

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

DATE: September 8, 2015
PLACE: City Hall Council Chambers
TIME: 4:00 p.m.

1.00 ADOPTION OF MINUTES

1. Adopt August 17, 2015 Regular Council meeting minutes

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

1. Chamber of Commerce re: PowerPoint Governance Review in the Comox Valley

4.00 STAFF REPORTS/PRESENTATIONS

Pg #

(a) CAO and Legislative Services

- 1 1. Cancellation of September 21, 2015 Council Meeting

(b) Community Services

(c) Development Services

- 3 1. Development Permit No. 1509 – 2751 Cliffe Avenue
- 25 2. Development Permit No. 1508 – 2140 Lake Trail Rd
- 61 3. Courtenay Train Station – 899 Cumberland Road

(d) Engineering and Operations

- 73 4. Willemar Avenue (17th to 26th St) Road Reconstruction Project: Cycling Infrastructure, Option 3 Alternatives

(e) Financial Services

- 83 5. 2016 Permissive Property Tax Exemption – Further Information

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

- 107 1. Staff Memo: Idiens Way Speeding Concerns

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 September 8, 2015 at the conclusion of the Regular Council meeting pursuant to the following sub-sections of the *Community Charter*:

- 90 (1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and
- 90 (1) (g) litigation or potential litigation affecting the municipality.

9.00 UNFINISHED BUSINESS

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

109 1. MIABC Voting delegate at UBCM Convention

Recommendation: That Council appoint an alternate voting delegate in addition to Councillor Hillian (Councillor Hillian to be alternate #1).

12.00 BYLAWS

For Third Reading and Final Adoption

111 1. Zoning Amendment Bylaw No. 2824, 2015”
(rezone 4746 Oakridge Dr. from RR-2 to RR-2S to allow for a secondary suite)

13.00 ADJOURNMENT



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Cancellation of September 21, 2015 Council Meeting

File No.: 0570-01
Date: September 8, 2015

PURPOSE:

The purpose of this report is to consider the cancellation of the September 21, 2015 Regular Council meeting.

CAO RECOMMENDATIONS:

That based on the September 8, 2015 staff report "Cancellation of September 21, 2015 Council Meeting", Council approve OPTION 1 and cancel the regular Council meeting scheduled for September 21, 2015.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

A regular Council meeting is scheduled for September 21, 2015 pursuant to Council Procedure Bylaw No. 2730.

The annual UBCM convention is being held September 21-25, 2015. A number of Council members are attending the conference, and as a result Council will not have the required quorum to legally conduct a meeting.

DISCUSSION:

Under the current Council meeting schedule there are three Council meetings per month, as well as one Committee of the Whole meeting.

Staff believe the cancellation of the September 21st meeting will not have a negative effect on City operations or the public, and there are a sufficient number of meetings in September to conduct business.

Council also has the option of calling a Special Council meeting if required.

FINANCIAL IMPLICATIONS:

There are no financial implications.

ADMINISTRATIVE IMPLICATIONS:

On average, each regular Council meeting requires approximately 7 hours of combined Legislative Services staff time to review reports, create the agenda, draft meeting minutes, and prepare Council Chambers for the meeting. Larger or more complex agendas can require significantly more time.

This does not include time spent by other departments to prepare the Council reports.

ASSET MANAGEMENT IMPLICATIONS:

None.

STRATEGIC PLAN REFERENCE:

None.

OFFICIAL COMMUNITY PLAN REFERENCE:

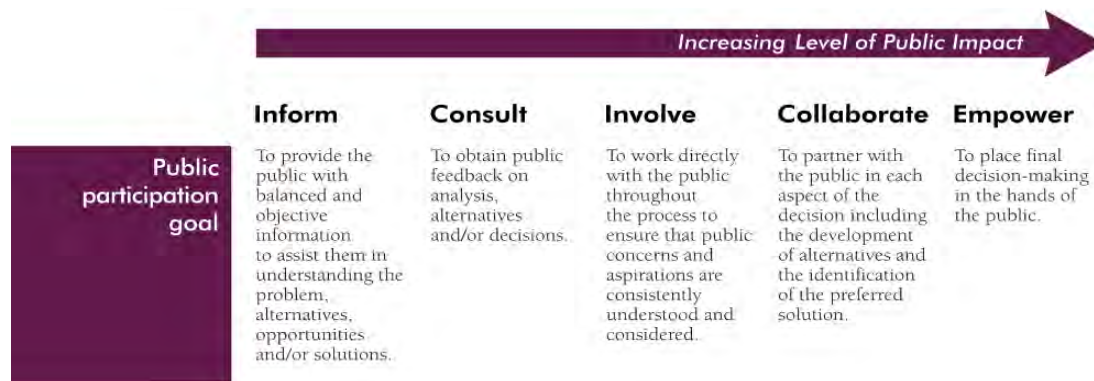
None.

REGIONAL GROWTH STRATEGY REFERENCE:

None.

