

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

DATE: March 2, 2015
PLACE: City Hall Council Chambers
TIME: 4:00 p.m.

1.00 ADOPTION OF MINUTES

1. Adopt February 16, 2015 Regular Council and February 23, 2015 Committee of the Whole meeting minutes

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

Pg#

1. CVRD Staff Members: Marc Rutten, GM Engineering Services, Dave Leitch, Senior Manager of Water/Wastewater Services and Wendy Byrne, Manager of Financial Planning re: 2015-2019 C. V. Water and C.V. Sewer Financial Plans

4.00 STAFF REPORTS/PRESENTATIONS

Pg #

(a) CAO and Legislative Services

- 1 Braidwood Housing Project Revised RFP
- 39 2. CVRD Transit

(b) Community Services

(c) Development Services

- 57 3. Development Permit No. 1412 – 907-5th Street

(d) Engineering and Operations

(e) Financial Services

- 81 4. Parcel Tax Review Panel - 2015

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

7.00 REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES

8.00 RESOLUTIONS OF COUNCIL

1. In Camera Meeting

That notice is hereby given that a Special In-Camera meeting closed to the public will be held March 2, 2015 at the conclusion of the Regular Council meeting pursuant to the following sub-sections of the *Community Charter*:

- 90 (1)(g) litigation or potential litigation affecting the municipality; and
- 90 (1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

9.00 UNFINISHED BUSINESS

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

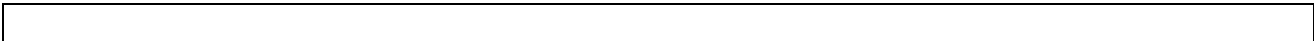
12.00 BYLAWS

For Third Reading

83

1. "Zoning Amendment Bylaw No. 2659, 2011"
(to amend the MU-2 Zone, 1930 & 1950 Cliffe Ave. and 110-19th St)

13.00 ADJOURNMENT





THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 5040-20

From: Chief Administrative Officer

Date: March 2, 2015

Subject: Braidwood Housing Project Revised RFP

PURPOSE:

The purpose of this report is to present a revised Draft Request for Proposals (RFP) for the Braidwood Housing Project, and obtain Council direction to issue the RFP, evaluate the submitted proposals, and recommend a qualified proponent to Council.

POLICY ANALYSIS:

The selection of a qualified proponent to build and operate the Braidwood Housing Project has been identified as Council's number one priority in the City's 2013 Strategic Priorities Report.

RECOMMENDATION:

THAT based on the March 2nd 2015 staff report "Braidwood Housing Project Revised RFP", Council Approve in Principle the revised RFP, and DIRECT STAFF to proceed with OPTION 1, and invite qualified non-profit societies or groups to submit a proposal to develop and operate an affordable or supportive housing project at 810 Braidwood Road for persons and/or households in need of adequate and affordable housing in the Comox Valley; and

THAT the Braidwood Housing Project Working Group review the qualified proposals, and recommend a preferred proponent to Council as soon as possible after the RFP closing date of April 28th 2015.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

At a Regular Open Council Meeting held on January 12th 2015, Council received a staff report (link to January 12th 2015 agenda and full report attached) that included the following recommendation:

THAT based on the January 12th 2015 staff report “Braidwood Housing Project RFP”, Council DIRECT STAFF to proceed with OPTION 1, and issue a Request for Proposal for the City property located at 810 Braidwood Road that invites qualified non-profit organizations or groups to submit a proposal for the construction and operation of a housing project that addresses a wide range of in-need and at-risk tenants; and

THAT the Braidwood Housing Project Working Group review the qualified proposals, and recommend a preferred proponent to Council as soon as possible.

Discussion focused on some of the language in the draft RFP, including:

1. Inclusion of language that identified supportive housing as a preferred option, while not eliminating other affordable housing proposals;
2. Possible legal and liability issues related to the use of funds the City used to purchase the Braidwood property with part of the proceeds from the sale of the properties at 865, 877 and 889 Cliffe Avenue;
3. Review of the draft RFP scoring matrix; and,
4. Including a staff representative from Island Health (Vancouver Island Health Authority) on the Braidwood Working Group

Council subsequently passed the following resolution:

Moved by Hillian and seconded by Frisch that Council direct staff to revise the draft Request for Proposals for the City property located at 810 Braidwood Road.

DISCUSSION:

Following the January 12th 2015 Council meeting, the CAO and the Social Planning consultant tasked with preparing the Braidwood Housing draft RFP undertook the following actions:

- ✓ Revised the draft RFP and scoring matrix to include supportive housing;
- ✓ Contacted representatives from the Comox Valley Network Association of Registered Nurses, and AHERO to provide them with an opportunity to comment on the revised draft RFP and scoring matrix;
- ✓ Obtained a legal opinion regarding letters (as attached to this report) from the Village of Cumberland and CVRD related to the use of funds from the sale of the properties at 865, 877 and 889 Cliffe Avenue;

- ✓ Attended a February 5th 2015 AHERO meeting to review the revised draft RFP and discuss other issues related to the Braidwood Housing Project;
- ✓ Received comments from BC Housing on the revised draft RFP; and
- ✓ Confirmed participation by Island Health staff on the Braidwood RFP Working Group.

Staff have confirmed with the City's lawyer that the City would be correct in stating that, "The City is of the view that its purchase of 810 Braidwood Road and issuance of the RFP are consistent with the CVRD's requirement and the former s. 219 covenant, namely that the Cliffe properties, or proceeds from the sale of those properties, be used for emergency shelter and /or supportive housing purposes."

Staff recommend that a letter be sent to the Village of Cumberland in response to their January 15th 2015, along with a copy of the March 2nd 2015 staff report and revised RFP.

Based on the above, staff believe that the revised RFP addresses the issues identified by Council and as outlined in this report, and are recommending that the RFP be advertised with a closing date to receive proposals by no later than April 28th 2015. The RFP Working Group will then evaluate the qualified proposals and make a recommendation to Council.

The four member Working Group is chaired by John Jessup, and members include Jim Spinelli, Vancouver Island Board member of the BC Non-Profit Housing Association, and Ian Buck, Manager of Planning for the City of Courtenay. City staff have recently confirmed that Island Health will participate on the RFP Working Group, and that Lisa Murphy (Acting Manager, Mental Health & Substance Abuse) will be the staff representative.

FINANCIAL IMPLICATIONS:

In July 2013, BC Housing confirmed that they made \$50,000 available to the City, in a Proposal Development Fund (PDF) loan, to assist in the planning and development of a supportive housing proposal for this site. A portion of the funds committed by BC Housing can be used towards the development of the RFP and the process of selection of the non-profit operator. To date \$7,890 has been spent of the \$10,000 approved in the Social Housing Consultant contract.

Approval of a 60-year lease of the City-owned Braidwood Road site for \$10 per year pre-paid rent, will require a two-thirds majority of Council. However, forgiveness of development permit and building permit fees and DCC's will require the City to identify an alternate source of funding for this purpose. The Director of Development Services advises that DP and DVP fees of \$4,500, building permit fees of \$7.50 per \$1,000 of construction value (\$30,000 for a \$4.0 million construction value), and DCC's in the range of \$375,000 would apply.

Options for covering these costs require further consideration, and could include sourcing funds from the City's host gaming funds, Affordable Housing Amenity Reserve, and/or funds held in the Land Sale Reserve. As of this date, the following balances are retained in these funding sources:

<u>Funding Source</u>	<u>Funds Available</u>
1. Host Gaming Funds	Distribution Category – Social/Societal Initiative \$50,000.
2. Affordable Housing Amenity Reserve	\$271,000
3. Land Sale Reserve	Net amount remaining from sale of Cliffe Avenue Properties and subsequent purchase of Braidwood Property \$84,000

As outlined in the revised draft RFP, additional and yet to be determined costs may apply;

Also, before leasing the site to the successful proponent, the City will undertake at no cost to the proponent a hazmat survey of the existing single-family house on the site, a phase 1 environmental site assessment of the property, and a civil engineering analysis of the capacity of the water main, storm drain and sanitary sewer serving the site. The City will undertake to pay the extra cost of demolishing the house due to the presence of hazardous materials, to pay the cost of environmental remediation should this be required as a result of the phase 1 ESA findings, and to pay the cost of upgrading water, storm and sanitary services to the property should this be required to adequately service the proposed development. It is also appreciated that if these costs are unreasonable in the sole discretion of the City, the City reserves the right to withdraw the site from development prior to executing the lease.

ADMINISTRATIVE IMPLICATIONS:

The CAO is the project lead, and works directly with the consultant. Additional support is received from Development Services staff and was included in the 2014 corporate work plan. A total of 24 staff hours are estimated to be required in 2015.

STRATEGIC PLAN REFERENCE:

The selection of a qualified proponent for the Braidwood Housing Project has been identified as Council’s number one strategic priority for 2015.

OFFICIAL COMMUNITY PLAN REFERENCE:

- ✓ The provision of non-profit housing as a means of increasing the supply of rental housing is strongly encouraged. Preference is for affordable and social housing to be dispersed throughout the City and not concentrated in one area.
- ✓ Ensure the provision and integration of special needs and affordable housing.
- ✓ Encourage housing opportunities and convenient community services for individuals having special housing requirements.

REGIONAL GROWTH STRATEGY REFERENCE:

- ✓ Ensure a diversity of housing options to meet evolving demographics and needs.

- ✓ Encourage residential multi-unit or multi-lot developments to contribute to affordable housing options including, but not limited to a range of unit sizes and types, lot sizes, multifamily or attached-unit buildings, rental units and secondary suites. These contributions could take the form of land, cash, buildings or other such items as supported by the local governments.

PUBLIC ENGAGEMENT:

Two Braidwood Neighbourhood Open Houses were held on April 23 and 24, 2014. Additional public engagement will be required to be undertaken by the selected proponent.

OPTIONS:

OPTION 1 - Council Approve in Principle the revised RFP, and DIRECT STAFF to invite qualified non-profit societies or groups to submit a proposal to develop and operate an affordable or supportive housing project at 810 Braidwood Road for persons and/or households in need of adequate and affordable housing in the Comox Valley; and

THAT the Braidwood Housing Project Working Group review the qualified proposals, and recommend a preferred proponent to Council as soon as possible after the RFP closing date of April 28th 2015.

OPTION 2 - Council DIRECT STAFF to revise the draft Request for Proposals for the City property located at 810 Braidwood Road.

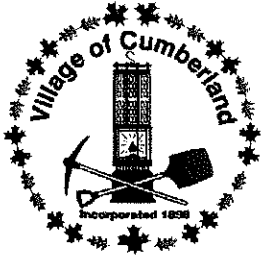
Prepared by,



David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

Attachments:

1. *Staff Report, "Braidwood Housing Project RFP", January 12th 2015 - http://www.courtenay.ca/assets/City~Hall/Council/Agendas/2015/2015-01-12_Council_Agenda.pdf ;*
2. *Letter from the Village of Cumberland regarding Braidwood Housing Project, January 15th 2015; and*
3. *Letter to Village of Cumberland Mayor and Council from Bruce Jolliffe, Chair CVRD, January 26th 2015;*
4. *Revised Braidwood Housing Project RFP, February 2015*



Corporation of the Village of Cumberland

2673 Dunsmuir Avenue
P.O. Box 340
Cumberland, BC V0R 1S0
Telephone: 250-336-2291
Fax: 250-336-2321
cumberland.ca

File No. 0400-60

January 15, 2015

By email: jward@courtenay.ca

Mayor and Council
City of Courtenay
830 Cliffe Avenue
Courtenay BC V9N 2J7

Dear Mayor Jangula and Council,

Re: Braidwood Housing Project

As the City of Courtenay prepares to issue a request for proposals for the Braidwood Housing Project, the Council of the Village of Cumberland requests that the City provide confirmation that the conditions of the 2013 transfer of property and funds from the CVRD to the City of Courtenay for the purpose of developing an emergency shelter and/or supportive housing are being met. The provision of supportive services to enable residents to live independently was a key provision in the transfer of the property and funds.

Concerns have been raised that the original intent of the CVRD to provide an emergency shelter and supportive housing has progressively deteriorated over the years to the point where it was recently suggested that only affordable housing be developed due to funding shortages. Council trusts that the City of Courtenay will abide by the agreement and make certain that the intent to provide an emergency shelter and/or supportive housing is not lost.

Yours sincerely,

Leslie Baird
Mayor

c. Mayor and Council, City of Comox

Office of the Chair

600 Comox Road, Courtenay, BC V9N 3P6
Tel: 250-334-6000 Fax: 250-334-4358
Toll free: 1-800-331-6007
www.comoxvalleyrd.ca



File: 5040-01

January 26, 2015

Sent via email only: Mayor.Baird@cumberland.ca
info@cumberland.ca

Mayor Baird and Council
Village of Cumberland
2673 Dunsmuir Avenue, Box 340
Cumberland, BC V0R 1S0

Dear Mayor Baird:

Re: Braidwood Housing Project

Thank you for your letter dated January 15, 2015 regarding the proposed request for proposals being considered by the City of Courtenay. In your letter, you have asked that the “CVRD provide confirmation that the conditions of the 2013 transfer of property and funds from the CVRD to the City of Courtenay for the purpose of developing an emergency shelter and/or supportive housing are being met.” The letter goes further to state that Cumberland “council trusts that the board will ensure that the city abides by the agreement and make certain that the intent to provide an emergency shelter and/or supportive housing is not lost.”

Below is a chronology of the transfer and disposition of the Cliffe properties and VIHA funds, including reference to the section 219 covenant, which was discharged in August 2013 prior to the City disposing the property.

• May 29, 2012: CVRD board resolution:

WHEREAS housing affordability and homelessness in the Comox Valley continue to be challenging issues where all partners have worked hard in whatever ways they can towards finding solutions;

AND WHEREAS the Comox Valley Regional District purchased properties at 865, 877 and 889 Cliffe Avenue to provide land for an emergency shelter and supportive housing;

AND WHEREAS the City of Courtenay is the local government that will manage development processes related to the Cliffe Avenue properties and the City of Courtenay is best able to make decisions regarding emergency shelters and supportive housing inside the City of Courtenay that will most directly impact neighbouring properties and its own citizens;

NOW THEREFORE BE IT RESOLVED THAT the Comox Valley Regional District transfer the properties at 865, 877 and 889 Cliffe Avenue to the City of Courtenay for one dollar on the condition that the properties, or proceeds from the properties should the City of Courtenay dispose of the properties, be used for emergency shelter and supportive housing purposes as originally intended when the CVRD purchased the properties under Bylaw No. 52 being “Emergency Shelter and Supportive Housing Land Acquisition Service Establishment Bylaw No. 52, 2009”;

AND FINALLY THAT a minimum of \$100,000 from the Vancouver Island Health Authority 2012 grant be transferred to the City of Courtenay to assist with the development of an emergency shelter and supportive housing.

- November 27, 2012: CVRD board approves purchase contract and forwards to Courtenay for consideration.
- January 22, 2013: CVRD board resolution at in-camera, board rose and reported on
 THAT the purchase agreement to transfer the CVRD-owned lots at 865, 877 and 889 Cliffe Ave. to the City of Courtenay, including the section 219 covenant, as attached to the January 22, 2013 in-camera board agenda be approved;
 AND FURTHER THAT the board:
 - a) rise and report on the purchase contract and
 - b) conduct the required public notice of disposition; AND FINALLY THAT the chair of the board and corporate legislative officer be authorized to execute the contract following the public notice.
- August 8, 2013: City of Courtenay letter requesting discharge of section 219 covenant. Includes council motion that sale proceeds be deposited in land sale reserve account for the development of an emergency shelter and/or supportive housing elsewhere pursuant to the section 219 covenant currently registered on the lands
- August 14, 2013: CVRD discharges section 219 covenant from Cliffe properties.

From this chronology, you can see that the CVRD and City of Courtenay agreed to the Cliffe properties transfer on the condition that the properties, or proceeds from the sale of the properties, be used for the development of an emergency shelter and/or supporting housing. At this time, there is no legal instrument between the CVRD and the City of Courtenay regarding the reserve funds and the use of those funds would be at the discretion of the City of Courtenay. I hope this answers your questions on this matter.

Sincerely,



Bruce Jolliffe
Chair

cc: Mayor and Council, City of Courtenay
Mayor and Council, Town of Comox

LOGO

City of Courtenay

Request for Proposals

to

Non-Profit Societies

**For Development and Operation of an Affordable or
Supportive Housing Project**

at

810 Braidwood Road

in the

City of Courtenay

February 2015

CITY OF COURTENAY

Request for Proposals

Issued: March 3, 2015

Closing Date and Time

Submissions must be received by

2:00pm Pacific Daylight Savings Time on Tuesday, April 28, 2015

Closing Location and Address

Attention: Mr. David Allen, CAO, City of Courtenay

***RFP for City-owned 810 Braidwood Road Affordable or Supportive
Housing Site***

830 Cliffe Avenue

Courtenay, BC

V9N 2J7

Email or Faxed Submissions will not be accepted

All Enquiries regarding this RFP should be directed to:

John Jessup, Social Planning Consultant, City of Courtenay by email

only at

John_Jessup@shaw.ca

TABLE OF CONTENTS

- 1. INTRODUCTION**
 - 1.1 Background**
 - 1.2 Municipal and Provincial Commitments and Objectives**
 - 1.3 Site Information and Context**

- 2. REQUEST FOR PROPOSALS**
 - 2.1 Request**
 - 2.2 Roles**
 - 2.3 Society's Scope of Services**

- 3. REQUEST FOR PROPOSALS SUBMISSION REQUIREMENTS**
 - 3.1 Contact Information**
 - 3.2 Letter of Committal**
 - 3.3 Board Resolution**
 - 3.4 Housing Targeting Profile**
 - 3.5 Society Competency and Capacity Profile**

- 4. EVALUATION AND DEVELOPMENT APPROVAL PROCESS**
 - 4.1 Evaluation**
 - 4.2 Project Approval Process – Stages**

- 5. ADMINISTRATIVE ISSUES**
 - 5.1 Freedom of Information**
 - 5.2 Expenses**
 - 5.3 Disclaimer**
 - 5.4 Submission Protocol**

APPENDIX 1: Housing Targeting Group Scoring Matrix

APPENDIX 2: Society Competency and Capacity Scoring Matrix

APPENDIX 3: Checklist

APPENDIX 4: Submission Form

APPENDIX 5: Sample Letter of Committal

APPENDIX 6: Sample Board Resolution

1. INTRODUCTION

1.1 Background

The City has acquired a site at 810 Braidwood Road with an area of 1617 square meters (17,405 square feet) within walking distance of amenities, shopping and the downtown. There is a large, older single family dwelling on the site. The site is zoned Residential Four Zone (R-4) with a maximum Floor Area Ratio (FAR) of 1.2 for apartments and a maximum building height of 14 meters (46 feet). This would allow development of a 4 storey apartment building with a maximum gross floor area of $(1.2 \times 1617\text{m}^2)$ 1940 square meters or 20,886 square feet. The City has determined however that a maximum 3 storey apartment building would be more appropriate for this site, given its limited size and the close proximity of existing multiple residential buildings.

