



The Corporation of the City of Courtenay

# Staff Report

To: Council

File No.: 3360-20-2507/RZ000096

From: Acting Director of Development Services

Date: April 29, 2026

Subject: Zoning Amendment Bylaw No. 3219 (4680 and 4694 Headquarters Road)

## PURPOSE:

For Council to consider first, second and third reading of *Zoning Amendment Bylaw No. 3219 (4680 and 4694 Headquarters Road)* – to rezone two properties from Residential Small-Scale Multi-Unit Housing (R-SSMUH) to Medium-Density Residential Multi-Residential (RM-1) for the purpose of building a residential development of 131 residential units that are primarily townhomes. The two properties are 4680 and 4694 Headquarters Road, and are legally described as:

1. [Lot 2, Section 17, Comox District, Plan 3015, PID 006-336-370]
2. [Lot A, Section 17, Comox District, Plan 2556, Except Part in Plan 3173, PID 000-542-466]

## EXECUTIVE SUMMARY:

The subject properties are proposed for a medium-density development consisting primarily of townhomes. The proposed rezoning aligns with the OCP and the Housing Needs Report by increasing housing units, densities and typologies that are supported in priority locations. The applicant has completed all requirements for the rezoning application, and this report proposes that certain conditions are met prior to adoption of the bylaw, including a Development Agreement that outlines certain details, such as Community Amenity Contributions, intersection upgrades and protection of a conservation area.

## BACKGROUND:

The owner of the properties at 4680 and 4694 Headquarters Road submitted a rezoning application in October 2025. The application was for the two parcels identified in **Figure 1** be rezoned to the RM-1 zone to permit a proposed development of 131 residential units that are primarily townhomes, to a maximum height of 3-storeys.

Figure 1: Location of Properties



An application was previously approved for an Environmental Development Permit (DPA-4) on 4694 Headquarters in October 2023, prior to this rezoning application. This DPA-4 addresses aquatic and terrestrial environmentally sensitive areas (ESAs) and includes a dedication of 1.08 hectares of land (23% of total development) for permanent conservation (conservation area). The conservation area is currently being monitored as a part of the DPA-4 approval and will be protected by a covenant as a part of the Development Agreement.

#### Current Site

The subject properties are located in East Courtenay and total approximately 4.38 hectares in area. These properties are located between Headquarters Road to the southwest and Island Highway North to the northeast. Properties directly to the northwest (Glacier Road) are primarily single detached homes on large (typically over 0.5 hectare) rural residential lots, while properties to the southeast include a church and the Casa Loma Seniors Village, which is a higher density residential development.

The development slopes from the high point along the property line at Old Island Hwy North to its lowest elevations along Headquarters Road. Existing mature trees currently run the length of the subject properties along the Island Highway North frontage and will be retained and maintained through a development agreement to enhance the development's landscaping and screening.

#### Site History

The subject lots have been maintained for residential purposes and historical agricultural uses for over 70 years. Following the end of agricultural uses in the late 1980s to early 1990s, the properties have become a mix of fallow field, grassy area, and sedge/alder meadow/forested wetland.

In 2023, 4694 Headquarters Road underwent extensive restoration as a part of the Environmental Development Permit (EDP) phase, including channelizing a new stream, and replacing existing marginal wetland area on the northern part of the property with larger, higher-value wetlands on the southern part of the property. 4694 Headquarters Road is a vacant lot, which previously housed a residence that was removed during the EDP phase. 4680 Headquarters Road has an existing residence, a single detached home, that will be removed to accommodate the new development.

### Zoning and Land Use Designation

The subject properties are designated 'Multi-Residential' in the Official Community Plan Bylaw No.3070, 2022, which permits mid-rise buildings up to 6 storeys. The proposed use is consistent with the Official Community Plan.

The properties are zoned Residential Small-Scale Multi-Unit Housing (R-SSMUH) under Zoning Bylaw No. 3203, 2026. The properties immediately adjacent are a mix of residential, agricultural and public use zoning including Residential Three (R-3), Public Use and Assembly One (PA-1), Residential One A (R-1A) and Agricultural One (A-1) to the south and R-SSMUH to the north, as illustrated in **Figure 2**.

