



The Corporation of the City of Courtenay

Staff Report

To: Council

File No.:

From: Director of Development Services

Date: September 17, 2025

Subject: Updated Subdivision and Development Servicing Bylaw

PURPOSE:

For Council to consider repealing “Subdivision and Development Servicing Bylaw No. 3190” in its entirety, and give first, second, and third readings to the new “Subdivision and Development Servicing Bylaw No. 3200”.

BACKGROUND:

At the regular meeting of Council on the 27th August 2025, Council adopted the “Subdivision and Development Servicing Bylaw No. 3190”. Staff have identified that the schedules associated with the bylaw were not attached.

DISCUSSION:

Due to an administrative error, Schedules 1 to 4 that form part of the bylaw were not attached for public or Council review. To address this issue staff are recommending that “Subdivision and Development Servicing Bylaw No. 3190” be repealed and replaced.

FINANCIAL IMPLICATIONS:

There are no direct financial implications related to repealing and replacing the bylaw.

POLICY ANALYSIS:

The *Local Government Act*, (Section 506), provides Council the authority to regulate and require the provision of works and services and to prescribe standards for those works and services.

OPTIONS: 1 Recommended

1. THAT Council repeal “Subdivision and Development Servicing Bylaw No. 3190” ; and

THAT “Subdivision and Development Servicing Bylaw No.3200, 2025” be given first, second and third readings.

2. THAT Council provide alternative direction to staff.

ATTACHMENTS:

1. Subdivision and Development Servicing Bylaw No. 3200.
2. Schedule 1 – Supplementary Design Guidelines
3. Schedule 2 – Supplementary Construction Specifications
4. Schedule 3 – Supplementary Standard Detail Drawings
5. Schedule 4 – Standards for Sanitary Lift Stations

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