

**CORPORATION OF THE CITY OF COURTENAY
COUNCIL MEETING AGENDA**

DATE: Monday, March 11, 2013
PLACE: City Hall Council Chambers
TIME: 4:00 p.m.

1.00 ADOPTION OF MINUTES

1. Adopt March 4, 2013 Council meeting minutes

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

1. Floyd Trotter re: Alternatives to Landfills
2. Heather Ney – Comox Valley Transition Society – Second Stage Housing Project
3. Kip Keylock – Harbour View Landing Annexation (see page #41)
4. Tom Moore – DP 1226 – 2525 Mission Road (see page #13)

4.00 COMMITTEE/STAFF REPORTS

(a) Legislative Services

- 11 1. Cancellation of Meetings

(b) Development Services

- 13 2. Development Permit No. 1226 – 2525 Mission Road
- 41 3. Boundary Extension – Harbour View Landing

(d) Financial Services

- 81 4. Event Liability Insurance July 1st Canada Day Celebration Activities

5.00 REPORTS AND CORRESPONDENCE FOR INFORMATION

6.00 REPORTS FROM COUNCIL REPRESENTATIVES

7.00 RESOLUTIONS OF COUNCIL

1. In Camera Meeting

That under the provisions of Section 90(1)(c)(e) of the *Community Charter*, notice is hereby given that a Special In-Camera meeting closed to the public, will be held March 11, 2013 at the conclusion of the Regular Council Meeting.

8.00 UNFINISHED BUSINESS

9.00 NOTICE OF MOTION

10.00 NEW BUSINESS

85 1. Response from Environmental Assessment Office re: Raven Underground Coal Project

11.00 BYLAWS

For Final Adoption

87 1. "Local Service Area Cummings/Sheraton Water Main Extension Bylaw No. 2739, 2013"
(to establish the Cummings Road, Sheraton Road and Lerwick Road water local area service to impose a parcel tax)

91 2. "Local Service Area Cummings/Sheraton Sanitary Sewer Main Extension Bylaw No. 2740, 2013"
(to establish the Cummings Road, Sheraton Road and Lerwick Road sanitary sewer local area service and impose a parcel tax)

12.00 COUNCIL MEMBER ROUND TABLE

13.00 ADJOURNMENT

Delegation

~ providing services to those who have experienced or suffered violence ~



Comox Valley Transition Society

**SECOND STAGE TRANSITIONAL HOUSING
FOR WOMEN
IN THE COMOX VALLEY**

March 5, 2013

With more than 20 years experience supporting women and their children who have endured violence in their homes and in their lives, the Comox Valley Transition Society is acutely aware of the need for safe, affordable, desirable and supportive housing that offers women a realistic chance to stabilize, heal and move forward towards self sufficiency with strength and self-determination.

In June 2012, Comox Valley Transition Society (CVTS), decided to actively proceed toward the development of Second Stage Transitional Housing to accommodate the many women, including women with children, who struggle with unsafe, unaffordable, and sub-standard housing in the Comox Valley. This need for Second Stage Housing is not surprising given that BC Housing has considered this kind of housing a priority for the province based on evidence they have gathered regarding social housing needs in BC Communities.

Priority access is given to those who are homeless or at risk of homelessness, people with mental or physical disabilities, women and children fleeing abusive relationships, and those living in severely inadequate housing. This approach ensures British Columbians most in need of housing receive help when and where they need it most. (BC Housing, HOUSING MATTERS [2009], Strategy #2)

To put this stated priority into action, the Government has built or developed, a number of second stage housing projects throughout the province. Currently such a project is under construction in Campbell River. Rose Harbour will provide 27 units of supported Second Stage Transitional Housing as well as Service Delivery Space and is set to open early May 2013. This \$6.4 million project has been a partnership between CR and North Island Transition Society, the City of Campbell River and BC Housing.



Rose Harbour – 1116 Dogwood Ave, Campbell River, BC - Campbell River and North Island Transition Society
Document Compiled by Pamela Willis and Heather Ney

There have also been Second Stage Transitional Housing projects specifically for women and their children completed or started in the last 12 months in Burnaby, Abbotsford, Nanaimo, Tri-Cities and Prince Rupert.

For some time there has been a local awareness of the need for better housing options for vulnerable populations. In late 2007 and early 2008, an investigation into the nature of homelessness was conducted in the Comox Valley by the Mayor's Task Force on Homelessness. From this, an excellent report, "HOMELESS!" (March 1, 2008), was produced. An assessment to determine the specific needs of the homeless population was a part of this investigation and an interesting result of this survey indicated that 53% percent of the identified homeless were women.¹ This is higher than the provincial average of less than 40% for women. Victoria, for example, identifies this number as 30%.² Of the 53% of Comox Valley women identified, 30 of them (almost half) had at least one child living with them.³

The Courtenay Report is both interesting and informative. Five key contributors to homelessness are identified: a lack of affordable housing, physical health challenges, substance abuse, mental health and domestic violence.⁴ For workers in the anti-violence sector this result is not surprising although, instead of domestic violence identified as the fifth cause of homelessness as per this report, domestic violence, and violence against women in general, would be identified as a primary cause, and an absence of affordable, safe housing as being a serious condition that further sabotages the safety of vulnerable women and children. "Researchers worldwide show repeatedly that violence is the primary cause of women's housing instability and homelessness and that as many as 31% of women return to their abusers because of a lack of housing".⁵

BC Housing identified women and their children fleeing violence as a priority group in their social housing program.⁶ A survey of 38 BC agencies, who participated in the provincial Transition Housing Program, predictably revealed that a woman's "*Access to housing after leaving transition housing services*" was the number one priority for service providers.⁷ Housing is an essential prerequisite for women leaving violent relationships; housing provides a foundation from which they can rebuild their lives and health and that of their children (McNaughton & Sanders, 2007; Paterson, 2009; Champion et al., 2009).⁸

There is widespread agreement that the provision of affordable, safe housing, including transitional housing options for vulnerable populations are priorities in many BC communities. "Homeless!" also identifies these as priorities for the

¹ Number of respondents = 116; 53% of this total = 62

² 'Task Force'. (2007). Mayor's Task Force on breaking the cycle of mental illness, addictions and homelessness. Victoria, BC: City of Victoria, Office of Mayor.

³ Number of children living with a female caregiver = 46

⁴ Pg. 16 of "Homeless!"

⁵ Pg. 6 of "Surviving Not Thriving"

⁶ BC Housing. (2009) HOUSING MATTERS, Strategy #2

⁷ Review of Women's Transition Housing and Supports Program; BC Housing and BC Society of Transition Houses, April 5, 2012

⁸ Pg. 16 of "Surviving Not Thriving"

Comox Valley. Indeed, the Implementation Plan of this report identifies transitional housing as being part of the Year Two action plan.⁹

The Comox Valley Transition Society participated in the “HOMELESS!” initiative as a member of the task force and as key informants in the study. CVTS is now ready to take the next step and intends to proceed with the development of second stage transitional housing for women and their children.

COMOX VALLEY TRANSITION SOCIETY

Comox Valley Transition Society has responded to the needs of abused women and their children since 1987. Initial services included a network of safe homes, a small office with two workers, and the beginnings of specific supports and programming designed to help. Since this time the Society has evolved into a sophisticated organization with 46 staff, more than 60 volunteers, and an array of programs and services that include emergency safe shelter for women and children (Lilli House), support and counselling for women, children and youth, detox and supportive recovery for women, community education and outreach, a weekly drop – in for women who are homeless, and risk of homelessness and living in poverty, employment support for vulnerable women, Police-based Victim Services, and a successful social enterprise, Too Good To Be Threw.

The Society is well-managed, and owns a building that houses the Lilli House Emergency Transition House program. It is because of its maturity and success as a respected non-profit organization, and its solid financial position and infrastructure, that Comox Valley Transition House can state with confidence its readiness to embark on this important next step of developing Second Stage Transitional Housing.

There is clearly a need for Second Stage Transitional Housing in the Comox Valley. Lilli House statistics, alone, can be used to substantiate this need. The statistics used for the 2008 HOMELESS! report indicate that for the fiscal period 2006-2007 (ending March 31, 2007), Lilli House sheltered 139 women and 66 children. In addition to this 35 women were served in the Lilli House Detox and Supportive Recovery program. These same statistics for 2012 are 152 women and 56 children in the Transition House program, and 72 women in Detox/Supportive Recovery. In 2012 Lilli House was full 181 nights. In 2012, more than any other year staff has had to find accommodation at local hotels for some women because Lilli House was full when they needed a safe place to stay. Women are also staying longer because there is no ‘acceptable’¹⁰ housing available.

Lilli House is only one of many programs offered by Comox Valley Transition Society. During August and early September, 2012, a representative selection of staff was interviewed¹¹ to gain their perspectives on whether second

⁹ Pg. 45 of HOMELESS! report

¹⁰ The CMHC defines acceptable housing in terms of affordability, suitability and adequacy. According to CMHC’s definition, affordable housing costs less than 30% of household income, including the costs of related housing bills; suitable housing has the appropriate number of bedrooms for the size and make-up of the inhabitants, as per a standardized calculation; and adequate housing does not require any major repair. Housing is unacceptable if any of these three standards are not met.

¹¹ Participating staff included: Anne Davis, Programs Manager; Caroline Leadbitter, Lilli Transition House Coordinator; Basira Godfrey, STV Counsellor; Alisa Hooper, STV Counsellor; Patti Curtis, STV Counsellor/CWWA Counsellor; Glenda Dawson, Crisis Intervention Support Worker/Community Facilitator; Diana Paige, CWWA Counsellor/Child Support Worker

Document Compiled by Pamela Willis and Heather Ney

stage housing was needed and, if so, what empirical evidence did they have to support this claim. All, without exception, declared a desperate need for such housing for the women and children they support. Some of their comments include:

Every woman I see needs shelter. 39 contacts in the last month; half were over 30 and, of these, most were in the mid-40 to mid-50 age range. Many have grown kids. They stay in a variety of places: on a couch, unsafe/temporary places, some stay outside, 2 used the Salvation Army shelter.

For single women housing is a nightmare! Most have been in a series of abusive relationships and are dealing with the adverse health effects and may have adopted unhealthy coping strategies. Many are living with complex trauma. Housing is very, very difficult. Most do not have references they can use to obtain what little housing there is. Most can't afford what is available.

I looked at two years worth of files that are now closed and 55 out of 188 women, about 1/3rd of clients, could have used second stage housing. The majority of women I saw had not been through Lilli House. Of the 55 women, two thirds of them had children at home. A particular need I see is for women who have kids in care and who need secure housing before their kids can come home. Also, women who are waiting for divorce settlements, which can sometimes take up to five years, are often thrown into poverty. Second Stage housing would make a huge difference for many of my clients.

I saw 20 women in the last month – most had kids at home; all have housing issues.

50 women regularly attend the weekly drop-in group; lots have lost their kids; all are either homeless or insecurely housed. Some would be able to get their kids back if they had suitable housing and supports.

I'm currently working with 16-20 different families and all are struggling with poverty and housing issues.

Sub-standard housing is a big problem in the Comox Valley. Bed bugs are here and one woman I am working with was forced out of her housing and into the shelter with her 3 year old because of this. She had to dispose of all of her belongings because of the bed bug infestation.

Moving is a constant for the kids I work with – it is not surprising to find kids in Grade 6 who have been to 10 different schools – most of this is economically driven – housing is simply not affordable or desirable. This constant moving has a negative impact on children's social relationships and academic performance. Second stage housing would be really useful here. It would give women time to build a more solid foundation.

Grandmothers who find themselves parenting their grandchildren are particularly vulnerable. They are often poor and isolated. For this group, there is very little support and supportive housing could make a huge difference to them and to their grandchildren.

In addition to this, a quick survey of two allied professionals was conducted to gain their perspectives on a need for second stage transitional housing in relation to their own work in the community. Although the sample size was

admittedly small, both agreed without reservation that not only does the need exist but that they would refer clients if such housing existed.¹²

Although the surveys conducted by CVTS are not scientific in nature, they support, nevertheless, the conclusions drawn by local, provincial and national reports.¹³

SECOND STAGE TRANSITIONAL HOUSING

BC Housing defines Second Stage Transitional Housing as *safe, affordable, supportive short-term housing in independent units with stays typically ranging from 6 to 18 months.*¹⁴ Although Second Stage Housing is considered short-term housing, residency *may be extended to meet individual circumstances.*¹⁵ Most providers of transitional housing for women agree that access to a longer residency is best, especially in an environment where affordable, safe housing is scarce. In the Comox Valley the vacancy rate remains a constant .05%.

When asked, the CV Transition Society staff interviewed stated the following preferences regarding second stage housing:

I would like to see a mixture of family profiles so that senior women, women – let, lone parent families, and single women are included – all ages. Self-contained units would work best with a number of communal areas that include a green space, a playground, elevators, a lounge, and kitchen. On-site support services should be offered. These would ideally include help with life skills, budgeting, accessing other community services, childcare, nutrition and cooking lessons, advocacy and accompaniment. A van with a driver would be wonderful.

It would have to be child friendly – a townhouse style for families would be good; apartments for singles. Services would include counselling, employment support, space for other community professionals to meet with the women and children. There would room for fitness activities, yoga for example, so that physical health is included. There would also be a childcare space.

Women should be able to stay for as long as they need to. Some may be there permanently.

I would like to see a big kitchen where older women can show younger women how to cook, can, etc. – and where group meals could happen. I would also like to see a garden included in the outside space.

The building needs to be pet friendly.

¹² CEAS, (Nicole), e-mail communication: August 16, 2012; Healthy Babies Program, CV Family Services (Jane), August 14, 2012 conversation with Anne Davis

¹³ HOMELESS! March 1, 2008. City of Courtenay Mayor's Task Force on Breaking the Cycle of Mental Illness, Addictions and Homelessness in the Comox Valley; HOUSING MATTERS, 2009, BC Housing; Review of Women's Transition House and Support Program, April 5, 2012. Co-review: BC Housing and BC Society of Transition Houses; Novac, Sylvia. PhD. 2006. Family violence and homelessness: A review of the literature. Canadian Centre for Justice Statistics, Ottawa

¹⁴ <http://www.bchousing.org>; accessed on Sept.3, 2012

¹⁵ Pg. 11 'Women's Transition Housing and Support Program'. BC Housing. February 17, 2012

I would like to see teen girls who are on independent living included – second stage, supported housing would be a much safer option for them and would give them a community of support. The building could be two or three stories with stores below and an inner courtyard.

In Canada, approximately 25-30 percent of single women and women-led lone-parent households live in unacceptable housing conditions (CMHC, 2009a). However, to really understand housing's impact on the health of women, we must conceptualize it as more than just bricks and mortar—safety prerequisites such as freedom from threat, discrimination and violence as well as security in tenure and appropriate community connections are a crucial aspect of women's housing needs (Gabriel, 2008; Madigan, Munro, & Smith, 1990).¹⁶

Single women in the Comox Valley, and their children are in desperate need of safe and supportive Second Stage Transitional Housing. It is the intention of the Society to move steadfastly in this direction until this project has been realized.

CVTS envisions a 32 unit apartment building built to LEED Gold Standard. The building would include a mix of studio and one, two, three and four bedroom apartments. This configuration of space is appropriate for the mix of women and children who will reside there. There will be community meeting space, and amenity kitchen, play areas for children and office and service delivery space. The location must be close to schools and shopping and other services, close to town or at a minimum on a bus route. It is our intention to design, construct and operate a building that will help to facilitate a strong sense of community and social inclusion.

Our plan is to acquire suitable land on which to construct this building. Once we have established a site, we will leverage the assets we currently have, as well as seek further government and community support, to construct and operate the facility.

¹⁶ Pg. 7 "Surviving Not Thriving"

Ward, John

From: floyd [floydwrk@shaw.ca]
Sent: February-28-13 1:17 PM
To: Ward, John
Subject: Delegation

Delegation

Hello John Ward

This is a request for a delegation presentation to Courtenay Council on March 11, 2013

Topic: How to Prevent a Landfill Tsunami

Speaker: Floyd Trotter CEO
Beaufort Infrastructure Solutions Inc

Contact: Floyd Trotter 250-339-5770

This will be a Power Point presentation on alternatives to Landfills, rethinking waste to become a revenue asset vs cost to taxpayers, job creation potential, and of course environmental benefits.

Please advise as to projection equipment for presentation.

Regards

Floyd Trotter

THE CORPORATION OF THE CITY OF COURTENAY

REPORT TO COUNCIL

FROM: Director of Legislative Services

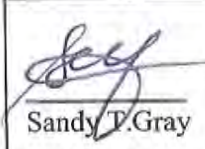
FILE #: 0570-01

DATE: March 8, 2013

SUBJECT: Cancellation of Meetings

C.A.O. COMMENTS/RECOMMENDATIONS:

That the recommendation of the Director Legislative Services be accepted.



Sandy T. Gray

RECOMMENDATION:

That the following 2013 meetings be cancelled:

- June 3rd Council (FCM)
- July 8th Council
- July 29st Strategic Planning
- August 12th Council
- August 26th Strategic Planning
- September 16th Strategic Planning (UBCM)

PURPOSE:

To consider the cancellation of some meetings during the next several months.

BACKGROUND:

In 2001, Council passed a resolution to reduce to one each month the number of Council and Committee of the Whole meetings held during the months of July and August. The summer meeting schedule has worked well in past years, and did not create any inconvenience for applicants or others seeking Council approvals.

DISCUSSION:

With the current meeting format, there are three Council meetings every month. The revised schedule would result in there being two Council meetings in each of the summer months.

The F.C.M. Annual Convention is being held from May 31st to June 3rd, 2013; therefore it is recommended that the June 3rd meeting be cancelled.

In addition, the U.B.C.M. Annual Convention is being held from September 16th – 20th, 2013; therefore it is recommended that the September 16th meeting be cancelled.

If approved by Council, the revised meeting schedule for July and August 2013 would be as follows:

July 2 nd	Council
July 15 th	Council
August 5 th	Council
August 19 ^h	Council

The schedule would return to normal September 3rd, 2013 with the exception of the September 16th Strategic Planning meeting cancelled.

FINANCIAL IMPLICATIONS:

None.

STRATEGIC PLAN REFERENCE:

None.

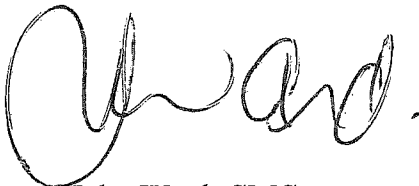
OCP SUSTAINABILITY REFERENCE:

None.

REGIONAL GROWTH STRATEGY REFERENCE:

None.

Respectfully submitted,



John Ward, CMC
Director of Legislative Services

THE CORPORATION OF THE CITY OF COURTENAY

2

REPORT TO COUNCIL

FILE #: 3060-20-1226

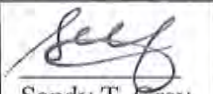
FROM: Development Services Department

DATE: March 5, 2012

SUBJECT: Development Permit for Lot 2, District Lot 236, Comox District, Plan VIP70439 (2525 Mission Road)

C.A.O. COMMENTS/RECOMMENDATIONS:

That the recommendation of the Director of Development Services be accepted.


Sandy T. Gray

RECOMMENDATION:

That Development Permit No. 1226, to allow the development of a mixed use commercial complex on the property legally described as Lot 2, District Lot 236, Comox District, Plan VIP70439 (2525 Mission Road) be issued subject to the following conditions:

- a. Development in conformance with the plans and elevations contained in **Attachment No. 2**;
- b. All roof top mechanical equipment must be screened from view or screened to blend in with the roof and elevator penthousing and shall be incorporated into the overall architectural treatment of the building;
- c. Submission of landscape security in the amount of (125% x \$72,954.85) \$91,193.56. This security will be released in accordance with the provisions of *Development Application Procedures Bylaw No.2699, 2012*;
- d. Landscaping must be completed within six months of the date of issuance of the occupancy permit by the City;
- e. The following minimum depth of topsoil or amended organic soil is required on all landscaped areas of the property: shrubs – 450mm; groundcover and grass – 300mm; trees – 300mm around and below the root ball;
- f. Issuance of a sign permit in compliance with the *City of Courtenay Sign Bylaw No. 2042, 1998* or the bylaw in effect at the time of application and the Commercial Development Permit Guidelines is required for all signage. Signage must not be internally illuminated unless otherwise permitted by the sign bylaw in effect at the time of application. This permit does not approve signage;
- g. All building, site and sign lighting must be full cut off, flat lens in accordance with the City's Dark Skies Policy. Submission of a lighting plan and specifications is required prior to issuance of a building permit and all lighting must be approved by the City prior to installation;
- h. If the permit holder has not substantially commenced any construction to which the permit was issued within twelve (12) months after the date it was issued, the permit lapses.

PURPOSE:

To consider the issuance of a development permit for the construction of a mixed use commercial complex.

BACKGROUND:

At the regular Council meeting of March 4th, 2013, Council gave final approval to a bylaw rezoning the subject property from Industrial Two (I-2) to Comprehensive Development Twenty Four Zone (CD-24). The proposed development permit is consistent with the applicant submissions and presentations to Council during that process.

DISCUSSION:

The proposed development falls within the commercial development permit area which is intended for areas with high visibility throughout the City. The objective of this designation is to ensure a high quality of architectural design with aesthetically pleasing landscaping.

Official Community Plan Review

Attachment No. 4 is an overview supplied by the applicant outlining the general form and character of the proposal. Staff believe the proposal achieves the relevant form and character development permit guidelines relating to the pedestrian scale, pedestrian weather protection, stepping of the building face, variable massing and articulation of the building wall. Additionally, the orientation of the buildings reduces the impact of shading on pedestrian areas and the two buildings share common architectural features. A key to achieving these goals is the separation of building mass into two individual buildings rather than construction a single larger one. The building face along Mission Road is stepped to assist the transition from the single family homes on the north side of the road through to the second four storey building on the south side of the site.. Building articulation is achieved through the use of laminated timber support structures.

The project is not yet at a stage where tenants are known, accordingly detailed signage plans have not been prepared. As a result signage has not been considered as part of this permit.

A landscape plan prepared by a BCSLA landscape architect has been submitted in accordance with the development permit guidelines. The plan includes a 7.5m buffer along Mission Road, the rear yard and on the west side of the building faces. The buffer is reduced from 7.5 meters to 2.0 adjacent to 9 parking stalls on the west edge of the property. Staff feel this is an acceptable compromise as the stalls will be well screened from the adjacent school playfield. Internal pedestrian walkways are well distinguished from driving surfaces with raised surfaces to enhance pedestrian safety. In the opinion of staff, the proposal meets the objectives of the development permit guidelines relating to landscaping.

Zoning Analysis

Planning staff are of the opinion that the proposal complies with requirements of *Zoning Bylaw No. 2500, 2007*. Final parking counts and configuration may require some modification depending on the final mix of uses at build out. However, the site layout provides for 180 stalls (100 surface and 80 underground) which is well in excess of the 146 spaces required if all 5486 square meters of building area are used for office space.

Overall staff feel the proposed development is consistent with the commercial development permit guidelines and recently adopted CD-24 zone. If Council agrees with this assessment, it is recommended that the development permit be approved.

FINANCIAL IMPLICATIONS:

NA

STRATEGIC PLAN REFERENCE:

NA

OCP SUSTAINABILITY REFERENCE:

Sheet A11-Sustainability in **Attachment No.3** outlines the sustainable and environmental features of the project. Key features include use of daylighting techniques and high performance energy efficient/low-e glass, a responsive design on the exterior complete with a solar shading using aluminium overhang louvers and vertical fins to diffuse hot summer sun but allow winter sunlight penetration, a green roof, pervious pavers for parking areas and electric car charging stations.

REGIONAL GROWTH STRATEGY REFERENCE:

The City of Courtenay is the largest urban area in the Comox Valley and, as such, is home to a number of major businesses, commercial/retail areas and cultural facilities. It is also the location for the North Island College Comox Valley campus and the majority of recreation facilities including the Comox Valley Sports Centre and exhibition grounds. The City of Courtenay should develop and grow consistent with its function as the Comox Valley's largest urban area.

Respectfully submitted,



Ian Buck, MCIP, RPP
Manager of Planning



Peter Crawford, MCIP, RPP
Director of Development Services



Applicant: Tom Moore, Dark Horse Holdings Ltd.

Owner: Rideout Construction Ltd.

Location: 2525 Mission Road

Legal Description: Lot 2, District Lot 236, Comox District, Plan VIP70439

Zoning Bylaw: Current Zoning I-2
Proposed Zoning CD-24

Official Community Plan
Current Land Use – Institutional
Proposed Land Use - Commercial

Adjacent Land Uses:

- Industrial to east (Fortis)
- Institutional to west (Queeneesh School)
- Public Areas to south (Hospital Site)
- Residential to north

PROJECT DATA

LEGAL ADDRESS: LOT 2 DISTRICT LOT 236, COMOX DISTRICT, PLAN V1P704D39

SITE AREA: 7,722.7 m² (831,126 sq ft.)

NORTH BUILDING FLOOR AREA: 788.8 m² (8,480 sq ft.), 2,821.3 m² (30,276 sq ft.)

SOUTH BUILDING FLOOR AREA: 789 m² (8,483 sq ft.), 2,947 m² (31,745 sq ft.)

TOTAL FLOOR AREA: 5,409.3 m² (58,061 sq ft.)

