



The Corporation of the City of Courtenay

Community Information Meeting Summary Report

To: Council

File No.: 3360-20-2507/RZ000096

From: Andrew Stewart-Jones, Planner 2

Date: February 13, 2026

Subject: Community Information Meeting for Zoning Amendment Bylaw No. 3219 - (4680 and 4694 Headquarters Road)

PURPOSE:

A Community Information Meeting (CIM) is an information meeting to provide residents with an opportunity to learn more about a development application, ask questions and share their insights and feedback aligned with City of Courtenay's "Development Procedures Bylaw No. 3202".

BACKGROUND:

- Application: Zoning Amendment Application for 4680 and 4694 Headquarters Road.
- Date, time, location:
 - February 13, 2026, 5:30 -7:30pm,
 - Meeting Room, Lewis Centre, 489 Old Island Hwy
- Number of attendees:
 - 10 members of the public - Those in attendance indicated they were neighbours to the property and had received the mailout (within 100m).
 - 3 representatives of the applicant
 - 1 Planner representing the City of Courtenay
- Meeting format – In-person format:
 - Open House from 5:30pm – 6:10pm
 - Formal presentation with a question-and-answer period from 6:10pm – 7:10pm - note copy of presentation slides attached.
 - Post-presentation Open House from 7:10pm – 7:30pm
- Notification methods used:
 - Mailout to owners and occupants whose property lines are within the 100m mailout distance.

WHAT WE HEARD:

Questions were raised on topics noted below, before, during and after the presentation by the developer. These questions were answered by both the developer and city staff. Attendees overall had a few specific concerns, especially regarding drainage and notification process. 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.

General Questions and Design Questions

The applicant spent time at the event answering questions about the proposed development from members of the public. Questions related to: tenure, number of units, type of units, if the powerlines would be underground, how strata associations work and how to communicate with these associations, etc. The

applicant answered these questions, while also emphasizing that many details would be confirmed at Development Permit stage.

Stormwater/Drainage

There were concerns about drainage and surface runoff. City staff indicated that the applicant will be required to complete a drainage plan, which will take place at Development Permit stage. Staff highlighted numerous ways of addressing drainage, including holding tanks/ storm storage unit and permeable surfaces (parking, landscaping, bioswales, etc.), among others. Staff spoke to how drainage would be required to meet Subdivision and Development Servicing (SDS) Bylaw, which requires that drainage offsite is the same post-development as pre-development

There were some concerns about floodplain. Staff communicated that the property is outside of floodplain and is not subject to floodplain regulations.

Environmentally Sensitive Areas

One member of the public asked why the applicant is not required to meet the 30m setback requirement for Riparian Areas in the Official Community Plan (OCP). Staff responded that the 30m setback is a guideline in the OCP but is not binding. The city aims for a 30m setback but will default to the province and the Riparian Areas Protected Regulation (RAPR). In the case of this application, the applicant used a biologist to complete an assessment of the required setbacks and applied to RAPR with 10m setbacks for the stream. The 10m setbacks were approved by the province and accepted by the city.

Landscaping

Members of the public generally had a positive view of the proposed landscaping, including the greenspace provided and ponds. Many mentioned of how the forested buffers were large and made the site attractive. One person asked about the trees along the Island Highway and how these would be affected. Staff answered that a treed buffer would be kept along the east (Island Highway) side of the property, which would be secured at the Development Permit stage.

Process

Members of the public questioned why they could not be involved in the Development Permit process. Staff explained that the Development Permit process is not a public process and involves technical analysis of the application by qualified professionals. Staff clarified that the Community Information Meeting (CIM), as well as written comments provided prior to the Council meeting, were the best way for the public to provide feedback.

There was general concern about a lack of engagement with the public. Staff clarified that as per Local Government Act requirements, the city is prohibited to hold a public hearing on this application as the land is designated for Multi-Residential in the city's Official Community Plan (OCP). Staff explained that the CIM is intended to provide an opportunity for engagement. Staff mentioned that the public will receive a mailout prior to the 1st reading of the bylaw and that the public is welcome to attend the meeting, although there will not be an opportunity for the public to speak.

Density

There were some concerns about density and the number of units proposed, with some members of the public mentioning that they had purchased their property under the assumption that the neighbourhood would stay rural and did not want to see higher densities.

Lighting

Members of the public were concerned about lighting and asked if there is a DarkSky policy. Staff answered that the DarkSky policy is a policy used by the Comox Valley Regional District and does not apply to the City of Courtenay. Instead, there are several policies regarding lighting in the Development Permit Guidelines that encourage low glare lighting that faces downward, rather than upwards (full cutoff lighting). Applicant mentioned most lighting will be using bollards.

Timeline

Residents had questions about the timeline of the application. The applicant responded that they estimated a 3–5-year timeline for the entire buildout, depending on market conditions.

Transportation

Some concerns about traffic and parking. The applicant shared the details of the traffic study findings, as well as parking, which is proposed to exceed the zoning requirements.

One person asked about how the site fits into the active transportation plan and what type of infrastructure upgrades would be required to active transportation. Staff said that frontage upgrades, such as sidewalks and bike lanes, would be required at the Building Permit stage of the development, as determined by the Subdivision and Development Servicing Bylaw.

Written Feedback

Written comments were received from five members of the public. One member was in support, three were opposed or recommended significant changes to the proposed development (limit development to outside of 30m riparian area, propose lower density development, etc.) and one was neither for nor against but recommended that the applicant conduct a hydrogeological report.

Those who were against the development mentioned environmental concerns regarding development within a Riparian Area. Riparian area setbacks were previously addressed through an application to the Riparian Areas Protected Regulation (RAPR) with the province as a part of the Environmental Development Permit for 4694 Headquarters Road. There were also concerns about drainage on the property, which will be addressed at the Development Permit stage.

SCHEDULES:

Schedule 1: Community Information Meeting Presentation Slides

Schedule 2: Community Information Meeting 100 m Mailout Notice

Schedule 3: Written Responses

Prepared by: Andrew Stewart-Jones, Planner II – Development

Reviewed by: Patricia Maloney, Acting Manager of Development Planning



**Monterra Projects LTD -
R7 Properties**

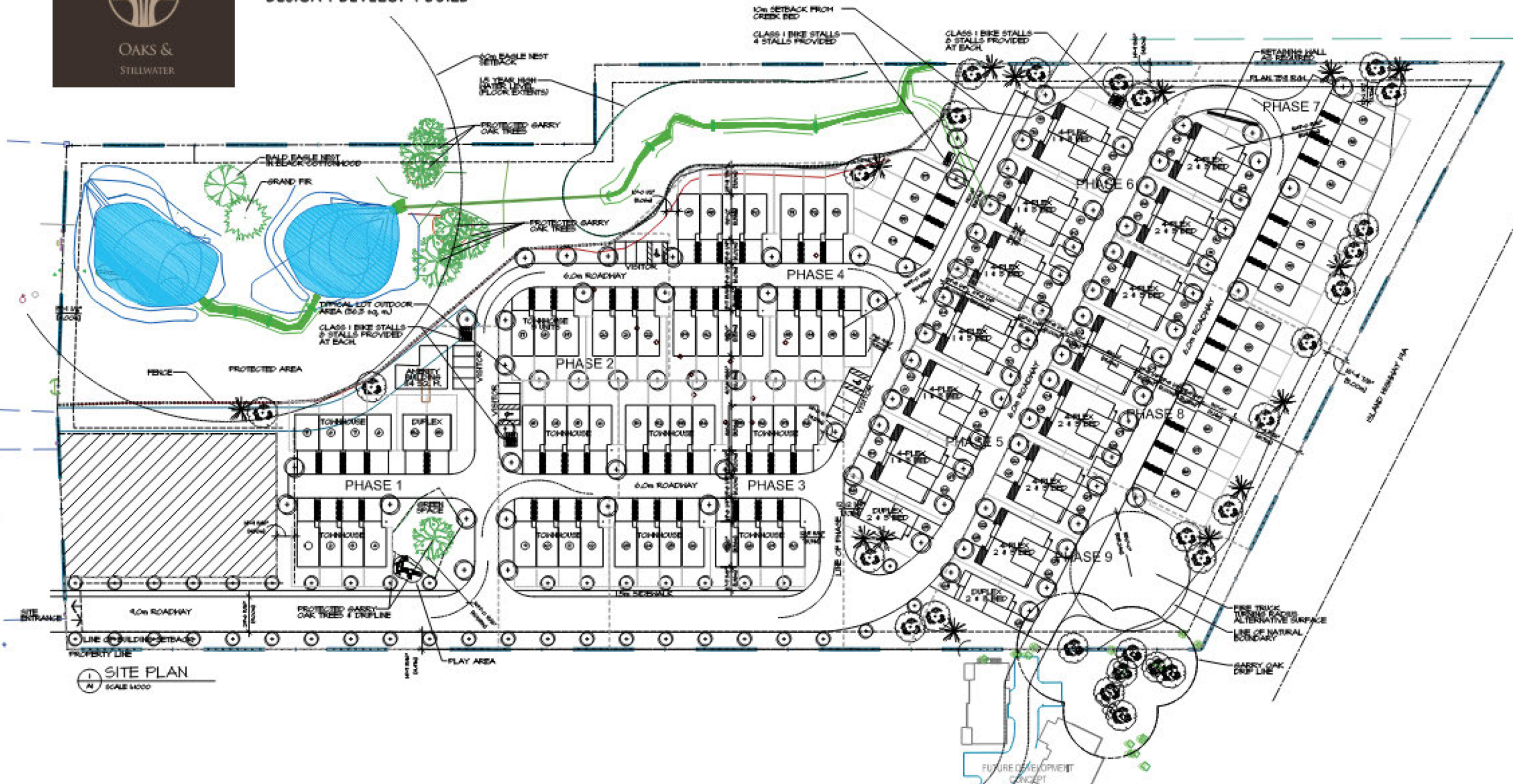
4680 HEADQUARTERS REZONING

COMMUNITY INFORMATION MEETING

Welcome and thank you for joining us today. We are excited to present our latest development project



OAKS &
STILLWATER



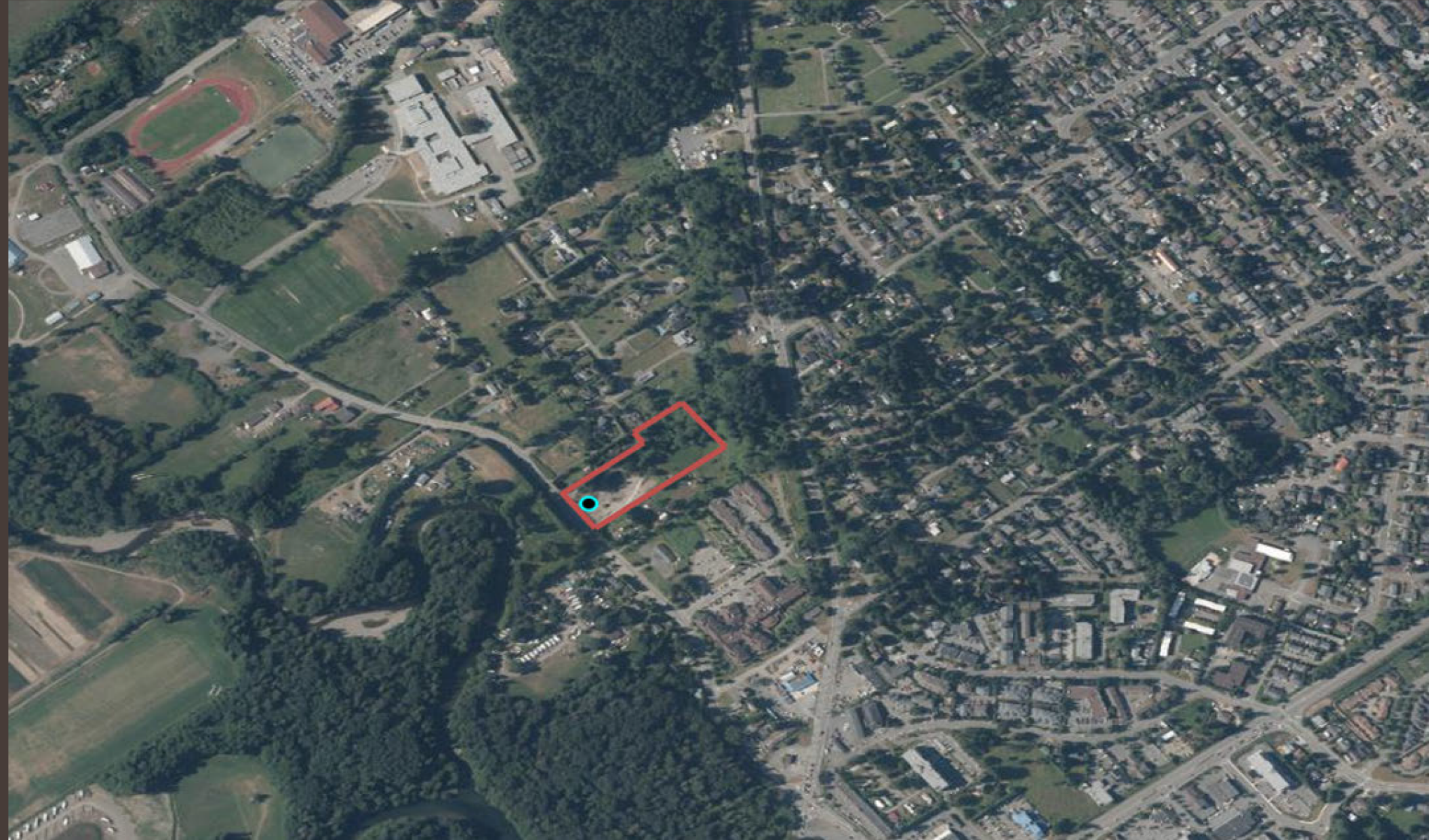
SITE PLAN
SCALE 1:1000

This plan is published by R7 Properties Ltd, and reserves the right to make modifications and changes to the building design, elevations, specifications, features and prices without prior notification. Decks, patios, stairs and windows may vary based on site conditions. These

SITE CONTEXT

PROPERTY INFO

- REGISTERED OWNER: R7 PROPERTIES LTD.
- SITE AREA: 4.73 HECTARES (10.79)
- PROPOSED RE-ZONING: RM-1



REGULATORY CONTEXT

ALIGNMENT WITH CITY OCP

OFFICIAL COMMUNITY PLAN (OCP)

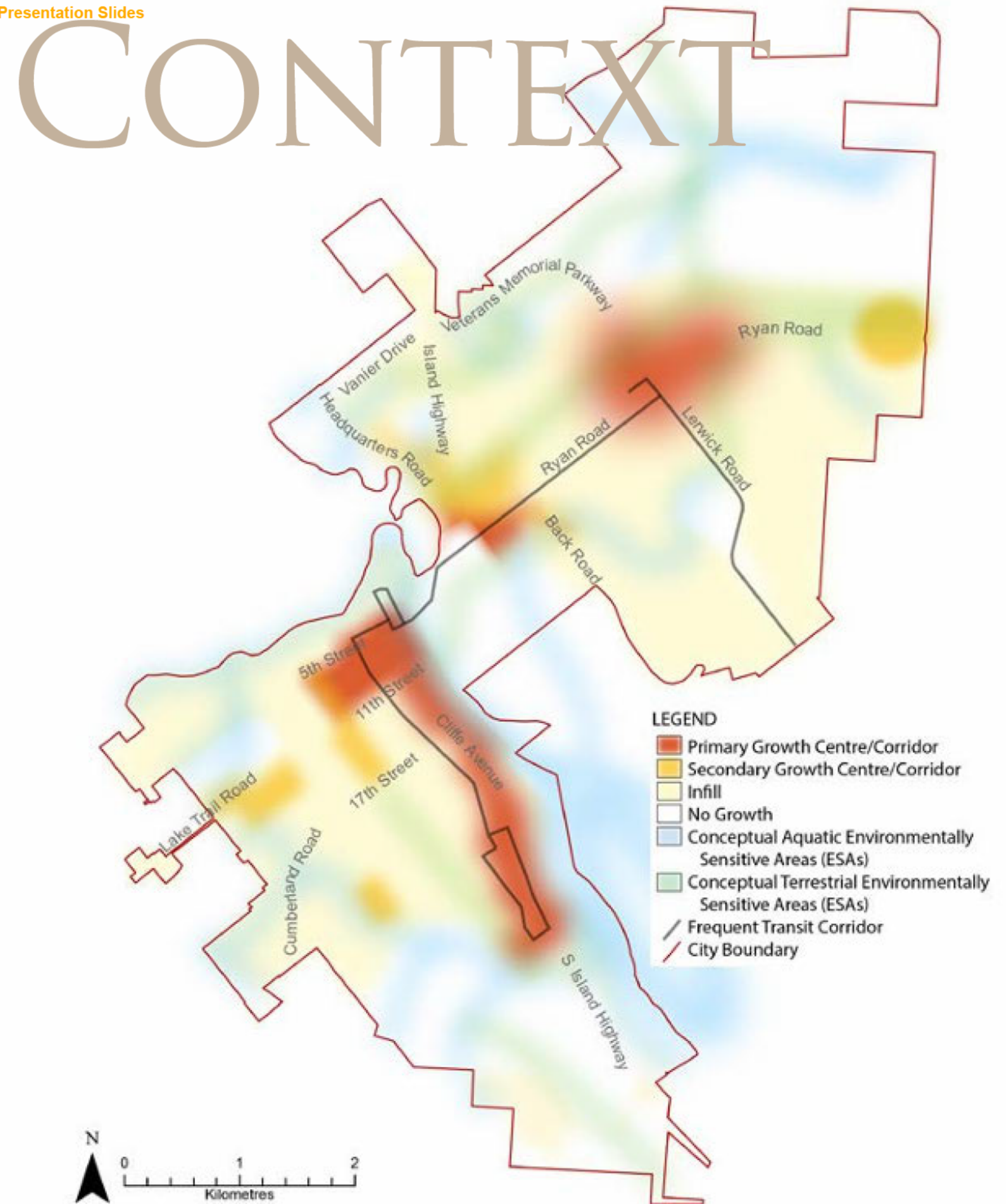
- LOCATED WITHIN THE HEADQUARTERS ROAD CORRIDOR, THE SITE IS DESIGNATED FOR MULTI-RESIDENTIAL GROWTH AND SUPPORTS COMPACT DEVELOPMENT WITHIN THE SERVICED URBAN BOUNDARY.