**Figure 2: Zoning map**



### Transportation and Walkability

The immediate area is serviced by public transit bus stops (for Routes 5, 12 and 99) located approximately 150m from the properties, at the Comox Valley Seniors Village. There is a sidewalk along Headquarters that ends at 4680 Headquarters. This sidewalk connects these properties to the Ryan Road commercial area to the south, which is within the 15-minute walking radius. A painted bike lane along Headquarters Road that would connect to Island Highway North to the southeast and Vanier Drive to the northwest is proposed in the 2023 Cycling Network Plan.

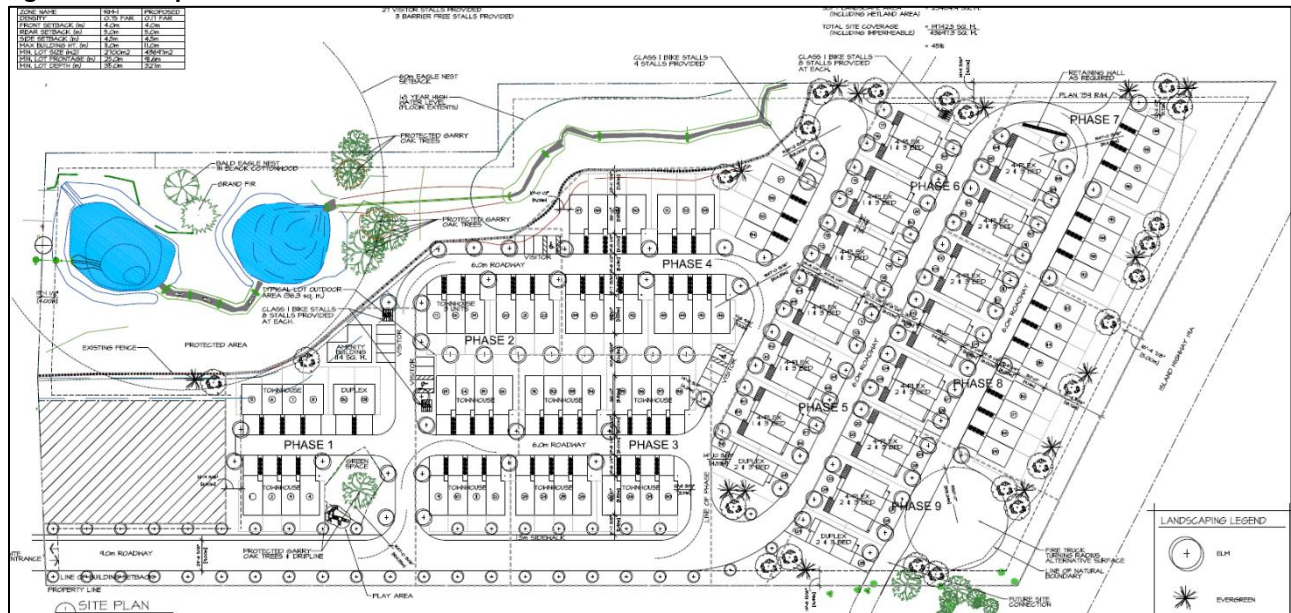
### Proposed Development

The application proposes to rezone the subject properties from from Residential Small-Scale Multi-Unit Housing (R-SSMUH) to Medium-Density Residential Multi-Residential (RM-1) pursuant to City of Courtenay Zoning Bylaw No. 3203, 2026 (see **Attachment No. 1** for Proposed Zoning Amendment Bylaw No. 3219). The purpose of this application is for a proposed residential development of 131 residential units that are primarily townhomes. The application is proposed as a Building Strata development. The unit mix has not yet been confirmed but will likely consist of 2 to 3-bedroom units. The applicant has also proposed a

shared amenity building for residents that may be used for communal activities. The applicant has provided a conceptual site servicing plan (**Attachment No. 2**), as well as a preliminary site plan (**Attachment No. 3**).

The applicant will be consolidating 4680 and 4694 Headquarters Road into a single property, as well as providing a road dedication along Headquarters Road. These will be requirements of rezoning.