FAR: 0.7:1

LOT COVERAGE: 788.8 m² + 789 m² = 1,577.8 m² (8,480 sq ft. + 8,483 sq ft.) = 20.3%

% LOT COVERAGE: 20.3%

BUILDING HEIGHT: 15 m (ROOF LEVEL) + 2.6 m (EXTRA HEIGHT FOR CORE AREA) = 18.6 m (TOTAL)

SURFACE PARKING UNDERGROUND PARKING: 100 STALLS

REGULAR: 150 STALLS

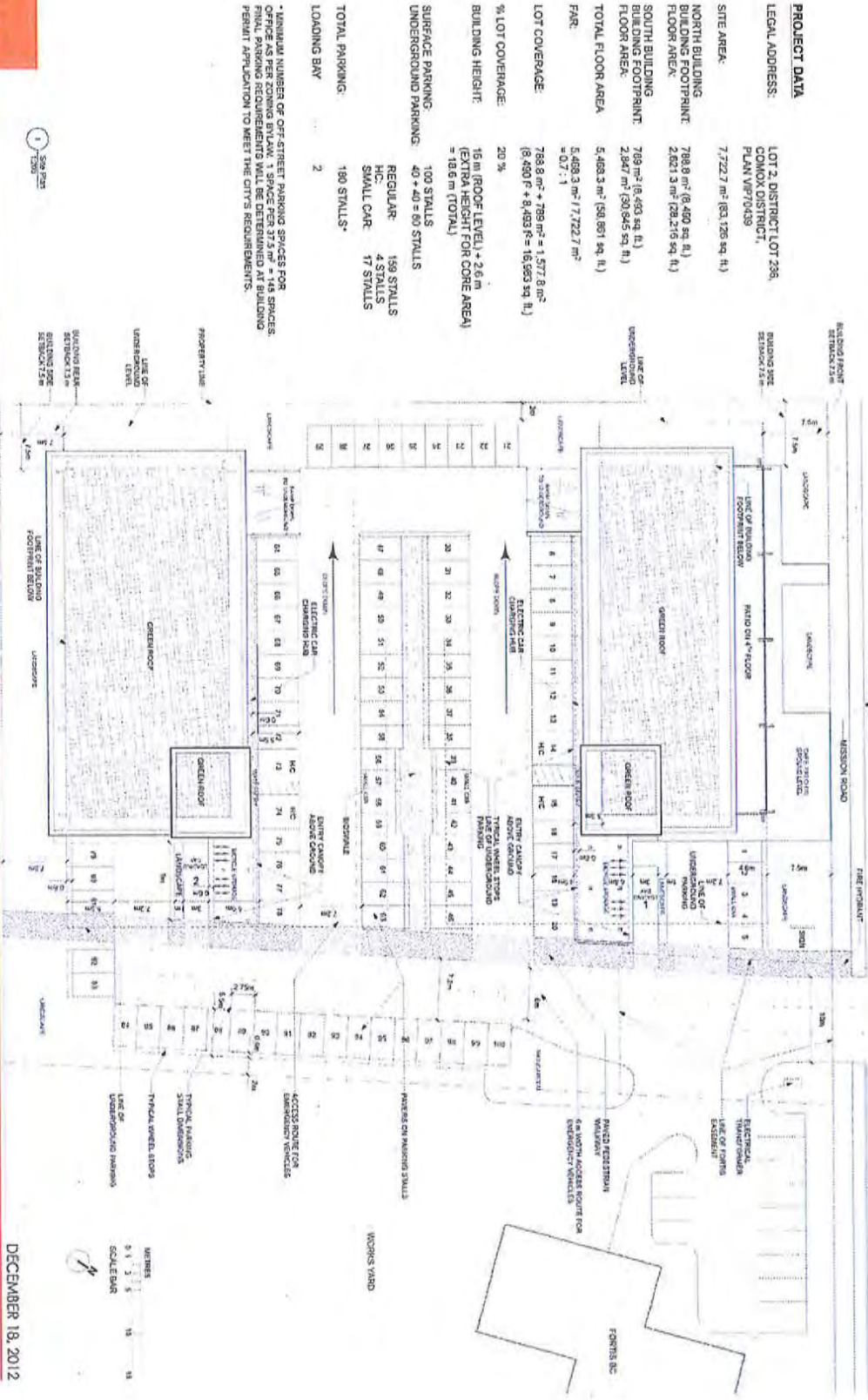
H.C.: 4 STALLS

SMALL CAR: 17 STALLS

TOTAL PARKING: 180 STALLS*

LOADING BAY: 2

* MINIMUM NUMBER OF OFF-STREET PARKING SPACES FOR OFFICE AS PER ZONING BY-LAW. 1 SPACE PER 37.5 m² = 145 SPACES. FINAL PARKING REQUIREMENTS WILL BE DETERMINED AT BUILDING PERMIT APPLICATION TO MEET THE CITY'S REQUIREMENTS.



2525 MISSION ROAD
VANCOUVER, BC
V6M 4R1
MOORE ARCHITECTURE

2525 MISSION ROAD, COURTESY, BC
APPLICATION FOR DEVELOPMENT PERMIT
SHEET A3 - SITE PLAN

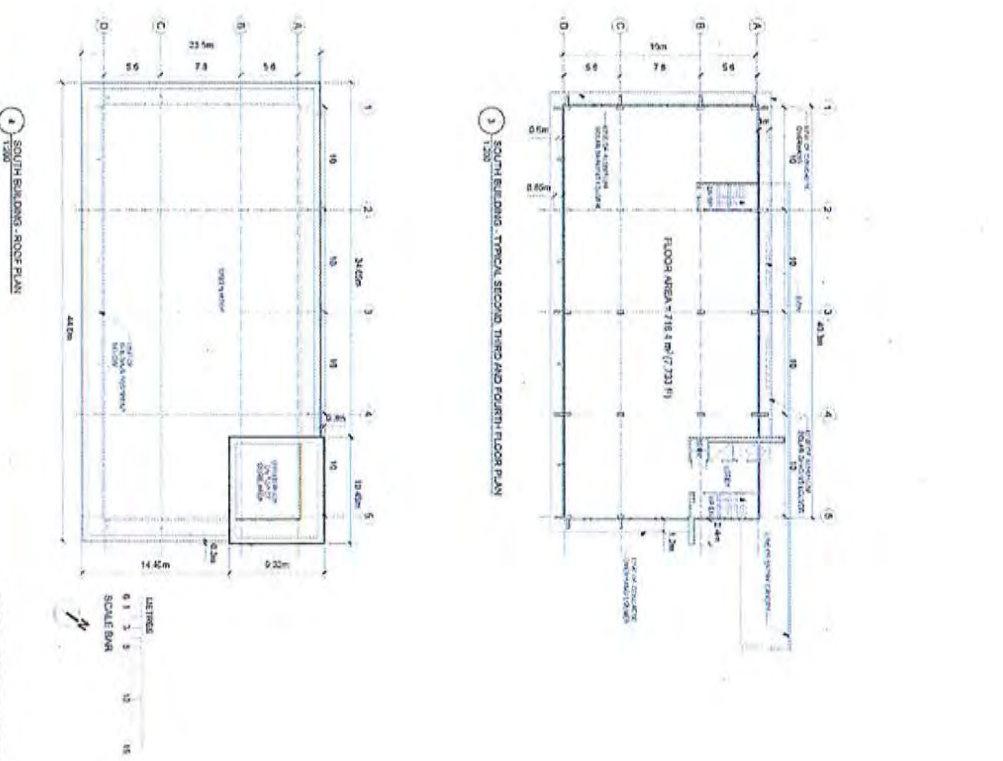
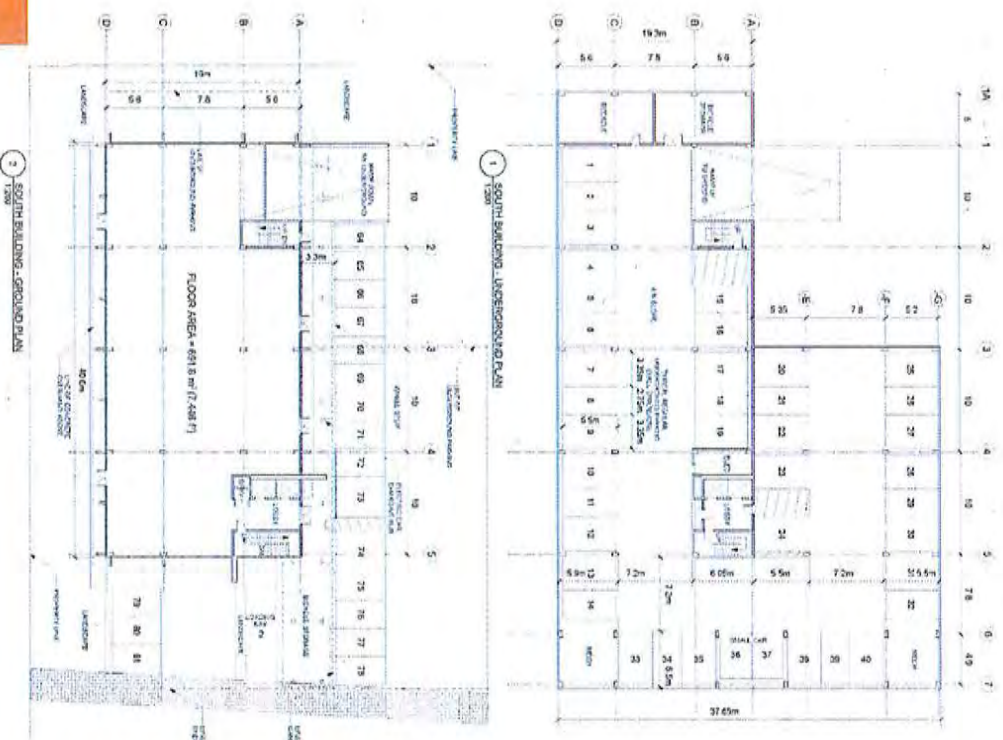


DECEMBER 18, 2012



MOORE ARCHITECTURE

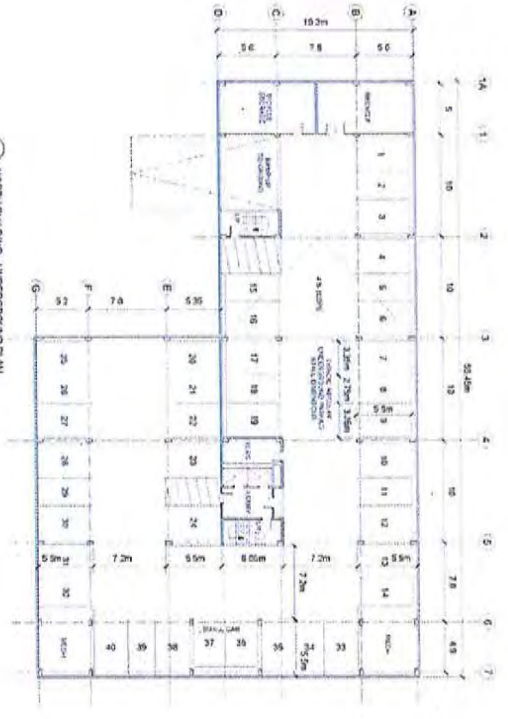
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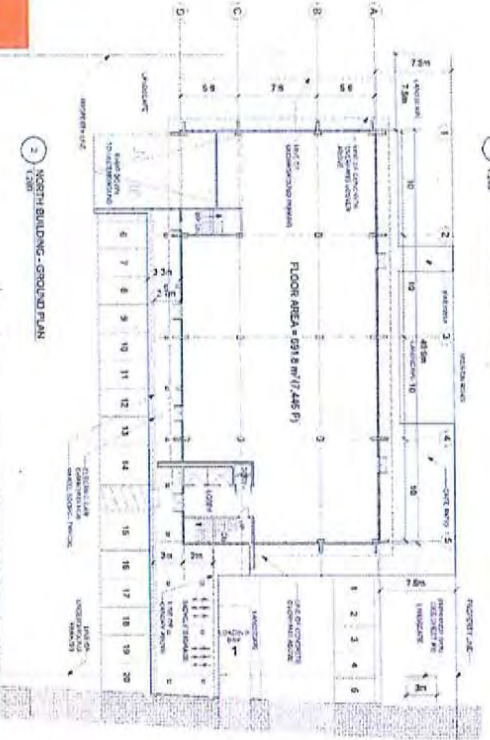
2525 MISSION ROAD, COURTENAY, BC
APPLICATION FOR DEVELOPMENT PERMIT
SHEET A5 - FLOOR PLANS: SOUTH BUILDING

Mission Professional Centre
Wellness - Sustainability

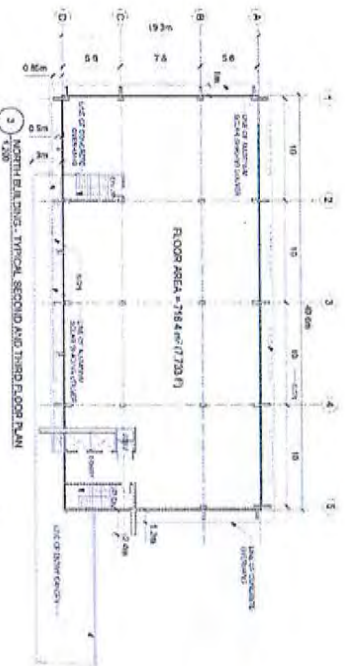
DECEMBER 18, 2012



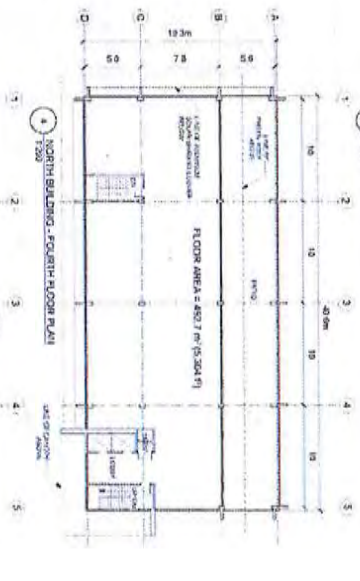
1 NORTH BUILDING - UNDERGROUND PLAN



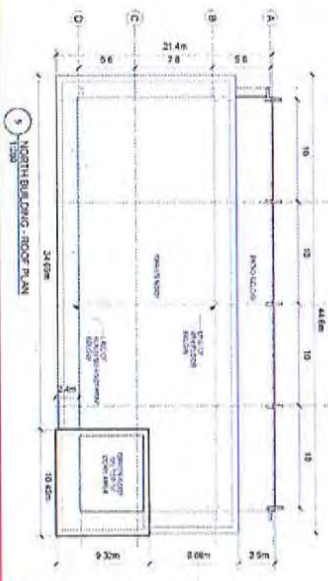
2 NORTH BUILDING - GROUND PLAN



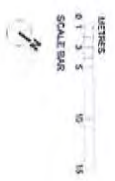
3 NORTH BUILDING - TYPICAL SECOND AND THIRD FLOOR PLAN



4 NORTH BUILDING - FOURTH FLOOR PLAN



5 NORTH BUILDING - ROOF PLAN



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2525 MISSION ROAD, COURTENAY, BC
APPLICATION FOR DEVELOPMENT PERMIT
SHEET A4 - FLOOR PLANS: NORTH BUILDING

Mission Professional Centre
Wellness - sustainability

DECEMBER 18, 2012



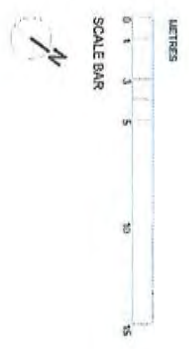
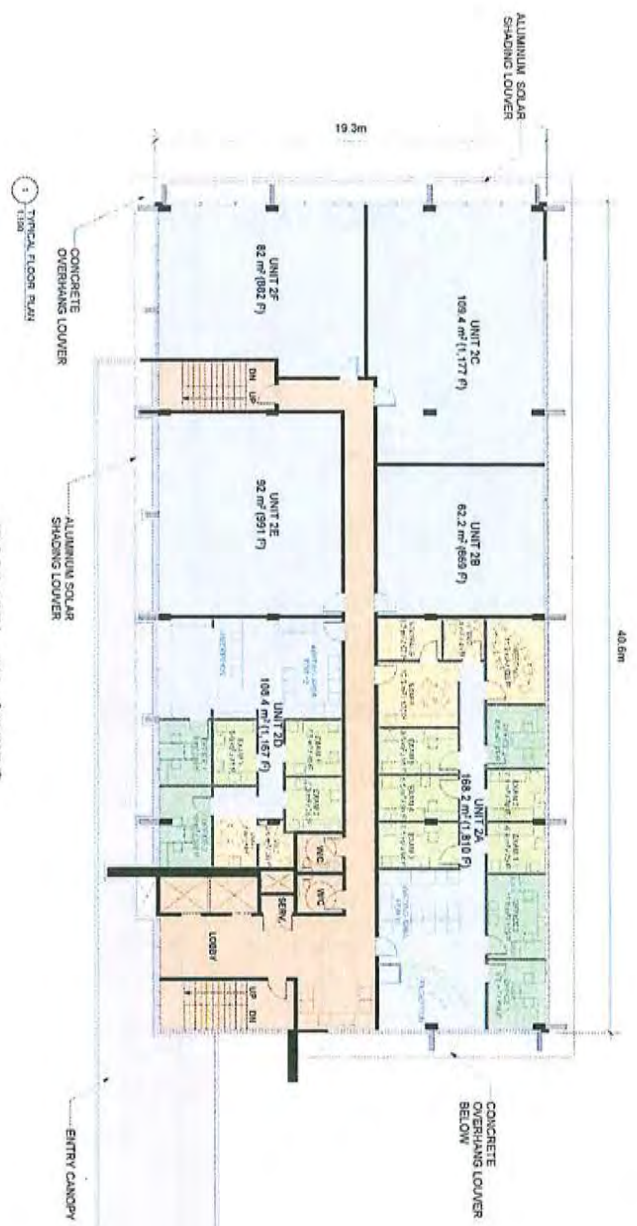
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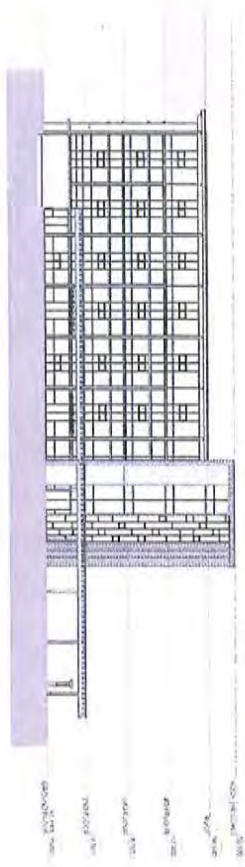
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2525 MISSION ROAD, COURTENAY, BC
APPLICATION FOR DEVELOPMENT PERMIT
SHEET A12 - ENLARGED TYPICAL FLOOR PLAN

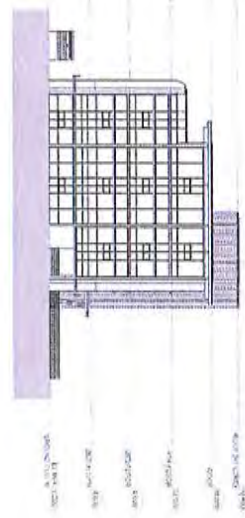
Mission Professional Centre
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DECEMBER 18, 2012

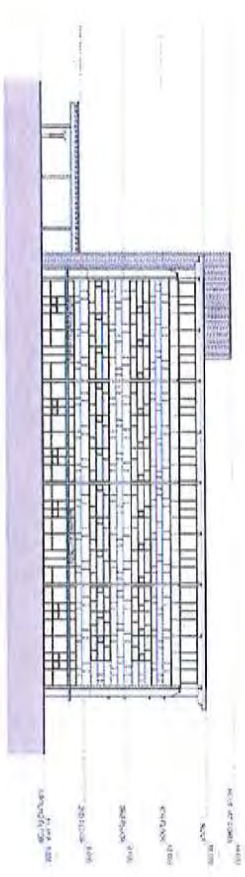




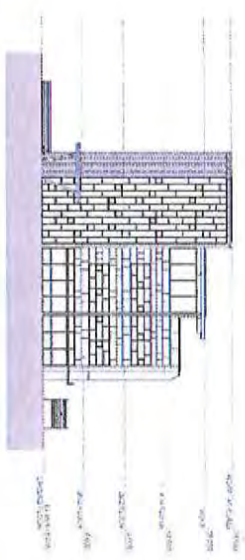
1 NORTH BUILDING - SOUTH ELEVATION
1200



1 NORTH BUILDING - WEST ELEVATION
1200



2 NORTH BUILDING - NORTH ELEVATION
1200



1 NORTH BUILDING - EAST ELEVATION
1200

METERS
0 1 2 3 4 5 10 15
SCALE BAR

DECEMBER 18, 2012

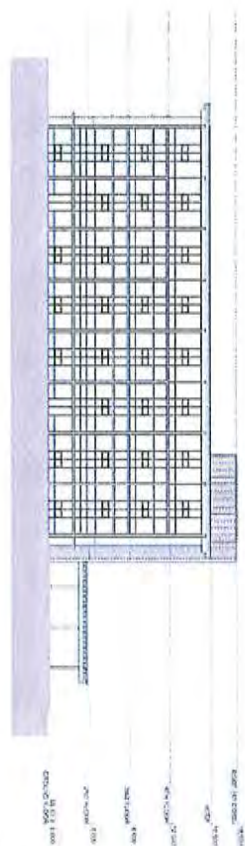


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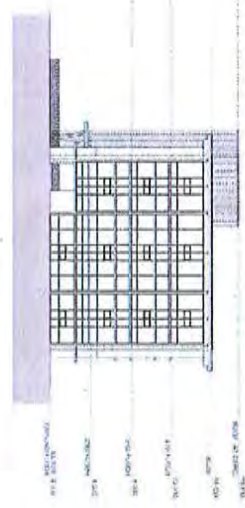
250 BAY 21ST
HOVINGHAM, BC, CANADA

2525 MISSION ROAD, COURTENAY, BC
APPLICATION FOR DEVELOPMENT PERMIT
SHEET A6 - ELEVATIONS: NORTH BUILDING





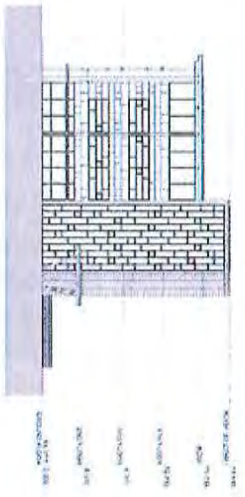
1 SOUTH BUILDING - SOUTH ELEVATION
1:500



2 SOUTH BUILDING - WEST ELEVATION
1:500



3 SOUTH BUILDING - NORTH ELEVATION
1:500



4 SOUTH BUILDING - EAST ELEVATION
1:500



DECEMBER 18, 2012

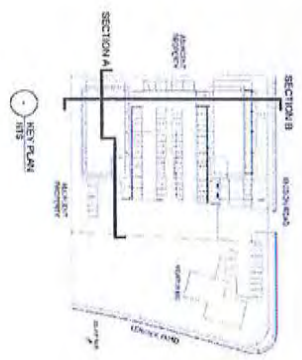
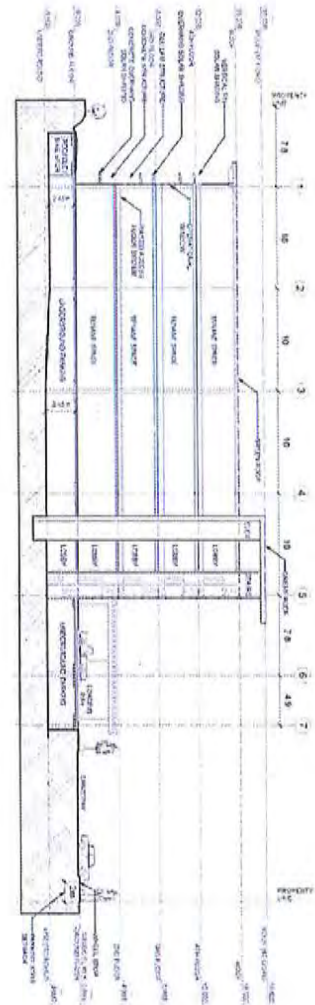
2525 MISSION ROAD, COURTENAY, BC
APPLICATION FOR DEVELOPMENT PERMIT
SHEET A7 - ELEVATIONS: SOUTH BUILDING

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Wellness - Sustainability



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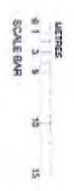
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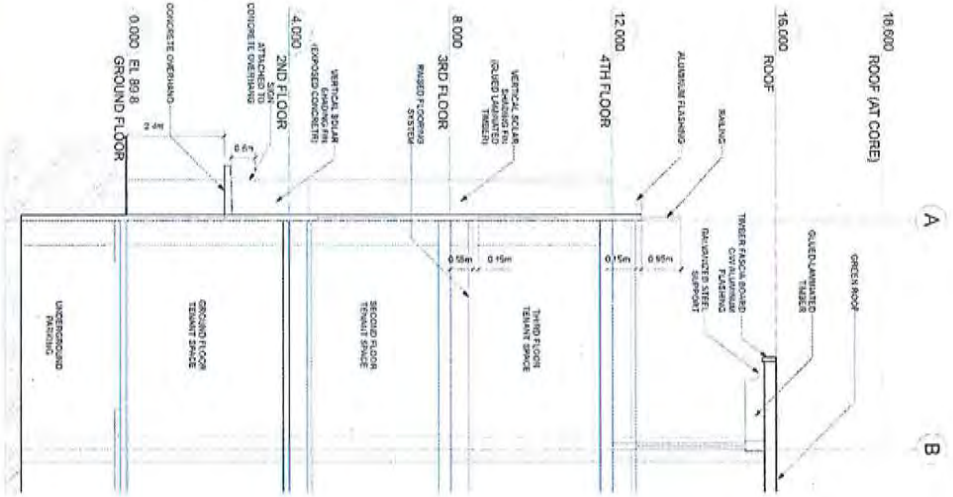
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2525 MISSION ROAD, COURTENAY, BC
APPLICATION FOR DEVELOPMENT PERMIT
SHEET A8 - BUILDING SECTIONS

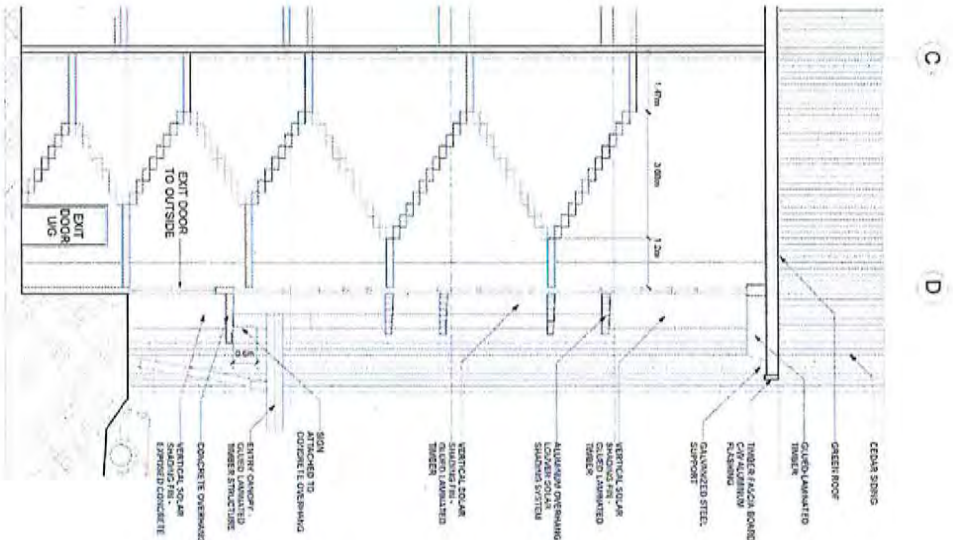
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Wellness - sustainability

DECEMBER 18, 2012

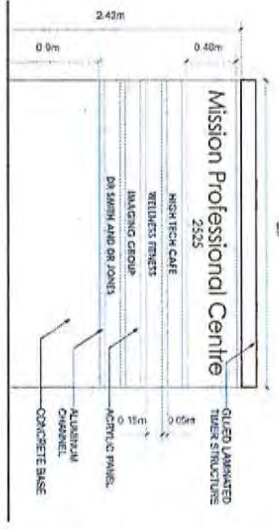




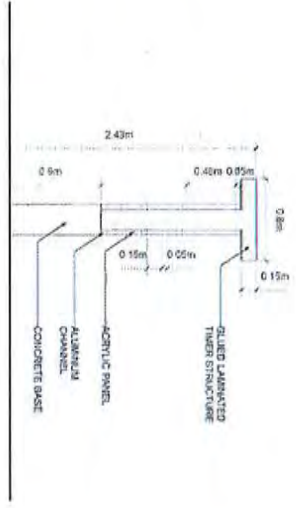
1 SECTION DETAIL A



2 SECTION DETAIL B



3 ENTRANCE SIGN DETAIL A



4 ENTRANCE SIGN DETAIL B



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2525 MISSION ROAD, COURTENAY, BC
APPLICATION FOR DEVELOPMENT PERMIT
SHEET A9 - BUILDING DETAILS