REGIONAL GROWTH STRATEGY

- DIRECTS RESIDENTIAL GROWTH TO SERVICED MUNICIPAL AREAS, REDUCING RURAL EXPANSION AND PROMOTING EFFICIENT LAND USE.

HOUSING DIVERSITY

- DELIVERS TOWNHOUSES, DUPLEXES, AND SECONDARY SUITES, ADDING ATTAINABLE, GROUND-ORIENTED HOUSING ALIGNED WITH COMMUNITY PRIORITIES.



ENVIRONMENTAL SUSTAINABILITY

WORK COMPLETED

- 565 M² OF NEW STREAM CHANNEL CONSTRUCTED, WITH MEANDERS, COBBLES, AND RIFFLES TO RESTORE HYDROLOGICAL FUNCTION.
- 1,465 M² OF CONSTRUCTED WETLANDS DESIGNED WITH VARIABLE DEPTHS TO SUPPORT STORMWATER DETENTION, AND NATIVE AQUATIC VEGETATION.
- 2,900 M² OF RIPARIAN HABITAT CREATED WITH LAYERED NATIVE TREE, SHRUB, AND GROUNDCOVER PLANTING.
- 0.61 HA EAGLE NEST BUFFER SECURED – THIS IS TWELVE TIMES LARGER THAN THE FORMER SETBACK.
- 800 M² GARRY OAK HABITAT PROTECTED AND ENHANCED THROUGH FENCING, MULCHING, AND COMPATIBLE PLANTING.



COMMITMENT TO ENVIRONMENTAL PROTECTION

MONITORING & COMPLIANCE

- DFO HAS CONFIRMED NO FISH BEARING STREAMS NEAR DEVELOPMENT. ALL CHANGES MADE TO ENVIRONMENT HAVE BEEN APPROVED THROUGH THE FEDERAL, PROVINCIAL AND MUNICIPAL GOVERNMENT BODIES AND DFO REPRESENTATIVES.
- A FIVE-YEAR ENVIRONMENTAL MONITORING PROGRAM IS IN PLACE, WITH ANNUAL REPORTING BY QUALIFIED PROFESSIONALS. SURVIVAL TARGETS AND INVASIVE SPECIES THRESHOLDS ENSURE RESTORATION OBJECTIVES ARE MAINTAINED.



Fisheries and Oceans
Canada

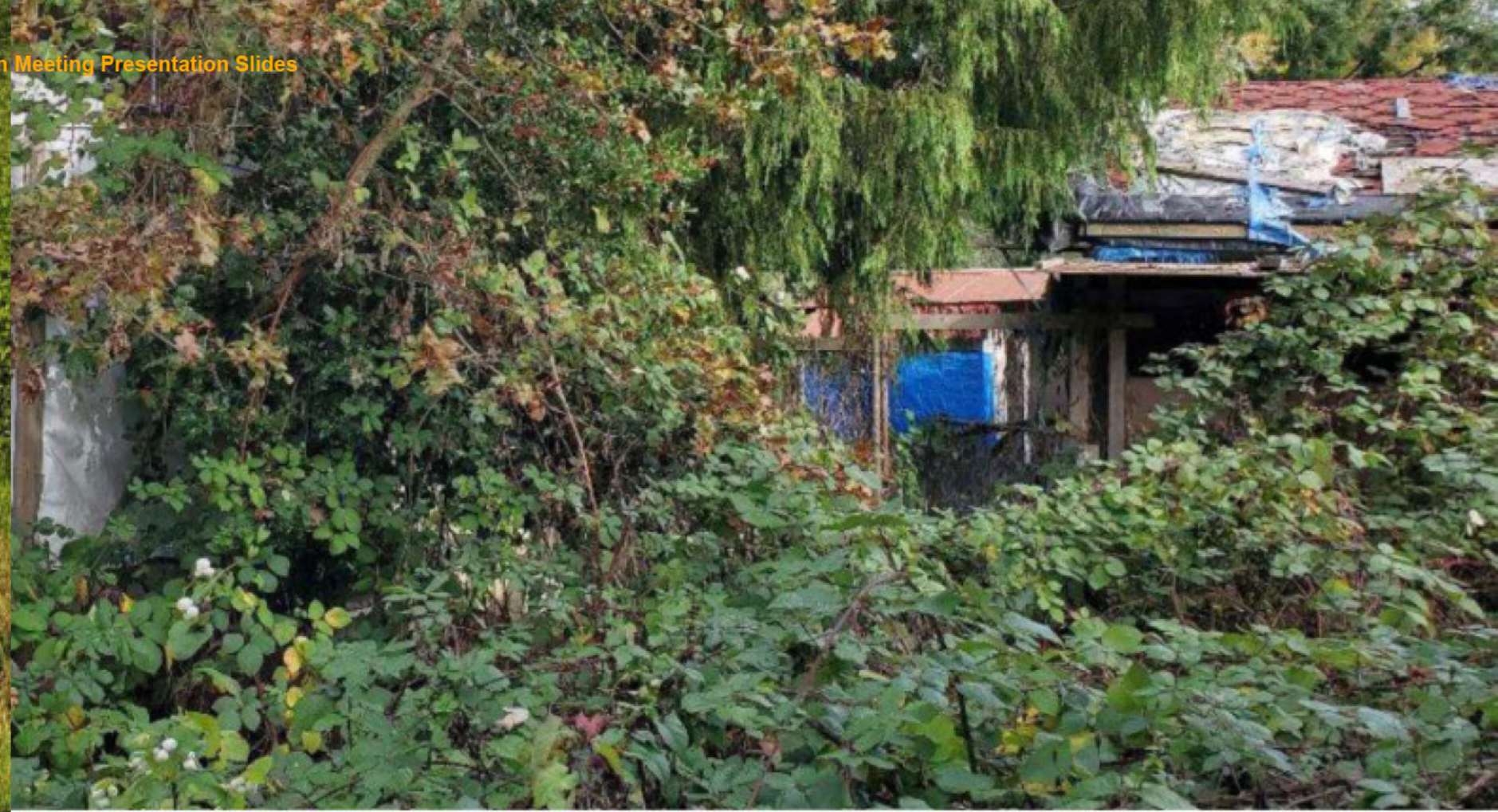
INTEGRATION WITH COMMUNITY

- WALKWAYS AND INTERPRETIVE SIGNAGE CONNECT RESIDENTS VISUALLY TO RESTORED HABITAT AREAS, REINFORCING STEWARDSHIP WHILE MAINTAINING CLEAR NO-DISTURBANCE BOUNDARIES.