**Figure 3: Conceptual Site Plan**



Vehicle parking for each unit is provided both within garages, as well as within driveways. The development is also proposing 34 visitors parking spaces, for a total supply of 235 parking spaces, which is 107 spaces above the bylaw requirement. Long-term bicycle parking is provided within the garages of each unit, while short-term visitor bicycle parking will be provided near unit clusters, ensuring that all bicycle parking requirements will be met.

The proposed site plan shows access to the site from Headquarters Road, with a proposed emergency access through the neighbouring property addressed 4657 Island Highway North, which will be secured through an easement. The access will be gated, and the Courtenay Fire Department will have a key.

### DISCUSSION:

#### Official Community Plan

The subject properties are designated Urban Residential in the Official Community Plan (OCP). This designation supports duplexes, townhomes and small apartments up to four storeys in height. The proposed rezoning would allow duplexes and townhomes up to 11m (three storeys) in height, which is consistent with the Land Use Designation and would not require an OCP Amendment.

#### Zoning Bylaw

The application is to rezone the lands from Residential Small-Scale Multi-Unit Housing (R-SSMUH) to Medium-Density Residential Multi-Residential (RM-1). The RM-1 zone is a new medium-density zone that was adopted by Council on May 21, 2025. The intent of the RM-1 zone is to mirror the R-SSMUH zone by supporting medium density “gentle infill” development, such as duplexes and townhouses, but adapt this zoning to larger lots without requiring a site-specific Comprehensive Development zone. The RM-1 zone has

similar height, setbacks and uses as the R-SSMUH zone, but allows for developments over 4 units and instead controls density through floor area ratio and lot coverage. The current R-SSMUH zone, the proposed RM-1 zone and the proposed development (based on the consolidated lot) are compared in **Table 1** below.

**Table 1: Zoning Comparison – Requirements**

Regulation		Current (R-SSMUH)	Proposed (RM-1)	Proposed
Use		<ul style="list-style-type: none"> <li>• Single residential dwelling</li> <li>• Duplex</li> <li>• Townhouse dwelling</li> <li>• Secondary suite</li> <li>• Accessory buildings and structures</li> <li>• Home Occupation</li> <li>• Accessory Dwelling Unit</li> </ul>	<ul style="list-style-type: none"> <li>• Duplex</li> <li>• Townhouse dwelling</li> <li>• Secondary suite</li> <li>• Accessory buildings and structures</li> <li>• Home Occupation</li> </ul>	Duplex Townhouse dwelling Secondary suite
Density		4 dwelling units/ lot	No Maximum	131 units
Lot Dimensions (Min)	Lot Size	280m <sup>2</sup>	2,700m <sup>2</sup>	43,697m <sup>2</sup>
	Lot Frontage	10 -13m	25m	91.6m
	Lot Depth	25m	35m	327m
Lot Coverage for impermeable surfaces		70%	70%	18%
Floor area ratio		N/A	0.75	0.18
Setbacks	Front	4m, 6m for garage or carport	4m, 6m for garage or carport	4m
	Rear	5m  Accessory Dwelling Units: <ul style="list-style-type: none"> <li>• 1.5m</li> <li>• 3.0m where lot flanks a street</li> </ul>	5m	5m
	Side	1.5m 3.0m where lot flanks a street	4.5m total (2 sides) and 1.5m min per side.	4.5m
Height		11m  Accessory Dwelling Units: 6.5m	11m	11m
Vehicle Parking	Standard Stalls	1 stall/ unit – 1 stall per parcel (in walkable area) = <b>3 stalls per parcel</b>	1.2 stalls/unit, reduced by 25% (in walkable area) = <b>118 stalls</b>	235 stalls
	Accessible Stalls	N/A	1 for first 20 stalls, plus 1 for each additional 75 stalls = <b>2 stalls</b>	3 stalls
	Visitor Stalls	N/A	10% minimum retained for visitor parking = <b>12 stalls</b>	27 stalls
Bicycle Parking	Long Term Parking	N/A	0.75 per bachelor and one bedroom unit 1 per two bedroom unit 1.5 per 3+ bedroom unit	264 stalls