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DECEMBER 19, 2012



1 NORTH BUILDING - SOUTH ELEVATION



2 NORTH BUILDING - EAST ELEVATION

- 1 GLAZING - CLEAR GLASS
- 2 GLAZING - CLEAR TINTED GLASS
- 3 GLAZING - HIGH PERFORMANCE TINTED GLASS IN TOWER CORE AND TOWER CORE CORNER TOWERS
- 4 SPANDREL GLAZING
- 5 WINDOW FRAMES - CLEAR ANODIZED ALUMINUM
- 6 FLOORING - OIL FIN ANODIZED ALUMINUM
- 7 COLORING AND WALLS - EXPOSED CONCRETE
- 8 EXTERIOR LIGHTING FIXTURES AND BRACKETS (COLORFUL STAIN - ANTI-GLARE)
- 9 COPPER STAIN (POLYURETHANE STAIN - SUSTAINABLE)
- 10 COMPOSITE WELD ANGLE
- 11 GALVANIZED STEEL STRIP
- 12 EXTERIOR LIGHTING FIXTURES AND BRACKETS (COLORFUL STAIN - ANTI-GLARE)
- 13 SPANDREL CONCRETE (POLYURETHANE STAIN - ANTI-GLARE)
- 14 ALUMINUM WINDOW FRAMES (COLORFUL STAIN - ANTI-GLARE)
- 15 EXTERIOR WALL
- 16 MORTAR JOINTS
- 17 IRON CLAMPING AND JOINTS
- 18 ELECTRICAL CONDUIT (PVC)



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2525 MISSION ROAD, COURTENAY, BC
APPLICATION FOR DEVELOPMENT PERMIT
SHEET A10 - MATERIALS AND COLORS

Mission Professional Centre
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DECEMBER 18, 2012



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1 NORTH BUILDING - EAST ELEVATION



2 NORTH BUILDING - NORTH ELEVATION



METRES
0 1 3 5 10 15
SCALE BAR

DECEMBER 18, 2012

2525 MISSION ROAD, COURTENAY, BC
APPLICATION FOR DEVELOPMENT PERMIT
SHEET A13 - RENDERED ELEVATIONS

Mission Professional Centre
Wellness - Sustainability



DECEMBER 18, 2012

2525 MISSION ROAD, COURTENAY, BC
APPLICATION FOR DEVELOPMENT PERMIT
SHEET A14 - VIEW FROM LERWICK AND MISSION LOOKING WEST



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250 3RD 21ST
HOVINGDON/ONTARIO/BC

Mission Professional Centre
Wellness - Sustainability



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250 3RD FLOOR
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2525 MISSION ROAD, COURTENAY, BC
APPLICATION FOR DEVELOPMENT PERMIT
SHEET A15 - VIEW FROM MISSION ROAD LOOKING EAST

Mission Professional Centre
Wellness - Sustainability

DECEMBER 18, 2012



DECEMBER 19, 2012

2525 MISSION ROAD, COURTENAY, BC
APPLICATION FOR DEVELOPMENT PERMIT
SHEET A16 - VIEW FROM PLAYING FIELD LOOKING NORTH



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DETAIL VIEW OF INTERNAL PEDESTRIAN WALKWAY



DETAIL VIEW OF ENTRANCE CANOPY AND EAST FACADE



DETAIL VIEW OF SOUTH FACING BUILDING ENTRANCE



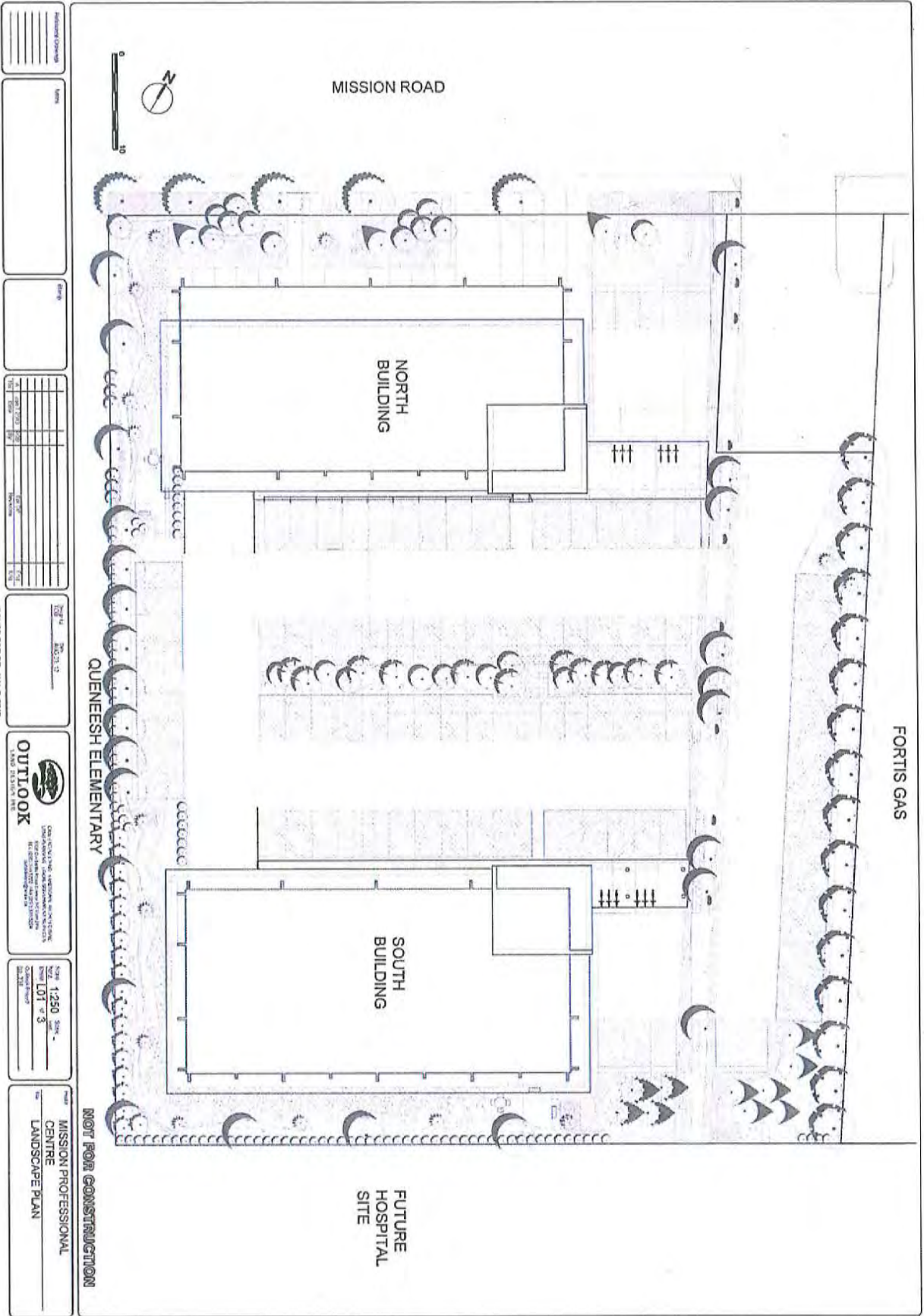
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2525 MISSION ROAD, COURTENAY, BC
APPLICATION FOR DEVELOPMENT PERMIT
SHEET A17 - DETAIL VIEWS



DECEMBER 18, 2012



<p>Client/Owner</p> <p>_____</p>	<p>Date</p> <p>_____</p>	<table border="1"> <tr> <th>NO.</th> <th>DATE</th> <th>BY</th> <th>DESCRIPTION</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	NO.	DATE	BY	DESCRIPTION																	<p>Scale</p> <p>1:250</p>	<p>Project No.</p> <p>_____</p>	<p>Site</p> <p>_____</p>	<p>Client/Owner</p> <p>_____</p>	<p>Project No.</p> <p>_____</p>	<p>Site</p> <p>_____</p>
NO.	DATE	BY	DESCRIPTION																									

ISSUED FOR O.P. JAN 7, 2013

OUTLOOK

LANDSCAPE ARCHITECTURE

1100 BURNHAMTHORPE RD. #100

SCARBOROUGH, ONTARIO M1S 1W7

TEL: (416) 291-2222

FAX: (416) 291-2223

WWW.OUTLOOKLANDSCAPE.COM

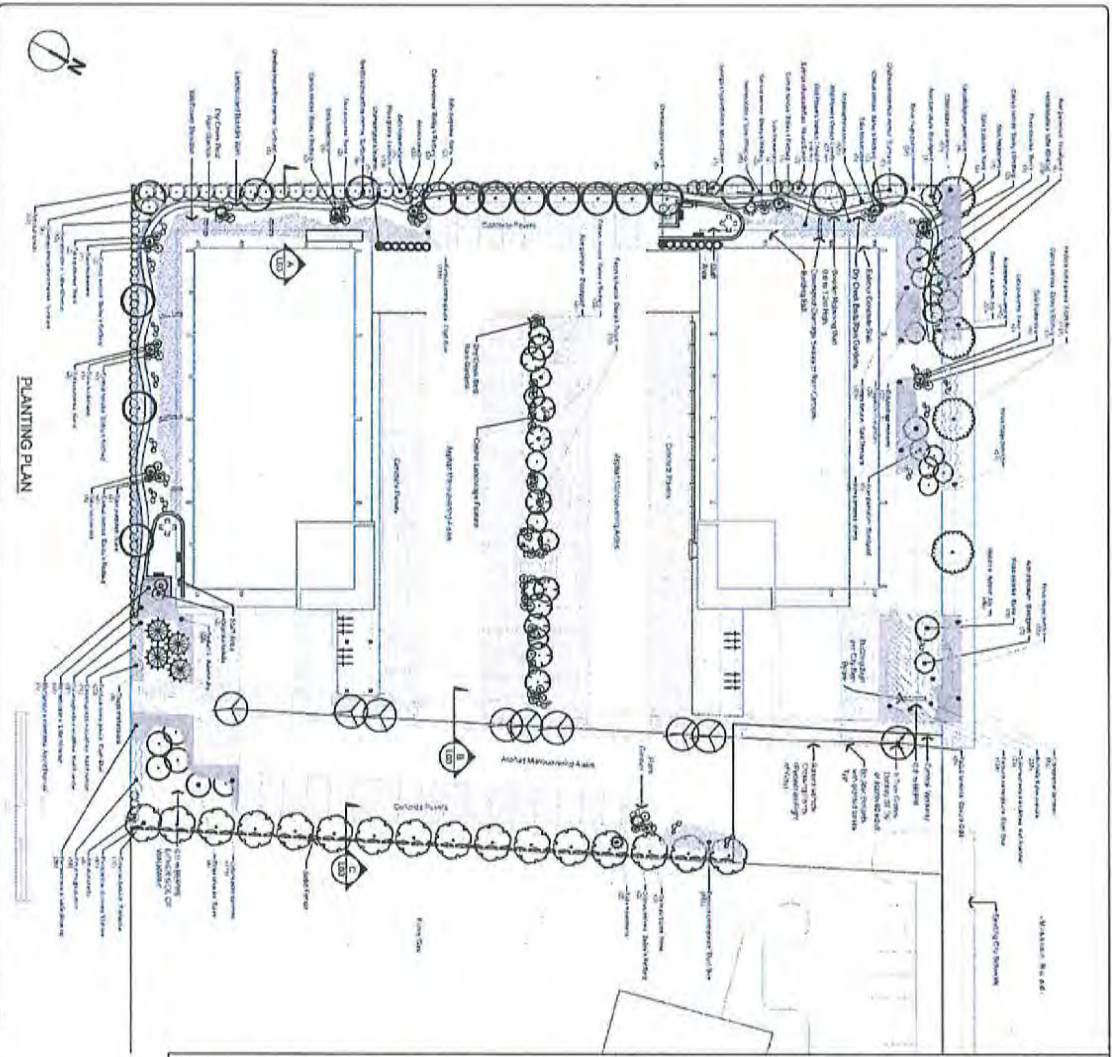
Site: 1250

Zone: _____

Lot: LOT 3

Project: _____

MISSION PROFESSIONAL CENTRE LANDSCAPE PLAN



PLANTING PLAN

Scale	1:250
North	North
Issue	1
Date	1/2013
Author	...
Checked	...
Approved	...

ISSUED FOR DP - JAN 7, 2013

OUTLOOK
 2013-2014
 1/2013

Scale: 1:250
 Layer: 3
 Date: 1/2013

MISSION PROFESSIONAL
 CENTRE
 PLANTING PLAN

PLANT SCHEDULE

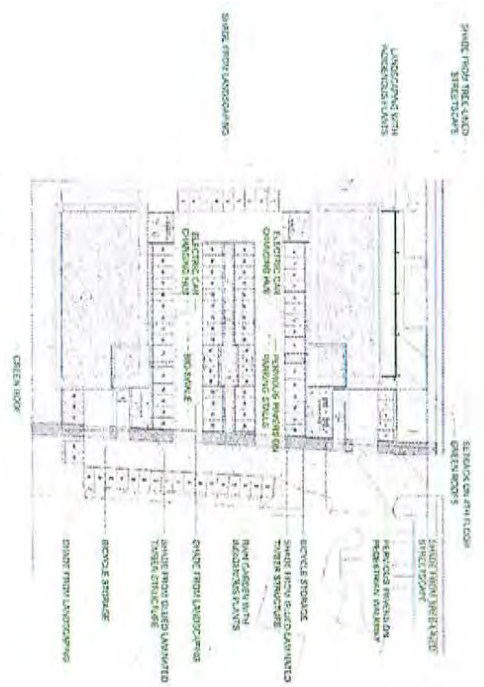
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(Tree symbol)	Small Tree (e.g., Ficus religiosa)	BT3	3	...
(Shrub symbol)	Shrub (e.g., Ficus religiosa)	BT4	4	...
(Grass symbol)	Grass (e.g., Ficus religiosa)	BT5	5	...
(Paved symbol)	Paved Area (e.g., Ficus religiosa)	BT6	6	...
(Grass symbol)	Grass Area (e.g., Ficus religiosa)	BT7	7	...
(Tree symbol)	Large Tree (e.g., Ficus religiosa)	BT8	8	...
(Tree symbol)	Medium Tree (e.g., Ficus religiosa)	BT9	9	...
(Tree symbol)	Small Tree (e.g., Ficus religiosa)	BT10	10	...
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(Tree symbol)	Large Tree (e.g., Ficus religiosa)	BT15	15	...
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(Tree symbol)	Small Tree (e.g., Ficus religiosa)	BT17	17	...
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(Grass symbol)	Grass Area (e.g., Ficus religiosa)	BT21	21	...
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(Tree symbol)	Medium Tree (e.g., Ficus religiosa)	BT23	23	...
(Tree symbol)	Small Tree (e.g., Ficus religiosa)	BT24	24	...
(Shrub symbol)	Shrub (e.g., Ficus religiosa)	BT25	25	...
(Grass symbol)	Grass (e.g., Ficus religiosa)	BT26	26	...
(Paved symbol)	Paved Area (e.g., Ficus religiosa)	BT27	27	...
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(Tree symbol)	Medium Tree (e.g., Ficus religiosa)	BT30	30	...
(Tree symbol)	Small Tree (e.g., Ficus religiosa)	BT31	31	...
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(Grass symbol)	Grass (e.g., Ficus religiosa)	BT33	33	...
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(Tree symbol)	Medium Tree (e.g., Ficus religiosa)	BT44	44	...
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(Tree symbol)	Large Tree (e.g., Ficus religiosa)	BT50	50	...

NOT FOR CONSTRUCTION



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1 SITE PLAN



2 PERSPECTIVE VIEW



2525 MISSION ROAD, COURTENAY, BC
APPLICATION FOR DEVELOPMENT PERMIT
SHEET A11 - SUSTAINABILITY

WELLNESS - SUSTAINABILITY

BUILDING DESIGN FOR ENERGY EFFICIENCY

- ARTICULATE BUILDING FACADES AND CURVE STRIKES TO RESPOND TO CLIMATE FACTORS AND LOCAL ENVIRONMENT
- USE OF DAYLIGHTING TECHNOLOGIES AND HIGH PERFORMANCE ENERGY EFFICIENT LIGHT FIXTURES
- REPAIRS DESIGN FOR EXTREMELY LOW SQUARE FOOTAGE SYSTEMS (MINIMUM OVERHEAD COVER AND SQUARE FOOTAGE) FOR BOTH AND WEST FACADES TO DIFFUSE MORE LIGHT AND GLASS AND ALLOW BRIGHT INTERIOR
- OPTIMIZE FACADES TO ALLOW FOR FRESH AIR AND VENTILATION, CONTROL FOR COMFORT AND WELL-BEING
- OPTIMIZE ENERGY PERFORMANCE ON LIGHTING FIXTURES, HEATING AND HVAC EQUIPMENT
- POSSIBLE USE OF EXTINCT ENERGY SYSTEM

ENVIRONMENTALLY FRIENDLY BUILDING ENVIRONMENT

- EXTENSIVE USE OF WOOD BRACING WITH OILBORN RESISTANT FIN
- USE OF LOW VOC MATERIALS TO ENSURE HIGH QUALITY OF INTERIOR AIR
- PROVIDE BICYCLE RACKS AT CONVENIENT LOCATIONS TO ENCOURAGE USE OF BICYCLES AND LESS AUTOMOBILE USE
- CREATE ECONOMIC CAR CHARGING STATIONS TO REMOVE CARBON-INTENSIVE TRANSPORTATION
- MAXIMIZE LOCAL BUILDING MATERIAL CONTENT IN THE BUILDING SUCH AS CLAY BRICKS AND CALUMY WOOD
- USE OF LIGHT COLOR INTERIOR WALLS AS REFLECTIVE SURFACES TO REDUCE HEAT ISLAND EFFECT AND TO ALLOW FOR SITE BROWN WATER RETENTION
- USE OF LANDSCAPING TO REDUCE STREETCLOSURE AND ARCHITECTURAL DEVICE SOLUTIONS CHANGE TO PROVIDE SHADE FOR THE SITE TO REDUCE HEAT ISLANDS TO MAXIMIZE IMPACT ON LOCAL WEATHER
- GREEN ROOFS AND WALLS AND PERMEABLE SURFACES TO REDUCE HEAT ABSORPTION
- BIODIVERSITY AND RAIN GARDENS WITH INDIGENOUS PLANTS FOR IMPROVED STORMWATER MANAGEMENT
- ACCESSIBLE AMENITIES
- WELL ORIENTED BIODIVERSITY AND BICYCLE VIEWING CONNECTING TO NORTH ISLAND COLLEGE AND COMMUNITY CENTRE
- BUILDING ORIENTED TO WINDS, OPEN SPACE AND LOCAL CONTEXT
- BASED FLOOR SYSTEM TO ALLOW FLEXIBILITY AND FUTURE ADAPTIVE CHANGES AS WELL AS TO FACILITATE EASY MAINTENANCE

Mission Professional Centre
Wellness - Sustainability

DECEMBER 18, 2012



December 10, 2012

City of Courtenay
830 Cliff Avenue
Courtenay, BC, V9N 2J7

Re: 2525 Mission Road Development Permit Application

Mayor and Council:

We are pleased to make this application for a Development Permit for the development at 2525 Mission Road in support of the rezoning currently being applied for. The following is a brief description of the project that explains our approach to the project and addresses the Commercial Development Permit Guidelines of the OCP.

Introduction

Dark Horse Holdings Ltd. (aka Mission Professional Centre Partnership) on September 10, 2012 applied for an OCP amendment and rezoning to facilitate a proposed redevelopment of the property located at 2525 Mission Road. The application is to redevelop this currently zoned industrial land as commercial property used for professional services, offices and ancillary commercial uses. In support of this application we are now applying for a Development Permit to be reviewed and approved concurrently with the OCP amendment and the rezoning application currently underway. By applying, at this time, for the Development Permit it gives Council and Staff the assurance that what is being proposed is what will be built.

The Mission Professional Centre Project

We propose to redevelop this industrial land as a commercial property used for professional services and offices, for the most part, focused on providing a state of the art medical wellness centre for the Comox Valley. This Project will provide much needed synergies and support to the recently approved Comox Valley Hospital project on the lands adjacent to this site. The project will incorporate the latest thinking in sustainability and wellness oriented medical services design, and we are in discussions with many medical related groups about locating medical services on our site that would be complimentary to those being provided in the new Hospital. These include doctors, pharmacies, chiropractors, physiotherapists, labs, teaching facilities and others.

Our Project consists of two four-storey office buildings. The design philosophy for the buildings is rooted in a modern forward looking design with a simple material palette using wood, clear anodized aluminum and glass components, and modular metal panel system. The building adjacent to Mission Road has been stepped with a 3-storey building face next to the road providing a transition from the residential to the North and West and the taller Hospital to the South and East.

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The site planning has been done to encourage walking to the site and the use of bicycles. Once on the site, covered pedestrian walkways adjacent to the parking for the project have been incorporated into the design of each of the buildings. These covered wood structured walkways give a pedestrian scale to the buildings and also provide covered bike storage adjacent to the main entrances of the two buildings.

In addition to this on site amenity, our Project has a pedestrian/bike route integrated into the site passing from Mission Road to the North, to the proposed Comox Valley Hospital to the South. This internal Pedestrian/Bike path provides a direct connection to the trail network proposed for the Hospital and North Island College site from Mission Road. We have been in discussion with VIHA about our intentions and they are supportive of this direct pedestrian connection and the synergies it will provide with our medical services buildings.

In our discussions with the School District, they expressed concern for their site at Queneesh Elementary School and the possibility that people would cross over the School property trying to gain pedestrian access through their site from Mission Road to the College and the Hospital. They plan to have a robust fence built around their play areas to make such a connection impossible. When we showed them the plan for our integrated pedestrian/bike path link, they were relieved and supportive of the idea as it takes pressure off the School property. For our Project this pedestrian link is a natural fit and to have such an amenity on our site that allows the free flow of pedestrians and bicycles between the two sites is a real benefit. The neighbours and medical professionals having the ability to walk and not drive to the hospital and college from this and adjacent sites is a sustainable solution.

We have a highly developed landscape plan with extensive hard and soft landscaping throughout the site that has been designed with sustainability in mind. Special care has been taken to provide excellent screening of surface parking through the appropriate use of trees and shrubs and to utilize a dry creek bed theme to integrate bioswales into the overall landscape design concept. Along with the living roof and wall systems on the buildings, the site utilizes on-site storm water retention systems to retain as much storm water on site as possible.

The two buildings have been designed using passive solar design criteria. The south side of both buildings use glazed wall sections to capture solar gain. High quality, state of the art materials being incorporated in these south facing curtain wall glass systems are sun shading devices designed to shade the south facing facades of the buildings during the summer months but allow for winter sun to penetrate the buildings for solar heat gain when it is needed. Conversely the north facing facades have been designed with insulated solid wall components featuring a metal paneled modular system presenting variegated colouring reminiscent of leaves in a forest and a low 'e' high performance glazing system to keep the heat in during the winter months. The other building systems are also being considered from a sustainable prospective, and will incorporate highly efficient mechanical and electrical components yielding energy savings of at least 30 % of the National Energy Code. In our drawing package is a sustainability sheet highlighting some of the 'green' measures being considered for the Project. Georexchange, district energy, and pad mounted efficient air

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MOORE ARCHITECTURE

source heat pumps that are being considered will eliminate the need for extensive roof top mechanical equipment.

The buildings will adopt a 'wood first' philosophy. The buildings' entrances are anchored by a wood paneled structure with a live wall and public art mosaic and a coloured translucent paneled enclosed stairwell. We are currently investigating the feasibility of constructing the entire buildings as wood structures. This presents some Building Code challenges and these challenges are currently being researched. Wood as a renewable resource and the fact that wood is the ultimate material for carbon sequestration make its use in the construction of these buildings very compelling.

As part of this Development Permit Application we are also applying for a variance for a set back for the parking that abuts the School District Property to the west. The Design Guidelines for Commercial Properties that are in the OCP requires a 7.5 M setback to the front of the parking stall. We are asking for a reduced setback to 2M. to allow for 9 badly needed surface parking stalls. We feel this variance is reasonable given two site specific situations. First the use of the land that is adjacent to this area of our site is the school staff parking lot. This lot has virtually no landscape screening but for a 1200 mm chain link fence and a grass strip. We don't feel our surface parking will unduly impact this area of their site. Second we have, in our landscape plan, provided for significant trees and other landscaping to buffer this transition to the School site. Combined with the fact that our parking is lower then the school property and recessed we don't think the cars parked in this area will have any impact on the School property.

Community Engagement

We are committed to a Community Engagement process in the rezoning of the Property and we have pursued an Engagement strategy throughout the rezoning process. Before commencing the design of the Project, The Mission Professional Centre Partnership hosted an information session on June 21, 2012 at Queneesh Elementary School to introduce the Project Team and our proposed redevelopment of the property located at 2525 Mission Road. Notice of the Open House was distributed to a broad area of the neighbourhood surrounding our Project. This exceeded the City's requirements for notice under its processes. At the first Open House roughly 30 people attended this initial event. Those in attendance were invited to fill in a contact form and make comments on the presentation boards that were presented. Most in attendance when asked supported the change from the current Industrial use to the proposed Commercial use. Favourable comments were made regarding the use of wood and other sustainability approaches identified in our presentation boards.

Issues identified that were to be addressed by the consultant team in designing the project included:

- Vehicular Traffic and access to the site
- Bicycle access to the site and along Mission Road.

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- Interface with the School and the ebb and flow of students using the school.

On November 1, 2012 over 20 people from the neighbourhood attended our second Open House at Queneesh Elementary School to review updated plans for the rezoning at 2525 Mission Road in Courtenay. At the Open House we presented our rezoning and Development Permit plans for the site, which included 5 new renderings of our proposed project. Traffic concern was the major concern that was expressed at our June Open House and we were pleased to be able to work with our Traffic Consultant to come up with a new proposal for upgrading the pedestrian safety along Mission Road. The response was positive and we were able to discuss our plan for upgrading the safety for students walking to school on Mission Road by the addition of a new pedestrian crossing at the east end of the School site.

Over the course of the last few months, we have met with City Staff on a number of occasions as they prepared their technical review of the project. We have continued to make adjustments to our plan in response to their concerns and feel that we now have a plan that can be submitted for a Development Permit.

During the course of many Open Houses with the Neighbours, Stakeholders and prospective tenants, we received very positive feedback about the use of the site and the design approach that has been taken. We heard no negative comments or concerns regarding the change of use from industrial to commercial, and received a great deal of support for inclusion of medical services in the project.

At the same time as we initiated the community engagement process, we created a Project Web Site (www.missionprofessionalcentre.ca) and have registered all participants that attended the initial Open House with the web site so they can be notified about ongoing changes and events regarding the Project. As our plans develop, updates will be uploaded on the web site and those registered or interested can see the latest developments.