CITIZEN/PUBLIC ENGAGEMENT:

Changes to the Council meeting schedule will be posted on the City’s website. The public participation level of “inform” under the *IAP2 Spectrum of Public Participation* is recommended.



OPTIONS:

OPTION 1: Cancel the September 21, 2015 regular Council meeting (Recommended).

OPTION 2: Reschedule the September 21, 2015 regular Council meeting to another day.

Prepared by:

John Ward, CMC
Director of Legislative Services/Deputy CAO



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Development Permit with Variances – 2751 Cliffe Ave

File No.: 3060-20-1509
Date: September 8, 2015

PURPOSE:

The purpose of this report is for Council to consider the issuance of a Development Permit with Variances to allow the rebranding of the existing vacant Target store into a Canadian Tire store.

CAO RECOMMENDATIONS:

That based on the September 8th, 2015 staff report “Development Permit with variance – 2751 Cliffe Ave” the staff recommendation outlined in OPTION 1 be approved.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The subject property is located on Cliffe Avenue between 26th and 29th Streets (the Driftwood Mall). The existing Target retail store was an anchor tenant located on the south end of the site adjacent to 29th Street. Canadian Tire, a Canadian based retailer has recently acquired a number of Target outlets in Canada and the Driftwood Mall location has been identified for conversion to a new Canadian Tire store.

The conversion will include a facade upgrade to rebrand the building to the Canadian Tire corporate theme, the addition of an outdoor covered garden centre at the front of the building and the conversion of existing floor space to a 10 bay Auto Service centre at the rear of the building. The Garden Centre expansion area will extend toward Cliffe Ave and include landscape improvements along the property line between the Driftwood Mall and the adjacent retail stores to the north.

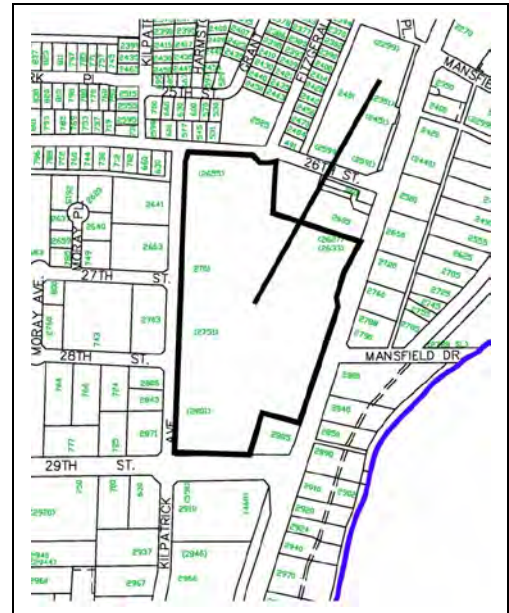
A map showing the location of the subject property is included as **Attachment No. 1**; information submitted by the applicant is contained in **Attachment No. 2**; Public input is included as **Attachment No. 3** and the draft permit is contained in **Attachment No. 4**.

DISCUSSION:

Official Community Plan Analysis
Form and Character

The Driftwood Mall is designated “Commercial Shopping Centre” in the OCP. Large retail developments such as shopping centres rely on high visibility from major public roads. Accordingly, they become prominent features and greatly influence the streetscape of the City. In the case of the Driftwood Mall, it is located on a major entryway to the City at the end of the Comox Valley Parkway.

With the addition of a covered garden centre at the front of the building, the internal access road from 29th Street will be relocated. This redesigned access will enhance the outdoor pedestrian interaction within the Driftwood Mall development through the extension of the sidewalk along 29th Street into the site and enhanced landscaping and relocated street furniture around the garden centre.



The proposed garden centre will consist of high quality materials including cultured stone piers and black metal picket “iron eagle” fencing. The variety of materials and the stepped nature of pier and fence construction will create a visually appealing garden centre.

Staff is satisfied the proposed development substantially complies with the Shopping Centre Development Permit Guidelines.

Landscaping

All existing landscape buffers are retained and meet the landscape requirements of the Development Permit guidelines. All existing trees will be retained or moved. A total of 11 trees will be relocated on site which will enhance the screening between the rear neighbouring property on 29th street.

A decorative 2m high cedar fence will be used at the rear of the store to screen outdoor storage areas.

Lighting

Pursuant to the Development Permit Guidelines and the City’s Dark Skies Policy all lighting is required to be full cut off/flat lens in parking, loading and pedestrian areas. All building lighting must be full cut off lighting fixtures.

Parking

The addition of the outdoor garden centre at the front of the building will result in the loss of parking spaces. Accordingly, the applicant has requested a parking variance. The table to the right outlines the parking calculations and shows the request for an 89 stall variance.