	Short Term Parking	N/A	10% of the long term bicycle parking stalls	28 stalls
Useable open space		None, 20m <sup>2</sup> of private amenity space per secondary suite or accessory dwelling unit	20m <sup>2</sup> per dwelling unit	28m <sup>2</sup> to 73m <sup>2</sup>
Accessory Building and structure	Height	4.5m	4.5m	4.5m
	Side and rear Setbacks	1.5m 3.0m where lot flanks a street	1.5m 3.0m where lot flanks a street	1.5m

Notable changes from existing R-SSMUH to proposed RM-1 are:

- Increase in density allowance from a 4 unit maximum to no maximum.
- Larger minimum lot size from 280m<sup>2</sup> to 2,700m<sup>2</sup>.
- Added a floor area ratio of 0.75 to help regulate density.
- Increased requirements for vehicle parking (accessible stalls, visitor stalls), bike parking and useable open space.

Height, lot coverage and Density (Floor Area Ratio)

The RM-1 zone has the same maximum building height (11m), lot coverage of (70%) and setbacks as the R-SSMUH Zone but applies to larger lots by having no maximum number of units. Instead, the RM-1 zone uses a Floor Area Ratio (FAR) of 0.75 to regulate density. The proposed application will meet these requirements, with lot coverage and FAR well below the RM-1 maximum (18% and 0.17 FAR).

Parking

*Vehicle Parking*

The RM-1 zone requires 118 stalls, of which 2 must be accessible stalls and 12 must be visitor stalls. The applicant has proposed 235 stalls, of which 34 will be visitor stalls. The applicant has indicated that accessible stalls will also be provided to meet the bylaw requirement. The applicant is able to provide this amount of parking due to the proposed garages for each unit, which accommodate a parking space in addition to driveway parking. The applicant indicated that residents typically use garages for storage and still require driveway parking.

*Bicycle Parking*

The bicycle parking is determined by unit type (number of bedrooms). As the final design of the buildings has not been completed, the unit type has not yet been finalized by the applicant and the bicycle parking has not yet been determined. The applicant has indicated that the development will meet the bicycle parking requirements. This will be confirmed at Development Permit stage.

Landscaping and Useable Open Space

The landscaping is impacted by the established Environmentally Sensitive Areas (ESAs). The landscaping within the Environmentally Sensitive Area has been prescribed through a restoration and enhancement plan as a requirement of the Environmental Development Permit, which is currently being monitored by a registered professional biologist and were bonded separately from the rest of the site’s landscaping.



**Figure 5: DPA-4 - 4694 Headquarters - Site Photos as built**



*Riparian Setbacks*

The City of Courtenay guideline in Development Permit Area 4 (Guideline 34) requires a 30m setback from Riparian Areas but defers to the Riparian Areas Protection Regulation (RAPR) in the case where a property is not developable under these setback requirements. The approach taken by staff has been to defer to the Provincial RAPR requirements. In the case of this application, the RAPR approval allowed for a 15 – 30 m wetland buffers and a minimum 10 m stream buffer for the proposed replacement and enhancement features. The city confirmed that these setbacks meet the DPA-4 requirements.

*Fisheries*

A Department of Fisheries and Oceans (DFO), Request for Review is not required as the subject channel is non-fish bearing resulting from a 1-2 m drop over riprap at the confluence between the subject tributary and the mainstream of the Tsolum River, and a 100 m piped section in City stormwater infrastructure under Headquarters Road. Despite this, the applicant sent in a Request for Review to the DFO, who confirmed that no DFO permits were required for this project.

*4680 Headquarters*

An updated Environmental Impact Assessment (EIA) was completed in January 2026. This EIA covers both 4694 and 4680 Headquarters Road. The applicant may be required to submit a DPA-4 for 4680 Headquarters Road at the Development Permit stage.

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.

The two intersections that were studied for this proposal included:

- Headquarters Road & Vanier Drive
- Highway 19A & Headquarters Road

Overall, the TIA indicated the proposed development would have negligible impacts on traffic conditions in the study area, with trips noted as follows:

“The proposed development is anticipated to generate approximately 62 vehicle trips (15 inbound, 47 outbound) in the AM peak hour and 67 vehicle trips (38 inbound, 29 outbound) in the PM peak hour based on ITE rates. The additional traffic generated from the site would increase the volumes in the intersections of Highway 19A & Headquarters Road and Headquarters Road & Vanier Drive from 1% to less than 1%. These increases to the road network are considered low.”