BRITISH
COLUMBIA

BEFORE



AFTER



TRANSPORTATION AND PARKING

TRAFFIC IMPACT

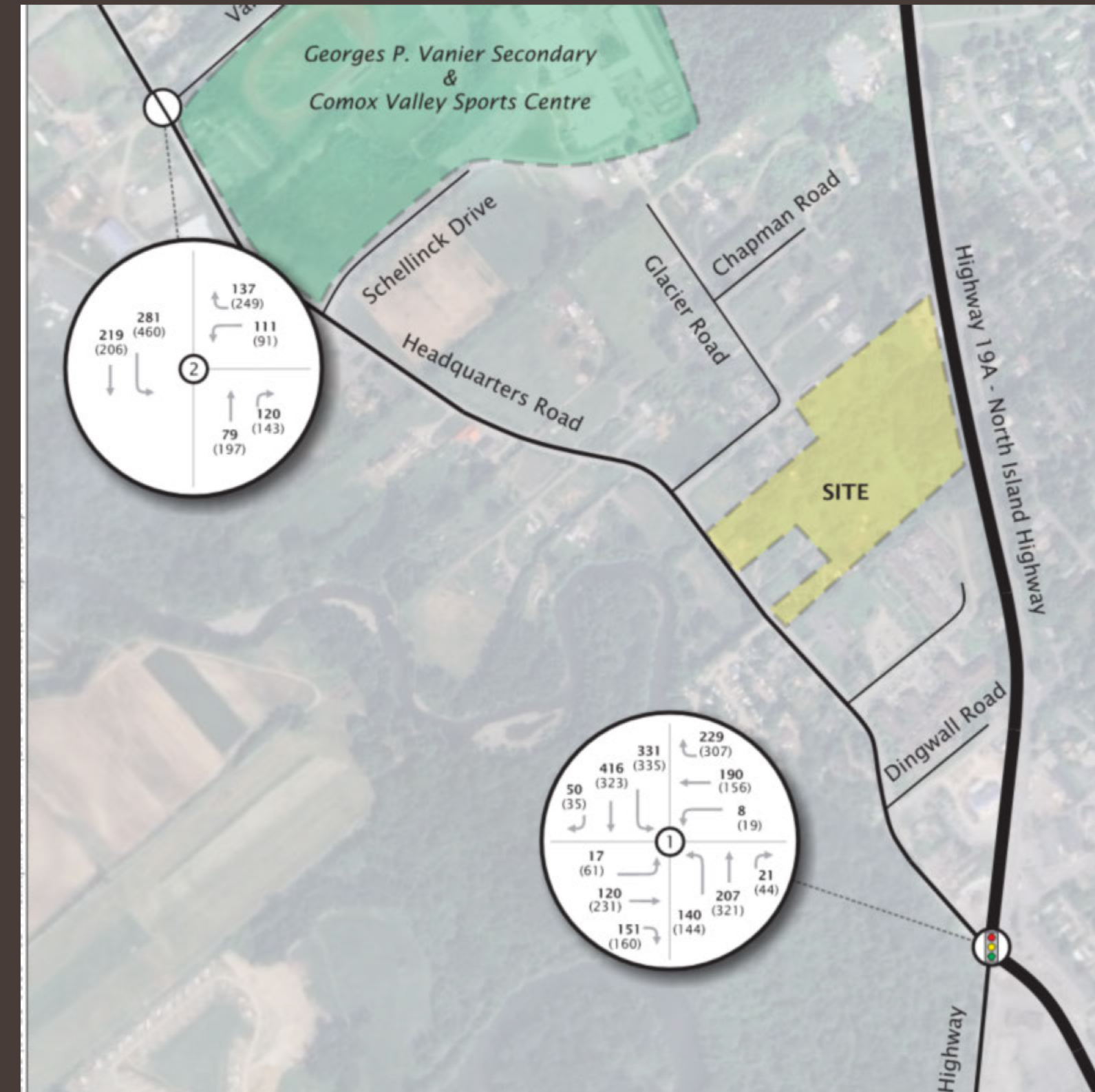
- TRIP GENERATION DATA SHOWS THE PROJECT IS EXPECTED TO GENERATE APPROXIMATELY 65 TRIPS AT PEAK HOURS (IN & OUT COMBINED).

PARKING SUPPLY

- THE PROPOSAL EXCEEDS CITY PARKING REQUIREMENTS, PROVIDING 235 STALLS WHERE 161 ARE REQUIRED, INCLUDING 34 VISITOR STALLS. RESIDENT STALLS INCLUDE EV-READY INFRASTRUCTURE TO SUPPORT FUTURE CHARGING NEEDS.

ACTIVE TRANSPORTATION

- INTERNAL SIDEWALKS CONNECT HOMES TO HEADQUARTERS ROAD, WITH SECURE BICYCLE STORAGE AND ACCESS TO NEARBY TRANSIT STOPS. LIGHTING IS DESIGNED TO SUPPORT SAFETY WHILE RESPECTING ADJACENT HABITAT AREAS.



HOUSING FORM

THE CONCEPT SITE PLAN SHOWS A LAYOUT OF 131 HOMES, INCLUDING:

TOWNHOUSE CLUSTERS: A MIX OF 4-PLEX AND 3-PLEX BLOCKS, EACH WITH INTEGRATED GARAGES.

DUPLEX WITH GARAGE: ADDING TWO GROUND-ORIENTED UNITS SOME WITH ADDITIONAL SUITES.

FORM: GROUND-ORIENTED LAYOUTS WITH FRONT PATIOS AND LANDSCAPING.

SUITES: SECONDARY SUITES INCLUDED IN SELECT UNITS IMPROVING AFFORDABILITY AND FLEXIBILITY.

CHARACTER: DURABLE, SIMPLE MATERIALS (HARDIE SIDING, WOOD ACCENTS) IN MUTED NATURAL COLOURS.



EXAMPLES



COMMUNITY CONTRIBUTION

EXAMPLE



COMMUNITY AMENITY CONTRIBUTION

- THE CITY OF COURTENAY'S COMMUNITY AMENITY CONTRIBUTION (CAC) POLICY ENSURES REZONINGS POSITIVELY BENEFIT COMMUNITY.
- MONTERRA WILL BE CONTRIBUTING \$8,000 PER UNIT. TOTAL FOR THE CONCEPT PLAN PROVIDED WOULD BE MORE THAN 1 MILLION DOLLARS TOWARDS THE AFFORDABLE HOUSING FUND.

AMENITY BUILDING

- THIS DEVELOPMENT WILL OFFER AN AMENITY BUILDING FOR RESIDENCE OF THE DEVELOPMENT. EXACT OFFERINGS OF THIS BUILDING ARE TO BE DETERMINED.

THANK YOU

MONTERRA
DESIGN . DEVELOP . BUILD

Schedule 3 - Written Responses

Dear City of Courtenay Staff and Council:

This letter is intended to address our opposition to the current plans for the Environmental Development Permit on 4694 Headquarters Road, for the creation of a new stream channel. This letter has been prepared by Brett and Theresa Restemeyer. We are the current occupants and owners of property [REDACTED] in Courtenay. We have reviewed the information submitted to the City by the owner Monterra Projects Ltd. for the properties of 4694 and 4680 Headquarters Road. We have many concerns and oppositions to the proposed development including its process, extensive tree cutting greater than Courtenay's Tree Density Target and on steep slopes, and moving of the current stream channel that would drain a wetland and does not meet the new OCP riparian zone targets.

We have noted that Garry Renkema (owner of Monterra Projects Ltd.) is listed as an advisor to development for the new Official Community Plan which was adopted on July 25/22. It seems incredibly likely that Monterra was aware of and influential in knowing that the properties of 4694 and 4680 Headquarters Road would change zoning from RR-5 to multi-residential. The fact that the aforementioned properties were sold within a few weeks prior to the new OCP becoming public seems to prove this statement. There is also the fact that there is an arborist report from May 12/23 and an EIA/CEMP from June 7/22 prepared for Mr. Renkema. This is in direct violation of the *Procedures and Conduct for the Official Community Plan Advisory Committee*. Section 7.4 states, "*Members must declare any conflicts of interest, including property interests, and must excuse themselves from recommendations or deliberations related to said interests.*"

In addition to the above, the Environmental Development Permit Application was hastily submitted prior to the adoption of the new OCP on July 22/23. This is shown in an email on page two of the AppFeeChequeScan document. It is noted in this document that the application is "time sensitive" and was to be submitted prior to the new OCP being adopted. We assume that the developer is hoping to use the former and weaker environmental regulations of the previous OCP as opposed to the new and stronger environmental regulations of the current OCP. It is also noted by us that if Monterra wanted to put a development of 9 residential and 1-2 commercial units on these properties under the old OCP then they would have had to submit a rezoning application. The former zoning of RR-5 would have only allowed 10 residential homes to be constructed. It is inappropriate that this application is attempting to use previous OCP environmental regulations but wants to use the new zoning regulations for their development. It is also disappointing that this seems to be supported by City Planning and environmental assessors as per the AppFeeChequeScan document.