Benefits of the Project

- o Friendlier, more passive uses for the site and a more positive interface with the surrounding neighbourhood than the current Industrial use. An active building façade creating 'eyes on the street' as a positive CPTED principle creating a safer environment for students coming to and going from school
- o A state of the art, Class 'A', professional medical services project creating user comfort and a safe, healthy workplace.
- o Medical offices where doctors, staff, and clients can walk to the hospital without having to use the automobile.
- o An effective buffer and transition between the proposed hospital site and the residences to the North.
- o A highly integrated, sustainable soft and hard landscape interface with the neighbourhood.

250.481.7111
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MOORE ARCHITECTURE

- o A 'Wood First' Project.
- o An Environmentally Sustainable Project.
- o A Project that creates a synergy with the proposed Comox Valley Hospital Project promoting health and wellness in the community.
- o A Project that creates jobs, expands the tax base and makes a positive contribution to the Comox Valley economy.
- o Quality Building Design and Construction.

Proposed Amenities to be Included in the Project as part of the Rezoning and Development Permit

- o Electric Car charging stations.
- o Safety upgrades to Mission Road that include a School Pedestrian Crossing and enhanced safety at the entry to the site.
- o Integrated Pedestrian and Bike route to North Island College and the new Comox Valley Hospital from Mission Road.
- o Public Art Component to the project.
- o Contribution to Homeless Initiative for the Comox Valley.

In summary, we feel we have put forward a well designed, high quality project with many benefits and amenities for the City, the community and the surrounding neighbours. Given your support this project will become an integral part of the Comox Valley's critical infrastructure for years to come.

Yours truly,

Tom Moore Architect Architect AIBC

Principal

Moore Architecture

250 384 2151
moorearchitecture.ca

3

THE CORPORATION OF THE CITY OF COURTENAY

REPORT TO COUNCIL

FROM: Development Services Department

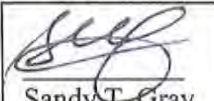
FILE #: 3720

DATE: March 7, 2013

<p>SUBJECT: BOUNDARY EXTENSION Lot 2, District Lot 216, Comox District, Plan 31808 Except Those Parts in Plans 36029 and 39408 - Anderton Road (Harbour View Landing)</p>
--

C.A.O. COMMENTS/RECOMMENDATIONS:

That the recommendation of the Director of Development Services be accepted.



Sandy T. Gray

RECOMMENDATION:

That the application for a boundary extension for Lot 2, District Lot 216, Comox District, Plan 31808 Except Those Parts in Plans 36029 and 39408 on Anderton Road be denied.

PURPOSE:

To provide Council with additional information received from the applicant regarding a request for a boundary extension for a 9.5 hectare parcel lying between Anderton Road and Ellenor Road.

BACKGROUND:

The City received a request for a boundary extension from Harbour View Landing Inc. in 2012.

This application was postponed for consideration by Council on November 5, 2012. The staff report dated October 24, 2012 included a recommendation to deny the application (*Attachment No. 2*).

In a submission dated February 25, 2013 (*Attachment No. 1*) the applicant provides their rationale on the concerns raised in the October 2012 staff report. The submission outlines the project, rationale, sewer servicing, public consultation and process.

In the October 2012 staff report the recommendation to deny the application was based on the following:

“With respect to application for a boundary extension before Council, the property is not in close proximity to a required public sanitary sewer system and rather than examining one property, the application needs to demonstrate support or consensus from a greater neighbourhood.

In summary, the application as it stands is premature for consideration due to lack of details on future servicing and the requirement to have a boundary extension to be more inclusive of this neighbourhood.”

DISCUSSION:

As discussed in the October 2012 report, boundary extensions remain one of the most effective land use planning and management tools available to the City. This area meets policies contained in the City's Official Community Plan and Comox Valley Regional Growth Strategy to become part of the municipality, however, any boundary extension must be phased at the appropriate time and in this case would also need to include a greater area for a positive consideration.

As part of the applicant's submission, it is stated that a "broader conversation regarding annexation and potential servicing options for the surrounding area has not been undertaken by the developer to date, as it was felt to be premature prior to annexation application."

It is concluded that more work is required to fully understand the issues and support from the neighbourhood before a boundary extension could be advanced.

Respectfully submitted,



Peter Crawford, MCIP
Director of Development Services

25 Feb 2012

Mr. Peter Crawford
 Director of Development Services, City of Courtenay
 830 Cliffe Ave, Courtenay, BC V9N 2J7

Dear Mr. Crawford,

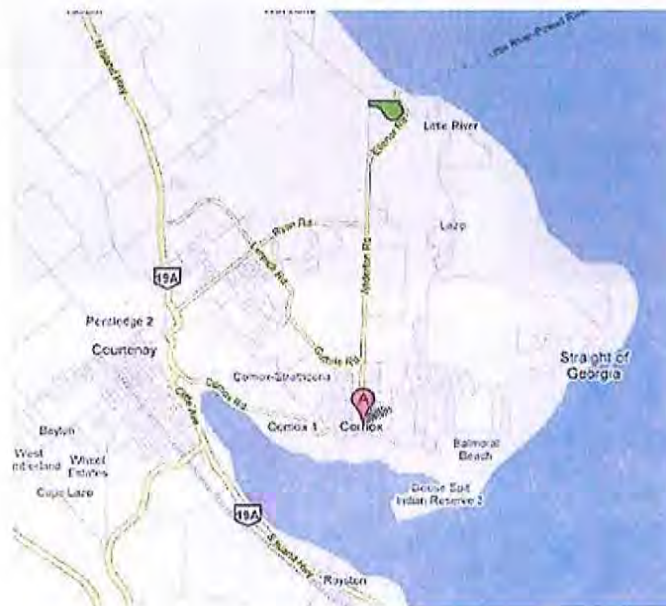
RE: Harbour View Landing Annexation Application

The following material sets out how our application for annexation to the City of Courtenay addresses the concerns raised in the Staff Report of Oct 24, 2012. A brief overview of the project is provided here for context. Additional documents re: the engineering of the project with regards to sewer and flight pathways are attached to the email accompanying this document.

1. PROJECT OVERVIEW

1.1 Site

The proposed Harbour View Landing (HVL) development is situated on Lot 2, District Lot 216, Comox District, Plan 31808 Except Those Parts in Plans 36029 and 39408. The irregularly shaped site is roughly 9.5 hectares (24 acres), bordered by Anderton Rd to the west and Ellenor Rd to east. North of the site are Wilkinson Rd and Jackson Dr; to the south lies ALR land. The Raven Ridge development in the City of Courtenay is immediately adjacent to the site's western boundary. Future development is expected along Ryan Rd and Anderton Rd, about 2km south.

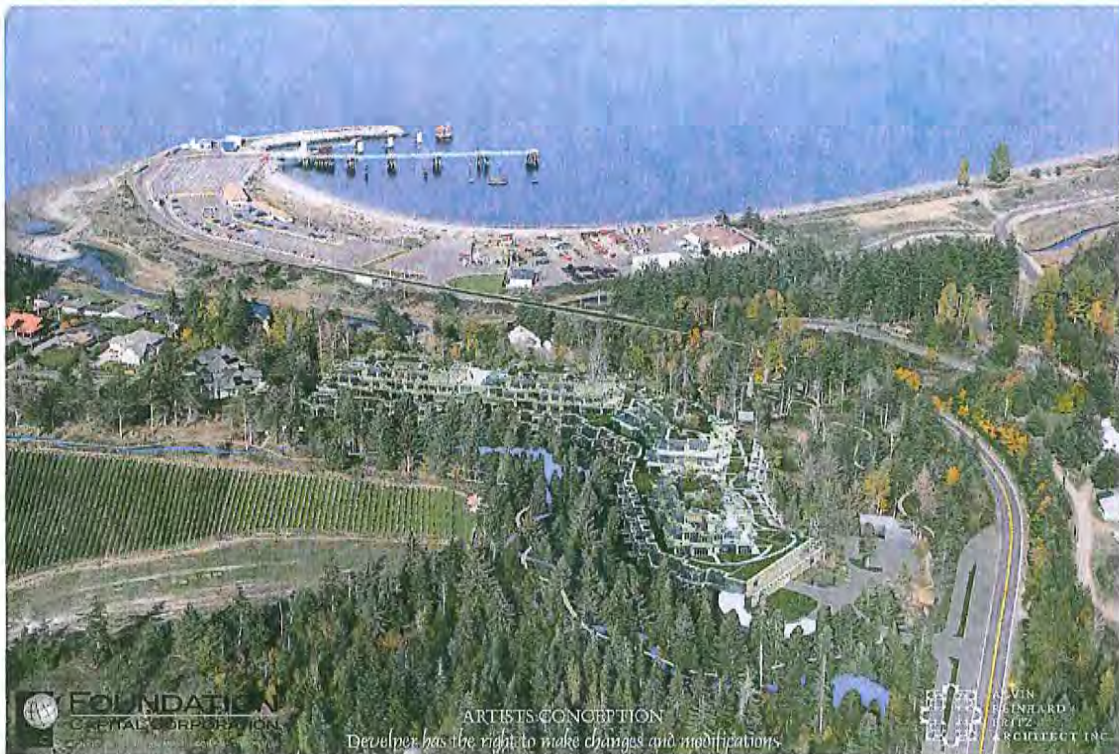


1.2 Plan

The project plan comprises of a total of 167 homes: 17 single-family, 1/2 acre residences on Jackson Drive, similar to existing homes; and 150 units in four multi-family buildings. The latter are designed as five-storey buildings, terraced to protect views of neighbouring properties and minimize impacts on sight-lines from the roads.

The HVL development will provide a diversity of modern, sustainably built¹ homes, from 600 sq ft apartments to large single family detached dwellings.

Proposed access to the site is from Ellenor Rd (branching off of Anderton Rd heading north). The multi-phase project is estimated to cost \$80m to build, and provide an estimated 220 construction jobs over a four year span.



¹ As per nationally recognized standards such as LEED and Built Green.

2. RATIONALE FOR ANNEXATION

The proposed HVL development is considered a strong candidate for annexation as it:

- i. Is contiguous with existing City boundaries (Raven Ridge lands to east);
- ii. Complies with RGS policy—identified as a Settlement Expansion Area², to become part of a Municipal Area through boundary extension;
- iii. Creates an opportunity to upgrade existing services for area residents;
- iv. Acts as a point of arrival to the City from the Little River ferry terminal;
- v. Contributes Development Cost Charges to tax base; and,
- vi. Has strong support at the Provincial Government level, as evinced by local MLA Don McRae's ongoing and public support for the project.

The timing of the application for annexation is based on the following assumptions of the project timeline. While the process phases may overlap, a conservative estimate puts completion of construction in July 2016.

Harbour View Landing: Estimated Time-line

	2013				2014				2015				2016														
	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M
ANNEXATION																											
REZONING/DP																											
MARKETING																											
CONSTRUCTION																											

3. SITE SEWER SERVICING

3.1 Existing

Currently, the area surrounding the HVL site is served by municipal water, but not municipal sewer. Properties are serviced either by individual septic systems, such as along Wilkinson Dr; or community systems such as that for the 16 houses on Jackson Drive.

The status quo is neither tenable or desirable. The Ministry of Environment (MOE) is aware of the failing state of many of the septic systems, including the one serving Jackson Dr which is well over 30 years old. MOE is concerned about the resulting contamination to both groundwater and the marine environment.

Testing by the developers' own Registered Environmental Professional (REP)³ indicates high levels of fecal coliform contamination. It is inevitable that MOE will require these failed/failing systems to be re-built to modern standards in the near future.

² Comox Valley Regional Growth Strategy, Schedule 'A', CVRD Bylaw No. 120, 2010 (29 March 2011), Pgs. 93-95; Map 5.

³ Warren Fleenor of Current Environmental tested the site in 2009 and 2013.

3.2 Proposed

In terms of sewer servicing, the Staff Report of Oct 24, 2012 recommending that annexation be denied gives the following rationale:

“With respect to the application for a boundary extension before Council, the property is not in close proximity to a required public sanitary sewer system and rather than examining one property, the application needs to demonstrate support or consensus from a greater neighbourhood.

In summary, the application as it stands is premature for consideration due to lack of details on future servicing and the requirement to have a boundary extension to be more inclusive of this neighbourhood.”

In response, the proponents of HVL propose the following for discussion:

- i. As the Greenwood Truck extension along Ryan Rd to Anderton has been approved for completion in 2015⁴, the developers tie into this at their own expense. This allows the site to be developed in parallel with the sewer line extension.

The City is provided assurance through title registration of a Section 219, Land Title Act⁵ in favour of the City. This guarantees that development of the site is subject to the sewer line development, and so removes liability from the City (for example, it would not be responsible for providing services should the developer withdraw from the project). This matter can be addressed in a development agreement.⁶

- ii. As per the original site design, a stand-alone system (Membrane Bio-Reactor and UV Filtration) is constructed by the developer.
- iii. A stand-alone system (Membrane Bio-Reactor and UV Filtration) will be constructed, with a transition plan in place. This would see the stand-alone system dismantled and removed once the Greenwood Trunk is operational.

4. PUBLIC CONSULTATION

The staff report of October 24th, 2012 also states that public consultation “needs to demonstrate support or consensus from a greater neighbourhood”.

The current developers of HVL have undertaken a concerted neighbourhood engagement program since 2009. Public consultation to date has focused on the form and character of the proposed development, and on potential neighbourhood impacts such as traffic and sight lines.

⁴ CVRD Staff Report, 3 Oct 2011, *Ten Year Capital Plan for Comox Valley Sewerage System*.

⁵ Please refer to Appendix B, with relevant section excerpted from LAND TITLE ACT, [RSBC 1996] CHAPTER 250, Part 14—Registration of Title to Charges, Division 1—General.

⁶ CVRD Staff Memo, 28 Aug 2009, by CVRD staff planner Aniko Nelson to the Area 'B' APC.

Consultation has taken the form of five public meetings (Sept 2009-Jan 2010); update and informational letters delivered in person and by mail; and literally hundreds of private meetings, phone calls and emails between the development representatives and neighbourhood stakeholders. (Please refer to Appendix A for consultation map). Significant design changes have resulted from the consultation process:

- i. Size of multi-family buildings scaled back from six to five storeys, and from 200 to 150 units;
- ii. Re-siting of the multi-family buildings to protect Jackson Dr sightlines and privacy;
- iii. Smaller units (600-700 sq ft) added to multi-family buildings to address concerns of affordability and diversity;
- iv. Amenity building and proposed community mail-box removed;
- v. Small-scale commercial building removed;
- vi. Two more single-family homes added on Jackson Dr, cul-de-sac retained; and,
- vii. Numerous changes to proposed greenways, play areas and walking paths.

The result of the consultation process undertaken prior to annexation application is unanimous support for the proposed form and character of HVL. A broader conversation regarding annexation and potential servicing options for the surrounding area has not been undertaken by the developer to date, as it was felt to be premature prior to annexation application.

However, should the application for annexation be approved by the City, the development team will re-engage neighbourhood stakeholders in a conversation specific to sewer servicing. The developers have already retained a local consultant for this purpose, who specializes in public consultation and communications for land use development projects. Given the extensive public consultation to date and the existing relationships built over the years, the development team is in a good position to undertake further consultation.

5. NEXT STEPS

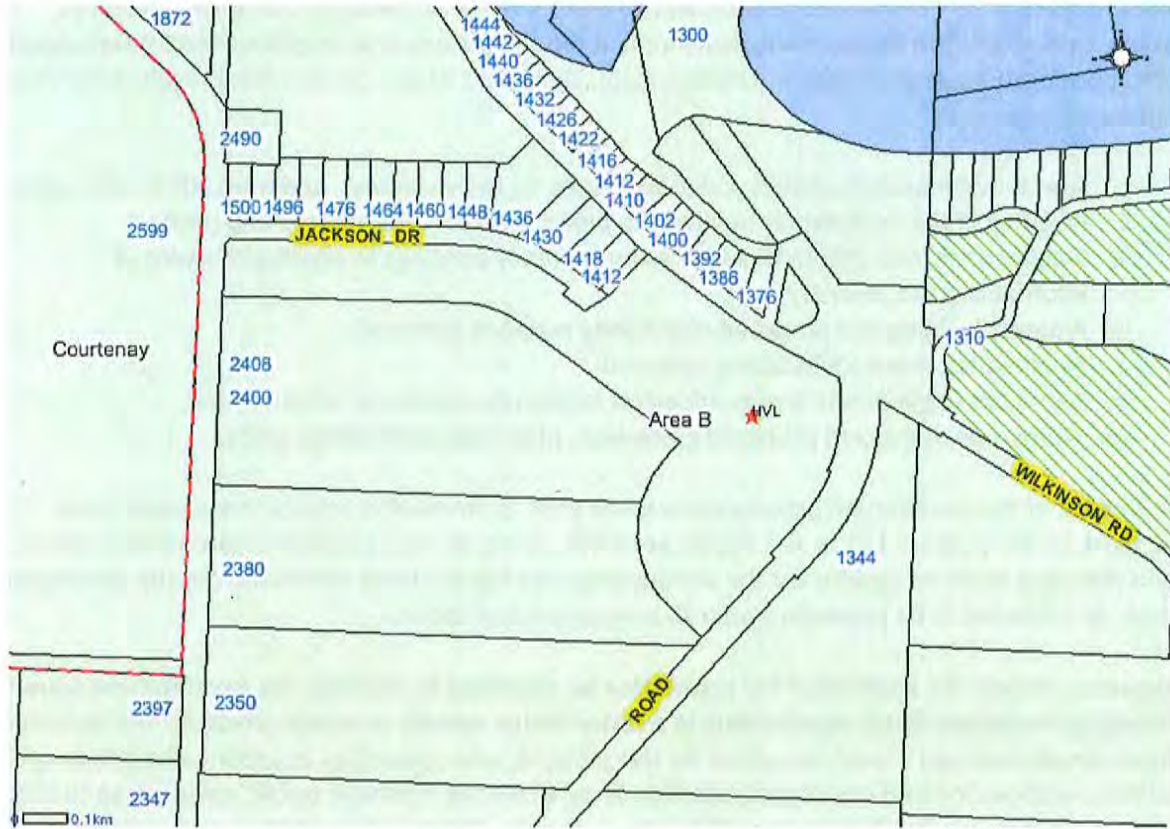
Should the application for annexation be granted, the developers of HVL intend to:

- Work closely with the City of Courtenay to elaborate and fulfil the technical requirements of sewer servicing to the site (whether through the Greenwood Trunk, stand-alone system or a combination of both options);
- Undertake a concerted public consultation with stakeholders regarding options for sewer servicing in the area; and,
- Ensure that the necessary resources are in place to move project forward to next stage (re-zoning), and that there is consistent and clear communication with the City and stakeholders.

Thank you for your consideration. If there are any questions, or for additional information about any aspects of the project, please contact me at 250-703-4574 or by email oed@shaw.ca.

Regards,
Kip Keylock

Appendix A: Public Consultation Area



Consultation prior to annexation application (2009-2010) includes five public meetings held at Crown Isle, over 200 letters sent out, and countless direct one-to-one communications.

Rd/Dr	Number of Residences Contacted
Anderton	7
Jackson	16
Wilkinson	31

Planned Consultation in 2013: Timing, scope and contents of communication and engagement plan to be determined by HVL consultant and City of Courtenay staff.

Appendix B: LAND TITLE ACT, [RSBC 1996] CHAPTER 250, Part 14—Registration of Title to Charges.

Registration of covenant as to use and alienation

219 (1) A covenant described in subsection (2) in favour of the Crown, a Crown corporation or agency, a municipality, a regional district, the South Coast British Columbia Transportation Authority, or a local trust committee under the Islands Trust Act, as covenantee, may be registered against the title to the land subject to the covenant and is enforceable against the covenantor and the successors in title of the covenantor even if the covenant is not annexed to land owned by the covenantee.

(2) A covenant registrable under subsection (1) may be of a negative or positive nature and may include one or more of the following provisions:

- (a) provisions in respect of
 - (i) the use of land, or
 - (ii) the use of a building on or to be erected on land;
- (b) that land
 - (i) is to be built on in accordance with the covenant,
 - (ii) is not to be built on except in accordance with the covenant, or
 - (iii) is not to be built on;
- (c) that land
 - (i) is not to be subdivided except in accordance with the covenant, or
 - (ii) is not to be subdivided;
- (d) that parcels of land designated in the covenant and registered under one or more indefeasible titles are not to be sold or otherwise transferred separately.

(3) A covenant described in subsection (4) in favour of

- (a) the Crown or a Crown corporation or agency,
- (b) a municipality, a regional district, the South Coast British Columbia Transportation Authority or a local trust committee under the Islands Trust Act, or
- (c) any person designated by the minister on terms and conditions he or she thinks proper, as covenantee, may be registered against the title to the land subject to the covenant and, subject to subsections (11) and (12), is enforceable against the covenantor and the successors in title of the covenantor even if the covenant is not annexed to land owned by the covenantee.

(4) A covenant registrable under subsection (3) may be of a negative or positive nature and may include one or more of the following provisions:

- (a) any of the provisions under subsection (2);
- (b) that land or a specified amenity in relation to it be protected, preserved, conserved, maintained, enhanced, restored or kept in its natural or existing state in accordance with the covenant and to the extent provided in the covenant.

(5) For the purpose of subsection (4) (b), "amenity" includes any natural, historical, heritage, cultural, scientific, architectural, environmental, wildlife or plant life value relating to the land that is subject to the covenant.

(6) A covenant registrable under this section may include, as an integral part,

- (a) an indemnity of the covenantee against any matter agreed to by the covenantor and covenantee and provision for the just and equitable apportionment of the obligations under the covenant as between the owners of the land affected, and

(b) a rent charge charging the land affected and payable by the covenantor and the covenantor's successors in title.

(7) If an instrument contains a covenant registrable under this section, the covenant is binding on the covenantor and the covenantor's successors in title, even though the instrument or other disposition has not been signed by the covenantee.

(8) No person who enters into a covenant under this section is liable for a breach of the covenant occurring after the person has ceased to be the owner of the land.

(9) A covenant registrable under this section may be
(a) modified by the holder of the charge and the owner of the land charged, or
(b) discharged by the holder of the charge
by an agreement or instrument in writing the execution of which is witnessed or proved in accordance with this Act.

(9.1) A covenant that was required as a condition of subdivision under section 82 and registered under this section before the coming into force of the repeal of section 82 may be

(a) modified by the approving officer and the owner of the land charged, or
(b) discharged by the approving officer.

(9.2) For the purpose of determining whether to modify or discharge a covenant under subsection (9.1), an approving officer may exercise the powers provided under section 86 (1) (d), whether or not the modification or discharge is related to an application for subdivision approval.

(10) The registration of a covenant under this section is not a determination by the registrar of its enforceability.

(11) On the death or dissolution of an owner of a covenant registrable under subsection (3) (c), the covenant ceases to be enforceable by any person, including the Crown, other than

(a) another covenantee named in the instrument creating the covenant, or
(b) an assignee of a covenantee if the assignment has been approved in writing by the minister.

(12) If a covenantee or assignee referred to in subsection (11) is a corporation that has been dissolved and subsequently restored into existence under an enactment of British Columbia, the covenant continues to be enforceable by the restored corporation from the date of its restoration.

(13) A recital in a covenant that a person "has been designated by the minister under section 219 (3) (c) of the Land Title Act", or a statement to that effect in the application to register the covenant, is sufficient proof to a registrar of that fact.

(14) The minister may delegate to the Surveyor General the minister's powers under subsections (3) (c) and (11) (b).



December 13, 2012

File Ref: V08-0036/A

Harbour View Landing
c/o Ocean Estates Developments
Courtenay, BC

Attention: Kip Keylock

Reference: Harbour View Landing – Sanitary Sewer Servicing
Greenwood Trunk Information

Wedler Engineering LLP has reviewed the sewerage servicing possibilities for the proposed Harbour View Landing (HVL) project. The review has been focused on the proposed Greenwood Trunk sewer and the possibility of connecting to the trunk sewer with a forcemain running along Eleanor to Anderton and Greenwood. All of the information that is publically available at this time has been reviewed, which unfortunately is rather limited. The following documents have been reviewed:

- Comox Valley Regional District Staff Report, October 3, 2011 (sewerage service prioritized 10-yr capital plan);
- Greenwood Trunk Sewer – Conceptual Plan Study Update – Koers and Associates – July 2006;
- Presentation to the CVRD COW by McElhanney re Master Sewerage Plan Update;
- Various Staff Reports detailing the status of the Sewerage Master Plan Update;
- City of Courtenay Sanitary Sewerage Study Update - 2002.
- City of Courtenay Sanitary Sewer Study - 1995

Attached to this letter are three maps that provide excellent reference material with respect to sewage servicing for the area:

- Map O-6 from the presentation given by McElhanney which clearly shows the proposed development in the eventual service area and boundary for the City of Courtenay.
- Figure 1 from the Koers "Greenwood Trunk Sewer" report showing the route of the proposed gravity sewer.
- Wedler Engineering LLP drawings V08-0036/A-SK-01 and 02 showing the works required to service the proposed development.

The following broad conclusions have been reached based on the research:

- The property including HVL is designated as land to be annexed and incorporated into the City of Courtenay;
- Sewerage servicing is designated to be via pump station for the area
- Work on the Greenwood Trunk sewer is required to extend services to the area.
- The Greenwood Trunk sewer project is currently scheduled for 2015.
- The costs to HVL are comparable in up front capital costs with those of on-site servicing. Permitting and operations would be significantly less complicated and overall O&M costs far less when comparing connection to Greenwood Trunk to on-site servicing.

1.0 Cost Estimates

Two cost estimates have been prepared for review. The first shows the costs for the pump station and forcemain required solely for the HVL development. The second shows the costs for the section of the Greenwood Trunk that would have to be built to connect the development. Cost sharing for this development has been analyzed as follows:

Component	Total Cost	HVL Share
Pump Station and Forcemain to the Greenwood and Anderton intersection	\$796,200.00	\$796,200.00
Greenwood Trunk Sewer from the Greenwood / Anderton intersection to the tie -in with existing sewers	\$2,544,000.00	\$91,070.60

Attached to this letter are the cost estimates and the cost share calculations. Cost share is based on the share of flow for catchments contributing to the various sections of the gravity sewer.

HVL's success in this venture will rely heavily on motivating other developers and the local municipalities to cooperate in the construction of the Greenwood Trunk sewer.

2.0 Closure

It is anticipated that with annexation, and the fact that the Greenwood Trunk Sewer project is scheduled for 2015, a proposal to begin work on the Greenwood Trunk would be well received. Furthermore, for the HVL development, this appears to be the most feasible approach to sewerage servicing.

Please do not hesitate to contact the undersigned should you have any questions or require further information.