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) the intersection at Highway 19A & Headquarters Road would exceed theoretical performance thresholds. During the Opening Day + 10 Years background and total scenarios, the intersection of Headquarters Road & Vanier Drive is also expected to experience long delays with level of service LOS F and operate above capacity. Proposed mitigation interventions include:

- Provide protected-permissive phasing for the northbound and southbound left turns at Highway 19A & Headquarters Drive.
- Provide a 30 metre right turn bay for the westbound movement at Headquarters Road & Vanier Drive.
- Monitor the intersection at Headquarters Road & Vanier Drive closer to the Opening Day + 10 Years date (2038) and consider alternative intersection control or design such as full signal if warranted at that time.
- Marketing Materials for residents to promote active transportation and alternative transportation modes. Highlight nearby amenities that can be reached by active transportation modes.
- Providing a weather protected Class I bicycle shelter and a bicycle repair station with built in tools in a central area on-site.

Street network improvements will be further detailed in the Development Agreement to be required prior to adoption of this zoning amendment bylaw. The Development Agreement will also outline financial contributions towards any future intersection upgrades.

#### Community Amenity Contributions (CACs), Amenity Cost Charges (ACCs) and Development Cost Charges (DCCs)

A Development Agreement adopted by Council prior to adoption of the proposed zoning amendment bylaw and registered on title will outline contributions to CACs. The OCP’s CAC policy seeks to secure an \$8,000 contribution per net increase in units to the affordable housing fund and \$1,000 contribution per residential lot to the Parks, Recreation, Culture and Senior Facilities Reserve Fund. The applicant has proposed meeting the \$8,000 per unit contribution plus \$1,000 per lot, which will be charged at the Building Permit Stage.

For clarity, because the application will be considered “in-stream”, the payment timeline for CACs, ACCs and DCCs is outlined below:

- If the building permits for the subject development are **approved within 12 months** of the ACC and new DCC adoption, the applicant will pay CACs and the old DCC rates.
- If the building permits for the subject development are **approved 12 months after the** ACC and new DCC adoption date, the applicant will pay the new ACC and DCC rates.
- The ACC rates are expected to be adopted on April 29, 2026.
- The new DCC rates are expected to be adopted on April 29, 2026.

### Archaeological and Floodplain

The subject properties falls within a K'ómoks First Nation Area of High Archeological Potential (AOP). These properties received a Cultural Heritage Investigation Permit (CHIP) on October 14, 2025, which expires on October 14, 2027. According to current digital mapping information the site is not located within a floodplain.

### Tree Cutting Permit

A tree-cutting permit is required under Tree Protection and Management Bylaw No. 2850, 2016. This will require that the properties meet the Tree Density Target of 50 trees per developable hectare – where a developable hectare does not include ESAs. A tree cutting permit was approved for 4694 Headquarters on October 17, 2023, as a part of the works associated with DPA-4.

Based on the developable area of 4680 Headquarters Road, the applicant will be required to meet a tree density target of 165 trees. A Tree Management Plan was completed for 4680 Headquarter Road in January 2025 (**Attachment No. 4**). The report identified 208 trees that contribute to the tree density target (TDT). Of these, 51 trees are proposed for retention that would count towards the TDT. Based on this retention amount, the applicant would be required to meet the TDT through replanting, which requires a 3:1 replacement ratio. The applicant would be expected to replant 342 trees on site or contribute towards the Tree Replacement Fund.

The applicant identified 7 Garry Oak trees (protected species) within the property boundaries or having 10m tree protection zones that are within the property boundaries. These trees are proposed for retention by the applicant.

### **SERVICING INFRASTRUCTURE:**

#### Sewer, Water and Storm

The properties are already connected to city sewer. The properties will be required to connect to city water and storm water services as a part of the Building Permit. Development Engineering confirmed that based on a desktop review, modeling for sanitary and water flow will not be required at the rezoning stage. Modelling will, however, be required at the Development Permit stage to determine if any off-site infrastructure improvements are necessary to permit the development.