This RFP is intended to secure a proposal from a non-profit society to develop and operate an affordable or supportive housing project for persons and/or households in need of adequate and affordable housing in the Comox Valley.

An important City requirement of this RFP is a Community Engagement Strategy. The successful proponent is expected to design such a strategy in consultation with the City and lead this strategy as part of the neighborhood planning process for the project.

1.2 Provincial and Municipal Commitments and City Objectives

The objective of this RFP is to engage a non-profit society to develop and operate an affordable or supportive housing project on the City-owned 810 Braidwood Road site.

The successful proponent will have strong partnership abilities and a proven track record in operating affordable or supportive housing projects for the tenant group(s) proposed. In order to provide a range of housing solutions and services, the Society may wish to partner with other service providers (public agencies and non-profit organizations) and complete a joint submission for the project wherever possible.

The Province has provided through BC Housing a \$50,000 Proposal Development Funding (PDF) loan for the design and development of an affordable or supportive housing project on the City-owned 810 Braidwood Road site. Ten thousand dollars (\$10,000) of this loan has been allocated by the City to hire a Social Planning Consultant to prepare an RFP to non-profit societies to develop and operate an affordable or supportive housing project on the site. This

portion of the loan included an assessment of housing needs in the Comox Valley, a neighborhood consultation process in and around the subject site and the preparation and administration of the RFP. Once the Society has been selected through this RFP process, the Society is expected to pursue funding opportunities based on their proposed model. Capital financing may be available through BC Housing's CPI (Community Partnership Initiative) program and would be dependent on a review of the business plan and long-term financial sustainability of the project. Potential applicants are encouraged to visit BC Housing's website at: www.bchousing.org/Partners/Opportunities/Current/CPI for more information on the CPI program. Approval of this financing is not a requirement of this RFP.

The terms of reference for the project include a wide range of target groups in need of affordable or supportive housing in the Comox Valley. This could include a variety of models along the housing continuum, from supportive housing to affordable rental. Some options to assist in project viability which the proponent may consider include rent supplements which target some groups to allow them greater choice in where they live. Rent supplements which bridge the gap between 30% of gross income or the BC Benefits shelter allowance, are currently available for seniors over 60 years of age (SAFER), and working poor families not on BC Benefits income assistance (RAP) and individuals at risk of homelessness (HOP and HPP).

The City will enter into a Memorandum of Understanding (MOU) with the successful proponent chosen to develop and operate the project. This will include a rent free 60-year lease of the site to the successful proponent. In addition, the City will pay 100% of the DCC's (Development Cost Charges) applicable for a new construction project on the site. The City will also consider paying for municipal fees and charges for development permit and building permit and connection fees for municipal services for the project.

Should the financial viability of the proposed project require the forgiveness of property taxes, the City would consider this possibility on a time limited basis, i.e. for 5 or 10 years, after which property taxes would be phased in gradually over time to ensure continued financial viability of the project.

Also, before leasing the site to the successful proponent, the City will undertake at no cost to the proponent a hazmat survey of the existing single-family house on the site, a phase 1 environmental site assessment of the property, and a civil engineering analysis of the capacity of the water main, storm drain and sanitary sewer serving the site. The City will undertake to pay the extra cost of demolishing the house due to the presence of hazardous materials, to pay the cost of environmental remediation should this be required as a result of the phase 1 ESA findings, and to pay the cost of upgrading water, storm and sanitary services to the property

should this be required to adequately service the proposed development. It is also appreciated that if these costs are unreasonable in the sole discretion of the City, the City reserves the right to withdraw the site from development prior to executing the lease.

1.3 Site Information and Context

Municipal Address	810 Braidwood Road
Legal Description	Lot 1, Section 16, Comox District, Plan 27169
Present Use	Single-Family Dwelling
Area	Approximately 0.40 acres
Zoning	R-4 Residential Four Zone

Area Zoning and Subdivision Plan Showing Subject Site

The site is zoned R-4 Residential Four Zone which supports multi-residential buildings, as well as a facility for adults with a disability, and daycare. A multi-residential building means an apartment dwelling, cluster housing or townhouse dwelling. A facility for adults with a disability means a facility that is operated by a non-profit society or private contractor either licensed or under permit from the Provincial Government and funded by the Ministry of Social Services and Housing, whose purpose is limited to the provision of a daycare program for the purpose of counselling, teaching and job training for adults with a disability. Daycare means a facility providing group day care, family day care, nursing school, child minding, out of school care, or specialized care in accordance with the provisions of the Community Care Facilities Licensing Act.

The single-family dwelling on the site is currently rented to a single family with children. A relocation plan for the existing tenant must be included as part of the RFP submission.

Repurposing of the existing building on the site is possible but not preferred.

The selected Society is expected to take the lead in all capacities in the neighborhood and city public participation process, including representations to the media, the public and other levels of government.

2. REQUEST FOR PROPOSALS

2.1 Request

The City of Courtenay invites non-profit societies to submit a proposal to design, develop and operate an affordable or supportive housing project on the City-owned 810 Braidwood Road site.

The housing project can be targeted to a single tenant group in need or at risk of not having access to adequate and affordable housing. Or, the housing project could be targeted to a compatible mix of tenants who are homeless or at risk of homelessness. Need must be demonstrated. And, compatibility among diverse target groups, if applicable, must be justified.

The Residential Four Zone (R-4) requires that all housing units be self-contained dwelling units, including sleeping, sanitary and cooking facilities. The building will need to accommodate people with disabilities and be wheelchair accessible.

The number of units proposed must take into consideration the size of units and the development capacity of the site. The City will not support a building on this site over 3 stories and/or 30 units.

Residential units and related residential amenities may occupy the ground floor such as a gathering space for tenants, community kitchen, and suite for live-in manager. The Residential Four Zone (R-4) limits social service uses to day care and a facility for adults with a disability.

The building will have to meet the requirements of the City of Courtenay building bylaw and zoning bylaw and all other municipal permitting requirements. Further, the City of Courtenay encourages sustainability initiatives that demonstrate LEED and/or Built Green construction standards.

Appendix 4 is the Submission Form required to be completed in response to this RFP.

2.2 Roles

The successful proponent will take the lead in developing a proposal to design, build and operate an affordable or supportive housing project on the site. Support services, if required by the targeted residents of the project, would be provided on-site by non-profit organizations or government agencies wherever possible. Partnerships with other private non-profit and public agency service providers may therefore be part of the RFP proposal. Joint proposals are encouraged wherever possible.

The successful proponent role will be to provide:

1. Leadership and direction in designing an efficient and attractive building, a staffing and programming model and a sustainable business plan to operate the project on a long term basis;
2. Tenants with rental housing including privacy, safety and the ability to exercise their independence within the guidelines set out in a tenancy agreement;
3. Supervision and maintenance of on-site amenities necessary to provide tenants with a complete home environment;
4. Coordination of support services provided by other local public agencies or non-profit organizations;
5. Property management services to maintain the building to an acceptable and appropriate standard and delivered with an understanding of and commitment to the tenant group(s) intended to occupy the housing.

The City will assign a staff person to help the successful proponent work through the development process at the City.

2.3 Society's Scope of Services

The scope of services that the successful proponent will be expected to provide in the development and operation of the housing is summarized below.

- The successful proponent will take on the role of project developer. This will include directing project design and leading any public consultation process such as neighborhood open houses required by the City.
- In addition to project design, the successful proponent will be responsible for property management, support services coordination, and financial planning.

- Proponents may choose to explore innovative possibilities for providing on site services utilizing existing community resources in order to meet the priority need for housing in Courtenay. This may lead some proponents to target their housing to residents who are capable of independent living without on-site support. Or, alternatively, other proponents may choose to target their housing to include some residents who could live independently with minimum to moderate support provided off-site by another organization or agency in partnership with the successful proponent. However, if this were the case, the successful proponent would be, at a minimum, responsible for support services coordination appropriate to the needs of those residents being housed. If such a partnership is contemplated by the proponent, a letter of understanding would be required between the housing operator and the support services provider as part of the RFP submission.
- The successful proponent will be responsible for financial planning. The first step in financial planning will be the preparation of preliminary capital and operating budgets as part of the business plan included with the RFP submission.
- The successful proponent will be responsible for liaising with the City of Courtenay to negotiate a 60-year lease at no cost to the Society. The successful society will also be responsible for seeking City guarantees that the subject site is clean and stable, and the existing building on the site contains no hazardous materials. Negotiating with the City to obtain a commitment from the City to pay DCC's, permit and connection fees, and possible forgiveness of property taxes for 5 to 10 years, will also be the responsibility of the successful proponent as part of the financial planning for the project.

3. REQUEST FOR PROPOSALS SUBMISSION REQUIREMENTS

Information must be provided in the order listed below and as outlined in Appendix 3.

3.1 Contact Information

A completed form as contained in Appendix 4 providing contact information for the Society and Service Providers must be included in the Submission.

3.2 Letter of Committal

A letter from the Society committing to the terms of the RFP must be included in the Submission. An example is included in Appendix 5.

3.3 Board Resolution

A copy of a resolution by the Society's Board of Directors or Executive Committee authorizing the RFP must be included in the Submission. An example is included in Appendix 6.

3.4 Housing Targeting Profile

There is need to balance the competence and capacity of the group to develop and operate the project, with the priority of need that the housing proposal addresses. In order to capture this aspect of the proposal, a housing target group scoring matrix and guidelines have been incorporated into this RFP.

The target group score looks at 4 elements:

- A. Primary target group
- B. Secondary target groups
- C. Affordability index, and
- D. Delivery of support or care.

Proponents are asked to choose the primary target group which best represents the overall focus of their proposal.

Next, proponents are requested to choose up to three secondary target groups that they propose to include in the project.

Thirdly, proponents are instructed to breakdown the affordability of the units in the project between rent-g geared-to-income (RGI) which are the most urgently required for single homeless people and modestly-priced strata title units which may be targeted to low and moderate income seniors.

Finally, proponents are asked to indicate how they propose to deliver support or care services to the tenants of the housing project.

Based upon the scores from each of these categories, the total targeting score for the project will be determined.

Appendix 1 is the Target Group Scoring Matrix and Guidelines and must be filled out as a mandatory part of the RFP submission. The Working Group will review the proponent's target group score and confirm whether or not it accurately reflects the focus of the proposal.

3.5 Society Competency and Capacity Profile

In addition to the target group scoring matrix, a Society Competency and Capacity Scoring Matrix is Appendix 2. The Working Group will evaluate each RFP based the elements contained in the Competency and Capacity Scoring Matrix and assign points to each proposal based on the scores for each category outlined in the Matrix.

Appendix 4 contains the format and required information fields to be provided by respondents to this RFP. It is not necessary at this stage for the applicant to have identified a development consultant, an architect or a builder. In summary, the required information includes the following:

- **Vision for the Affordable Housing Project:**
 - Statement of operating objectives for the housing project
 - Fit between Society's mandate, experience, target residential population and neighborhood context
 - Size of building, number and type of units, location of residential amenities (e.g. gathering space, community kitchen, live-in manager suite) and staff offices
 - A plan for provision of support services appropriate for the tenant population, if proposed
 - Compatibility and working relationship between partnering non-profit societies
 - Plan for public consultation and community relations

- **Experience:**
 - Generally, in providing affordable or supportive housing to the chosen targeted residential group(s)
 - In the Comox Valley, in providing affordable or supportive housing to the chosen targeted residential group(s)
 - Providing services to targeted population, including skills to address issues of poverty, social determinants of health and mental health and addiction challenges

- Ability to manage development of a new construction housing project and the associated capital budget
 - Ability to manage existing housing facilities or programs within financial guidelines
 - Generally, continuum of non-profit housing options currently provided
 - Positive working relationships and partnerships with a variety of community resources and support services appropriate to the tenant population
 - Development experience related to the provision of affordable or supportive housing in the past 5 years
- **Capacity:**
 - Number and location (municipality) of Society members
 - Board governance and standing committees
 - Management staff structure and reporting relationships
 - Depth and experience of property management staff including experience and demonstrated skill with tenant population
 - Facilitation of tenant participation in project management
 - Scope of tenant support staffing in existing projects
- **Financial:**
 - Ability to provide an equity or in-kind contribution to the capital cost of the housing project
 - Ability of Society and/or service provider partner(s) to contribute towards the support service program(s) of the housing project
 - Copy of most recent audited financial statement
- **Legal Status:**
 - Registered society or informal community group
 - CRA (Canadian Revenue Agency) status: registered charity or municipal status
 - Proof of Society registration in British Columbia: legal name of Society, registration number and date
 - Copy of current society constitution and society bylaws
 - Legal affiliation with any other societal or corporate groups
 -

Supplemental Information

Supplemental information may be submitted at the society's discretion.

4. EVALUATION AND DEVELOPMENT APPROVAL PROCESS

4.1 Evaluation

The successful proponent will be chosen by the elected Council of the City of Courtenay. This will be based on an evaluation of all submissions by the RFP Working Group and a recommendation to City Council from the Working Group. The four member Working Group is chaired by John Jessup, City Social Planning Consultant, and members include Jim Spinelli, Vancouver Island Board member of the BC Non-Profit Housing Association, Lisa Murphy, Acting Manager, Mental Health and Substance Use Services, North Island Region, Island Health, and Ian Buck, Manager of Planning for the City of Courtenay. The City of Courtenay's CAO, David Allen, is the Project Manager.

The Target Group Scoring Matrix and Guidelines are Appendix 1. This is meant to be filled out by the applicant as a mandatory part of the RFP submission. The Society Competency and Capacity Scoring Matrix will be filled in by the Working Group based on the contents of the RFP submission which is Appendix 4.

4.2 Development Approval Process

The development approval process involves the following stages:

- **Request for Proposals (RFP) Stage:**
The RFP is issued and potential respondents have 4 weeks from the date of issuance to ask questions or make enquiries concerning the RFP to the City Social Planning Consultant. Societies have 8 weeks from the date of issuance of the RFP to provide their submissions in the form outlined in Appendix 3 of this RFP document.
- **Evaluation Stage:**
The City of Courtenay RFP Working Group reviews and evaluates the proposals received by the submission deadline. Proponents may be contacted to clarify their proposals and/or provide additional information.
- **Council Approval Stage:**
The RFP Working Group will report to City Council their findings and recommend the three top scoring Society proposals. Advantages and disadvantages of each of the top scoring proponents will be noted in the RFP Working Group report. A society representative from each of the top scoring submissions will be asked to make a 3 minute presentation to Council on why their submission should be approved by Council. The Society chosen by a simple majority of Council will be appointed sponsor of the

proposed affordable or supportive housing project on the City-owned 810 Braidwood Road site.

- **Schematic Design and Program Development Stage:**

Once appointed project sponsor, the successful proponent will approach BC Housing to Enter directly into the documentation required to access the balance of the Proposal Development Funding (PDF) loan (approximately \$40,000). PDF is an interest-free, forgivable loan which can be used to further advance the proposal.

5. ADMINISTRATIVE ISSUES

5.1 Freedom of Information

Submissions made in response to this Request for Proposals (RFP) will be treated in accordance with the relevant provisions of the Freedom of Information and Privacy Protection Act.

5.2 Expenses

Each society making a submission does so at their own cost and risk. The City of Courtenay is not liable to pay a society's cost of preparing and submitting a proposal and the cost of any subsequent presentations or discussions with the City of Courtenay.

5.3 Disclaimer

The City of Courtenay reserves the right at their sole discretion to cancel this RFP or to not select any of the societies making a submission.

5.4 Submission Protocol

Societies responding to this RFP must prepare their submission in the format outlined in Appendix 3 which has been provided in a *Microsoft Word* template for ease of completion.

Submit four (4) copies of the RFP proposal in printed hardcopy unbound form and one (1) electronic PDF version via memory stick or CD. All printed copies and the electronic version must be submitted in one package, clearly addressed as follows:

CITY OF COURTENAY
Attention: David Allen, CAO, City of Courtenay
RFP for City-owned 810 Braidwood Road Affordable or Supportive Housing Site
830 Cliffe Avenue
Courtenay, BC
V9N 2J7

Submissions MUST be received at the above address no later than 2:00PM Pacific Daylight Savings Time on Tuesday, April 28, 2015.

Submissions submitted by email or fax will NOT be accepted.

Submissions received after the specified closing time will be returned, unopened, to the Society.

All Enquiries regarding this RFP should be directed to: John Jessup, Social Planning Consultant, City of Courtenay, by email only at john_jessup@shaw.ca. Enquiries will be accepted up until two business weeks prior to the closing deadline (April 14, 2015, 5:00pm PST). All questions and responses will be reported on the City of Courtenay's website as soon as possible.

Appendix 1: Target Group Scoring Matrix and Guidelines

This is a target group scoring matrix and guidelines. It will provide a means of scoring the housing target groups, level of affordability and delivery of support services to the project.

Code	Category	Maximum Score
A.	Primary Target Group (Choose 1 group only): <ol style="list-style-type: none"> 1. Co-ed homeless singles 2. Male only homeless singles 3. Female only homeless singles 4. Women fleeing violence 5. Single women with children 6. Seniors (55 years and older) 7. Older single adults (40 to 54 years) 8. Younger single adults (19 to 39 years) 9. Families (couples and dual-parent families with children) 	5 4 4 4 4 3 2 1 1
	Subtotal Primary Target Group	
B.	Secondary Target Groups (Choose a maximum of 3 groups): <ol style="list-style-type: none"> 1. Aboriginal people 2. Brain injured people 3. Developmentally disabled people 4. Low income working families 5. Mental health and substance use clients 6. People leaving foster care, hospital or correction facilities 7. People with physical impairments (walking, hearing, seeing, etc.) 8. Seniors in need of support or care 	1 1 1 1 1 1 1 1
	Subtotal Secondary Target Group	
C.	Affordability Index: <ol style="list-style-type: none"> 1. Rent-geared-to-income (RGI) units 2. Low-end-of-market (LEM) units 3. Average or median market rental units 4. Life-leased units for seniors 5. Modestly-priced strata title units 	5 4 3 2 1
	Subtotal Affordability Index	
D.	Delivery of Support or Care: <ol style="list-style-type: none"> 1. Support workers on-site 24/7 2. Support workers on-site day-shift, weekdays only 3. Island Health ICMS Team offices on site 4. Support workers not on site, provided on outreach basis 5. Personal care provided by Island Health home support on outreach basis 	4 3 3 2 1
	Subtotal Support or Care Delivery	
E.	Total Score	

See Page 2 of 3 for Target Scoring Matrix Guidelines.

