposed permit is available for viewing at Courtenay City Hall, 830 Cliffe Avenue, November 29 – December 11, 8:30 am – 4:30 pm Monday to Friday, Except holidays, OR online: [www.courtenay.ca/devapps](http://www.courtenay.ca/devapps)



**City of  
Courtenay**

**City of Courtenay Development Services**

830 Cliffe Avenue, Courtenay BC, V9N 2J7

Page 90 of 2 | Phone 250-703-4839 | Email [planning@courtenay.ca](mailto:planning@courtenay.ca)

### **Watch Meeting In-person**

**Wednesday December 11, 2024, starting at 4:00 p.m.**

At the CVRD's CIVIC Room  
770 Harmston Ave., Courtenay



### **Watch Meeting Online**

**Wednesday December 11, 2024, starting at 4:00 p.m.**

Streamed live on the City of Courtenay's YouTube channel

### **Submit Written Comments**

**by 1:00 p.m. on Wednesday December 11, 2024,**

Email: [planning@courtenay.ca](mailto:planning@courtenay.ca)

Mail: Development Services

830 Cliffe Avenue, Courtenay, BC

V9N 2J7



**City of  
Courtenay**

**City of Courtenay Development Services**

830 Cliffe Avenue, Courtenay BC, V9N 2J7

Phone 250-703-4839 | Email [planning@courtenay.ca](mailto:planning@courtenay.ca)



The Corporation of the City of Courtenay

# Staff Report

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**To:** Council

**File No.:** 4530-01

**From:** Director of Development Services

**Date:** December 11, 2024

**Subject:** Urban Forest Strategy and Tree Bylaw Update, Communication Strategy and Workplan

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## **PURPOSE:**

To provide to Council an update on Strategic Priority “Promote and Communicate the Urban Forest Strategy & Tree Protection Bylaw and review Bylaw” and to provide Council with a proposed communication plan to promote and communicate the Urban Forest Strategy and Tree Bylaw. Staff is seeking Council’s endorsement to proceed with the communication plan outline in Attachment 2.

## **BACKGROUND:**

The Urban Forest Strategy was adopted in 2019 and serves as the community’s first comprehensive evaluation of urban forest values growing over a range of land uses within Courtenay. It provides a baseline understanding of a number of urban forest characteristics and values, documents trends, and makes recommendations on how to manage these values in light of public input, City resources and best management practices.

The adoption of the Urban Forest Strategy followed the adoption of Tree Protection and Management Bylaw No. 2850, 2017 which repealed and replaced the previous Tree Management and Protection Bylaw No. 2461, 2006. The review of the Tree Bylaw revealed a strong interest by the public and Council to understand Courtenay’s urban forest values better and to inform future reviews of the Tree Bylaw.

The City’s roles in implementing the Strategy are that of:

- regulator of tree removal and replacement on private land such as through the Tree Bylaw,
- steward of urban forest assets, including the lands that support trees, on public land such as parks and street trees, and
- facilitator of public and interest-holder engagement, public and private tree planting and maintenance and research, such as through educational and planting partnerships with community stewardship organizations.

An implementation framework is provided as part of the Urban Forest Strategy (UFS) to summarize the City's approach to achieving the Vision and Goals:

1. Set a canopy cover target and monitor over time.
2. Protect a network of the critical remaining urban forest.
3. Encourage neighbourhoods to determine their neighbourhood forest goals.
4. Support a dynamic urban forest on infill properties outside of identified protection areas.
5. Continue to integrate City trees and forests into asset management planning.
6. Demonstrate leadership and build partnership.

Since adoption of the Urban Forest Strategy the Operational Services Department has restructured the Parks Services Division to include an Urban Forestry and Natural Areas Maintenance team elevating the importance of and investing in the skills to steward Courtenay’s public urban forest values. The introduction of the Urban Forestry and Natural Areas Maintenance section has enabled the Operational Services

Department to forward many of the actions within the Urban Forest Strategy framework, however there is still much work to be done. Investments in staff resources, policy improvements, implantation planning and program development are all key measures that should be considered when seeking to further improve notable actions along the continuum of the implementation framework.

**DISCUSSION:**

***Where are we at? Implementation status of Urban Forest Strategy***

Staff have audited the 24 actions and 29 indicators contained within the Strategy and evaluated current status in relation to 2019 baseline. The Strategy is for a 10-year horizon (2020-2030). Actions are organized in the categories of ‘Plan’, ‘Manage’, ‘Protect’, ‘Grow’ and ‘Partner’. All actions were identified to have commenced by 2025. The 29 indicators are categorized as each low, fair, good or optimal condition and show rating at time of the Urban Forest Strategy adoption and as of today, five years later. Attachment 1 provides the detailed evaluation of all indicators. The table below summarizes staff’s audit utilizing the colour coding found in the strategy:

Table 1 Summary of indicators by action type comparison from 2019 to 2024

Action Type		Plan		Manage		Protect		Grow		Partner	
Year		2019	2024	2019	2024	2019	2024	2019	2024	2019	2024
Rating	Low	0	0	0	0	0	0	2	2	4	2
	Fair	4	4	3	2	0	0	3	1	2	4
	Good	3	3	4	5	3	3	1	3	0	0
	Optimal	0	0	0	0	0	0	0	0	0	0

The implementation framework list six guiding policies, a summary of the status of these six policies and future work required is listed below:

**1. Set a canopy cover target and monitor over time. (Action 4)**

How the urban forest is changing will inform which policy levers and programs to invest in over time. The UFS 2025 review would include LiDAR assessment in order to evaluate how the canopy cover has changed since 2018, the year from which the last canopy assessment was conducted (with orthophotos). It is timely to be updating this information as the provincial Bill 44 legislation directs infill development within municipal serviced boundaries and therefore is expected to have impacts on the urban forest which can be monitored from this baseline year over time.

**2. Protect a network of the critical remaining urban forest. (Action 11)**

The 2022 OCP included the addition of significant mature forest stands as part of an ecosystem connectivity corridor (or biodiversity corridor), to be evaluated by qualified professionals when conducting environmental impact assessments in environmentally sensitive areas. The UFS however includes additional actions for consideration such as explore designating western redcedar as a protected species, requiring all large trees to be retained wherever possible, and setting targets for urban forest stand protection. These actions will be reviewed as part of the 2025 Urban Forest Strategy and Tree Protection and Management Bylaw review in consultation with the community and in light of new provincial housing density requirements. This work will assist in also reviewing the Environmental Development Permit Area (EDPA) guidelines as designated in the OCP, and implemented through the Zoning Bylaw. This EDPA review is also scheduled for 2025.

**3. Encourage neighbourhoods to determine their neighbourhood forest goals. (Actions 2, 15)**

The action of setting neighbourhood tree canopy and character goals in consultation with the community is a more detailed community planning process and can be conducted through individual Local Area Plan (LAP) processes, such as the Downtown LAP which will explore how to improve street tree character and greening in general. A number of other Local Area Plans are currently in the 5-year work program, including for the Airpark and surrounding urban corridor.

**4. Support a dynamic urban forest on infill properties outside of identified protection areas. (Actions 3, 6, 10, 12, 13, 16, 17, 18)**

Flexibility in tree management is permitted on lands targeted for infill development as per Tree Protection and Management Bylaw No. 2850 which permits that tree density targets be met by retaining healthy trees, replanting on site or paying cash-in-lieu into the City's Tree Replacement Reserve Fund. Flexibility in tree management will be important as the community continues to densify. Review of the Tree Bylaw will form part of the 2025 work program to address housekeeping matters, to improve interpretation clarity, review 2019 UFS amendment recommendations, reflect provincial requirements as pertains to permitting residential densities, and reflect objectives identified in the updated Urban Forest Strategy.

Part of supporting a dynamic urban forest is also knowing where forest values should be reduced or managed with particular objectives in mind such as in the case of wildfire risk management planning. A separate project, the regional Community Wildfire Resiliency Plan, is scheduled for completion in February 2025, funded from 2024 a FireSmart grant. More recently, the CVRD received Board direction to apply to the Union of BC Municipalities Community Resiliency Investment Fund for FireSmart Community Funding and Supports for up to \$2,000,000 over 2025-2026 in order to implement FireSmart initiatives. Under Service 270 this includes the jurisdictions as well as K'ómoks First Nation, City of Courtenay, Village of Cumberland, and Town of Comox. The findings for this work are expected to be available concurrent to the review of the 2025 which will inform the UFS and OCP policies including possibly establishing a Development Permit Area for Wildfire Hazard Protection in the 2025 OCP update. A comprehensive wildfire management will also provide operational guidance for individual park management plans, as well as inform levels of service when responding to public inquiries.

**5. Continue to integrate City trees and forests into asset management planning. (Actions 1, 3, 5, 7, 8, 9, 10, 14, 16, 17, 18, 19)**

The City's Urban Forest Program oversees approximately 8,600 trees, including street trees, park trees, and restoration plantings. These areas include 60 public access spaces and 65 non-public access spaces, spanning approximately 65 kilometers of treed edge. Efforts are being made to integrate these assets into the City's assets management registry. Examples include:

- Increasing the quantity of new tree planting in the public realm and formalizing urban forest asset management on public lands: development of corporate policies and systems which include more sophisticated tree inventory software as well as more defined operations and standards on maintenance of City owned streets and park trees, City tree risk management and storm response. While not currently part of current asset management, innovation in urban tree carbon accounting may also allow that particular ecological service to be measured more accurately and assigned value.
- Development of Master Park Plans and usage of publicly owned natural areas. This includes: improved standards for protecting and enhancing the urban forests in parks through adoption

of Park Playground Design Standards including for shade cover and limiting impermeable cover. Vanier Forest Park Management Plan and Woodcote Park Playground Replacement and Upgrade are current plans under development that will incorporate these new features and will be further supported with the new Parks Planner position.

Important to note is the relationship of regulating new development, how lands with tree values become dedicated to the City through subdivision processes, and the implications of land development across property boundaries whether public or private. The Complete Communities program developed over the past year has established collaborative interdepartmental planning processes which will be used to evaluate options to incorporate urban forest and other green infrastructure values into key land development tools, while also accommodating increased densities. Examples include: reviewing how the Tree Bylaw requirements and Development Permit landscaping requirements are informed by Zoning Bylaw restrictions increasing park standards to reflect increases in density and corresponding smaller private yards and gardens, and updating the Subdivision and Development Servicing Bylaw to include the outcomes of the Integrated Rainwater Management Plan (IRMP) and natural asset management objectives.

**6. Demonstrate leadership and build partnership. (Actions 5, 10, 20, 21, 22, 23, 24)**

As a shared asset, the UFS recognizes that multiple parties must steward the urban forest together. Partnerships are already in place such as the BC Hydro ReGreening Program, working with K'ómoks First Nation and Project Watershed on restoration of Kus Kus Sum, and working with KFN and CV Nature to preserve the Garry Oak Forest ecosystem at Vanier Nature Park and co-develop interpretive signage to share the deep connection the Nation had with that ecosystem and those lands. Building further partnerships is a component of the implementation framework that will be targeted in the 2025 review:

- Developing a tree planting and maintenance incentive program through use of vouchers to obtain a free or subsidized tree from a local nursery, targeted to areas of low canopy, and utilizing funds from the Tree Replacement Reserve Fund through program development as originally intended.
- Developing a communications strategy to engage the community in managing public and private trees with focus on watering young public trees, responsible fruit tree management to avoid pests, and how to maintain trees on private land. The Hey Neighbour program led by Recreation, Culture and Community Services will allow for these messages to also be shared through that process.
- Developing a volunteer strategy to provide objectives, guidance and promotion of public land urban forest stewardship.
- Reaching out to research, government, utility and green industry partners to assist in understanding the urban forest, appropriate management and co-messaging opportunity across sectors. This would include building up on the recent and regular regional forums for interjurisdictional and arboriculture industry collaboration.

***Next Steps for 2025: Urban***

The review of UFS 2025 review will be targeted and focused on the following objectives:

- Canopy cover analysis update using LiDAR remote sensing. This will allow canopy cover to be evaluated since the last time LiDAR was obtained in 2016, and to provide baseline information about the canopy cover and impervious surfaces as relates to Bill 44 provincial housing density requirements which came into effect last year and are expected to significantly influence opportunities and strategies for canopy cover. This component will also include revisiting the canopy cover targets and whether they need to change in light of new densification requirements and community growth pattern expectations, and will

inform other development regulation tools such as the Environmental Development Permit Area guidelines.

- Internal collaboration to ensure stronger integration of tree management concerns from planning to implementation across departments in support of UFS goals.
- Education and communication strategies informed by local public perception of value of the urban forest, and how they can get involved in shared stewardship opportunities.
- Working with strategic partners to understand landowner interests in the urban forest, including estimating how many trees are planted annually on private land, co-develop strategies to manage the urban forest in accordance with the UFS as well as shared messaging to the wider public. These partners include arborists, nurseries, landscape industry.

### ***Tree Bylaw review***

The review of the Tree Bylaw will occur in two phases.

#### *Phase 1*

Will include targeted housekeeping revisions to improve interpretation clarity, resolve and conflicts within the Bylaw and improve internal monitoring of private tree protection requirements during construction. Arboriculture and development industry are the key interest-holders who work with the Bylaw regularly and consultation will be focused on meetings and engagement with these two sectors for this phase of review.

#### *Phase 2*

Will follow the findings of the UFS 2025 review to reflect any directions provided through that renewed Strategy. This could include for example applicability of the Bylaw to lands, reviewing options for achieving tree density targets when removing trees, and adding the number and type of trees to be protected such as those with heritage value, rare species value, larger size class, or special groves as identified within the community, both on public and private lands.

### ***Project timeline***

The project will be phased throughout 2025, the communication strategy for which is identified in Attachment 2.

#### *Phase 1:*

Targeted Tree Bylaw housekeeping revisions to immediately address ineffective or unclear aspects of the Bylaw.

#### *Phase 2:*

Canopy cover LiDAR procurement and analysis. This must wait until 'leaf-on' timeline of the late spring in order to accurately capture the canopy of the existing urban forest.

#### *Phase 3:*

Targeted interest-holder and public engagement over the warmer months, including pop-up engagement opportunities in known neighbourhoods in need of additional tree planting, as well as on-going online opportunities to learn more and get involved.

#### *Phase 4:*

Presentation of the revised Strategy to the public and interest-holders.

#### *Phase 5:*

Presentation of the revised Strategy to Council for adoption.

#### *Phase 6:*

If further Tree Bylaw amendments are required to reflect the direction of the adopted UFS this will be identified at the end of 2025 for 2026.



**POLICY ANALYSIS:**

A number of City policy documents and Bylaws reference urban forest values, inform and are implicated by the UFS.

**Official Community Plan Bylaw No. 3070, 2022** includes the objective of “The urban forest is healthy and growing towards a 34-40% canopy cover target”. This objective is supported by four specific actions to strategically support the UFS through OCP Bylaw:

NE 21 - Continue annual planting targets of 300 new trees on public land and work towards 850 new trees on private land until 2040.

NE 22 Continue to regulate tree removal, and ensure replacement, through the use of the Tree Protection and Management Bylaw.

NE 23 Continue to integrate City trees, forests, and green infrastructure into asset management planning, including budgeting, policy development, and staff resourcing.

NE 24 Implement the Urban Forest Strategy plan, manage, protect, grow and partner actions.

As the OCP will also be reviewed in 2025 in order to comply with provincial housing legislation, these policies related to the urban forest will be reviewed as the UFS review is underway.

**Integrated Rainwater Management Plan (2024),**

Identifies two of the three key outcomes of that Plan that directly relate to urban forest health:

- protecting watershed health through preserving natural drainage routes as much as possible, limiting impervious areas, retaining trees and forest cover, and directing rainwater to absorptive soil; and
- engaging the community to restore and monitor waterways given much of the land within local watersheds is privately owned. These efforts to engage the public in pursuit of watershed health can be co-developed to include messaging on restoring and stewarding urban forest values as well.

**Parks and Recreation Master Plan (2019)**

Identifies as a goal to protect and enhance the environment which includes protecting significant ecological assets, as well as incorporating tree values into park design to fulfill a wider range of community services such as shade and beauty.

**Subdivision and Development Servicing (SDS) Bylaw**

is a key land development regulation tool that can support future tree values in new developments, such as by regulating soil volume requirements, above ground, below ground space requirements, functional tree standards, streetscape cross-sections amendments and utility clearances. These specifications will be reviewed as part of the 2025 SDS Bylaw review.

**FINANCIAL IMPLICATIONS:**

\$70,000 has been budgeted in the 2025 budget in the Community and Sustainability Planning division to conduct the review. Consultants will be retained to conduct this work and will work closely with Development Services and other City Departments. Approximately \$30,000 will be required to obtain the LiDAR canopy cover imagery, a further \$15,000 will be required to conduct the land and canopy cover

analysis by external consultants. The remaining \$25,000 will be used to support review of the UFS as well as communication and engagement activities by external consultants.

**ADMINISTRATIVE IMPLICATIONS:**

Update to the UFS is being led by the Development Services department working closely with Operational Services and Recreation, Culture and Community Services. Information Technology division will assist with the GIS information collection and records keeping. The consultation and review of specific implementation programs such as the tree planting voucher program will be led by the Operational Services team as part of the UFS review. Communications division will play a role throughout on supporting public communications.

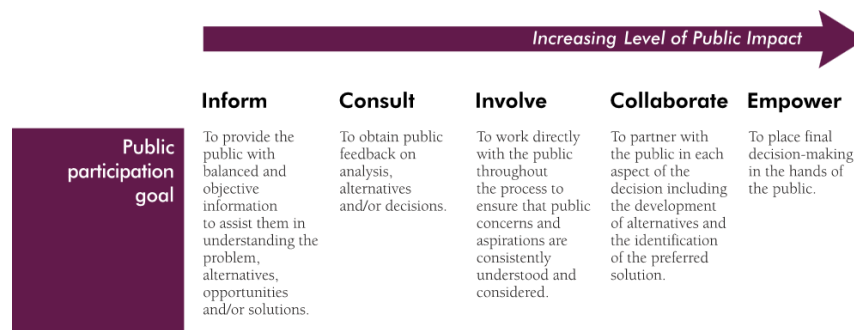
**STRATEGIC PRIORITIES REFERENCE:**

This initiative addresses the following strategic priorities:

- Natural Environment - Promote and communicate the Urban Forest Strategy & Tree Protection Bylaw and review Bylaw
- Buildings and Landscape - Update Subdivision Bylaw, including offsite frontage improvements

**PUBLIC ENGAGEMENT:**

The proposed UFS Communication and Consultation Plan is outlined in Attachment 2 and identifies the types of engagement activities that will take place during 2025. These engagement objectives would be to inform, consult, and involve the public based on the IAP2 Spectrum of Public Participation



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The goals of the proposed UFS Communication and Consultation Plan are:

1. Communicate that a targeted update to the Tree Bylaw is occurring, and will focus on interpretation clarity. This engagement will be targeted to those working with the Tree Bylaw most directly such as the arboriculture and development industry.
2. Communicate that an update to the Strategy is occurring and will be informed by new canopy cover analyses, as well as how to get involved. This will lend naturally to opportunities to educate on the role of the urban forest and natural assets in community planning and servicing.
3. Work with the community to understand the community’s perceptions on the urban forest so that subsequent ongoing communication strategy and specific communication tools can be tailored to Courtenay residents needs as co-stewards of the urban forest into the future.

**OPTIONS:**

1. THAT Council receive the report “Urban Forest Strategy and Tree Bylaw Update, Communication Strategy and Workplan” and endorse the communication strategy outlined in Attachment 2 in order to guide community and interest-holder communication and engagement.
2. THAT Council provide alternative direction to staff.

**ATTACHMENTS:**

1. Urban Forest Strategy indicator evaluation tables
2. Urban Forest Strategy communication plan

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

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

Kyle Shaw, Director of Operations

Stu Carmichael, Manager of Parks Services

Joy Chan, Manager of Business Administration

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



## PLAN – INDICATORS

INDICATORS	Low	Fair	Good	Optimal
<b>1. Appreciation of trees as a community resource</b> a. <b>Key objective:</b> Courtenay’s urban forest is recognized as vital to the community’s environmental, social, and economic well-being. b. <b>We have achieved this when:</b> Stakeholders understand, appreciate, and advocate for the urban forest as a community resource. There is widespread public and political support and advocacy for trees, resulting in strong policies and plans that advance the viability and sustainability of the urban forest. c. <b>How we rate now:</b> Good. Trees are widely acknowledged as providing environmental, social and economic services – resulting in some action or advocacy in support of the urban forest.			●	
<b>2. Clear and defensible urban tree canopy assessment and goals</b> a. <b>Key objective:</b> Urban forest policy and practice is driven by comprehensive goals municipality-wide and at the neighbourhood or land use scale informed by accurate, high-resolution assessments of existing and potential canopy cover. b. <b>We have achieved this when:</b> The City has a complete, detailed, and spatially explicit high-resolution Urban Tree Canopy (UTC) assessment accompanied by a comprehensive set of goals by neighbourhood and land use. c. <b>How we rate now:</b> Good. The City has a complete City-wide, detailed, and spatially explicit high-resolution UTC baseline assessment, but not yet for the neighbourhood or land use scale.			●	
<b>3. Trees on private property</b> a. <b>Key objective:</b> Understand the extent, location and general condition of privately owned trees. b. <b>We have achieved this when:</b> The City has a sample-based assessment of trees on private property, as well as detailed Urban Tree Canopy analysis of the entire urban forest integrated into a municipality-wide GIS system. c. <b>How we rate now:</b> Good. LIDAR-based assessment of individual trees on private property.			●	
<b>4. Green infrastructure asset management integration</b> a. <b>Key objective:</b> Integrate green infrastructure asset value into the municipal asset management system to support valuing and accounting for natural assets in the City’s financial planning to build a climate resilient infrastructure. b. <b>We have achieved this when:</b> The City recognizes and accounts for the value of natural forms and functions within an asset management system and invests in green infrastructure protection and enhancement. c. <b>How we rate now:</b> Fair. The City recognizes the value of natural forms and functions but does not yet have adequate information to value green infrastructure as a municipal asset. This is a current work in progress.		●		
<b>5. Wildfire planning</b> a. <b>Key objective:</b> Proactively manage forest fire risk. b. <b>We have achieved this when:</b> A wildfire protection plan is in place and implemented along with FireSmart development guidelines . c. <b>How we rate now:</b> Fair. Open burning regulations in place, online guidance on fire danger and high risk activities.		●		
<b>6. Interdepartmental and interagency cooperation</b> a. <b>Key objective:</b> Ensure all relevant municipal departments and agencies cooperate to advance goals related to urban forest issues and opportunities. b. <b>We have achieved this when:</b> Municipal urban forest policy is implemented by formal inter-departmental and inter-agency working teams on all municipal projects. c. <b>How we rate now:</b> Fair. Municipal departments, affected agencies and urban forest managers recognize potential conflicts and reach out to each other on an ad hoc basis.		●		
<b>7. Urban forest funding to implement the plan</b> a. <b>Key objective:</b> Maintain adequate funding to implement the urban forest strategy. b. <b>We have achieved this when:</b> There is sustained public and private funding to comprehensively implement the strategy. c. <b>How we rate now:</b> Fair. Resourcing for public lands in the form of a dedicated staff, equipment and tree-care specific funds are provided for some proactive management, all of which has been enhanced significantly in the past few years. However, a dedicated budget is required for tree management.		●		



## MANAGE – INDICATORS

INDICATORS	Low	Fair	Good	Optimal
<b>1. City tree inventory</b> a. <b>Key objective:</b> A current and comprehensive inventory of intensively managed trees to guide management, including data such as age distribution, species mix, tree condition and risk assessment. b. <b>We have achieved this when:</b> The City tree inventory is complete, is GIS-based, supported by mapping and includes detailed tree condition as well as risk ratings. c. <b>How we rate now:</b> Good. Significant improvements over 2017 status. The street tree inventory is accurate, GIS compatible and includes detailed tree condition ratings.				
<b>2. Maintenance of City owned streets and park trees</b> a. <b>Key objective:</b> Maintain all publicly owned intensively managed trees for optimal health and condition in order to extend longevity and maximize current and future benefits. b. <b>We have achieved this when:</b> All publicly owned, intensively managed trees are routinely maintained on an ongoing basis according to level of service expectations. c. <b>How we rate now:</b> Good. Significant improvements over 2017 practices. Publicly owned trees are inspected regularly and street trees are proactively maintained on a 5 year cycle.				
<b>3. City tree risk management</b> a. <b>Key objective:</b> Fully implement a comprehensive tree risk management program according to ANSI A300 (Part9) "Tree Risk Assessment" standards, and supporting industry best management practices. b. <b>We have achieved this when:</b> Risk management is integrated with the routine pruning cycle, the level of assessment and response is reasonable to meet the duty of care (i.e., priorities and timelines for mitigation are established based on the characterization of risk). c. <b>How we rate now:</b> Good. Risk inspections are conducted periodically, resulting in scheduled follow-ups or more advanced assessments when needed but the program is newly initiated and not yet integrated with a routine pruning cycle.				
<b>4. Storm response</b> a. <b>Key objective:</b> A response plan guides call-out procedures, resources available and the clean-up response. b. <b>We have achieved this when:</b> An action plan for responding to storm damage is in place and a response drill occurs periodically. c. <b>How we rate now:</b> Fair. A call-out procedure, roles and responsibilities, and criteria for prioritizing tree hazards and removing debris is in place, but there is need for further development in this area.				
<b>5. Pest and disease management</b> a. <b>Key objective:</b> An Integrated Pest Management (IMP) plan guides treatment responses to existing and potential pest threats to the urban forest. b. <b>We have achieved this when:</b> An integrated pest management plan is in place and is implemented. c. <b>How we rate now:</b> Good. No integrated pest management plan but IMP is practiced.				
<b>6. Urban wood and green waste revitalization</b> a. <b>Key objective:</b> A closed system diverts all urban wood and green waste through reuse and recycling. b. <b>We have achieved this when:</b> All green waste is diverted to its best use. c. <b>How we rate now:</b> Fair. While most green waste does not go to the landfill, uses are limited to chips or mulch.				
<b>7. Usage of publicly owned natural areas</b> a. <b>Key objective:</b> Management levels of service are informed by a detailed understanding of the ecological structure and function of all publicly owned natural areas as well as usage patterns. b. <b>We have achieved this when:</b> In addition to usage patterns, ecological structure and function of all publicly owned natural areas are assessed and documented. c. <b>How we rate now:</b> Fair. Publicly owned natural areas are identified in a plan (e.g. the Parks and Recreation Plan).				



## PROTECT – INDICATORS

INDICATORS	Low	Fair	Good	Optimal
<p><b>1. Tree protection, policy development and enforcement</b></p> <p>a. <b>Key objective:</b> Secure the benefits derived from trees on public and private land by enforcement of municipality-wide policies and practices including tree protection.</p> <p>b. <b>We have achieved this when:</b> Municipality-wide policies and practices are integrated to protect public and priority private trees, and the policies are consistently enforced.</p> <p>c. <b>How we rate now:</b> Good. Policies and practices are in place to protect public and private trees, and are generally enforced.</p>			●	
<p><b>2. Publicly-owned natural areas management planning and implementation</b></p> <p>a. <b>Key objective:</b> Acquire and restore publicly-owned natural areas in pursuit of meeting municipal-wide biodiversity and connectivity goals.</p> <p>b. <b>We have achieved this when:</b> A biodiversity strategy, or equivalent, is in effect to manage, restore existing natural areas and acquire future natural areas network throughout the municipality.</p> <p>c. <b>How we rate now:</b> Approaching Good. The Parks and Recreation Plan is adopted. Parks/area specific plans will be created.</p>			●	
<p><b>3. Privately-owned environmentally sensitive areas protection policy and enforcement</b></p> <p>a. <b>Key objective:</b> Secure the benefits derived from environmentally sensitive areas by enforcement of municipality-wide policies in pursuit of meeting biodiversity and connectivity goals.</p> <p>b. <b>We have achieved this when:</b> Policy and enforcement are in place to protect environmentally sensitive areas on private land.</p> <p>c. <b>How we rate now:</b> Good. Policy is in place to protect privately-owned identified environmentally sensitive areas, but enforcement powers are limited.</p>			●	



## GROW – INDICATORS

INDICATORS	Low	Fair	Good	Optimal
<b>1. Tree establishment and replacement planting</b> <ul style="list-style-type: none"> <li>a. <b>Key objective:</b> Develop a comprehensive and effective tree planting and establishment program that is driven by canopy cover goals and other considerations according to the UFS.</li> <li>b. <b>We have achieved this when:</b> Tree planting and replacement is guided by strategic priorities and makes progress towards targets set for canopy cover, diversity and tree health.</li> <li>c. <b>How we rate now:</b> Fair. Some tree planting and replacement occurs, but with limited overall municipality-wide planning and post planting care.</li> </ul>		●	⊙	
<b>2. Planting design guidance, site specifications and standards</b> <ul style="list-style-type: none"> <li>a. <b>Key objective:</b> Ensure all publicly owned trees are suitable for the site and planted into conditions that meet requirements for survival and maximize current and future tree benefits.</li> <li>b. <b>We have achieved this when:</b> All trees planted are in sites with adequate soil quality and quantity, and with sufficient growing space and over all site conditions to achieve their genetic potential and thus provide maximum ecosystem services.</li> <li>c. <b>How we rate now:</b> Fair. Appropriate tree species are considered in site selection.</li> </ul>		●	⊙	
<b>3. Equity in planting program delivery</b> <ul style="list-style-type: none"> <li>a. <b>Key objective:</b> Ensure that the benefits of urban forests are made available to all, especially to those in greatest need of tree benefits.</li> <li>b. <b>We have achieved this when:</b> Equitable planting and outreach at the neighbourhood level are guided by strong citizen engagement in identified low-canopy/high-need areas.</li> <li>c. <b>How we rate now:</b> Low. Tree planting and outreach are not determined equitably by canopy cover or need for benefits.</li> </ul>	●			
<b>4. Native vegetation planting</b> <ul style="list-style-type: none"> <li>a. <b>Key objective:</b> Encourage the appreciation of native vegetation by the community and ensure native species are widely planted to enhance native biodiversity and connectivity</li> <li>b. <b>We have achieved this when:</b> Policies require the use of native species and management of invasive species on a project-appropriate basis, in public and private land development projects, and native species are commonly voluntarily used.</li> <li>c. <b>How we rate now:</b> Good. Policies require the use of native species and management of invasive species on a project-appropriate basis.</li> </ul>			●	⊙
<b>5. Green infrastructure for stormwater management</b> <ul style="list-style-type: none"> <li>a. <b>Key objective:</b> Incorporate passive and active rainwater capture into streetscapes and development projects to improve tree health, stormwater management and green and blue community-wide connectivity.</li> <li>b. <b>We have achieved this when:</b> Stormwater management guidelines incorporate passive and active water capture<sup>1</sup> considerations for vegetated landscapes and are equivalent to regional best practices standards.</li> <li>c. <b>How we rate now:</b> Fair. Passive and active water capture considerations for vegetated landscapes are occasionally incorporated into City or private land development projects.</li> </ul>		●		
<b>6. Building energy efficiency</b> <ul style="list-style-type: none"> <li>a. <b>Key objective:</b> Use trees and vegetation to improve building energy efficiency.</li> <li>b. <b>We have achieved this when:</b> Energy Conservation Development Permit Area Guidelines (Local Government Act S.488 (1)(h)) are established based on equivalent regional climatic best practices standards and include the valuation/calculation of avoided emissions.</li> <li>c. <b>How we rate now:</b> Low. Landscapes are planted, and new developments designed, without consideration for the location for building energy efficiency.</li> </ul>	●			

<sup>1</sup> **Passive rainwater capture systems** receive and hold water to gradually infiltrate it into surrounding soil. These systems do not have any mechanical components. For example, a vegetated swale by the side of the road or pervious paving that receive rainfall and allow it to permeate from the surface into the surrounding soil.

**Active rainwater capture systems** actively collect, filter, store and reuse water. These systems generally include mechanical components such as pumps or filters that require electricity and require ongoing maintenance. For example, a biofiltration raingarden that filters road runoff into a below ground cistern used to irrigate landscapes.



## PARTNER – INDICATORS

INDICATORS	Low	Fair	Good	Optimal
<b>1. Citizen involvement and neighbourhood action</b>		☹️		
<p>a. <b>Key objective:</b> Citizens and groups participate and collaborate at the neighbourhood level with the municipality and/or its partnering NGOs in urban forest management activities to advance municipality-wide plans.</p> <p>b. <b>We have achieved this when:</b> Proactive outreach and coordination efforts by the City and NGO partners result in widespread citizen involvement and collaboration among active neighbourhood groups engaged in urban forest management.</p> <p>c. <b>How we rate now:</b> Fair. Some active neighbourhood groups engaged in advancing urban forest goals, but with little or no overall coordination with or direction by municipality or its partnering NGOs.</p>				
<b>2. Involvement of large private and institutional landholders</b>	⚠️			
<p>a. <b>Key objective:</b> Large private landholders to embrace and advance city-wide urban forest goals and objectives by implementing specific resource management plans.</p> <p>b. <b>We have achieved this when:</b> Large landholders develop comprehensive tree management plans (including funding strategies) that advance UFS goals, and there is active community engagement and access to the property's forest resource.</p> <p>c. <b>How we rate now:</b> Low. Large private landholders are generally uninformed about urban forest issues and opportunities.</p>				
<b>3. Green industry<sup>&lt;7&gt;</sup> cooperation</b>		☹️		
<p>a. <b>Key objective:</b> Green industry works together to advance city-wide urban forest goals and objectives, and adheres to high professional standards.</p> <p>b. <b>We have achieved this when:</b> There is a shared vision, goals and extensive committed partnerships in place as well as solid adherence to high professional standards.</p> <p>c. <b>How we rate now:</b> Fair. There is some cooperation among green industry as well as general awareness and acceptance of city-wide goals and objectives.</p>				
<b>4. Utilities cooperation</b>	⚠️	⚠️		
<p>a. <b>Key objective:</b> All utilities – above and below ground, City and 3<sup>rd</sup> party – employ best management practices and cooperate with the City to advance goals and objectives related to urban forest issues and opportunities.</p> <p>b. <b>We have achieved this when:</b> Utilities support engineered solutions to accommodate trees and utilities, and participate in formal interdepartmental/interagency working teams on all municipal projects.</p> <p>c. <b>How we rate now:</b> Low. Utilities take actions impacting the urban forest with varying degrees of municipal coordination or consideration of the urban forest. Notifications from some 3<sup>rd</sup> parties occur, although best management pruning practices are not always followed. Coordination internally on utilities maintenance could be improved.</p>				
<b>5. Regional collaboration</b>	⚠️	⚠️		
<p>a. <b>Key objective:</b> There is cooperation and interaction on urban forest plans among neighbouring municipalities within the region, and/or within regional agencies.</p> <p>b. <b>We have achieved this when:</b> There is widespread regional cooperation, including with relevant authorities such as the health authority, resulting in development and implementation of a regional Urban Forest Strategy.</p> <p>c. <b>How we rate now:</b> Low. Municipalities have no interaction with each other or the broader region for planning or coordination on urban forestry.</p>				
<b>6. Urban forest research</b>	⚠️			
<p>a. <b>Key objective:</b> Research is active and ongoing towards improving our understanding of the urban forest resource, the benefits it produces, and the impacts of planning, policy, design and management initiatives.</p> <p>b. <b>We have achieved this when:</b> The urban forest is a living laboratory - in collaboration with public, private, NGO and academic institutions - integrating research and innovation into urban forest management.</p> <p>c. <b>How we rate now:</b> Low. No urban forest research is currently occurring.</p>				



<b>Phase 1: Targeted Tree Bylaw housekeeping revisions</b>		Approximate timeline
	Social Pinpoint tile page starting with Tree Bylaw revision focus, and will develop to more Urban Forest Strategy communications and engagement in Phase 2.	Q1
	Conduct interviews with neighbouring municipalities on Tree Bylaw regulations and urban forest management planning (Comox, Cumberland, and CVRD's Climate Action Strategy related to urban forests and natural systems)	Q1
	Hold targeted development and arboriculture industry workshop on Tree Bylaw housekeeping revisions.	Q1
	Council 1 <sup>st</sup> , 2 <sup>nd</sup> , and 3 <sup>rd</sup> Tree Bylaw Amendment readings.	Q2
	Council Adoption of Tree Bylaw Amendments.	Q2
<b>Phase 2: Targeted Urban Forest Strategy review and engagement</b>		
	Additional Social Pinpoint page information added including FAQ, resources and education on the UFS, questions on public perceptions of trees, key concerns, motivations to steward on private land and interest in involvement in public land stewardship opportunities (short survey, general comment opportunity, staff contact)	Q2
	Workshop with intergovernmental and interjurisdictional interest-holders such as Comox, Cumberland and CVRD as well as interested provincial ministries and conservation partnership programs such as the Coastal Douglas Fir Community Partnership.	Q2
	Regional arborist forum presentation, participation and polling on the core questions of their experience of public perceptions of trees, key concerns, motivations to steward on private land as well as developing coordinated messages to support sustainable stewardship practices.	Q2
	Initial interviews with tree care industry including nurseries and landscape professionals on perspectives on how to support tree planting incentives on private land, and ensure availability of native climate-resilient species.	Q2
	Interviews with possible research partners such as North Island College, BCIT, and UBC Forestry programs on opportunities to study and promote community engagement with urban forest values.	Q2
	Targeted pop-up displays in local parks within OCP growth areas and areas of low canopy cover to discuss perceptions and motivations directly with the community.	Summer
	Present findings of UFS consultation and draft updated UFS to Council	Q4
	Present draft UFS to the public through Social Pinpoint virtual engagement opportunities, and in person open house.	Q4
	Present to Council for Adoption	Q4



The Corporation of the City of Courtenay

# Staff Report

**To:** Council

**File No.:** 1660-20 Fire

**From:** Fire Chief

**Date:** December 11 2024

**Subject:** Community Resiliency Investment Grant Funding: 2023 Update and 2025 Application

## **PURPOSE:**

To provide an update to the 2023 Community Resiliency Investment Grant Program – FireSmart Community Funding and Supports and request approval to submit a new 2025 Grant application.