Another concerning issue with this development permit is the 10 metre setback being proposed next to the unnamed creek and its wetlands. This will result in extensive tree cutting and ecosystem destruction in the riparian zone. Again, the proposal is trying to use old language from the previous OCP however the new OCP clearly states "all new development must be set back at least 30 metres from all watercourses." The 10m setback would fit none of the DPA-Environmental objectives on page 208 of the new OCP. It is also to be noted that this riparian area is listed under the OCP Terrestrial Environmentally Sensitive Areas on page 209. There is also a proposed plan by Current Environmental for a red listed wetland (ID-B) to be removed as per page 6 on the updated memorandum memo from Jan

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27/23. The “compromise” to this is to create a wetland in a different location where a parking lot and corner of a building were previously proposed. Yet the new location for the wetland is already in a protected area due to a 60 metre bald eagle setback zone, therefore there is no net gain of protection for the Environmentally Sensitive Area. The bald eagle zone should remain protected from development and the wetland ID:B should at least be maintained, if not enhanced. This would fit with the policy highlights of “Remaining sensitive ecosystems are protected; lost or degraded sensitive ecosystems are restored.” Extensive tree cutting/site degradation in this area would turn it from a biodiverse ecosystem/forested wetland to a narrow strip of trees.

There was an original environmental report of this riparian area and the unnamed creek which was funded by the city of Courtenay on July 19, 2019. In this original report, the wetlands are referred to as an inline floodplain/wetland character slough sedge meadow with flows that become shallow and unconstrained. The new environmental report prepared in 2022, funded privately by Monterra, lists part of this area as a “fallow field.” It is interesting how the language has changed with a negative connotation when there is a different payer to the project. This seems like an unfortunate consequence of a flawed process where our society has environmental experts be paid by private interests.

It is noted in the Current Environmental Memo from January 27/23 on page 4 that the unnamed creek is non fish bearing. However, the report from July 19, 2019 reports that the creek is **likely** non fish bearing however it states that there was no fish presence assessment completed as part of the report. To our knowledge, there has **not** been a fish presence assessment report completed as part of this permit. It is to be noted that the Riparian Areas Protection Regulation Technical Assessment Manual (2019) states “fish bearing streams are ones in which fish are present or potentially present if introduced obstructions could be made passable.” The description of impassable barriers includes “human made permanent barriers that cannot be reasonably modified to allow fish passage e.g. large weirs or dams” (pg.18). It states, “It may be necessary to conduct an assessment of man made barriers to fish passage. Where these circumstances exist the QEP must provide sufficient documentation in the Assessment Report to confirm the existence of a “permanent” man made barrier. This should include providing measurements of the barrier, calculations of flows where this is identified as the problem, and confirmation from responsible authorities that a man made barrier cannot be reasonably modified or replaced with a passable structure. If the man made barrier can be made accessible then the stream is to be considered fish bearing.” We do not see any assessment findings of this detail in the documentation included for this EDP.

Another area of concern is the extensive tree cutting and building that would take place on the north slope of the property. It is documented in Grow Tree Care’s report that this is an area of large, mature Douglas Fir and large Native Cherry forest. The city of Courtenay’s Tree Density Target (TDT) for both properties is not being met in this application. The application is 92 trees below the TDT, many of which are to be cut on the north slope. It is also noted in Grow Tree Care’s comments on page 15 that more trees should be kept including keeping as many edge trees as possible along the Douglas Fir stand to maintain the health and stability of this ecosystem. This mature, Douglas Fir forested area is also highlighted in the Current Environmental original report from July 2019. Again, another mature forest is proposed to become a narrow strip of trees. This area

Schedule 3 - Written Responses

proposed for tree cutting and development is also listed under the Steep Slope Development Permit Area of slopes greater than 30%. It is even noted directly on the site plans for the development by the engineer that “these buildings would be last to be built and are toughest to access.”

Overall, we have many concerns with the current development permit and proposed site plan build, most of all that the permit is attempting to be submitted under old OCP guidelines and that it appears to us there has been a conflict of interest in the OCP process. Were this to be subjected to the new guidelines, many of the objectives of the new OCP are not being met including a 30m setback for riparian areas, protection of biodiversity, the Tree Density Target and protection of steep slopes. We are aware there is a housing crisis and feel that this property could ease this burden however not at the expense of the biodiversity crisis and climate change. The current building plans fail to meet the targets of climate action set out by the city in the new Official Community Plan.

We hope the city staff and our elected officials keep their integrity and enforce the new OCP regulations for the proposed development on 4680 and 4694 Headquarters Road.

Regards,

Brett & Theresa Restemeyer



Schedule 3 - Written Responses

I/we, as a surrounding community, have voiced our concerns many times regarding this development. We have drafted multiple letters and sent emails addressed to the City of Courtenay and city council. The Tsolum River Restoration Society (**APPENDIX A**) has drafted a letter and we created a community petition (**APPENDIX B**) approximately two years ago (that was signed by all but one owner occupied resident on Glacier/Chapman/north Headquarters Road). The resident who did not sign has since moved. I am not sure if these letters are in the file still or were discarded. We are not against this development, we just want to see the environmental guidelines upheld by the City of Courtenay's Official Community Plan (OCP). The OCP took several years to complete and took up hundreds of thousands of dollars of provincial and local tax dollars to complete. Developers do not have the right to supersede its documents for their own profit. Monterra Projects Ltd. was well aware of the environmental conditions set out by the new OCP when purchasing 4680 and 4694 Headquarters Road. Garry Renkema (owner of Monterra) was adviser to development to the new OCP and purchased the property very shortly before the new OCP was adopted.

To date, the creek on 4694 Headquarters road has been moved and channeled closer to my property. Two separate wetlands have been destroyed and eliminated next to our property and "relocated" within an eagle nest buffer zone. The eagle nest buffer zone does not meet the provincial standards of a radius of 60 meters on Monterra's land. Moving this creek closer to our house has already caused some water to back up on our property due to the high banks that trap water. All of this work also may not improve on existing water and environmental conditions. This is theoretical and is pointed out by an independent DFO biologist during their consultation. (**APPENDIX C**)

We are concerned that the development of 4680 Headquarters road does not meet the 30 meter setback next to the creek set out by the City of Courtenay OCP. The Current Environmental report funded by the City of Courtenay in 2019 highlights the stream as riparian in its map (**APPENDIX D**). This property and its creek is mapped in the new OCP Aquatic Environmentally Sensitive Areas (p. 210 OCP). Below are direct quotes from the City of Courtenay's OCP that should pertain to this proposed development.

Page 123 *Preserve sensitive ecosystem areas and the connections between them in a natural condition to the maximum extent possible.*

Use an ecosystem-based, cross-jurisdictional approach to watershed planning and management to preserve ecological health and the ongoing function of ecological processes that give rise to biodiversity and ecosystem services.

Page 126 *Strive to maintain and/or restore the water balance. Consider options to reduce the volume of stormwater runoff through interflow, infiltration, retention, and/or detention.*

Explore the use of enforcement tools to protect water quality related to development practices, such as an erosion and sediment control bylaw.

Page 127 *Enact Zoning Bylaw requirements to avoid impact to sensitive ecosystems, including but not limited to:*

a. Cluster 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, and allowing the owner(s) of land containing Environmentally Sensitive Areas to use the original site area in

1 computing density allowances, in accordance with the Zoning Bylaw;

Schedule 3 - Written Responses

*b Density bonusing in exchange for increased nature protection or restoration; and
c Limiting the extent of impervious surfaces.*

Page 128 *Establish a requirement within the Environmental Development Permit Area guidelines for a 30-metre setback from the stream boundary when conducting development on properties subject to the Riparian Areas Protection Regulations (RAPR), whenever opportunities for a 30-metre setback are possible.*

Do not permit development within Environmentally Sensitive Areas. New trails or facilities in Environmentally Sensitive Areas will be discouraged and installed only where they provide net gain for habitat values.