Appendix 1: Target Group Scoring Matrix and Guidelines

GUIDELINES

It is proposed that each proposal be scored on the basis of the target group(s) it proposes to house, the affordability of the units it proposes to build and operate, and whether and in what manner support or care services are proposed to be delivered to the target groups housed.

Target group scoring is based on two levels: (1) the primary target group; and, (2) within the primary target group, the focus of the project on specific subgroups which are in particular need of adequate and affordable housing.

Affordability is also an important factor. How many units will be rent-geared-to-income (RGI) as opposed to market rental units, for example, is a critical factor in evaluating the desirability of the proposal.

Support and/or care is also significant. How will support be provided to tenants who require help and guidance in maintaining their tenancy and perhaps hopefully improving their personal situation.

Primary Target Group

Homeless men and women are seen as the most vulnerable. A co-ed housing project which allowed both men and women to be housed would seem to be the highest priority. Thus, this primary target group is scored the highest (score of 5).

Male only and female only homeless projects are scored less (score of 4) because they are not as able to follow the ebb and flow of homelessness in the community. A project like this may be around for 60 to 75 years and the mandate to house both men and women as need rises or falls is a desirable attribute.

The emphasis on singles is because they are seen to be the most vulnerable: they live on their own with no spouse or partner to support them. This does not mean that a housing proposal would not include some larger units for couples, but that the primary focus of the housing would be on singles.

Two other primary target groups identified in previous needs assessments are women fleeing violence and single women with children. As such, each of these groups are given the second highest score (score of 4).

Proponents are asked to circle the score of the primary target group which best describes the focus of their housing proposal. Only one (1) primary target group can be chosen.

For example, if the primary target group is “female only homeless singles”, the “4” opposite “female only homeless singles” would be circled.

Secondary Target Groups

Depending on the mandate of the non-profit group or a coalition of non-profit groups partnering to build and operate the housing project, several secondary target groups may be the focus of the project.

These are listed in alphabetical order and all given a score of 1 each. Up to a maximum of 3 secondary target groups may be chosen.

Appendix 1: Target Group Scoring Matrix and Guidelines

If more than one particular group is indicated, compatibility between and among groups must be demonstrated in the proposal in order to qualify for the extra point(s).

For example, if “developmentally disabled people” and “seniors in need of support or care” were circled, the proposal would be given a score of 2 under this category. This is provided that compatibility between these two secondary groups is justified.

Affordability Index

Offering Rent-Geared-to-Income (RGI) units may be a challenge. However, it is still the highest priority, particularly for providing affordable housing for the homeless population. RGI is the shelter allowance for single persons (\$375 per month) or 30% of average gross monthly income if a person is not on welfare.

Proponents should choose the affordability levels they are aiming for in their proposals.

If half the units in the project were RGI units, the affordability score would be 0.50 times 5 or a score of 2.5.

If the other half of the units were Average Market Rental units, the affordability score would be 0.50 times 3 or 1.5.

The total affordability index would be 2.5 plus 1.5 or 4.0.

And, so on.

Delivery of Support or Care

Ideally, we would like to have at least one support worker on site on a 24/7 basis. In spite of the low probability of achieving this in the current financial climate, we have given this a score of 4.0.

Alternatively, a more realistic situation under these economic circumstances is support workers provided on an outreach basis utilizing existing community resources based at another location. In this situation, the project would be given a score of 2.

Proponents should choose the one which most closely resembles their objectives.

Concluding Remarks

The maximum target group score is a proposal with the following characteristics:

A. Primary Target Group: “Co-ed homeless singles”	5
B. Secondary Target Groups: Maximum of 3	3
C. Affordability Index: 100% RGI Units	5
D. Support Workers on site 24/7	<u>4</u>
Total Maximum Possible	17

This score will be added to the Competence and Capacity Score in Appendix 2 which has a maximum of 100 points. Thus, making a total maximum possible score of 117 points.

APPENDIX 2: Competency and Capacity Scoring Matrix

All submissions will be evaluated and scored on their relative merits compared to other submissions, using the following scoring matrix.

Category	Maximum Score
Vision for the Affordable Housing Project: <ul style="list-style-type: none"> • Statement of operating objectives for the housing project • Fit between Society's mandate, experience, target residential population and neighborhood context • Size of building, number and type of units, location of residential amenities and staff offices • Approach to challenge of providing support services • Compatibility and working relationship between partnering non-profit societies • Plan for public consultation and community relations 	
Scoring Subtotal	25
Experience: <ul style="list-style-type: none"> • Generally, in providing affordable housing to the chosen targeted residential group(s) • In the Comox Valley, in providing affordable housing to the chosen targeted residential group(s) • In serving the chosen targeted residential group(s) • Ability to manage development of a new construction housing project and the associated capital budget • Ability to manage existing housing facilities or programs within financial guidelines • Generally, continuum of non-profit housing options currently provided • Current community resource partnerships • Development Experience in past 5 years 	
Scoring Subtotal	45
Capacity: <ul style="list-style-type: none"> • Number and location (municipality) of Society members • Board governance and standing committees • Management staff structure and reporting relationships • Depth and experience of property management staff • Facilitation of tenant participation in project management • Scope of tenant support staffing in existing projects 	
Scoring Subtotal	15
Financial: <ul style="list-style-type: none"> • Ability to provide an equity or in-kind contribution to the capital cost of the housing project • Ability of Society and/or service provider partner(s) to contribute towards the support service program(s) of the housing project • Copy of most recent audited financial statement 	
Scoring Subtotal	10
Legal Status: <ul style="list-style-type: none"> • Registered society or informal community group • CRA (Canadian Revenue Agency) status: registered charity or municipal status • Proof of Society registration in British Columbia: legal name of Society, registration number and date • Copy of current society constitution and society bylaws • Legal affiliation with any other societal or corporate groups 	
Scoring Subtotal	5
Total Score	100

APPENDIX 3: Submission Checklist

Required Submission Content and Required Order of Submission as outlined in Appendix 3: Submission Form.

- Contact Information and Executive Summary (approximately 250 words) of Key Attributes of Submission**
- Letter of Committal (Sample Appendix 4)**
- Board Resolution (Sample Appendix 5)**
- Housing Targeting Scoring Matrix (Appendix 1)**
- Society Competency and Capacity Scoring Matrix (Appendix 2):**
 - **Vision for the Affordable Housing Project:**
 - Statement of operating objectives for the housing project
 - Fit between Society's mandate, experience, target residential population and neighborhood context
 - Size of building, number and type of units, location of residential amenities and staff offices
 - Approach to challenge of providing support services
 - Compatibility and working relationship between partnering non-profit societies
 - Attitude towards public consultation and community relations
 - **Experience:**
 - Generally, in providing affordable housing to the chosen targeted residential group(s)
 - In the Comox Valley, in providing affordable housing to the chosen targeted residential group(s)
 - In serving the chosen targeted residential group(s)
 - Ability to manage development of a new construction housing project and the associated capital budget
 - Ability to manage existing housing facilities or programs within financial guidelines
 - Generally, continuum of non-profit housing options currently provided
 - Current community resource partnerships
 - Development experience in the past 5 years

APPENDIX 3: Submission Checklist

- **Capacity:**
 - Number and location (municipality) of Society members
 - Board governance and standing committees
 - Management staff structure and reporting relationships
 - Depth and experience of property management staff
 - Facilitation of tenant participation in project management
 - Scope of tenant support staffing in existing projects

- **Financial:**
 - Ability to provide an equity or in-kind contribution to the capital cost of the housing project
 - Ability of Society and/or service provider partner(s) to contribute towards the support service program(s) of the housing project
 - Copy of most recent audited financial statement

- **Legal Status:**
 - Registered society or informal community group
 - CRA (Canadian Revenue Agency) status: registered charity or municipal status
 - Proof of Society registration in British Columbia: legal name of Society, registration number and date
 - Copy of current society constitution and society bylaws
 - Legal affiliation with any other societal or corporate groups

APPENDIX 4: Submission Form

3.1 Contact Information

Society Contact Information:

Name of Society: _____

Mailing Address: _____

Contact Person and position: _____

Telephone: _____ Fax: _____ Email: _____

Incorporation number: _____

Service Provider Contact Information (if applicable):

Name: _____

Mailing Address: _____

Contact Person and position: _____

Telephone: _____ Fax: _____ Email: _____

Development Consultant Contact Information (if applicable):

Name: _____

Mailing Address: _____

Contact Person and position: _____

Telephone: _____ Fax: _____ Email: _____

Architect Contact Information (if applicable):

Name: _____

Mailing Address: _____

Contact Person and position: _____

Telephone: _____ Fax: _____ Email: _____

APPENDIX 4: Submission Form

Executive Summary of the Submission (approximately 250 words):

- Anticipated residents to be housed
- Society’s approach to identifying and selecting residents
- Support services and programs if required and how these will be secured and funded
- Society’s underlying management philosophy for the housing project
- Anticipated short and long-term outcomes for the residents
- Partnerships that will be used in the management of the housing project and in providing support services and programs to the residents if required
- Fit between the Society’s mandate, experience, target clients and neighborhood context
- Development experience in last 5 years
- Property management approach for this project
- Community relations approach for this project

3.2 Letter of Committal

Submission must include here a letter of committal similar to the sample provided in Appendix 4.

3.3 Board Resolution

Submission must include here a resolution of the Society’s board of directors or executive committee authorizing approval of this EOI submission similar to the sample provided in Appendix 5.

3.4 Housing Vision

Describe the Society’s experience with the primary residents of the proposed housing project and how that experience has shaped the Society’s philosophy and practice:

Describe the Society’s relationships (formal or informal) with other organizations / agencies / individuals which the Society considers advantageous in working effectively with the primary residents of the proposed housing project:

APPENDIX 4: Submission Form

Describe the Society's experience providing support services (directly or indirectly) to the primary residents of the proposed housing project:

3.5 Operating Approach

In this section, societies should expand upon the Executive Summary of the Submission outlined in Section 3.1 above. Societies should describe each of the key attributes in the Executive Summary in more detail up to a total maximum of 750 words.

- Anticipated residents to be housed
- Need for affordable housing in the Comox Valley for the proposed residents to be housed
- Availability of affordable housing in the Comox Valley for the proposed residents to be housed
- Gap between need and supply in the Comox Valley for the proposed residents to be housed
- Society's approach to identifying and selecting residents
- Support services and programs if required and how these will be secured and funded
- Society's underlying management philosophy for the housing project
- Anticipated short and long-term outcomes for the residents
- Partnerships that will be used in the management of the housing project and in providing support services and programs to the residents if required
- Fit between the Society's mandate, experience, target clients and neighborhood context
- Development experience in last 5 years
- Property management approach for this project
- Community relations approach for this project

3.6 Corporate Governance

Summarize the society's organizational structure using the format below:

Organizational Components	Number of Members including Chair or Board Liaison	Role (Brief description)
General Membership		
Board of Directors		
Executive Committee		
Nominating/Recruiting Committee		
Operations/Services Committee		
Finance/Audit Committee		
Residents' Activities/Liaison Committee		
Development/Special Projects Committee		

APPENDIX 4: Submission Form

Fundraising/Community Liaison Committee		
Volunteer Activities Committee		

Also in this section, societies should provide their articles of incorporation. These must include:

- Certificate of Incorporation (includes legal name, registration number and date of incorporation)
- A current copy of the society’s constitution and a mission statement if not included in the body of the constitution
- A current copy of the society’s bylaws

3.7 Financial Information

Provide the date of the society’s fiscal year end and date of last audit for the society:

Fiscal Year End: _____

Last Audit: _____

Also provide in this section, a copy of the most recent letter of opinion and any recent management letters from the society’s auditor including the audited financial statements available for the most recent full fiscal year.

In addition, please summarize your last audited financial report as follows:

Category	Amount (\$)
1. Assets	
2. Liabilities	
3. Retained Earnings	
4. Income:	
a. From clients/tenants	
b. From government agencies (specify all sources)	
c. From fund raising/other sources (specify all sources)	
d. Total Income	
5. Expenses:	
a. Mortgage expense/lease rent	
b. Total payroll (including benefits) and service contracts:	
i. Property management	
ii. Support Services	
c. Overhead	
d. Total Expenses	
6. Last fiscal year’s surplus/(deficit)	
7. Accumulated surplus/(deficit)	
8. Restricted Reserves	

3.8 Current Programs and Services Delivered

List each program and service delivered by your society, funding sources and amounts received from each source, and current total annual budget for each program and service. Use the table below to summarize this information:

APPENDIX 4: Submission Form

Program Name/Description	Funding Source	Funding Value	Annual Budget
Total			

Provide details of any programs or services shared among other projects currently managed by your society, and any programs or services your society currently shares with other societies:

3.9 Housing Operating Experience

Provide a list of the housing projects you currently operate summarized in the table below:

Project Name	Location (Municipality)	Number of Buildings	Years Operated	Total Units	Type of Residents	Support Services Provided	Annual Operating Budget
Total							

4.0 Staffing Capacity

Indicate the number of staff your society employees in the delivery of programs and services offered in the current fiscal year. Use *Full Time Equivalents* (FTE's) to count staff. FTE means the number of hours one person works, if they worked one shift (7 to 8 hours) per day, five (5) days a week all year, minus all statutory holidays and vacation time. If the general staffing categories used in the table below are inappropriate, use more appropriate terms.

APPENDIX 4: Submission Form

Program/Service	Program Staff	Facility Staff	Administration Staff	Volunteers
Total				

In addition, provide an organizational chart that includes all full-time and part-time staff, and any volunteers. As well, provide brief job descriptions of staff positions especially as they relate to the duties and experience in supervising and supporting the primary type of residents proposed for the housing project.

4.1 Capital Contributions

Summarize the capital and operating contributions which your society proposes to bring to the housing project, using the table below to summarize the source and nature of the contribution.

Source	Contributor Name and Conditions	Capital (\$)	Operating (\$)
Society			
Municipal Government			
Provincial Government Agencies (other than BCH)			
Federal Government Agencies			
Other			
Total			

Submit copies of written commitments of financial contributions from community supporters, including letters of conditional support from service clubs and foundations.

4.2 Property Management Budget

Estimate your society’s costs for providing basic property management for the housing project, including the following tasks:

- Maintaining financial records
- Collecting rents and paying housing related expenses
- Performing basic janitorial and minor maintenance work
- Keeping necessary maintenance records
- Organizing and scheduling all cyclical maintenance of primary building systems
- Other significant management tasks (be specific)

Explain the major assumptions you used in calculating your estimates, for example, existing infrastructure or experience managing other housing projects.

4.3 Integrated Operating Budget

APPENDIX 4: Submission Form

Estimate an integrated operating budget for the housing project proposed. Use the table below as a guide. All expenses in the *housing column (A)* should equal the revenue in the housing column. Any support service expenses should be included in the *support services column (B)*, if proposed, and have a confirmed funding source in the support services column.

Revenues	Housing Expenses (A)	Support Services (B)	Total (C)
Tenant Rents			
BC Housing Rent Supplements*			
Other Funding:			
Specify Source(s)			
TOTAL REVENUE			

*No BC Housing operating subsidies are available. However, depending on the clientele being housed, rent supplements from BC Housing may be available.

Expenses	Housing Expenses (A)	Support Services (B)	Total (C)
Housing:			
Property taxes			
Insurance (building)			
Utilities			
Maintenance			
Other(specify)			
Subtotal Housing Expenses			

Expenses	Housing Expenses (A)	Support Services (B)	Total (C)
Administration:			
Management:			
On-site Manager			
Clerical Support/Reception			
Bookkeeping			
Corporate Management			
HR Programs/Training			
Office OH/Supplies			
Audit/Legal			
Miscellaneous (specify)			
Subtotal Admin. Expenses			

Expenses	Housing Expenses (A)	Support Services (B)	Total (C)
Support Services Staff:			
By Staff Title (specify)			
Subtotal Support Services Staff			
Support Services Non-staff			
By Item Name (specify)			
Subtotal Support Services Non-staff			
Subtotal Support Services Expenses			

APPENDIX 5: Sample Letter of Committal

Date:

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

Attention: David Allen, Chief Administrative Officer

Subject: Request for Proposals for City-owned 810 Braidwood Road Site

I, (name) am the (position) of (Society’s full legal name), the Proponent of the attached submission. By a resolution passed by the Society’s board of directors on (date), a copy of which is attached as Appendix 5 to this Submission, I have the authority to make this Submission and bind and make representations for the Society. Through this Submission, we agree to all the terms and conditions of the Request for Proposals (the “RFP”) and we agree to be bound by statements and representations made in this Submission.

We understand that our submission is subject to the Freedom of Information and Protection of Privacy Act under which applicants can request that the provincially-funded agencies such as the City of Courtenay and BC Housing release information on the allocation of municipal and provincial program funds. Records can be withheld if their disclosure would be harmful to the business interest of the municipal or provincial body or the party with which it is doing business; however, in the case of a dispute, the final decision is made by the Information and Privacy Commissioner.

We hereby certify that neither the officers nor the directors of the Society have any actual or potential conflict of interest between our interest and the interest of the City of Courtenay and BC Housing under this RFP process. We acknowledge that if a conflict exists, the City of Courtenay or BC Housing may, at its discretion, withhold consideration of our Submission. Further, we understand that the President of the Society will be required to execute a statutory declaration with respect to conflict of interest if our Society is selected to develop an affordable housing project on the City-owned 810 Braidwood Road site.

We hereby authorize and consent to the City of Courtenay and BC Housing receiving and exchanging with others, including credit bureaus, any references provided in the Submission, and with other persons with whom we have had dealings, credit and other information about the Society. We understand that such information may be a factor in the decision of the City of Courtenay and BC Housing to enter into agreements related to this RFP.

Society’s full legal name:

Authorized Officer (signature): _____ Date: _____

Name (Please print): _____ Title: _____

APPENDIX 6: Sample Board Resolution

(Name of Society)

(Date of Board Meeting)

(Members Present)

I hereby certify that on (Date) the following motion was passed by (Full legal name of Society).

Motion:

“THAT having reviewed the City of Courtenay Request for Proposals to non-profit societies, THAT (Name and position) be authorized on behalf of the (Full legal name of Society) to submit a proposal to the City of Courtenay to develop and operate an affordable housing project on the City-owned site at 810 Braidwood Road in the City of Courtenay, and to bind and make representations on behalf of the (Full legal name of Society).

Moved by: _____

Seconded by: _____

Motion Carried: In favor/against/abstaining votes

Certified a True Copy of Board Resolution

Signed:

Secretary, (Full legal name of Society)



STAFF REPORT

To: Council

File No.: 8500-00

From: Chief Administrative Officer

Date: March 2, 2015

Subject: Council consent to CVRD Transit Bylaw Amendment and Transit Service Review

PURPOSE:

The purpose of this report is to provide Council background information to a decision on the Comox Valley Transit Service Local Establishment Bylaw amendment and CVRD Regional Transit Service Review.