## **BACKGROUND:**

The goal of the Community Resiliency Investment (CRI) grant funding program is to fund activities that reduce the risk of wildfire, improve a community’s resiliency to the effects of wildfire, and empower communities to participate in wildfire risk reduction and resiliency. This report seeks authorization to submit a joint CRI grant funding application for 2025, with the Comox Valley Regional District, Village of Cumberland, and K’omox First Nation as a partner. The 2025 application will include:

- Supporting the newly drafted regional Community Wildfire Resiliency Plan (CWRP) recommendations, highlighting possible fuel management and FireSmart mitigated demonstration site projects.
- Continued work to integrate the Declaration on the Rights of Indigenous Peoples Act lens further into local FireSmart education and training activities.
- Implementing the FireSmart BC Plant Program.
- Offering specialized training for local FireSmart representatives and Comox Valley volunteer firefighters.
- Continuing the successful regional curb-side wood debris removal (Chipping Program) for the Comox Valley.

Appendix A provides a summary of completed initiatives from the 2023 Community Resiliency Investment Grant program – FireSmart Community Funding and Supports.

## **DISCUSSION:**

The CRI Grant program is intended to reduce the risk of wildfires and mitigate their impacts on BC communities. To achieve this goal, the FireSmart Community Funding and Supports stream was created to provide support to local governments and First Nations in BC. The aim is to increase community resiliency by undertaking community-based FireSmart public education, planning, and activities that reduce the community’s risk from wildfire and increase Comox Valley residents’ and local governments’ readiness for the ever-increasing wildfire threat. The 2025 application in partnership with the previously mentioned communities could result in up to \$2,000,000 in grant funding over two years. The application guidelines allow each community to access funds up to a maximum of \$200,000

## **FINANCIAL IMPLICATIONS:**

The grant funding request will be \$200,000 per applicant (up to \$2,000,000 combined for the region)

**Community Resiliency Investment Grant Funding: 2023 Update and 2025 Application**

**ADMINISTRATIVE IMPLICATIONS:**

None

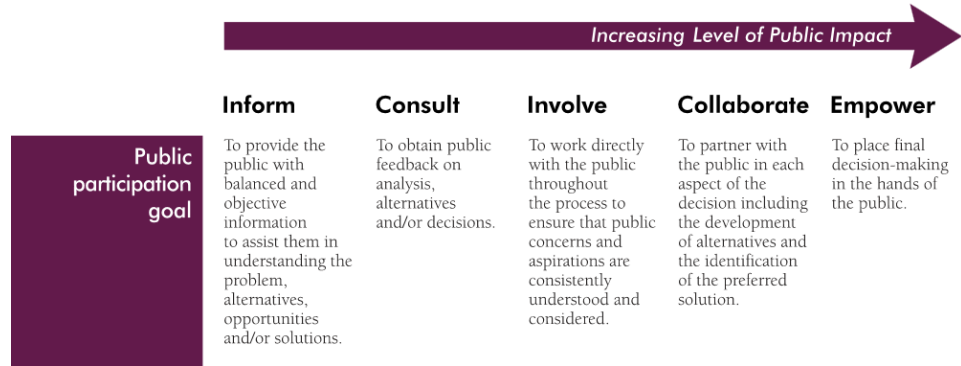
**STRATEGIC PRIORITIES REFERENCE:**

This initiative addresses the following strategic priorities:

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

**PUBLIC ENGAGEMENT:**

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



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**OPTIONS:**

1. THAT based on the December 11 2024 staff report "Community Resiliency Investment Grant Funding: 2023 Update and 2025 Application", Council approves OPTION 1 and authorize an application made to the Union of BC Municipalities Community Resiliency Investment Grant Funding – FireSmart Community Funding and Supports for up to \$2,000,000 to be used in 2025-2026 to support the regional application by the Comox Valley Regional District (primary applicant); AND FURTHER, THAT as a joint applicant, Council agrees that the primary applicant will apply for, receive, and manage the grant funding on their behalf, if successful in grant funding.
2. THAT Council provide alternative direction to staff.

Prepared by: Kurt MacDonald, ECFO, Fire Chief  
 Concurrence: Geoff Garbutt, M.Pl., MCIP, RPP, City Manager (CAO)

**Community Resiliency Investment Grant Funding: 2023 Update and 2025 Application****Appendix A - Community Resiliency Investment Grant- FireSmart 2023 Summary of Completed Projects and Initiatives****Purpose:**

Summary of the 2023 Community Resiliency Investment Grant FireSmart application activities/initiatives undertaken in partnership with the City of Courtenay, Comox Valley Regional District, Village of Cumberland, Town of Comox, and K'ómoks First Nation to enhance FireSmart education and training within the Comox Valley.

During this, what was to be one-year grant, Union of BC Municipalities (UBCM) offered an unsolicited extension end date of October 31, 2025 from Oct 31, 2024. This was done as many grant approvals were being greatly delayed in being awarded and communities trying to meet new required grant structures. e.g. FireSmart Resiliency committees.

**Highlights of Accomplishments:**

- CV Regional FireSmart Resiliency committee members planned, directed and implemented all FireSmart initiatives/projects/events as well as managed contractor positions support the coordinating or delivery of these.
- 170 Wildfire Home Ignition Zone Assessments (HIZ) Assessments that support education and Implementing FireSmart principles on private and community land areas.
- Chipping program - Another successful initiative that removed approximately 85 tons of debris from the Comox Valley.
- FireSmart Canada Neighbourhood Recognition Program renewed two neighborhoods for their commitment to reduce their vulnerability to wildland fire.
- Region wide FireSmart education campaign that included: Newspaper ads, Radio advertising, a dedicated FireSmart webpage, social media posts/replies with support from CV local governments Communications staff.
- Cross- Jurisdictional and regional collaboration meetings along with Tabletop and/or Functional exercises were created and delivered such as the multi-agency wildfire exercise that engaged CVRD fire services, Courtenay, Comox and BC Wildfire.
- Initiated the development of the Community Wildfire Resiliency Plan for the Comox Valley (to be completed February 2025).

**Budget:**

The grant approved budget was \$454,112. The actual funding spent so far at the time of this report has been \$375,112 with \$79,000 approved by UBCM to carry forward into 2025 to continue supporting the FireSmart delivery as a new 2025 grant application is being submitted. The following are a few initiatives this carry forward funding will support:

**Community Resiliency Investment Grant Funding: 2023 Update and 2025 Application**

- Chipping Program (off site debris removal) – which has increase in demand
- Administration position to assist the CV FireSmart Resiliency Committee with administration, tracking 2025 grant application, coordinating events and information session with Neighbourhood Emergency Preparedness Program (NEPP)/FireSmart and records management.
- Local FireSmart Representatives (that could be representatives from CV local fire services) to continue Home Ignition Zone Assessments and/or attending events.
- FireSmart Plant and Landscape Specialist with strong Horticulture knowledge and experts with CV native plants and landscapes

At this time, 2023 grant funds are looking to be fully utilized.



The Corporation of the City of Courtenay

# Staff Report

**To:** Council

**File No.:** 7320-20

**From:** Kurt MacDonald, Fire Chief

**Date:** December 11 2024

**Subject:** 2024 Disaster Risk Reduction – Climate Adaptation Grant

## **PURPOSE:**

The purpose of this report is to seek a resolution approving the regional application for the 2024 Disaster Risk Reduction – Climate Adaptation grant.

## **BACKGROUND:**

The Community Emergency Preparedness Fund (CEPF) is a suite of funding streams intended to support First Nations and local governments to better prepare for disasters and reduce risks from natural hazards in a changing climate. Funding is provided by the Province of BC and administered by the Union of BC Municipalities (UBCM).

This report seeks a resolution from Council to submit a joint grant funding application for 2024 Disaster Risk Reduction – Climate Adaptation Grant with K'ómoks First Nation, Comox Valley Regional District, Town of Comox and the Village of Cumberland. The 2024 application will include a plan develop public messaging for extreme weather events, host community education/awareness workshops focused on regional community-level disaster risk reduction and climate adaptation, and acquire portable, temporary mitigation equipment such as:

- Portable air scrubber equipment
- Misting/water bottle fill stations
- Tiger dams

## **DISCUSSION:**

This temporary mitigation equipment supports further development of multijurisdictional operational planning and response strategies for flood, extreme heat, and poor air quality. The proposed funding will support development of key messaging and the purchase of equipment to temporarily protect people, settlements, sensitive landscapes and waterways in the Comox Valley.

- Five portable misting stations that can be temporarily and securely located in high traffic areas and outdoor recreation sites, in conjunction with regional emergency cooling service initiatives.
- Two deployable portable air scrubber equipment for public facilities to offer clean air spaces; this includes designated emergency-use facilities activated through the Emergency Operations Centre.
- Additional temporary flood equipment (Tiger Dams) to be staged in the Village of Cumberland for localized flood response capabilities, while growing the regional response and mutual aid capacity. Tiger Dam purchase includes staff training on deployment, removal and maintenance techniques which will be extended to regional partners with similar assets.

**2024 Disaster Risk Reduction – Climate Adaptation Grant**

- Development of regional community education and engagement materials with regional partners exploring extreme weather impacts and place-based resilience in a changing landscape.

**FINANCIAL IMPLICATIONS:**

The grant funding request will be \$100,000

**ADMINISTRATIVE IMPLICATIONS:**

None

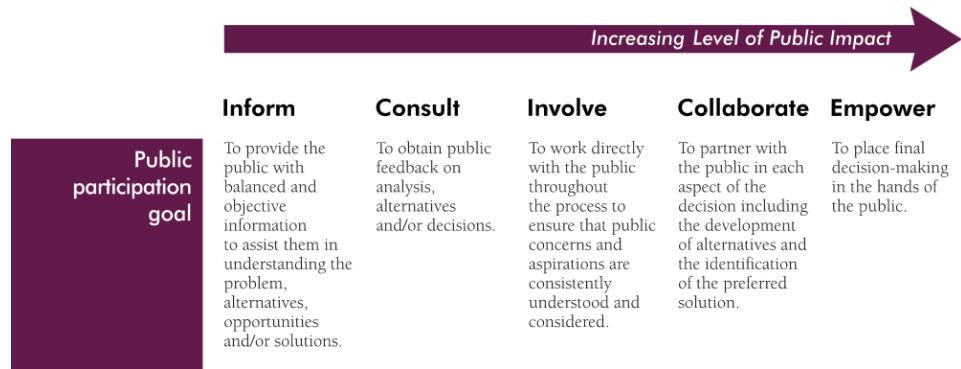
**STRATEGIC PRIORITIES REFERENCE:**

This initiative addresses the following strategic priorities:

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

**PUBLIC ENGAGEMENT:**

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



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

**OPTIONS:**

1. THAT based on the December 11 2024 staff report “2024 Disaster Risk Reduction – Climate Adaptation Grant”, Council approves OPTION 1 and authorize an application made to the Union of BC Municipalities Community Emergency Preparedness Fund 2024 Disaster Risk Reduction – Climate Adaptation Category 2 for up to \$100,000 to support the regional application by the Comox Valley Regional District (primary applicant); AND FURTHER, THAT as a joint applicant, Council agrees that the primary applicant will apply for, receive, and manage the grant funding on their behalf, if successful in grant funding.
2. THAT Council provide alternative direction to staff.

Prepared by: Kurt MacDonald, ECFO, Fire Chief

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



The Corporation of the City of Courtenay

# Staff Report

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**To: Council**

**File No.:** 7130-20

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

**Date:** December 11<sup>th</sup>, 2024

**Subject: Winter Shelter – Emergency Conditions**

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**PURPOSE:** To provide information to Council regarding the current efforts undertaken to secure a location to provide winter shelter services; and to request Council consider exercising authorities under the Community Charter to facilitate the operation of winter shelter services.

**BACKGROUND:**

The City of Courtenay, as authorized by the Comox Valley Regional District (CVRD), is taking urgent action to address the critical need for winter shelter space for those experiencing homelessness across the region. With the onset of winter there is an increased risk of adverse health outcomes due to cold, snowfall, flooding, and power outages. As per the “Health Impacts of the Winter Season: Information for Community Health Partners and Local Governments” issued by HEMBC, FNHA, Island Health, and Metis Nation BC, those experiencing homelessness are disproportionately impacted by winter weather and susceptible to serious and life-threatening health impacts. The 2023 Point-in-Time Count revealed 272 individuals experiencing homelessness in the Comox Valley, 94 of whom were living outdoors—more than double the 132 individuals identified in 2020. This data, collected a year ago, highlights the growing community need for effective solutions and support for the unhoused population.

To provide immediate relief, the City proposes to establish a winter shelter at 971 Cumberland Road. BC Housing has confirmed funding for an Extreme Weather Response (EWR) shelter at this location, subject to the City securing an operator and suitable location. While the current Industrial Two (I-2) zoning of the site does not typically permit shelter services, the urgency of the situation supports the use of emergency powers under the Community Charter to temporarily facilitate winter shelter operation on the property.

To ensure the building is suitable for the provision of winter shelter services, an architect has been engaged to determine the occupancy load and life safety requirements required for the temporary change in use of the building from commercial to residential. The architect will identify the building improvements required by the BC Building Code to support this change in use, with the objective to provide approximately 20 shelter beds. All tenant improvements required to facilitate the winter shelter use will meet the intent of health and life safety to the satisfaction of the Fire Chief and the Manager of Building Services.

**DISCUSSION:**

The Comox Valley faces an urgent need to establish a winter shelter to protect the health and safety of vulnerable individuals during the winter months. Staff recommend immediate Council action to facilitate the timely establishment of critical shelter services by deferring strict enforcement of the Zoning Bylaw at 971 Cumberland Road during the winter shelter operating period. Any delay in establishing these services could have severe consequences for unhoused individuals exposed to winter conditions.



**Existence of an Emergency:** The City is facing a homelessness crisis, exacerbated by current winter conditions. This weather creates an immediate and significant risk to the health and safety of the City's unsheltered population. Compounding this crisis is the timing of securing a suitable location at 971 Cumberland Road. Significant efforts by the City to identify suitable properties with the objective of securing a property well before the winter season have been unsuccessful due to a lack of properties available, landlord hesitancy, and suitability. While the acquisition of this site represents crucial progress, the inability to secure a shelter location prior to the start of the winter season necessitates an emergency declaration. Standard procedures to address property use, including temporary use permit or other rezoning processes, would delay the provision of essential winter shelter services.

**Nature of the Emergency:** This situation qualifies as "another form of emergency" as per 20(2) of the Community Charter, distinct from the definitions outlined in the Emergency and Disaster Management Act (EDMA). The significant impacts of winter weather such as frequent cold, snow, and rain conditions on unsheltered individuals necessitate a focused assessment that recognizes the need for winter shelter services as an urgent matter requiring immediate policy intervention.

**Resolution Process:** By making an emergency-based policy decision via resolution at an open meeting, Council can facilitate shelter operations without delay. Any delay in the provision of winter shelter services will mean that those services are not there to mitigate the negative impacts of the winter weather on the health of the region's unhoused residents.

**Temporality:** The enacted emergency powers will specifically target the current winter shelter needs, ensuring that actions taken under the emergency declaration are limited in duration to the immediate crisis rather than creating long-term policy changes.

The following outlines the emergency authorities available to Council.

### ***Zoning Bylaw***

To facilitate 971 Cumberland Road to be used for the provision of winter shelter services, Council may exercise its emergency authority under s. 20(2) of the Community Charter, and the City's general discretion regarding bylaw enforcement (see, for instance, s. 274(1) of the Community Charter) and defer strict enforcement of the Zoning Bylaw.

#### **Action Required:**

To facilitate the operation of a winter shelter, Council may resolve to temporarily defer strict enforcement of the Zoning Bylaw at 971 Cumberland Road.

### **POLICY ANALYSIS:**

#### ***Community Charter***

**20(2)** If another form of emergency arises in a municipality, the council may declare that the emergency exists and provide for the necessary power to deal with the emergency.

**274(1)** A municipality may, by a proceeding brought in Supreme Court, enforce, or prevent or restrain the contravention on,

- a) a bylaw or resolution of council under this Act or any other Act, or
- b) a provision of this Act or the *Local Government Act* or a regulation under those Acts.

**FINANCIAL IMPLICATIONS:**

There are no costs associated with activating emergency and related authorities under the Community Charter. Costs associated with the provision of winter shelter services are outlined in the December 11<sup>th</sup>, 2024 council report titled “Winter Shelter – Service Provision”.

**ADMINISTRATIVE IMPLICATIONS:**

All administrative implications for the provision of winter shelter services are outlined in the December 11<sup>th</sup>, 2024 council report titled “Winter Shelter – Service Provision”.

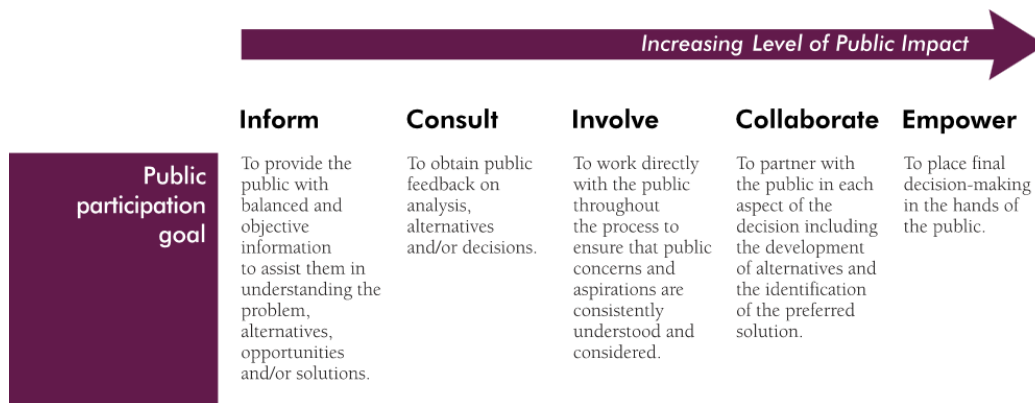
**STRATEGIC PRIORITIES REFERENCE:**

This initiative addresses the following strategic priorities:

- Social Infrastructure - Continue working with community agencies to deliver day services. Explore role in the provision of social support services, including future of Connect Centre.
- Public Safety - Build capacity for emergency planning and local response
- Social Infrastructure - Identify roles for the City in the delivery of social infrastructure outlined in the OCP; Implementation plan for delivery of social infrastructure

**PUBLIC ENGAGEMENT:**

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



**OPTIONS:**

1. WHEREAS a winter shelter provides urgently needed temporary accomodation free of charge to anyone who is homeless or at risk of homelessness during winter weather conditions; and

WHEREAS the building located at 971 Cumberland Road is available to be used for a winter weather shelter, but is zoned Industrial Two (I-2) and for which a winter shelter is not a permitted use; and

WHEREAS the to be selected shelter operator requires permission from the City of Courtenay to operate a winter shelter at 971 Cumberland Road until April 30, 2025; and

WHEREAS the British Columbia Housing Management Commission (BC Housing) has agreed to fund the operation of an Extreme Weather Response shelter;

THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE CITY OF COURTENAY, resolves to temporarily

defer strict enforcement of the Zoning Bylaw at 971 Cumberland Road so as to facilitate the operation of the temporary winter shelter up to April 30, 2025, subject to the following:

- a) the City of Courtenay entering into an agreement with an operator for the provision of winter shelter services:
- b) The Fire Chief and Manager of Business Services inspecting 971 Cumberland Road and concluding that there are no immediate life safety concerns with the proposed use.

2. THAT Council provide alternative direction to staff.

Prepared by: Kate O’Connell, Director of Corporate Services (CO)  
Reviewed by: Susie Saunders, Director of Recreation, Culture and Community Services  
Marianne Wade, Director of Development Services  
Kurt McDonald, Fire Chief  
Paul Preston, Manager of Building Services  
Scott Hainsworth, Manager of Procurement, Risk and Real Estate

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



The Corporation of the City of Courtenay

# Staff Report

**To:** Council

**File No.:** 2380-20

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

**Date:** December 11th, 2024

**Subject:** Winter Shelter – Service Provision

**PURPOSE:** To update Council on actions undertaken to enable the provision of winter shelter services for the 2024/2025 season and to seek Council approval to enter into an agreement with the Lookout Housing and Health Society (Lookout) for the provision of an Extreme Weather Response shelter (EWR) at 971 Cumberland Road.

## **BACKGROUND:**

The 2023 Point-in-Time (PiT) Count in the Comox Valley unveiled a worrying escalation in homelessness, with a recorded 272 individuals experiencing homelessness—more than doubling the 132 individuals identified in 2020. This data, gathered over a year ago, underscores the urgent need for targeted interventions and community support.

In response to the escalating homelessness crisis, the City of Courtenay continues to identify and implement a range of initiatives aimed at addressing homelessness. Key actions have included the effective administration of the Strengthening Communities' Services Grant, which has facilitated critical resources for local support services. The City has engaged in strong advocacy with the Provincial government to secure additional funding and promote the development of a purpose-built shelter and supportive housing. Furthermore, the City has leased space to the Comox Valley Transition Society in support of the provision of essential day and shelter services, as well as activated warming and cooling centres to assist vulnerable individuals during extreme weather events.

Despite the aforementioned actions, securing a suitable location for the provision of winter shelter services has proven to be a substantial obstacle across the Comox Valley. Opportunities to lease space have encountered several barriers including disinterest in short-term seasonal leases and concerns about the impact of shelter services on nearby businesses and residents. Despite a significant community effort in 2023/2024 and ongoing property searches which included investigating over sixty (60) potential properties, the region has not been able to secure a location, resulting in the absence of additional winter shelter services during a critical period.

## **Winter Shelter Strategy and Implementation**

In summer 2024, the City of Courtenay requested authority to lead the development of a Winter Shelter Strategy on behalf of the region with the financial support of the Comox Valley Regional District (CVRD). The City was approved to receive \$91,000 from the CVRD Homelessness Supports Services (HSS) Function 451 to facilitate the establishment of winter shelter services for the 2024/2025 winter season and develop a regional Winter Shelter Strategy. Specifically, these funds were allocated to procure a consultant to lead the development of the regional Winter Shelter Strategy, offset City staff costs, and designate a portion to address potential funding gaps related to the shelter program. It has been realized that the \$91,000 does not provide enough funding to enhance staffing resources within the City, and the funds are more desperately needed to complete safety and tenant improvements at any potential location. As such, the

funds from the HSS are being utilized to procure a consultant and leave budget to contribute towards required tenant improvements (fire alarm system, basic repairs, etc.) on a selected site.

The immediate priority is to ensure that winter sheltering options are available for the 2024/2025 winter season. This work builds on the significant efforts of the regional EWR Task Force in the 2023/2024 season, as well as the advocacy and work of the Comox Valley Coalition to End Homelessness, service providers, peers, and others in the Comox Valley. Together since 2023, the EWR Task Force, Coalition, City staff and Winter Shelter Working group have reviewed more than sixty (60) potential locations.

### **Barriers encountered in securing a location**

Finding a location for temporary winter shelter services has become a significant challenge due to factors such as the limited availability of appropriate locations, the need for proximity to complementary services, community concerns, and the willingness of landlords. Additionally, negotiating short-term leases—specifically for the winter season—are extremely difficult, as most private landlords expect longer commitments ranging from two to five years. Activating a shelter site, especially on a tight timeline, requires a coordinated effort among operators, funders, local governments, and property owners to address various issues, including lease terms, funding limitations, permitted uses, and compliance with building and fire codes, as well as community engagement.

Leasing commercial space from private landlords for shelter purposes poses challenges as landlords often express concerns about the security of their properties and potential economic impacts, such as increased costs for maintenance and security, as well as the risk of revenue loss from unoccupied units.

The lengthy process of securing a lease and obtaining necessary approvals for shelter use can result in missed opportunities, owing to the competitive nature of commercial property availability. Entering into a lease without guaranteed approval for use as a shelter poses significant risks for service operators as well.

### **DISCUSSION:**

The City of Courtenay and surrounding region face a persistent challenge in finding a reliable winter shelter location. The failure to date of securing an Extreme Weather Response (EWR) shelter location, despite considering over sixty (60) properties, exemplifies the aforementioned challenges. An alternative solution is required to avoid repeated setbacks which leave vulnerable populations without crucial support during the coldest months, namely without a shelter to mitigate the significant health impacts of winter weather. Additionally, the strain on local governments and non-profits is significant as they dedicate time and personnel to the search for suitable spaces, diverting resources away from other essential services. The erosion of community trust, fueled by the fundamental gap in services for the unhoused population, adds another layer of complexity.

### **Opportunity to Activate Newly Acquired City Facility**

The City has recently acquired a property located at 971 Cumberland Road. Although not purchased for the purposes of providing winter shelter services, the building presents a significant opportunity to provide winter shelter services for the 2024/2025 winter season. Should Council consider facilitating winter shelter services at this site, this property will effectively eliminate the barriers associated with leasing a privately-owned location, which has hindered prior efforts.

#### *Description of Location and Building*

The City is exploring the use of 971 Cumberland Road as a temporary location for winter shelter services to address the urgent community need for shelter space. This 4,847 sq ft concrete block building presents a

viable solution due to its size and suitable layout. Located in a light industrial area near other City properties, the building offers a mix of open areas, two washrooms, and multiple access points. The building's proximity to the Connect Warming Centre (1.1 km) is an added benefit. While currently zoned Industrial Two (I-2) for retail use (Group E), the OCP designates this area as a Town Centre, supporting community services and housing. An architectural review is underway to identify the necessary building improvements required to meet the change in use to residential (Group C) and address health and life safety requirements as per the BC Building Code. The focus is solely on providing winter shelter services; additional services are not currently planned. Staff and the proposed operator are working with the architect to develop a floor plan that will address operational requirements, determine occupancy load, and identify necessary building modifications to comply with the change in use.

### **Shelter Cost Contributions, Provision of a Regional Service**

While the City has been approved to receive \$91,000 towards the development of a regional Winter Shelter Strategy, the amount is not sufficient to both develop a strategy and activate a winter shelter location. The following represents an estimated budget of the use of those funds:

- Winter Shelter Strategy Consulting fees: \$50,000
  - Implementation of 2024/2025 Winter Shelter: \$16,000
  - Creation of Winter Shelter Strategy: \$34,000
- Shelter Activation: \$41,000
  - Consulting fees (architect, hazardous materials assessment, project management): \$30,000
  - Remaining for building improvements: \$11,000

To activate 971 Cumberland Road as a winter shelter, significant and immediate renovations are required. These renovations are to ensure the life safety of clients accessing the space and the security and safety of clients, staff, and the public when the shelter program is activated. Additional funding is also required to address shelter operator costs that are not recoverable through the BC Housing EWR shelter program. Funding provided by BC Housing for EWR shelter operations is limited. As this program was established to provide shelter services in extreme weather conditions to ensure the life safety of unhoused individuals, the program does not provide funding for additional services such as security, community engagement, or outreach.

While staff are seeking partner contributions towards shelter activations expenses, at the time of the writing of this report, no additional funding has been confirmed. As such, staff are recommending that Council authorize the expenditures necessary to activate a temporary EWR shelter in order to enable the timely opening of the shelter and in recognition that the property is a City asset and any improvements to the building may be of benefit to the City in the future.

The total estimated expenditure amount (\$230,000) is summarized as follows:

- Shelter operations (site security and neighbourhood support): \$50,000
- Building improvements: \$150,000 (including a \$50,000 contingency)
- Other services rendered: \$30,000
- Total estimated expenditure: \$230,000
- Remaining unallocated previously approved funding: (\$41,000)
- Total additional funding request: \$189,000

### ***Shelter Operations***

Funding applications for both Temporary Winter Shelter (TWS) and Emergency Weather Response (EWR) shelters have been submitted to BC Housing. BC Housing has communicated that TWS funding is not currently available, however BC Housing has confirmed that EWR funding will be allocated to this additional location once an operator and location have been secured.

Funding under the EWR program does not include security, outreach services, or other supportive staffing costs such as peer support. A staffing ratio of one (1) staff per ten (10) guests is afforded for under EWR funding, which does not account for increased staffing needs during busy times (opening or closing), additional cleaning services or peer supports, or additional security or outreach services. These additional supports are critical to successful shelter service delivery and community integration. Security and outreach staff can improve community relationships by increasing the visibility of staff on-site, reassuring neighbours that the site is well resourced to respond to concerns, as well as ensure the building perimeter is clear following nightly shelter activations.

Costs for additional staff and security are estimated at \$50,000 for the 2024/2025 season. This cost assumes shelter services will be activated 75% of the nights between January and April 15th. This funding will be distributed via an agreement with a shelter operator based on nightly activations.

### ***Building Requirements to Facilitate Shelter Use***

To prepare the building for use as a winter shelter, an architect has been engaged to assess and specify necessary building upgrades. Upon confirmation of permitted use, the City will secure contractors to complete the work as expediently as possible.

Initial assessments indicate the need for the following building upgrades in order to allow for the building's use as a shelter:

- an integrated fire alarm system and security alarm system
- complete renovation of the two washrooms, with possible requirement to add in additional washrooms
- adjustment to interior framed walls to meet the operational requirements of a shelter service
- installation of temporary flooring
- installation of fencing along unfenced property perimeters
- installation of one-way exit gates on perimeter fence for emergency exiting
- hazardous material (asbestos) abatement

Additional upgrades unconfirmed at this time include repair of exterior doors, additional electrical outlets installed, and other repairs to improve functioning of building. All tenant improvements will meet life safety and health standards to the satisfaction of the Fire Chief and the Manager of Building Services.

The current estimated cost for these improvements is approximately \$75,000 to \$100,000. Staff are recommending a substantial contingency amount of \$50,000 as the architectural review and proposed building improvements are preliminary at this time.

### ***Additional Services Rendered***

In order to move this project forward in a timely manner, the City of Courtenay has incurred costs such as the hiring of an architect, hazardous materials assessments, and project management. These costs are estimated at \$30,000.

### **Property Costs**

The provision of 971 Cumberland for use as an EWR results in the City foregoing lease revenue from other potential tenants for the period of December 2024 through May 2025. The value of this foregone lease revenue is estimated at \$28,000. The market lease rate calculations for the property at 971 Cumberland Road are based on its total area of 4,847 square feet and an estimated market lease rate of \$14 per square foot. This results in a monthly market lease amount of \$5,600 plus \$1,500 building operating costs, totaling \$35,100 over the five-month period.

Staff will be requesting funding from the Comox Valley Regional District towards the aforementioned expenditures required for winter shelter activation at 971 Cumberland Road.

### **Emergency Weather Response Community Plan**

The Comox Valley Community Plan for Extreme Weather Response (EWR Community Plan), created under the leadership of the Coalition to End Homelessness and with support of service providers in the area, is the overarching plan for EWR services in the Comox Valley. It sets out the purpose of the program, the protocols for activation and communications, the reporting structure, and names the operators and locations available for services. In the 2024/2025 Winter EWR community plan three (3) potential sites are identified. Two of these sites have been unable to activate due to barriers in preparing the locations for safe sleeping, and the third was an 'undetermined' location with 20 beds, which is intended to be the location now identified and discussed in this report.

The EWR Community Plan also defines the weather conditions under which EWR services would be activated. These are pre-approved parameters for activation that have been proposed by the community and approved by BC Housing. When these weather conditions are met, BC Housing will provide operators with pre-approved per diem for expenses incurred for operation upon receipt of an invoice for services. The weather conditions defined in the EWR Community Plan include sleet or freezing rain, snow accumulation, sustained winds, heavy rainfall, temperature threshold of below one degree Celsius, wind chill factor, flood risk, or a combination of conditions. Based on historical weather trends, the activation rate for the EWR is estimated to be approximately 50% to 75% of nights from opening to April 15<sup>th</sup>, when the program ends. Activation of the EWR program occurs on a night-to-night basis and is based on the same day weather forecast for the evening. Activation and notification is led by the Community Contact (Coordinator for the Comox Valley Coalition to End Homelessness).

### **Agreement with Shelter Operator – Lookout Housing and Health Society**

Lookout has expressed interest in operating an Emergency Weather Response shelter in the Comox Valley. In connection with this initiative, Lookout is actively providing input on the operational needs and the configuration of the property located at 971 Cumberland Road.

Lookout operates a range of programs for housing and wellness across twenty-two (22) municipalities in Vancouver Island and the Lower Mainland of British Columbia. Their work centers around providing non-judgemental and non-sectarian services to individuals coping with a wide variety of challenges including poverty, mental illness, substance use, trauma, mental and/or physical disabilities, chronic health illnesses, financial and legal issues.

Lookout operates services ranging from health and wellness supports, outreach services, housing, sheltering and more. They have over 50 years of experience providing services. On Vancouver Island, they run sheltering and housing programs including EWR services. Locally, they operate the Junction, a supportive housing



facility located in Courtenay. They are able to provide the following services related to the delivery of an EWR, if approved:

- Staffing and human resources
- Oversight of the program via existing management at the Junction
- Support of EWR operations through kitchen and other infrastructure at the Junction
- If funding allows, they are prepared to add in additional supports for guests to improve safety and wellbeing.