### **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 diversity of affordable housing options (Goal 1), transportation (Goal 4) and growth management principles (Part 4) and the following supporting polices:

- Housing Policy 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)

These properties are recognized in the OCP as a secondary growth centre due to proximity to existing community and commercial services within established neighbourhoods.

Along with location, its affordable housing commitment and its environmentally protected area, this development supports the realization of the following OCP policies:

- *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),
- *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),
- *Natural Environment Objective 1* which seeks to protect sensitive ecosystems and restore lost ecosystems (p.123),
- *Natural Environment Objective 5* which seeks to ensure that development practices meet ecosystem health and site design objectives (p. 127), and *Natural Environment Policy 25 (NE-25)* which seeks to avoid impact to sensitive ecosystems by providing clustered housing zones to allow for a tighter grouping of homes on the most buildable portions of the property in exchange for retaining larger portions of the land in a natural state.

### **FINANCIAL IMPLICATIONS:**

If the rezoning advances as proposed by the applicant and detailed in this report, Community Amenity Contributions and Development Cost Charges will be required to be paid by the applicant prior to building permit approval. Depending on when the building permits are issued, Amenity Cost Charges may be required.

### **ADMINISTRATIVE IMPLICATIONS:**

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

Should the Zoning Bylaw amendment receive third reading, a Section 219 covenant will be registered on title for Community Amenity Contributions and road improvements. Should the Zoning Bylaw amendment be approved by Council, a form and character development permit application (DPA-1) will be applied for and processed separately and considered by the Director of Development Services. An environmental Development Permit (DPA-4) may also be required for

### **STRATEGIC PRIORITIES REFERENCE:**

This initiative addresses the following strategic priorities:

- Affordable Housing - Explore approaches to develop affordable housing: Develop strategy for housing amenity fund
- Parks and Recreation - Optimize active public spaces to respond to density increases and increased park use
- Natural Environment - Promote and communicate the Urban Forest Strategy & Tree Protection Bylaw and review Bylaw

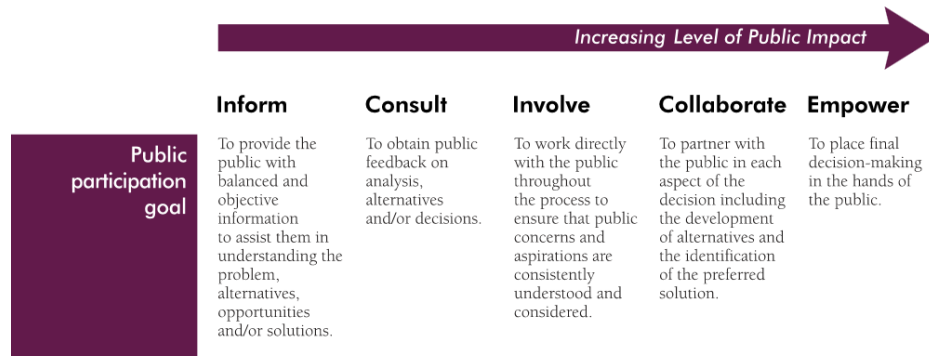
- Parks and Recreation - Optimize active public spaces to respond to density increases and increased park use

**PUBLIC ENGAGEMENT:**

Public participation for this project has been conducted in stages, beginning at the **Consult** level and transitioning to the **Inform** level to align with provincial legislation as follows:

- **Consult:** A Community Information Meeting (CIM) provided a forum for residents to learn about the proposal, ask questions, and provide direct input. This feedback informed the final application presented to Council.
- **Inform (Current Stage):** In accordance with the **Local Government Act (s. 464)**, a public hearing for this OCP-consistent residential rezoning is now prohibited. The City's approach has therefore shifted to the **Inform** level of the IAP2 Spectrum. The public was formally notified that a hearing would not be held through newspaper ads, social media, website updates, and direct mail to nearby residents.