POLICY ANALYSIS:

I fully endorse this analysis.

CAO RECOMMENDATIONS:

That Council adopt OPTION 1.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

In 1990 the former Comox-Strathcona Regional District adopted the “Comox Valley Transit Service Area” bylaw and, in partnership with BC Transit, this has grown into provision of both ‘conventional’ and ‘custom’ transit services to most of the Comox Valley. The establishing bylaw has been amended from time-to-time, principally to incrementally broaden the service area boundaries. Then, as now, adoption of and amendments to an establishing bylaw for this form of regional service requires the consent of Council.

BC Transit operates throughout the Province under the authority of the *British Columbia Transit Act* and the *BC Transit Regulation* and its staff are ultimately responsible to the Board of BC Transit – a provincial Crown Corporation – which in turn reports to the Minister of Transportation and Infrastructure. In addition to the bylaw, Regional Transit services are provided in the Comox Valley through a series of agreements:

1. Transit Service Area Agreement between Comox-Strathcona Regional District and BC Transit (adopted in 2000 – **pre**-devolution of the regional districts);
2. Master Operating Agreement between the Comox-Strathcona Regional District, BC Transit and Watson & Ash Transportation Co. (adopted in 2000 – **pre**-devolution); and

3. Annual Operating Agreement between **CVRD**, BC Transit and the service delivery partner, Watson & Ash Transportation Co. of Comox, BC (**post**-devolution and renewed annually based upon the provincial Crown Corporation fiscal year of April 1st to March 31st).

The municipalities of Courtenay, Comox and Cumberland are within the service area, but, as is typical for this sort of service, are not parties to these service delivery agreements. The latter agreement has a fixed term of a single year, whereas the others are open-ended with no stipulated renewal dates; they have instead, a 90-day notification period for withdrawal by a partner to the agreements. Therefore, the Municipal Councils must consent independently to proposed bylaw amendments, but have no direct role in adopting or amending the terms and conditions for operational delivery of the regional service.

The delivery model of the Comox Valley Regional Transit Service began 25-years ago and in November 2014 the Comox Valley Regional District Board adopted a 25-year planning horizon for the regional service in the form of the "Transit Future Plan (TFP)". However, the authority for creation of this regional service was the *Municipal Act* and it plus one founding party to the Transit Service Area Agreement and the Master Operating Agreement no longer exist: the Act was superseded by the *Local Government Act* and *Community Charter*, and the Regional District of Comox-Strathcona has been devolved into two separate legal entities. Consequently, the delivery model of the service requires updating.

To that end, the City was sent the attached letters dated January 28, 2015 regarding bylaw amendment from the CVRD Corporate Legislative Officer and February 19, 2015 regarding transit service review from the CVRD Manager of Transit and Sustainability. City staff supports the initiative to update the Regional Transit establishment bylaw, governance model and service delivery structure discussed in these letters. In our opinion, however, as proposed there are financial, legislative and service delivery matters that are potentially problematic.

DISCUSSION:

Financial Considerations:

On January 27, 2015 the CVRD Board gave three readings to the "Comox Valley Transit Service Local Service Establishment Bylaw, 1990, Amendment No. 4." The Courtenay, Comox and Cumberland Councils must give (or withhold/defer) their consent to the proposed amendment and, if consented to by the respective Councils and electoral area directors, the amendment must subsequently be submitted by CVRD for approval by the BC Inspector of Municipalities before final adoption may occur. Of note: CVRDs adopted Transit Future Plan proposes a 5% per annum compounding increase in transit expenditures over the 25-year planning horizon and equivalent rises are represented in the CVRDs most recent 5-year financial plan.

The existing establishment bylaw imposes two financial limitations on the service: a maximum dollar amount that may be expended for total annual operating costs; and maximum annual net operating costs which may be raised by requisition. Together, in practical terms, these clauses cap the amount that CVRD may spend on the service and limit the amount CVRD may raise by requisition imposed on the ratepayers of all participating communities. Additionally, the amounts specified in the existing bylaw were designed as a statutory trigger to a new round of consent by participating communities were CVRD to propose changes to the limits on spending and taxation related to this service.

The proposed amendment to the establishment bylaw eliminates imposition of a maximum dollar amount that CVRD may expend on the total annual operating costs of this service – presently capped at \$943K as per s. 2 of the existing CVRD Bylaw 1225. Note: the approved 2015 CVRD transit operating contracts budget exceeds this limit by twofold. Also Note: the proposed amendment would tie transit service revenues from taxation to the disproportionately changing property values amongst the jurisdictions being served. In practice, the seemingly random variability of this funding mechanism would function regardless of any economic, population or demographic shifts or changes to service level demands within the various jurisdictions, and irrespective of future performance outcomes. This, in our opinion, would be a regressive service funding model not representative of present-day legislation or public administration practices.

Service Review:

The *Local Government Act (LGA)* stipulates how a service of this nature should be reviewed, how any disputes should be resolved and the process for withdrawal from a service if that is desired. It includes requirements for ministerial oversight and/or imposition of a process that includes facilitation, mediation and, ultimately, imposition of arbitration to assure a fair and reasonable outcome. Once undertaken, all parties to the process are bound to it and its eventual results. This statutory methodology is the result of more than 50 years of experience in finding best solutions to such issues.

In the present instance, CVRD has proposed a consultant be engaged to conduct an alternative form of transit service review within the attached ‘scope of work’, and that the consultant report directly to the CVRD Chief Administrative Officer. While simpler, more expedient and likely less expensive than the ‘formal’ process of the LGA, the statutory compulsions of fairness and reasonableness of all parties required by the Act would of course not apply. In our opinion, the proposal may be an acceptable path to follow, but in the best interests of Courtenay ratepayers, certain conditions should apply.

Firstly, an immediate grant of consent to the proposed establishment bylaw amendment (i.e. prior to the Transit Service Review) would be premature. The statutory purpose behind the requirement to seek the consent of all Councils and electoral area directors is to afford them the opportunity to limit the bounds of a regional service delivered within their jurisdictional area(s). To be clear, if one-third or more of the service participants choose to withhold their consent to an establishment bylaw amendment, they may prevent ad hoc service creep or other changes with which they disagree. Conversely, if two-thirds of the participants consent to the amendment (i.e. four of the three municipalities and three area directors) the Board may proceed with it.

Secondly, the proposed Request for Proposals (RFP), definition of the RFP content and selection of the successful proponent should be made by a regional team of professional public administrators. A method falling short of this would bring into question the reasoning behind the suggested ‘alternative’ process. The combined senior staff competencies of CVRD, Courtenay, Comox and Cumberland can readily – given such a mandate – provide the best possible outcomes for their respective and collective governing bodies.

Thirdly, the review outcomes and recommendations proposed by the successful consultant should be presented to each of the respective Councils to inform their decisions to grant or withhold their respective consent to the proposed amendments to the regional service amendment bylaw.

FINANCIAL IMPLICATIONS:

Costs of the Transit Service Review will be borne by CVRD

ADMINISTRATIVE IMPLICATIONS:

Minor increase to normal level of staff time with Comox Valley Transit Management Advisory Committee

STRATEGIC PLAN REFERENCE:

Regional Transit Review is a CAO Operational Strategy in the 2015 Strategic Priorities Chart.

OFFICIAL COMMUNITY PLAN REFERENCE:

There is no applicable reference in the Official Community Plan to Transit costs.

REGIONAL GROWTH STRATEGY REFERENCE:

There is no applicable reference in the Official Community Plan to Transit costs.

CITIZEN/PUBLIC ENGAGEMENT:

Outcomes of the Regional Transit Service Review should be presented and discussed publicly by Councils of Courtenay, Comox and Cumberland and at the Regional District Board.

OPTIONS:

OPTION 1: THAT Council withholds consent to Comox Valley Regional District Board adoption of *Comox Valley Transit Service Local Service Establishment Bylaw, 1990, Amendment No. 4* until completion of the planned Transit Service Review;

AND THAT City staff participate in development of the Request For Proposals (RFP) and selection of the Transit Service Review consultant;

AND THAT Council be presented the results of the planned Transit Service Review by the chosen author. [RECOMMENDED]

OPTION 2: THAT Council consents to adoption of *Comox Valley Transit Service Local Service Establishment Bylaw, 1990, Amendment No. 4*

Prepared by:



David W. Love, CD, BA, LGM(Dip)
Senior Advisor, Strategic Initiatives

File: 3900-02

January 28, 2015

Sent via email only: jward@courtenay.ca

Mr. John Ward
Director of Legislative Services
City of Courtenay
830 Cliffe Avenue
Courtenay, BC V9N 2J7

Dear Mr. Ward:

Re: Bylaw 360 being the “Comox Valley Transit Service Local Establishment Bylaw, 1990, Amendment No. 4”

At its January 27, 2015 meeting the Comox Valley Regional District board of directors adopted the following resolution:

THAT the Comox Valley transit service establishment bylaw be updated to include wording that reflects the current legislative requirements regarding cost recovery and maximum requisition;

AND FURTHER THAT the participating jurisdictions in the Comox Valley transit service, being the City of Courtenay, Town of Comox, Village of Cumberland and Electoral Areas ‘A’, ‘B’ and ‘C’, be requested to consent to the bylaw amendment under section 802 of the Local Government Act

As way of background information, please find attached a staff report dated December 18, 2014, that was presented to the January 6, 2015 committee of the whole, as well as a copy of Bylaw 360 being “Comox Valley Transit Service Local Establishment Bylaw, 1990, Amendment No. 4” at third reading.

In light of the above, the board requests your council to consent to the bylaw amendment under section 802 of the *Local Government Act* by considering the following resolution:

THAT the City of Courtenay consent to the adoption of Comox Valley Regional District Bylaw No. 360 being “Comox Valley Transit Service Local Establishment Bylaw, 1990, Amendment No. 4” under section 801.4 of the Local Government Act.

We look forward to hearing from you at your earliest convenience.

Sincerely,

J. Warren

James Warren
Corporate Legislative Officer

Enclosures: Staff report dated December 18, 2014
Bylaw 360

COMOX VALLEY REGIONAL DISTRICT

BYLAW NO. 360

A bylaw to amend the service establishing bylaw for the Comox Valley transit service to include wording that reflects the current legislative requirements regarding cost recovery and maximum requisition

WHEREAS the Comox Valley transit service was created by the adoption of Bylaw No. 1225 being “Comox Valley Transit Service Local Service Establishment Bylaw, 1990” on the 29th day of October 1990;

AND WHEREAS the board wishes to update the service to include wording that reflects the current legislative requirements regarding cost recovery and maximum requisition;

AND WHEREAS participating area approval has been obtained in writing from the directors of Electoral Areas ‘A’ (Baynes Sound – Denman / Hornby Islands), ‘B’ (Lazo North) and ‘C’ (Puntledge – Black Creek) under section 801.5 of the *Local Government Act*;

AND WHEREAS pursuant to section 801.4 of the *Local Government Act* the councils of the Town of Comox, the Corporation of the City of Courtenay and the Village of Cumberland have consented to the adoption of this bylaw;

AND WHEREAS the approval of the inspector of municipalities has been obtained under section 801(1)(a) of the *Local Government Act*;

NOW THEREFORE the board of the Comox Valley Regional District in open meeting assembled enacts as follows:

Amendment

1. Bylaw No. 1225 being “Comox Valley Transit Service Local Service Establishment Bylaw, 1990” is hereby amended by replacing sections two and three as follows:
 - “2. The maximum amount which may be expended for total annual operating costs is \$943,000.00.
 3. The maximum annual net operating costs which may be recovered by requisition shall not exceed \$0.25 per \$1,000 of net taxable land and improvements.”

with the following:

“2. Cost Recovery

As provided in section 803 of the Local Government Act, the annual cost of providing the Service shall be recovered by one or more of the following:

- (a) property value taxes imposed in accordance with Division 4.3 of Part 24 of the Local Government Act;
- (b) fees and charges imposed under section 363 of the Local Government Act;

- (c) revenues raised by other means authorized by the Local Government Act or another Act;
- (d) revenues received by way of agreement, enterprise, gift, grant or otherwise.

3. Maximum Requisition

In accordance with section 800.1(1)(e) of the Local Government Act, the maximum amount that may be requisitioned annually for the cost of the Service is the amount equal to the amount that could be raised by a property value tax rate of \$0.25 per \$1,000 applied to the net taxable value of land and improvements in the Service Area.”

Citation

- 2. This Bylaw No. 360 may be cited as “Comox Valley Transit Service Local Service Establishment Bylaw, 1990, Amendment No. 4”.

Read a first and second time this 27th **day of** **January** **2015.**

Read a third time this 27th **day of** **January** **2015.**

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 360 being “Comox Valley Transit Service Local Service Establishment Bylaw, 1990, Amendment No. 4” as read a third time by the board of the Comox Valley Regional District on the 27th day of January 2015.

J. Warren

Corporate Legislative Officer

Approved by the
Inspector of Municipalities this **day of** **2015.**

Adopted this **day of** **2015.**

Chair

Corporate Legislative Officer

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 360 being “Comox Valley Transit Service Local Service Establishment Bylaw, 1990, Amendment No. 4” as adopted by the board of the Comox Valley Regional District on the day of 2015.

Corporate Legislative Officer

DATE: December 18, 2014**FILE:** 3900-01**TO:** Chair and Directors
Committee of the Whole**FROM:** Debra Oakman, CMA
Chief Administrative Officer**RE:** **Comox Valley transit service establishment bylaw**

Purpose

The purpose of this report is to recommend that the Comox Valley transit service establishment bylaw be updated to reflect current requirements and language from the *Local Government Act*.

Policy analysis

The Comox Valley Regional District (CVRD) delivers a transit service for the City of Courtenay, Town of Comox, Village of Cumberland, Electoral Areas 'A' and 'B' and a portion of Electoral Area 'C'. The authority to deliver the service is by way of Bylaw No. 1225 being "Comox Valley Transit Service Local Service Establishment Bylaw, 1990" (attached as appendix A). The Comox Valley Transit system is a partnership between CVRD, BC Transit and a contracted operating company. This partnership is formalized through operating agreements including the master operating agreement (MOA) and an annual operating agreement (AOA). The MOA identifies the responsibilities of each partner and includes policies related to transit operation. The AOA addresses issues related to specific service levels and fares and is renewed on an annual basis.

Executive summary

In November 2014 the CVRD board adopted the Comox Valley transit future plan as a guiding document for transit operations over the next 25 years. The board also adopted a resolution to include a review of the transit service in the 2015 strategic plan. The review will address areas that require further discussion and consideration and include infrastructure impacts on municipal roads, funding strategies, service standards, performance reporting and asset management and other service components, as will be developed in a scope of work. As part of the scope of work development for the service review, a question was raised with regards to the existing service.

The Comox Valley transit service gains its authority from Bylaw No. 1225 being "Comox Valley Transit Service Local Service Establishment Bylaw, 1990". The service bylaw contains some non-standard language in section two regarding the maximum expenditure amount, despite section three that reads the maximum requisition is 25 cents per \$1000 of assessed value. Section two reflects optional language for service establishing bylaws from the Municipal Act in 1990. The current legislative framework upon which regional district service establishing bylaws is premised, being the *Local Government Act*, makes no mention of maximum expenditures. Rather, limitations in service establishing bylaws relate to maximum requisitions and the expenditures are defined in regional district financial plan bylaws. Staff have reviewed this bylaw with legal counsel and while the bylaw is valid, it does not reflect current legislative wording. Therefore, an update to Bylaw No. 1225 would be appropriate to ensure it is compliant with the *Local Government Act*. Staff recommend that sections two and three of Bylaw No. 1225, which currently reads as follows:

- “2. The maximum amount which may be expended for total annual operating costs is \$943,000.00.
3. The maximum annual net operating costs which may be recovered by requisition shall not exceed \$0.25 per \$1,000 of net taxable land and improvements.”

be replaced with the following wording, to reflect the current legislative requirements under the *Local Government Act*:

“2. Cost Recovery

As provided in section 803 of the *Local Government Act*, the annual cost of providing the Service shall be recovered by one or more of the following:

- (a) property value taxes imposed in accordance with Division 4.3 of Part 24 of the *Local Government Act*;
- (b) fees and charges imposed under section 363 of the *Local Government Act*;
- (c) revenues raised by other means authorized by the *Local Government Act* or another Act;
- (d) revenues received by way of agreement, enterprise, gift, grant or otherwise.

3. Maximum Requisition

In accordance with section 800.1(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned annually for the cost of the Service is the amount equal to the amount that could be raised by a property value tax rate of \$0.25 per \$1,000 applied to the net taxable value of land and improvements in the Service Area.”

To achieve this change to the service establishment bylaw,

- a) the board will have to give three readings to the amending bylaw (proposed for January 2015 board meeting)
- b) each council and electoral area director would be asked to give consent to the service change (as soon as possible after January 2015 board meeting)
- c) the Inspector of Municipalities would be asked to approve the amending bylaw (following receipt of consents from municipalities and electoral area directors) and
- d) the board would have to adopt the amending bylaw (potentially the March or April 2015 board meetings).

Recommendation from the chief administrative officer:

THAT the Comox Valley transit service establishment bylaw be updated to include wording that reflects the current legislative requirements regarding cost recovery and maximum requisition;

AND FURTHER THAT the participating jurisdictions in the Comox Valley transit service, being the City of Courtenay, Town of Comox, Village of Cumberland and Electoral Areas ‘A’, ‘B’ and ‘C’, be requested to consent to the bylaw amendment under section 802 of the *Local Government Act*.

Respectfully:

D. Oakman

Debra Oakman, CMA
Chief Administrative Officer

Submitted by:

J. Warren

James Warren
Corporate Legislative Officer

Attachments: Appendix A - Bylaw No. 1225 being “Comox Valley Transit Service Local Service Establishment By-law, 1990”

The following is a consolidated copy of the Comox Valley Transit Service Local Service Establishment Bylaw 1990 and includes the following bylaws:

BYLAW No.	BYLAW NAME	ADOPTED	PURPOSE
1225	Comox Valley Transit Service Local Service Establishment Bylaw, 1990	Oct 29, 1990	<input type="checkbox"/> To establish transit service area
1257	Comox Valley Transit Service Local Service Establishment Bylaw, 1990, Amendment Bylaw No. 1	Nov 26, 1990	<input type="checkbox"/> To include a portion of Area 'C'
2327	Comox Valley Transit Service Area, 1990, Amendment Bylaw No. 2	Jan 29, 2001	<input type="checkbox"/> To include all of Electoral Areas A, B, K and a portion of Electoral Area C.
2897	Comox Valley Transit Service Local Service Establishment bylaw, 1990, Amendment No. 3, 2006	July 31, 2006	<input type="checkbox"/> To include that portion of Electoral Area C south of the Oyster River and east of Highway 19.