Staff recommend that the City enter into an agreement with Lookout for the operation of Extreme Weather Response shelter services at this City property. The agreement will outline the terms, conditions, roles and responsibilities of the parties as it relates to the operation of an EWR shelter. Due to the intermittent and unpredictable nature of EWR shelter activation, staff and Lookout agree that a lease would not be an appropriate form of agreement for this particular service as Lookout could not accept the responsibilities associated with a lease when the EWR is not in active use. The agreement would be effective following approvals by the Fire Chief and Manager of Building Services for shelter use at this location until May 16<sup>th</sup>, 2025. The agreement would extend past the end date of the EWR program (April 15<sup>th</sup>) to allow for site clean up and equipment removal.

Staff and Lookout are working collaboratively and are confident in reaching a service agreement for the Emergency Weather Response shelter at 971 Cumberland Road. To mitigate the risk of delays in establishing essential EWR services, should unforeseen circumstances arise, staff request that Council delegate authority to identify, negotiate with, and select an alternative suitable operator. This proactive contingency plan will enable a swift transition to another provider should it be required, minimizing winter shelter service provision delays. The terms and conditions of EWR shelter use will serve as a framework for negotiations with any service provider, ensuring consistent service delivery and adherence to City requirements.

#### ***Terms and Conditions of EWR Shelter Use***

An agreement between the shelter operator and the City will outline the terms and conditions for operating 971 Cumberland Road as a Extreme Weather Response shelter. Addressing anticipated concerns from the community, adjacent properties, and the operator regarding building security, neighborhood impact, and operational requirements, the City and shelter operator will engage in discussions to incorporate mitigation strategies into the agreement where possible. These strategies, proven effective in other locations, combined with best practices from both the City and shelter operators, aim to balance community needs with the critical need for winter shelter services:

- **Hours of Operation:** 7:00 PM to 7:00 AM daily, December 2024 through April 2025.
- **Guest Capacity:** Estimated maximum 20 individuals.
- **Site Security:** Additional security or operator personnel will be on-site during peak hours of operation to ensure the safe and secure operations of the EWR (additional funding required).
- **Perimeter Maintenance:** A daily morning perimeter clean-up will be conducted after shelter closure to collect and dispose of debris and ensure the property remains clear of loitering.
- **Community Engagement:** Operator to conduct community outreach with neighbouring properties and residents to ensure open lines of communication, address conflict and concerns in a timely fashion, and work collaboratively to be good neighbours (additional funding required).

The terms and conditions of the agreement between the City and operator will seek to proactively mitigate potential impacts while also recognizing the limited funding available from BC Housing to EWR shelter operators.

### **Next Steps**

If approved by Council, staff will immediately action steps to proceed with building improvements required to activate 971 Cumberland Rd for the provision of winter shelter services, including ensuring all necessary approvals and permits are received and completed. The City takes possession of 971 Cumberland Rd on December 16, 2024 and will initiate steps to complete building improvements as expeditiously as possible. While a timeline is unknown at this time, staff expect that the location will be open in the New Year and will report back to Council if any significant delays arise.

The City continues to be an active participant in the Comox Valley Emergency Management (CVEM) which coordinates the activation of Warming Centres under the auspices of the Ministry of Emergency Management and Climate Readiness (EMCR). Warming Centres are typically approved by EMCR for activation at temperatures of negative four degrees Celsius and zero degrees Celsius combined with a snowfall warning. In situations of extraordinary weather events, such as the recent Cyclone Bomb, CVEM can make a request of EMCR for Warming Centre activation, however approval is at the discretion of the Province and is on a case by case basis.

### **Conclusion**

The Comox Valley is facing a worsening homelessness crisis, and with winter now upon us, the need for shelter is more urgent than ever. To immediately address this critical situation the City is proposing an Extreme Weather Response shelter in a newly acquired city-owned building, to be operated by the Lookout Housing and Health Society. This will provide a crucial refuge for vulnerable individuals during the coldest months. As the lead for the development of the Comox Valley Winter Shelter Strategy, the City is demonstrating its commitment to working collaboratively with community partners, other local governments, and the Province to address the urgent and ongoing needs of unhoused residents in the winter months.

Ultimately, the decisive actions taken by the City of Courtenay, in partnership with community organizations and funding bodies, represent a crucial step towards not only meeting immediate shelter needs but also establishing a framework for long-term solutions to the ongoing challenge of homelessness in our region. The focus remains on ensuring that every individual has access to a safe and secure place to sleep during these critical winter months.

### **POLICY ANALYSIS:**

#### **City of Courtenay, Official Community Plan**

#### ***Affordable Housing***

**AH 18:** Advocate for senior government funding for affordable housing projects and initiatives.

#### ***Social Infrastructure***

**SI 6:** Identify an appropriate role for the City in the delivery of social infrastructure in relation to other organizations, agencies, and jurisdictions that provide services for equity-priority groups.

**SI 8:** Continue to support regional partners on program administration and delivery for homelessness, poverty prevention, mental health, addiction, and overdose prevention programs.

**SI 16:** Provide sufficient, high-quality public spaces that promote social connectedness. Include amenities to support all ages and abilities such as public washrooms, seating areas, and drinking fountains.

**SI 21:** Support volunteers, organizations, and other social assets to continue undertaking their work within the community.

**FINANCIAL IMPLICATIONS:**

***EWR Activation for 2024/2025 Season***

The following break-down identifies estimated costs for activation and operation of the winter shelter that the City of Courtenay is expecting to incur, above and beyond BC Housing funding, for the service:

- Building improvements and renovations: \$150,000
  - \$75,000 to \$100,000 estimated cost of required building improvements
  - \$50,000 contingency funding
- Property Costs: \$35,100
  - Foregone market rental lease revenue December to April (inclusive)
- Shelter Operations: \$50,000
  - Site security and neighbourhood support
- Additional services rendered: \$30,000
  - Architect, hazardous material assessment, project management
- Total estimated costs (including foregone lease revenue): \$265,100

The CVRD has already approved the City to receive \$91,000 towards the completion of a Regional Winter Shelter Strategy, as well as support towards the activation of a winter shelter for the 2024/2025 season. The breakdown of the \$91,000 is as follows:

- Winter Shelter Strategy Consulting fees: \$50,000
  - Implementation of 2024/2025 Winter Shelter Service: \$16,000
  - Creation of Winter Shelter Strategy: \$34,000
- Shelter Activation: \$41,000
  - Consulting fees (architect, hazardous materials assessment, project management): \$30,000
  - Remaining for building improvements: \$11,000

This results in expected unfunded direct expenditures of \$189,000. (Total estimated costs of \$265,100 minus \$41,000 in already approved funding that can be applied towards shelter activation costs and minus \$35,100 in foregone lease revenue).

The staff report provides a critical analysis of the urgency for winter shelter services combined with estimated financial impacts, highlighting \$189,000 in unfunded building improvement, shelter operation, and other project costs, in addition to \$35,100 in foregone lease revenue, necessary for winter shelter activation. Staff are seeking Council's approval for these expenditures, as at the time of the writing of this report no other funding sources have been confirmed. Although staff will seek funding from the Comox Valley Regional District and the Town of Comox, the level of support from these regional partners remains uncertain, as such any outstanding unfunded expenses would fall to the City if Council approves proceeding with the provision of winter shelter services at 971 Cumberland Road.

**ADMINISTRATIVE IMPLICATIONS:**

While the City has secured the services of Urban Matters CCC, the leadership and activation of winter shelter services on behalf of the region has required significant City of Courtenay staff time which has been provided in-kind instead of allocating it to the \$91,000 in funding provided by the CVRD. It is important to note that this is City staff time above and beyond what would typically be provided by a municipality to support the

activation of shelter services (i.e. review of building permits, temporary use approvals, etc) and is resulting in delays to other City strategic priorities.

The City’s in-kind contribution of staff time is estimated at a total of \$47,000 as follows:

- August to November estimated at 250 hours for total of \$23,750
- December and January estimated at 150 hours for total of \$14,250
- February to April estimated at 100 hours for total of \$9,000

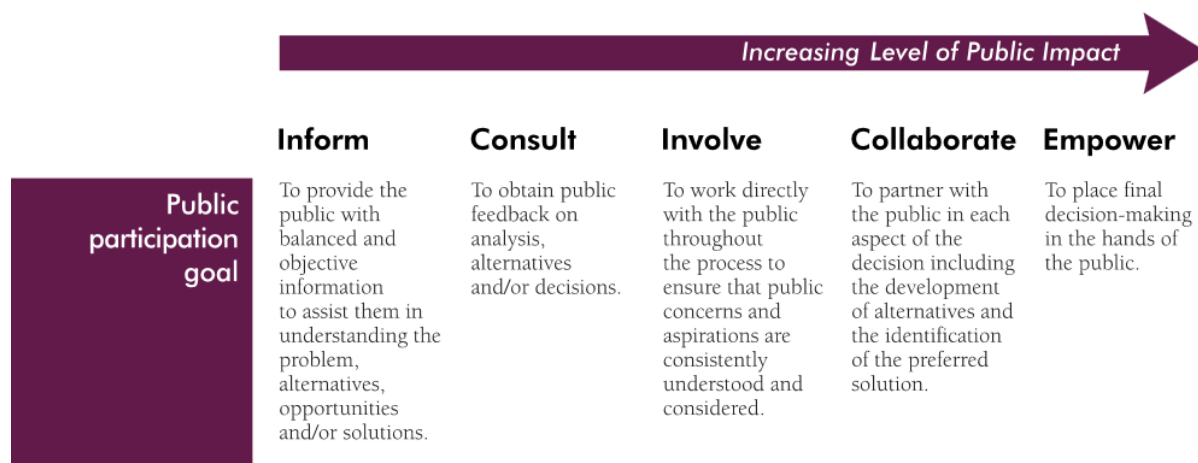
**STRATEGIC PRIORITIES REFERENCE:**

This initiative addresses the following strategic priorities:

- Social Infrastructure - Continue working with community agencies to deliver day services. Explore role in the provision of social support services, including future of Connect Centre.
- Public Safety - Build capacity for emergency planning and local response
- Social Infrastructure - Identify roles for the City in the delivery of social infrastructure outlined in the OCP; Implementation plan for delivery of social infrastructure

**PUBLIC ENGAGEMENT:**

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



**OPTIONS:**

1. THAT Council, in recognition of the urgent need for the provision of winter shelter services, direct staff to enter into an agreement with an operator to facilitate the provision of winter shelter services up to April 30, 2025; and

THAT Council delegate authority to the Director of Recreation, Culture, and Community Services to determine the form of agreement, and negotiate all terms and conditions deemed necessary or as legally required to facilitate the provision of winter shelter services at 971 Cumberberland Road; and

THAT Council authorise \$189,000 for the provision of winter shelter services and, allocate up to

\$189,000 from gaming funds towards unfunded winter shelter service costs.

2. THAT Council provide alternative direction to staff.

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

Reviewed by: Susie Saunders, Director of Recreation, Culture and Community Services  
Marianne Wade, Director of Development Services  
Kurt MacDonald, Fire Chief  
Adam Langenmaier, Director of Financial Services

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



The Corporation of the City of Courtenay

# Staff Report

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**To:** Council  
**From:** City Manager (CAO)  
**Subject:** Management Reports

**File No.:** 0570-02  
**Date:** December 11, 2024

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**PURPOSE:**

To update Council on 2024 projects and strategic priorities, by providing the attached Management Reports.

**OPTIONS:**

1. THAT Council receive management reports as presented for information
2. THAT Council provide alternative direction to staff.

**ATTACHMENTS:**

1. City Manager Report
2. Corporate Services Management Report
3. Infrastructure & Environmental Engineering Report
4. Recreation, Cultural and Community Services Report

Prepared by: Geoff Garbutt, City Manager  
Kate O'Connell, Director of Corporate Services  
Chris Davidson, Director of Infrastructure & Environmental Engineering  
Susie Saunders, Director of Recreation, Cultural & Community Services

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

**CITY OF COURTENAY  
MANAGEMENT REPORT**



<b>DEPARTMENT</b>	
<b>City Manager (CAO)</b>	Geoff Garbutt

INITIATIVE	DETAILS	DATE	% OF TASK	UPDATE & COMMENTS
<b>Capital Projects</b>				
<b>N/A</b>				
<b>Operational Projects</b>				
<b>KFN Service Agreement IR2</b>	Interim Agreement in Place, focus is new consolidated agreement	Interim Agreement and updated Agreement	<b>40%</b>	Reviewing previous draft document with KFN staff and Courtenay Staff. Project progressing but Work delayed due administrative change, will utilize best practice examples and address: water, sewer, fire protection as focus - current agreement in place as interim, anticipate to have update Q4 2024
<b>Housing Strategy: BC Housing Outreach/Housing Projects</b>	Develop overall Strategy for Housing including Supportive Housing/Shelter and Affordable Housing - continue work from 2022 and update with 2023/26 focus		<b>65%</b>	City staff team developed to work directly with BC Housing on roster of public and private lands available for affordable housing development. Build on 2022 work to formulate action plan for Purpose Built Supportive Housing/Shelter stream and Affordable Housing stream. Team meeting twice monthly with BC Housing on identified opportunities. TUP conditionally issued for The Lodge and focused discussions with Landowners ongoing. Elected Officials Forum on Affordable Housing with CVRD on Oct 24/24; Purchase of Braidwood Property for Shelter, Services and Supportive Housing completed, zoning for use in Q2 2024 and Construction 2025 Next Steps: Report to Council on Shelter Service Options and Winter Shelter Strategy Q1 2025
<b>Strategic Priorities</b>				
<b>Strategic Plan Implementation and Reporting</b>	Develop Reporting Format and Report	Fall 2023	<b>75%</b>	Will develop following Strategic Plan adoption, will tie outcomes to Annual Report and Financial Planning and Communications Strategy
<b>Budget Process August 2024 - April 2025</b>	Overall Budget Process Developed	Aug to April	<b>100%</b>	Initial review internally by staff and currently developing materials for Council workshops in November
	Review Format with Senior Staff and CFO	Aug to Sept	<b>100%</b>	Complete
	Report to Council on Budget	Q1 2025	<b>50%</b>	In progress
	Present to Council for Adoption	Spring 2025	<b>10%</b>	
<b>Indigenous Relations and Reconciliation Actions</b>	Engage Consultant and Staff	2024/2025	<b>Ongoing</b>	In Development - implemented action items: Monthly Meeting Mayor/Chief and Council (currently on hold), Monthly CAO/Band Administrator and Director of Intergovernmental Rels, Airpark Totem, McPhee Meadows Engagement, Ongoing Staff Training Underway, Indigenous Procurement Policy Developed - professional fees carried forward from 2023, Report to May 8 Council Meeting to engage Indigenous Engagement Consultant to facilitate discussion on Indigenous Engagement for Plan Development, 2025 will continue focus on concrete <u>actions and capacity building through projects</u>
<b>Economic Development Review</b>	City Approach to Economic Development	Summer 2024/Spring 2025	<b>70%</b>	In Development - 2023-2026 Stragic Plan item, MRDT in place w agreement for 4VI to mange, CVRD to support administration, Discussion with ICET re grant support for strategy, 2023 budget item to engage external resources to determine options and work with Council to start forward movement; Inter Municipal Partnership Developed with CV Chamber of Commerce to deliver Business Attraction and Retention Service - 3 Year Contract Approved <u>begining of Q2 2024</u>
<b>Strategic Land Acquisition Strategy</b>	Identify Lands Required to Address Municipal Needs to Deliver on Strategic Priorities	Summer 2024/Spring 2025	<b>50%</b>	In Development - 2023-2026 Stragic Plan item, RFQ Developed to secure consulting support for initiative Q2 2024 release, Property Acquisition in support of Strategic Initiatives Underway in advance of Strategy: Property for Purpose Built Shelter, Services and Supportive Housing secured, Anderton Dike Remediation aquisition initiated. Consultant selected to begin 1st phase of project Q4 2024/Q1 2025 - updated land inventory, Phase 2 Q2 2025 municipal land needs analysis

DEPARTMENT	CORPORATE SERVICES
DIRECTOR	KATE O'CONNELL



INITIATIVE	DETAILS	ANTICIPATED COMPLETION	% OF TASK	UPDATE & COMMENTS
<b>Operational Projects</b>				
2024 Annual Report	Legislated requirement	Summer 2025	5%	Discussing design updates to spotlight key areas of interest.
Privacy Management Plan - Legislative Compliance	Legislative requirements	Spring 2025	40%	Briefing note provided to Council on legislated requirement. Consultant engaged, legislation mapped and draft plan in progress.
TEMPEST - Calls for Service	Bylaw mobile reporting	Spring 2025	40%	Hardware received and waiting for install, software in early implementation - training, testing, workflows.
Cemetery Review	Review cemetery bylaw, fees and charges.	On Hold	60%	Capacity
Indemnification Bylaw	For staff and Council.	COMPLETE	100%	Adopted
VOIP	Phone system replacement	Spring 2024	70%	Contract awarded.
Accessibility Plan	Legislative Requirements	Summer 2025	10%	Delayed due to capacity, funding carried forward to 2025.
Communication and Engagement Implementation Strategy	10 year service implementation plan	12/01/25	5%	Included in 2025 budget for consideration.
Public Notice Bylaw	Statutory ad notice locations.	Summer 2025	10%	Research and authority - working on report to Council.
SPCA Contract and Kennel Service Changes	Replace SPCA services	01/01/25	90%	New vendor identified, contract signed, public communication to start in December 2024.
Office 365 Implementation		Summer 2025	40%	Delayed due to prioritization of VOIP replacement, adjusted project scope to include change management.
<b>Strategic Initiatives</b>				
Review Committee, Commission and Board Review (2023)	Review existing structure, TOR and report back to Council	On Hold	5%	Capacity
Anti-Racism Strategy (2023)	Develop an anti-racism strategy for the City	Fall 2025	5%	Delayed: RFP currently in draft form
Council Code of Conduct (2023)	New legislative requirement	COMPLETE	100%	Bylaw adopted
Resident Satisfaction Survey (2023)	Resident satisfaction survey - statistically significant survey	COMPLETE	100%	COMPLETE
Resident Satisfaction Survey (2024)	Resident satisfaction survey - statistically significant survey	02/01/25	80%	Survey complete, final report in draft.
Resident Satisfaction Survey (2025)	Resident satisfaction survey - statistically significant survey	Fall 2025	0%	Final benchmark year.
Regulation of Public Spaces (2022/2023)	Parks Control Bylaw	COMPLETE	100%	Implementation committee meeting - reviewing 3,6, and 12 month priorities.



**CITY OF COURTENAY  
MANAGEMENT REPORT**



<b>DEPARTMENT</b>	INFRASTRUCTURE AND ENVIRONMENTAL ENGINEERING SERVICES
<b>DIRECTOR</b>	CHRIS DAVIDSON
<b>DATE UPDATED</b>	Nov 29, 2024

INITIATIVE	PROJECT PHASE	ANTICIPATED COMPLETION	% OF TASK	UPDATE & COMMENTS
		DATE	COMPLETE	
<b>Capital Projects</b>				
1st St Lift Station	Construction	Q4 2024	90%	Construction nearing completion. Trending to be on budget.
Puntledge Sewer/Comox Rd Crossing	Construction	Q1 2025	75%	Construction under way. Behind schedule. Groundwater conditions in Lewis Park may delay completion. Trending to be under budget.
McPhee Meadows	Detailed Design	Q1 2025	75%	Application for change being reviewed with Environment Canada and Nature Trust BC. Awaiting response. Working towards tender in 2025.
Ryan Road from Sandwick to Back Rd - Sidewalk/Bike Lane	Options Analysis	Q4 2024	99%	Options Analysis complete. Require MoTI approval for design options.
Cousins Ave. Complete St.	Options Analysis	Q4 2024	100%	Options Analysis complete. Presented to council Nov 27, 2024.
East - West Multi Use Path Connector (Tunner MUP)	Options Analysis	Q2 2024	99%	Options Analysis complete. Further engagement with MOTI needed.
Lake Trail MUP	Detailed Design	Q4 2024	100%	Detailed Design complete. Construction tender imminent. Planned for construction in early 2025.
Memorial Outdoor Pool	Options Analysis	Q1 2024	15%	RFP being finalized. Project delayed due to staff capacity.
South Courtenay Sewer	Detailed Design		0%	Project delivery model under review.
Bridge Building Demolition & Anderton Avenue Building Demolition	Design/Demolish	Q2 2025	15%	Preliminary analysis started. Working towards demolition in early 2025.
Anderton Sanitary Lift Station	Options Analysis	Q2 2025	15%	RFP being finalized. Project delayed due to staff capacity.
<b>Operational Projects</b>				
Dike Replacement/Flood Mitigation Planning (Flood Management Plan)	Master Plan	Q3 2024	100%	Adopted by council. Proceeding with implementation recommendations in 2025, pending budget approval.
Integrated Rainwater Management Plan	Master Plan	Q4 2024	100%	Adopted by council. Proceeding with implementation recommendations in 2025, pending budget approval.
Corporate Climate Action Plan	Master Plan	Q4 2025	20%	Zero Emissions Vehicle study at 50%. Corporate Facility Energy Management Plan awarded and applying for grants. RFP for Climate Action Plan being prepared.
Air Quality Initiative (Partner CVRD)	Maintenance	On-going	100%	Seasonal communications campaign launched. Purple Air Monitor Network in service.
2024 Corporate Emissions Inventory and LGCAP survey	Annual Submission	Q3 2024	100%	Provincial LGCAP Survey completed.
Home Energy Navigator Program	Maintenance	On-going	100%	In collaboration with the CVRD, this program offers support to home owners looking to make energy efficiency upgrades.
Anderton Dike Remediation	Risk Management & Preliminary Design		50%	Tenant relocation on-going. Preliminary Design deferred until 2025 due to capacity.
Performance-Based Asset Management Renewal Framework	Initiating	Q4 2025	5%	Notification of grant award received Nov 25, 2024 with 12 month timeline for completion. Agreement execution underway.
<b>Strategic Priorities</b>				
East Courtenay Firehall	Options Analysis	Q3 2024	100%	Options Analysis at 100%.
6th St Bridge	Construction	Q1 2026	20%	Construction tender package released to potential bidders.
<b>CVRD - Regional Project</b>				
Sewer Conveyance Project	Project Liaison			Support on-going.
Sewer Extension South	TACPAC Member			TACPAC completed.
Water Master Plan	Project Liaison			Support on-going.
Liquid Waste Management Plan	TAC Member			Support on-going.

**CITY OF COURTENAY  
MANAGEMENT REPORT**






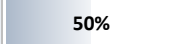

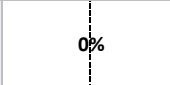
<b>DEPARTMENT</b>	RECREATION, CULTURE & COMMUNITY SERVICES
<b>DIRECTOR</b>	Susie Saunders
<b>DATE:</b>	4-Dec-24

INITIATIVE	DETAILS	COMPLETION DATE	% OF TASK COMPLETE	UPDATE & COMMENTS
<b>Capital Projects</b>				
<i>2023 Carry Forward Projects</i>				
<b>LINC Sign &amp; Exterior</b>	Sign requires update to enhance usability, as well as exterior improvements to enhance visibility.	Q2 2024	90%	Building, street signs, door overhang completed. Completing LED lighting by end of year.
<b>Playground Standards Manual</b>	Development of playground standards to guide location, accessibility, material, etc. standards.	Q2 2024	100%	Complete. Adopted by Council.
<b>Guardian Totem Pole - Interpretative Signage</b>	Complete interpretative signage in collaboration with KFN and Karver Everson.	Q2 2024	90%	In active discussions with KFN to complete interpretive signage.
<i>2024 Projects</i>				
<b>Bill Moore Park Planning</b>	Complete park plan for Bill Moore Park.	Q3 2025	0%	Delayed. Staff to develop scope of work and issue RFP.
<b>Harmston Park Planning</b>	Complete park plan for Harmston Park.	Q3 2025	0%	Delayed. Concept planning to be included in Harmston LAP. Detailed park planning to follow completion of Harmston LAP.
<b>Pickleball Feasibility &amp; Planning</b>	Complete court usage study, feasibility study, and planning for pickleball courts.	Q3 2025	0%	Delayed. Staff to develop scope of work for court usage and feasibility study.
<b>Operational Projects</b>				
<b>Canada Day Celebration</b>	Plan and deliver on two day event including concerts, parade, and other community activities.	Q2 2024	100%	2024 complete. Planning for 2025 to start in Q1 2025.
<b>Strengthening Communities Grant</b>	Ongoing overall grant administration, reporting and training initiatives of the SCG Grant.	Q2 2024	100%	SCG funding ended August 30, 2024. Final report submitted to UBCM.
<b>Cultural Partner Agreement Renewals</b>	Renewal of the Sid William Theatre, Art Gallery, and Comox Valley Arts management and lease agreements.	Q2 2024	100%	Completed renewals of CVAG and SWT in 2024. CVA agreement due for renewal in 2025 post Cultural Strategic Plan.
<b>Fees &amp; Charges Implementation</b>	Implement updated fees for indoor rentals for September 2024.	Q3 2024	100%	Council adopted amendment bylaw for indoor fees and charges. Implementation effective Sept. 1, 2024.
<b>Field House Lease Agreement Renewals</b>	Renewal of lease agreements for lawn bowling, soccer, football, and baseball.	2025	25%	Delayed until 2025. Renew lease agreements with sports clubs for use of fieldhouses.
<b>Violence Prevention &amp; Safety Program</b>	Review and development of violence prevention & safety program in Recreation.	Q1 2025	25%	Delayed. Policies and procedures reviewed and drafted. Policy to be finalized and training rolled out. Outcome: Recreation Code of Conduct and Access Restriction Policy.

**CITY OF COURTENAY  
MANAGEMENT REPORT**

<b>Recreation Risk Management Program</b>	Review and development of risk management policies for recreation programming	Q1 2025	<div style="width: 50%;"><b>50%</b></div>	Delayed. Draft risk management policies and procedures for recreation programming and services complete. Need to finalize.
<b>Community Youth Development</b>	Implement Community Youth Development staff structure and initiate work portfolio.	Ongoing	<div style="width: 75%;"><b>75%</b></div>	Hired Community Youth Development Coordinator. Continuing development of portfolio and establishment of work priorities.
<b>Community Substance Use Strategy</b>	Continue to support work of Community Substance Use strategy and participate in Collaborative.	Ongoing	<div style="width: 100%;"><b>100%</b></div>	Phase 3 complete and received by Council. Action Tables of Substance Use Collaborative being initiated, Agreement with IWSS complete.
<b>Strategic Initiatives</b>				
<i>2023 Carry Forward Projects</i>				
<b>Culture Strategic Plan</b>	Complete Cultural Strategic Plan	Q1 2025	<div style="width: 75%;"><b>75%</b></div>	Draft Cultural Strategic Plan presented to Council Q3 2024 and community consultation complete November 2024. Final plan to Council Q1 2025.
<b>Memorial Benches Council Resolution</b>	Report back to Council on memorial bench program recommendations	Q2 2024	<div style="width: 100%;"><b>100%</b></div>	Completed response to Council motion. 2025 strategic project will be to implement memorial bench program.
<b>Safe and Inclusive City Facilities</b>	Report back to Council regarding keeping City facilities free of hate and inclusive of all people.	TBD	<div style="width: 0%;"><b>0%</b></div>	Respond to Council motion.
<b>Safe &amp; Inclusive Access</b>	Report back to council regarding motion on Safe & Inclusive Access.	TBD	<div style="width: 0%;"><b>0%</b></div>	Respond to Council motion.
<b>Community &amp; Social Development Framework</b>	Develop a Community & Social Development Framework to guide the City's role and response to community needs.	Q4 2025	<div style="width: 25%;"><b>25%</b></div>	Developed scope of work for CSDF and supported by Council. Initiating planning work on Neighbourhood Network and Better Together strategies.
<b>Court Usage Study</b>	Report to Council on Court Usage	Q3 2025	<div style="width: 0%;"><b>0%</b></div>	To be done with Capital project: Pickleball feasibility and planning. Respond to Court Usage motion of Council. Short term priority of PRMP Implementation Strategy

**CITY OF COURTENAY  
MANAGEMENT REPORT**

<i>2024 Projects</i>				
<b>Sport Field Allocation Policy</b>	Lead development of regional sport field allocation policy and implementation.	Q2 2025	 10%	RFQ issued, confirming consultant and scope of work. Next steps will include engagement with sport field user groups.
<b>Interim Housing &amp; Shelter (incl. storage &amp; washrooms)</b>	Bring forward recommendations regarding interim housing or shelter solutions, including storage and public washrooms.	Q2 2024	 75%	Development Services leading project. Operational funding for CVTS secured.
<b>Gender Equity in Washrooms</b>	Conduct inventory of city washrooms and report back to Council with recommendations to improve gender equity in city washrooms.	Q1 2025	 25%	Inventory complete. Staff to report back to council with recommendations on expanded implementation.
<b>Parks and Recreation Advisory Committee Terms of Reference</b>	Review and update PRAC terms of reference.	Q4 2024	 50%	Reviewed current TOR and other municipal committee TOR's with PRAC.
<b>CVRD Regional Projects</b>				
<b>Regional Parks Service Technical Advisory Committee</b>	RPTAC member	TBD	 90%	Strategy presented to CVRD Regional Parks Committee Q4 2024.
<b>Sport Field Strategy (CVRD) Implementation</b>	Work with regional partners to implement recommendations from Sport Field Strategy.	TBD	 0%	



The Corporation of the City of Courtenay

# Staff Report

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**To:** Council  
**From:** City Manager (CAO)  
**Subject:** Reserve Bylaw Updates

**File No.:** 1870-01  
**Date:** December 11, 2024

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## PURPOSE:

For Council to give first second and third readings to the following reserve establishment bylaws and reserve amendment bylaw:

- Municipal and Regional District Tax Reserve Bylaw No. 3158
- Snow and Ice Control Reserve Bylaw No. 3159
- Solid Waste Reserve Bylaw No. 3160
- Police Contingency Reserve Fund Amendment Bylaw No. 3161
- Election Reserve Bylaw No. 3162

## BACKGROUND:

Section 188 (1) of the Community Charter permits municipalities to create reserve funds for specified purposes and to direct funds to these reserves. There are two types of reserves that are permitted under the Community Charter, statutory and discretionary.

### Statutory Reserves

A statutory reserve is required to be established by a higher level of government or authority. A municipality does not have discretion with regards to the establishment of this type of reserve, it must maintain the reserve to meet legislative requirements.

The City has the following statutory reserves:

- Land Sale Reserve
- Canada Community Building Fund (Community Works Fund, Gas Tax)
- BC Growing Communities Fund
- Parkland Acquisition Reserve
- Development Cost Charge Reserve
  - Water
  - Sewer
  - Storm
  - Parkland Acquisition
  - Highway (roads)

### Discretionary Reserves

A discretionary reserve is one that is established by Council according to the needs of the municipality. Discretionary reserves are truly unique to each municipality as there are no set standards or guidelines for which types of discretionary reserves a municipality should hold. Common discretionary reserves include

operating, capital, roads, equipment, recreation, and legal, but the options are limitless. Discretionary reserves may be established by Council resolution, Council policy, or by bylaw.

The City has the following discretionary reserves:

- Affordable Housing Amenity
- Assessment Appeals
- Gaming
- Infrastructure Reserve
- Machinery and Equipment
- New Works and Equipment
- Parkland Acquisition (non DCC)
- Parks, Recreation, Culture & Seniors Facilities Amenity
- Police Contingency
- Public Parking
- Risk Reserve
- Tree Planting and Replacement

Council normally authorizes contribution and draws of both statutory and discretionary reserves through the annual financial planning process, however, Council can delegate authority to staff if desired. If a draw or contribution to reserves fall outside of the annual financial planning process a Council motion can be passed for the desired transaction.

#### **DISCUSSION:**

##### Municipal and Regional District Tax Reserve

The Municipal and Regional District Tax (MRDT) is a tax levied on short-term accommodation providers in participating areas of British Columbia. The MRDT funds are typically used to support local tourism marketing and development programs. The provincial government administers the MRDT program, with some of the funds held back for administrative purposes, while the remainder is allocated to the local governments or organizations to support tourism efforts in the community.

In addition to the typical use of MRDT funds for tourism, the municipality has elected to allocate a portion of these funds towards affordable housing initiatives through the Online Accommodation Platform (OAP) portion of the MRDT revenue. The establishment of a dedicated MRDT Reserve Fund will allow the municipality to track and manage MRDT revenue in a clear, organized, and accountable manner.

What will the balance of the reserve be?

There is no set optimum reserve balance as the balance will be dictated by MRDT funds received and spent in a given year as authorized through the annual tactical plan.

How will funds be contributed to the reserve?

Contributions to the MRDT reserve will be all funds that exceed the annual tactical plan's budgeted spending. Further contributions to the MRDT reserve could be from OAP funds if available.

How will funds be used from the reserve?

MRDT funds will be used for all purposes as authorized by the MRDT Program. Council approves the annual MRDT tactical plan that guides annual spending and therefore all spending will be authorized by Council through the tactical plan. Funds from the MRDT reserve can be used to supplement annual MRDT

projects that exceed the annual expected MRDT revenue. Affordable housing initiative spending is authorized by the MRDT program and could be accessed in accordance with an approved tactical plan and financial plan.

There is currently \$1,116,691.25 in MRDT funds on hand, of this balance \$941,775.93 is attributed to OAP funds. These funds are currently segregated from the City's General Surplus as they are held as deferred revenue. By moving these funds from deferred revenue to reserve there will be no impact to the City's unappropriated surplus.

#### Snow and Ice Control Reserve

The Snow and Ice Control Reserve is a new reserve that is intended to create an operating reserve to ensure a specific source of funds is available to offset the instances of snow and ice clearing costs exceeding the annual budget. In the event of a year when snow and ice control costs exceed the available budget, the City could rely on the snow and ice control reserve to supplement additional cash needs instead of relying on the general unappropriated surplus or stopping the service. By creating a specific reserve these funds are ensured to be available for use and will not impact the City's annual operational surplus or deficit.

What will the balance of the reserve be?

The optimum reserve balance will be 50% of the annual snow and ice control budget. The annual snow and ice control budget is based on a 5-year rolling average of the actual annual spending on snow and ice control. By adopting a percentage of the projected annual budget, the optimum balance will constantly be updated and remain at an appropriate level.

2024 Snow and Ice Control Budget \$627,500

2025 Snow and Ice Control Budget \$650,300

2025 Optimum balance \$325,150 (50% of \$650,300)

How will funds be contributed to the reserve?

Funds will be contributed annually through the financial planning process as authorized by Council. In a given year when snow and ice control costs are less than budgeted, these funds could be transferred to the reserve, if the reserve is not yet at its optimum balance. If snow and ice control costs continually come in under budget, and the snow and ice control reserve is already at its optimum balance the unspent funds would flow to the general unappropriated surplus. If snow and ice control expenses continue to diminish the optimum balance of the reserve will also naturally diminish as the snow and ice budget is based on average actual costs.

How will funds be used from the reserve?

Funds will be used in any given year where the actual snow and ice control expenses exceed the authorized budget. Staff will be delegated authority to transfer funds from the reserve as required.

#### Solid Waste Reserve

The Solid Waste Reserve is intended to create an operating reserve similar to the Water and Sewer funds. By creating an operating reserve, the City can ensure that a surplus or deficit created by the solid waste service is segregated. By segregating these funds, the City can ensure solid waste fee revenue in excess of expenses is specifically saved for future use and restricted to provide for future solid waste services. Furthermore, this reserve could be used to save for known future expenditures in the solid waste function such as the eventual replacement of carts.

What will the balance of the reserve be?

The optimum balance of the reserve is yet to be established as the City is currently in the first year of its 10-year solid waste contract. Staff will return to Council in the future to provide details on the optimum balance. In the near term, the balance of the reserve will be the cumulative surplus or deficit created annually by the solid waste service for 2023 and 2024. Solid waste fees and expenditures are approved by Council on an annual basis through the financial planning process and would directly impact the anticipated annual surplus or deficit in the solid waste service.