This two-stage approach balances the importance of public input, which was gathered appropriately and in alignment with the City's obligation to comply with the intent of provincial legislation. While the City is not actively soliciting feedback in a manner that would replicate a public hearing, any written submissions received will be considered by staff.



Community Information Meeting

The applicant held a Community Information Meeting (CIM) pursuant to Part 7 of the City of Courtenay Development Procedures Bylaw No. 3202, 2025, at the Meeting Room in the Lewis Centre on February 13, 2026, from 5:30pm to 7:30pm. The event was advertised through a mailout to property owners and tenants whose parcel is within 100m of the parcels that are subject to the proposed bylaw. Ten (10) members of the public attended the event, most of whom occupied neighbouring properties.

Three representatives for the applicant attended the meeting and one Planner from the City of Courtenay attended the meeting and prepared a Summary Report (**Attachment No. 5**). Printed conceptual site plans were posted around the room to show the proposal in detail. A slideshow presentation and formal question and answer period began at 6:00pm. In general, most attendees supported the proposed design and density of the development and appreciated the ponds and forested buffers the applicant provided on the property. Attendees overall had a few specific concerns regarding the application:

- **Stormwater/Drainage concerns:** Attendees had concerns regarding offsite drainage of stormwater. These concerns were noted and it was communicated that drainage will be addressed through a drainage plan at the Development Permit stage. The applicant will also be required to meet drainage requirements in the Subdivision and Development Servicing Bylaw.
- **Process:** Attendees had concerns about having minimal involvement in the application review process, including not being involved in the Development Permit process and not having a Public Hearing. It was clarified that the Development Permit does not include a review by the general public and that a Public Hearing is prohibited under the Local Government Act.
- **Riparian Areas:** Attendees had concerns about development in proximity to riparian areas. Setbacks from riparian areas have been addressed through the DPA-4 at 4680 Headquarters.  
**General Neighbourly Disturbance:** Attendees had concerns about density, as well as lighting and how this would fit the current neighbourhood. The applicant has proposed density that is below the allowable amount in the OCP, while lighting is addressed at the Development Permit stage, with recommendations for full cutoff lighting.

### Notification

Notification that a public hearing is not being held in accordance with 464 (3) was given in advance of first reading of the proposed Zoning Amendment Bylaw No. 3219 in accordance with section 467 of the *Local Government Act*. Notification consisted of advertisements posted on the City's website and social media channels for two consecutive weeks in advance of bylaw reading, a mailout to residents within 100 metres and run in the Comox Valley Record on April 15, 2026.

### **PROPOSED CONDITIONS FOR REZONING:**

As part of the rezoning application the following conditions must be met prior to consideration of final reading and adoption of this bylaw:

- **Lot consolidation** of 4680 and 4694 Headquarters into a single lot.
- **A registered site survey** that includes road dedications.
- **A Development Agreement** registered as a Section 219 covenant on title for Community Amenity Contributions, intersection improvements, protection of the conservation area and protection of a treed buffer.
- **Zoning amendment bylaw approval by the Ministry of Transportation and Transit** as the subject properties are located within 800 m of the intersection with Highway 19A, a controlled access highway. In accordance with Section 52(3) of the *Transportation Act* the Ministry of Transportation and Transit must grant its approval prior to adoption of the bylaw.

### **OPTIONS:**

1. THAT Council receive for information the proposed rezoning which aligns with the Official Community Plan and a public hearing is prohibited per the Local Government Act section 464 (3) and the public notice has been given. THAT Council give first, second and third readings to "Zoning – Amendment Bylaw No. 3219 (4680 and 4694 Headquarters Road)."
2. THAT Council request additional information from staff through a resolution.
3. THAT Council not proceed with the application. THAT Council provide alternative direction to staff.

**ATTACHMENTS:**

1. Attachment No. 1 - Proposed Zoning Amendment Bylaw No. 3219
2. Attachment No. 2 – Conceptual Site Servicing Plan and DPA-4 as Built
3. Attachment No. 3 - Preliminary Site Plan with Open Space Calculations, dated January 23, 2026
4. Attachment No. 4 –Tree Management Plan for 4680 Headquarters, dated January 21, 2025
5. Attachment No. 5 – Community Information Meeting Summary Report, dated February 13, 2026

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