This bylaw may not be complete due to pending updates or revisions and therefore is provided for reference purposes only. THIS BYLAW SHOULD NOT BE USED FOR ANY LEGAL PURPOSES.

Please contact the corporate legislative officer at the Comox Valley Regional District to view the complete bylaw when required.

COMOX STRATHCONA REGIONAL DISTRICT**BY-LAW NO. 1225****A bylaw to establish a local service within a part of School District #71 to provide transit service**

WHEREAS a regional district may, by by-law, establish and operate a local service under the provisions of Part 24 of the Municipal Act;

AND WHEREAS, by regulation dated February 8, 1990, the Lieutenant Governor in Council granted the Regional District of Comox-Strathcona the power to operate a Transit Service as a local service;

AND WHEREAS the Regional Board for the Regional District of Comox-Strathcona wishes to establish a local service for the purpose of providing transit service for a portion of School District 71;

AND WHEREAS, pursuant to Section 799(1) of the Municipal Act, the Municipal Councils of the participating areas of the Corporation of the City of Courtenay, Town of Comox, and the Village of Cumberland, have waived the assent requirements of Section 795(2)(a)(i) of the Municipal Act;

AND WHEREAS, the Board of the Regional District of Comox-Strathcona has published notice under Section 797(2) of the Municipal Act, that it intends to establish a Transit Service Local Service Area within Electoral Areas 'A' and 'B';

AND WHEREAS, the number of counter-petitions against the proposal in each of the participating areas of Electoral Area 'A' and Electoral Area 'B' represents fewer than five percent (5%) of the electors in each of those areas;

NOW THEREFORE, the Regional Board of the Regional District of Comox-Strathcona in open meeting assembled, enacts as follows:

1. The Regional District of Comox-Strathcona hereby establishes a transit service within an area to be known as "Comox Valley Transit Service Area" comprised of the Corporation of the City of Courtenay, the Town of Comox, the Corporation of the Village of Cumberland, Electoral Areas 'A', 'B', 'K' and that portion of Electoral Area 'C' as shown on the attached schedule 'A'.
2. The maximum amount which may be expended for total annual operating costs is \$943,000.00.
3. The maximum annual net operating costs which may be recovered by requisition shall not exceed \$0.25 per \$1,000 of net taxable land and improvements.
4. The net operating costs to be recovered by requisition shall be apportioned amongst the member municipalities participating in this service on the basis of the taxable value of land and improvements for general municipal purposes in the municipalities and the taxable value of land improvements for regional hospital district purposes in the electoral areas.
5. This By-law may be cited as "Comox Valley Transit Service Local Service Establishment By-law, 1990".

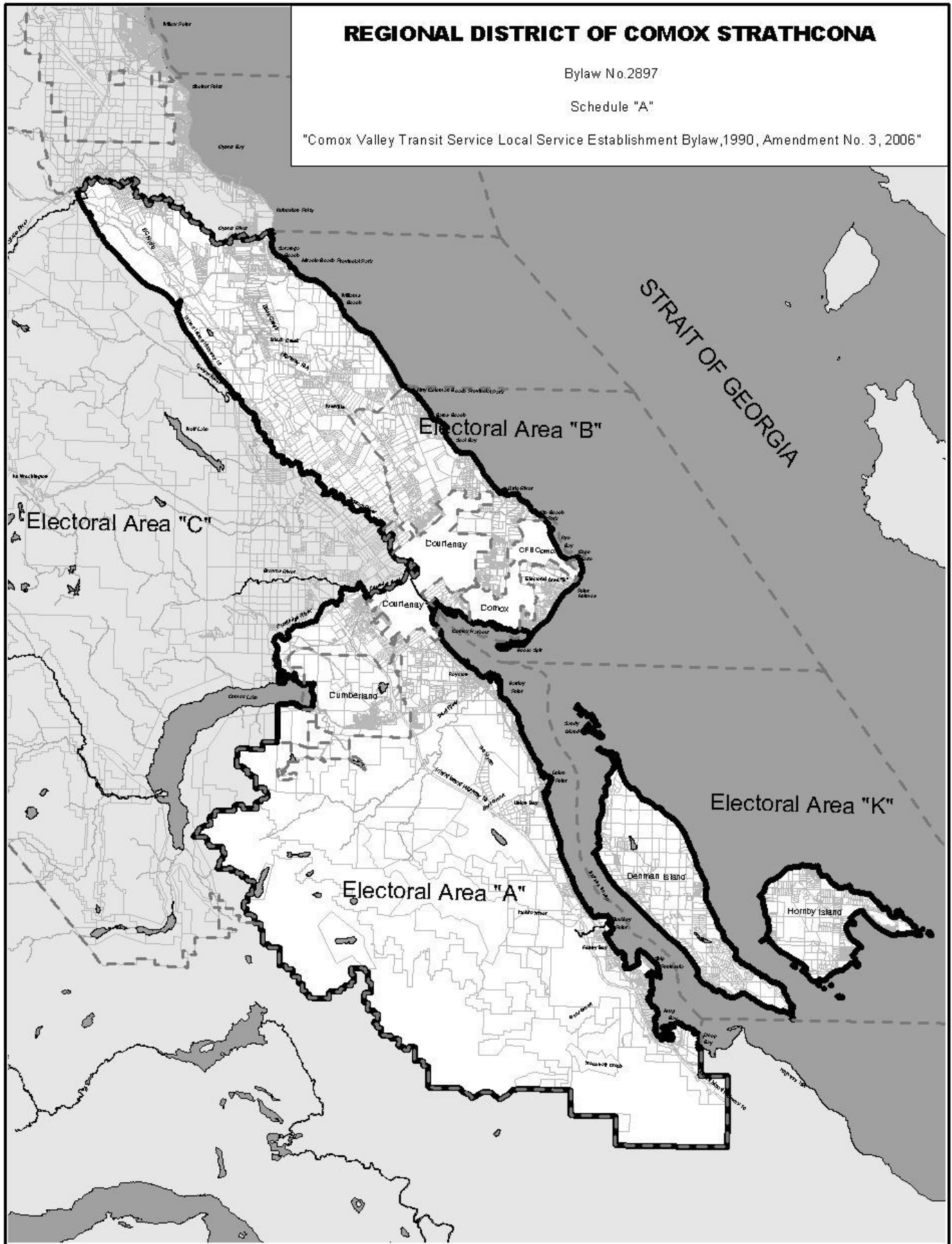
READ A FIRST AND SECOND TIME THIS	30th	DAY OF	APRIL	1990.
READ A THIRD TIME THIS	27th	DAY OF	AUGUST	1990.
RECEIVED THE ASSENT OF THE ELECTORS THIS	12TH	DAY OF	JULY	1990.
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	16TH	DAY OF	OCTOBER	1990.
RECONSIDERED, FINALLY PASSED AND ADOPTED THIS	29TH	DAY OF	OCTOBER	1990.

Original signed by
Chair

Original signed by
Secretary

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1225 being the "Comox Valley Transit Service Local Service Establishment By-law, 1990" as adopted by the board of the Regional District of Comox-Strathcona on the 29th day of October 1990.

Original signed by
Secretary



File: 8500-01

February 19, 2015

Sent via email only: dallen@courtenay.ca

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

Attention: David Allen, Chief Administrative Officer

Dear Mr. Allen:

Re: Review of the Comox Valley transit service function

At the February 3, 2015 committee of the whole meeting the following motion was passed:

THAT the scope of work for a review of the Comox Valley transit service, as attached to the staff report dated January 29, 2015, be referred to member municipalities for comment;

AND THAT the scope of work be considered for approval at the March 10, 2015 CVRD committee of the whole meeting.

Please find attached the staff report with draft scope of work for review and comment, if you could please have your comments to us as soon as possible and no later than March 3, 2015.

If you have any questions please contact me via telephone at 250-334-6037 or via email at mzbarsky@comoxvalleyrd.ca.

Sincerely,

M. Zbarsky

Michael Zbarsky
Manager of Transit and Sustainability
Community Services Branch

Enclosure

\km

DATE: January 29, 2015

FILE: 8500-01

TO: Chair and Directors
Committee of the Whole

FROM: Debra Oakman
Chief Administrative Officer

RE: Review of Comox Valley transit service function

Purpose

The purpose of this report is to seek consideration for a scope of work to review the transit service.

Policy analysis

At their November 13, 2014 meeting, the Comox Valley Regional District (CVRD) board carried the following motions:

THAT the Comox Valley 25-year transit future plan, 2014 as attached to the staff report dated October 29, 2014 be approved.

THAT the CVRD 2015 strategic plan include a review of the transit service to address areas that require further discussion and consideration; this includes infrastructure impacts on municipal roads, funding strategies, service standards, performance reporting and asset management and other service components as developed in a scope of work.

Executive summary

The Comox Valley transit future plan was completed in 2014 and approved by the CVRD board at their November 13, 2014 meeting. Also at this meeting the board resolved to undertake a review of the transit service function to address areas that require further discussion and consideration. This includes infrastructure impacts on municipal roads, funding strategies, service standards, performance reporting and asset management and other service components as developed in a scope of work. The intent of this review would be to ensure the efficient use of existing service hours and provide strength in the argument for when to pursue expansion hours.

A draft scope of work has been prepared and is attached in appendix A. This work is intended to be completed by a third party consultant on behalf of the CVRD with participation from the City of Courtenay, Town of Comox and Village of Cumberland.

Recommendations from the chief administrative officer:

THAT the scope of work for a review of the Comox Valley transit service, as attached to the staff report dated January 29, 2015, be referred to member municipalities for comment.

AND THAT the scope of work be considered for approval at the March 10, 2015 CVRD committee of the whole meeting.

Respectfully:

D. Oakman

Debra Oakman, CMA
Chief Administrative Officer

Prepared by:

M. Zbarsky

Michael Zbarsky, B.Sc. ASCT
Manager of Transit and Sustainability

Concurrence:

T. I. Smith

T. Ian Smith, MCE
General Manager of Community Services

Attachments: Appendix A – “Draft for Discussion: Comox Valley Transit Scope of Work for Review of Service”

DRAFT FOR DISCUSSION**Comox Valley Transit****Scope of Work for Review of Service**

The Comox Valley Regional District is seeking a consultant to review, analyze and provide recommendations regarding the following aspects of the Comox Valley Transit Service:

- Governance options, including commission model, voting structure and service area establishment bylaws.
- Role and structure of CVRD Transit Management Advisory Committee.
- Responsibilities for transit infrastructure including regional district, municipalities, BC Transit and private land owners (e.g. Driftwood Mall, NIC). Address planning, approval, installation and maintenance as well as initial and ongoing cost, standards and alignment with local transportation plans. Infrastructure should include existing and new:
 - Bus stops, exchanges and consideration of future requirements for transit operations/maintenance facility.
 - Roads, bridges and consideration of future transit priority measures and park & rides.
- Funding model including alternative revenue options identified in transit future plan, requisition and reserve fund use and cost apportionment model between jurisdictions (include review of service level per jurisdiction).
- Performance monitoring and reporting process including those identified in transit future plan.
- Service efficiency and options for improvement including routing, exchanges, deadheading, bus depot location, scheduling and fleet size.

The consultant will report directly to the CVRD Chief Administrative Officer and will need to develop processes to ensure participation of staff from member municipalities, BC Transit and CVRD.



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Development Permit with Variances No. 1412 – 907 5th Street

File No.: 3060-20-1412
Date: March 2, 2015

PURPOSE:

The purpose of this report is to consider a development permit for the form and character of a duplex located at 907 5th Street including variances to the front, rear and side yard building setbacks, lot coverage and minimum parking requirements.

CAO RECOMMENDATIONS:

That based on the March 2, 2015 staff report “Development Permit with Variances No. 1412 – 907 5th Street” Council proceed with OPTION 1 and approve Development Permit with Variances No. 1412.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The subject property is a small vacant lot located at the intersection of 5th Street and Menzies Avenue. Previously the property contained an industrial warehouse which was partially damaged by fire in 2008. Although the warehouse was not a permitted use under the residential zone in place at the time, as less than 75% of the warehouse was destroyed, the property owner had the option to repair the warehouse as a legally non-conforming use under *Section 911 of the Local Government Act*. However, the property owners removed the warehouse at the request of the City as the proximity of the damaged



Figure 1. Subject property outlined in blue.

structure to the public sidewalk and street posed safety concerns. The property has remained vacant following the demolition of the warehouse.

The property owner recently applied to rezone the property from the current Residential Two zone (R-2) to Residential Four B (R-4B) to accommodate a residential building with three dwelling units however following public hearing, the bylaw was not adopted. The property owner has now applied for a form and character development permit for a proposed duplex with variances to building setbacks, lot coverage and parking requirements.



Figure 2. Former Warehouse on property.

DISCUSSION:

The proposed development is consistent with several goals of the Official Community Plan such as ensuring that a diverse mix of housing types is available within neighbourhoods, supporting infill development particularly within the areas surrounding downtown, and encouraging active transportation. However, this site poses significant challenges to development due to its small size and frontage along three public streets.

The proposed development is within a neighbourhood informally referred to as “Terminal Addition”. Subdivided in 1912, this area is largely characterized by modestly sized heritage homes on small lots with mature landscaping. Unlike the Old Orchard area, there are no heritage specific development guidelines for this neighbourhood but this development is subject to the Duplex, Carriage House, and Secondary Residence Development Permit Guidelines.

The applicants are proposing a two-storey front-to-back duplex designed to appear as a single family residence from each of the street frontages (Attachment No.1). One unit is accessed from 4th Street and the other from Menzies Avenue. In staff’s opinion, the proposal is consistent with the Duplex Development Permit Guidelines with the exception of guidelines related to scale and massing. The proposed project will result in larger building on a smaller lot than what typically exists in this neighbourhood as demonstrated in Figure 3 and is described by the request for variances below. Staff believes there are alternative design solutions that would better fit the site context including reconfiguring the back-to-front duplex, changing to an up-down duplex with a smaller footprint, or development of a single family residence. Staff have discussed these alternatives with the applicants but the applicants wish to pursue the proposed design for marketability reasons and in reference to size of the former warehouse. Despite the massing of the proposed building appearing larger than surrounding properties, the design of the building includes articulated walls, porches and gable features which assist in reducing the overall scale of the building by dividing it into smaller components.



Figure 3. This image demonstrates the established development pattern in the surrounding neighbourhood. Existing building footprints are shaded in black, lots boundaries are shown in black outline and the proposed building footprint is shown in grey.

The proposed duplex is a permitted use in the R-2 zone but the applicants are requesting the following variances to lot coverage, building setbacks, and parking requirements:

- *Section 8.2.5* to increase the maximum lot coverage from 40% to 43%;
- *Section 8.2.7 (a)(1)* to reduce the minimum front yard building setback from 7.5 m to 5.1 m along 4th Street;
- *Section 8.2.7 (a)(2)* to reduce the minimum rear yard building setback from 9.0 m to 3.0 m along 5th Street;
- *Section 8.2.7 (a)(3)* to reduce the minimum side yard building setback along a street from 4.5 m to 1.6 m along Menzies Avenue;
- *Section 7.1.2* to reduce the required number of parking stalls from 4 to 0.

The variances listed above represent some of the common challenges of infill development. Often infill proposals require variances as they represent unique, tightly constrained development sites yet are subject to zoning regulations characteristic of more suburban style development. This development is constrained by a very small lot size and the presence of streets located on three sides of the lot. Accordingly, the applicants are seeking variances to the building setbacks and lot coverage. The proposed duplex meets the required side yard adjacent to the neighbouring property but requires a reduction to the front, rear and external side yards. Consistent building setbacks contribute to creating a defined street edge. In the situation where one building is set either much closer to or much farther away from the street it can interrupt this pattern. While the applicants are proposing significantly smaller building setbacks than what is permitted in the R-2 zone, established building setbacks along this side of the block and along Menzies Avenue vary substantially therefore the proposed setbacks will not interrupt the established development pattern. The proposed landscaping and articulated building facade also assist in lessening the impact of the reduced setbacks. The proposed building and landscaping plans have also been review by a

professional engineer who has determined that the proposed development will not impede sightlines for traffic on adjacent roadways (Attachment No.3).

As noted above, the applicants are also requesting a reduction in parking requirements. The development proposal includes a parking area accessed from 4th Street. Although the parking area provides two functional parking stalls, the stalls straddle private and City property so they do not qualify towards the off-street parking requirements.

Staff are of the opinion that although there are alternatives site design options that would reduce or eliminate the requested variances, given the history of the property and the site constraints presented by a small parcel, the proposal represents reasonable infill development that meets several objectives of the OCP. Should Council agree with this assessment, staff recommend OPTION 1 to approve the permit and associated variances.

FINANCIAL IMPLICATIONS:

Should Council approve Development Permit with Variances No. 1412, the applicant would be required to apply for a building permit and subsequent inspections. Building permit fees are \$7.50 for every \$1000.00 of construction value. In addition to property taxes, the City would collect utility fees in the amount of \$718.52 for water, sewer and waste collection for each of the two units. Development Cost Charges for this property will be \$12,205.00 per unit.

ADMINISTRATIVE IMPLICATIONS:

It is estimated that City staff have spent approximately 20 hours processing this application. Should Council approve Development Permit with Variances No. 1412, it is estimated that an additional hour of staff time will be required to issue the permit and register it on title. Following the registration of the Development Permit, approximately 15 hours of staff time will be required to review building permit applications and perform the required building inspections.

STRATEGIC PLAN REFERENCE:

This proposal aligns with Council's Strategic Plan goal to support community initiatives and distinct neighbourhoods including the priority to strengthen Downtown Courtenay through the addition of additional residential units in close proximity to the downtown.

OFFICIAL COMMUNITY PLAN REFERENCE:

This application is consistent with OCP policies supporting the use of existing infrastructure through infill development, strengthening the downtown and the climate change policies related to active transportation. However, the small site represents challenges in successfully integrating this project with the surrounding neighbourhood.

REGIONAL GROWTH STRATEGY REFERENCE:

The proposed development is consistent with the RGS goals and objectives to ensure a diversity of housing options to meet evolving demographics and needs, and to locate housing in core settlement areas close to existing services.

CITIZEN/PUBLIC ENGAGEMENT:

The applicant held a public information meeting on December 20, 2014. There were no attendees however one local resident submitted a letter of support for the proposed development. In accordance with the

Local Government Act, the City also notified surrounding property owners and tenants of the proposed application in advance of the Council Meeting. To date, one response has been received indicating that the building will be too big in relation to the small lot should the variances be approved and that the reduced parking would adversely impact those residing in the area. A summary of the public information meeting and copies of all correspondence received to date has been included as Attachment No. 4.

