



The Corporation of the City of Courtenay

Staff Report

To: Council

File No.: 2260-20

From: City Manager (CAO)

Date: April 15, 2026

Subject: Encroachment Agreement for Coastal Community Credit Union

PURPOSE:

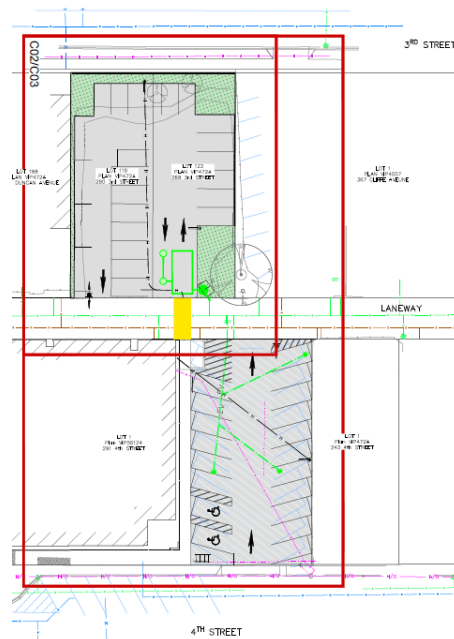
The Purpose of this report is to request that the Council consider approval of an encroachment agreement for a City laneway adjacent to 280 and 368 3rd Street, and 291 4th Street (land on or adjacent to the Coastal Community Credit Union) between the City and the Coastal Community Credit Union (CCCU).

BACKGROUND:

The following sites:

- 280 3rd Street, Lot 119 Section 61 Comox District Plan 472-A;
- 268 3rd Street, Lot 122, Section 61, Comox District Plan 472-A; and
- 291 4th Street, Lot 1, Section 61, Comox District Plan VIP56124; (collectively the “Lands”)

are located on or adjacent to the Coastal Community Credit Union. Coastal Community Credit Union is requesting an encroachment within the City laneway between the properties. Refer to the yellow-highlighted portion of the following illustration.



The CCCU building was recently constructed. In conjunction with this development, although not as part of the associated Building Permit, CCCU is undertaking upgrades to the adjacent parking lot. These upgrades

include the installation of lighting and electric vehicle charging stations, which require the extension of electrical servicing to the parking area, where such servicing was not previously available.

DISCUSSION:

Due to the physical separation between the parking lot and the main building, the applicant is proposing to extend an electrical conduit from the CCCU building to service the parking lot, rather than establishing a separate service connection through BC Hydro exclusively for the parking area.

The proposed encroachment agreement is supported by staff, as it does not interfere with municipal operations or existing utilities in the area. The proposed agreement is included as Attachment 1.

FINANCIAL IMPLICATIONS:

There are no financial implications to this encroachment.

OPTIONS:

1. THAT Council authorize the encroachment agreement associated with the laneway adjacent to the following lots:

280 3rd Street, Lot 119 Section 61 Comox District Plan 472-A;
268 3rd Street, Lot 122, Section 61, Comox District Plan 472-A; and
291 4th Street, Lot 1, Section 61, Comox District Plan VIP56124;

AND THAT Staff proceed with the statutory notice requirements in accordance with sections 24, 26(3) and 94 of the Community Charter;

AND THAT the City Manager be authorized to execute all documentation relating to the agreements.

2. THAT Council provide alternative direction to staff.

ATTACHMENTS:

1. Encroachment Agreement

Prepared by: Scott Hainsworth, BComm, Manager of Procurement, Risk and Real Estate

Reviewed by: Rob Dickinson, Development Engineer
Adam Langenmaier, CPA, CA, Director of Financial Services

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