



The Corporation of the City of Courtenay

Public Hearing Minutes

Meeting #: PH1/2025
Date: April 30, 2025
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 (electronic) joined at 4:04 p.m.
M. McCollum
W. Morin

Staff Present: A. Langenmaier, Director of Financial Services (Acting City Manager)
C. Davidson, Director of Infrastructure & Environmental Engineering
K. Macdonald, Fire Chief
K. O'Connell, Director of Corporate Services
K. Shaw, Director of Operational Services
M. Wade, Director of Development Services
S. Carmichael, Manager of Parks Services
N. Gothard, Manager of Community and Sustainability Planning
A. Proton, Manager of Legislative Services
J. Schile, Manager of Development Planning
L. Bourgeois, Deputy Corporate Officer

1. HOW TO PARTICIPATE

The public hearing was conducted in a hybrid electronic/in-person format and live-streamed on the City of Courtenay YouTube channel.

2. CALL TO ORDER

Mayor Wells called the public hearing to order at 4:00 pm and respectfully acknowledged that the land on which the meeting was conducted is the unceded traditional territory of the K'ómoks First Nation.

Corporate Officer, A. Proton provided an overview of the public hearing process; noting that the process would be repeated for each of the three bylaws under consideration.

Councillor Jolicoeur joined the public hearing electronically at 4:04 p.m.

3. BYLAWS

3.1 Official Community Plan - Amendment Bylaw No. 3177, 2025 (form & character development permit area, SSMUH)

Bylaw 3177 proposes an amendment to the Official Community Plan. It would update the existing form and character development permit areas (DPA-1 and DPA-2) to align with Bill 44 – *Housing Statutes Amendment Act* to support new housing development. The proposed amendments apply throughout the City.

- Exempts single dwellings, accessory dwellings and duplexes
- Changes DPA-1 to apply to five or more dwelling units
- Changes DPA-2 to apply to three to four dwelling units, and
- Corrects applicable sections regarding purpose and density, to comply with s. 457.1 and s. 488 of the *Local Government Act*

Corporate Officer, A. Proton noted that the City did not receive any written comments regarding Bylaw 3177.

Mayor Wells called three times for speakers and waited one minute for additional submissions. There being no speakers, Mayor Wells closed the public hearing for "Official Community Plan - Amendment Bylaw No. 3177, 2025 (form & character development permit area, SSMUH)" at 4:07 p.m.

3.2 Zoning - Amendment Bylaw No. 3176, 2025 (form & character development permit area, SSMUH)

Bylaw 3176 proposes an amendment to the Zoning Bylaw. It would update the existing form and character development permit areas (DPA-1 and DPA-2) to align with Bill 44 – *Housing Statutes Amendment Act* to support new housing development.

The proposed amendments apply throughout the City.

- Incorporates the changes in OCP Amendment Bylaw No. 3177, 2025

- Updates sections on site planning, public realm, streetscape, building design, landscaping and identified neighbourhoods, and
- Removes requirements for bareland stratas to provide more flexibility in building design

Corporate Officer, A. Proton noted that the City did not receive any written comments regarding Bylaw 3176.

Mayor Wells called three times for speakers and waited one minute for additional submissions. There being no speakers, Mayor Wells closed the public hearing for "Zoning - Amendment Bylaw No. 3176, 2025 (form & character development permit area, SSMUH)" at 4:11 p.m.

3.3 Zoning - Amendment Bylaw No. 3134, 2025 (short-term rental accommodation)

Bylaw 3134 proposes an amendment to Zoning Bylaw No. 2500, 2007 to permit the operation of short-term rentals (STRs) in Courtenay and regulate their use. The proposed amendments apply throughout the City.

- Permits STR accommodation as a permitted use in single residential dwellings, accessory dwelling units or secondary suites
- Limits the number of STRs to one per parcel
- Requires STRs to be operated by the owner, who has their principal residence on the parcel
- Allows maximum of three bedrooms to accommodate up to six guests per STR
- Requires a parking stall be provided
- Requires a business license for STR use and bed and breakfast uses
- Does not permit STRs in combination with bed and breakfast or day care uses
- Adds related definitions

Corporate Officer, A. Proton noted that the City received 1 written comment regarding Bylaw 3134, which was published with the agenda on Thursday April 23, 2025.

Mayor Wells called three times for speakers and waited one minute for additional submissions. There being no speakers, Mayor Wells closed the public hearing for "Zoning - Amendment Bylaw No. 3134, 2025 (short-term rental accommodation)" at 4:14 p.m.

4. ADJOURNMENT

Mayor Wells terminated the public hearing meeting at 4:14 p.m.

CERTIFIED FAIR AND ACCURATE

Adopted by Council [MONTH] [DAY], 2025

Mayor Bob Wells

Corporate Officer