Yours truly,
Wedler Engineering LLP

Per:



Andrew Gower, P.Eng., PE

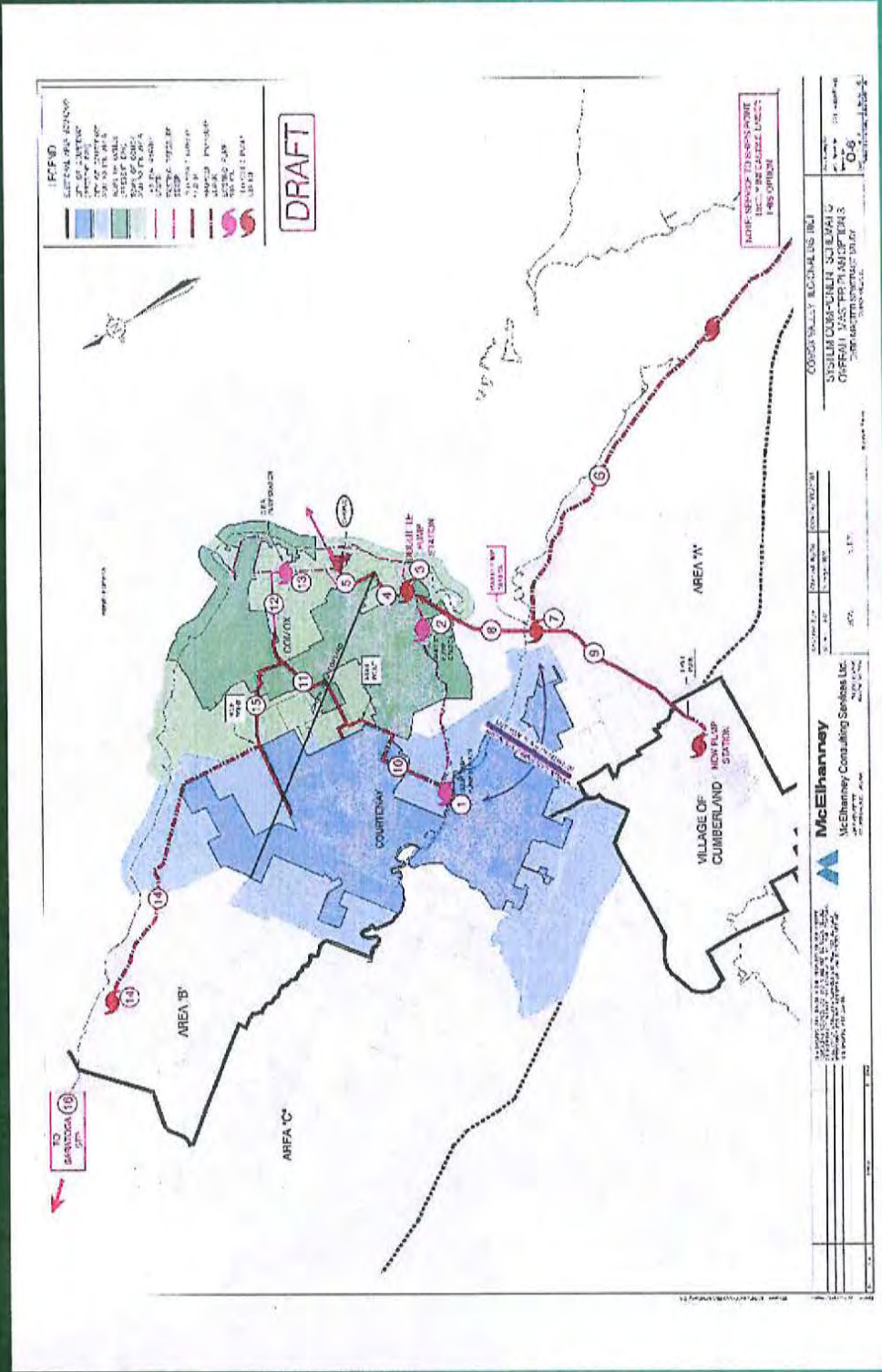
Attachments:

- McElhanney Consulting Services Ltd. PowerPoint Slide – Hybrid Option 3
- Koers and Associates Ltd – Figure 1 – Greenwood Trunk Sewer Conceptual Plan Study Update
- Wedler Engineering LLP drawings V08-0036/A-SK-01 and 02
- Wedler Engineering LLP Cost Estimates (3 pages)





HYBRID OPTION 3

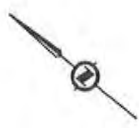


OPTION 3: PUMP STATION FROM RID & UBID AREAS TO BRENT ROAD TREATMENT

PROJECT NO.	0608
DRAWN	PH
DESIGNED	CH
CHECKED	
APPROVED	
DATE	FEBRUARY 2008
SCALE	1:40,000 +/-
CLIENT	

REGIONAL DISTRICT OF	COMOX-STRAITHCONA
PROJECT	GREENWOOD TRUNK SEWER CONCEPTUAL PLAN STUDY UPDATE
TITLE	ULTIMATE SERVICE AREA

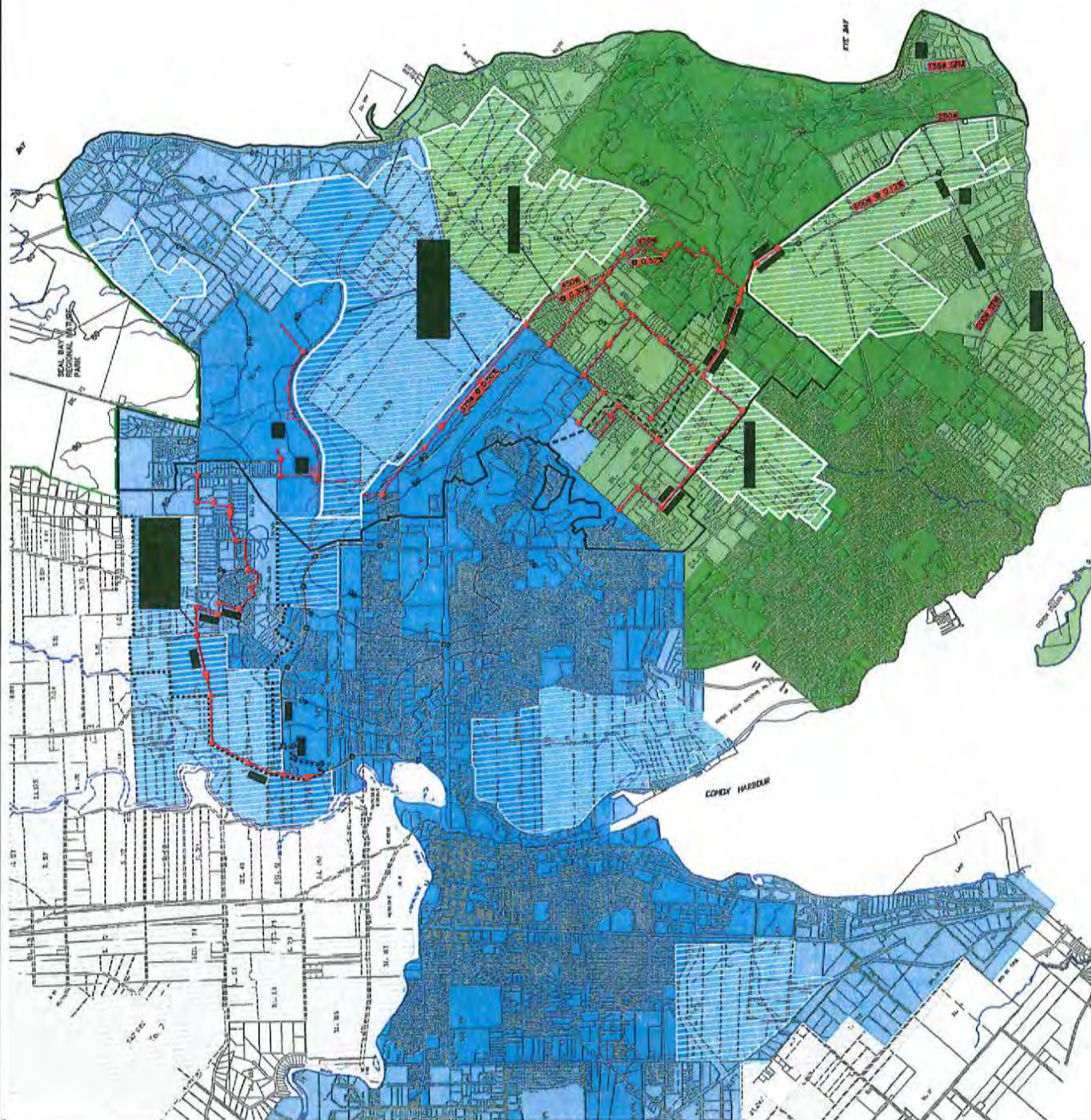
DRAWING NO.	FIGURE 1
REV.	-
SHEET	

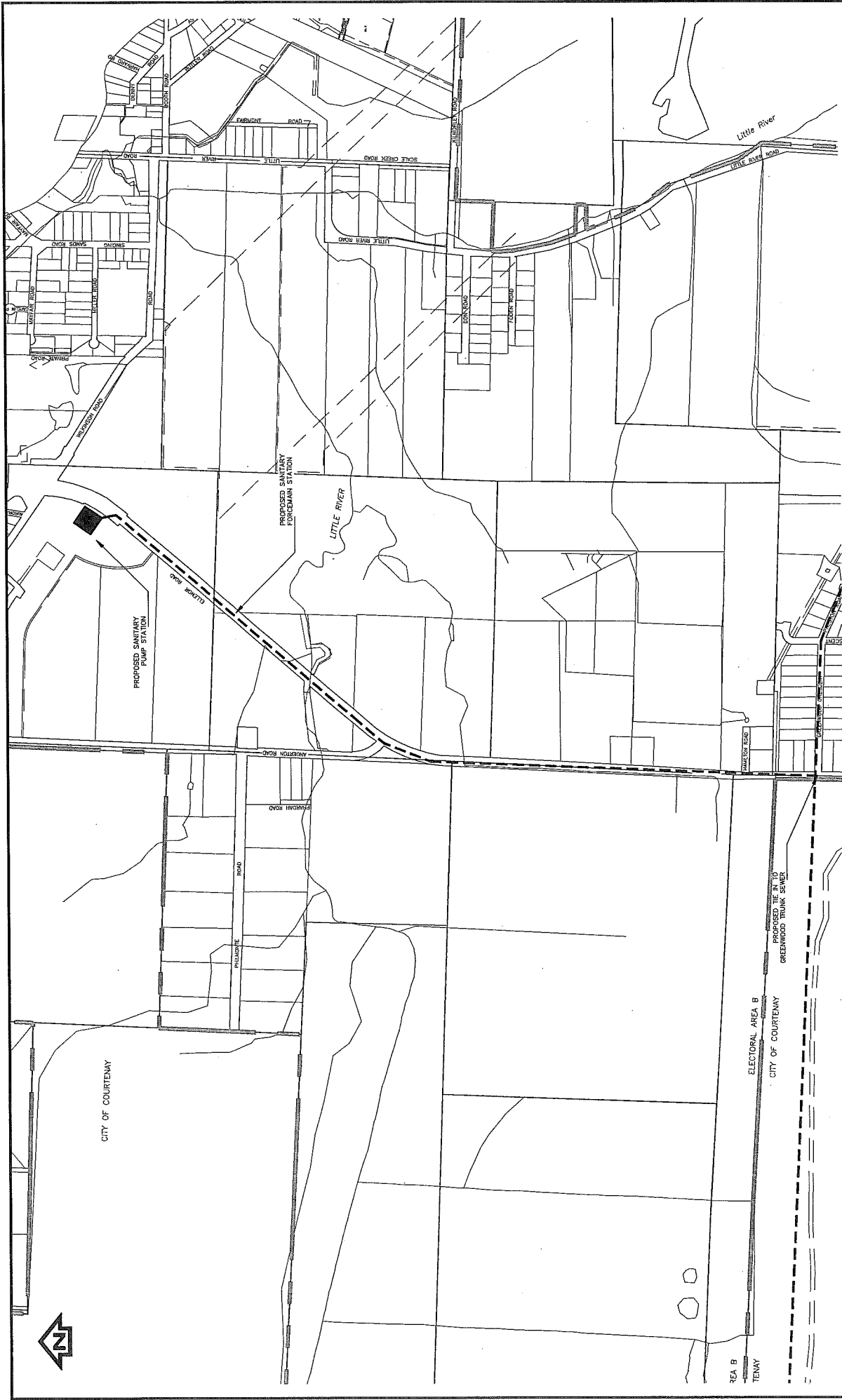


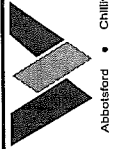
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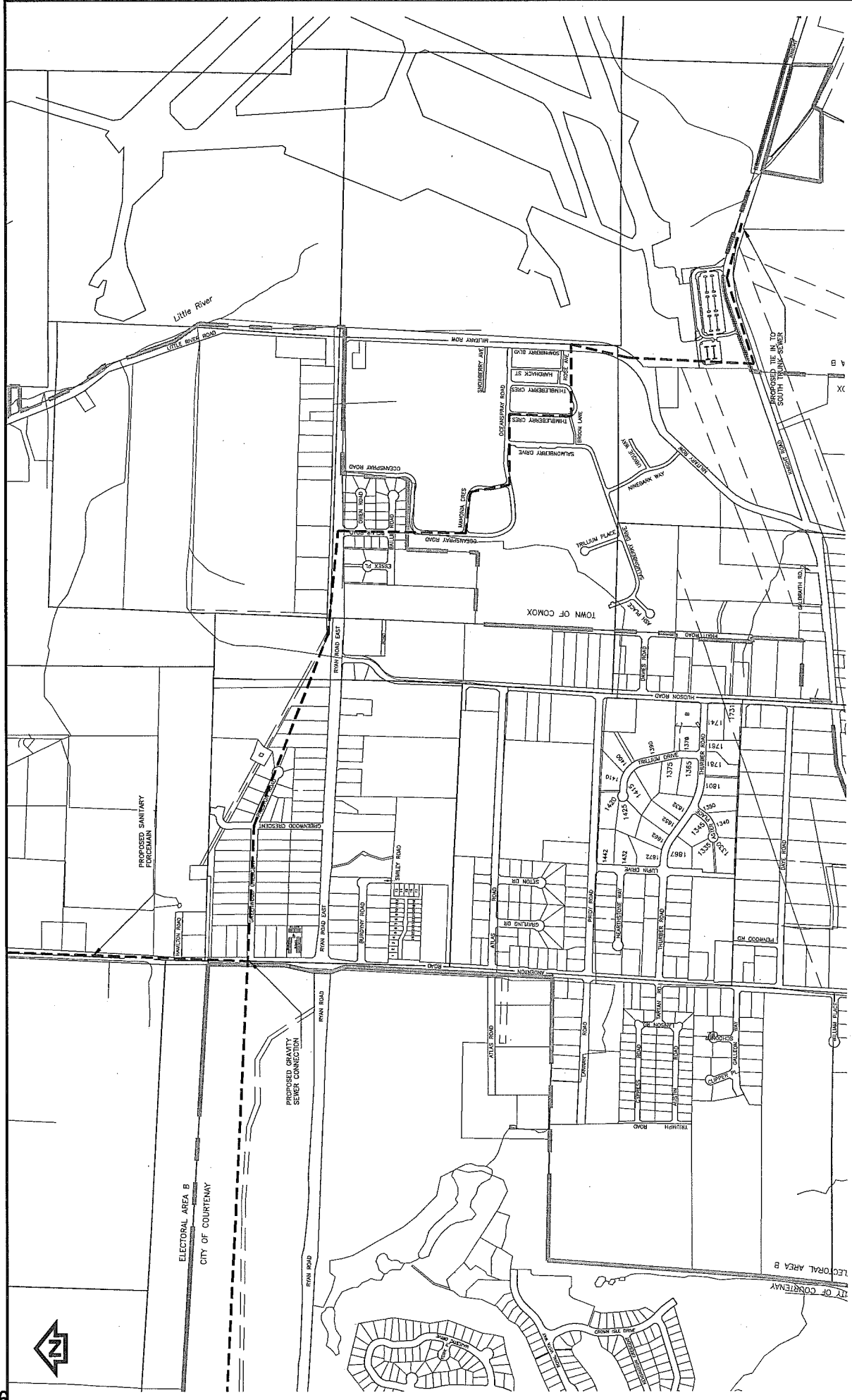
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- NORTH/SOUTH CATCHMENT BOUNDARY
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DRAWING NO. 108-0036/A-SK-01		DATE/REV. 2 / A	
OCEAN ESTATES DEVELOPMENTS HARBOUR NEW LANDING		JACKSON DRIVE, COURTENAY BC	
PROPOSED FORCE MAIN		SHEET NO. 2 OF 2	
 WEDLER ENGINEERING 271-5489 Courtenay Ave. Courtenay, B.C. Email: courtney@wedler.com		Abbotsford • Chilliwack • Courtenay • Surrey	
TOTAL AREA CEDAR/RAIN CALLED	AREA RM N/A	HORIZONTAL SCALE 1:5000	VERTICAL SCALE N/A
ISSUED FOR REVIEW A	DATE / REVISION 2011/07/21 RM 11/17/07/20 BT	SCALE	NO.

N:\08-Active-Projects\108-0036 A Ocean Estates Jackson Drive Courtenay BC\0036 SK-01.dwg 2011/7/21 04:40:07 PM mickm



<p>WEDLER ENGINEERING 4211-2428 Courtenay Ave. Tel: (250) 234-2023 Courtenay, B.C. Email: info@wedler.com V8N 3V9</p>		<p>GREENWOOD TRUNK HARBOR NEW LANDING OCEAN ESTATES DEVELOPMENTS</p>		<p>DRAWING NO. V08-0036/A-SK-02 JACKSON DRIVE, COURTENAY BC SUB. NO. 2 SHEET NO. 2 OF 2</p>	
<p>Abbotsford • Chilliwack • Courtenay • Surrey</p>		<p>PROPOSED SEWAGE TREATMENT PLANT</p>		<p>PROGRESS PRINT - NOT FOR CONSTRUCTION</p>	

V08-0036

Item	Description	Unit	Quantity	Price	Amount
<u>A) Sanitary System</u>					
C1 Sanitary Connection					
i	150 PV Sanitary Forcemain	Lin-m	2100	\$225.00	\$472,500.00
ii	Sanitary Service Connection	Each	33	\$1,000.00	\$33,000.00
iii	Connection to Existing Main	Each	1	\$2,700.00	\$2,700.00
iv	Cleanout / Pig Launch Station	Each	14	\$2,000.00	\$28,000.00
v	Multi Family Connections	Lump Sum	1	\$10,000.00	\$10,000.00
vi	Sanitary Pump Station	Lump Sum	1	\$250,000.00	\$250,000.00
Section A Total					\$796,200.00

V08-0036

Item	Description	Unit	Quantity	Price	Amount
------	-------------	------	----------	-------	--------

A) Sanitary System Raven Pump Station to Greenwood Trunk Sewer

C1 Sanitary Connection

i	450 PVC Sanitary	Lin-m	1100	\$600.00	\$660,000.00
ii	525 PVC Sanitary	Lin-m	400	\$750.00	\$300,000.00
iii	Connection to Existing Main	Lump Sum	1	\$10,000.00	\$10,000.00
iv	1050mm Sanitary Manhole	Each	10	\$4,000.00	\$40,000.00
v	Sanitary Sewer Connections	Each	0	\$1,000.00	\$0.00

Section A Total \$1,010,000.00

Cost Share - 4.02%

Developers Cost (Section A) \$40,602.00

B) Sanitary System Greenwood Trunk Sewer To South Trunk Sewer

C1 Sanitary Connection

i	450 PVC Sanitary	Lin-m	1900	\$600.00	\$1,140,000.00
ii	525 PVC Sanitary	Lin-m	400	\$750.00	\$300,000.00
iii	Connection to Existing Main	Lump Sum	1	\$10,000.00	\$10,000.00
iv	1050mm Sanitary Manhole	Each	21	\$4,000.00	\$84,000.00
v	Sanitary Sewer Connections	Each	0	\$1,000.00	\$0.00

Section B Total \$1,534,000.00

Cost Share - 3.29%

Developers Cost (Section B) \$50,468.60

* Sanitary manholes assumed every 110m (Max city Spec)

Developers Total Cost \$91,070.60

V08-0036

Area No.	Description	Area (Ha)	Cumulative Area	Population	Cumulative Population	Peak Flow (No I/I)	Cumulative Peak Flow	I/I	Cumulative I/I	Peak With I/I	Cumulative Peak With I/I	% of Flow Upstream	% of Flow Downstream
Upstream Area's													
1, 2	Flow to Raven Pump Station	214	214	4652	4652	44.1	44.1	12.84	12.84	56.9	56.9	35.99%	29.44%
3	Flow to Top End of Greenwood Trunk	23	237	1374	6026	14.7	55.3	1.38	14.22	16.1	69.5	7.95%	6.50%
4, 5	Flow to Greenwood Trunk	80	317	2275	8301	23.3	72.9	4.8	19.02	28.1	91.9	14.19%	11.60%
Flow to Greenwood Trunk at Anderton and Greenwood, U/S Side													
6a	Seal Bay	314	314	710	710	8.0	8.0	18.84	18.84	26.8	26.8	16.97%	13.88%
6b	Jackson Drive	21	335	498	1208	5.7	13.1	1.76	20.1	7.0	33.2	4.02%	3.29%
10a	Little River	160	495	2550	3758	25.8	36.5	9.6	29.7	35.4	66.2	20.88%	17.08%
Downstream Area													
7	Flow to Greenwood Trunk at Ryan Road	179	179	2400	2400	24.5	24.5	10.74	10.74	35.2	35.2	N/A	18.21%
												1.00	1.00



Paul G. Murrin, P. Eng. MBA
Kelly Kerr, P. Eng.
Collin Johnson, P. Eng. PE
Glen Darychuk, ASCT
Andrew Gower, P. Eng. PE
Tim Jorgensen, P. Eng.
Sean Moore, Eng. L

November 19, 2012

File Ref: V08-0036/A

Ocean Estates Developments
PO Box 3714
Courtenay, BC V9N 7P1

Attention: Kip Keylock

Dear Sir:

Reference: Harbour View Landing
Jackson Drive, Courtenay, BC
Comox Airport Approach Surface and Obstacle Limitation Surface

Wedler Engineering LLP has provided enclosed drawing V08-0036/A-02 depicting the approach surface and obstacle limitation surface (OLS) for Runway 11 of YQQ, Comox Airport. This drawing has been requested for the purpose of determining if the proposed Harbour View Landing structure is in compliance with elevation restrictions imposed by the approach surface and OLS.

The information regarding the approach surface of Runway 11, found on Comox Airport Zoning Regulations SOR/80-803, Part III, indicate an approach surface of 1m measured vertically to 50m measure horizontally. This surface is to extend perpendicular from the runway's leading edge in a generally north northwest direction. The surface begins at a conservative 25.0m above mean sea level (MSL), whereas NOTAMs state the field elevation somewhere between 25.6m and 26.0m MSL. The information regarding the OLS was provided by Major Mark Kierstead, 19 Wing Construction Engineering Officer, via email. The Surface extends from a radius of 2015m to a radius of 4000m from a point on Runway 11 and is a flat 63.3m MSL. Building floor elevations were taken directly from Alvin Reinhard Fritz Architect Inc. Drawing No. PS3.2 of the architectural plans. As seen in the profile view of the enclosed drawing, the vertical separation between the surface of the roof structure and the OLS is approximately 19.5m making the structure appear to be compliant.

Should you have any questions with the enclosed drawing, please contact Sean B. Hayes at 250-334-3263 or via email at shayes@wedler.com.

Yours truly,
Wedler Engineering LLP

Prepared by:

Sean B. Hayes, A.ScT

Reviewed by:



Andrew Gower, P.Eng., PE

Enclosed:

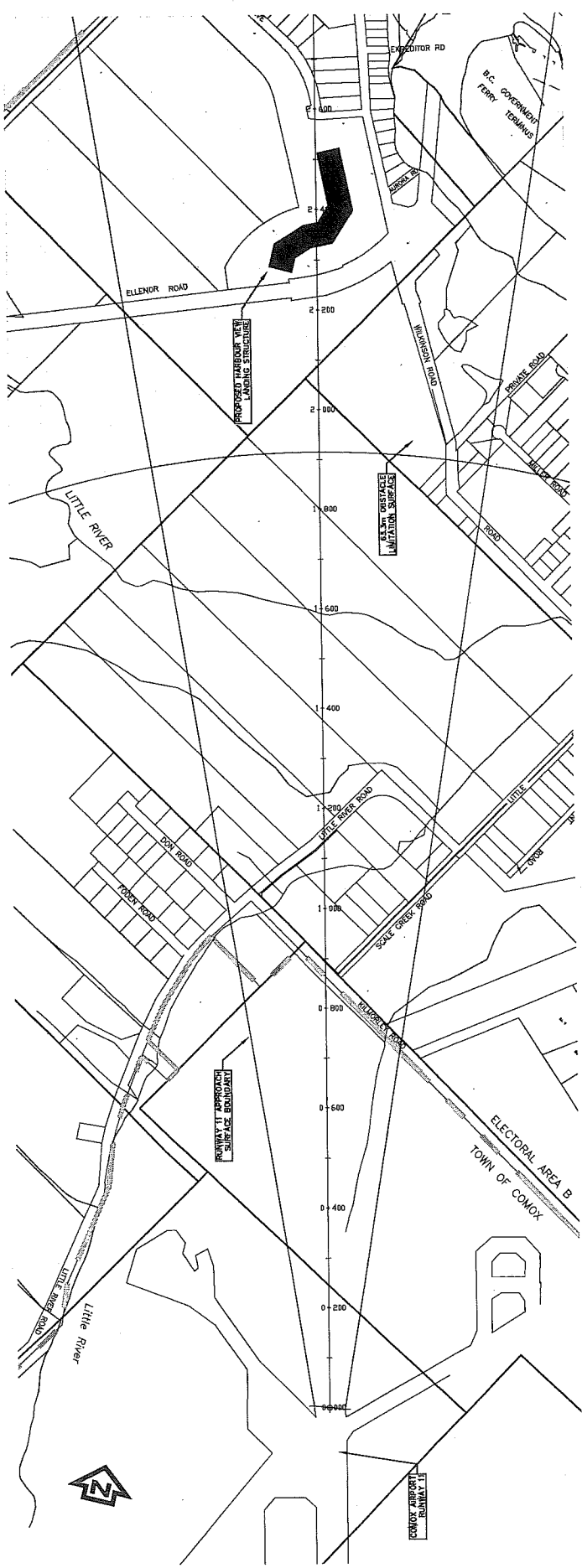
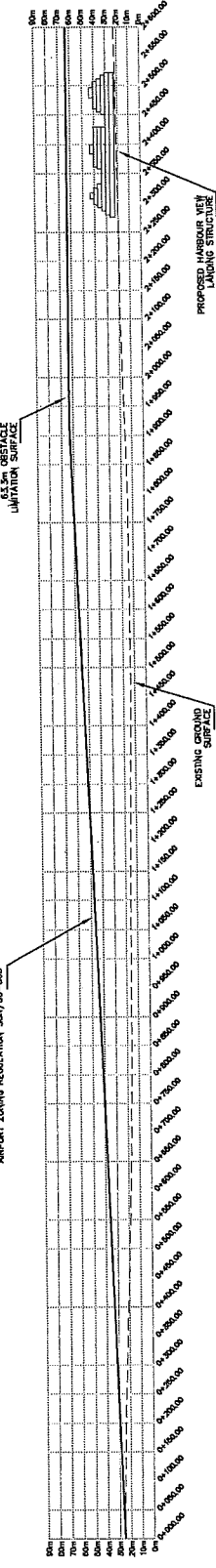
1. Drawing V08-0036/A-02 Comox Airport Approach Surface

WEDLER ENGINEERING GROUP

Wedler Engineering COURTENAY | 211-2459 Cousins Avenue | Courtenay BC V9N 3N6 | 250-334-3263

NOTE: FLOOR ELEVATIONS FOR HARBOUR VIEW LANDING TAKEN FROM ALVIN BERNHARDT FRITZ ARCHITECT INC. DRAWING NO. 2553-A

Runway 11 Approach Surface per Conox Airport Zoning Regulation S20/S20-503



WEDLER ENGINEERING 2511-2509 Courtenay Ave. Courtenay, BC Phone: 250-838-2289 Fax: 250-838-2322 Email: cee@wedler-engineering.com	
Project No. V08-0036/A-02	Ocean Estates Development Harbour View Landing
Sheet No. 1	Scale As Shown
Date 2017/07/17	Issue A
Design/Drawn JACOBSON	Check JACOBSON

PROGRESS PRINT - NOT FOR CONSTRUCTION

.03
BOUNDARY
EXTENSION
ANDERTON RD
3720

NOV - 5 2012

Moved by Leonard and seconded by Anglin that the application for a boundary extension for Lot 2, District Lot 216, Comox District, Plan 31808 Except Those Parts in Plans 36029 and 39408 on Anderton Road be postponed indefinitely.