This property is also mapped in the Steep Slope Development Permit area (**page 212 OCP**) with slopes mapped at steeper than a 30-percent grade. Another area of concern is the extensive tree cutting and building that would take place on the north slope of the property. It is documented in Grow Tree Care's report that this is an area of large, mature Douglas Fir and large Native Cherry forest. The city of Courtenay's Tree Density Target (TDT) for both properties is not being met in this application. The application is 92 trees below the TDT, many of which are to be cut on the north slope. It is also noted in Grow Tree Care's comments on page fifteen (**APPENDIX E**) that more trees should be kept including keeping as many edge trees as possible along the Douglas Fir stand to maintain the health and stability of this ecosystem. This mature, Douglas Fir forested area is also highlighted in the Current Environmental original report from July 2019.

According to the City of Courtenay's **DPA 5 Document Hazardous Conditions Steep Slope** document, one of the objectives is to *Promote development that is appropriate for steep slope areas by respecting terrain, maintaining natural vegetation and drainage patterns.* The pertinent guidelines of this document state:

Development shall be designed to minimize any alterations to the steep slope and to reflect the site rather than altering the site to reflect the development.

Buildings or permanent structures shall not be constructed in areas subject to steep slope hazardous conditions.

Buildings and structures shall be sited in accordance with setbacks determined by the City or a geotechnical report by a qualified professional.

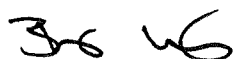
As much as possible, the site should be designed to avoid the need for retaining walls.

Existing vegetation should be maintained to absorb water, minimize erosion and protect the slope.

Natural slopes of 30 per cent or more should be maintained as natural open space.

Further removing trees, wetlands, riparian zones, and building on a steep slope will add fast moving floodwater onto the lower floodplain and into the Tsolum River. This development is situated right above Maple Pool Campground which houses some of our communities most vulnerable and at risk citizens. This community has flooded and had to be evacuated 3-4 times over 17 years (January 2026, 2014, 2010, 2009). The removal of more trees, channelization of more water and building on the steep slope further puts this community at risk of flood and evacuation during our more common extreme weather events.

Brett Restemeyer



Feb 11 2026

Appendix A

Schedule 3 - Written Responses

We, the residents of Glacier, Chapman, and Headquarters Road are requesting that ALL development in which occurs on 4694 and 4680 Headquarters Road be subject to the new Official Community Plan. This is in direct reference to the present development permit, submitted for the creation of a new stream channel, that reflects guidelines from both the past and current OCP. It is only under the new OCP that multi-residential zoning would be allowable on these properties, hence, we believe that the new environmental regulations should also be followed.

Our community is asking that the present stream course be maintained, or improvement of the lower channel be implemented in a way that does not cause disturbance to the present vegetation and wildlife. We, as residents, seek to maintain our semi-rural neighborhood character through the intact, forested buffer zone.


















Name	Address	Signature
Greg Sawchuck		
Marcella McDougall		
Charm Wilson		
Jacqueline Parkin		
ROBERT CUMMINGS		
Jesse Gordon		
Heather Gordon		
M. Brian Carwithen		
CAROL SCHINKEL		
Ken Schinkel		
John de la Rey		
Julia Chenex		
O. Macgregor		
Jiri Cameron		
Susan Cameron		
SEAN FREDRIKSEN		
Brodie Harrower		
Tom Revie		
Leslie Appleton		
Antoinette Bakhuizen		

Appendix A

Schedule 3 - Written Responses

We, the residents of Glacier, Chapman, and Headquarters Road are requesting that ALL development in which occurs on 4694 and 4680 Headquarters Road be subject to the new Official Community Plan. This is in direct reference to the present development permit, submitted for the creation of a new stream channel, that reflects guidelines from both the past and current OCP. It is only under the new OCP that multi-residential zoning would be allowable on these properties, hence, we believe that the new environmental regulations should also be followed.

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Name	Address	Signature
David Baldwin		
Brian Hamp		
SUSAN HAMP		
Barbara McGinn		
Alicia Gola		
RAY FURSE		
Dana Gola		
RON TAYLOR		
ANNE TAYLOR		
FRIED. DUNN		
Erace Babcock		
Harvey Hodgins		
Tanja Tapley		
Gloria Hunter		
ESTELLE GROBENAR		
Brett Restemeyer		
Theresa Restemeyer		



PO Box 488 Merville BC V0R 2M0, tsolumriver@shaw.ca, 250 897-4670

September 26, 2022

Development Services

City of Courtenay

830 Cliffe Ave., Courtenay, BC

V9N 2J7

To City of Courtenay Staff,

Thank you for allowing us to comment on the Environmental Development Permit Referral for 4694 Headquarters Road. We would like to voice our concerns and give recommendations to the proposed new stream channel. Our recommendations are to restore the wetland on the property, uphold a 30m riparian setback and continue with investigations of the fish bearing potential of the unnamed tributary to the Tsolum River.

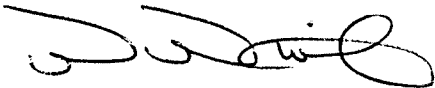
The documents submitted by Current Environmental, Grow Tree Care and McElhanney all mention a wetland area on 4694 Headquarters Road, which would be eliminated if the proposed new stream were constructed. The Tsolum River experiences critically low flows in the summer including a watershed Drought Level 4 in August of this year. Streams and wetlands in the watershed must be protected and restored, as supported in the new OCP Bylaw 3070 which encourages “designing development to better fit the land” (pg. 122). This is especially pertinent in the lower Tsolum which is particularly vulnerable to fluctuations in temperature and flow due to already present agricultural and urban pressures. It would be of great benefit to the Tsolum River to retain and enhance the current wetland as opposed to diverting it into a faster flowing channelized and culverted stream.

An intact riparian area surrounding the present or proposed stream would also be vital to support the low flows experienced by the Tsolum River. We are concerned about the mapped 10m riparian zone outlined in the EDP for 4694 Headquarters Road and the lack of any documented setback on 4680 Headquarters Road. We are calling for the City to uphold the newly adopted OCP Bylaw 3070 of a “30-metre setback from the stream boundary when conducting development on properties subject to the Riparian Areas Protection Regulations” (pg. 128). Under the new OCP this development proposal would only be allowable with community consultation and a change in re-zoning from its current RR-5. It is not acceptable that this EDP is being submitted under the previous OCP Bylaw 2387, and its’ supporting EDP guidelines for

environmental stipulation. We ask that the EDP for this property be subject to the new OCP Bylaw 3070 and the 30m setback for all streams in the City of Courtenay.

Finally, we recommend further investigation of the fish bearing potential of the unnamed tributary. The Riparian Areas Protection Regulation Technical Assessment Manual (2019) states: “fish bearing streams are ones in which fish are present or potentially present if introduced obstructions could be made passable” (pg. 17). Impassable barriers are “human made permanent barriers” (pg.18). We are asking for further assessment of present fish obstructions to see if these could be “reasonably modified to allow fish passage” (pg. 18) and thus deem this a fish bearing stream, as it was prior to human intervention. Further, we recommend that the tributary be assigned an official name to recognize its existence and ecological value.

Thank you again for the opportunity to comment on the EDP Referral for 4694 Headquarters Road, the proposed re-routing of the currently unnamed tributary to the Tsolum River. The Tsolum River Restoration Society recommends further assessment of the potential for fish bearing status of the stream, a 30m riparian setback, and assessment for potential restoration of the present stream and wetland as opposed to the proposed re-routing outlined in the EDP. These measures would help to support our restoration efforts as a society and further the health of the Tsolum River, without precluding reasonable development.



Wayne White, President
Tsolum River Restoration Society

References:

City of Courtenay. (2022). Official Community Plan Bylaw 3070. <https://pub-courtenay.escribemeetings.com/filestream.ashx?DocumentId=2762>

Ministry of Forests, Lands, Natural Resource Operations and Rural Development. (November, 2019). Fish and Aquatic Habitat Branch: Riparian Areas Protection Regulation Technical Assessment MANUAL. https://www2.gov.bc.ca/assets/gov/environment/plants-animals-and-ecosystem/fish-fish-habitat/riparian-areas-regulations/rapr_assessment_methods_manual_for_web_11.pdf

Schedule 3 - Written Responses

Oct. 31, we need to achieve all permit conditions as soon as possible to feasibly commence the project this month. We'd appreciate it if you would please let me know when a review may be expected.