How will funds be contributed to the reserve?

Funds will be contributed annually based on the surplus created by the solid waste service. Additional funds could be authorized by Council to be contributed to the reserve through the annual financial planning process.

How will funds be used from the reserve?

Funds will be drawn from the reserve as authorized by Council in a given year through the annual financial planning process. Additionally, staff will be delegated authority to withdraw funds from the reserve if the solid waste service creates a deficit at yearend.

By treating the solid waste service similar to the Water and Sewer funds the City can ensure that property tax funds or other sources of revenue are not inadvertently subsidizing the solid waste service. Alternatively, by placing surplus created by the solid waste service, the City can ensure that solid waste fees are not subsidizing other City expenses. The solid waste reserve is a key component in ensuring the solid waste service is treated similar to a utility.

#### Police Contingency Reserve Amendment

The Police Contingency Reserve Bylaw No 2890, 2017 was adopted on August 21, 2017. The reserve had an annual contribution limit of \$250,000, a minimum balance of \$350,000 and an optimum balance of \$750,000. The intention of the reserve was to fund 2 full-time regular police members and provide funding for unanticipated policing operating and capital expenses. The cost of 1 officer in 2017 was \$168,000 where as the anticipated cost for 1 officer is \$258,000 in 2025.

Given the optimum balance of \$750,000 less 2 members funded from reserve at 2017 rates \$336,000 (\$168,000+\$168,000) leaves \$414,000, once we remove the minimum balance of \$350,000 it leaves only \$64,000 available to cover all other policing costs. Given the rise in per member costs and the estimated costs to investigate major crimes, the optimum balance is no longer adequate.

The expected yearend balance of the reserve is \$1,295,300 for 2024. The anticipated budget vs actual costs for policing in 2024 is projected to produce a surplus of \$72,000, this is substantially lower than prior years due to availability of RCMP members and steps taken by RCMP to improve staffing to pre-covid levels.

The table below summarizes the surplus or deficit created by the Police Protection Service from 2020 to 2024



<b>Police Protection Surplus Analysis</b>	
<b>Year</b>	<b>Surplus (Deficit)</b>
<b>2020</b>	\$ (11,753)
<b>2021</b>	1,598,094
<b>2022</b>	1,158,911
<b>2023</b>	2,484,325
<b>2024 - Projected</b>	71,749

What will be the balance of the reserve?

Staff are proposing to update the optimum balance of the reserve from the current fixed amount of \$750,000 to the equivalent of the current cost of 10 RCMP members. By changing the optimum balance to be based on the current cost of an RCMP member the reserve balance will keep up with inflation and continue to be relevant to actual policing costs. The optimum balance would increase to \$2,580,000 for 2025. 10 members was chosen as it approximately represents 1/3 of the current authorized member strength of 31.4 and provides a reasonable sum of money to be held in reserve. A balance must be struck between holding too little, too much or just the right amount of funds on hand to respond to intended events.

How will the funds be contributed to the reserve?

The initial increase required to bring the reserve up to the 2025 optimum balance will be a single transfer from the City’s prior years unappropriated surplus. From the table above the RCMP function has contributed to the City’s surplus over the years and the estimated one-time transfer of \$1,350,000 to the reserve would not substantially impact the City’s other overall financial position.

Going forward, if the current years Police Protection service creates a surplus these funds would be transferred to the reserve. If additional funding is required to bring the reserve to the optimum balance these contributions would be calculated and presented to council through the annual financial planning process. Funding for future reserve contributions required in excess of any surpluses created would be funded through general taxation as these are the funds that pay for Police Services.

How will funds be used from the reserve?

The updated reserve would be used to cover the costs of major time investigation and other unanticipated police operating and capital expenses. The reserve would no longer be used to fund 2 RCMP members, as this practice simply requires the City to put money into the reserve and pull that same money out of the reserve annually to fund the positions. The reserve will only be used for those unanticipated costs vs the known on going costs. There will be little impact to the City’s budget for this change as stated before contributions and draws from the reserve were near equal.

Election Reserve

The Election Reserve is intended to create a tool to contribute funds annually towards the regular 4-year election expense and to provide funding for the election. By contributing annually towards the election, the City can smooth out the cost of holding the election. Furthermore, by having funds on hand the City can absorb the cost of an unanticipated by-election if needed.

What will be the balance of the reserve?

The optimum balance of the reserve will be equal to the cost of the last regular election. By using this optimum balance, the City can contribute equal annual payments towards the election cost vs incurring 100% of election funding in a single year.

2022 Election - \$90,900

How will the funds be contributed to the reserve?

Funds will be contributed to the election reserve annually based on ¼ the cost of the prior normal election. Contributions will be authorized by Council through the annual financial planning process.

How will funds be used from the reserve

Funds will be withdrawn from the reserve in a given normal election year, this will be authorized by Council through the annual financial planning process. Staff will seek a resolution from Council to use election reserve funds if a by-election or other election is required outside of the regular schedule.

**POLICY ANALYSIS:**

Reserve contributions are most commonly authorized by Council through the annual financial planning process. Reserve balances are reported annually in the City’s audited financial statements.

**FINANCIAL IMPLICATIONS:**

Individual financial implication of various bylaws is included in the discussion section of the report.

**ADMINISTRATIVE IMPLICATIONS:**

Changes in reserve bylaws will be incorporated in to the annual financial planning process with regards to contributions or draws. Operating reserve impacts will be addressed by staff as the anticipated results occur that apply to each reserve.

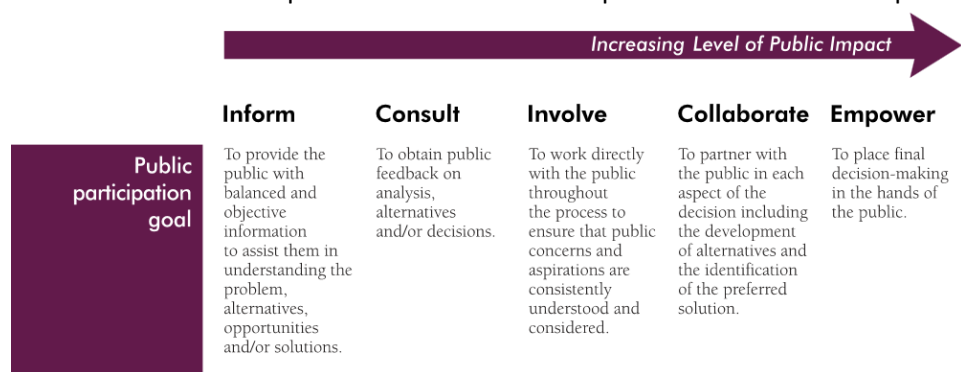
**STRATEGIC PRIORITIES REFERENCE:**

This initiative addresses the following strategic priorities:

- Financial Sustainability - Ensure capacity to accommodate big change

**PUBLIC ENGAGEMENT:**

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



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**OPTIONS:**

1. TO BE MADE AS SEPARATE RESOLUTIONS:

THAT Council give first, second and third reading to Municipal and Regional District Tax Reserve Bylaw No. 3158, 2024

THAT Council give first, second and third reading to Snow and Ice Control Reserve Bylaw No. 3159, 2024

THAT Council give first, second and third reading to Solid Waste Reserve Bylaw No. 3160, 2024

THAT Council give first, second and third reading to Police Contingency Reserve Fund Amendment Bylaw No. 3161, 2024

THAT Council give first, second and third reading to Election Reserve Bylaw No. 3162, 2024

2. THAT Council provide alternative direction to staff.

**ATTACHMENTS:**

1. Municipal and Regional District Tax Reserve Bylaw No. 3158, 2024
2. Snow and Ice Control Reserve Bylaw No. 3159, 2024
3. Solid Waste Reserve Bylaw No. 3160, 2024
4. Police Contingency Reserve Fund Amendment Bylaw No. 3161, 2024
5. Election Reserve Bylaw No. 3162, 2024

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

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



City of  
Courtenay

ZOOM Window Space

# Reserve Bylaws

Presented by:  
Adam Langenmaier, City of Courtenay  
December 11, 2024



# Reserves

## Statutory vs Discretionary

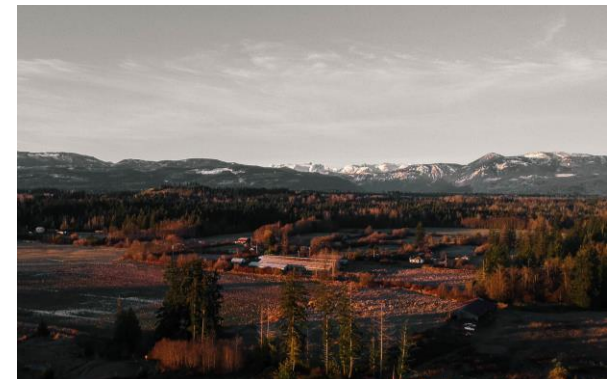
### Statutory

- Must establish
- Legislative requirement
- Higher level of govt

### Discretionary

- Council directed
- Unique to each municipality
- Customizable

ZOOM Window Space



# Reserves

## Municipal and Regional District Tax Reserve

- Holding reserve for MRDT Funds
- Includes online accommodation platform (OAP) funds
- Council authorizes expenditures
- Single source of funding is MRDT revenue

ZOOM Window Space



# Reserves

## Snow and Ice Control Reserve

- Operating reserve
- Supplements funding in large snow year
- Optimum balance is 50% of Snow and Ice budget
- Council authorizes annual contributions
- Staff authorized to draw on reserve

ZOOM Window Space



# Reserves

## Solid Waste Reserve

- Operating reserve
- Treat Solid Waste similar to Water and Sewer Utility
- Optimum balance to be determined
- Council authorizes annual contributions
- Council and staff authorize draws
  - Budgeted expenditures - Council
  - Reactionary expenditures - Staff

ZOOM Window Space





# Reserves

## Police Contingency Reserve Amendment

- Operating reserve
- Update optimum balance to \$2,580,000 from \$750,000
  - Equivalent of 10 RCMP Members
  - Provides for major crime investigation costs
- Removal of 2 Member funding language – In/out
- Council authorizes annual contributions
- Council and staff authorize draws
  - Budgeted expenditures - Council
  - Reactionary expenditures - Staff

ZOOM Window Space



# Reserves

## Election Reserve

- Operating reserve
- Prior election cost \$90,900
- Smooth funding for elections
- Council authorizes annual contributions
- Council and staff authorize draws
  - Budgeted expenditures – Council (planned election)
  - Reactionary expenditures – Staff (by-election)

ZOOM Window Space



# Reserves

## Summary

- Municipal and Regional District Tax
- Snow and Ice Control
- Solid Waste
- Police Contingency
- Election

ZOOM Window Space





The Corporation of the City of Courtenay

# Bylaw No. 3158

## A bylaw to establish a Municipal and Regional District Tax Reserve

WHEREAS, it is deemed desirable to establish a reserve fund to provide for costs related to Municipal and Regional District Tax;

AND WHEREAS Section 188 of the *Community Charter* authorizes Council to establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund;

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

1. That a reserve fund be hereby established under the provisions of Section 188 of the Community Charter to be known as the “Municipal and Regional District Tax Reserve”.
2. This Bylaw shall be cited as the “Municipal and Regional District Tax Reserve Bylaw No. 3158, 2024”.
3. At the end of each fiscal year, net proceeds received from the Province of British Columbia under the “City of Courtenay’s Municipal and Regional District Tax Levy Bylaw No. 3041, 2021” shall be placed into the Municipal and Regional District Tax Reserve.
4. That funds in the Municipal and Regional District Tax Reserve, including interest earned, shall only be used for the purposes of initiatives permitted by the Municipal and Regional District Tax Program.
5. If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion shall be severed and the remainder of the Bylaw shall remain in full force and effect.

Read a first time this \_\_\_ day of \_\_\_\_\_, 2024

Read a second time this \_\_\_ day of \_\_\_\_\_, 2024

Read a third time this \_\_\_ day of \_\_\_\_\_, 2024

Adopted this \_\_\_ day of \_\_\_\_\_, 2024

\_\_\_\_\_  
Mayor Bob Wells

\_\_\_\_\_  
Corporate Officer, Kate O’Connell



The Corporation of the City of Courtenay

# Bylaw No. 3159

## A bylaw to authorize the establishment of a Snow and Ice Control Reserve

WHEREAS, it is deemed desirable to establish a reserve fund to provide for costs related to snow and ice control in a year when snow and ice control costs exceed the available budget;

AND WHEREAS Section 188 of the *Community Charter* authorizes Council to establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund;

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

1. That a reserve fund be hereby established under the provisions of Section 188 of the Community Charter to be known as the "Snow and Ice Control Reserve".
2. This Bylaw shall be cited as "Snow and Ice Control Reserve Bylaw No. 3159, 2024".
3. The monies allocated for snow and ice control for each year that are unspent may be transferred into a reserve fund established for snow and ice control and until required to be used, may be invested in the manner provided by the Community Charter.
4. That funds in the Snow and Ice Control Reserve, including interest earned, may only be used for the purpose of snow and ice control operations.
5. The accumulated funds in the Snow and Ice Control Reserve are not to exceed the optimum balance representing 50% of the prior year's annual operating budget for snow and ice control.
6. If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion shall be severed and the remainder of the Bylaw shall remain in full force and effect.

Read a first time this \_\_\_ day of \_\_\_\_\_, 202\_

Read a second time this \_\_\_ day of \_\_\_\_\_, 202\_

Read a third time this \_\_\_ day of \_\_\_\_\_, 202\_

Adopted this \_\_\_ day of \_\_\_\_\_, 202\_

\_\_\_\_\_  
Mayor Bob Wells

\_\_\_\_\_  
Corporate Officer, Kate O'Connell



The Corporation of the City of Courtenay

# Bylaw No. 3160

## A bylaw to authorize the establishment of a Solid Waste Reserve

WHEREAS, it is deemed desirable to establish a reserve fund to hold the transfer of surplus revenue over expense from the solid waste service;

AND WHEREAS Section 188 of the *Community Charter* authorizes Council to establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund;

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

1. That a reserve fund be hereby established under the provisions of Section 188 of the Community Charter to be known as the “Solid Waste Reserve”.
2. This Bylaw shall be cited as “Solid Waste Reserve Bylaw No. 3160, 2024.”
3. The surplus or deficit monies realized for the provision of solid waste services for each year may be transferred to or from the reserve fund established for solid waste services.
4. Amounts included in the financial plan adopted under Section 165 of the *Community Charter* or allocations from surplus revenues within the solid waste service will be paid into this reserve fund.
5. The accumulated funds in the Solid Waste Reserve, and interest on it, must only be used for operational and capital funding within the solid waste service.
6. If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion shall be severed and the remainder of the Bylaw shall remain in full force and effect.

Read a first time this \_\_\_ day of \_\_\_\_\_, 202\_

Read a second time this \_\_\_ day of \_\_\_\_\_, 202\_

Read a third time this \_\_\_ day of \_\_\_\_\_, 202\_

Adopted this \_\_\_ day of \_\_\_\_\_, 202\_

\_\_\_\_\_  
Mayor Bob Wells

\_\_\_\_\_  
Corporate Officer, Kate O’Connell



The Corporation of the City of Courtenay

# Bylaw No. 3161

## A bylaw to amend Police Contingency Reserve Bylaw No. 2890, 2017

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

### Citation

1. This bylaw shall be cited as “**Police Contingency Reserve Amendment Bylaw No. 3161, 2024**”

### Amendment

2. “Police Contingency Reserve Bylaw No. 2890, 2017” is amended as follows:
  - a. By deleting *section 6* and substituting with the following:
    6. Any annual police contract budget-actual cost savings contributing to the prior year’s surplus shall may be allocated to this reserve.
  - b. By deleting *section 7* and substituting with the following:
    7. The optimal reserve balance shall be equal to the equivalent value of 10 regular RCMP members in the preceding year funded at 90%
  - c. By deleting *section 9* and substituting with the following:
    9. The accumulated funds in the Police Contingency Reserve shall be used for the funding of unanticipated policing operational anomalies, such as one-time police investigations and police related one-time capital expenditures
  - d. By deleting section 10 and substituting with the following:
    10. All expenditures of money from the Police Contingency Reserve shall occur when existing police budget has been exceeded or as authorized by Council.

### Severability

3. If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the Bylaw is deemed valid.

Read a first time this \_\_\_ day of \_\_\_\_\_, 202\_\_

Read a second time this \_\_\_ day of \_\_\_\_\_, 202\_\_

Read a third time this \_\_\_ day of \_\_\_\_\_, 202\_

Adopted this \_\_\_ day of \_\_\_\_\_, 202\_

\_\_\_\_\_  
Mayor Bob Wells

\_\_\_\_\_  
Corporate Officer, Kate O'Connell





The Corporation of the City of Courtenay

# Bylaw No. 3162

## A bylaw to authorize the establishment of an Election Reserve

WHEREAS, it is deemed desirable to establish a reserve fund to provide for costs related to holding an Election;

AND WHEREAS Section 188 of the *Community Charter* authorizes Council to establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund;

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

1. That a reserve fund be hereby established under the provisions of Section 188 of the *Community Charter* to be known as the "Election Reserve".
2. This Bylaw shall be cited as "Election Reserve Bylaw No. 3160, 2024".
3. Amounts included in the financial plan adopted under Section 165 of the *Community Charter* will be paid into this reserve fund.
4. That funds in the Election Reserve, including interest earned, may only be used for the purpose of holding an election.
5. The accumulated funds in the Election Reserve are not to exceed the optimum balance representing 100% of the prior election's actual cost.
6. If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion shall be severed and the remainder of the Bylaw shall remain in full force and effect.

Read a first time this \_\_\_ day of \_\_\_\_\_, 202\_

Read a second time this \_\_\_ day of \_\_\_\_\_, 202\_

Read a third time this \_\_\_ day of \_\_\_\_\_, 202\_

Adopted this \_\_\_ day of \_\_\_\_\_, 202\_

\_\_\_\_\_  
Mayor Bob Wells

\_\_\_\_\_  
Corporate Officer, Kate O'Connell



The Corporation of the City of Courtenay

# Staff Report

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**To:** Council  
**From:** Fire Chief  
**Subject:** Fire Protective Services Bylaw Amendment

**File No.:** 7200-02  
**Date:** December 11, 2024

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## **PURPOSE:**

To propose amendments to the Fire Protective Services Bylaw No. 2556, 2008.

## **BACKGROUND:**

The Fire Safety Act (FSA) was brought into force on August 1, 2024, replacing the Fire Services Act. This new legislation introduces significant changes in the structure and delegation of fire safety responsibilities. Under the Fire Services Act, the authority to perform fire inspections and fire investigations was granted by the Office of the Fire Commissioner (OFC). Local governments relied on this centralized authorization to appoint individuals responsible for these critical functions.

With the enactment of the FSA, the responsibility has shifted to local governments, which are now required to designate qualified individuals or a class of qualified individuals to carry out fire inspections and fire investigations within their jurisdictions.

## **DISCUSSION:**

The introduction of the Fire Safety Act brings about several changes that necessitate updates to the City's Fire Protective Services Bylaw to ensure compliance with the new legislation. Staff is seeking Council's approval to amend the bylaw to reflect these changes. Below are the three key amendments proposed:

### **1. Replace References to the Fire Services Act with the Fire Safety Act**

The Fire Protective Services Bylaw currently references the Fire Services Act, which has been repealed and replaced by the Fire Safety Act. To maintain legal and operational consistency, all such references in the bylaw must be updated to align with the new legislation. This change is primarily administrative but is essential to ensure that the bylaw reflects the correct statutory authority.

### **2. Appoint the Fire Chief and Approved Designates as Fire Inspectors and Investigators**

Under the Fire Services Act, the Office of the Fire Commissioner (OFC) was responsible for authorizing individuals to perform fire inspections and investigations. The Fire Safety Act shifts this responsibility to local governments, requiring them to appoint qualified individuals for these roles.

We recommend that the bylaw be amended to designate the Fire Chief and their approved designates as fire inspectors and investigators. This change will ensure that inspections and investigations continue to be conducted by individuals who meet established training standards and that the objectives of the Fire Safety Act are met.

### **3. Authority to Evaluate and Accept Alternative Solutions to Fire Code Requirements**

The third proposed amendment seeks to empower the Fire Chief or their designate to evaluate and accept alternative solutions to specific fire code requirements. This provision would apply when an

**Fire Protective Services Bylaw Amendment**

alternative solution meets the intent of the applicable provisions of the British Columbia Fire Code and provides an equivalent or greater level of fire safety.

This flexibility allows for innovative approaches to fire safety while ensuring that public safety is not compromised. It also supports developers and building owners in finding cost-effective solutions that comply with fire safety standards without necessitating strict adherence to prescriptive code requirements.

**POLICY ANALYSIS:**

Amending the Fire Protective Services Bylaw in response to the Fire Safety Act coming into force is a necessary step to ensure legislative compliance and maintain local authority.

**FINANCIAL IMPLICATIONS:**

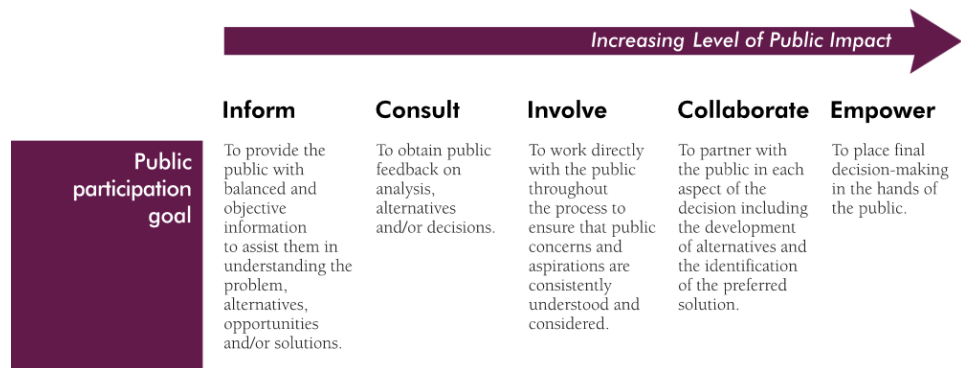
Legal costs to draft up the amending bylaw are estimated to be \$700.

**ADMINISTRATIVE IMPLICATIONS:**

None

**PUBLIC ENGAGEMENT:**

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



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**OPTIONS:**

1. THAT Council give first, second and third reading to the Fire Protective Services - Amendment Bylaw No. 3163, 2024.
2. THAT Council provide alternative direction to staff.

**ATTACHMENTS:**

1. Fire Protective Services – Amendment Bylaw No. 3163, 2024.

Prepared by: Kurt MacDonald, ECFO, Fire Chief

Reviewed by: Kate O’Connell, Director of Corporate Services (CO)

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



The Corporation of the City of Courtenay

# Bylaw No. 3163

## **A bylaw to amend Fire Protective Services Bylaw No. 2556, 2008.**

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

### **Citation**

1. This Bylaw shall be cited as “**Fire Protective Services - Amendment Bylaw No. 3163, 2024**”.

### **Amendment**

2. “Fire Protective Services Bylaw No. 2556, 2008” is amended as follows:
  - a) by deleting the phrase “Fire Services Act” where it appears in the Bylaw and substituting “Fire Safety Act”; and
  - b) by deleting section 4 and substituting it with the following:
    - 4.1 The Fire Chief may administer this Bylaw within the boundaries of the City in accordance with applicable legislation.
    - 4.2 The Fire Chief may appoint an Officer or other person who meets the applicable standards of the fire commissioner to carry out the functions, powers and duties of a fire safety inspector or fire investigator, as applicable, under the Fire Safety Act.
    - 4.3 The Fire Chief, or a person appointed by the Fire Chief who is qualified under the Building Act and its regulations, may evaluate and accept alternative solutions to specific fire code requirements provided that:
      - a. the alternative solution meets the intent of the applicable provisions of the British Columbia Fire Code and ensures an equivalent or greater level of fire safety; and
      - b. the alternative solution is supported by documentation, including plan compliance certifications by registered professionals, engineering reports, fire safety plans, or other evidence deemed relevant by the Fire Chief to demonstrate compliance.

**Severability**

3. If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the Bylaw is deemed valid.

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



The Corporation of the City of Courtenay

# Staff Report

To: Council

File No.: 1765-01-2024

From: Director of Development Services

Date: December 11, 2024

Subject: CPI Increase to Development Cost Charge Bylaw No.2840, 2026

## PURPOSE:

For Council to consider giving first, second and third reading of Development Cost Charges Amendment Bylaw No. 3116, 2024. This bylaw will amend Development Cost Charge Bylaw No. 2840, 2016 to increase the fees by inflationary increase of 3.9% (based on 2023 actual CPI for BC as published by Statistics Canada) in accordance with *Community Charter Development Cost Charge Amendment Bylaw Approval Exemption Regulation B.C Reg. 130/2010*.

## BACKGROUND:

Council amended *Development Cost Charges Bylaw No. 2840, 2016*, in 2023 through Bylaw No. 3116, 2023 with the CPI inflation of 6.9%. The current DCC rates are shown in the table below:

Table 1: Current City DCC Rates, DCC Amendment Bylaw No. 3116, 2023

Land Use	Collection basis	Transportation	Water	Sanitary Sewer	Drainage	Park Acquisition & Development	TOTAL
Single Family Residential	Per lot / dwelling unit	\$2,933.55	\$487.55	\$1,525.78	\$1,538.30	\$935.89	<b>\$7,421.07</b>
Multi-Family Residential	Per m <sup>2</sup> of total floor area	\$16.48	\$3.44	\$10.78	\$4.62	\$6.61	<b>\$41.93</b>
Commercial	Per m <sup>2</sup> of total floor area	\$38.63	\$1.27	\$3.97	\$6.92	\$0.00	<b>\$50.79</b>
Institutional	Per m <sup>2</sup> of total floor area	\$38.63	\$1.27	\$3.97	\$6.92	\$0.00	<b>\$50.79</b>
Congregate Care	Per m <sup>2</sup> of total floor area	\$8.24	\$1.72	\$5.39	\$2.31	\$0.00	<b>\$17.66</b>
Industrial	Per hectare	\$31,514.78	\$8,151.18	\$25,508.96	\$26,152.48	\$0.00	<b>\$91,327.41</b>

## DISCUSSION:

DCC Bylaws are one of the few municipal bylaws which require approval from the Provincial Inspector of Municipalities, as per the *Local Government Act*. All new and major updates to DCC Bylaws are referred to the Ministry of Municipal Affairs following Third Reading of the Bylaw, for their review and approval. There is one exception to this, as per *Development Cost Charge Amendment Bylaw Approval Exemption Regulation, BC Reg. 130/2010*, which is a for an annual inflationary update based on the Consumer Price Index (CPI).

According to the regulation, a DCC Bylaw can be updated without inspector approval once each year for up to 4 years from either:

- a) the date of adoption of a development cost charge bylaw approved by the inspector, or
- b) the date of the adoption of a bylaw approved by the inspector that amends a development cost charge bylaw.

Although the City of Courtenay DCC rates were set by bylaw in 2016, the bylaw was amended with approval from the Inspector of Municipality in 2022 to clarify the application of DCCs for infill lots that previously had a residential unit in place prior to the development of additional units. Based on clause (b) in the regulation above, have been advised that inspector approval for an annual inflationary update is not required.

A Draft DCC Bylaw amendment is attached to this report for Council’s consideration. Should Council give first, second and third reading to the bylaw, according to the regulation, the Bylaw will not require approval from the Inspector of Municipalities between third and fourth reading.

Pursuant to the regulations, once the Bylaw amendment has been approved and adopted by Council, a copy of the DCC amendment bylaw should be filed as soon as reasonable with the Ministry of Municipal Affairs.

**PROPOSED DCC RATES AND BYLAW**

With reference to the above regulation, an annual inflationary update for the City of Courtenay in 2023 would utilize the British Columbia Consumer Price Index (CPI), as published by Statistics Canada for the previous calendar year. The BC CPI All Items Index increase for 2023 was 3.9%. Based on this calculation, the potential 2025 DCC rates are as follows:

*Table 2: Proposed City DCC Rates, Based on 3.9% BC Consumer Price Index from 2022 to 2023*

Land Use	Collection basis	Transportation	Water	Sanitary Sewer	Drainage	Park Acquisition & Development	TOTAL
Single Family Residential	Per lot / dwelling unit	\$3,047.96	\$506.56	\$1,585.29	\$1,598.29	\$972.39	<b>\$7,710.49</b>
Multi-Family Residential	Per m <sup>2</sup> of total floor area	\$17.12	\$3.57	\$11.20	\$4.80	\$6.87	<b>\$43.56</b>
Commercial	Per m <sup>2</sup> of total floor area	\$40.14	\$1.32	\$4.12	\$7.19	\$0.00	<b>\$52.77</b>
Institutional	Per m <sup>2</sup> of total floor area	\$40.14	\$1.32	\$4.12	\$7.19	\$0.00	<b>\$52.77</b>
Congregate Care	Per m <sup>2</sup> of total floor area	\$8.56	\$1.79	\$5.60	\$2.40	\$0.00	<b>\$18.35</b>
Industrial	Per hectare	\$32,743.86	\$8,469.08	\$26,503.81	\$27,172.43	\$0.00	<b>\$94,889.18</b>

**POLICY ANALYSIS:**

This update aligns with implementation policies in the OCP regarding fees and charges for infrastructure and align with Council’s Strategic priorities to update the Development Cost Charges Bylaw.

**FINANCIAL IMPLICATIONS:**

The update will increase DCC fees collected at time of building or subdivision which will be placed into the DCC reserve funds for eligible DCC projects in the current bylaw.

**ADMINISTRATIVE IMPLICATIONS:**

This update is part of the departments work plan for 2024.

**STRATEGIC PRIORITIES REFERENCE:**

This initiative addresses the following strategic priorities:

- Financial Sustainability - Review City Financial processes: Review fees, charges, and fines
- Buildings and Landscape - Update Development Cost Charges (DCC) Bylaw

**PUBLIC ENGAGEMENT:**

This is an administrative bylaw and no requirement under the legislation for public notice or engagement.

**OPTIONS:**

1. THAT Council give first, second and third reading to Development Cost Charge Amendment Bylaw No.3164, 2024.
2. THAT Council provide alternative direction to staff.
3. THAT Council not move forward with the bylaw consideration.

**ATTACHMENTS:**

1. Development Cost Charge Amendment Bylaw No. 3164, 2024.

Prepared by: Marianne Wade, Director of Development Services  
Reviewed by: Geoff Garbutt, M.Pl., MCIP, RPP, City Manager (CAO)Geoff Garbutt,  
Concurrence: Geoff Garbutt, M.Pl., MCIP, RPP, City Manager (CAO)





The Corporation of the City of Courtenay

# Bylaw No. 3164, 2024

A bylaw to amend “Development Cost Charge Bylaw No. 2840, 2016”.

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

### Citation

1. This Bylaw may be cited for all purposes as “Development Cost Charges Amendment Bylaw No. 3164, 2024”.

### Amendment

2. Pursuant to *Development Cost Charge Amendment Bylaw Approval Exemption Regulation* (BC Reg 130/2010) of the *Community Charter*, and in consideration of *City of Courtenay Development Cost Charges Amendment Bylaw No. 3116, 2023*, that Schedule “A” of *Development Cost Charges Bylaw No. 2840, 2016* be deleted and replaced with the following:

**Development Cost Charge Schedule**

Land Use	Collection basis	Transportation	Water	Sanitary Sewer	Drainage	Park Acquisition & Development	TOTAL
Single Family Residential	Per lot / dwelling unit	\$3,047.96	\$506.56	\$1,585.29	\$1,598.29	\$972.39	<b>\$7,710.49</b>
Multi-Family Residential	Per m <sup>2</sup> of total floor area	\$17.12	\$3.57	\$11.20	\$4.80	\$6.87	<b>\$43.56</b>
Commercial	Per m <sup>2</sup> of total floor area	\$40.14	\$1.32	\$4.12	\$7.19	\$0.00	<b>\$52.77</b>
Institutional	Per m <sup>2</sup> of total floor area	\$40.14	\$1.32	\$4.12	\$7.19	\$0.00	<b>\$52.77</b>
Congregate Care	Per m <sup>2</sup> of total floor area	\$8.56	\$1.79	\$5.60	\$2.40	\$0.00	<b>\$18.35</b>
Industrial	Per hectare	\$32,743.86	\$8,469.08	\$26,503.81	\$27,172.43	\$0.00	<b>\$94,889.18</b>

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



The Corporation of the City of Courtenay

# Staff Report

**To:** Council

**File No.:** 3360-20-2306/RZ000079

**From:** Director of Development Services

**Date:** December 11, 2024

**Subject:** 11th Street Zoning Amendment Bylaw No. 3059 Adoption - Part 68 - Comprehensive Development Forty One (CD-41) (120 11th Street)

**PURPOSE:** For Council to consider adoption of *Zoning Amendment Bylaw No. 3059 (11<sup>th</sup> Street)* – Part 68 - Comprehensive Development Forty One (CD-41) (120 11th Street) to rezone four properties from Commercial Two (C-2), Multiple Use Two (MU-2) and no assigned zone, to Comprehensive Development Forty-One Zone (CD-41) to facilitate a four-lot consolidation of the subject properties for the purpose of building a 5-storey multi-family rental apartment building. The four properties are 125 11<sup>th</sup> Street, an unaddressed City owned parcel, 120 11<sup>th</sup> Street, and 1128 Beckensell Avenue, and are legally described as:

1. [LOT A, SECTION 69, COMOX DISTRICT, PLAN 32204]
2. [THAT PART OF LOT 10, SECTION 69, COMOX DISTRICT, PLAN 3030, TAKEN FOR ROAD PURPOSES AND CONTAINING 0.27 OF AN ACRE MORE OR LESS, SHOWN IN RED ON PLAN 284BL]
3. [LOT 1, SECTION 69, COMOX DISTRICT, PLAN 6674]
4. [LOT 2, SECTION 69, COMOX DISTRICT, PLAN 6674]

**BACKGROUND:**

Council gave Third Reading to Zoning Amendment Bylaw No. 3059 (120 11<sup>th</sup> Street) on August 28, 2024 and passed the following resolutions:

*THAT Council receive for information the prohibition on holding a public hearing and the public notice given of such a prohibited public hearing; and*

*THAT Council give first, second and third readings of Zoning Amendment Bylaw No. 3059 (11th Street) to rezone the properties legally described as (1) LOT A, SECTION 69, COMOX DISTRICT, PLAN 32204; (2) THAT PART OF LOT 10, SECTION 69, COMOX DISTRICT, PLAN 3030, TAKEN FOR ROAD PURPOSES AND CONTAINING 0.27 OF AN ACRE MORE OR LESS, SHOWN IN RED ON PLAN 284BL (“Unaddressed Municipal Property”); (3) LOT 1, SECTION 69, COMOX DISTRICT, PLAN 6674; and (4) LOT 2, SECTION 69, COMOX DISTRICT, PLAN 6674; and*

*THAT Council direct Staff to provide notice of disposition of the Unaddressed Municipal Property in accordance with the requirements in Section 286 of the Local Government Act and Sections 26 and 94 of the Community Charter; and*

*THAT Council direct the Director of Development Services to enter into a Purchase and Sale Agreement for the lands described as Unaddressed Municipal Property, for the fair market value of \$360,000.00; and*

*THAT Section 219 Covenants for the car share program, landscaping retention and maintenance on City lands, transportation contributions towards intersection improvements and protection of a 15*

*metre environmentally sensitive area from the Courtenay River be prepared and executed by the applicant prior to adoption; and*

*THAT the Housing Agreement be executed by the applicant prior to adoption.*

**DISCUSSION:**

The conditions from Council's resolution at the regular meeting held on August 28, 2024 have been met and Council can now consider adoption of the Zoning Amendment Bylaw No. 3059 (120 11<sup>th</sup> Street). The legal documents have been executed and will be registered by legal counsel after adoption of the bylaw.