OPTIONS:

OPTION 1: Approve Development Permit with Variances No. 1412 as attached. (Recommended)

OPTION 2: Defer consideration of Development Permit with Variances No. 1412 pending receipt of further information.

OPTION 3: Not approve Development Permit with Variances No. 1412 as attached.

Prepared by:



Erin Ferguson, MCP
Land Use Planner

Reviewed by:



Peter Crawford, MCIP, RPP
Director of Development Services

Attachments:

1. *Attachment No.1: Development Permit with Variances No. 1412 including Plans and Elevations*
2. *Attachment No. 2: Applicant's Project Description and Sustainability Statement, November 27th 2014 and January 11, 2015*
3. *Attachment No.3: Engineering Review of Sightlines, Date February 3rd, 2015*
4. *Attachment No. 4: Summary of Public Information Meeting, December 31st 2014 and related public correspondence*

**THE CORPORATION OF THE CITY OF COURTENAY
BYLAW NO. 2699**

Permit No. DPwV 1412

DEVELOPMENT PERMIT with VARIANCES

March 2, 2015

To issue a Development Permit with Variances

To: Name: Oceanview Enterprises Ltd.
Address: 1416 Valley View Drive
Courtenay, BC V9N 8S7

Property to which permit refers:

Legal: Lot 1, Block A, District Lot 127, Comox District Plan 1447
Civic: 907 5th Street

Conditions of Permit:

Permit issued to allow the development of a residential duplex with the following variances to the *City of Courtenay Zoning Bylaw No. 2500, 2007*:

- *Section 8.2.5* to increase the maximum lot coverage from 40% to 43%;
- *Section 8.2.7 (a)(1)* to reduce the minimum front yard building setback from 7.5 m to 5.1 m;
- *Section 8.2.7 (a)(2)* to reduce the minimum rear yard building setback from 9.0 m to 3.0 m;
- *Section 8.2.7 (a)(3)* to reduce the minimum side yard building setback along a street from 4.5 m to 1.6 m;
- *Section 7.1.2* to reduce the required number of parking stalls from 4 to 0.

Development Permit with Variances No. 1412 is subject to the following conditions:

- Development must be in conformance with the plans and elevations contained in *Schedule No.1*

Time Schedule of Development and Lapse of Permit

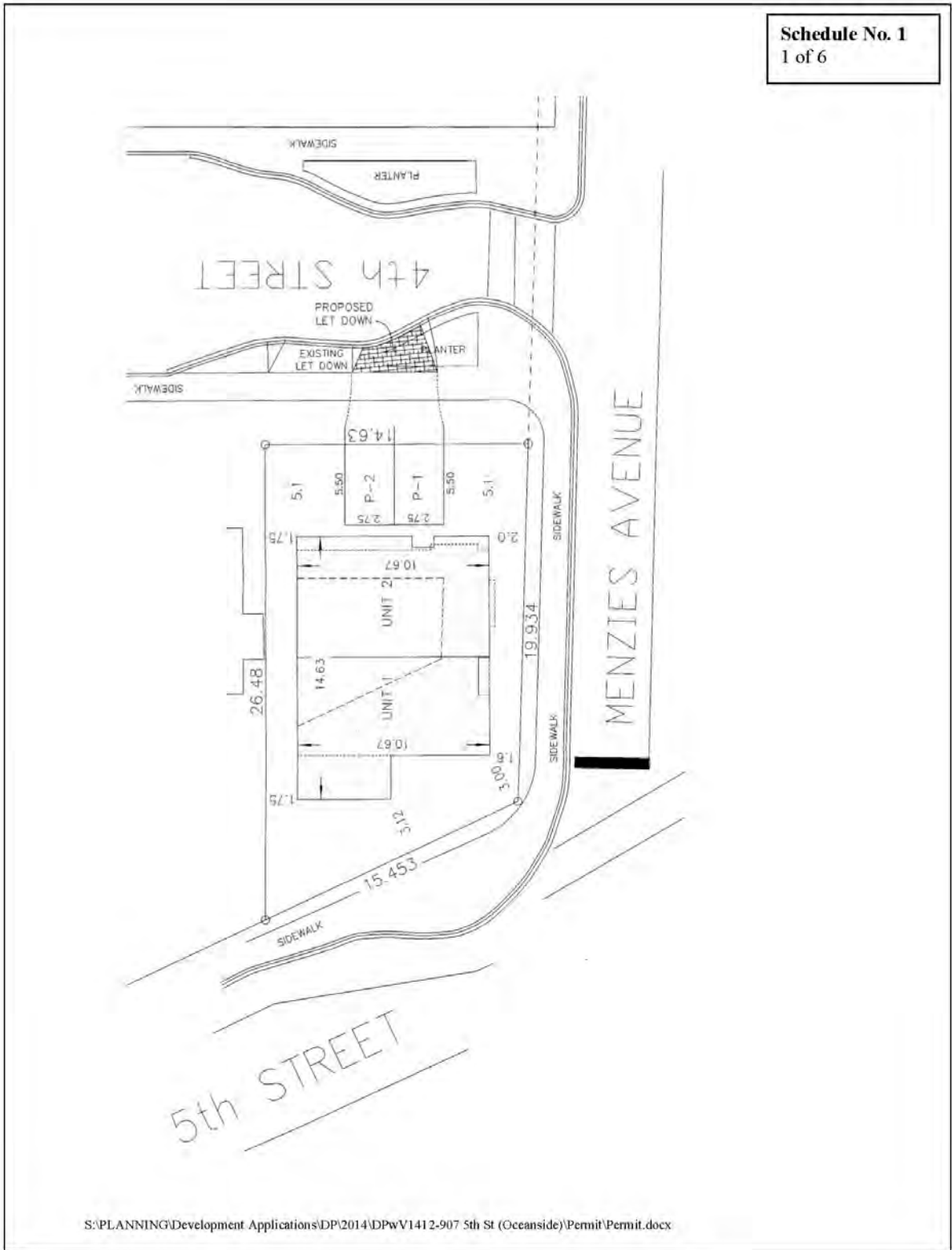
That if the permit holder has not substantially commenced the construction authorized by this permit within (12) months after the date it was issued, the permit lapses.

Date

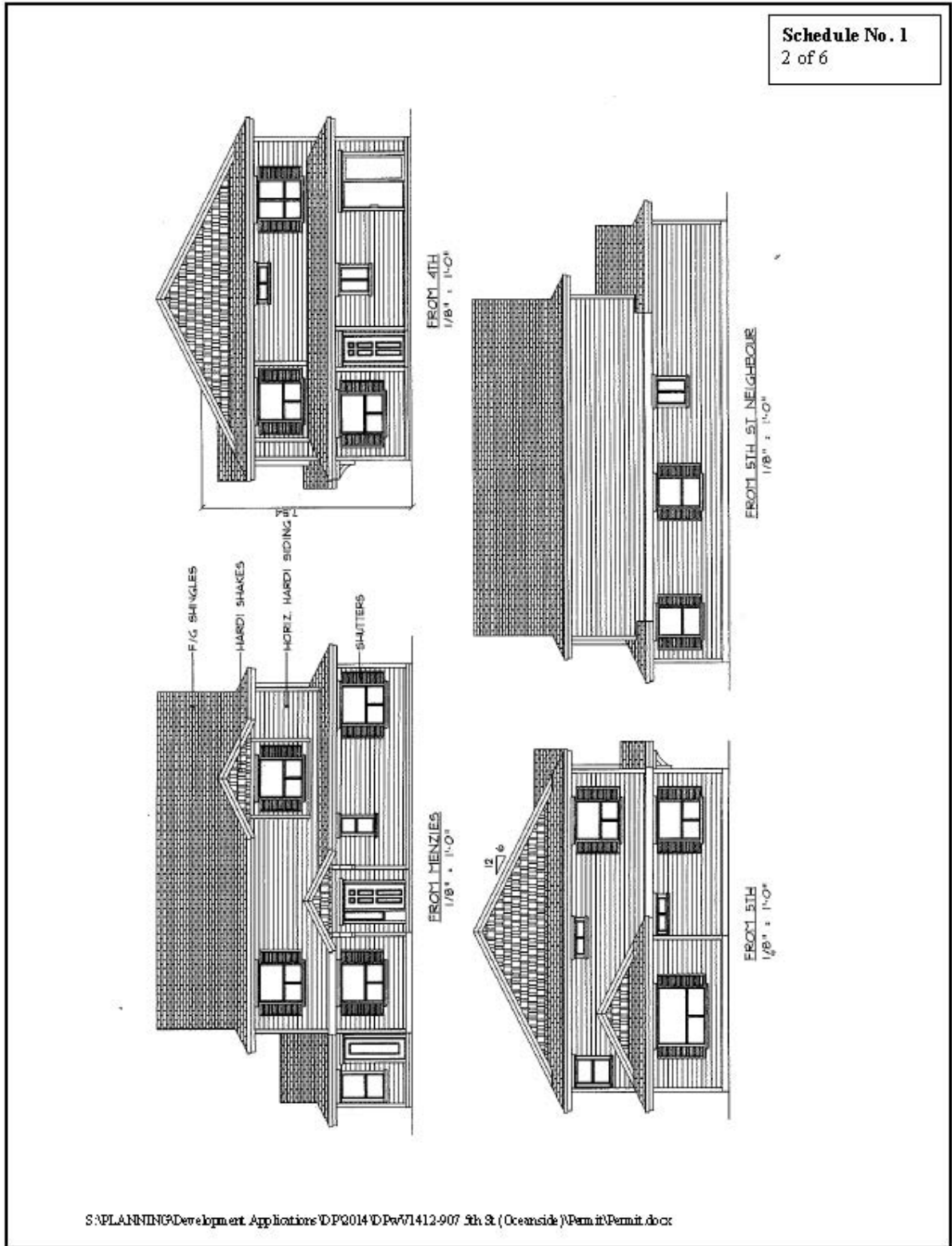
Director of Legislative Services

S:\PLANNING\Development Applications\DP\2014\DPwV1412-907 5th St (Oceanside)\Permit\Permit.docx

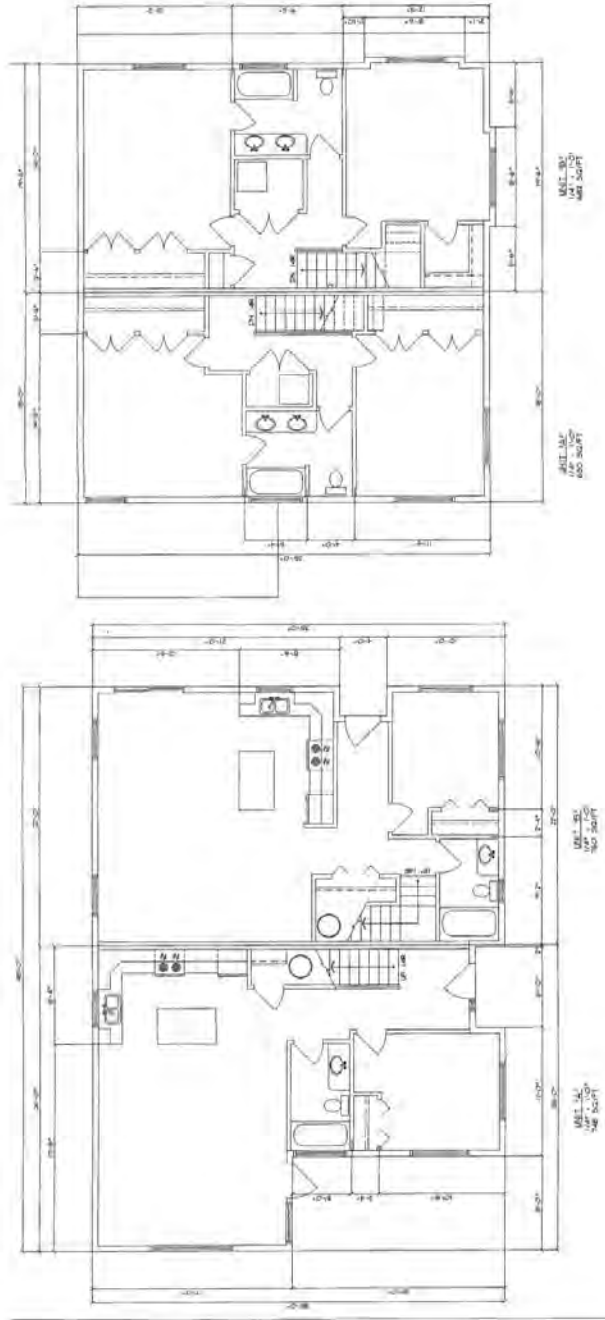
Schedule No. 1
1 of 6



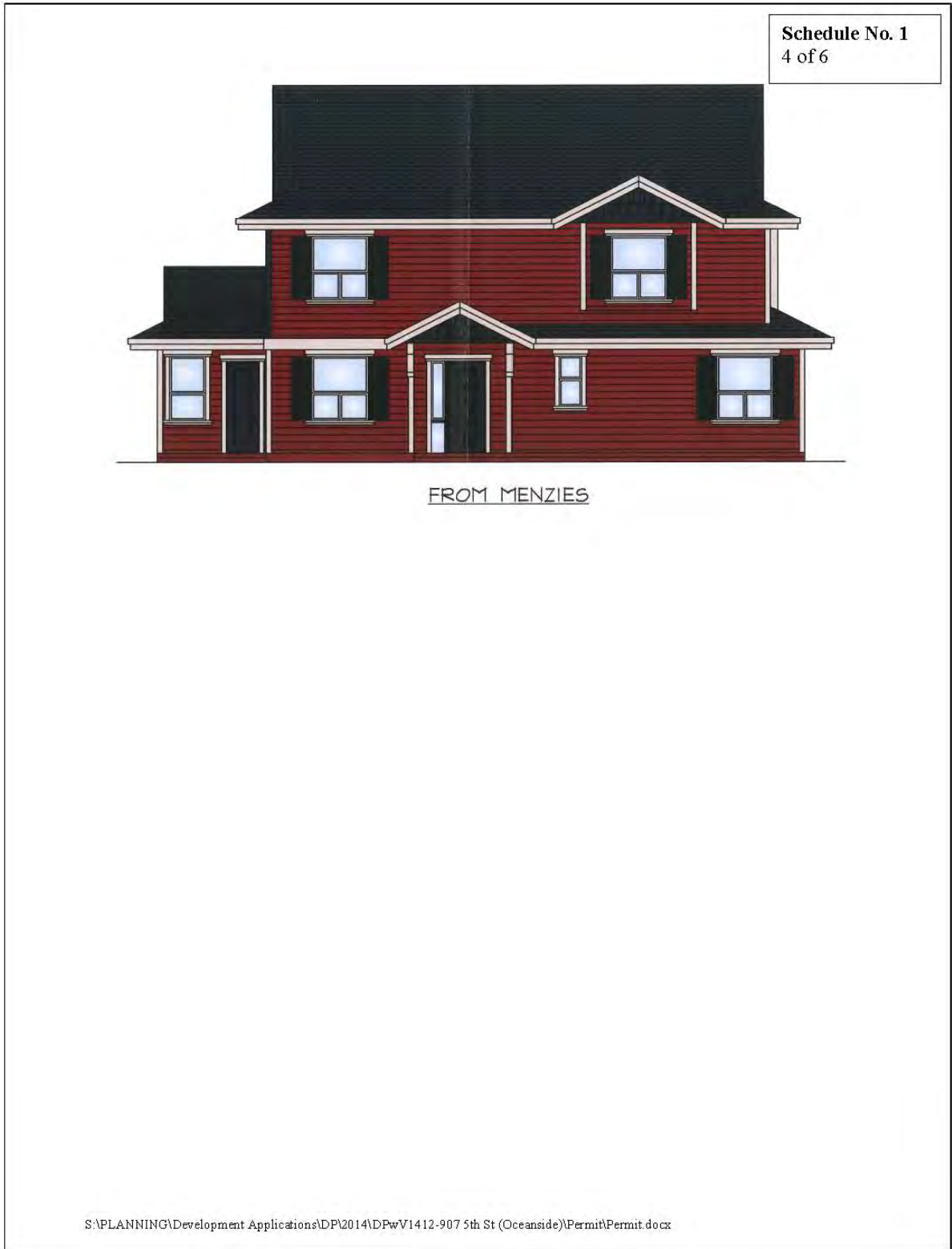
S:\PLANNING\Development Applications\DP\2014\DPwV1412-907 5th St (Oceanside)\Permit\Permit.docx



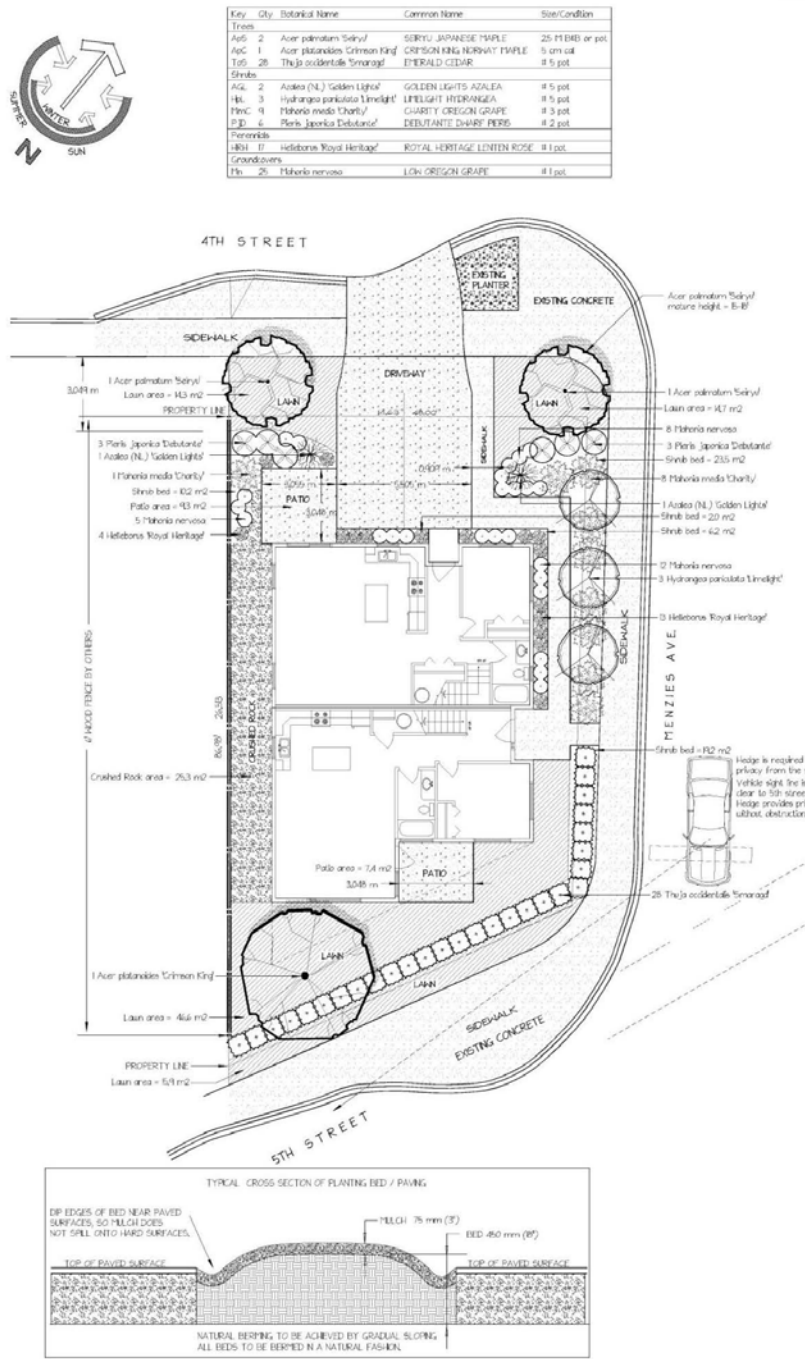
Schedule No. 1
3 of 6



S:\PLANNING\Development Applications\DP\2014\DPwV1412-907 5th St (Oceanside)\Permit\Permit.docx



Schedule No. 1
 5 of 6



S:\PLANNING\Development Applications\DP\2014\DPwV1412-907 5th St (Oceanside)\Permit\Permit.docx

Schedule No. 1
6 of 6

LANDSCAPE DESIGN - CONSTRUCTION PLAN
 1. Tree planting and maintenance schedule
 2. Irrigation and drainage system
 3. Grading and drainage of planting material
 4. Fencing, growing medium and other site-specific details to meet requirements of soil, water and landscape standards
 5. Preparation of planting beds, water and plant material
 6. Drain and placement of the finished landscape
 7. Grading and placement of planting material
 8. Maintenance schedule for irrigation
 9. Other work required to complete landscape
 10. Final site verification, clean and fix

NOTES:
 1. All work shall be in accordance with the BC Landscaping Standards, 2012 edition prepared by the BC Society of Landscape Architects and the BC Landscape and Nursery Association, unless otherwise specified.
 2. All work shall be in accordance with the BC Landscaping Standards, 2012 edition prepared by the BC Society of Landscape Architects and the BC Landscape and Nursery Association, unless otherwise specified.
 3. All work shall be in accordance with the BC Landscaping Standards, 2012 edition prepared by the BC Society of Landscape Architects and the BC Landscape and Nursery Association, unless otherwise specified.