Thank you,

Dusty Silvester, R.P.Bio.
Current Environmental Ltd.
(250) 871-1944

From: Lockhart, Michael <Michael.Lockhart@dfo-mpo.gc.ca>
Sent: Thursday, October 5, 2023 2:54 PM
To: Grimsrud, Michael <mgrimsrud@courtenay.ca>
Cc: Wade, Marianne <mwade@courtenay.ca>; Gothard, Nancy <ngoehard@courtenay.ca>; Thorburn, Geoff <Geoff.Thorburn@dfo-mpo.gc.ca>; Harper, Vince <Vince.Harper@dfo-mpo.gc.ca>; Tessonvitch, Stephen (he, him / il, lui) (DFO/MPO) <Stephen.Tessonvitch@dfo-mpo.gc.ca>; Barber, Boone (she, her / elle, la) (DFO/MPO) <Boone.Barber@dfo-mpo.gc.ca>; Miles Clark, Marissa (she, her / elle) (DFO/MPO) <Marissa.MilesClark@dfo-mpo.gc.ca>; Dusty Silvester <dusty@currentenv.ca>
Subject: RE: 4629 Headquarters Road (4694 HQ)

Hello Michael,

Thanks for reaching out. You have covered most of the topics that we discussed on-site the other day, although I would not say that the project will improve on existing conditions; that remains to be seen. It is important to remember that it remains the proponent's responsibility to avoid:

- the death of fish by means other than fishing and the harmful alteration, disruption or destruction of fish habitat which are prohibited under subsections 34.4(1) and 35(1) of the *Fisheries Act*; and
- effects to listed aquatic species at risk, any part of their critical habitat or their residences of their individuals in a manner which is prohibited under sections 32, 33, and subsection 58(1) of the *Species at Risk Act*.

If the proponent wishes to wait until we can provide advice on this project, please indicate this on a reply to this email. A review can take up to 60-days or more depending on file load and the complexity of the project. If they wish to proceed without our advice, can you please ask them to notify me that they wish to have the Request for Review withdrawn? Dusty, this would be your department.

Please reach out if you have any further questions.

Kind regards,

Michael Lockhart

A second arborists' report was authored to address requirements of the EDP application and City *Tree Protection and Management Bylaw* that is also included in Appendix C.

5.3 BALD EAGLE NEST TREE

A bald eagle nest tree is located in the split leader of a black cottonwood near the southwestern corner of the property (Figures 5 & 6). The nest tree was first recorded in a memorandum from CEL to the City of Courtenay when describing the flows of the unnamed creek (dated Aug. 14, 2019). Observations of the nest tree made during site visits to the subject property during spring/summer 2021 showed that it was not inhabited for nesting during the 2021 season; however, additional observations in May 2022 showed that an adult perching in the nest indicated that it was active last year.

The proposed relocation of an improved drainage channel in the vicinity of the eagle nest tree will be accompanied by vegetation restoration and enhancement that will include the removal of invasive species and planting of an assemblage of native species and protecting the setback's edge with permanent fencing. The enhanced setback will serve the dual purpose of improving the riparian habitat surrounding the stream channel and the vegetated buffer around the eagle nest tree (Figure 6). Any works within 200 m of the nest tree should be timed outside the sensitive "initiation" period of the nesting window (Jan. 1 - April 30) or be managed under the supervision of a QEP for the balance of the nesting window (May 1 - Fledging) with the authority to postpone work if any disturbances to nesting eagles are observed.

6.0 PROPOSED WORK – CHANNELIZATION, WETLAND CONSTRUCTION, AND RIPARIAN ENHANCEMENT

Proposed work on the subject property at 4694 Headquarters Road is recommended to improve channel capacity for handling increased flows being directed onto the site from neighbouring properties to the north and to mitigate ongoing flooding and migration of water across the property to the southeast impounded by a natural clay berm (Figures 4 & 5). Compensation wetland construction will result in approximately 0.95 ha of protected area on the property. The following habitat balance sheet summarizes the existing environmental conditions of those habitats described in the preceding section as well as comparison with proposed habitat construction areas (Table 1).

Appendix D

Memorandum

5.0 FIGURES

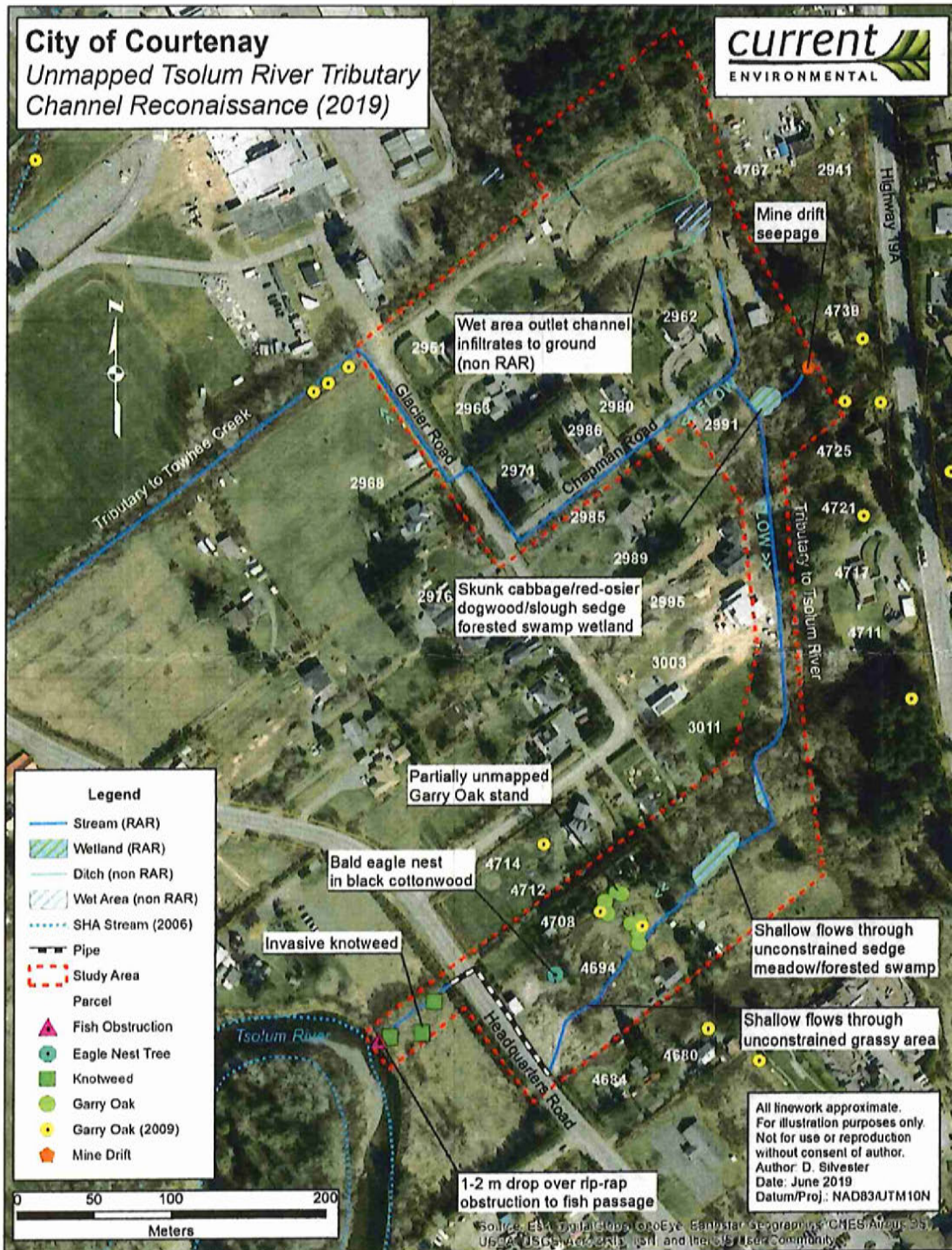


Figure 1. Study area site plan showing observed aquatic areas assessed for RAR applicability, and incidental environmentally significant features.



Appendix E

Site Considerations

How proposed retained trees have been selected

Retained trees have been selected because they are outside of the proposed development footprint, are viable for retention (with management) alongside the proposed works, and do not cause a hazard. All retained trees are in areas where they become part of larger treed and undisturbed areas (apart from a single Garry oak).