In regards to the Section 219 Landscape Covenant, Staff are recommending that Council consider waiving the license fee for the encroachment agreement in exchange for the costs that will be bore by the land owner for inspecting, maintaining, and repairing the encroachments on the City lands. This would be an operational cost saving to the City for no longer having to maintain these landscaping features (hedges and feature wall). There is a one time application fee of \$1,500 plus an estimated \$1,545 per year fee for the approximately 419 ft<sup>2</sup> of city owned land.

**FINANCIAL IMPLICATIONS:**

Proceeding with the approval of this zoning amendment application has no financial implications to the City's Financial Plan 2024 – 2029.

**ADMINISTRATIVE IMPLICATIONS:**

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

**OPTIONS:**

1. THAT Council adopt *Zoning Amendment Bylaw No. 3059 (11<sup>th</sup> Street) – Part 68 - Comprehensive Development Forty One (CD-41) (120 11th Street)*:  
THAT Council exempt the fee for an encroachment agreement (419 ft<sup>2</sup>) in exchange for the costs accepted by the land owner for the inspecting, maintaining, and repairing the encroachments on the City lands as established in the Section 219 Covenant (Landscaping).
2. THAT Council provide alternative direction to staff through resolution.
3. That Council not proceed.

**ATTACHMENTS:**

1. August 28, 2024 Staff Report at Third Reading
2. Zoning Amendment Bylaw No. 3059 Adoption – Part 68 - Comprehensive Development Forty One (CD- 41) (120 11th Street)

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



# Staff Report

To: Council

File No.: 3360-20-2306/RZ000079

From: Director of Development Services

Date: August 28, 2024

Subject: **11th Street Zoning Amendment Bylaw No. 3059 – Part 68 - Comprehensive Development Forty One (CD-41) (120 11th Street)**

## PURPOSE:

For Council to consider first, second and third reading of *Zoning Amendment Bylaw No. 3059 (11<sup>th</sup> Street) – Part 68 - Comprehensive Development Forty One (CD-41) (120 11th Street)* to rezone four properties from Commercial Two (C-2), Multiple Use Two (MU-2) and no assigned zone, to Comprehensive Development Forty-One Zone (CD-41) to facilitate a four-lot consolidation of the subject properties for the purpose of building a 5-storey multi-family rental apartment building. The four properties are 125 11<sup>th</sup> Street, an unaddressed City owned parcel, 120 11<sup>th</sup> Street, and 1128 Beckensell Avenue, and are legally described as:

1. [LOT A, SECTION 69, COMOX DISTRICT, PLAN 32204]
2. [THAT PART OF LOT 10, SECTION 69, COMOX DISTRICT, PLAN 3030, TAKEN FOR ROAD PURPOSES AND CONTAINING 0.27 OF AN ACRE MORE OR LESS, SHOWN IN RED ON PLAN 284BL]
3. [LOT 1, SECTION 69, COMOX DISTRICT, PLAN 6674]
4. [LOT 2, SECTION 69, COMOX DISTRICT, PLAN 6674]

## BACKGROUND:

The owner of the properties at 125 and 120 11<sup>th</sup> Street and 1128 Beckensell Avenue submitted a rezoning application in October 2023, that the four parcels identified in **Figure 1** be rezoned to a comprehensive development zone to permit the construction of a 5-storey multi-family rental apartment building. The applicant has requested to purchase the unaddressed City owned lot based upon Council's decision to consider disposing of this property in 2015.

At the Council Meeting on July 31, 2024, Council received an introductory report that provided the opportunity for questions about the application to be addressed in advance of considering the zoning amendment bylaw for first reading and this report is attached.

Council asked questions to Staff and the applicant regarding; vehicle and bicycle parking, Community Amenity Contributions, archeological



Figure 1: Legal descriptions of lots proposed to be rezoned. City owned parcel shown in red.

status and potential for accommodating elements in support of food security and urban agriculture.

Council passed a resolution directing Staff to bring forward the application for consideration of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading. Responses and additional details involving Council's questions from the July 31, 2024, Council Meeting are addressed in the following report.

### Current Site

The properties have a gentle slope from east to west with a high point along its property line at Beckensell Avenue, and its lowest elevations along the Courtenay River.

Only one of the properties (125 11<sup>th</sup> Street) has an existing residence, an old single detached home that will be removed to accommodate the new development. At the July 31 Council meeting, the applicant clarified their intent is to move and allow the re-use of the existing home rather than demolish it. Most of the site has been previously cleared of vegetation and now primarily consists of maintained lawn and overgrown non-native vegetation, however mature trees exist primarily along the site's property lines, with others scattered intermittently throughout the four lots.

An existing landscape feature wall and mature cedar hedges currently run most of the length of the subject properties frontage and will be retained and maintained through a covenant to enhance the development's landscaping and screening.

The three parcels surrounding the City owned parcel (120/125 11<sup>th</sup> Street and 1128 Beckensell Avenue) were part of the estate of Michael Laver and sold to the applicant in 2023. Collectively, these lands have been the focus of redevelopment, most prominently a 2015 proposal for a senior's housing complex that would have also required the disposition of the City owned parcel. Critical to this proposal was also the prerequisite that the City of Courtenay no longer consider the end of 11<sup>th</sup> street as a viable option for a future third bridge crossing from west to east Courtenay. Council eliminated the 11<sup>th</sup> street crossing location as an option through a motion carried on March 14, 2016.

### Proposed Development

The purpose of the rezoning application will be to rezone 4 properties, representing 6,210m<sup>2</sup>, to Comprehensive Development Forty-One Zone (CD-41) to facilitate lot consolidation and the development of a 104 unit 5-storey purpose-built rental apartment building as illustrated in **Figure 2** below.

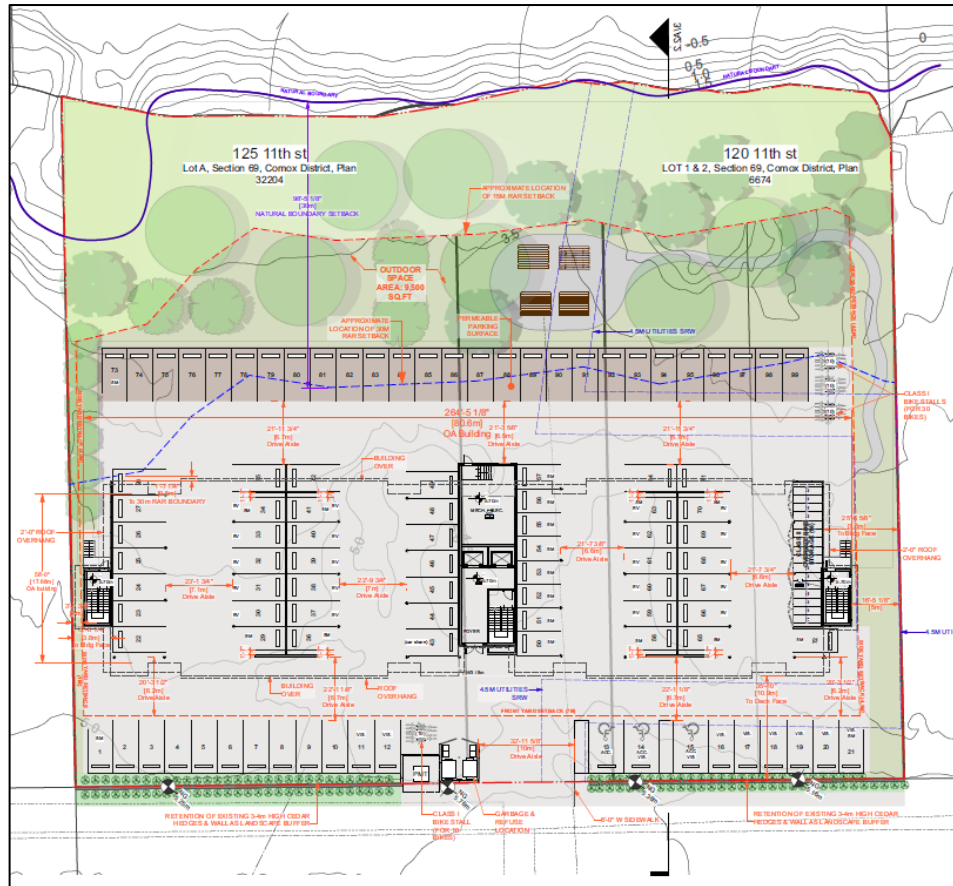
Figure 2: Perspective drawing of west (street facing) building elevation along Beckensell Avenue



The proposed development contains a unit mix of 40 smaller studios, 32 larger studios (executive suites), 24 one-bedroom and 8 two-bedroom units. Four residential floor sit atop one level of at grade parking

comprising of 99 parking stalls. The above grade parking lot is designed to address requirements for construction in the floodplain to have habitable areas above the established flood construction levels. Access to the property will be solely from Beckensell Avenue.

Figure 3: Proposed Site Plan



The applicant has requested to purchase the unaddressed City owned lot. Staff and the applicant understand it is Council’s decision to dispose of the land, following the legislative process laid out in Sections 26 and 94 of the *Community Charter*.

**DISCUSSION:**

Since Council received the introductory report on July 31, the following changes to the site design have occurred:

- Vehicle parking stalls decreased from 100 to 99. The 99 stalls are comprised of 79 regular stalls and 20 small car parking stalls (20%) including 20 Class 2 EV charging stalls, 3 accessible stalls, 1 car share stall and 10 visitor stalls.
- The Zoning Bylaw requires 7.2 m drive isles, and the applicant has increased most of their drive isles from 6.2 m to 6.5 metres. This drive isle width is support by the applicant’s traffic engineer.
- Bike parking decreased slightly from 1.3 Class II spaces per unit (126) to 1.2 Class II spaces per unit (122) based upon bike usage in similar developments. Including Class I, the ratio is 1.6 spaces per unit (164).

- The *floor area ratio* increased slightly from 0.9 FAR to 1.0 FAR. This is to accommodate a potential reduction in total lot area that may occur during the lot consolidation process.
- The addition of shared garden beds within the rear yard outdoor amenity space (see landscape plan).

All of these final design details are captured in the Architectural Drawings (**Attachment No. 1**).

Proposed CD-41 Zone and Land Use Designation

The subject properties are designated Urban Corridor and are immediately adjacent to the Downtown Town Centre land-use designation. The Urban Corridor designation are intended to be primary focus areas of commercial and residential densities outside the downtown. These areas are designated to support a mix of uses that include a variety of higher-density housing choices as well as regional retail destinations. Multi-unit residential developments, including rental apartments, are permitted uses.

Below is a table that shows the variations between the proposed CD-41 zone compared to the existing Multi-Use 2 zone that is designated on two of the parcels and the R4-B zone that allows for higher density multi-residential.

**Table 1: Zone Comparison Matrix**

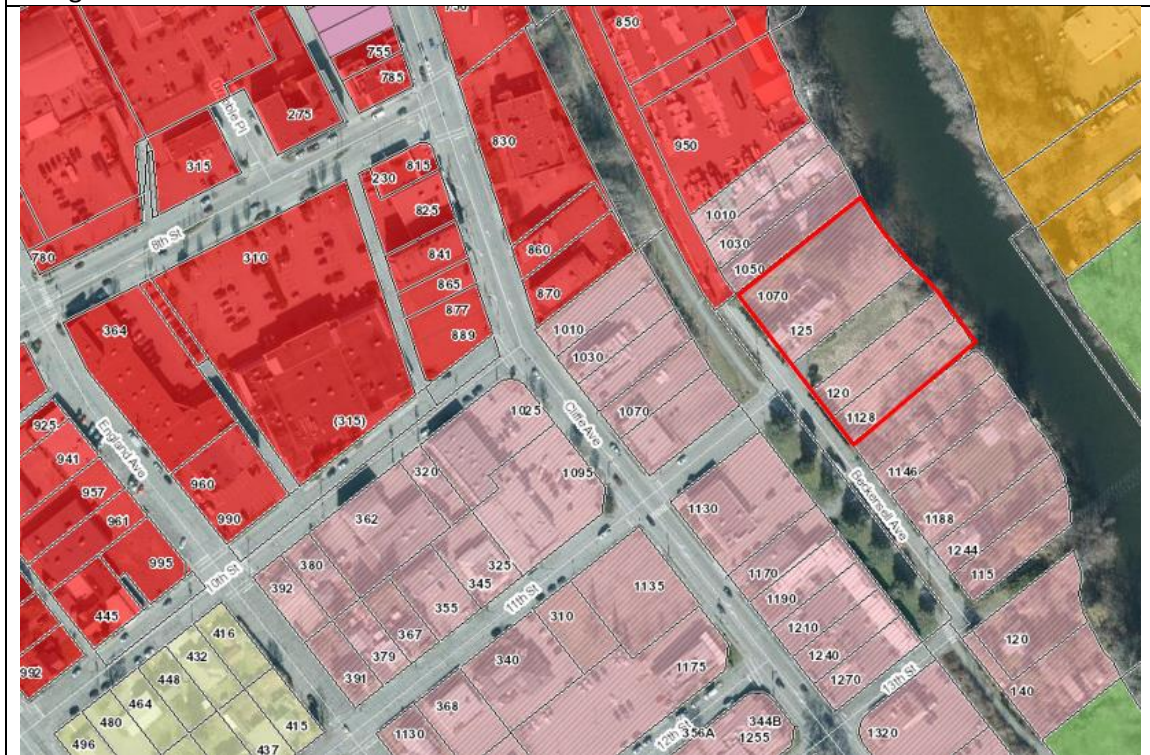
	<b>Existing Zone (MU-2)</b>	<b>Comparable Zone (R-4A)</b>	<b>Proposal (CD-41 Zone)</b>
Min Lot Size	850 m <sup>2</sup>	1,250 m <sup>2</sup>	6,000 m <sup>2</sup>
Use	Multi-residential	Multi-residential	Rental apartment Accessory structure
Floor Area Ratio (FAR)	N/A	1.33	1.0
Lot Coverage	40%	N/A	22%
Building Height	10.0 m	14.0 m	18.5 m
Front Yard Setback	7.5 m	6.0 m	10.5 m
Rear Yard Setback	7.5 m	6.0 m	30 m, except at the site's northeast corner where it is 25.0 m
Side Yard Setback	4.5 m	3.0 m	Southeast Side: 4.5 m Northwest Side: 0.5 m to the stairwell exit otherwise, 2.5 m
Landscape – Beckensell	4.5 m	4.5 m	0 m
Landscape – Southeast Side	2.0 m	3.0 m	4.5 m
Landscape – Northwest Side	2.0 m	3.0 m	1.0 m
Useable Open Space	20m <sup>2</sup> /unit (2,080 m <sup>2</sup> )	20m <sup>2</sup> /unit (2,080 m <sup>2</sup> )	13.0m <sup>2</sup> /unit
<b>Vehicle Parking</b>	1.2 stalls/unit (125 stalls)	1.2 stalls/unit (125 stalls)	0.9 stalls/unit (99 stalls)
Standard Vehicle Stalls	113	113	79
Small Car Stalls	No more than 12 (10%)	No more than 12 (10%)	20 (20%)
<b>Bicycle Parking</b>	2.2/unit (229 stalls)	2.2/unit (229 stalls)	1.6/unit (164 stalls)

Class II	208	208	122
Class II (Oversized)	21	21	14
Class I	21	21	42
Class I (Oversized)	2	2	2

Some of the more notable changes from Multi-Use 2 to CD-41 are:

- Increase height from 10 metres to 18.5 metres to accommodate a 5-storey building in line with the land use designation supporting higher densities and heights in this area.
- Maintain a lot coverage comparable to other higher density developments after considering the fact that a significant proportion of the site cannot be developed due to environmental sensitivity.
- Reduce vehicular and bicycle parking requirements to more accurately reflect the location’s transportation context and the needs of primarily single and small household units;
  - This includes a greater percentage of small car parking and a reduction in the drive isle widths and the width of parking stalls that abut walls.
- Reduce useable open space requirements from a standard of 20 m<sup>2</sup> per unit to on average 14.6 m<sup>2</sup> as provided in a common open space, and through the provision of private patios. This is in recognition of the proximity of large community parks nearby (Simms, Lewis and Standard Park).

**Figure 4:** Land use designations in the area. Subject properties shown in red outline. Properties in pink are Urban Corridor designation, properties in red are Downtown Town Centre designation.





## On-site Parking

### *Vehicle Parking*

The current proposal provides 99 parking stalls, 20 of which are small car stalls. In addition to the designated small car stalls, the proposal includes 10 parking stalls reserved for visitors, 20 parking stalls outfitted with level 2 electric vehicle charging stations, 3 accessible parking stalls (1 tenant and 2 visitor stalls) and 1 parking stall reserved permanently for a car share available to the residents that will be secured through a Section 219 covenant.

Although the proposed off-street parking is less than what is required in the Zoning Bylaw currently, the location of the building within walking and cycling distance of key services and amenities, as well as the significant percentage of small units (92% of units as one bed-room or less) lend themselves to a lower parking demand. The applicant provided the current demand for parking at another rental apartment building they operate within close proximity that showed only 83% of the units required parking stalls. Staff reviewed parking requirements in three other comparable municipalities and in each instance found that had the other municipalities' parking requirements applied to this development, it would have generated a lower requirement than the 99 stalls being proposed.

To further support the application's reduced off-street parking and provide future residents a transportation alternative to car ownership, the applicant has proposed a car share for the apartment complex. As commercial and larger non-profit car share providers (Evo, Modo, etc.) are not available to the Comox Valley at this time, the applicant is proposing to establish a car share option, by purchasing and maintaining a car for exclusive use of the residents. The car share program will be secured by a Section 219 covenant as part of the rezoning amendment process.

### *Bicycle Parking*

The development is proposing 164 bicycle parking spaces. The 164 spaces are comprised of 108 secure resident bicycle parking spaces located in either a dwelling unit or a secure room within the building, 40 spaces intended for visitors located at grade, illuminated and in a manner which a bicycle can be securely locked to a fixed rack and 16 secure oversized bike parking stalls located at grade and within a separate, enclosed bicycle parking room. The proposal also includes different designs for the bike parking than standard Zoning Bylaw prescribes, such as allowing for wall mounted options and allowing for some of the residential stalls to be located within tenant units instead of only within a centralized location part of the residential building.

Staff have identified that the current bike parking requirements in the Zoning Bylaw may be disproportion and overly prescriptive and do not reflect the requirements for comparable communities within BC. This is in large part because Courtenay does not have a sliding scale for bike parking based on unit size and Courtenay's Zoning Bylaw's has a requirement for length, width, and height dimensions to be met for every bike parking stall.

In the case of this proposal, the standard bylaw requirement would require over 2 bike stalls per unit even though the majority of the units are one bedroom or less. Further, the current requirements do not reflect the high quality, space efficient orientation many vertical wall mounted bike racks can provide. However, Staff are cognizant that not all users may be capable of using a vertical bike rack or that the space allotted for a bike parking space may be used for other mobility devices or storage. As a result, the applicant looked to strike a balance between the number of stalls provided based on the building's unit mix, and the three-

dimensional size of the bike spaces proved to allow some bikes to be positioned horizontally or to allow the space to be used for things other than bike parking.

Site specific bicycle parking ratios and dimensions are written into a Comprehensive Development (CD) zone, thus not requiring a Development Variance Permit.

### Landscaping

The landscaping on-site is impacted by the environmental assessment report that establishes the 15 metre Environmentally Sensitive Area (ESA) from the bank of river. The ESA will be secured through a Section 219 no build covenant as a condition of rezoning.

The landscaping within the Environmentally Sensitive Area (0-15m) will be prescribed through a restoration and enhancement plan as a requirement of the Environmental Development Permit. These works will be developed and monitored by a registered professional biologist and will be bonded for separately from the rest of the site's landscaping.

The landscape plan for the remainder of the site (**Attachment No.2**) includes 25 trees (2 retained and 23 planted) and beyond hardscaped features consists exclusively of native riparian planting within the 15-30 metre setback and a mixture of native and ornamental species with the areas outside of the 30 metres. Some seating and gardening areas will be permitted in the 15-30 metre area and this area will be covered by the Section 219 to limit disturbance of the area and maintenance of native species.

The landscape plan includes the retention of a landscape feature wall and mature cedar hedges that currently run along the frontage of the subject property, and are located on City property (See Figure 5). The applicant has offered to retain this existing landscaping and enter into a Section 219 covenant that provides for the retention and maintenance of existing frontage landscaping in city right of way. This agreement will be registered on title.

**Figure 5:** Existing landscape feature wall and mature cedar hedges located on Beckensell Avenue.



While front yard landscape buffers are generally deeper in most residential zones (*see Table 1*), Staff evaluate this as an appropriate street frontage landscape proposal given particular street context, balance of greenspace across the proposal, and recognition that this property is close to the downtown where the downtown urban form does not require deep landscape setbacks.

The 4.5 metre landscape buffer to the southeast, serves as both the statutory right-of-way for the site's utilities while doubling to restrict activity and development along the property line it shares with another residential property. There are a number of mature trees along within the neighbouring property and near the property line that enable good screening and privacy for the adjacent parcel. These trees have been identified within the tree assessment and protection plan as having Root Protection Areas that do not extend into the development site and therefore the trees should not be negatively impacted by the development. The developer has also engaged with the property owners at 1146 Beckensell to discuss additional possibilities for increased privacy, such as screening the top floor rear facing decks that may be incorporated in the proposal's Development Permit.

At its narrowest, the landscape buffer along the northwest property is approximately 1 metre where the parking lot and one of the building's stairwells protrude however, it widens to nearly 3 metres with continuous tree planting as it progresses to the rear yard. The site adjacent to the north west property line (Home Hardware Central Builders) is zoned commercial (C-2) and therefore a lower level of buffering and screening is understood to be acceptable than that along property lines adjoining residential lots.

A final landscape plan substantially consistent with the attachment to this report will be finalized and bonded for as a conditions of the site's Development Permit.

#### Summary of Proposed Conditions of Rezoning

As part of the rezoning application the following conditions must be met prior to consideration of adoption of any bylaws:

- An executed Purchase and Sale Agreement
- Consolidation Plan
- Section 219 covenant for the retention and maintenance of existing frontage landscaping on City ROW
- A Housing Agreement bylaw registered as Section 219 covenant on title
- A section 219 covenant to secure a car share program
- A section 219 covenant to secure transportation and infrastructure requirements
- A section 219 covenant to secure environmental setback requirements

#### Land Appraisal and Disposition

As per the Legislative requirements, an appraisal by Cunningham & Rivard Appraisals Ltd. was completed in December 2023 that determined the estimated market value for the City's parcel is \$360,000.00 if it were to be consolidated with the surrounding lots and zoned to allow a 5-storey apartment. If Council approves first, second and third reading of *Zoning Amendment Bylaw No. 3059 (11<sup>th</sup> Street)* a resolution to direct Staff to give notice of disposition of City owned land and to enter into a Purchase and Sale Agreement will need to be considered by Council to initiate the disposition process. A copy of the draft Purchase and Sale Agreement (**Attachment No. 5**) is attached to this report and will be finalized in accordance with relevant legislation and executed with payment of the lands as a condition prior to adoption.

### Community Amenity Contributions

The OCP's CAC policy looks to secure as non-market, both 15% of the units and a unit mix of the net increase in development rights achieved through rezoning; i.e. the density increase.

These units will be secured in perpetuity at 30% below the Median Market rate for comparable buildings in Courtenay as defined by CMHC from time to time. This will require as a condition of the rezoning a Housing Agreement Bylaw be executed by the owner prior to adoption of the proposed zoning amendment bylaw and be registered on title. A Housing Agreement Bylaw is required and this report is under a separate report on the Council agenda.

The 6 units proposed to be secured by the Housing Agreement account for a mixture of unit sizes (1 two-bed, 2 one-beds, three studios) and represent approximately 15% of the units and 16% of the square footage that would be gained if the rezoning is approved.

As part of the Housing Agreement, the developer will provide Development Services staff with an annual Statutory Declaration to ensure rent levels are being maintained at the appropriate thresholds determined in the Housing Agreement.

The applicant has relayed that if any further housing amenity was provided, the project would not be financially viable and could not proceed based on the current markets (housing, labour, materials). While not an amenity, it's also notable that the proposal is for purpose built rental and that through rezoning rental tenure will be secured through the zone.

### Archaeological Information

The application was referred to K'ómoks First Nation (KFN) to understand possible Cultural Heritage Investigation Permit (CHIP) requirements. A Preliminary Field Reconnaissance was conducted by KFN where it determined that although no archaeological remains were observed during the site visit, there is still a high chance that remains due exist below the surface and may be unearthed during construction. The high probably of remains is based on the site proximity to the Courtenay River and the sites location in-between two previously recorded archaeological sites.

KFN staff provided instruction to the applicant with options on how to proceed with the development proposal should Council approve the Zoning Amendment Application. The applicant has chosen to pursue an Archaeological Impact Assessment so that permits can be issued through the BC Archaeology Branch and K'ómoks First Nation in advance of construction and whereas construction would then advance with an archaeologist and KFN monitoring and testing occurring during construction.

### Environmental Development Permit

The proposed development is adjacent the Courtenay River and contains associated riparian areas which are Environmentally Sensitive Areas (ESA) and therefore requires Environmental Impact Assessments and the issuance of an Environmental Development Permit (EDP) as part of the development approval process. Department of Fisheries and Oceans (DFO), Ministry of Water Land and Resource Stewardship (WLRS) and the local conservation stewardship sector were referred the rezoning application. DFO and WLRS (provided responses which have informed the Environmental Impact Assessment (EIA). Staff have also retained the services of a third-party Registered Professional Biologist to assist with analysis of development proposals that could have impact on local ESAs.

Based on the environmental assessment and review by authorities with jurisdiction, the Courtenay River and adjacent riparian areas are the only ESAs on the property. The Riparian Area Protection Regulations (RAPR) does not apply to this portion of the Courtenay river due to the adjacent shoreline's estuarine environment (saltwater). To respond to other environmental protection best practices and regulatory requirements, the proposal includes a 15-metre environmental setback from the Courtenay River. Within this area development is not permitted except for restoration and enhancement which will be required in the form of invasive species removal, native tree, shrub and groundcover replanting and the installation of terrestrial habitat features such as bird and bat boxes.

The proposal includes a 30-metre setback from the Courtenay River which is divided into a no build area from 0-15 (ESA) metre and an area of limited disturbance from 15-30 m. Between the 15 environmental setback and the 30-metre limited disturbance setback only the following uses will be permitted: landscaping and environmental restoration in the form of high tree canopy cover, open space use by rental building residents in the form of limited gravel pathways, amenity BBQ and seating area, shared garden beds and a limited portion of the parking area in the form of permeable surfaces. See **Figure 3** for these different setbacks.

Section 219 covenants identifying acceptable, restricted, and required uses within these two setback areas are a part of zoning approvals.

#### Tree Protection and Management Bylaw No. 2850

According to the proposal's Tree Inventory Assessment a total of 37 mature trees (>20cm DBH) exist on site with an additional 7 trees on the neighbouring property (1146 Beckensell Avenue) that could be affected by the proposed development and which require monitoring.

Tree bylaw requirements apply to portions of the development proposal outside of the environmental setbacks and are proposed to be met through landscape replanting around the perimeter of the property to also support aesthetic and privacy goals, and cash-in-lieu option into the City's Tree Replanting Reserve Fund.

Of the 37 trees on-site, the 12 trees that are within the environmentally sensitive area will all be retained as a part of the restoration and enhancement plan and will be protected by the Section 219 covenant for the 15 m ESA setback.

For the remainder of the site outside of the environmentally sensitive area, approximately 1.17 acres, the Tree Density Target for a lot this size is 25 trees. Therefore, while the site currently meets the Tree Density Target, of the 25 trees that fall within the *net developable area*, 23 are to be removed. For each of these 23 trees to be removed, there is a 3-to-1 replacement ratio or 69 replacement trees.

To meet the 69-tree requirement, 23 of trees will be replanted on-site as shown in the landscape plan, with the remaining 46 to be accounted for via cash in lieu.

The final numbers for tree removal and replacement are still subject to minor changes. The Tree Density will be finalized and secured through an approved landscape plan as part of the project's Development Permit and through conditions of the development's tree cutting permit(s).

Floodplain Management Bylaw No. 1743

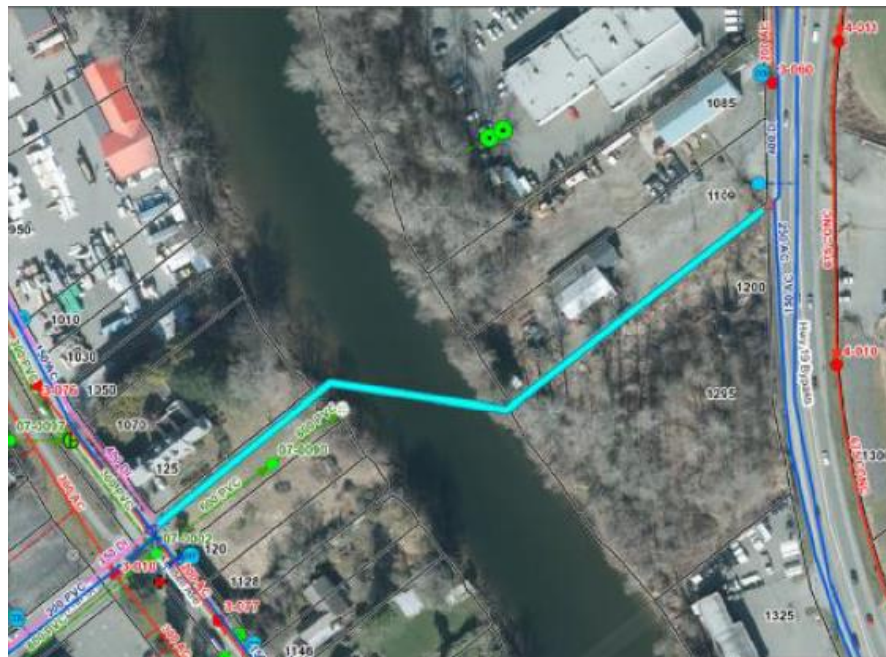
The subject property falls within the floodplain as defined in *Floodplain Management Bylaw No. 1743*. To meet the Bylaw's requirements, the development will have to be constructed above the Flood Construction Level (FCL) as determined by a Geotechnical Engineer.

A geotechnical report from a qualified professional will be required to satisfy both the structural requirements needed to design the building above the FCL and to withstand damages during a flood event. If the information in the report satisfies both of the floodplain specifications, then the development will satisfy the bylaw requirements and the geotechnical report will be appended to a Section 219 'Save Harmless' Covenant and registered on title prior to the issuance of a Building Permit.

Servicing Infrastructure

Prior to issuance of a Building Permit, security for the off-site works will be required for the frontage improvements along Beckensell Avenue. As part of the works and services agreement, the owner will also need to remove an abandoned CVRD water main that runs underneath the roadway dedication, through the proposed development and under the Courtenay River. The main will be removed only from the west property line to the boundary of the environmental setback determined by the Environmental Development Permit, where the remainder will be capped and deserted (see **Figure 6** for abandoned watermain alignment). An active 600mm PVC storm water pipe also runs underneath the city owned parcel and will need to be realigned by the applicant outside of proposed building footprint to allow future public maintenance access through a statutory right-of-way (SRW) this will be a condition of the rezoning and the SRW to be registered prior to final inspection as part of the building permit application process.

Figure 6: Abandoned CVRD watermain in blue that runs across the Courtenay River and that will be removed off the development site shown. 600mm PVC storm water pipe shown in green on City owned property.



The property is already connected to City sewer, water and storm water services. As part of the zoning amendment application process, the applicant will be required to pay for modeling for sanitary and water flow to determine if any off-site infrastructure improvements are necessary to permit the development.

### Transportation Impact Assessment

A Transportation Impact Assessment (TIA) has been provided to support staff with understanding the impacts to the City's transportation networks and to provide potential mitigation recommendations where impacts exist. Overall, it was the opinion of the TIA's authors the proposed development would have negligible impacts on traffic conditions in the study area.

*“The proposed development is anticipated to generate approximately 40 vehicle trips (10 inbound, 30 outbound) in the AM peak hour and 40 vehicle trips (25 inbound, 15 outbound) in the PM peak hour based on ITE rates. The Midday peak hour trip generation was conservatively based on the PM peak hour, due to a lack of data to accurately estimate this volume for residential land use. Based on this, the project is anticipated to generate 1 new vehicle on the road network every 1-2 minutes at peak times. This is not considered to be significant.” (Page I, TIA, Attachment #4)*

The three intersections that were studied for this proposal included:

- Cliffe Avenue and 11th Street,
- Cliffe Avenue & 13th Street, and
- 11th Street & Beckensell Avenue/Site Access (future).

Notably, all intersections continued to operate within an acceptable performance range with the additional traffic generated from the development currently (opening day). The study however did find future operation (+10 years) was likely to result in failure at the two intersections on Cliffe, with the Level of Service (LOS) projected to be E during peak midday hours.

As a result of this and other findings, the applicant will be required or has agreed to the following transportation improvements which will be secured with a Section 219 covenant:

- Financial contribution toward the future construction of a signalized intersection at Cliffe and 11<sup>th</sup> Avenue as part of the Building Permit application process. This is an infrastructure upgrade identified in the Transportation Master Plan.
- An additional leg (east) of the intersection at 11<sup>th</sup> and Beckensell will be created, acting as the sole access to the property. The TIA recommends a 4-leg all-way stop controlled intersection.
- The proposal currently requests that the City create a 'no stopping' zone along the south edge of Beckensell Avenue, for a length of 20 metres to ensure parked/stopped vehicles to not obstruct the outbound vehicle's minimum required sight distance of 35 metres. This looks to protect uses of the multi-use path by providing clear sight lines for vehicles exiting the development but will result in 20 less metres of on-street parking.
- Provide additional improvements around the newly created intersection. This includes, stop signs and painted stop bars and zebra crossing and Pedestrian crossing signs for the intersections south leg.
- The applicant has indicated willingness to install benches at the north and south bound bus stops on Cliffe Avenue.
- Traffic Demand Management (TDM) Strategies will be incorporated into the development including providing a bicycle repair station on the property and promotional material to the residents about active and alternative transportation, in addition to the car share opportunity described above.

**POLICY ANALYSIS:**Regional Growth Strategy

The rezoning and development proposal align with the Comox Valley Regional Growth Strategy (RGS) Bylaw No. 120, 2010 and help advance the RGS shared vision for managing growth and impacts on the region's diverse communities. This includes goals around a diversity of affordable housing options (Goal 1), transportation (Goal 4) and growth management principles (Part 4) as well as the following supporting policies:

- 1A-2: "The focus of higher density and intensive developments shall be within the existing Municipal Areas. Within the Municipal Areas, densification and intensification of development is required, including infill and redevelopment."
- 4A-1: "Implement the growth management strategy, as outlined in Part 4, as an overall framework for transit-supportive land-use planning throughout the Comox Valley."
- 4.4 (7): "Promote intensification, compact growth, and supportive public transit services throughout Municipal Areas as the primary means of accommodating population and employment growth."