Carried

3

THE CORPORATION OF THE CITY OF COURTENAY

REPORT TO COUNCIL

FROM: Development Services Department


FILE #: 3720

DATE: October 24, 2012

SUBJECT: BOUNDARY EXTENSIONS
Lot 2, District Lot 216, Comox District, Plan 31808 Except Those Parts in
Plans 36029 and 39408
- Anderton Road (Harbour View Landing

C.A.O. COMMENTS/RECOMMENDATIONS:

That the recommendation of the Director of Development Services be accepted.



Sandy T. Gray

RECOMMENDATION:

That the application for a boundary extension for Lot 2, District Lot 216, Comox District, Plan 31808 Except Those Parts in Plans 36029 and 39408 on Anderton Road be denied.

PURPOSE:

The purpose of this report is to provide information to Council for the consideration of an application for a boundary extension from Harbour View Landing Inc. for a property on Anderton Road (refer to *Attachment No. 1*).

BACKGROUND:

The *Local Government Act (Section 20)* and the *Community Charter (Section 86)* establishes the procedure for a municipality to follow for the approval of municipal boundary extensions. A municipal boundary extension transfers local government jurisdiction for a defined area from a regional district (electoral area) to the municipality. The municipality assumes responsibility for local services, governance, local roads, subdivision approving authority and property tax collection.

The City has received a request to include Lot 2, District Lot 216, Comox District, Plan 31808 Except Those Parts in Plans 36029 and 39408 into the City's boundaries. The property is undeveloped containing approximately 8 hectares with a small frontage adjacent to the current City boundary on Anderton Road (refer to *Attachment No. 2* for the applicant's application).

It is within a neighbourhood of a mixture of lot sizes including urban subdivisions on Jackson Drive and Wilkinson Road and Country Residential properties further to the north. It is also adjoining lands within the Agricultural Land Reserve. The surrounding neighbourhood can be described as follows:

North: Residential lots less than 2,000m²

South: Larger Parcels within the ALR

East: Larger Parcels within the ALR

West: Undeveloped land within the City

A public water utility is available to this property, but not public sanitary sewer. There is no storm water management plan outside the City's boundaries. The application is for an individual property only and the greater neighbourhood involving Philmonte, Ellenor, Jackson and Wilkinson Roads has not been discussed.

Council has endorsed the advertising of a boundary extension for the Beaver Meadow Farms properties to the west and this process is ongoing at this time (see *Attachment No. 3*).

The property is within the "Settlement Expansion Area" of the Regional Growth Strategy and would require to be part of the City prior to the provision of a sanitary sewer system. Any new growth would only occur following inclusion within the City.

DISCUSSION:

Boundary extensions remain as one of the most effective land use planning and management tools available to the City given the historic amounts of urban development that has occurred outside the City's boundaries. It can also lead to the integration and delivery of municipal services in a more equitable manner in the Comox Valley.

The City's Official Community Plan includes a section on Growth Management which establishes the principles for the City to having a workable and preferred boundary allowing for the appropriate management of development and environmental protection in a coordinated system.

Through the adoption of the Regional Growth Strategy in March 2011, areas around the City including the subject property are designated as 'Settlement Expansion Areas' (see *Attachment No. 4*).

The policy in the RGS states, "*it is the intention of Local Governments in the Comox Valley that Settlement Expansion Areas shall become part of a Municipal Area through a boundary extension.*" And further, "*any growth in a Settlement Expansion Area will occur in a phased and orderly manner and will undergo a public planning process in order to determine the appropriate scale and form of development.*"

The Regional Growth Strategy also sets a minimum parcel of 4 hectares in these areas to prevent further urban development prior to becoming part of a municipality. We await for the required bylaws to implement this policy to be adopted by the Electoral Area Directors of the Regional District.

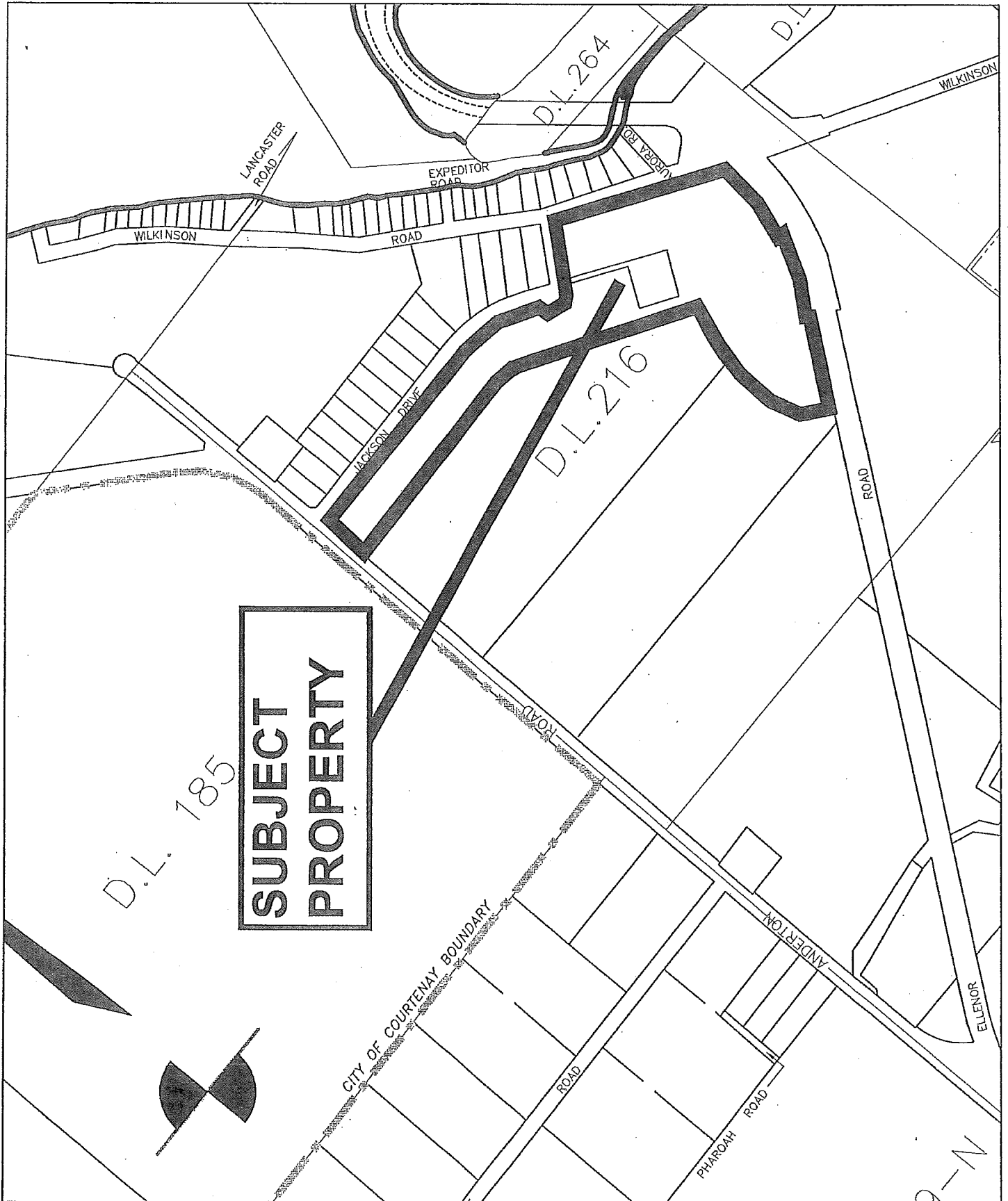
With respect to the application for a boundary extension before Council, the property is not in close proximity to a required public sanitary sewer system and rather than examining one property, the application needs to demonstrate support or consensus from a greater neighbourhood.

In summary, the application as it stands is premature for consideration due to lack of details on future servicing and the requirement to have a boundary extension to be more inclusive of this neighbourhood.

Respectfully submitted,



Peter Crawford, MCIP
Director of Development Services





**City of Courtenay
Planning Services**
830 Cliffe Avenue
Courtenay, BC, V9N 2J7
Tel: 250.334.4441
Fax: 250.334.4241

**Boundary Extension
Application**

Please attach a State of Title Certificate
with this application

APPLICANT INFORMATION DESCRIPTION OF PROPERTY

Name(s): _____ Civic address: N/A
Address: 5801 - 1 Avenue South Inc. _____
RR8 S28 C14
City: Lethbridge Postal Code: T1J 4P4 Legal Description: Lot 2, District Lot 216
Phone: (403) 320-8100 Fax: (403) 327-3373 Comox District, Plan 31808 Except Those
E-mail: _____ Parts in Plans 36029 and 39408

If applicant is **NOT** the owner of property:

Owners Name: Harbour View Landing Inc. Owner's phone/e-mail: (403) 253-5822/
ron.A@foundationcapital.ca
Owner's Address: 18, 11410 - 27 Street SE, Calgary, AB T2Z 3R6

APPLICANT/AGENT AUTHORIZATION

Complete ONE of the following:

1. If the owners is applying personally:

- (i) I am the owner of the real property, legally described as: _____ and that I am registered as such in the Land Registry Office in Victoria, BC; and that
- (ii) I hereby agree to indemnify and keep harmless the City of Courtenay and its employees against all claims, liabilities, judgements, costs and expenses of whatsoever which may in any way occur against the said City and its employees in consequence and of incidental to, the consideration of the application

Signature of Registered Owner _____ Date _____

2. If an agent is applying on behalf of the owner:

- (i) I am the authorized agent of Harbour View Landing Inc., who is the registered owner of the real property, legally described as: Lot 2, District Lot 216 Comox District, Plan 31808 Except Those
Parts in Plans 36029 and 39408
- (ii) I hereby agree to indemnify and keep harmless the City of Courtenay and its employees against all claims, liabilities, judgements, costs and expenses of whatsoever which may in any way occur against the said City and its employees in consequence and of incidental to, the consideration of the application;

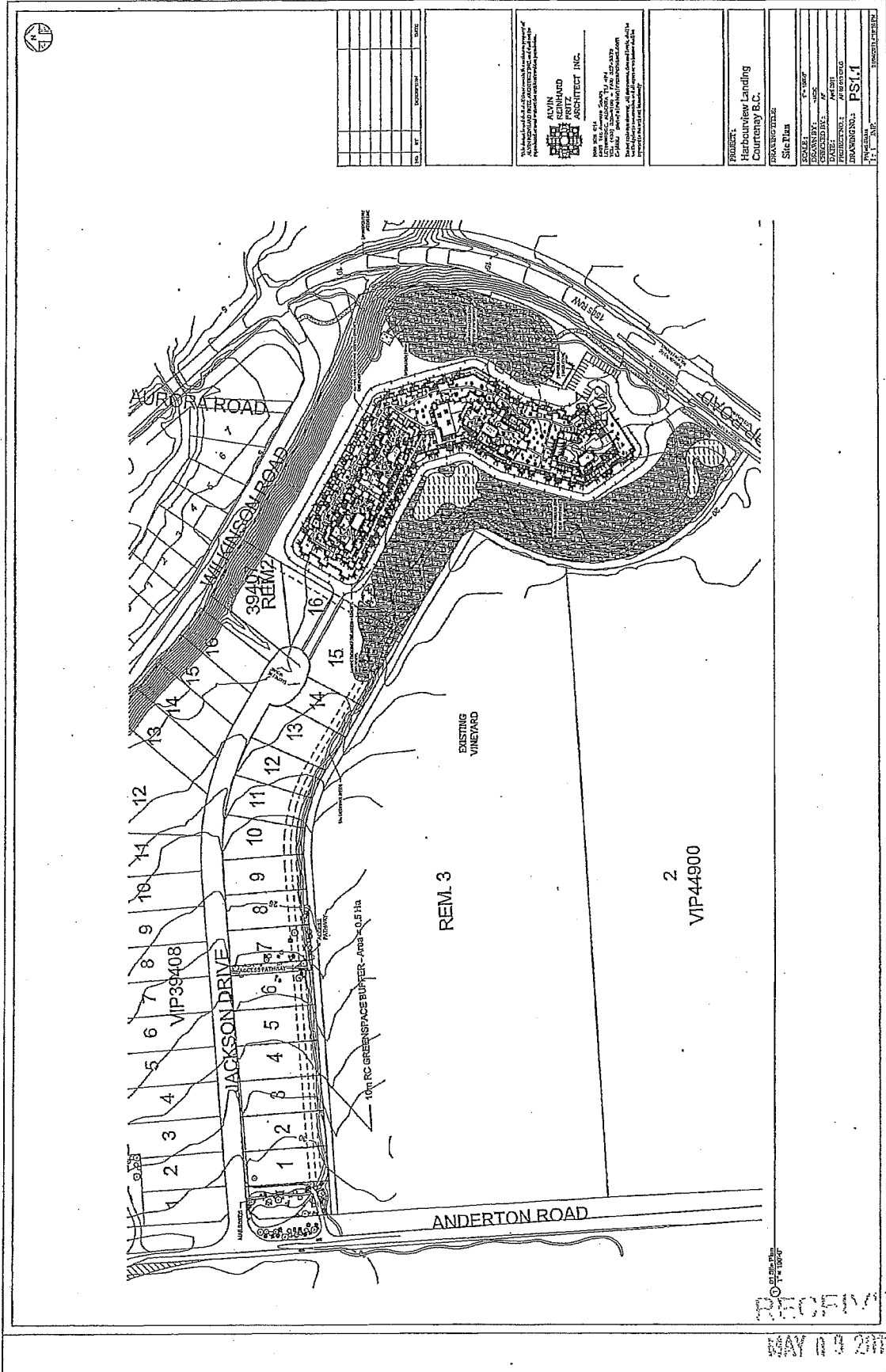
It is understood that until the City of Courtenay is advised in writing that I am no longer acting on behalf of the undersigned registered owner, the City of Courtenay shall deal exclusively with me with respect to all matters pertaining to the proposed application;

I hereby declare that the foregoing information is true and proper and I make this declaration knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

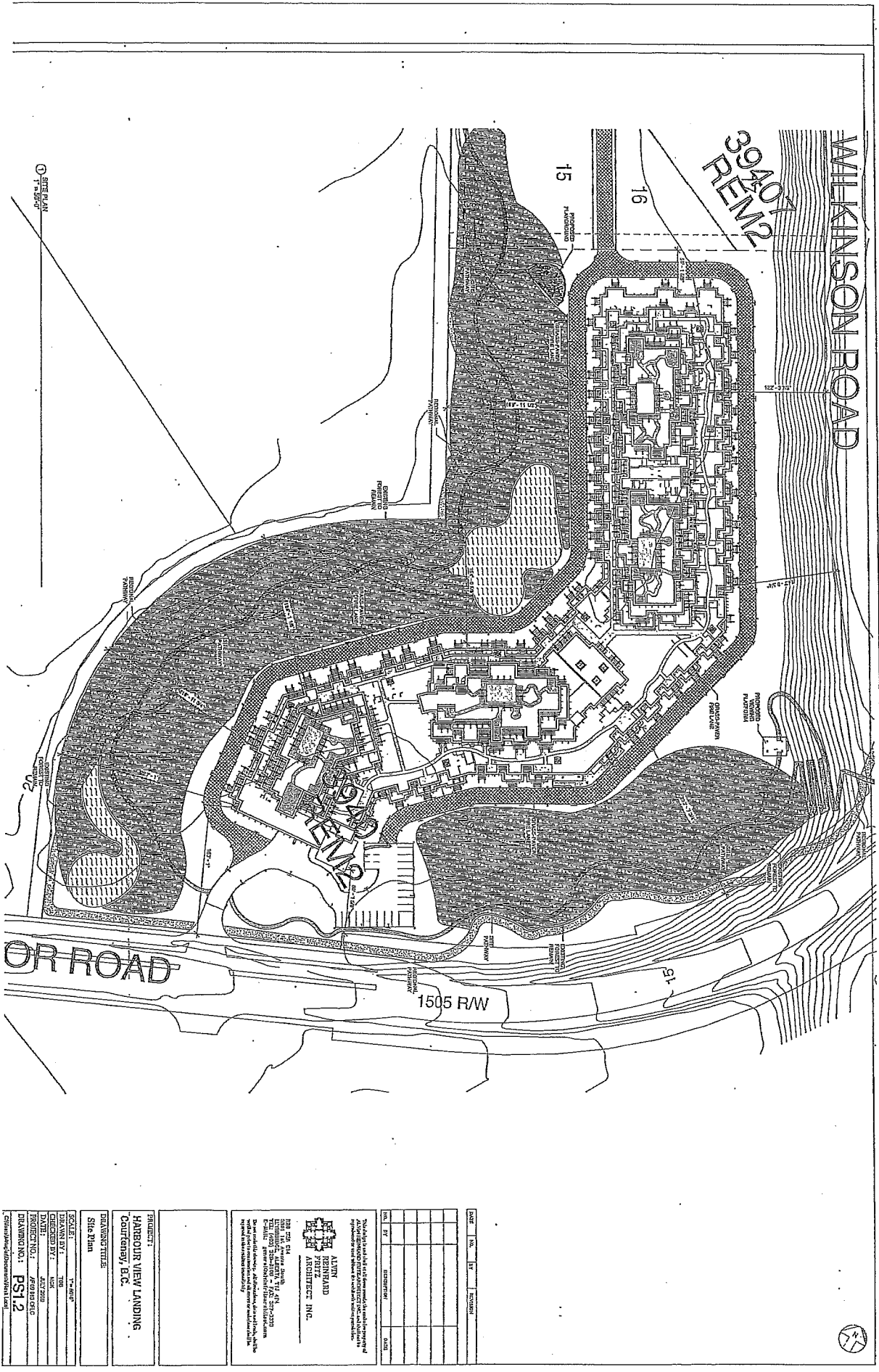
Signature of Agent [Signature] Date Mar 20/11
Signature of Registered Owner _____ Date _____

**RECEIVED
MAY 09 2011**

CITY OF COURTENAY



RECEIVED
MAY 19 2011
CITY OF COURTESY



① SITE PLAN
1/15/2007

DATE	NO.	REV.	DESCRIPTION

PROJ: 014
ALVIN
REINHARD
PRITZ
ARCHITECT INC.

DATE: 1/15/07
SCALE: 1"=60'-0"
PROJECT NO.: 4930100
DRAWING NO.: PSI 12

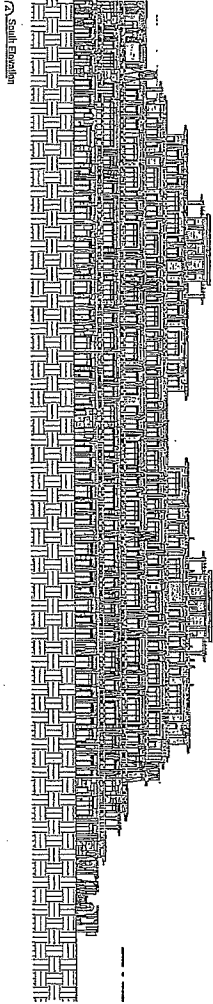
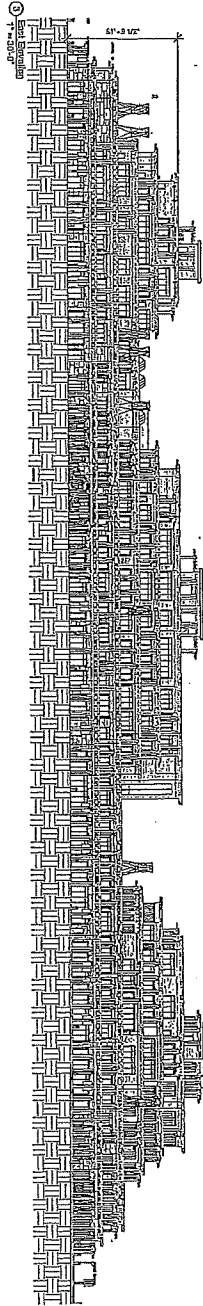
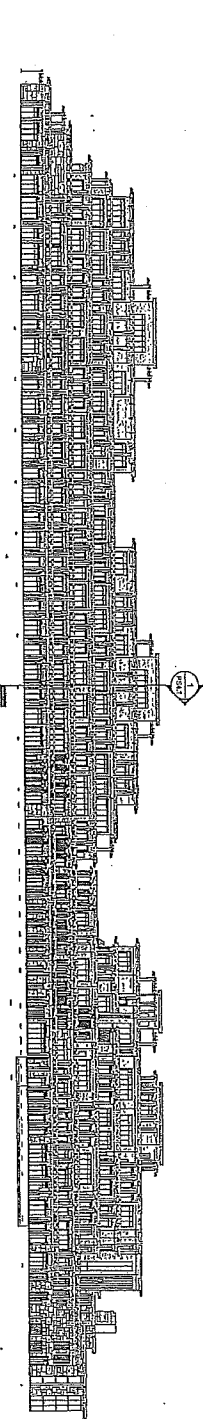
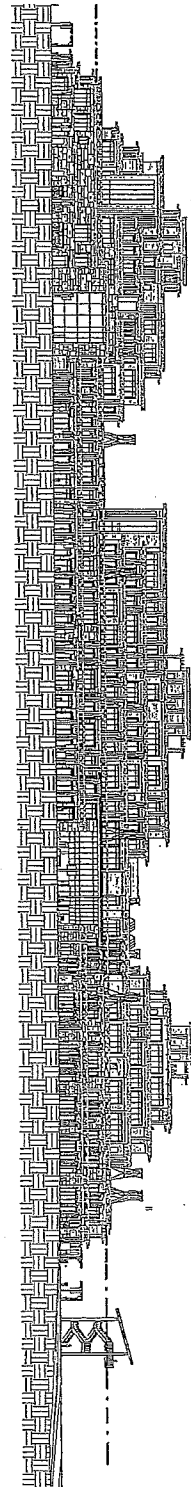
PROJECT:
HARBOR VIEW LANDING
CONTRACT, ETC.