GRADING AND DRAINAGE
 The preparation of the landscape shall be such that the finished surface shall be in accordance with the BC Landscaping Standards, 2012 edition prepared by the BC Society of Landscape Architects and the BC Landscape and Nursery Association, unless otherwise specified.

CONSTRUCTION SCHEDULE
 The contractor shall provide a construction schedule to the BC Landscaping Standards, 2012 edition prepared by the BC Society of Landscape Architects and the BC Landscape and Nursery Association, unless otherwise specified.

INSPECTIONS TO BE CALLED FOR
 The contractor shall provide a construction schedule to the BC Landscaping Standards, 2012 edition prepared by the BC Society of Landscape Architects and the BC Landscape and Nursery Association, unless otherwise specified.

FINAL INSPECTION
 The contractor shall provide a construction schedule to the BC Landscaping Standards, 2012 edition prepared by the BC Society of Landscape Architects and the BC Landscape and Nursery Association, unless otherwise specified.

BC ONE CALL
 Call Before
 You Dig
 1-800-474-6886
 Cell# 748886

BC LANDSCAPE STANDARDS
 All construction to meet the requirements as set out in the BC Landscape Standards, 2012 edition prepared by the BC Society of Landscape Architects and the BC Landscape and Nursery Association, unless otherwise specified.
 Refer to the attached Landscape Specifications provided with this plan taken from the BC Landscape Standards.
 Contractor to consult with designer regarding any discrepancies.
 Contractor to consult with designer if plant substitutions are required due to availability.
 Contractor is responsible for obtaining written confirmation of utility locations prior to commencing digging.
 Contractor is responsible for providing one year of maintenance and one year warranty on all materials and workmanship from acceptance of landscape.
 Refer to landscape specifications provided with the plan.
 If you do not receive the specifications, please contact the designer.

TOP SOIL REQUIREMENTS
 Minimum depth for shrub beds 40mm (2")
 Minimum depth for grass/lawn 300mm (12")
 Minimum depth for crushed rock 100mm (4")
 Trees as per detail on these drawings
 Minimum depth for mulch 65-75mm (2.5-3")

LANDSCAPE AREA

TREE/SHRUB AREA = 656 sq'	(65 = 2)
LAWN AREA = 195 sq'	(195 = 2)
CRUSHED ROCK AREA = 272 sq'	(253 = 2)
PATIO = 80 sq'	(67 = 2)
TOTAL LANDSCAPE AREA = 2296 sq'	(1946 = 2)

PROJECT: RESIDENTIAL BUILDING
 907 5TH STREET
 COQUITON, BC
 LOT 27, BLOCK A, DISTRICT LOT 27, COQUITON DISTRICT, PLAN 447

CLIENT: Kaban Investments Ltd
 Tom Grant
 6400 Sherbrook Place
 Coquiton, BC V3H 3P6
 250-611-2548

ARCHITECT: HS DESIGN
 488-5200 KENNEDY AVENUE
 COQUITON, BC
 250-338-6822
 hsd@hsdesign.ca

LANDSCAPE DESIGNER: 
MYSTIC WOODS LANDSCAPE DESIGN
 4737 Gordon Rd
 Campbell River, BC V9M 1T3
 phone 250-266-3327
 cell phone 250-267-0660
 design@mysticwoods.ca

DRAWN BY:
 Connor Tullness CLD, FT
 Certified Landscape Designer
 Horticultural Technician

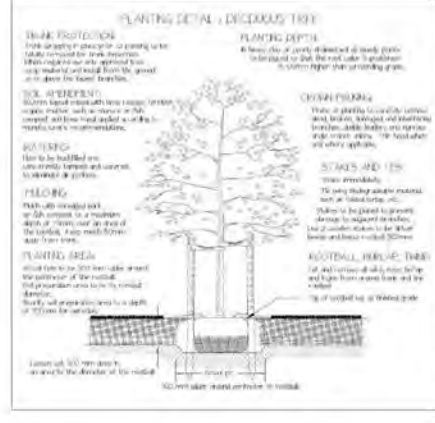
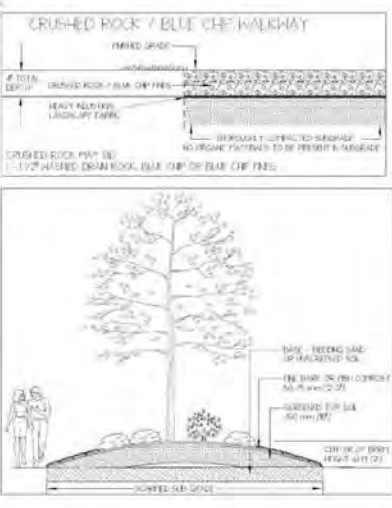
Member of the BC LNA / CLD

SCALE: 1:100



DATE: November 27, 2014 For Client review
REVISIONS: November 27, 2014 For DP
REVISIONS: January 6, 2015 For DP
REVISIONS: January 29, 2015 For DP

DRAWING: LANDSCAPE PLAN
DRAWING #: L101



SKETCH PLAN TO ACCOMPANY DEVELOPMENT PERMIT
 APPLICATION FOR: LOT 1, DISTRICT LOT 127, COMOX
 DISTRICT, PLAN 1447.

B.C.G.S. 92F.065

APPLICANT: KOKOMO INVESTMENTS LTD.
 PID: 000-244-007
 ADDRESS: 907 4th Street
 Courtenay, B.C.

LEGEND

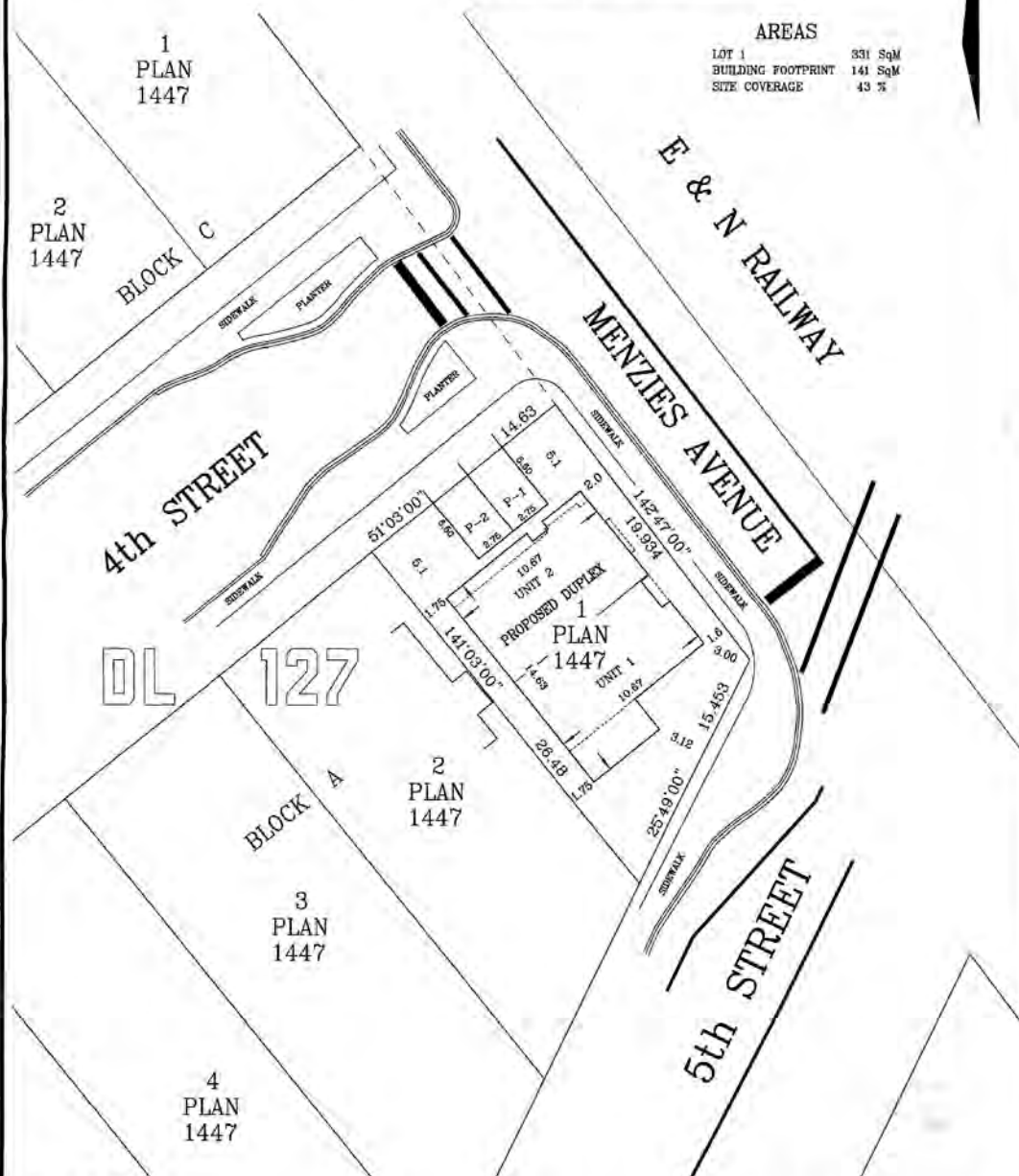
Bearings are astronomic derived from Plan 1447

- P-1 - denotes - Parking Unit 1
- DL - denotes - District Lot
- SqM - denotes - Square Metres

Note: LOT DIMENSIONS, OFFSETS AND AREA
 ARE BASED ON LAND TITLE OFFICE RECORDS
 AND MAY VARY UPON FULL LEGAL SURVEY

AREAS

LOT 1	331 SqM
BUILDING FOOTPRINT	141 SqM
SITE COVERAGE	43 %



January 5, 2015.

BRUCE LEWIS
 LAND SURVEYING INC.
 811 HIGHLAND COURT
 COMOX B.C. V9M 3R4
 FILE: 1582-A01

SCALE = 1 : 250



All distances are in metres and decimals thereof unless otherwise stated
 The intended plot size of this plan is 280 mm in width by
 432 mm in height (B size) when plotted at a scale of 1:250.

THIS SKETCH PLAN LIES WITH THE
 JURISDICTION OF THE CITY OF COURTENAY

Bruce V. Lewis, BCLS

Summary of Proposal for 907 5th Street

November 27th 2014

In September 2008 a fire partially destroyed the 1800 square foot warehouse located at the subject property, at the corner of 5th and Menzies. The owner wishes to rebuild and replace the warehouse with a two storey, side by side duplex. Each side will be approximately 1400 square feet in size with 3 bedrooms and two baths, built with quality materials and will be marketed to families of moderate income. This residential in-fill project, in our opinion, is a better use of the land than another warehouse, and offers social, economic and environmental sustainability for the City of Courtenay.

The proposal is consistent with the current OCP and R2 Zoning allows for a duplex.

The building will be constructed in a heritage style, reminiscent of homes built in 1920's or 30's (shingles, horizontal siding, differing roof lines) and will easily fit in alongside the other homes in the neighbourhood. A drive around the area indicated a preference for strong, historic colours (like beautiful deep blues and warm greens) on the other neighbouring homes. Our heritage colour inspiration for this project is the Courtenay train station with its Country Red siding, black shutters, dark charcoal roof and white trim. It is our feeling that this particular colour palette will be pleasing alongside the other richly coloured homes in the area. Architecturally, the entrances to the two units of the duplex are located on different sides of the building, to give more privacy and provide a look and feel more like a single family home.

The front, rear and side yard setbacks will require variances. The subject lot is small and presents some challenges when trying to site the building within existing setbacks. The old warehouse was built virtually to the property lines on both 5th and Menzies and the placement of the duplex will be a vast improvement over what was.

The development has 2 functional parking stalls, however they do not fit entirely within the property lines and a parking variance would be required. Many nearby homes have only one parking spot, what is offered here is consistent with the neighbourhood. There is visitor street parking along 4th Street. With bus service available and the subject location within walking or cycling distance to downtown, car parking may not be a priority but needs to be addressed.

The custom designed landscape plan specifies lower maintenance plantings with lower watering requirements as well as an underground watering system. The goal is to create an attractive and environmentally friendly landscape that complements the duplex and is easy for future owners to maintain.

For over 50 years a warehouse was located on the subject property and as such, no geotechnical report or drainage study should be required.

To conclude, the duplex is located within walking distance of downtown, is located on a public transit route and will be marketed for sale at affordable price points. With well designed layouts and a pleasing exterior, this project will be an asset to the neighbourhood. We feel there is a greater public need for an attractive and affordable duplex over the rebuilding another warehouse on the subject property and will be a win-win for all.

Affordability Housing Statement for 907 5th Street

The mission of this project is to develop the subject industrial property, located close to downtown into an attractive, moderately priced two storey side by side duplex that fits in well with the existing character of the neighbourhood.

By increasing density and providing for in-fill on this property, this project will provide quality built housing to two families of moderate incomes. Providing new home construction at a moderate price point, in a location that is not car dependent, close to downtown shops and services will contribute to the overall social, environmental and economic well-being of the City.

907 5th Street Sustainability Statement

The site in question was once the location of a warehouse that was built on or very close to the property lines of both 5th and Menzies. A fire that partially destroyed the building has presented an excellent sustainable development opportunity to create an urban residential infill project close to downtown. This project will increase the density of the neighbourhood utilizing existing city infrastructure, and improving site lines on both 5th Street and Menzies Ave.

The project is a two storey, side by side duplex that is respectful to the neighbourhood both in character and design. Informal discussions with the neighbours indicated a strong preference for a residential development as opposed to rebuilding the warehouse.

The project is targeted toward moderate income families or individuals seeking a home within walking or cycling distance to downtown and close to public transportation.

The central location to downtown, and the Rotary Trail across the street promotes walking to daily activities and recreation.

The exterior design fits in well with the existing homes in the neighbourhood. Dutch hips and gable roof lines, bump out windows and a pleasing colour scheme are featured. Hardiplank siding and shingles enhances articulation of the building faces. Suite entrances are placed on either side of the building to provide privacy and design interest. The colour scheme is attractive and fitting to existing properties.

Kokomo Investments Ltd., the builder has incorporated green building standards into past projects. This project will include for example: low VOC paint, carpets, energy efficient light bulbs and low-flow toilets as well as other built green features.

The professionally designed landscaping will be interesting and will complement the existing neighbourhood properties.

To conclude, repurposing the land used from industrial storage to an attractive residential urban in-fill will be a sustainable project and a positive addition to the neighbourhood.

January 11, 2015

Attention: Erin Ferguson

City of Courtenay

Planning Services Department

eferguson@courtenay.ca

RE: Review Letter for 907 5th Street, File 3060-20-1412

Location of the Subject Property:

907 5th Street, the subject property is located at the corner of 5th and Menzies in Courtenay. It is a vacant lot. The other three corners at 5th and Menzies are the Appletree Market, another vacant lot, and a one storey tin commercial building that resembles a large single wide mobile. Directly beside the subject property is an older single storey residential home that encroaches on the shared lot line.

Description of Properties in the Surrounding Neighbourhood:

There are a variety of properties in the neighbourhood both commercial and residential of varying styles, ages and uses. Orchard Village is a multi-family 2 storey complex located within 100 metres of the subject property. There are a few duplex homes, side by side mirror image style. As one travels along 5th towards Pidcock there is a new large, 4plex building, 2 storeys high across the street from the subject property. Single family homes are located along Pidcock to 4th and along 4th to Menzies. These homes are a mix of primarily older style one and 2 storey properties some of which have been renovated, most have not and a couple of newer (within the last 10 to 15years.) Many of these older homes are sited very close to the roadside with very short front yards.

The Building Proposal for the Subject Property:

In September 2008 a fire partially destroyed the 1800 square foot warehouse located at the subject property, at the corner of 5th and Menzies. The owner wishes to rebuild and replace the warehouse with a two storey, side by side duplex, whose form and character will reflect the positive characteristics of the surrounding neighbourhood. The facades of the duplex will be articulated, include visual breaks of the structure and create a warm sense of neighbourliness and interest.

In our opinion, the duplex is a better use of the land than the construction of another warehouse, and offers social, economic and environmental sustainability for the City of Courtenay and a more suitable presence for the neighbouring residential homes.

The proposal is consistent with the current OCP and R2 Zoning allows for a duplex.