Official Community Plan (OCP)

The Cliffe Avenue Corridor is also recognized within the OCP as a Primary Growth Corridor due to its proximity to the downtown core, key services and public and active transportation options. Due to the site's location and the development of purpose-built rental housing, the proposed rezoning and development can be seen to support numerous OCP climate, transportation and housing goals. This includes among others:

- *Land Use Objective 2* which strategically guides the majority of community growth to growth centres to create more *10-minute neighbourhoods* (OCP, Pg. 53),
- *Land Use Policy 1 (LU-1)* which allocates growth consistent with the Land Use Designation Map to meet Courtenay's GHG emission target and support compact urban form (OCP, Pg. 53),
- *Affordable Housing Policy 10 (AH-10)* which seeks to implement *Residential Rental Tenure Zoning* to protect rental housing stock (OCP, Pg. 118), and
- *Affordable Housing Policy 16 (AH-10)* which seeks below market units as priority amenities when negotiating CACs in rezoning's for multi-residential projects (OCP, Pg. 118).

**FINANCIAL IMPLICATIONS:**

The appraised value of the public land estimated at \$360,000 would be received by the City through a purchase and sale agreement and the funds will be allocated to be used for future purchase or improvements of public lands.

**ADMINISTRATIVE IMPLICATIONS:**

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

Should Council adopt *Zoning Amendment Bylaw No. 3059 (11<sup>th</sup> Street)*, two Development Permit Applications (Environmental and Form and Character) will be processed separately and considered by the Director of Development Services. To determine the developable area of the site, inform the proposed site plan and the draft CD zone, Staff have already begun substantial work on drafting the Environmental Development Permit.

**STRATEGIC PRIORITIES REFERENCE:**



This initiative addresses the following strategic housing priorities:

- Good Governance - Review and streamline development process and set targets for application processing times
  - Through adoption of Development Procedures Bylaw No. 3106, the Delegate was able to waive the Public Hearing for a rezoning that conforms to Courtenay’s OCP. This reduced the number of times this rezoning has to be considered by Council and allowed for a shorter timeframe for being considered for adoption.
- Buildings and Landscape - Update Development Cost Charges (DCC) Bylaw
  - This project will be subject to the new Development Cost Charges as recently set through *Development Cost Charges Amendment Bylaw No. 3116, 2023*.

#### **PUBLIC ENGAGEMENT:**

The Community Information Meeting requirements for this development have been waived at the discretion of the Director of Development Services, as per Section 7.2 of *Development Procedures Bylaw No. 3106, 2023*.

The applicant, Pacific Swell Developments, voluntarily held a community engagement on Wednesday, July 3, for neighbouring tenants and property owners to see drawings of the proposed redevelopment. The applicant’s consultants were available to answer questions and provide feedback. The primary concern of those who attended related to privacy. Based on these conversations, the developer adjusted the site plan by moving the garbage/recycling from the south side of the property to the centre to avoid smell and noise, removed the bike racks along the south property line to reduce activity and noise and is engaged in ongoing discussion with the owners of the lot to the south about adding fencing and a row of hedges.

As defined in section 464 (3) of the *Local Government Act*, a public hearing for this proposed rezoning is prohibited as it meets the criteria laid out in this section. Specifically,

- (a) there is an official community plan in effect for the area that is the subject of the zoning bylaw amendment;
- (b) the proposed zoning bylaw amendment is consistent with the official community plan,
- (c) the sole purpose of the proposed zoning bylaw amendment is to permit a development that is, in whole or in part, a residential development, and
- (d) the residential component of the development accounts for at least half of the gross floor area of all buildings and other structures proposed as part of the development.

Notification in accordance with section 467 of the *Local Government Act* was given in advance of First reading of the proposed *Zoning Amendment Bylaw No. 3059 (11<sup>th</sup> Street)*. The public notification was given in the form of an advertisement posted on the City’s website, social media channels and in Comox Valley Records for two consecutive weeks on August 14 and August 21, 2024, and mailed out to residents within 100 metres.

#### **OPTIONS:**

THAT Council receive for information the prohibition on holding a public hearing and the public notice given of such a prohibited public hearing; and

THAT Council give first, second and third readings of *Zoning Amendment Bylaw No. 3059 (11<sup>th</sup> Street)* to rezone the properties legally described as (1) LOT A, SECTION 69, COMOX DISTRICT, PLAN 32204; (2) THAT

PART OF LOT 10, SECTION 69, COMOX DISTRICT, PLAN 3030, TAKEN FOR ROAD PURPOSES AND CONTAINING 0.27 OF AN ACRE MORE OR LESS, SHOWN IN RED ON PLAN 284BL (“Unaddressed Municipal Property”); (3) LOT 1, SECTION 69, COMOX DISTRICT, PLAN 6674; and (4) LOT 2, SECTION 69, COMOX DISTRICT, PLAN 6674; and

THAT Council direct Staff to provide notice of disposition of the Unaddressed Municipal Property in accordance with the requirements in Section 286 of the *Local Government Act* and Sections 26 and 94 of the *Community Charter*; and

THAT Council direct the Director of Development Services to enter into a Purchase and Sale Agreement for the lands described as Unaddressed Municipal Property, for the fair market value of \$360,000.00; and

THAT Section 219 Covenants for the car share program, landscaping retention and maintenance on City lands, transportation contributions towards intersection improvements and protection of a 15 metre environmentally sensitive area from the Courtenay River be prepared and executed by the applicant prior to adoption; and

THAT the Housing Agreement be executed by the applicant prior to adoption.

1. That Council deny the application for *Zoning Amendment Bylaw No. 3059 (11<sup>th</sup> Street)*.
2. THAT Council provide alternative direction to staff.

**ATTACHMENTS:**

1. *Attachment No. 1 – Architectural Drawings*
2. *Attachment No. 2 – Landscape Plan*
3. *Attachment No. 3 – Draft CD-41 Zone*
4. *Attachment No. 4 – Draft Zoning Bylaw Amendment No. 3059*
5. *Attachment No. 5 – Draft Purchase and Sale Agreement*
6. *Attachment No. 6 – Draft Housing Agreement*

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



The Corporation of the City of Courtenay

# Bylaw No. 3059

## A bylaw to amend Zoning Bylaw No. 2500, 2007

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

### Citation

1. This Bylaw shall be cited as "Zoning Amendment Bylaw No. 3059 (11th Street)".

### Amendment

2. "Zoning Bylaw No. 2500, 2007" is amended as follows:
  - a) Inserting the "Part 68 – Comprehensive Development Forty One Zone (CD-41) 120<sup>th</sup> 11<sup>th</sup> Street" attached in **Attachment A**, immediately following "Part 67- Comprehensive Development Forty Zone (CD-40) in Division 8-Classification of Zones".
  - b) By rezoning from Multiple Use Two (MU-2), Commercial Two (C-2) and no zone, to Comprehensive Development Forty One Zone (CD-41):
    - Lot A, Section 69, Comox District, Plan 32204, PID 000-762-776
    - That Part of Lot 10, Section 69, Comox District, Plan 3030, Taken For Road Purposes And Containing 0.27 Of An Acre More Or Less, Shown In Red On Plan 284BL, PID 006-318-657
    - Lot 1, Section 69, Comox District, Plan 6674, PID 005-876-672
    - Lot 2, Section 69, Comox District, Plan 6674, PID 005-876-681

as shown in bold outlined on **Attachment B**, which is attached hereto and forms part of this bylaw.

- c) That Schedule No. 8. Zoning Map be amended accordingly.

3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 28th day of August, 2024.

Read a second time this 28th day of August, 2024.

Read a third time this 28th day of August, 2024.

Approved by the Ministry of Transportation and Infrastructure this <sup>16<sup>th</sup></sup> ~~[day]~~ day of <sup>October, 2024</sup> ~~[month]~~, ~~[year]~~

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

\_\_\_\_\_  
Mayor Bob Wells

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

**Part 68 – Comprehensive Development Zone (CD-41) (120 11<sup>th</sup> Street)**

**8.62.1 Intent**

The CD-41 Zone is intended to accommodate a *rental apartment* development on the properties legally described as:

- (1) Lot A, Section 69, Comox District, Plan 32204
- (2) Lot 2, Section 69, Comox District, Plan 6674;
- (3) Lot 1, Section 69, Comox District, Plan 6674; and
- (4) That part of Lot 10, Section 69, Comox District, Plan 3030, taken for road purposes and containing .27 of an acre more or less, shown in red on Plan 284 BL

These properties shall be developed in accordance with Schedule A which forms part of this zone.

**8.62.2 Permitted Uses**

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

- (1) *Rental apartment*
- (2) *Accessory structures*

**8.62.4 Floor Area Ratio**

Provided that all other applicable size, shape and siting conditions are met, the maximum floor area ratio for *rental apartment* shall not exceed 1.0 *floor area ratio*.

**8.62.5 Minimum Lot Size**

A *lot* shall have an area of not less than 6,000 m<sup>2</sup>.

**8.62.6 Setbacks**

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

- (1) Front Yard: 10.5 m
- (2) Rear Yard: 30 m, except at the site's northeast corner where it is 25.0 m in accordance with Schedule A
- (3) Side Yard (SE): 4.5 m
- (4) Side Yard (NW): 0.5 m to the stairwell exit, otherwise 2.5 m

**8.62.7 Height of Building**

The *height* of a *building* shall not exceed 18.5 m.

### **8.62.8 Useable Open Space**

In this zone, the calculation of *useable open space* may include common outdoor areas and balconies attached to individual rental units and shall be provided in the amount of 13.0 m<sup>2</sup> per rental unit as shown in Schedule A.

### **8.62.9 Accessory Structures**

*Accessory structures* shall not be permitted except for structures related to the *useable outdoor space* identified in Schedule A.

### **8.62.10 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) 99 parking spaces shall be provided, being 79 standard stalls and 20 small car stalls. Of the 99 stalls ten are reserved for visitor parking. 1 stall is to be reserved for a car share and a minimum of 20 stalls shall be outfitted with level 2 electric vehicle charging stations.
- (2) Drive isle width shall be a minimum of 6.2 m.
- (3) The parking area shall have an access to a public thoroughfare and the access shall be configured so that its width is not less than 5.0 m and not more than 10.0 m.
- (4) Where a *parking space* or maneuvering isle abuts a wall or building, the width of the *parking space* or maneuvering aisle as determined by Schedule 7B shall be increased by an additional 0.4 m

### **8.62.11 Bicycle Parking Spaces**

Notwithstanding the requirements of Division 7 of this bylaw, bicycle parking spaces shall be provided and maintained as detailed below:

- (1) 108 secure bicycle parking spaces located in either a dwelling unit or a secure room within the apartment building.
- (2) 16 secure, oversized bicycle parking spaces located at grade and within a separate, enclosed bicycle parking room, 2 of which are intended for visitor parking.
- (3) 40 bicycle parking spaces intended for visitors located at grade, illuminated and in a manner which a bicycle can be securely locked to a fixed rack.

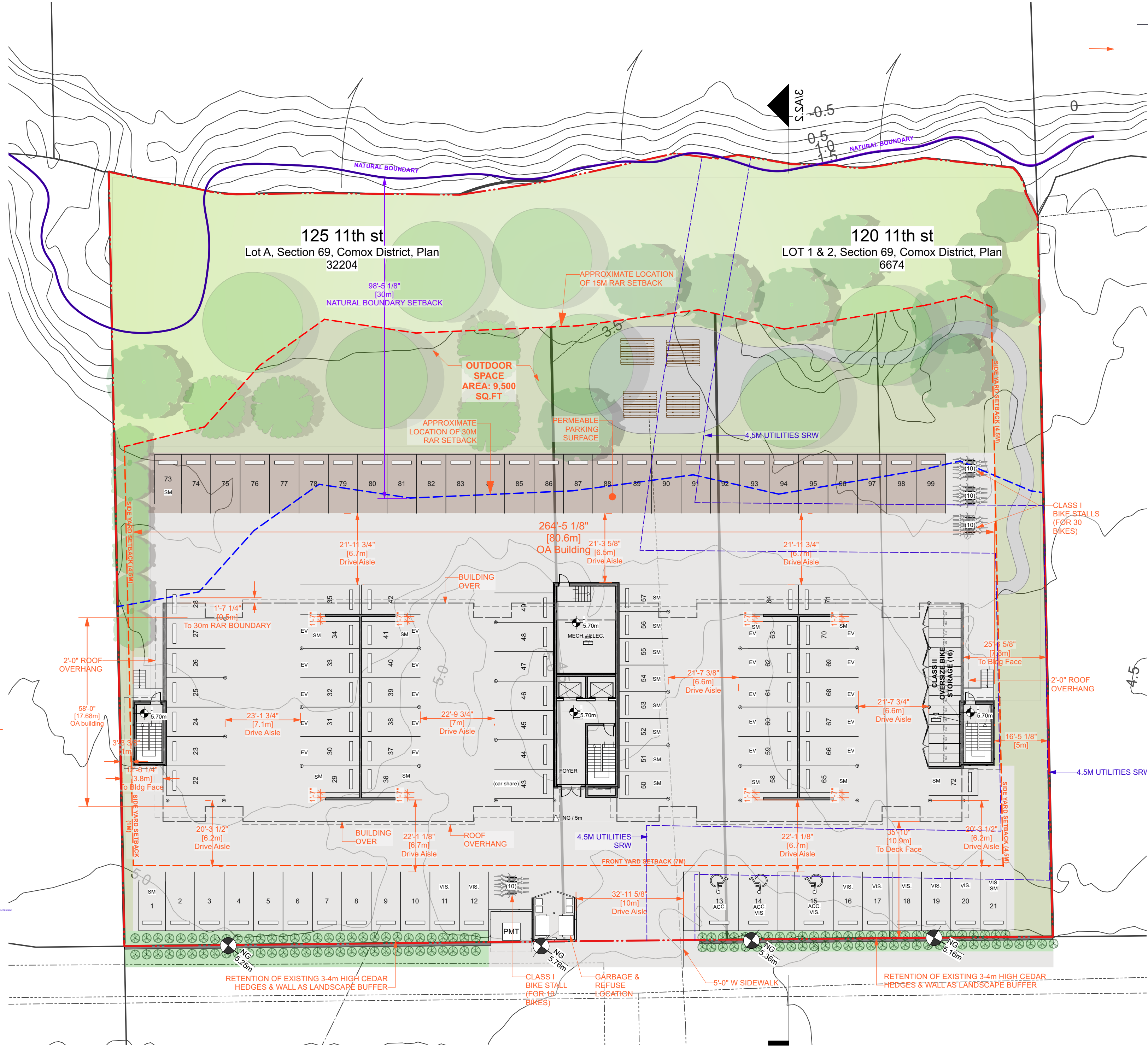
### **8.62.12 Landscaping and Screening**

*Notwithstanding the Landscape Requirements identified elsewhere in this bylaw, the following landscape requirements shall be met:*

- (1) A landscape buffer of at least 4.5 m shall be provided along the southeast property line, whereas no hardscaping or structures are permitted.
- (2) A landscape buffer of at least 1.0 m shall be provided along the northwest property line, except where a stairwell exists.

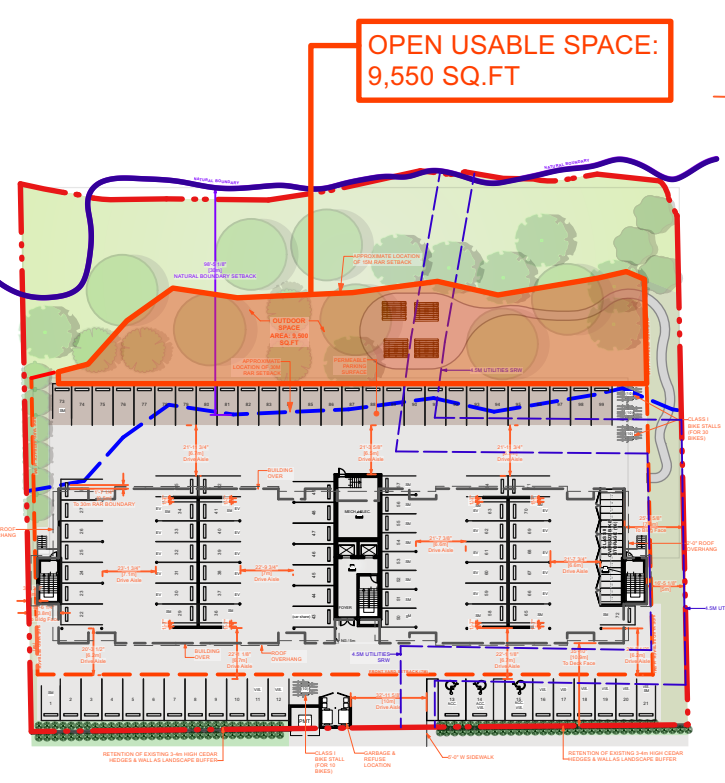
- (3) A continuous buffer of vegetated screening at least 3 m high shall be maintained along the property's frontage.
- (4) Loading areas, garbage and recycling containers shall be screened and gated to a minimum of 2.0 m by a landscaping screen or a solid decorative fence or a combination thereof.

# Schedule A



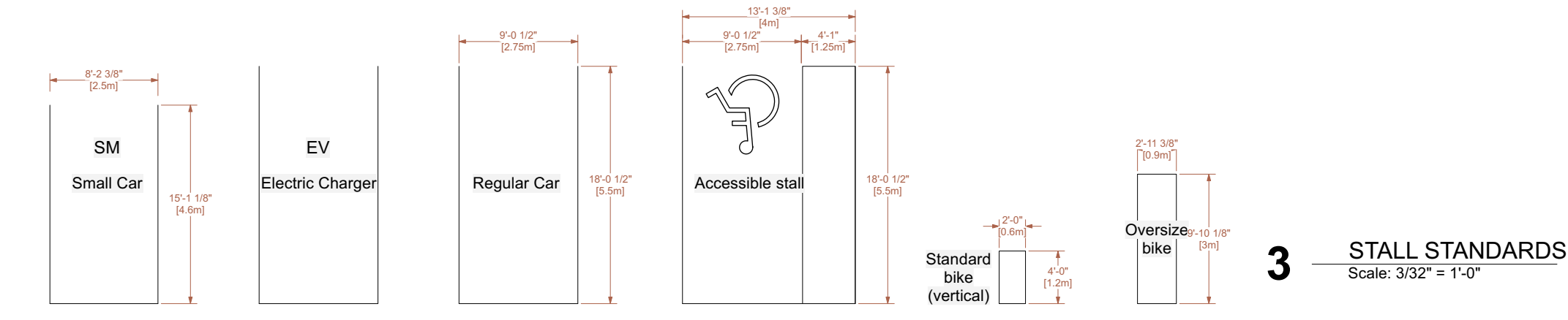
## PROJECT INFORMATION FOR 120 11TH ST

<b>Authority</b>	City Of Courtenay		
<b>Street Address</b>	120 11th St		
<b>Legal Description</b>	LOT A, PLAN 32204 and LOT 1 & 2, Section 69, Comox District, Plan 6674		
<b>Property Identification Number</b>	PID:005-876-672 & 005-876-681		
<b>Project Description</b>	The developer is seeking to densify this existing single family lot into a five storey multi unit apartment building.		
<b>ZONING SUMMARY</b>	MU-2	PERMITTED	PROPOSED
<b>SETBACKS</b>	See Plans		
<b>LOT COVERAGE</b>	40%	TOTAL BUILDING AREA	14478.6 sq ft
		TOTAL LOT AREA	66851.6 sq ft
		TOTAL LOT COVERAGE	22%
		TOTAL LOT AREA - RAR	52,804.6 sq ft
<b>BUILDING HEIGHT</b>	Max 10M		
<b>BUILDING STATISTICS</b>	See Elevations for Building Heights		
<b>FSR</b>	0.88		
<b>Total Gross Floor Area</b>	58,811 Sq/ft		
<b>Total Buildable Gross Floor Area</b>	59,602 Sq/ft		
<b>Residential Unit Mix</b>	<b>Description</b>	<b>Unit Count</b>	<b>Total Area Sq/ft</b>
	Studio	40	14,842 Sq/ft
	Executive suite	22	9,971 Sq/ft
	Executive suite ACC	10	4,532 Sq/ft
	One Bedroom	24	13,928 Sq/ft
	Two Bedroom	8	5,939 Sq/ft
	<b>Total Residential</b>	<b>104</b>	<b>49,212.00 Sq/ft</b>
<b>Circulation + Service</b>	<b>Description</b>	<b>Unit Count</b>	<b>Total Area Sq/ft</b>
	Circulation		7,456 Sq/ft
	Foyer		330 Sq/ft
	Electrical + Mechanical		496 Sq/ft
	Bike Parking		1,134 Sq/ft
	Refuse		183 Sq/ft
	<b>Total Circulation and Service</b>		<b>9,598.60 Sq/ft</b>
<b>Outdoor areas</b>	<b>Description</b>	<b>Unit Count</b>	<b>Total Area Sq/ft</b>
	Decks		6,786 Sq/ft
	Additional open area		9,550 Sq/ft
	<b>Total Open areas</b>		<b>16,336 Sq/ft</b>
	Required		2,080.00 Sq/ft
	deficit		-560.75 Sq/ft
<b>OFF STREET PARKING + LOADING</b>	<b>Required</b>	<b>1.2 Per Unit</b>	<b>Provided</b>
		<b>124.8</b>	<b>99</b>
	Of Which	Regular	79 (90%)
		Small	20 (20%)
	Of Which	EV Charge	n/a
		Accessible	3
		Visitor	10
		Car Share	1
	<b>125</b>	<b>TOTAL PARKING</b>	<b>98</b>
<b>BICYCLE PARKING</b>	<b>Required</b>	<b>CLASS II (2 per dwelling unit)</b>	<b>Provided</b>
	208		122
	Of Which	90% Standard, wall mount (1.01mX.6m)	108
		In Storage Rooms	36
		In Tenant Units	72
	Of Which	20 10% Oversized (3mX.9m)	14
		21 CLASS I (10% of class II)	42
	Of Which	19 90% Standard (1.8mX.6m)	40
		2 10% Oversized (3mX.9m)	2
	Of Which		10
			2
	<b>229</b>	<b>TOTAL BIKE PARKING</b>	<b>164</b>
<b>LANDSCAPE + SCREENING</b>	SEE SITE PLAN		



**2** USABLE OPEN SPACE PLAN  
Scale: 1:1000

**1** SITE PLAN  
Scale: 1:250  
AVERAGE NATURAL GRADE ALONG FRONTAGE = 5.42 M GEO  
FCL 5.7 M GEO



**3** STALL STANDARDS  
Scale: 3/32" = 1'-0"

## 11TH STREET DEVELOPMENT COURTENAY BC

G 2024-06-06 Issued for DP R6  
F 2024-03-28 Issued for DP R2  
E 2024-03-08 Issued for Coordination  
NO. Y M D ISSUE

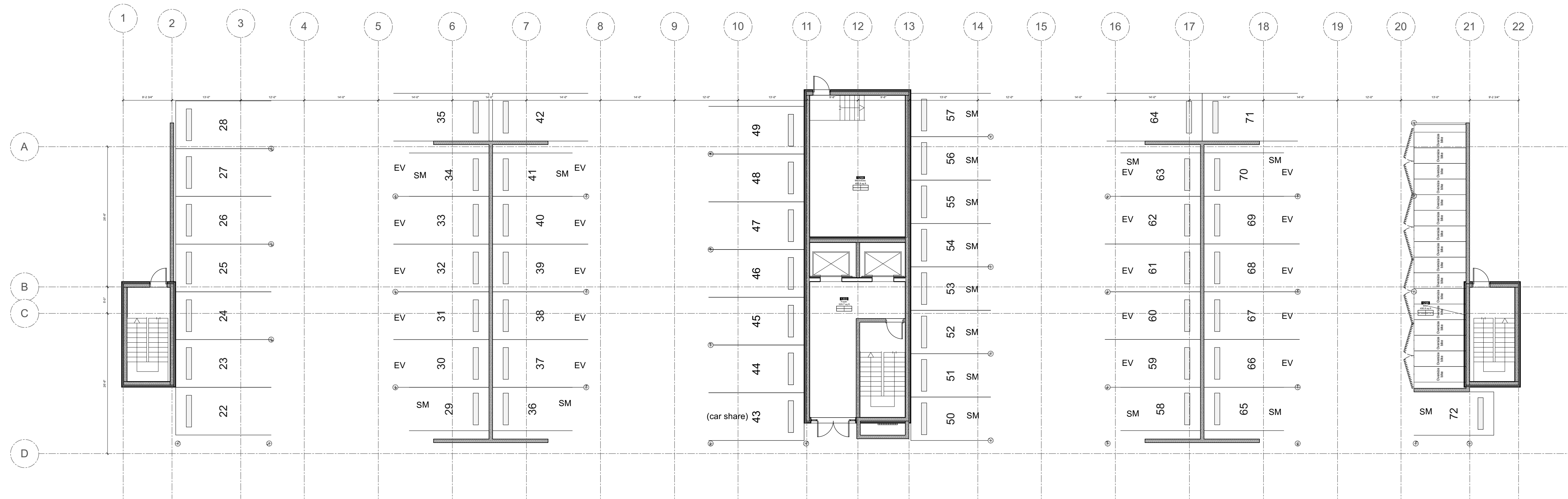
NO.	Y	M	D	ISSUE

SHEET TITLE

Site Plan

DRAWING NO.

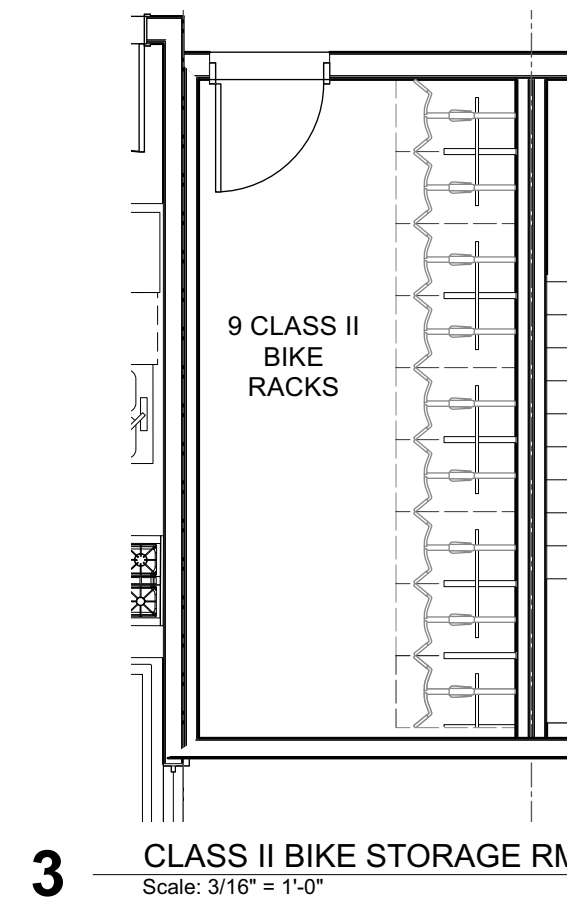
# A0.2



**1** PARKADE PLAN  
Scale: 3/32" = 1'-0"



**2** TYPICAL FLOOR PLAN  
Scale: 3/32" = 1'-0"



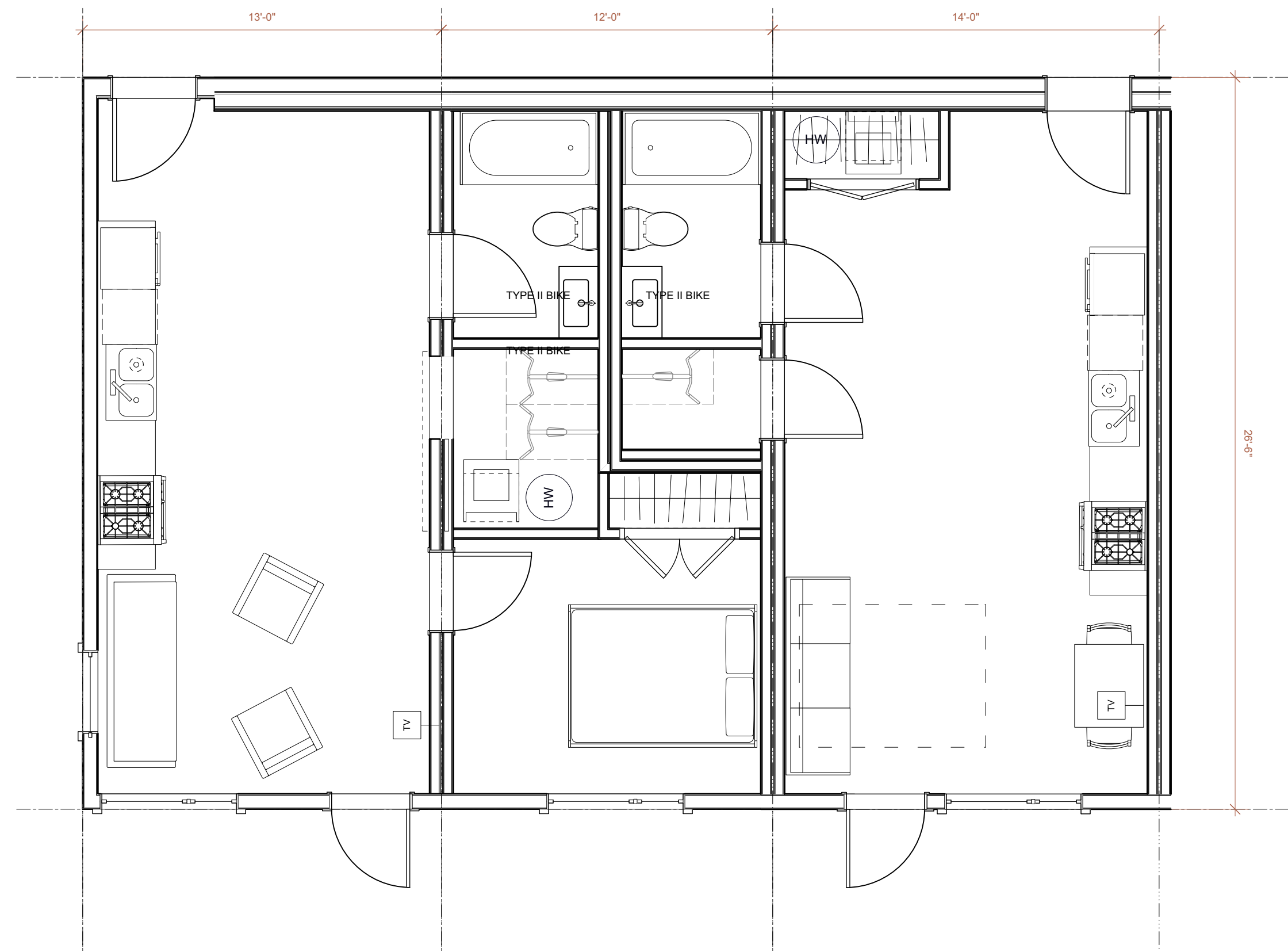
**3** CLASS II BIKE STORAGE RM  
Scale: 3/16" = 1'-0"



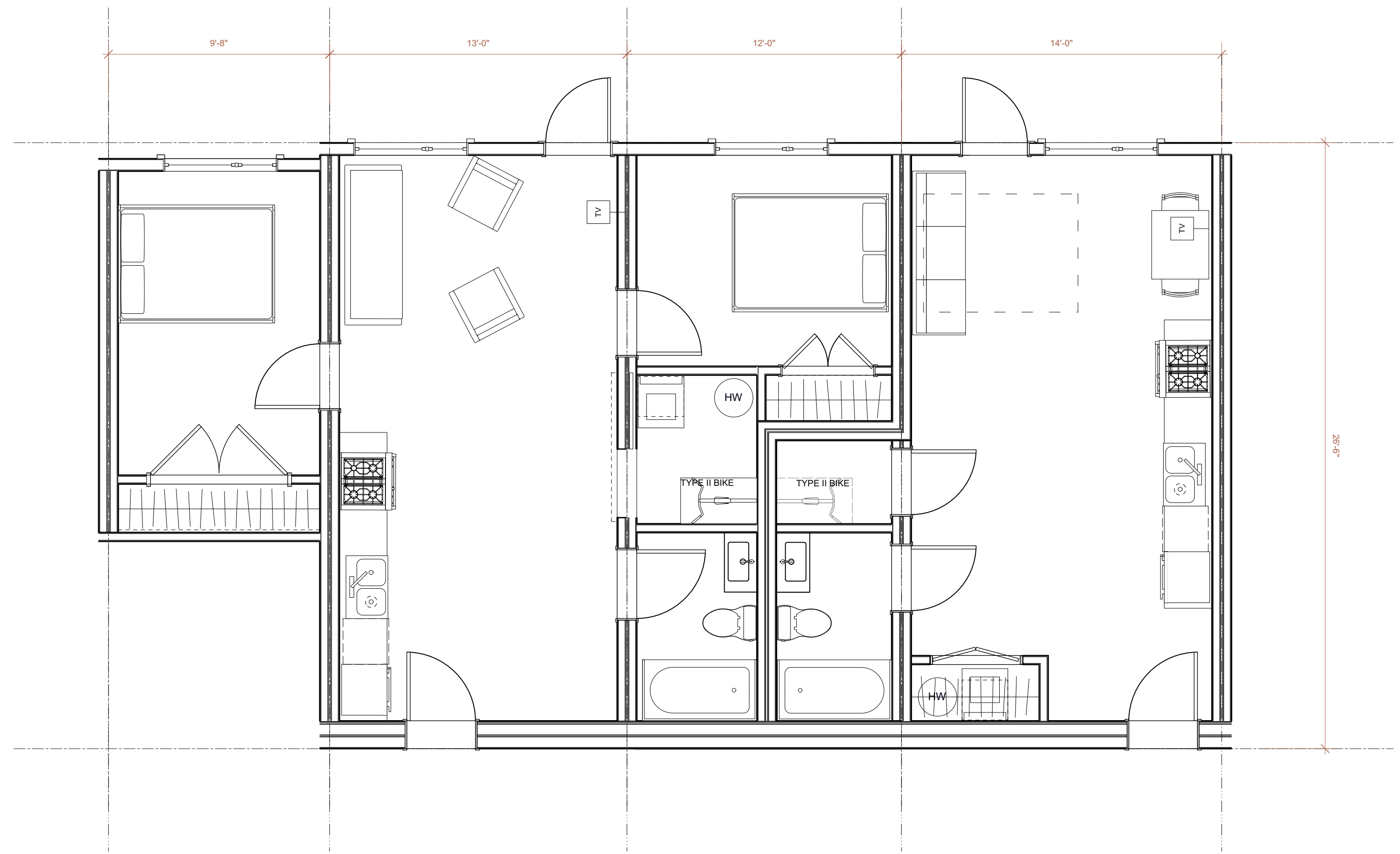
G	2024-06-06	Issued for DP R6
C	2023-12-06	Issued for DP R1
B	2023-09-06	Issued for Re-zoning
NO.	Y M D	ISSUE