DRAWING TITLE:
Site Plan

DRAWING NO.: PSI 12

SCALE: 1"=60'-0"
DRAWN BY: TDB
CHECKED BY: AJP/MSB
PROJECT NO.: 4930100
DRAWING NO.: PSI 12

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NO.	REVISION	DATE

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**ANN
WARD
FRYZE
ARCHITECT INC.**

800 5th Ave
New York, NY 10017
Tel: 212 693-8800
Fax: 212 693-8801
www.annwardfrYZe.com

PROJECT:
HARBOUR VIEW/LANDING

DRAWING TITLE:
Overall Elevations

SCALE: 1" = 30'-0"

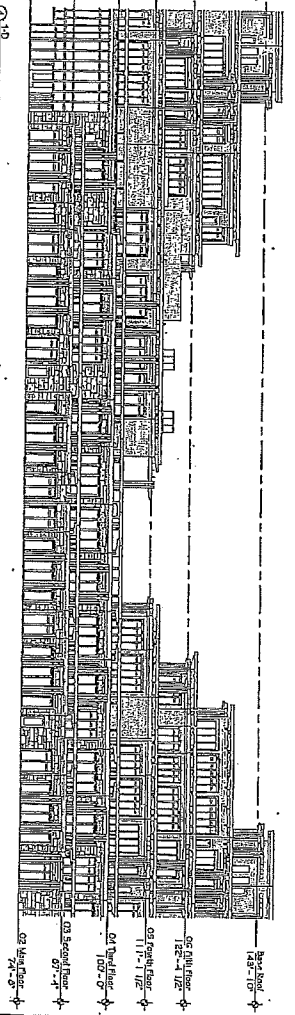
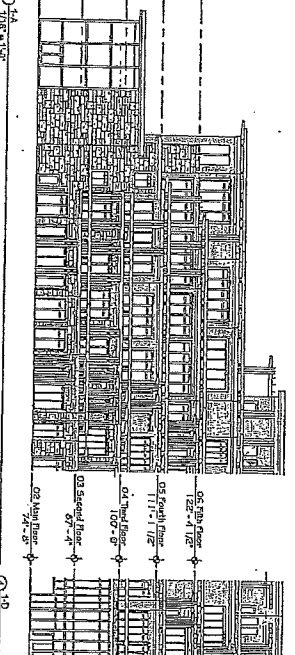
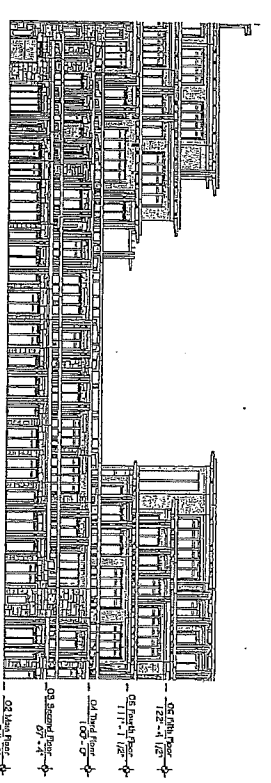
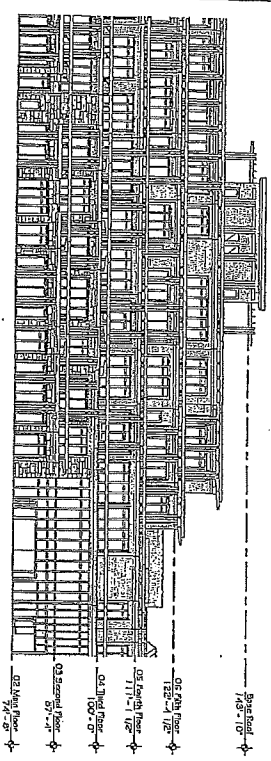
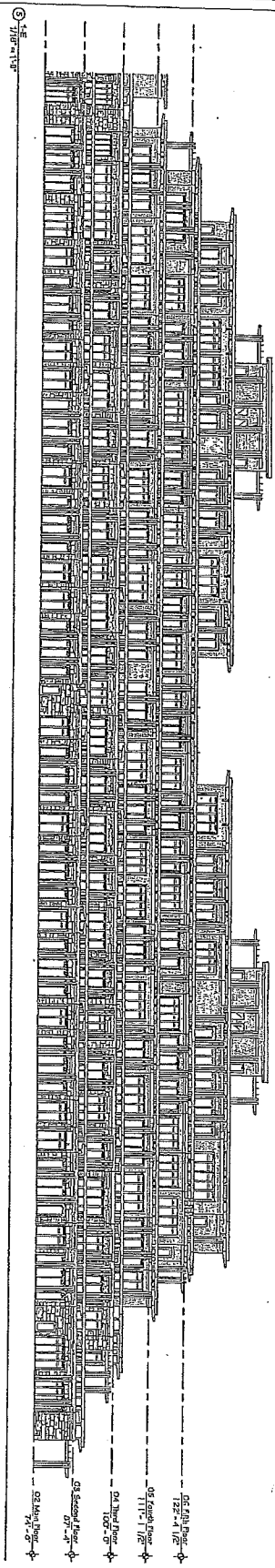
DRAWN BY: JMS

CHECKED BY: MKC

DATE: MAY 2013

PROJECT NO.: PS3.1

DRAWING NO.: PS3.1

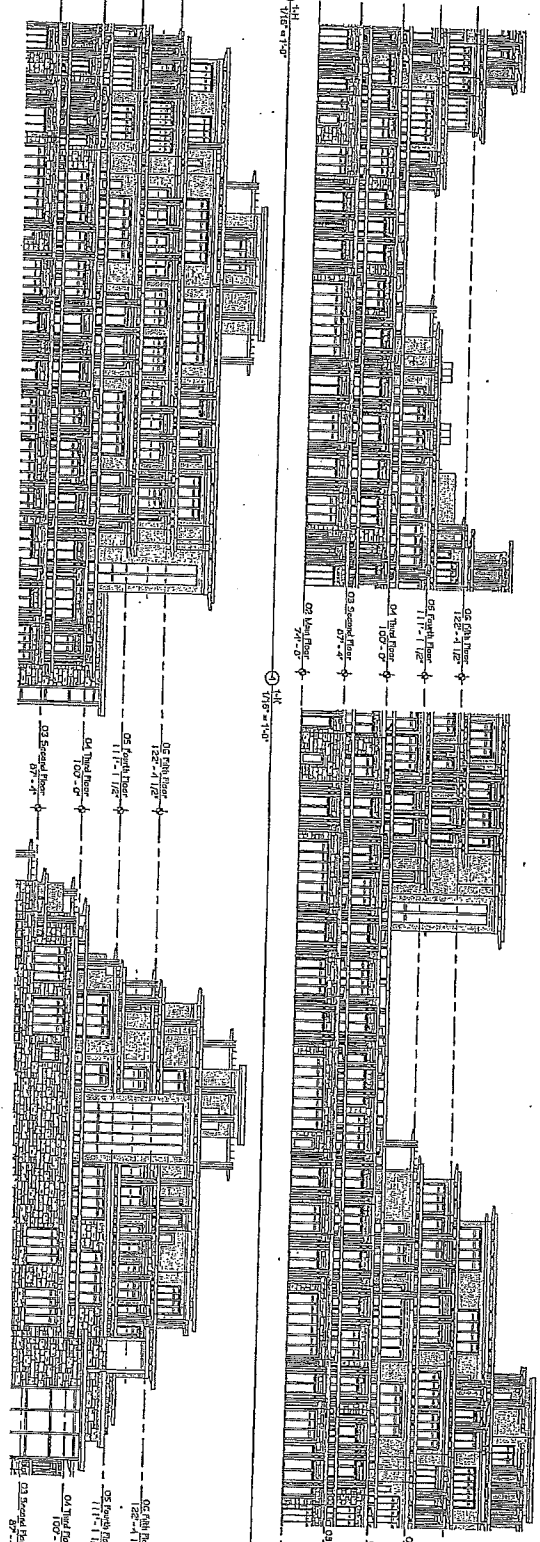
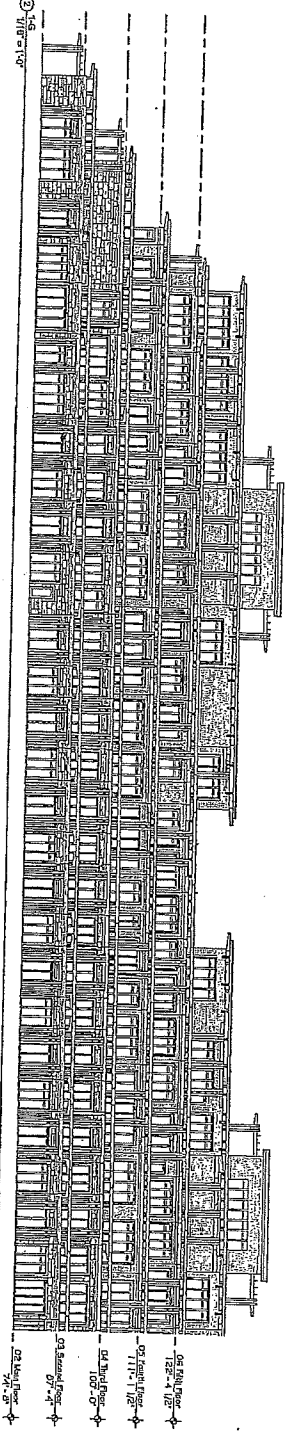
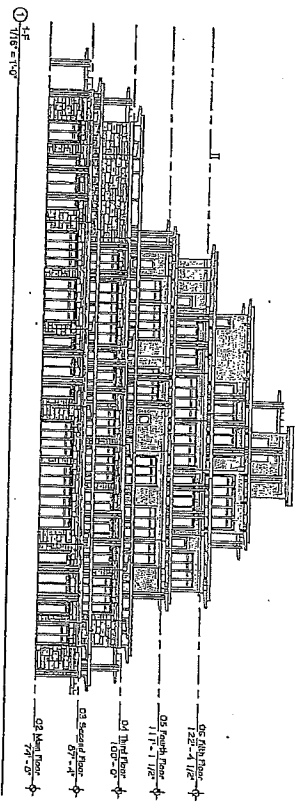


NO.	REV.	DESCRIPTION	DATE

PROJECT: **HARBOR VIEW LANDING**
 DRAWING TITLE: **South Elevation**
 SCALE: 1/8" = 1'-0"
 DRAWN BY: **THOMAS**
 CHECKED BY: **SUN**
 DATE: **11/11/2010**
 PROJECT NO.: **AT01002010**
 SHEET NO.: **1**

ANNY RENNARD PRITZ ARCHITECT INC.
 800 524 514
 1000 15th St NW
 NW
 WASHINGTON DC 20004
 TEL: 202 331 8200
 FAX: 202 331 8201
 www.annypritz.com

This drawing is not to be used in any way without the prior written consent of the architect. The architect's liability is limited to the professional services rendered.



05 Fifth Floor
122'-4 1/2"
05 Fourth Floor
117'-1 1/2"
04 Third Floor
100'-0"
03 Second Floor
87'-2"
02 Main Floor
74'-0"

05 Fifth Floor
122'-4 1/2"
05 Fourth Floor
117'-1 1/2"
04 Third Floor
100'-0"
03 Second Floor
87'-2"
02 Main Floor
74'-0"

05 Fifth Floor
122'-4 1/2"
05 Fourth Floor
117'-1 1/2"
04 Third Floor
100'-0"
03 Second Floor
87'-2"
02 Main Floor
74'-0"

05 Fifth Floor
122'-4 1/2"
05 Fourth Floor
117'-1 1/2"
04 Third Floor
100'-0"
03 Second Floor
87'-2"
02 Main Floor
74'-0"

NO.	REV.	DESCRIPTION	DATE

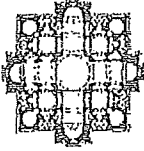
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DRAWING TITLE: Post-Construction
SCALE: 1/8" = 1'-0"
DRAWN BY: TMS
CHECKED BY: TMS

PROJECT: HARBOUR VIEW LANDING
DRAWING TITLE: Post-Construction
SCALE: 1/8" = 1'-0"
DRAWN BY: TMS
CHECKED BY: TMS

PROJECT: HARBOUR VIEW LANDING
DRAWING TITLE: Post-Construction
SCALE: 1/8" = 1'-0"
DRAWN BY: TMS
CHECKED BY: TMS

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Excellence



ALVIN
REINHARD
FRITZ
ARCHITECT INC.

Alvin R. Fritz, Principal, MRAIC, AAA, MAIBC, SAA, OAA, MAA, LEED® AP

Norland Coach House
RR0 C14 S20-5001 1 Ave S
Lethbridge, AB
T1J 4P4

Ph: (403) 320-8100
Fax: (403) 327-3373
general@alvinfriztarchitect.com
http://www.alvinfriztarchitect.com

Collaborating to Passionately Create Inspired Architectural Environments

May 26, 2011 9:47 AM

City of Courtenay
830 Cliffe Avenue
Courtenay, BC V9N 2J7

Attention: Peter Crawford

Dear Peter:

Our File: 09 913 CFLC


Further to our meeting relative to Annexation of the Harbour View Lands earlier this year, we would like to have an opportunity to meet with you in order to review the pending Community Consultation process for discussions with the Jackson Drive residents relative to the potential Annexation.

We, through our recent biological studies, have noted that the septic field on the Harbour View Lands is failing and requires attention. As you are aware, we would like to tie-in to the Greenwood Trunk, and would love to meet with you in order to review the potential in this regard so that we can also posture it as effectively as possible to the local community.

We recall also, when we met, that you thought there may be some ways ease the taxation for the Jackson Drive residents by prorating it and delaying the assessments over time. We would like to review this with you as well.

In addition, it would be good to review the protocol and the timing of these meetings so that they can best fit into your schedule and the scheduled committee.

Respectively yours,


Alvin Fritz, Architect, MRAIC, AAA, SAA, OAA, MAIBC, MAA, LEED® AP
AF/bh

Cc: Ron Aitkens, Foundation Capital Corporation
Kip Keylock, Ocean Estates Development
Gina McKay, City of Courtenay
Marc Kugler, ARFAI
Brandie Hanzel, ARFAI

FOUNDATION CAPITAL CORPORATION

#4, 4002 – 9TH Avenue North
Lethbridge, Alberta
T1H 6T8
(403) 327-6090

March 9, 2011 10:50 AM

City of Courtenay
830 Cliffe Avenue
Courtenay BC V9N 2J7

Attention: Peter Crawford

Dear Mr. Crawford:

Re: Authorization for Alvin Reinhard Fritz Architect Inc. to act on behalf of Foundation Capital Corporation in the Annexation, Land Use, Development Permit and Building Permit for Harbour View Landing

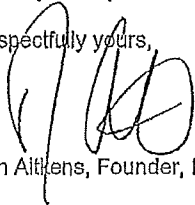
Please be advised that Foundation Capital Corporation is the registered owner of the following land:

Parcel Identifier: 001-130-307
Lot 2, District Lot 216, Comox District, Plan 31808 Except Those Parts
In Plans 36029 and 39408

We have an expressed desire to see this site be Annexed to the City of Courtenay. It is contiguous, and as such, we would like to pursue development on this site which has been demonstrated to be in the Municipal Settlement Expansion Area. Please note that we would like to authorize Alvin Reinhard Fritz Architect Inc. (ARFAI) as our agent with respect to this Annexation, Land Use, Development Permit and Building Permit and would like to herewith make you aware and have ARFAI, who is our Project Manager and Registered Coordinating Professional on this project, be our point of contact. Kip Keylock is our Project Coordinator and local liaison who will be our representative in Courtenay.

Thank you for your attention to these matters.

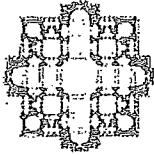
Respectfully yours,



Ron Altgens, Founder, President



Collaborating to Passionately Create
Inspired Architectural Environments



ALVIN
REINHARD
FRITZ
ARCHITECT INC.

Ph: (403) 320-8100
Fax: (403) 327-3373
general@alvinfrizarchitect.com
<http://www.alvinfrizarchitect.com>

Norland Coach House
RR8 S28 C14 - 5801 1 Ave S
Lethbridge, AB
T1J 4P4

Harbour View Landing

Project Summary:

Project Location

The Harbour View Landing site is on the east coast of Vancouver Island, 1.5 hours north of Nanaimo, located in the Comox Valley. The site is on the escarpment overlooking the Georgia Strait immediately west of Ellenor Road, at the Jackson Drive alignment. The site is contiguous with Courtenay in a Settlement Expansion Area recently defined in the area's Regional Growth Strategy. The Comox Airport, located only a few minutes to the southeast of the Harbour View Landing site, was selected by the military, at a time when there was considerable latitude, for its exceptional weather. Being on the leeward side of the island the site experiences less rain and more sunshine than much of this coastal region. The site is located at the geographic center of the only landscape Zone A available in Canada, and supports flora and fauna not found anywhere else in the country. As a result, the winters are considerably milder than anywhere else in Canada making it an attractive location to live, work, and retire.

Courtenay was voted the cultural capital of Canada in 2007 and hosts many festivals associated with the arts. It is also an exceptional recreational area with excellent waterfront access and a freshwater lake to provide an alternative for lake based water sports. Copious hiking trails and access to the natural environment makes the Comox Valley a preferred location for quality-of-life.

Preservation of Green Space

Project Market

The Harbour View Landing project is located in one of the most desirable sites in Canada, when contemplating climate and natural environment. Canada has a very small triangle of Zone A environment located in the very southwest corner of the country and Comox Valley is located in the center of this zone. The Comox Airport, located for its impeccable weather, is located only minutes from the site and provides access to vacation and resort destinations making Harbour View Landing attractive to snowbirds. A nearby recently announced 150 bed hospital with a budget of \$500 million also makes the site attractive for residents who could potentially utilize the services or alternatively be service providers.

Transportation Considerations

Community Consultation demonstrated early on in the Design Process that access to the Harbour View Landing multifamily site could not flow through Jackson Drive. Jackson Drive residents clearly indicated that while access to the large single-family sites could be accommodated, the traffic for the condominium project should be brought onto the site off Ellenor Road. It further indicated that large areas of parking would not be tolerated within the few corridors across site and ideally no paving would be provided.

In response to these early Community Consultation requests the site was designed restricting all access to the site from Ellenor Drive. Correspondence with the traffic authority gave rise to the present access detailing. Lay by lanes

were created ensuring that all traffic to and from the Powell River Ferry Terminal would be able to be accommodated unimpeded. All site pavement leading to the building was relegated to the area immediately off of Ellenor Road with only a minimal parking lot accommodating some of the visitor parking that grade. The balance of the parking is internal of the building, nominally at grade mitigating the need for excavation and subsurface parking. This internal parking environment also facilitates the unique building geometry which provides for a terraced design eliminating the tall vertical façade normally associated with a condominium project.

In order to achieve the street of firefighting access a concrete grid paver was provided around the perimeter of the site ensuring that the project was effectively protected for firefighting purposes. The grid pavers take on the appearance of grass, and as such do not create a negative aesthetic impact on the project. A pedestrian pathway snakes through the firefighting lane adding to the amenity and walking trail system. The emergency access also ties into the cul-de-sac at the end of Jackson Drive providing a second means of egress for emergencies and for emergency vehicles accessible only through knockdown bollards which will ensure that this access is used only for emergency purposes.

The resulting road network design provides a very simple and clean solution that meets the requirements of the community and provides the greatest aesthetic benefit possible. There is virtually no pavement on the site that falls within the view corridor of the existing residents maximizing the enjoyment of the entire community including the future residents of both the single-family lots and the condominium project.

Regional Pathway System

One of the key criteria identified early in the development of the design for Harbour View Landing was the preservation of green space and providing continuity in the forest reserve and Agricultural Land Reserve (ALR) lands contiguous with the site. This continuity has been maintained in a number of ways. The area at the back of the residential lots, along the southeast boundary, immediately adjacent to the Vineyard, will have the existing trees and green space maintained. A pathway system intertwined with a man-made creek will be maintained in this greenway in order to allow passage through the site and also to act as a connecting link for the wildlife that frequent the area.

The southeast half of the higher density lot contains a second growth Sitka Spruce forest and this area will be provided with a similar pathway and creek bed in order to allow for pedestrian continuity to the site and also to accommodate the wildlife, again providing them with continuity to the contiguous green space environments. In areas where the forest floor has particularly interesting flora and fauna, a raised boardwalk will be provided to protect the indigenous plants from pedestrian traffic.

During Community Consultation a connecting pathway from Jackson Drive, the pathway fronting the Vineyard, was requested by the residents in the area. This resulted in a redefining of the lots to accommodate a pathway through from Jackson Drive to the Vineyard. This pathway will also be heavily landscaped and maintained as a natural environment. Along Anderton Road a similar pathway system will allow for access to mailboxes for the Jackson Drive residents. These pathways will augment the network and ensure that Jackson Drive residents are effectively connected to the entire regional pathway system.

Equestrian Trail System

Community Consultations also lead to the desire for an equestrian trail connection for those who enjoy traveling by horseback. It is not optimal to blend pedestrian and equestrian activity, and as such a distinct pathway system was developed. This pathway has been carefully designed in the context of tying into the existing infrastructure ensuring that it can effectively perform its required function. The trail on the condo lands will be managed and maintained through the Strata Council in partnership with the local equestrian community.

Building Design

The building is designed with an unconventional geometry for a five-storey apartment building. Normally condominium apartments such as this have a vertical façade creating a very imposing aesthetic. This building is designed in a terraced form with each successive floor receding a substantial distance. These terraced areas are



designed to accommodate suite decks as an outdoor amenity for the suite owners. This design is unique and ensures that the building massing is not overpowering to adjacent residence and to the region as a whole.

In order to achieve the substantive base to accommodate each of these respective preceding floors the parkade has been accommodated at grade in the internal portions of the building. A single loaded corridor surrounds parkade allowing for direct access to the suites around the perimeter. This is a very convenient arrangement for residents who will live adjacent to these corridors as it gives them easy access from the vehicles to their suites. A concrete plaza provides a large amenity area for all of the residents of the project and smaller towers on this plaza allow for the footprint of each respective floor to continue to step accommodating the respective balconies on the successive floors. The upper most roof level of the building provides an outdoor garden amenity for the penthouse suites accessible by elevator which in combination with the scissor stairs is the only entities that project to this level. The scissor stairs, typically utilized in tower design, provide an economy of circulation space and ensure the two means of egress provided to each of the respective floors throughout the building. The concrete plaza creating the floor system of the third floor and above allows for conventional framing technology to be applied to the project mitigating expense allowing the investment to be applied where it can be seen and experienced.

Form and Character

The building's Form and Character is heavily influenced through the terraced design which dictates the overall geometry of the structure. In order to address the need for regional West Coast Architectural Design originally influenced through aboriginal architecture and further refined by architects such as Arthur Erickson who developed the post-and beam aesthetic, which has defined this regional genre has been employed on the project. This design aesthetic makes this project specifically and distinctly appropriate for its West Coast setting. The fact that the building successively steps in single-storey increments ensures that there is no vertical façade creating a negative building massing which is imposing to the region and to neighboring properties. Being heavily landscaped on all of these respective terraces ensures that the project blends into its environment making it virtually transparent.

Biophilia

Empirical study has recently provided evidence that established a link between. Contact with nature and the natural environment increasing our propensity for health and wellness. As we engage nature in our environment we increase our ability to heal and improve our health overall. Harbour View Landing is designed to embrace nature to the greatest degree. The building steps in one storey increments providing an opportunity to create substantive roof decks that will be heavily landscaped. These decks and the great outdoors will be accessible from each respective suite by large moveable partitions that bring the outside in and vice versa. For those who desire it, a track will provide for an ability to move a bed easily and efficiently to an outdoor environment. Roof top gardens over the penthouse suites will maximize the cooling potential for evaporative cooling and will provide full sized outdoor yard environments for the residents of the penthouse suites to enjoy. Similarly, the roof of the third level will be a shared outdoor garden environment for the entire facility.

In order to further benefit from the Biophilia effect, all of the materials in the building will be natural products that further contribute to well being and overall health. From natural bamboo and cork floorings to natural slate deck finishes, the combination of natural materials in concert with the heavily landscaped environment and the close proximity to the natural walking trails and the Sitka Spruce forest maintained on the property will all ensure the healthiest environment possible contributing to longevity and wellness for all who will residents

Site Servicing Considerations

The Regional Hospital recently announced for the Comox Valley will require servicing via a newly proposed service called the Greenwood Trunk, and is acting as an impetus to accelerating this service. This now means that Harbour View Landing can be serviced for conventional costs while at the same time allowing for servicing to additional sites between Harbour View Landing and the site of the Regional Hospital. In this way, Harbour View Landing, while benefiting from the Greenwood Trunk, will in turn also assist with facilitating its development.



Alternative Energy Solutions

Harbour View Landing will be designed in pursuit of LEED Silver Certification. All aspects of the design will be focused on providing an energy efficient and healthy environment. One of the key aspects of LEED that impacts the health of the spaces which will be created is as a result of incorporating products which are naturally occurring and low in VOC's.

In order to contribute to the health of the environment the project will be designed for a low per capita carbon footprint. Rather than the consumption of fossil fuels in the heating of the building Geo Exchange will allow for the project to store rejected heat all summer long in the ground far below with an ability to recapture it during the heating season.

Photovoltaic technology has advanced considerably in recent years, and the building will employ state of the art solar panels to capture the suns energy and redistribute it to the building in order to provide for some of the buildings electrical power requirements.

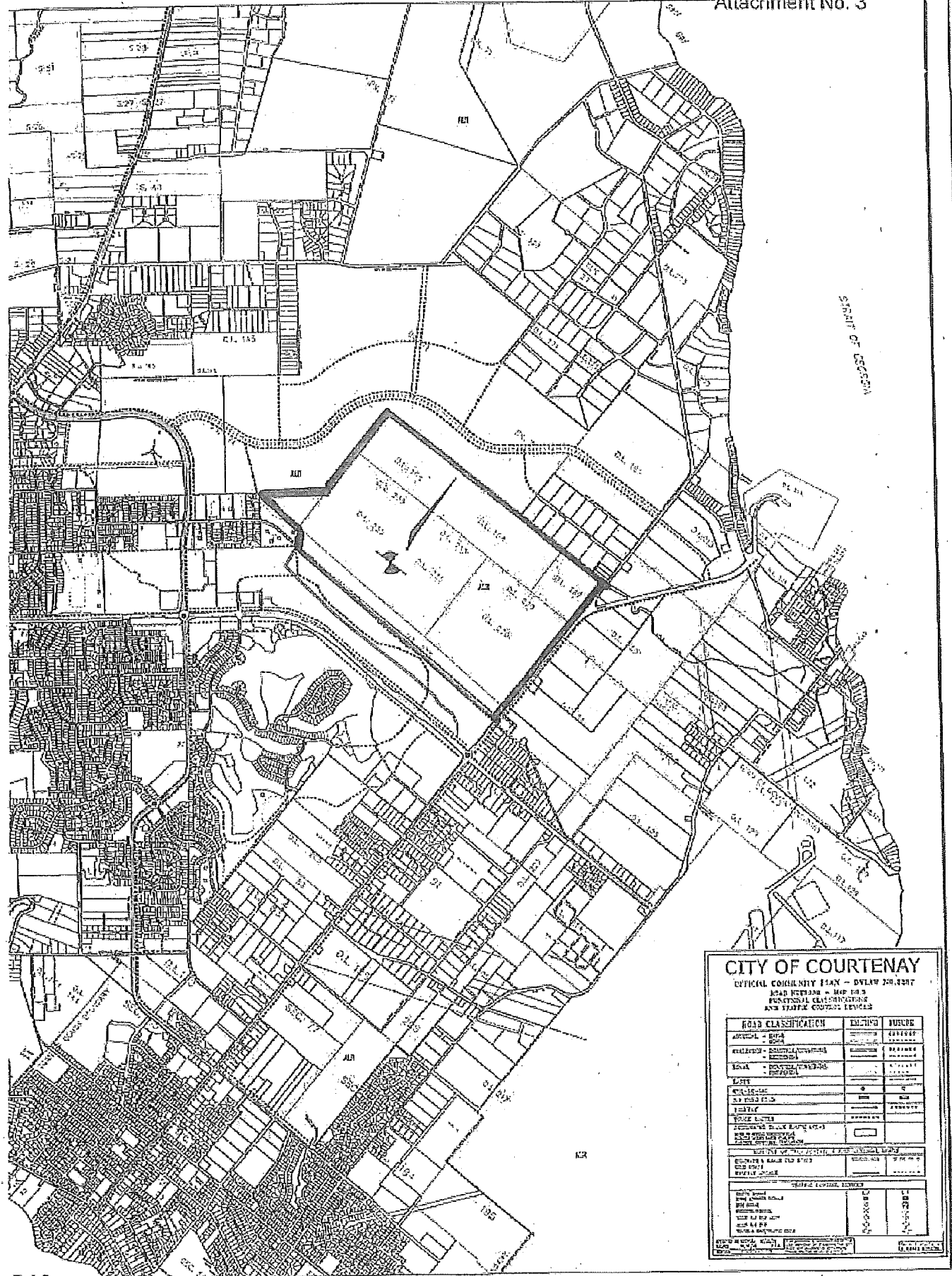
A predictable and stable breeze, ideal for electrical wind generation, drifts across the Georgia Strait and arrives at the Harbour View Site. This wind will be captured and be redistributed to the building in order to provide for a portion of the buildings electrical supply. That portion of the energy that is not required for the building will be injected into the BC Energy grid at a predetermined rate.

In order to conserve water the building will be fitted with a Lilac pipe system that will collect the water that escapes in the drain of the shower, vanities and lavatories. This water will be purified on site and reused in the flushing of toilets. This system will allow for a one third reduction in water consumption and a one third reduction in sewer capacity requirements. Any surplus water from the system will be used in irrigation.

Rainwater will be harvested to further augment the irrigation on site and will in turn contribute to the cooling of the building. Roof top gardens over the suites will be serviced with water supply in hot weather ensuring the health of the plants at those locations and providing a cooling effect through evaporative cooling.

Light tubes will contribute natural light to interior spaces and light shelves below the transom windows will ensure that daylight penetrates into the suites a maximum distance. This measure will also minimize electrical consumption and ensure that the building is highly energy efficient.