Confirmation that retained trees are not hazardous

All trees proposed for retention outside of the SPEA were not observed to be hazardous at the time of assessment. Note: The Douglas fir stand at the north of the property has a significant chance of generating hazard trees; especially after the edge of the stand is 'opened up' to facilitate the proposed development. The north Douglas fir stand should be regularly assessed for hazard trees during and after the proposed development, particularly at the end of winters and after storm events.

Description of cutting method

All trees proposed for removal can be felled away from non disturbance zones into the developable parts of the Property, causing negligible impacts to tree protection areas. Tree debris can be transported off site without passing through non disturbance areas via existing and proposed Property access locations.

Tree Protection Measures within the development footprint

Only one tree, a protected Garry oak (Tree # 680) at 4690 Headquarters Road is proposed for retention within the development footprint. Protection measures for this tree are provided within this Report.

Additional Tree Protection Measures

In addition to the previously provided tree protection measures, additional measures should include:

- When excavating at the edge of a RPA, the excavator bucket should initially slice down with a cutting motion to sever any roots, rather than pulling away from RPA, and possibly dislodging or damaging roots within the RPA.
- Any exposed roots at the edge of a RPA after excavations should be pruned with a clean cut, and not left with a 'jagged' end. This will help prevent the onset of root decay and promote the health of the subject tree.
- Large changes in grade should not be created at the immediate edge of a RPA.
- Site works should not cause excessive changes in hydrology to RPAs.

Non Disturbance Zones

Non disturbance zones should include all designated RPAs, and all areas outside the development footprint.

Arborist's Comment:

-If site plans allow, I would suggest the retention of a large veteran Douglas fir (Tree #531) located at the north-east extent of 4694 Headquarters Road. This is a dominant tree in good condition.

-If site plans allow, I would suggest the retention of a large veteran Douglas fir (Tree # 681) located near the existing residence at 4680 Headquarters Road and the protected Garry oak (Tree # 680). This is a dominant tree in good condition.

This is a dominant tree in good condition.

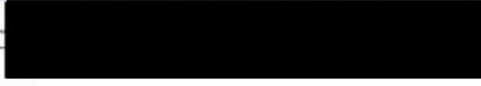
-If site plans allow, I would suggest the retention of as many edge trees as possible along the Douglas fir stand to help maintain the health and stability of the stand as a whole.

Schedule 3 - Written Responses

Our property is adjoining maple road
on the north side

Our great concern is the water
run-off entering our property.

Bobby Turnbull



Please keep me informed

Schedule 3 - Written Responses

Robert Cummings
3015 Glacier Road
Courtenay, BC, V9N9H3

February 17, 2026

ATTENTION: Andrew Stewart Jones

Re: Headquarters Development

Dear Sir:

As my address might suggest, I am a neighbour of Brett Restemeyer who provided several concerns at the Monterra Community Information meeting as well as a formal letter with several Appendixes going back to 2022 regarding Montera's development project on Headquarters Road. My property is adjacent to Mr. Restemeyer's property on the downhill side.

I would like to be on record as fully supporting Mr. Restemeyer's concerns and I would like to be kept informed of how the City of Courtenay and City Council plan to deal with these issues and our concerns. Also, for the record, my expectation is that the City of Courtenay and City Council will enforce all Bylaws and current EDP guidelines.

I moved to Courtenay on July 1, 2022, and one of the reasons I purchased where I did was because the area resembled remote and unspoiled land. While I'm not a proponent for developments per se my main concern would be development at 'all costs' and protection of the environment and wildlife is one of those costs.

Thank you for your attention to this important matter.

Sincerely,

A black rectangular redaction box covering the signature of Robert Cummings.

Robert Cummings



Headquarters Development

From Mike Young [REDACTED]

Date Fri 2/20/2026 11:32 AM

To PlanningAlias <planning@courtenay.ca>

Dear Mr Jones,

With reference to Monterra's proposed development site on Headquarters Road, I note that a Hydrogeological report does not appear to have been conducted.

Given the recent flooding on the adjacent property and the fact that climate change will likely increase 'rain events' in coming years, I'd like to request that the City fully considers how water flows are adequately managed in the future.

Thank you for your attention to this matter.

Kind regards

Mike Young

[REDACTED]

Schedule 3 - Written Responses

From: [Garth Parkin](#)
To: [Stewart-Jones, Andrew](#)
Subject: FW: Garth re 4680 and 4694 Headquarters Rd
Date: Tuesday, February 24, 2026 9:51:08 AM

Hello Andrew – with thanks for your time and patience at the meeting and of course your input. Rather than reiterate, I am including my comments to the company. All the best - Garth

From: Garth Parkin [REDACTED]
Sent: Thursday, February 19, 2026 12:10 PM
To: 'garry@monterrabuilders.ca' <garry@monterrabuilders.ca>; 'josh@monterrabuilders.ca' <josh@monterrabuilders.ca>; 'jared@monterrabuilders.ca' <jared@monterrabuilders.ca>
Subject: Garth re 4680 and 4694 Headquarters Rd

Hi Guys – With thanks for the presentation and information on this application and proposal, it was informative. I will also make comment to Andrew at the City. Let me first say that I do support the development in this form rather than multi-family apartment rentals that was the horror story. The phasing, ownership type, quality and underground services also appeal, as well, we do know that Monterra are not inexperienced! It should be understood that there is always local opposition to development “not in our area”, but with properties of this nature and zoning within city boundaries it is almost inevitable, the trick is of course, to encourage the best possible, which apart from single family is probably what your proposal represents, for us locals and actually, this general area. The obvious concerns are the density and water run-off which was commented on somewhat extensively, did you notice?. My own input re local knowledge and history were only included to hopefully assist, as I have previously run into pre and post development situations in the past. It required some 6 years and 8 months with one project mainly because the Regional District staff would just not listen to locals nor investigate efficiently, nor I might add, to visit the property just 25 minutes from their offices. The mind boggles.
The best of luck - Garth



Garth Parkin,
C: 250-334-7087
O: 1-800-638-4226





Attention to Andrew Stewart Jones re: Headquarters Development

From Jesse Gordon [REDACTED]
Date Wed 2/25/2026 12:52 PM
To PlanningAlias <planning@courtenay.ca>
Cc Heather Lovely [REDACTED]

Attention to Andrew Stewart Jones re: Headquarters Development

February 25th, 2026

To Mr. Andrew Stewart Jones,

We are writing to express our concerns regarding the scope and process of Monterra Construction's development on Headquarters Road. We live on the lower portion of Glacier Road and have been growing increasingly alarmed by the project.

In particular, we were shocked to learn the size of the development proposed in what is a known environmentally sensitive area. There are numerous expert reports—including those funded by the City of Courtenay—that speak to this and outline how to mitigate environmental impact should development proceed.

The proposed Headquarters development area drains into a vulnerable zone, and recent flooding highlighted the need for stronger water management plans to protect our neighbours living in the Maple Pool Campground and surrounding area. We are especially concerned the 30 metre setback requirement next to the waterway will not be met. Further altering the area's steep slope and marsh and removing more mature trees will surely worsen existing water issues. We were also surprised to learn approval was granted for altering the waterway's natural course despite being highlighted as riparian in a 2019 Environmental report funded by the City. This resulted in its relocation closer to a neighbouring property. Not only does this relocation impact drainage, it also seems inconsiderate given the predictable impact on our neighbour's land, suggesting a worrisome profit centric mentality in such a complex project.

On that note, it is our understanding that Garry Renkema, owner of Monterra Construction, was aware of the environmental guidelines in the City of Courtenay's Official Community Plan (OCP) when purchasing 4680 and 4694 Headquarters Road. We learned he was an adviser to development of the new OCP, purchasing the properties shortly before the new OCP was released. This seems unethical and we would appreciate clarification on this point. We feel strongly that developers cannot be allowed to influence or supersede the OCP for their own gain, and we sincerely hope that this is not the case here.

To be clear, we are not against this development. We understand that the city is growing and more homes are needed (we relocated here ourselves in 2021). What we are against is prioritizing profit over community safety and the environment. Careful development around our waterways and wild spaces will ensure healthy and sustainable growth in our city. We trust the

City of Courtenay and local developers share these values and that the OCP will be enforced in this situation. We would appreciate being kept informed moving forward.

Sincerely,

Heather Gordon and Dr. Jesse Gordon