NO.	Y M D	ISSUE
REVISION		

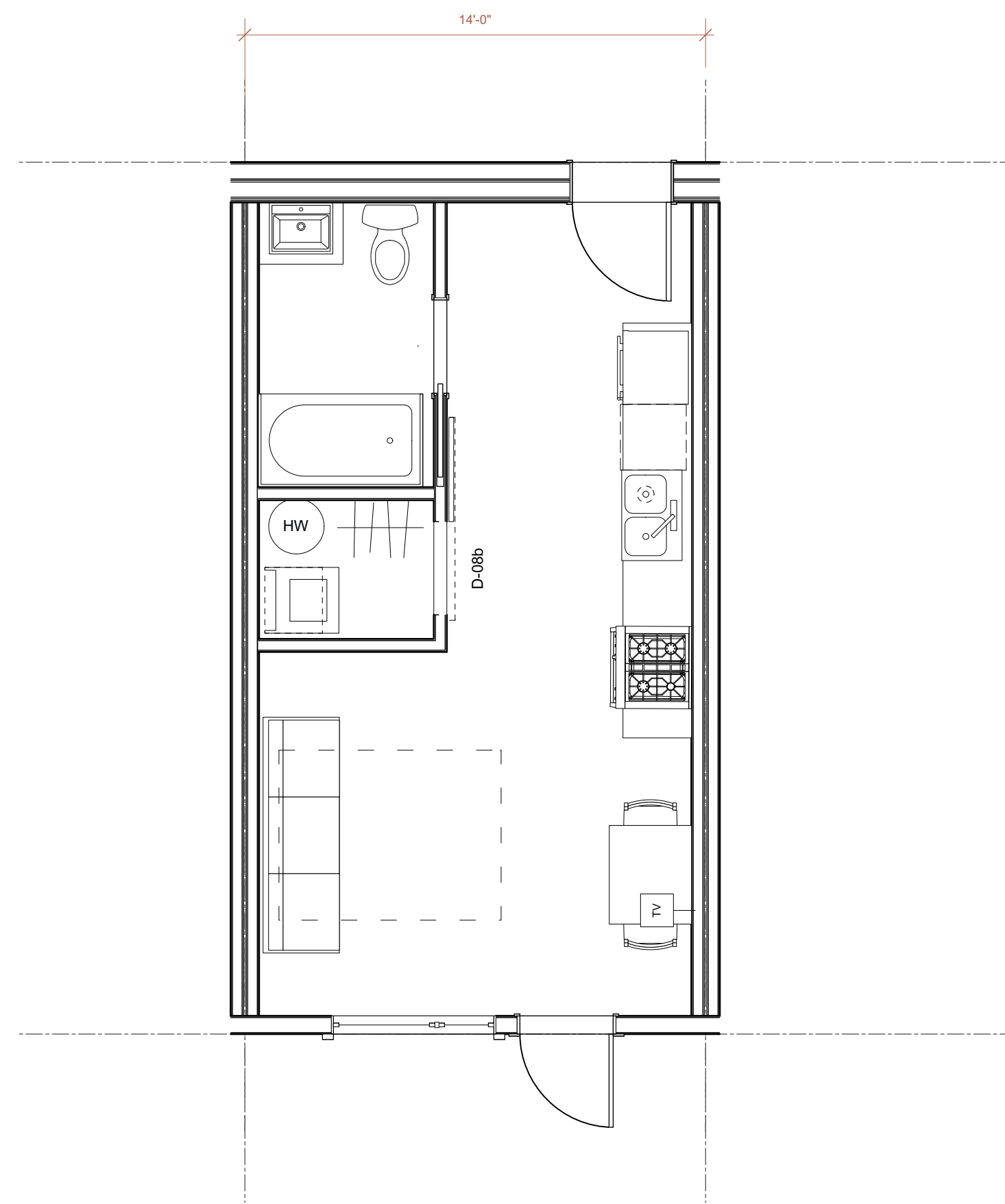




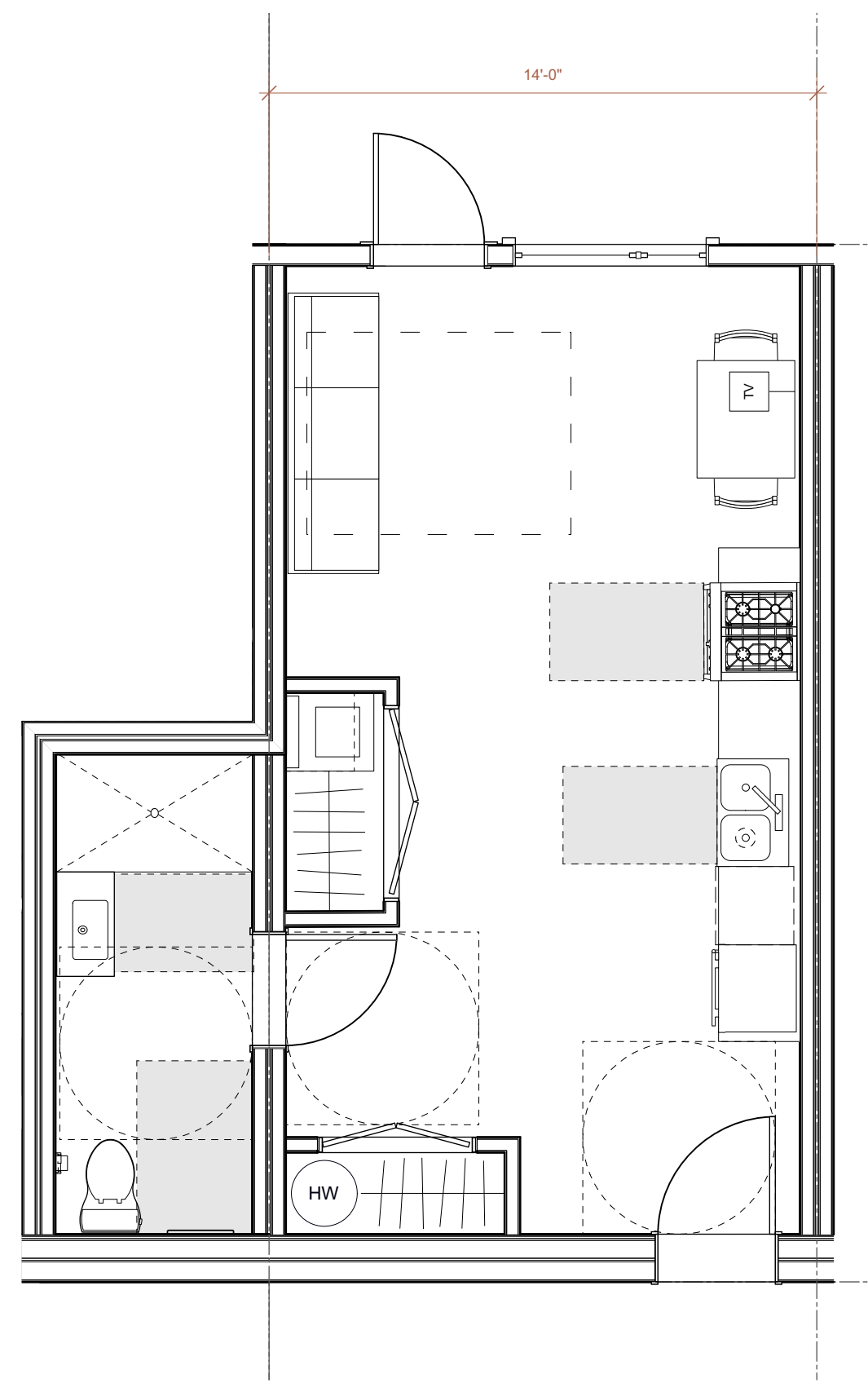
**1** Typical Corner 1 Bedroom and Executive Units  
Scale: 1/4" = 1'-0"



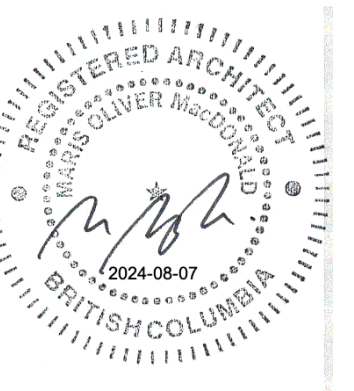
**2** Typical 2 Bedroom and Executive Units  
Scale: 1/4" = 1'-0"



**3** Typical Studio Unit  
Scale: 1/4" = 1'-0"



**4** Typical Executive Acc. Unit  
Scale: 1/4" = 1'-0"



NO.	Y	M	D	ISSUE
6	2024	06	06	Issued for DP R6
5	2023	12	06	Issued for DP R1
4				ISSUE

NO.	Y	M	D	ISSUE
				REVISION



11TH STREET DEVELOPMENT  
 COURTENAY BC

G	2024-06-06	Issued for DP R6		
C	2023-12-06	Issued for DP R1		
B	2023-09-06	Issued for Re-zoning		
NO.	Y	M	D	ISSUE

NO.	Y	M	D	ISSUE
REVISION				

SHEET TITLE  
 Elevations

DRAWING NO.  
**A2.1**



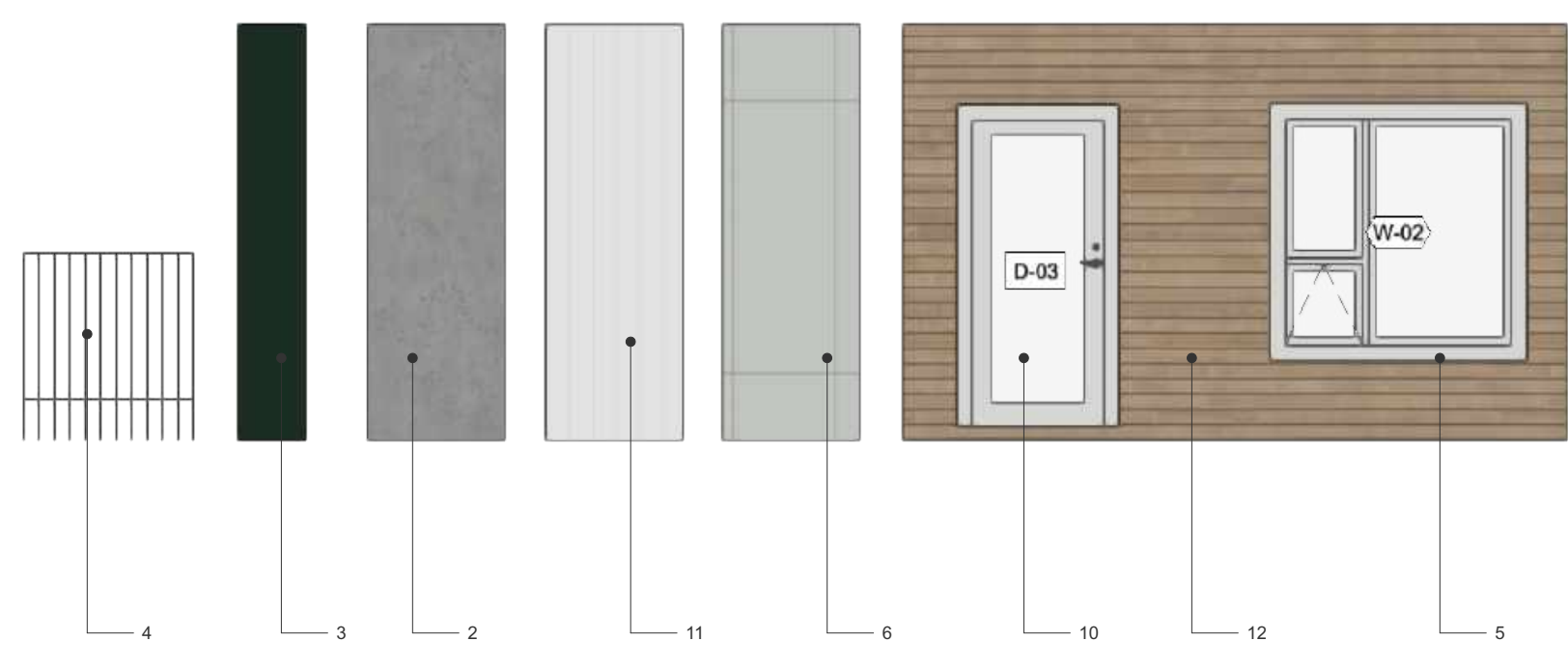
**3** West ELEVATION (11TH)  
 Scale: 3/32" = 1'-0"



**5** East ELEVATION  
 Scale: 3/32" = 1'-0"

**MATERIALS**

- 1 pressed steel frame door, charcoal
- 2 exposed concrete
- 3 powder coated steel fin, dark sage green
- 4 metal guard, dark sage green
- 5 vinyl windows, white or light
- 6 cementitious panel, white or light
- 7 floor plate band / balcony edge, cementitious panel or flashing, white or light
- 8 roof edge, cementitious panel or flashing, white or light
- 9 balcony divider fin, cementitious panel or flashing, white or light
- 10 vinyl door with glazing, white or light
- 11 metal siding, white or light
- 12 metal siding, wood print
- 13 aluminum storefront or curtain wall doors and glazing, white or silver
- 14 aluminum cables / wire on metal stand offs



**4** NORTH ELEVATION  
 Scale: 3/32" = 1'-0"

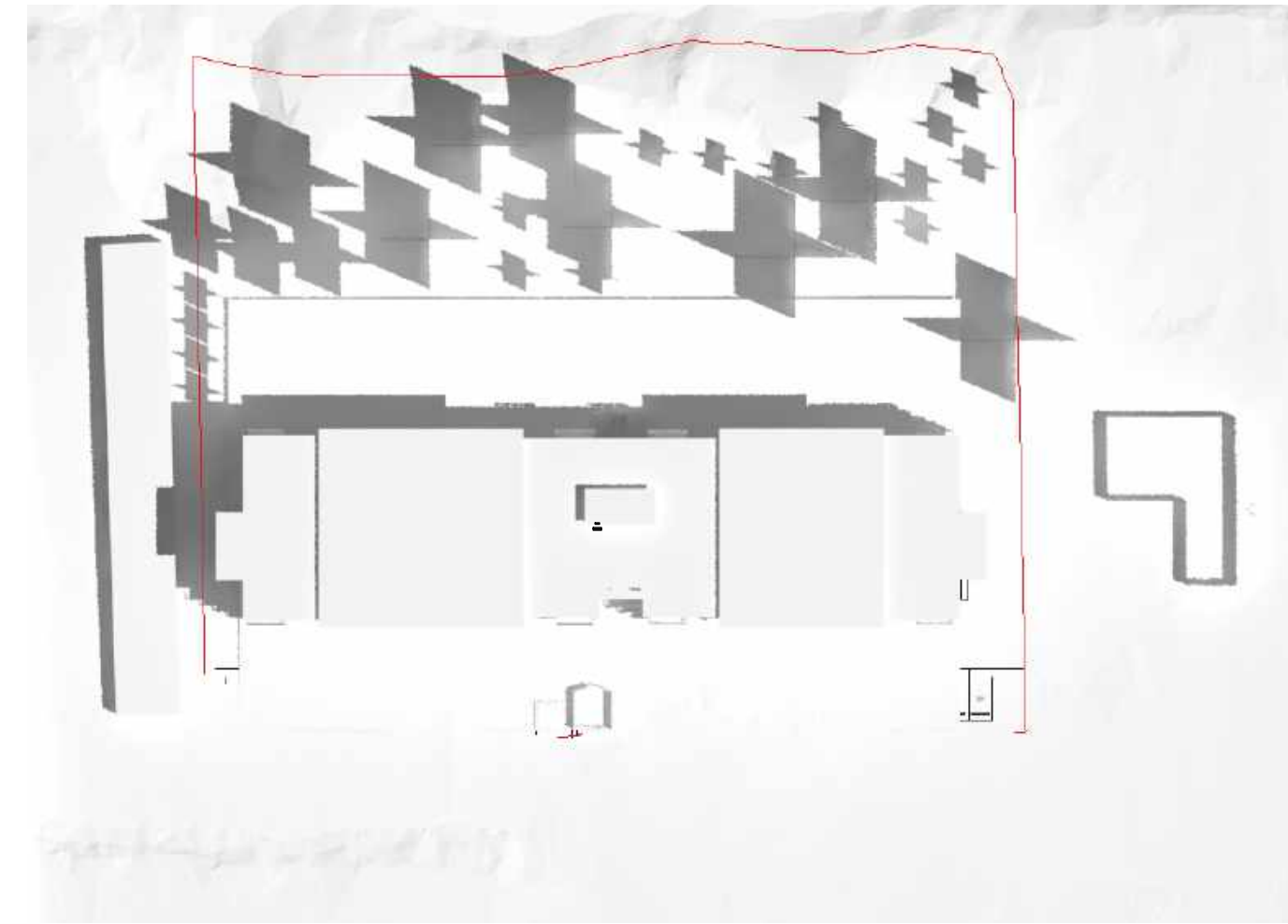


**2** SOUTH ELEVATION  
 Scale: 3/32" = 1'-0"

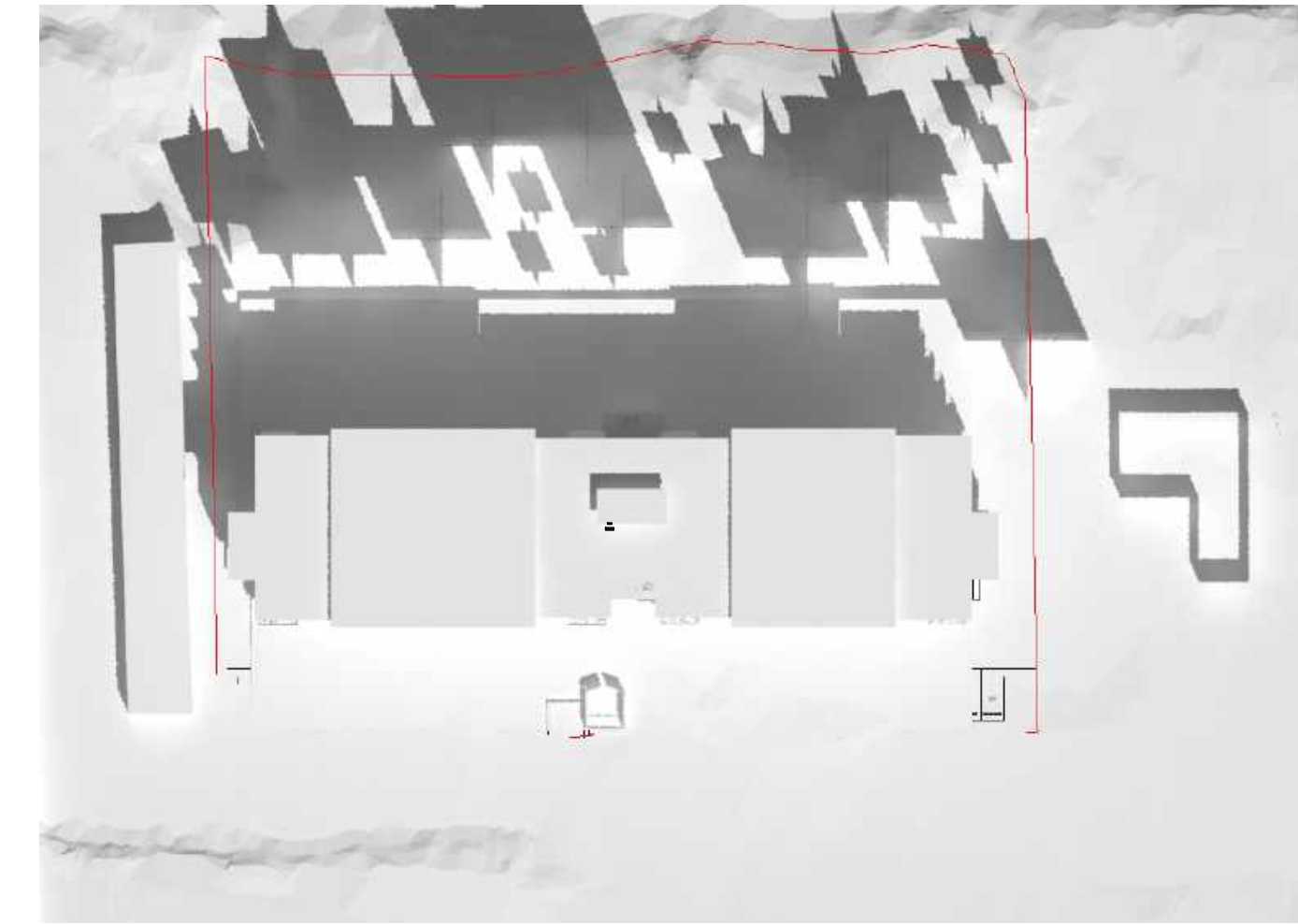
10 AM



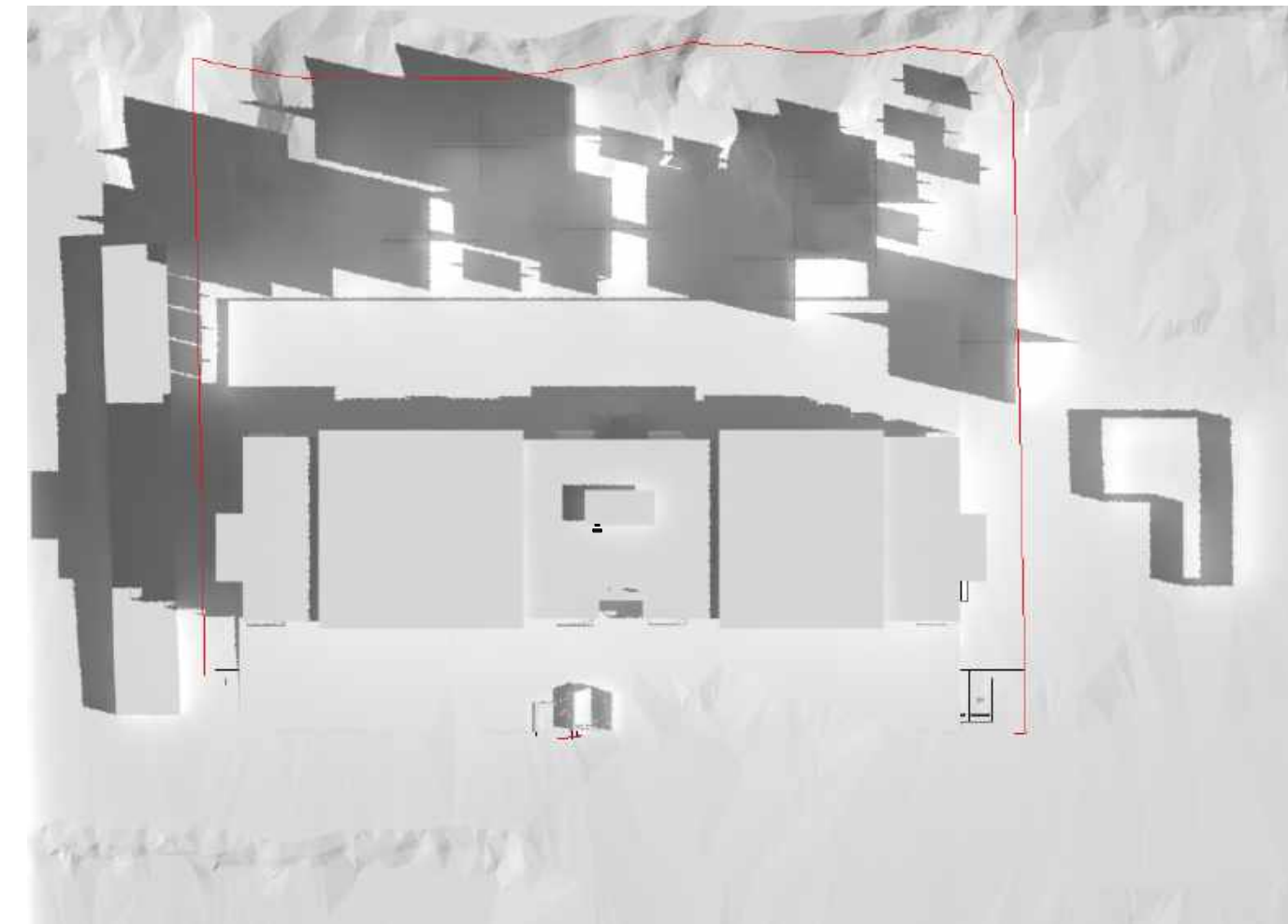
1 PM



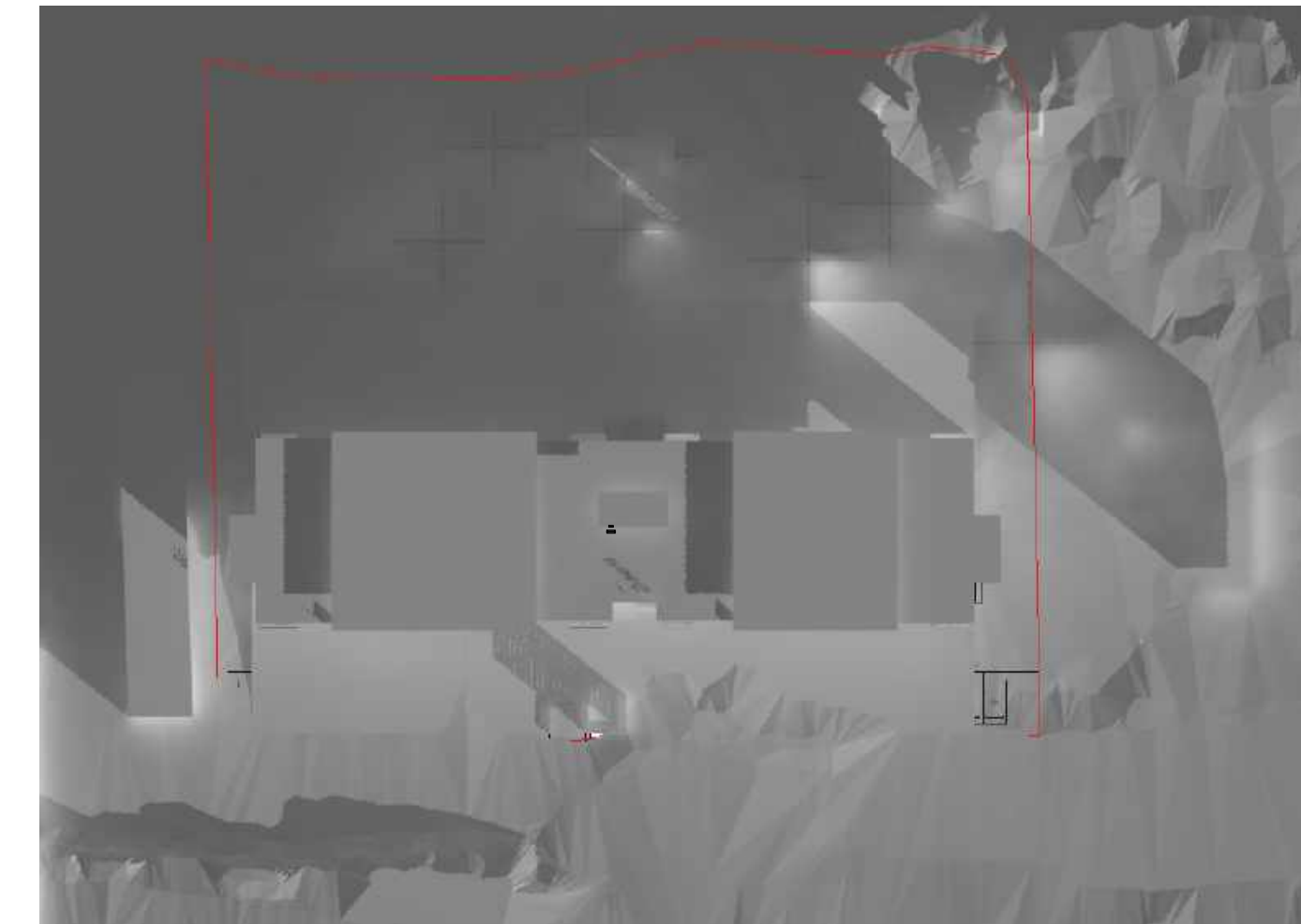
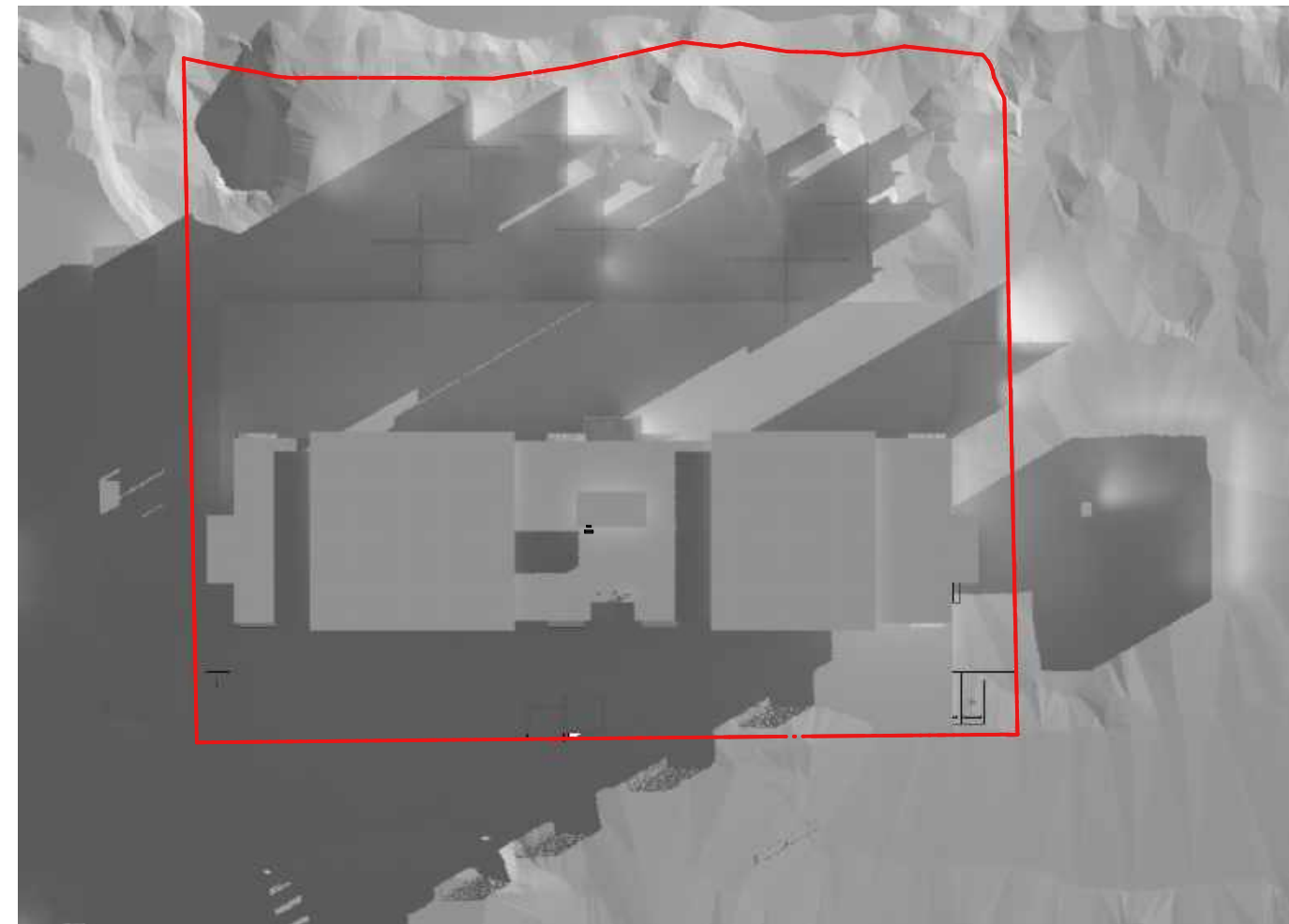
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JUNE



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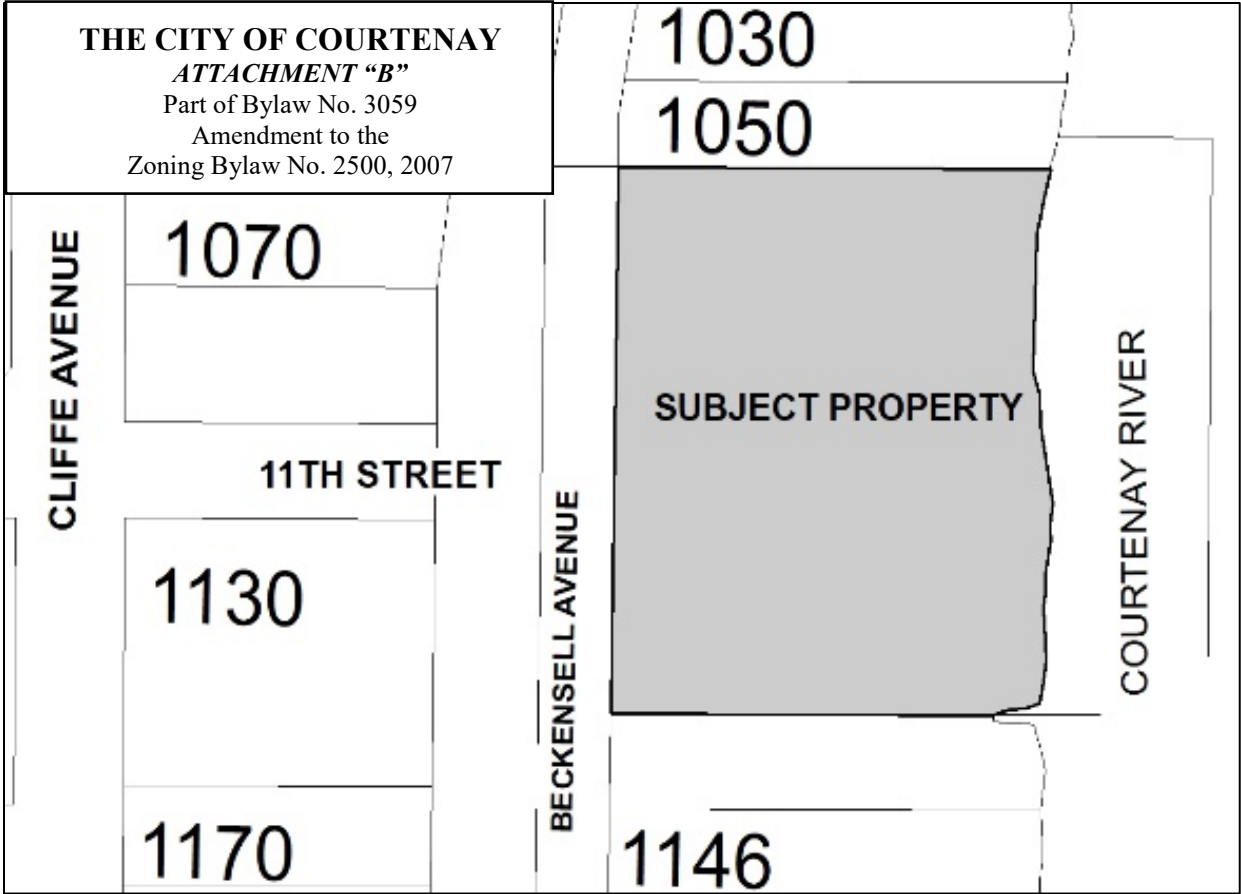
11TH STREET DEVELOPMENT  
COURTENAY BC

G	2024-06-06	Issued for DP R6
C	2023-12-06	Issued for DP R1
A	2023-08-10	Issued for Review
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SHEET TITLE  
Shadow study

DRAWING NO.  
**A2.3**





The Corporation of the City of Courtenay

# Staff Report

**To:** Council

**File No.:** 3360-20-2306/RZ000079

**From:** Director of Development Services

**Date:** December 11, 2024

**Subject:** Housing Agreement Bylaw No. 3152, 2024, Adoption – 120 11th Street

## **PURPOSE:**

For Council to consider adoption of Housing Agreement Bylaw No. 3152, 2024 – 120 11<sup>th</sup> street to authorize the Director of Development Services to enter into a Housing Agreement pursuant to Section 482 of the *Local Government Act* for the properties assigned the civic addresses of 120 and 125<sup>th</sup> 11<sup>th</sup> Street and 1128 Beckensell Avenue and an unaddressed City owned parcel, which is more particularly described herein.