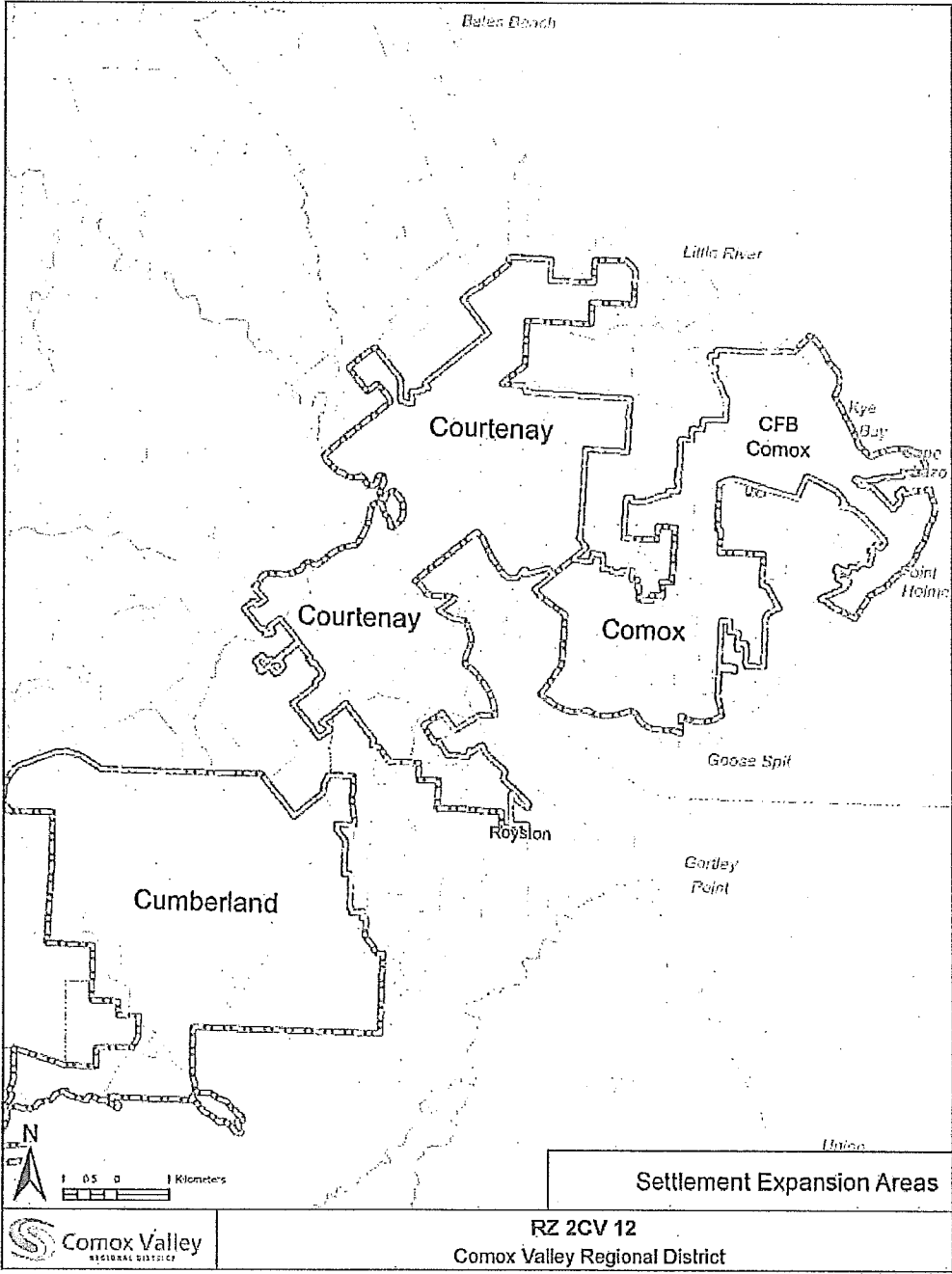


Figure 1: Settlement Expansion Areas pursuant to the RGS

THE CORPORATION OF THE CITY OF COURTENAY

4

REPORT TO COUNCIL

FROM: Director of Financial Services/Deputy CAO

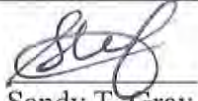
FILE #: 0550-20

DATE: March 6, 2013

SUBJECT: Event Liability Insurance: July 1st Canada Day Celebration Activities

CAO COMMENTS/RECOMMENDATIONS:

That the recommendation of the Director of Financial Services/Deputy CAO be accepted.


Sandy T. Gray

RECOMMENDATION:

That Council increase the July 1st committee event grant from the 2012 amount of \$16,000 to an amount of \$21,000 for 2013; and

That the increase of \$5,000 is provided to cover the premium cost for the July 1st Canada Day Event Liability Coverage Insurance Policy.

PURPOSE:

The review the request from the July 1st committee to have the City's liability insurers provide coverage for the July 1st event.

BACKGROUND:

On November 19th, 2012, the Chair of the July 1st event committee attended Council as a delegation to request that Council consider having the liability coverage for July 1st event covered by the City's insurer, the Municipal Liability Insurance Association of BC.

Subsequently, Council passed the following resolution:

"Moved by Winchester and seconded by Hillian that staff provide a report to Council regarding the insurance request from the July 1st Committee."

Carried

DISCUSSION:

Staff have researched and confirmed with our liability insurer, the Municipal Insurance Association (MIA) that the organizers and the City would have liability coverage through the City's MIA policy if the event committee were officially recognized as a Committee or Commission of Council.

The response from MIA in part follows:

"The definition of "Insured Party" will include:

Any board, greater board, commission, committee or council authorized under the BC Local Government Act, the Community Charter, the Vancouver charter, or any other act

or statute authorizing a local government to establish such entities, provided such entity

is established by bylaw but only to the extent that any such entity is carrying on business or providing services solely for or on behalf of a Subscriber or Subscribers in connection with the purpose for which the entity was established.”

This coverage language is new and took effect on January 1st, 2013.

The following possible courses of action were examined:

1. Establish a Council Committee or Commission

The Community charter stipulates:

Standing committees of council

141 (1) *The mayor must establish standing committees for matters the mayor considers would be better dealt with by committee and must appoint persons to those committees.*

(2) *At least half of the members of a standing committee must be council members.*

(3) *Subject to subsection (2), persons who are not council members may be appointed to a standing committee.*

Typically, committees are established to investigate, or research, and advise council. In practice a committee has limited ability to act independently of Council. A committee also requires council members to be on the committee.

The charter also allows for the establishment of a commission.

Municipal commissions

143 (1) *A council may establish and appoint a commission to do one or more of the following:*

(a) *operate services;*

(b) *undertake operation and enforcement in relation to the council's exercise of its authority to regulate, prohibit and impose requirements;*

(c) *manage property and licences held by the municipality.*

Under s. 143, a commission could be established to operate a service that consisted of managing the events of the annual July 1st celebration. The relationship is formal and the scope of operations, board structure, responsibility, reporting, accounting, authority to act, and a variety of other parameters would have to be defined in the establishing bylaw. There is no *requirement* for Council members to be members of such a commission.

While commissions may act with moderate independence from Council, their authority to act is delegated by Council.

If Council were to consider establishing the July 1st event committee as a Committee or Commission of Council, it is recommended that legal advice is obtained to clarify any changes in the City's liability due to the change in the relationship.

Currently the City is protected by inclusion as an “additional insured” in the July 1st Committee’s event liability insurance coverage policy.

2. Increase the Annual Financial Support provided to the July 1st committee

Council may choose to increase the annual contribution to the event committee to help offset the costs of the required liability insurance.

With this option in mind, it is proposed that Council increase the annual grant to the July 1st committee by an amount equal to cover the annual premium cost for the committee’s independent liability policy. This option does not require any change in what has been a successful relationship between Council and the event committee over the span of many years.

FINANCIAL IMPLICATIONS:

Creation of a new Council Committee or Commission may require the expense of seeking legal advice. It may also expose the municipality to increased liability risk.

The premium cost for the 2012 Event Liability Coverage Insurance Policy was \$4,870.00. The 2013 proposed budget already includes a provisional increase of \$2,000 in the annual grant to the July 1st committee. However, the annual grant provision would need to be increased by a further \$3,000 to provide the committee with total sufficient funds of \$5,000 to offset the anticipated cost of the 2013 policy premium.

From a financial perspective, this can be accomplished, and could be provided for in the “final” 2013-2017 Financial Plan.

STRATEGIC PLAN REFERENCE:

Goal 2: Support community initiatives and distinct neighbourhoods.

OCP SUSTAINABILITY REFERENCE:

n/a

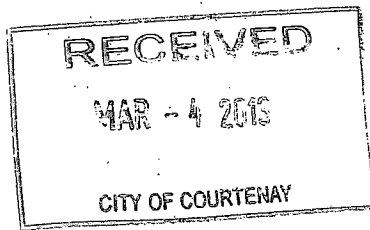
REGIONAL GROWTH STRATEGY REFERENCE:

n/a

Respectfully submitted,



Tillie Manthey, BA, CGA
Director of Financial Services/Deputy CAO



New Business

File: 30200-20/RUCP-05-03

Reference: 102832

February 28, 2013

John Ward
Director of Legislative Services
The Corporation of the City of Courtenay
Legislative Services Department
830 Cliff Ave
Courtenay BC V9N 2J7

Dear Mr. Ward:

Thank you for your letter of February 6, 2013, addressed to the Honourable Terry Lake, Minister of Environment, regarding the proposed Raven Underground Coal Project (proposed Project). I have been asked to respond as I am the lead for the environmental assessment (EA) of the proposed Project at Environmental Assessment Office (EAO).

I note that The Corporation of the City of Courtenay raised two principal issues with respect to the proposed Project:

- opposition to the continuation of the EA until the Province of British Columbia conducts comprehensive mapping of the potentially impacted aquifers; and,
- a request that the Province of British Columbia conduct an independent baseline study of the Baynes Sound intertidal and subtidal benthic infauna community adjacent to the proposed Project area.

I note that the issues of aquifer mapping, and conducting a baseline study of the Baynes Sound intertidal and subtidal benthic infauna community were raised by the Comox Valley Regional District, a member of the Working Group, during the development of the Application Information Requirements (AIR). EAO's Project Lead at the time the AIR was developed and finalized, considered all issues raised by Working Group members, First Nations and the public, including the appropriate requirements for collecting baseline information. The Project Lead, in consultation with the Working Group (which includes technical experts) and First Nations, determined that the language in the AIR would provide sufficient information to adequately assess the potential effects on groundwater and the marine environment at Baynes Sound.

.../2

The proposed Project is in the pre-Application phase of the EA process. Compliance Coal Corporation (Proponent) has advised EAO that it intends to submit an Application for an EA certificate (Application) in March 2013. At that time, EAO will evaluate the Application to determine if the Proponent has satisfied all the requirements established in the AIR that were issued by EAO to the Proponent in June 2012. If the requirements are met, the Application will be accepted for formal review under the *Environmental Assessment Act*.

If you have any questions, please contact me at 250-387-1447 or Shelley.Murphy@gov.bc.ca or Tracy James, Project Assessment Manager, at 250-387-9678 or Tracy.James@gov.bc.ca.

Yours truly,



Shelley Murphy
Executive Project Director.

cc: Rob Hajdu, Project Manager
Canadian Environmental Assessment Agency

Tracy James
Environmental Assessment Office

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2739

**A bylaw to establish the Cummings Road, Sheraton Road and
Lerwick Road water local area service and impose a parcel tax**

WHEREAS Council has initiated a local area service subject to petition against to install a water main and provide water service connections on Cummings Rd between Sheraton Rd and Lerwick Rd, and to those parcels on Sheraton Rd north of Cummings Rd up to and including 2635 Sheraton Rd pursuant to Section 213 of the *Community Charter*, S.B.C. 2003, c. 26;

AND WHEREAS Council has given notice of its intention to undertake a local area service pursuant to section 213 of the *Community Charter*;

AND WHEREAS the Corporate Officer has not received a petition against the works;

AND WHEREAS the Report to Council provided by the Director of Operational Services, approved by council August 2nd, 2011, has described the cost apportioning and cost recovery method for this local area service;

AND WHEREAS a council may, by bylaw, impose a parcel tax to provide all or part of the funding for a service pursuant to section 200 of the *Community Charter*, S.B.C. 2003, c. 26;

AND WHEREAS a council may, by bylaw, direct the preparation of a parcel tax roll for the purposes of imposing a parcel tax pursuant to section 202 of the *Community Charter*, S.B.C. 2003, c. 26;

THEREFORE BE IT RESOLVED that the Council in open meeting assembled enacts as follows:

1. This bylaw may be cited for all purposes as “Local Area Service Cummings/Sheraton Water Main Extension Bylaw No. 2739, 2013”.
2. The City of Courtenay here by establishes the Cummings Road water local area service to provide water service to parcels on Cummings Road between Sheraton Road and Lerwick Road in the City of Courtenay.
3. A water main, together with the necessary related appurtenances, service connections and road works (“the Works”) shall be constructed to service parcels on Cummings Road between Sheraton Road and Lerwick Road and on Sheraton Road between the intersection of Cummings Road and up to and including 2635 Sheraton Road in the City of Courtenay.

4. The local service area of the City for the benefit of which the Works are to be constructed, operated and maintained is defined by area shown outlined in dark outline in Appendix 1 which is attached to and forms part of this bylaw.
5. The costs for the works will be Forty Percent (40%) recovered as a local service tax imposed on the properties within the local service area. The remaining Sixty Percent (60%) of the costs will be funded using prior year surplus in the respective Water funds.
6. The Director of Operational Services has compiled the final costs relating to the works as shown in Appendix 2 which is attached hereto and forms part of this bylaw.
7. The works have been carried out under the supervision and according to the directions of the Director of Operational Services.
8. Upon Council's adoption of this bylaw, the Director of Financial Services shall prepare an assessment roll for each property within the local service area.
9. Upon Council's adoption of this Bylaw, the Director of Financial Services shall impose a local service tax on the owners of properties within the local service area as a parcel tax, as shown in Appendix 2.
10. The local service tax on each parcel shall be imposed as follows:
 - a. Nil for each parcel of land or real property for which the owners or prior owners have chosen to prepay the service fee(s) in full.
 - b. The local service tax on each parcel shall be payable by fifteen (15) annual instalments and shall be levied pursuant to Appendix 2.
11. Owners whose parcels are subject to the local area service tax under this bylaw may commute the special charges imposed on them by making a payment in cash in the sum of the outstanding aggregate principal amount without further interest or penalty.

Read a first time this 4th day of March, 2013

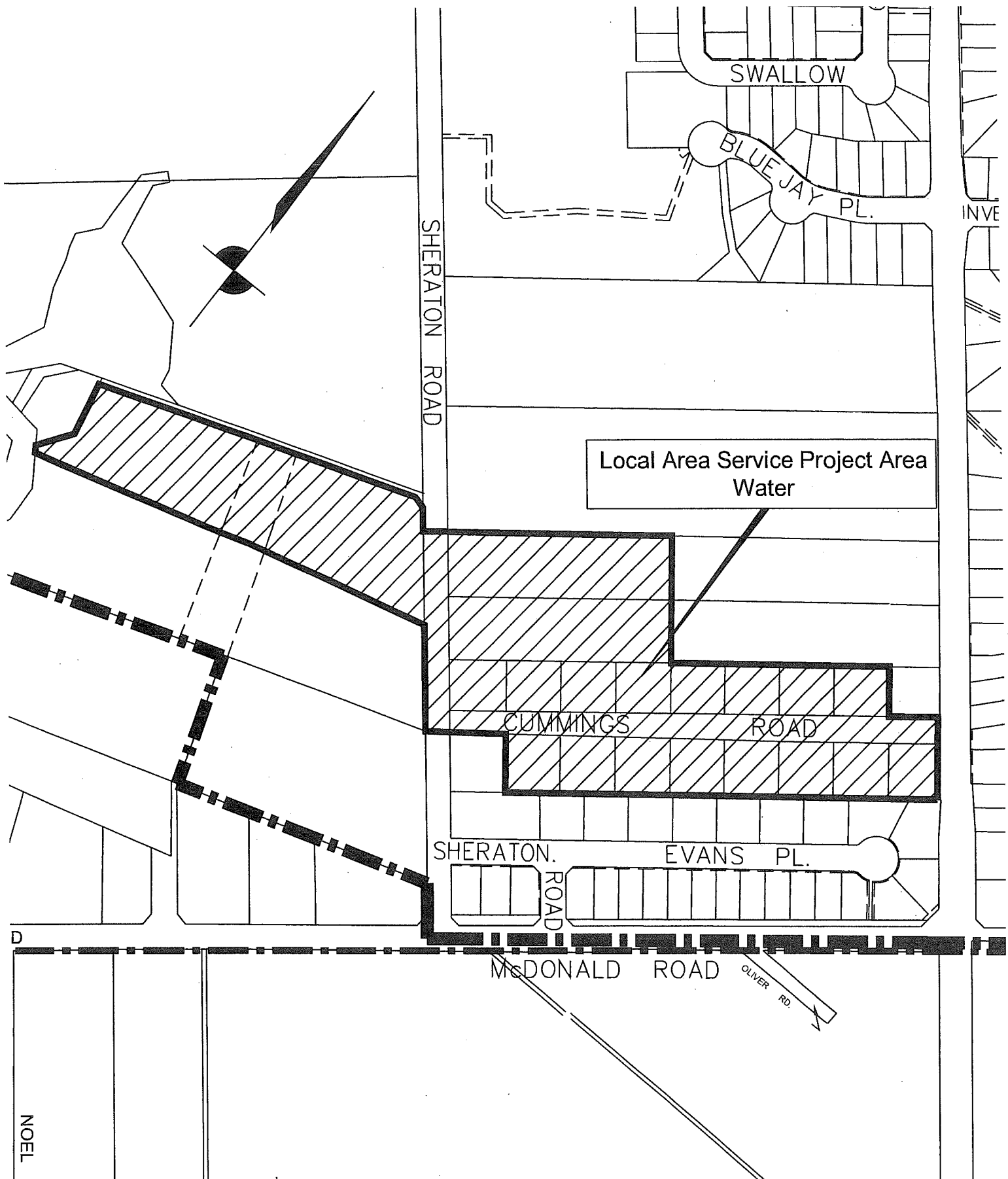
Read a second time this 4th day of March, 2013

Read a third time this 4th day of March, 2013

Reconsidered, finally passed and adopted this day of , 2013

Mayor

Director of Legislative Services



APPENDIX 1

Cummings Rd. Local Area Service Project Boundary -- Water

N.T.S.

CITY OF COURTENAY

Local Area Service Cummings/Sheraton Water Main Extension

Bylaw No. 2739, 2013

Pursuant to Section 213 of the Community Charter, I wish to advise in regard to following work as has been undertaken as a Local Area Service.

Location: Cummings Rd between Sheraton Rd and Lerwick Rd, and to those parcels on Sheraton Rd north of Cummings Rd up to and including 2635 Sheraton Rd

Cost Summary*

Engineering Design	
Sub-Total	\$10,482.50
Construction Management	
Sub-Total	\$9,437.50
Construction	
Sub-Total	\$195,102.42
Sub-Total	\$215,022.42
HST (1.75%)	\$3,762.89
Total	\$218,785.31

40% of final cost to be recovered as local service tax	\$87,514.12
40% of final cost divided evenly among 19 properties	\$4,606.01
CVRD CICC Bylaw/property	\$3,702.00
Final Local Service Tax per Parcel	\$8,308.01
Annual Payment over 15 years	\$599.21

* Final Costs calculated based upon works directly related to the installation of water main and service connections and 50% of the road reconstruction.

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2740

A bylaw to establish the Cummings Road, Sheraton Road and Lerwick Road sanitary sewer local area service and impose a parcel tax

WHEREAS Council has been petitioned to install a sanitary sewer main and provide sanitary sewer service connections on Cummings Road between Sheraton Road and Lerwick Road pursuant to Section 212 of the *Community Charter*, S.B.C. 2003, c. 26;

AND WHEREAS the Corporate Officer has certified that the petition received for the works does constitute a sufficient petition signed by majority of the owners, representing at least half of the value of the parcels that are liable to be specially charged;

AND WHEREAS the certified petition received by the Corporate Officer has described the cost apportioning and cost recovery method for this local area service;

AND WHEREAS it is deemed expedient to grant the petition in the matter hereinafter provided and proceed with the works;

AND WHEREAS A council may, by bylaw, impose a parcel tax to provide all or part of the funding for a service pursuant to section 200 of the *Community Charter*, S.B.C. 2003, c. 26;

AND WHEREAS a council may, by bylaw, direct the preparation of a parcel tax roll for the purposes of imposing a parcel tax pursuant to section 202 of the *Community Charter*, S.B.C. 2003, c. 26;

THEREFORE BE IT RESOLVED that the Council in open meeting assembled enacts as follows:

1. This bylaw may be cited for all purposes as "Cummings Road Sanitary Sewer Main Extension Local Area Service Bylaw No. 2740, 2013".
2. The City of Courtenay here by establishes the Cummings Road sanitary sewer main extension local area service to provide sanitary sewer service to parcels on Cummings Road between Sheraton Road and Lerwick Road in the City of Courtenay.
3. A sewer main together with the necessary related appurtenances, service connections and road works ("the Works") shall be constructed to service the parcels in the local area.
4. The local service area of the City for the benefit of which the Works are to be constructed, operated and maintained is defined by the area shown outlined in dark outline in Appendix 1, which is attached to and forms part of this By-Law.
5. The costs for the works will be 37% recovered as a local service tax imposed on the properties within the local service area. The remaining 63% of the costs will be funded using prior year surplus in the respective Sewer funds.

6. The Director of Operational Services has compiled the final costs relating to the works as shown in Appendix 2.
7. The works have been carried out under the supervision and according to the directions of the Director of Operational Services.
8. Upon Council's adoption of this bylaw, the Director of Financial Services shall prepare an assessment roll for each property within the local service area.
9. Upon Council's adoption of this bylaw, the Director of Financial Services shall impose a local service tax on the owners of properties within the local service area as a parcel tax, as shown in Appendix 2.
10. The local service tax on each parcel shall be imposed as follows:
 - a. Nil for each parcel of land or real property for which the owners or prior owners have chosen to prepay the service fee(s) in full.
 - b. The local service tax on each parcel shall be payable by fifteen (15) annual instalments and shall be levied pursuant to Appendix 2.
11. Owners whose parcels are subject to the local area service tax under this bylaw may commute the special charges imposed on them by making a payment in cash in the sum of the outstanding aggregate principal amount without further interest or penalty.

Read a first time this 4th day of March, 2013

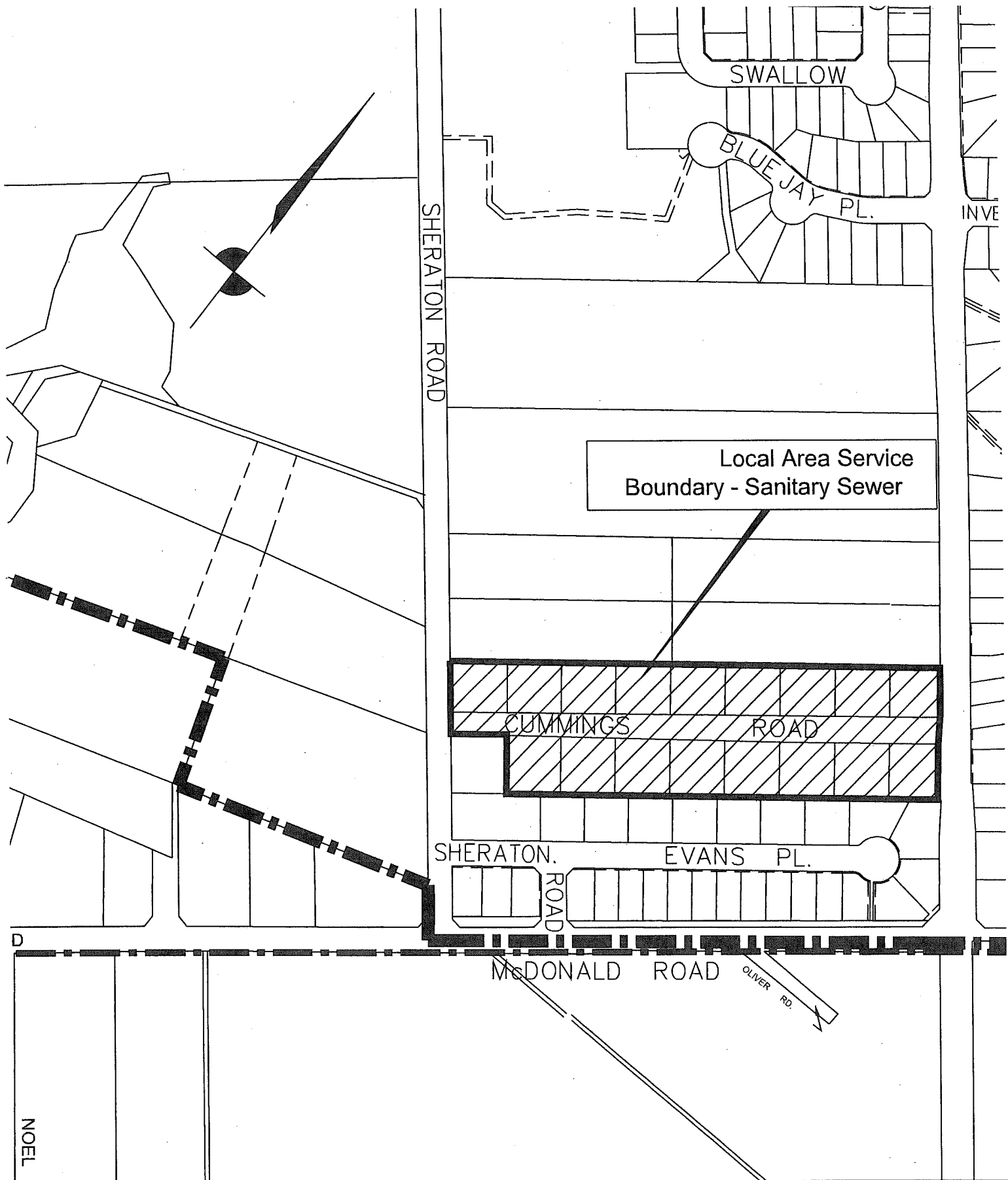
Read a second time this 4th day of March, 2013

Read a third time this 4th day of March, 2013

Reconsidered, finally passed and adopted this day of , 2013

Mayor

Director of Legislative Services



APPENDIX 1

Cummings Rd. Local Area Service
Project Boundary -- Sanitary
Sewer

N.T.S.

CITY OF COURTENAY

Local Area Service Cummings Road Sanitary Sewer Main Extension

Bylaw No. 2740, 2013

Pursuant to Section 213 of the Community Charter, I wish to advise in regard to following work as has been undertaken as a Local Area Service.

Location: Cummings Rd between Sheraton Rd and Lerwick Rd, and to those parcels on Sheraton Rd north of Cummings Rd up to and including 2635 Sheraton Rd

Cost Summary*

Engineering Design	
Sub-Total	\$4,837.50
Construction Management	
Sub-Total	\$9,437.50
Construction	
Sub-Total	\$165,370.39
Sub-Total	\$179,645.39
HST (1.75%)	\$3,143.79
Total	\$182,789.18

37% of final cost to be recovered as local service tax \$67,632.00

37% of final cost divided evenly among 17 properties \$3,978.35

Final Local Service Tax per Parcel \$3,978.35

Annual Payment over 15 years \$286.93

* Final Costs calculated based upon works directly related to the installation of sanitary sewer main and service connections and 50% of the road reconstruction.