The building will be constructed in a heritage style, reminiscent of homes built in 1920's or 30's (shingles, horizontal siding, differing roof lines) and will easily fit in alongside the other homes in the neighbourhood. A drive around the area indicated a preference for strong, historic colours (like beautiful deep blues and warm greens) on the other neighbouring homes. Our heritage colour inspiration for this project is the Courtenay train station with its Country Red siding, black shutters, dark charcoal roof and white trim. It is our feeling that this particular colour palette will be pleasing alongside the other richly coloured homes in the area. Architecturally, the entrances to the two units of the duplex are located on different streets, to give more privacy and provide a look and feel more like a single family home.

The front, rear and side yard setbacks will require variances. The subject lot presents some challenges when trying to site the building within existing setbacks. The coverage currently permitted is 40% and this project requires 43%. The old warehouse was built virtually to the property lines on both 5th and Menzies, and coverage was 51%. The area of the duplex would be an improvement over rebuilding the warehouse. Many of the older single family homes are sited almost to the road in the neighbourhood.

The development has 2 functional parking stalls, however they do not fit entirely within the property lines and a parking variance would be required. Many nearby homes have only one parking spot, what is offered here is consistent with the neighbourhood. There is visitor street parking along 4th Street. With bus service available and the subject location within walking or cycling distance to downtown, car parking may not be a priority but needs to be addressed.

The custom designed landscape plan specifies lower maintenance plantings with lower watering requirements as well as an underground watering system. The goal is to create an attractive and environmentally friendly landscape that complements the duplex and is easy for future owners to maintain.

For over 50 years a warehouse was located on the subject property and as such, no geotechnical report or drainage study should be required.

To conclude, the vacant subject property is not currently providing a welcoming sense of place or community for the neighbourhood. The proposal for a heritage styled duplex will be an asset, reflecting the form and character of the positive characteristics in the neighbourhood. Within walking distance of downtown, located on a public transit route, this project will be an asset to the City of Courtenay.

We feel there is greater benefit for an attractive and affordable duplex over construction of another warehouse and will be a win-win for all.

Sincerely,

Tom Grant

Kokomo Investments LTD.

ATTACHMENT No. 3



OUTLOOK LAND DESIGN
LANDSCAPE ARCHITECTURE – CIVIL ENGINEERING

Places
People
Love

February 3, 2015

Kokomo investments ltd
6A 821 shamrock place
Comox V9M 3P6

Attention: Tom Grant

907 5th Street – Sightlines Review, City of Courtenay File 3060-20-1412

This letter is provided in response to the City of Courtenay's correspondence of December 18, 2014 where a request for a review of sightlines (Item 14) was made.

We have visited the site and reviewed the current site plan (Mystic Woods Landscape Design, Dwg L1 of 1, Rev Jan 29, 2015) and reviewed current Transportation Association of Canada guidance for sight lines. As a result of this review our opinion is that the landscaping and building as proposed will not conflict with sight triangles.

We provide an annotated copy of Figure 2.3.3.2 TAC Departure Sight Triangles and a plan illustrating traffic movements.

For the City's information, though not associated with this development, we have indicated a desirable corner cut for Lot 1, Plan 447 **Block C** should the opportunity arise in the future.

Sincerely,

Outlook Land Design Inc.

Per

Tim O'Brien, P. Eng., MBCSLA

Landscape Architect, Professional Engineer (Civil), Certified Contract Administrator

Attachments:

- Figure 2.3.3.2
- Outlook Dwg: 283 Sight Triangle Check

LANDSCAPE ARCHITECTURE
CIVIL ENGINEERING
PROJECT MANAGEMENT
DEVELOPMENT PLANNING

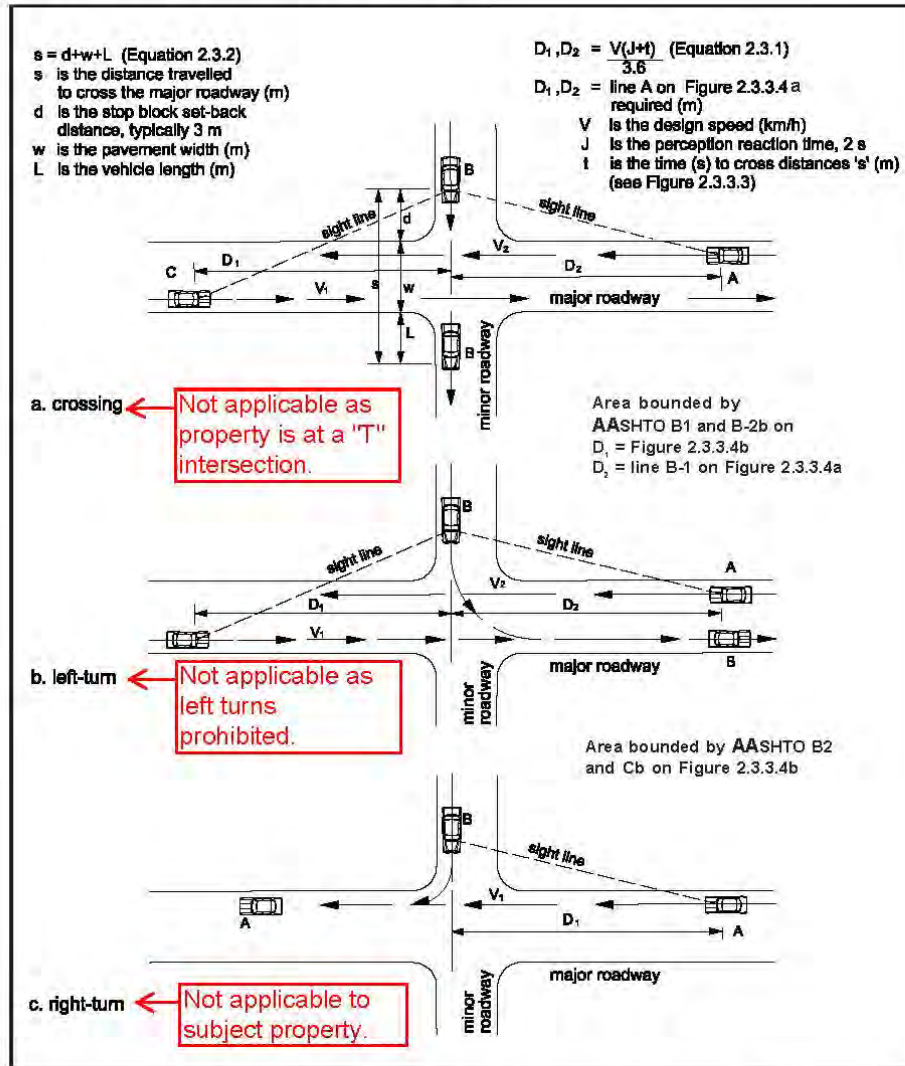
1326 DOCLIDDLE ROAD
COMOX, BC V9M 2P9
TEL 250.339.5222
www.outlooklanddesign.com

Site Triangle Check 907 5th Street



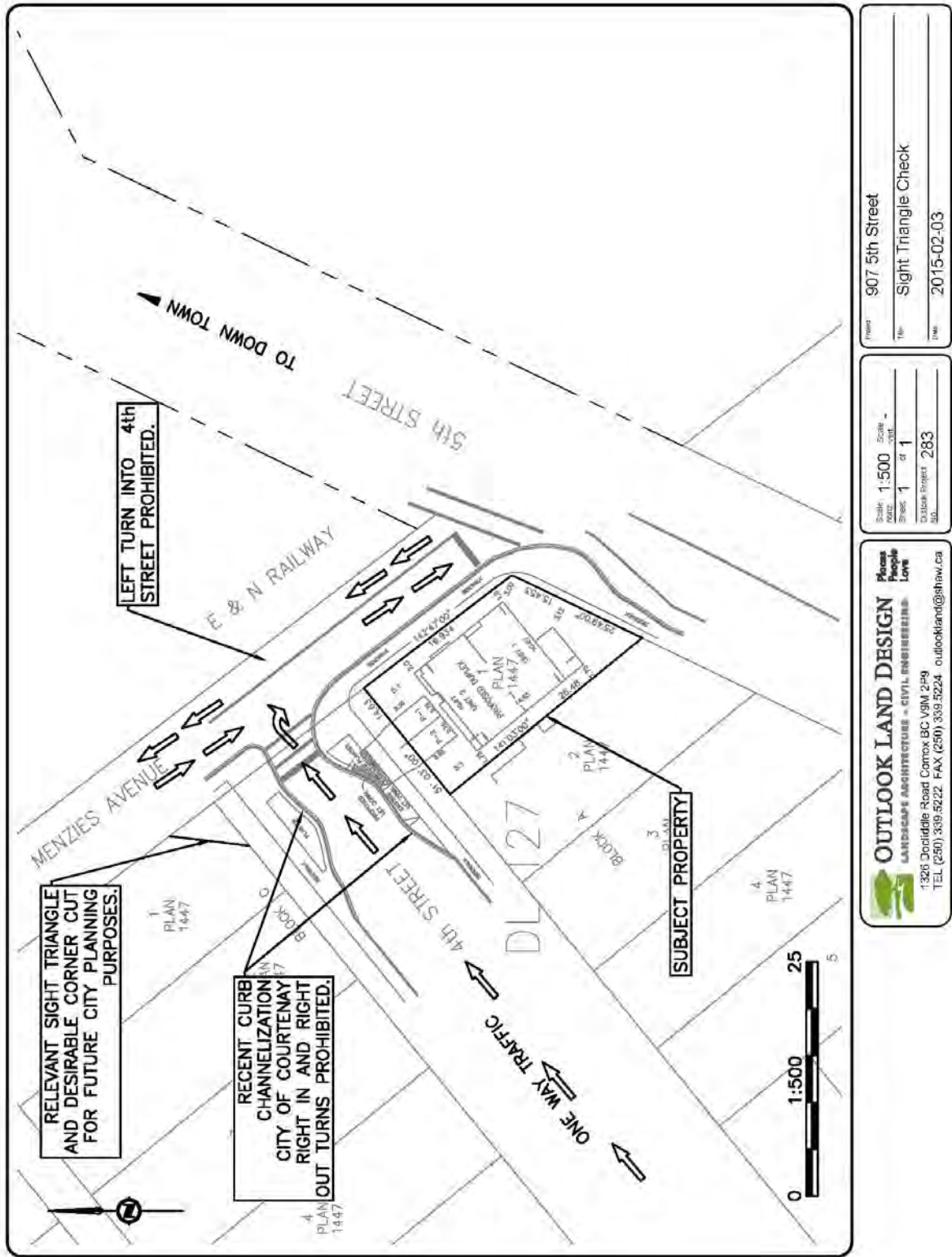
Geometric Design Guide for Canadian Roads

Figure 2.3.3.2 Departure Sight Triangles



*In urban situations, the distance "d" may be governed by adjacent view obstructions.

Note: Sight line set-back distance is typically between 4.4 m and 5.4 m from the edge-of-traveled lane.



ATTACHMENT No. 4

From: [Tom Grant](#)
To: [Ferguson, Erin](#)
Date: Wednesday, December 31, 2014 12:28:32 PM
Attachments: [Linda McLean letter.docx](#)

Erin;

RE: File #3060-20-1412

In accordance with the Development Procedures Bylaw #2699, a Public Meeting was held on December 20, 2014 from 1pm to 3pm. The meeting was held in a wheelchair accessible room at 821-Shamrock Place, Comox BC. The meeting was advertised to all property owners within 30 metres a full seven days in advance.

At the meeting attendees were able to view a colored rendering of the building, elevation drawings, landscape plans, as well as colored samples of building materials.

No one attended the meeting, however one neighbor did email in her comments, which are attached to this email, and shall form a part of the application.

Yours truly,

Tom Grant

From: lindafaye@shaw.ca

Date: December 15, 2014 7:08:19 AM PST

To: tomfgrant@hotmail.com

Subject: Duplex on 5th

Hi, Tom. I may not get a chance to get to the public information meeting for this plan, but a duplex (already zoned for that lot anyway) with 2 on-site parking spaces is sure something I would support. Even with a variance for the parking, if the City agreed with the change, I would be happy with that. If it's as beautiful a house as the first plan, it'll be a lovely addition for the neighbourhood.

(We just have such problems and changes from the upgrades, with our now limited street parking and few garages in this older neighbourhood, that the other proposal wasn't supported by most of us who live right here).

I will check out the property once it's built.. who knows... I might downsize. Are you by chance installing soundproofing windows and heavier walls/insulation to muffle the street traffic noise at that corner? I landscaped my whole yard (from just all grass), and although I'm not a professional, would be happy to suggest some drought-resistant and privacy-enhancing plants when you're at that stage... you can put a \$2 plant in a \$20 hole and get miraculous results!

Anyway, I might get over there on Sat. Good luck. Linda McLean

From: pantusodance@gmail.com on behalf of [Lindsay Sterk](#)
To: [PlanningAlias](#)
Subject: 907 5th Street File No: 3060-20-1412
Date: February -16-15 11:36:21 AM

Hi there,

We received your development permit information and I would like to strongly oppose these variances in any way I can. The subject property is very small as it is and encroaching on three different sides to extend the setbacks would adversely affect the neighbour directly next door (Gloria Ellefson) as well as neighbours in the direct vicinity as I feel the space is simply too small for the large building that is laid out in this plan. I understand that it is duplex zoned and am not disputing that, but I feel due to the small size of lot and the neighbourhood's lack of support for the original triplex application, that variances to extend the size of building should not be granted. Also moving the parking stalls to zero from four will adversely affect everyone in the immediate vicinity right down to Pidcock on 4th Street with on street parking shuffling. As there is no parking on the 5th Street side, it will all be forced onto our street (4th) which does not make sense given the resources the City put into to creating the (fantastic) traffic calming at 4th and Menzies.

Please let me know if I need to do anything else to oppose these variances.

Kind regards,

Lindsay Sterk
907 4th Street



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Parcel Tax Review Panel - 2015

File No.: 1950-02
Date: March 2, 2015

PURPOSE:

The purpose of this report is to establish the time and place for the sitting of the 2015 Parcel Tax Review Panel.

POLICY ANALYSIS:

Section 204 (2) of the *Community Charter* states that, before a parcel tax is imposed for the first time, a parcel tax review panel must consider any complaints respecting the parcel tax roll, and must authenticate the roll in accordance with this Division of the *Community Charter*. Council must appoint at least 3 persons as members of the review panel, establish the time and place, and provide advance notice of the time and place.

EXECUTIVE SUMMARY:

The establishment of the Parcel Tax Review Panel and the time and place of sitting, is an annual action of Council. The time and place of the 2015 Parcel Tax Review Panel is proposed to be April 1, 2015, at 4:00 pm in the City of Courtenay's Council chambers. Council members appointed to the Parcel Tax Review Panel include Councillors Frisch, Lennox, and Eriksson.

CAO RECOMMENDATIONS:

That based on the March 2, 2015 staff report "Parcel Tax Review Panel-2015", Council approve OPTION 1 to establish the time and place of the Parcel Tax Review Panel as April 1, 2015, 4:00 pm, City Hall Council Chambers.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

In accordance with Sections 204-206 of the *Community Charter*, prior to a parcel tax being imposed for the first time, a Parcel Tax Review Panel must consider any complaints respecting the parcel tax roll, and must authenticate the roll so that it may be added to the annual property tax levy.

DISCUSSION:

Each year parcel taxes are calculated and assessed on all new or newly subdivided properties added to the water and sewer distribution system within the City of Courtenay. The property owners are provided notice of the amount to be added to their annual property tax notice, and that they have an opportunity to make an appeal at the annual Parcel Tax Review Panel. The panel reviews the complaints, makes a decision, and authenticates the final parcel tax roll for the year. The parcel tax roll must be authenticated in advance of its addition as a levy on the 2015 property tax notice.

FINANCIAL IMPLICATIONS:

Parcel taxes for water and sewer are assessed in accordance with the water and sewer frontage tax bylaws, and for 2015 are anticipated to generate \$690,000 for the water fund, and \$1.9 million for the sewer fund. These revenues assist in the funding required to carry out capital and operational works for the provision of these two utility services, and have been included in the respective 2015-2019 Financial Plans.

ADMINISTRATIVE IMPLICATIONS:

On Council approval of the time and place for the Parcel Tax Review Panel, staff will notify affected property owners by letter of both their assessment for 2015, as well as their opportunity to appeal the assessment with the review panel.

STRATEGIC PLAN REFERENCE:

While not specifically referenced in the City's strategic plan or strategic priorities, this activity is a statutory requirement, and utilizes staff resources in carrying out the actions required.

OFFICIAL COMMUNITY PLAN REFERENCE:

There is no applicable reference in the Official Community Plan.

REGIONAL GROWTH STRATEGY REFERENCE:

There is no applicable reference in the Regional Growth Strategy.

CITIZEN/PUBLIC ENGAGEMENT:

Affected property owners are notified in writing of both the amount of the parcel tax assessed, and their opportunity to appeal the assessment.

OPTIONS:

OPTION 1: That Council approve the time and place for the sitting of the Parcel Tax Review Panel as April 1, 2015, 4:00 pm, City Hall Council Chambers. [RECOMMENDED]

OPTION 2: That Council set another time and place for the sitting of the Parcel Tax Review Panel.

While Option 2 is offered, Council should be aware that sufficient time for mailing the notice letters to property owners, meeting the statutory advertising requirements, and meeting of the panel to review and authenticating the 2015 parcel tax roll must all be considered in setting the date. April 1st provides staff with the sufficient time required.

Prepared by:



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

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2659

A Bylaw to amend the *Zoning Bylaw No. 2500, 2007*

WHEREAS the Council has given due regard to the consideration given in Section 903 of the *Local Government Act*;

NOW THEREFORE the Council of the City of Courtenay in open meeting assembled enacts as follows:

1. This bylaw may be cited for all purposes as “***Zoning Amendment Bylaw No. 2659, 2011***”
2. That “*Zoning Bylaw No. 2500, 2007*” be hereby amended by adding the following unnumbered paragraph to Section 8.14.6 in Part 14 – Multiple Use Two Zone (MU-2):

Notwithstanding any provision of this bylaw, for the property shown in bold outline on Figure 7 the maximum height of a building shall be 14 metres (not to exceed a maximum of 4 storeys).

3. That “*Zoning Bylaw No. 2500, 2007*” be hereby further amended by inserting as Figure 7 after Section 8.14 the sketch plan attached hereto as Attachment “A” and which forms part of this bylaw.
4. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 21st day of March, 2011

Read a second time this 21st day of March, 2011

Considered at a Public Hearing this 11th day of April, 2011

Read a third time this 11th day of April, 2011

Third reading rescinded this 2nd day of February, 2015

Considered at a Public Hearing this 16th day of February, 2015

Read a third time this 2nd day of March, 2015

Finally passed and adopted this day of , 2015

Mayor

Manager of Corporate Administration