1. LOT A, SECTION 69, COMOX DISTRICT, PLAN 32204
2. THAT PART OF LOT 10, SECTION 69, COMOX DISTRICT, PLAN 3030, TAKEN FOR ROAD PURPOSES AND CONTAINING 0.27 OF AN ACRE MORE OR LESS, SHOWN IN RED ON PLAN 284BL
3. LOT 1, SECTION 69, COMOX DISTRICT, PLAN 6674
4. LOT 2, SECTION 69, COMOX DISTRICT, PLAN 6674

## **BACKGROUND:**

Council gave Third Reading to Housing Agreement Bylaw No. 3152, 2024 on August 28, 2024, and passed the following resolutions:

*THAT Council give first, second and third readings of Housing Agreement Bylaw No. 3152, 2024 – 120 11<sup>th</sup> Street on the properties legally described as (1) LOT A, SECTION 69, COMOX DISTRICT, PLAN 32204; (2) THAT PART OF LOT 10, SECTION 69, COMOX DISTRICT, PLAN 3030, TAKEN FOR ROAD PURPOSES AND CONTAINING 0.27 OF AN ACRE MORE OR LESS, SHOWN IN RED ON PLAN 284BL (“Unaddressed Municipal Property”); (3) LOT 1, SECTION 69, COMOX DISTRICT, PLAN 6674; and (4) LOT 2, SECTION 69, COMOX DISTRICT, PLAN 6674 ; and*

*THAT the owner execute the Housing Agreement prior to adoption.*

## **DISCUSSION:**

The owner has executed the Housing Agreement (**Attachment 1, Schedule 1**). Staff is seeking Council direct the Director of Development Services to execute the Housing Agreement. Once executed this agreement will be registered on title of the property.

## **FINANCIAL IMPLICATIONS:**

Proceeding with the approval of this Housing Agreement bylaw application has no financial implications to the City’s Financial Plan 2024 – 2029.

## **ADMINISTRATIVE IMPLICATIONS:**

Processing Housing Agreement bylaws is a statutory component of the corporate work plan and a core duty of the Development Services Department. Work to date has primarily been carried out by Development Services staff.

**OPTIONS:**

1. THAT Council adopt *Housing Agreement Bylaw No. 3152, 2024 (120 11th Street)*.
2. THAT Council provide alternative direction to staff through resolution.
3. THAT Council not proceed.

**ATTACHMENTS:**

1. Housing Agreement Bylaw No. 3152, 2024
2. August 28, 2024 Staff Report at Third Reading

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



The Corporation of the City of Courtenay

# Bylaw No. 3152, 2024

## 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 development site, which includes those properties assigned the civic address of 120 and 125<sup>th</sup> 11<sup>th</sup> Street and 1128 Beckensell Avenue and an unaddressed City owned parcel which is more particularly described herein, to a new Comprehensive Development Zone (CD-41) to enable the development of 104 residential units of which 6 are to be developed as below-market affordable 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 as 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:** PACSWELL DEVELOPMENTS COURTENAY GP2 INC., INC. NO. BC1431532

**Civic Addresses:** 120 and 125<sup>th</sup> 11<sup>th</sup> Street and 1128 Beckensell 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. 3152, 2024”.
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 any such revisions determined by the Director of Development Services as advisable in order to ensure the housing units are developed as below-market affordable rental units, with respect to the land located in the City of Courtenay known as 120 and 125<sup>th</sup> 11<sup>th</sup> Street and 1128 Beckensell Avenue and more particularly known as:

**Lot A, Section 69, Comox District, Plan 32204;**

**Lot 2, Section 69, Comox District, Plan 6674;**

**Lot 1, Section 69, Comox District, Plan 6674; and**

**That part of Lot 10, Section 69, Comox District, Plan 3030, taken for road purposes and containing .27 of an acre more or less, shown in red on Plan 284BL**

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, or any other documents required to give effect to the Housing Agreement, on behalf of the Municipality. If a portion of this Bylaw is found invalid by a court, it will be severed and the remainder of the Bylaw will remain in effect.

4. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 28th day of August, 2024.

Read a second time this 28th day of August, 2024.

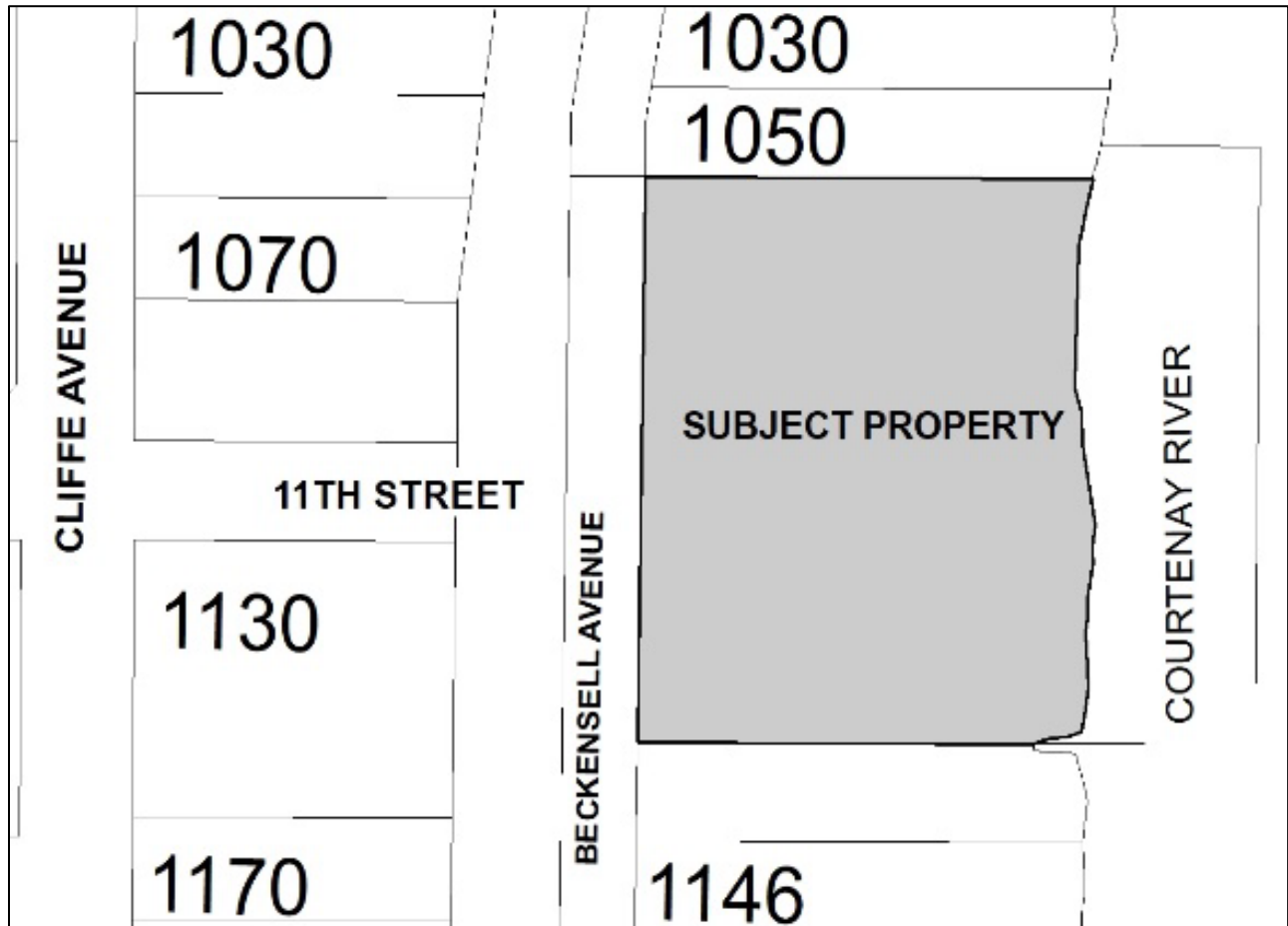
Read a third time this 28th day of August, 2024.

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

\_\_\_\_\_  
Mayor Bob Wells

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





Property Subject to Bylaw No. 3152:

Lot A, Section 69, Comox District, Plan 32204;

Lot 2, Section 69, Comox District, Plan 6674;

Lot 1, Section 69, Comox District, Plan 6674; and

That part of Lot 10, Section 69, Comox District, Plan 3030, taken for road purposes and containing .27 of an acre more or less, shown in red on Plan 284BL

**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 \_\_\_\_\_, 2024,

BETWEEN:

**PACIFIC SWELL DEVELOPMENTS INC.**, a municipal corporation under the laws of the Province of British Columbia, and having its offices at 5759 Larson Place, West Vancouver, BC V7W 1S5

(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* (as hereinafter defined) 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 (as hereinafter defined) 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;
- D. The Owner made an application to rezone the Lands from Commercial Two (C-2) and Multiple Use Two (MU-2) to CD-41 Comprehensive Development Zone (120<sup>th</sup> 11<sup>th</sup> Street) to permit the Development; and
- E. The Owner and the City wish to enter into this Agreement (as hereinafter defined) to restrict

the use of and construction on, the Lands on the terms and conditions of this agreement, to have effect as both a covenant under section 219 of the *Land Title Act* and a housing agreement under section 483 of the *Local Government Act* and 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 as follows:

## ARTICLE 1 DEFINITIONS AND INTERPRETATION

**1.1 Definitions** – In this Agreement, the following words have the following meanings:

- (a) “**Affordable Rental Unit**” means each of the six (6) self-contained Dwelling Units, within the Development or any subsequent building constructed on the Lands, 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 B of this Agreement;
- (b) “**Agreement**” means this agreement, together with all Land Title Office General Instrument forms, schedules, appendices, attachments and priority agreements attached hereto;
- (c) “**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;
- (d) “**Development**” means a 5-storey purpose built rental apartment building of 104 residential dwelling units including 6 affordable rental units as shown on the site plan attached as Schedule C;
- (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;
- (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) “**Income Tested Tenants**” for Affordable Housing Units means the tenants whose income does not exceed the income threshold, and "Income Tested Tenant" means any one of them;
- (h) “**Income Threshold**” means a gross household income of no more than 80 percent of the median household income in the City of Courtenay. Income as defined by and

based on data published in the most recent Census of Canada, or if such data is not currently published, by the Province of British Columbia, or if such data is not currently published, by the CMHC, from time to time. In the absence of obvious error or mistake, the City's calculation of the income of an Income Tested Tenant in any particular year shall be final and conclusive. The City may, but is not obliged to tolerate a deviation from the Income Threshold, up to a maximum of ten percent (10%) of the gross household income to create a buffer for existing Tenants who may otherwise lose their housing;

- (i) “**Interpretation Act**” means the *Interpretation Act*, RSBC 1996, Chapter 238;
- (j) “**Lands**” means the land described in Item 2 of the General Instrument and any part, including the Building or a portion of the Building, into which said land is Subdivided;
- (k) “**Land Title Act**” means the *Land Title Act*, RSBC 1996, Chapter 250;
- (l) “**Local Government Act**” means the *Local Government Act*, RSBC 2015, Chapter 1;
- (m) “**LTO**” means the Land Title and Survey Authority of British Columbia, or its successor;
- (n) “**Owner**” means the Transferor described in Item 5 of the General Instrument, 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;
- (o) “**Real Estate Development Marketing Act**” means the *Real Estate Development Marketing Act*, SBC 2004, Chapter 41;
- (p) “**Permitted Rent**” means the maximum rent set out in Schedule B of this Agreement in respect of the Affordable Rental Units in question;
- (q) “**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;
- (r) “**Residential Tenancy Act**” means the *Residential Tenancy Act*, SBC 2002, Chapter 78;
- (s) “**Rezoning**” means the rezoning of the Lands;
- (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 a person occupying a Dwelling Unit by way of a Tenancy Agreement; and
- (x) “**Term**” commences on the deposit of this Agreement in the Land Title Office and shall remain in full force and effect in perpetuity.

## 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 the Affordable Rental Units 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; 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 accordance with this Agreement;
  - (ii) ensured that 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 Affordable Rental Units; andwithout 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 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 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 be fully responsible for complying with all applicable laws and regulations, including the *Residential Tenancy Act*, the Canadian Charter of Rights and Freedoms, Part 1 of the *Constitution Act, 1982*, being Schedule B to the *Canada Act 1982 (UK), 1982, c 11 a.*, as amended or re-enacted from time to time, and the British Columbia *Human Rights Code*, RSBC 1996, Chapter 210, as amended or re-enacted from time to time and will:

- (a) be responsible for the management and administration of Affordable Rental Units occupied by a Tenant;
- (b) furnish good and efficient management of the Affordable Rental Units, and will permit representatives of the City to inspect the Affordable Rental Units at any reasonable time, subject to the notice provisions in the *Residential Tenancy Act*; and

- (c) maintain the Affordable Rental Units in a satisfactory state of repair and ensure they are fit for habitation and comply with all applicable laws, including any health and safety standards.
- 2.4 Short-term Rentals Prohibited** – The Owner agrees that no Dwelling Unit may be rented to any Tenant as a short-term rental with a term of less than twenty-seven (27) days and, except in exceptional circumstances, the first term of any Tenancy Agreement will be a period of no less than one (1) year.
- 2.5 Requirement for Statutory Declaration** – Following occupancy of the building, the Owner must provide the City with a statutory declaration in the form attached hereto as Schedule A-1 on the first business day of January each year, that declares that the Permitted Rent of the Affordable Rental Units and the Income Thresholds of the Income Tested Tenants who hold Tenancy Agreements for the Affordable Rental Units all meet the requirements found within this Housing Agreement.
- 2.6 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.
- 2.7 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. To determine eligibility of a prospective Income Tested Tenant of a Dwelling Unit, the Owner may reasonably rely on information provided by the prospective Income Tested Tenant, provided that the Owner will require all reasonable information necessary to confirm eligibility (including without being exhaustive, birth certificates, school records, residence and/or employment history, and other relevant documentation evidencing the Income of a prospective Income Tested Tenant). Unless the Owner’s reliance is unreasonable, negligent or in willful misconduct, the Registered Owner will have no liability, nor will it have breached this Agreement if the prospective Income Tested Tenant intentionally or unintentionally provides inaccurate information respecting their eligibility and suitability for tenancy.
- 2.8 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 for the Term of this Agreement 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 in respect of the number of bedrooms of the Dwelling Unit;
- (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 entered into for an Affordable Rental Unit;
- (e) the Owner will include in the Tenancy Agreement a clause:
  - (i) requiring the Tenant of the Affordable Rental Unit to comply with this Agreement;
  - (ii) requiring the Tenant to annually provide to the Owner a statutory declaration verifying their eligibility to occupy an Affordable Rental Unit, in substantially the form attached as Schedule A-2, and the parties may agree to a modified statutory declaration from time to time that achieves the intention of this provision; and
  - (ii) stating that in the event of the death of a Tenant residing in the Affordable Rental Unit, any spouse, common-law spouse, or live-in caregiver(s), of said Tenant will be allowed to reside in the Dwelling Unit for the remainder of the lease term applicable under the Tenancy Agreement and the *Residential Tenancy Act* regardless of whether the spouse, common-law spouse, or live-in caregiver(s) are listed as a Tenant in the Tenancy 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, with the exception of any spouse, common-law spouse, or caregiver(s), of a 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 its bylaws;
  - (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 and each Tenant's annual statutory declaration 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 will be guaranteed for the Dwelling Units for the life of the building.

#### **ARTICLE 4 DEMOLITION OF AFFORDABLE RENTAL UNIT**

**4.1 Demolition** – The Owner will not demolish or carry out substantial renovations to an Affordable Rental Unit unless 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 Affordable Rental Unit while it is occupied by a Tenant. Following demolition, the Owner will use and occupy any replacement Affordable Rental Unit in compliance with this Agreement to the same extent and in the same manner as this Agreement .

## 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, the Owner submits a false or incorrect statutory declaration, 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.
- 5.4 Default Costs** - Without limiting anything in this Part, if at any time the Lands are being used in contravention of this Agreement, the Owner shall reimburse the City promptly and on demand for any reasonable expenses or costs incurred by the City to investigate or inspect the Lands, or otherwise enforce the terms of this Agreement, including legal fees on a solicitor and their own client costs (collectively the “Default Costs”).
- 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 the Default Costs or any amount payable by the Owner pursuant to section 5.2 or 5.3 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 notices or other documents to be given or delivered pursuant to this Agreement will be addressed to the proper party as follows:

- (a) as to the City:

City of Courtenay  
830 Cliffe Avenue, Courtenay, BC V9N 2J7  
Attention: Director of Development Services

(b) as to the Registered Owner:

The Address of the Owner set out in the records at the LTO,

or such other address as such party may direct by five business days' notice in writing to the other parties. Any notice or other documents to be given or delivered pursuant to this Agreement will be sufficiently given or delivered if delivered to the particular party at its address set out or determined in accordance with this section and shall be deemed complete two days after the day of delivery.

It is specifically agreed that for any notice or document to be validly given or delivered pursuant to this Agreement, such notice or document must be delivered and not mailed.

- 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 - 1

**STATUTORY DECLARATION**

CANADA	)	IN THE MATTER OF A HOUSING
	)	AGREEMENT WITH THE
	)	CORPORATION OF THE
	)	CITY OF COURTENAY
PROVINCE OF BRITISH COLUMBIA	)	
	)	("Housing Agreement")

TO WITNESS:

I, \_\_\_\_\_ of \_\_\_\_\_, British Columbia, do solemnly declare that:

1. I am the owner or authorized signatory of the owner of \_\_\_\_\_), and make this declaration to the best of my personal knowledge.
2. This declaration is made pursuant to the Housing Agreement in respect of the Affordable Rental Units.
3. For the period from \_\_\_\_\_ to \_\_\_\_\_ the Affordable Rental Units are to be occupied only by the tenant(s) whose names, current addresses, Permitted Rents and Income Thresholds and whose current addresses appear below:

[Names, addresses, telephone number of Tenant(s) and the Permitted Rents and Income Thresholds for the Affordable Rental Units where they reside]

4. I acknowledge and agree to comply with the Owner's obligations under the Housing Agreement, and other charges in favour of the City noted or registered in the Land Title Office against the land on which the Affordable Rental Units are situated and confirm that the Owner has complied with the Owner's obligations under the Housing Agreement.
5. I make this solemn declaration, conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and pursuant to the *Canada Evidence Act*.

DECLARED BEFORE ME at the City of )

\_\_\_\_\_, in the Province of British Columbia. )

this \_\_\_\_\_ day of \_\_\_\_\_, 2021 )

)

)

)

\_\_\_\_\_  
A Commissioner for Taking Affidavits in the Province of  
British Columbia

\_\_\_\_\_  
Declarant



Schedule A - 2

**STATUTORY DECLARATION**

CANADA	)	IN THE MATTER OF A HOUSING
	)	AGREEMENT WITH THE
	)	CORPORATION OF THE
	)	CITY OF COURTENAY
PROVINCE OF BRITISH COLUMBIA	)	
	)	("Housing Agreement")

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TO WITNESS:

I, \_\_\_\_\_ of \_\_\_\_\_, British Columbia,  
[Print name] [Address]

DO SOLEMNLY DECLARE THAT:

1. This declaration is made with respect to the Dwelling Unit municipally described as \_\_\_\_\_, Courtenay, British Columbia and legally described as PID: \_\_\_\_\_ (the "Affordable Rental Units").
2. I am an occupier of the Affordable Rental Units, having reached the Age of Majority, and make this declaration to the best of my personal knowledge and believe the statements in this declaration are true.
3. This declaration is made pursuant to the Housing Agreement registered against title to the Affordable Rental Units (the "Affordable Rental Units").
4. I have received and reviewed a copy of the Housing Agreement and acknowledge that the terms and definitions in the Housing Agreement also apply to this declaration.

5. The names of all persons in my Household and their addresses for the past twelve (12) months are as follows:

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*[Insert names and addresses of all occupants of Affordable Rental Units]*

6. The annual gross income of all of the individuals described in paragraph 5 above who have reached the Age of Majority is \$ \_\_\_\_\_. This amount does not exceed the Income Threshold under paragraph 7 below. Accompanying this declaration, unless otherwise waived in writing by the City, are true copies of the Notices of Assessment provided by the Canada Revenue Agency for the two most recent years for all individuals of my Household who are older than the Age of Majority.
7. As of the date of this declaration, the current Income Threshold for my Household is \$ \_\_\_\_\_.
8. I have a real and substantial connection with the City of Courtenay based on one of the following considerations (*initial applicable box and provide details in space beside box*):

I, or at least one member of my Household has resided in the City of Courtenay for at least twelve (12) months before occupying the Affordable Rental Unit (*provide details if applicable*):

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I, or at least one member of my Household has full-time employment within the City of Courtenay (*provide details if applicable*):

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at least one member of the Household is enrolled in school or college on a full-time basis within the City of Courtenay (*provide details if applicable*):

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[ ] I have a real and substantial connection with the City of Courtenay based on the following considerations (*provide details if applicable*):

\_\_\_\_\_  
\_\_\_\_\_

- 9. I agree to comply with the Owner’s obligations under the Housing Agreement and other charges in favour of the City registered in the Land Title Office against the Affordable Rental Unit for so long as I am an occupier of the Rent Controlled Rental Unit.
- 10. I acknowledge and agree that damages are not an adequate remedy to the City in respect of any breach of the Housing Agreement by the Owner of an Affordable Rental Unit, such that I agree the City will be entitled to an order for specific performance, injunction or other specific relief respecting any breach of this Agreement by the Owner or an occupier and to legal costs on a solicitor and client basis.
- 11. I make this solemn declaration, conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and pursuant to the *Canada Evidence Act*.

DECLARED BEFORE ME AT )  
 \_\_\_\_\_ THIS )  
 \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ )  
 )  
 )  
 \_\_\_\_\_ )  
 Print name: )  
 A commissioner of oaths for the )  
 the Province of British Columbia )  
 [*Affix Commissioner’s stamp or seal*] )  
 )  
 )  
 )

\_\_\_\_\_  
DECLARANT

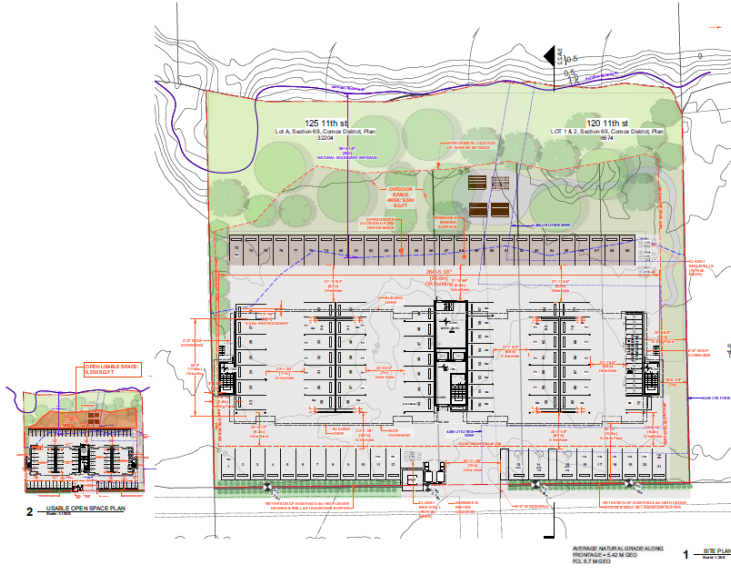
**NOTE: A false declaration may result in a fine of up to \$2000.00, up to six months’ imprisonment, or both.**

Schedule B

**PERMITTED RENT**

<b>“Dwelling Units”</b>	
<b>Unit Type</b>	Affordable Rental Unit
<b>Base Rent in perpetuity following the occupancy of the building</b>	30% below the Market Rate for the Courtenay (CY) Census Subdivision (CSD) for rental units in the primary rental market constructed after 2000 as determined by Canadian Mortgage and Housing Corporation (CMHC) from time to time.

# Schedule C Site Plan



**PROJECT INFORMATION FOR 125 11TH ST**

Address: 125 11th St  
 City of Courtenay  
 Lot A, Plan S258 and LOT 1 & 2, Section 89, Courtenay District, Plan 9874

**PROPERTY INFORMATION**

ZONE	PERMITTED	PROPOSED
RESIDENTIAL	See Plans	See Plans
LOT COVERAGE	40%	100% (MAXIMUM PERMITTED) 80% (ACTUAL)
BUILDING HEIGHT	See Plans	See Plans for Building Heights
TOTAL FLOOR AREA	See Plans	See Plans for Building Heights
TOTAL BUILDABLE FLOOR AREA	See Plans	See Plans for Building Heights

**VEHICLE PARKING**

Category	Count	Notes
Standard	40	14.8% of 267
Handicap	2	0.7% of 267
Storage	15	5.6% of 267
Other	2	0.7% of 267
<b>TOTAL PARKING</b>	<b>64</b>	<b>23.8% of 267</b>

**LANDSCAPING & PLANTING**

Category	Count	Notes
Standard	2,650	98.4% of 2,693
Handicap	2	0.07% of 2,693
Storage	15	0.56% of 2,693
Other	2	0.07% of 2,693
<b>TOTAL PLANTING</b>	<b>2,671</b>	<b>99.1% of 2,693</b>

**1 - SEE PLAN**

**2 - SEE PLAN**

**3 - SEE SCHEDULE**

**MHA**  
 Municipal Development Authority  
 11TH STREET DEVELOPMENT  
 COURTENAY, BC  
 A0.2



The Corporation of the City of Courtenay

# Staff Report

To: Council

File No.: 3360-20-2307/RZ000079

From: Director of Development Services

Date: August 28, 2024

Subject: Housing Agreement Bylaw No. 3152, 2024 – 120 11th Street

## PURPOSE:

For Council to consider giving first, second and third reading to Housing Agreement Bylaw No. 3152, 2024 – 120 11<sup>th</sup> street to authorize the City to enter into a Housing Agreement pursuant to Section 482 of the *Local Government Act* for the properties assigned the civic address of 120 and 125<sup>th</sup> 11<sup>th</sup> Street and 1128 Beckensell Avenue and an unaddressed City owned parcel, which is more particularly described herein.

1. LOT A, SECTION 69, COMOX DISTRICT, PLAN 32204
2. THAT PART OF LOT 10, SECTION 69, COMOX DISTRICT, PLAN 3030, TAKEN FOR ROAD PURPOSES AND CONTAINING 0.27 OF AN ACRE MORE OR LESS, SHOWN IN RED ON PLAN 284BL
3. LOT 1, SECTION 69, COMOX DISTRICT, PLAN 6674
4. LOT 2, SECTION 69, COMOX DISTRICT, PLAN 6674

## BACKGROUND:

Council considered first, second and third readings of *Zoning Amendment Bylaw No. 3059* to allow for lot consolidation and the development of a 104-unit purpose-built rental apartment at 120 and 125<sup>th</sup> 11 street and 1128 Beckensell Avenue and an unaddressed City parcel of land as illustrated in figure 1 below.

Figure 1: Legal descriptions of lots proposed for Housing Agreement. City owned parcel shown in red.



The Housing Agreement requires that rent for 6 of the 104 proposed units be 30% below the Market Rate for the Courtenay (CY) Census Subdivision (CSD) for rental units in the primary rental market constructed after 2000, in perpetuity, as determined by Canadian Mortgage and Housing Corporation (CMHC) from time to time. The 6 rent secure units will consist of:

- One (1), studio apartment
- Two (2), executive studio apartments (larger square footage studios)
- Two (2), 1-bedroom apartments
- One (1), 2-bedroom apartment

**DISCUSSION:**

For multi-unit rental apartments, the OCP's Community Amenity Contribution (CAC) policies look for 15% of the density increase granted through a rezoning to be secured as housing offered in perpetuity at 30% below the market rate. The CAC policy also looks for these units to be representative of a mix of unit sizes, with the goal of providing some affordable family-oriented housing.

The proposed rezoning allows a net increase of approximately 21,368 ft<sup>2</sup>. 15% of this increase in development rights equates to approximately 3,205 ft<sup>2</sup>. The 3,205 ft<sup>2</sup> as a floor area, when accounting for the differences in unit sizes across the mix of units, amounts to 6 units.

As a result, the rezoning application meets the OCPs expectation for Community Amenity Contribution and Staff are able to recommend this Housing Agreement.

**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

**ADMINISTRATIVE IMPLICATIONS:**

Processing zoning bylaw amendments is a statutory component of the corporate work plan and a core duty of the Development Services Department.

**STRATEGIC PRIORITIES REFERENCE:**

This initiative addresses the following strategic priority:

Affordable Housing - Explore approaches to develop affordable housing: Clarify municipal role in housing affordability

**OPTIONS:**

1. THAT Council give first, second and third readings of Housing Agreement Bylaw No. 3152, 2024 – 120 11<sup>th</sup> Street on the properties legally described as (1) LOT A, SECTION 69, COMOX DISTRICT, PLAN 32204; (2) THAT PART OF LOT 10, SECTION 69, COMOX DISTRICT, PLAN 3030, TAKEN FOR ROAD PURPOSES AND CONTAINING 0.27 OF AN ACRE MORE OR LESS, SHOWN IN RED ON PLAN 284BL (“Unaddressed Municipal Property”); (3) LOT 1, SECTION 69, COMOX DISTRICT, PLAN 6674; and (4) LOT 2, SECTION 69, COMOX DISTRICT, PLAN 6674 ; and THAT the owner execute the Housing Agreement prior to adoption.
2. THAT Council defeat the propopsed bylaw.
3. THAT Council provide alternative direction to staff.

**ATTACHMENTS:**

1. Housing Agreement Bylaw No. 3152, 2024 – 120 11<sup>th</sup> Street
2. Draft Housing Agreement – 120 11<sup>th</sup> Street

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





THE CORPORATION OF THE CITY OF COURTENAY

## COUNCIL MEMBER REPORT

To: **COUNCIL**

File No.: 0540

From: Councillor Hillian

Date (MMM-YYYY): Nov-2024

Subject: **REPORT OF ACTIVITIES AND EVENTS**

	<b>DATE</b> (MMM-DD)	<b>EVENT/LOCATION</b>	<b>COMMENTS</b>
1.	Nov-01	Meeting with resident re Parks & Open Spaces Bylaw	
2.	Nov-03	Community Justice Centre Volunteer Appreciation event	
3.	Nov-05	Social Planning Society Brown Bag Lunch	
4.	Nov-06	City Strategic Planning session Nov 6 and 8th	
5.	Nov-07	Meeting with City Manager	
6.	Nov-11	Remembrance Day Ceremony	
7.	Nov-12	Metis Flag Raising event; Cultural Safety workshop; Regional District Board meeting	
8.	Nov-13	Meeting with advocates re transportation for seniors	

	<b>DATE</b> <i>(MMM-DD)</i>	<b>EVENT/LOCATION</b>	<b>COMMENTS</b>
9.	Nov-15	Climate Caucus AGM; King Charles Medal presentations	
10.	Nov-18	KFN Government to Government Engagement session; Community Justice Centre AGM; meeting with new MLA	
11.	Nov-20	K'omoks Chief & Council re Kus-kus-sum; Kus-kus-sum Partner Group meeting; Trans Day of Remembrance event	
12.	Nov-21	Chamber of Commerce Business Walk; K'omoks Chief & Council re Liquid Waste Management Plan	
13.	Nov-22	Climate Caucus, BC Chapter meeting	
14.	Nov-25	City Budget workshop	
15.	Nov-26	City Budget workshop; Recreation Commission; Regional District Board	
16.	Nov-27	Strategic Planning workshop; Justice Centre committee meeting; Council meeting	
17.	Nov-28	Hospital Board agenda meeting; City Budget workshop; Island Health Liaison meeting; KFN meeting re Kus-kus-sum	
18.	Nov-29	CV Health Services Hub Inclusion Discussion	



THE CORPORATION OF THE CITY OF COURTENAY

## COUNCIL MEMBER REPORT

To: **COUNCIL**

File No.: 0540

From: Councillor Morin

Date (MMM-YYYY): 10-2024

Subject: **REPORT OF ACTIVITIES AND EVENTS**

	<b>DATE</b> (MMM-DD)	<b>EVENT/LOCATION</b>	<b>COMMENTS</b>
1.	10-02	Attended CV Substance Use Collaborative meeting, as alternate for Councillor Jolicoeur	
2.	10-02	One on one meeting with the Mayor Council meeting agenda review	Go over the month's schedule - Acting Mayor this month
3.	10-02	DCBIA Board Meeting, with the Mayor	
4.	10-03	CVRD Elected Officials Forum - Regional Climate Action	
5.	10-07	CVRD meeting agenda review	
6.	10-08	CVRD Board & In Camera meetings	
7.	10-10	Meeting with K'omoks First Nation council and staff - Courtenay staff presentation	
8.	10-16	Council meeting agenda review	

	<b>DATE</b> <i>(MMM-DD)</i>	<b>EVENT/LOCATION</b>	<b>COMMENTS</b>
<b>9.</b>	10-22	CV Substance Use Collaborative action table #1 meeting	Focus on transportation, business engagement, and municipal policy
<b>10.</b>	10-22	CVRD Board meeting	
<b>11.</b>	10-28	Intentional Transformation: Reimagining Inclusive Community Safety and Wellbeing Conference	Hosted by City of Victoria
<b>12.</b>	10-29	Intentional Transformation: Reimagining Inclusive Community Safety and Wellbeing Conference	Hosted by City of Victoria
<b>13.</b>	10-30	Intentional Transformation: Reimagining Inclusive Community Safety and Wellbeing Conference	Hosted by City of Victoria
<b>14.</b>	10-31	CVRD Waste Management Board meeting	
<b>15.</b>	10-31	Community Action Team meeting	
<b>16.</b>			
<b>17.</b>			
<b>18.</b>			



THE CORPORATION OF THE CITY OF COURTENAY

## COUNCIL MEMBER REPORT

To: **COUNCIL**

File No.: 0540

From: Councillor Morin

Date (MMM-YYYY): Nov-2024

Subject: **REPORT OF ACTIVITIES AND EVENTS**

	<b>DATE</b> (MMM-DD)	<b>EVENT/LOCATION</b>	<b>COMMENTS</b>
1.	Nov-04	CVRD agenda review	
2.	Nov-05	Social Planning meeting, with presentation of Bunny Shannon award	April Lewis is this year's recipient of the Bunny Shannon award
3.	Nov-05	CVRD Water Committee and Board meetings	
4.	Nov-06	Memorial vigil for those who have died due to toxic drug crisis	
5.	Nov-06	Strategic Planning with Allison Habkirk	
6.	Nov-07	Welcoming Communities Coalition meeting	
7.	Nov-08	Local Learning United (LLU) networking meeting	
8.	Nov-08	Strategic Planning with Allison Habkirk	

	<b>DATE</b> <i>(MMM-DD)</i>	<b>EVENT/LOCATION</b>	<b>COMMENTS</b>
<b>9.</b>	Nov-11	Remembrance Day ceremony at the cenotaph	
<b>10.</b>	Nov-12	CVRD Special Board Meeting	
<b>11.</b>	Nov-18	K'omoks First Nation Community to Community Forum	
<b>12.</b>	Nov-21	CVRD Waste Management Board meeting	
<b>13.</b>	Nov-22	Zoom meeting with Local Learning United and Island Health staff re: potential substance use education event	
<b>14.</b>	Nov-25	Financial planning discussion	
<b>15.</b>	Nov-25	CVRD meeting agenda review	
<b>16.</b>	Nov-26	Financial planning discussion	
<b>17.</b>	Nov-26	CVRD Regional Parks & Trails, Recreation Commission, and Board meetings	
<b>18.</b>	Nov-27	Strategic Planning with Allison Habkirk	



THE CORPORATION OF THE CITY OF COURTENAY

# COUNCIL MEMBER REPORT

To: **COUNCIL**

File No.: 0540

From: Councillor Morin



Date (MMM-YYYY): 11-2024

Subject: **REPORT OF ACTIVITIES AND EVENTS**

	DATE (MMM-DD)	EVENT/LOCATION	COMMENTS
1.	11-28	Financial planning discussion	
2.			
3.			
4.			
5.			
6.			
7.			
8.			

<b>DATE</b> <i>(MMM-DD)</i>	<b>EVENT/LOCATION</b>	<b>COMMENTS</b>
9.		
10.		
11.		
12.		
13.		
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