DRIFTWOOD MALL & PROPOSED CANADIAN TIRE PARKING STATISTICS		
DESCRIPTION	AREA m ²	AREA ft ²
DRIFTWOOD MALL FLOOR AREA	26,703	287,428
EXISTING PARKING COUNT		
EXISTING TOTAL PARKING STALLS	1171	4.1/1000ft ²
NUMBER OF PARKING STALLS REMOVED AT CANADIAN TIRE ADDITION	91	
TOTAL PROPOSED REMAINING PARKING STALLS	1080	3.8/1000ft ²
PROPOSED VARIANCE TO BYLAW		
STALLS REQUIRED AT PREVIOUS DP APPLICATION	1,169	
PARKING STALL VARIANCE REQUESTED FROM PREVIOUS DP APPLICATION	89	

Zoning analysis

The subject property is zoned Commercial One A (C-1A) Zone and the proposed development complies with permitted uses, setbacks, lot coverage, building height and landscape provisions of the zone. As noted above a parking variance is requested.

Signs

The applicant is also seeking a variance to the City of Courtenay Sign Bylaw No. 2760, 2013, Section 5.3 to allow fascia signage of 64.8 meters squared on the entrance elevation. This is 34.8 square meters larger than what is allowed under the bylaw. Given the overall building face area, the increase in sign area will not negatively impact the visual appearance of the building. The variety in projections and height will mean all signs are rarely viewed simultaneously. The building face will be visually and physically broken up by the garden centre canopy.

FINANCIAL IMPLICATIONS:

The fees for this application include \$1000 for the development permit and an additional \$1500 for the associated variances to the parking and sign bylaw. These fees are designed to offset the costs of staff time, advertising and registration of the notice of permit on title.

ADMINISTRATIVE IMPLICATIONS:

Staff has spent approximately 30 hours on the development permit application. Most of this time has been spent meeting with the applicant, reviewing design changes with the applicant and preparing the report and associated permit.

If approved an additional hour of staff time will be required to prepare the notice of permit, have it registered on title and close the file. 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.

ASSET MANAGEMENT IMPLICATIONS:

There are no direct asset management implications associated with the proposed Development Permit with Variances.

STRATEGIC PRIORITIES REFERENCE:

Not referenced

OFFICIAL COMMUNITY PLAN REFERENCE:

In accordance with OCP policy 4.2.3 the proposed development is a more intensive use of an existing serviced commercial area rather than an expansion of commercial zoning into a new area.

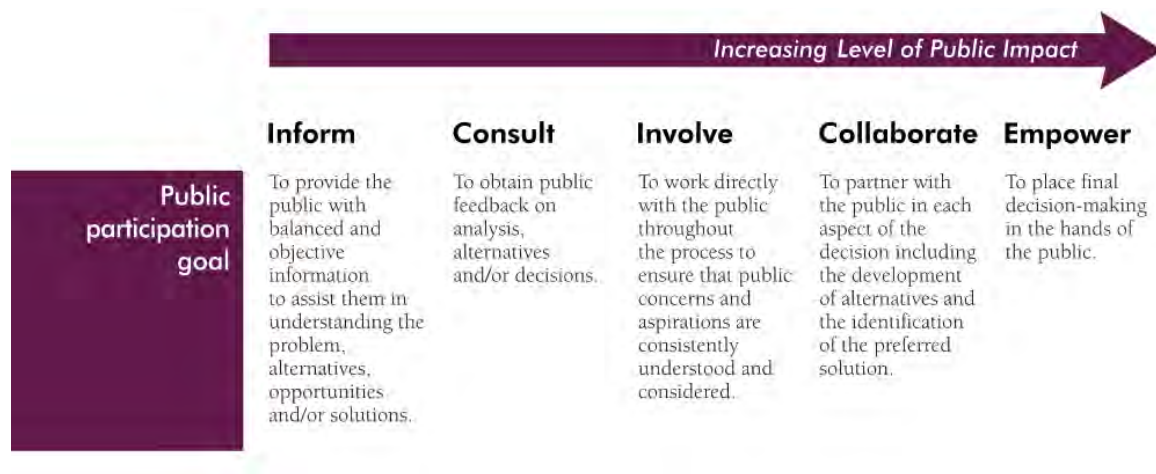
REGIONAL GROWTH STRATEGY REFERENCE:

Not Referenced

CITIZEN/PUBLIC ENGAGEMENT:

Staff would “consult” based on the IAP2 Spectrum of Public Participation:

http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf



The applicant held a public information meeting with regard to the proposed variances on August 6th, 2015. Six people attended the meeting. Invitations were mailed out directly to the 150 addresses that were provided to the applicant by city staff. Presentations and display materials were provided by Kasian architecture (the applicant). Only one comment has been received to date with concern over the relocation of 7 trees to the landscape setback between the existing independent retail strip and the proposed garden centre enclosure. Minutes from the meeting and comments are attached.

- OPTION 1: Approve Development Permit with variance No. 1509 as attached (Recommended).
- OPTION 2: Defer consideration of Development Permit No. 1509 pending receipt of addition information.
- OPTION 3: Do not approve Development Permit No. 1509 and outline the guidelines that have not been satisfied.

Prepared by:

Allan Gornall, B.Sc
Planning Technician

Reviewed by:

Ian Buck, MCIP, RPP
Director of Development Services

Attachments:

1. Attachment No. 1 : Location map and reference information
2. Attachment No. 2: Information provided by the applicant, July 2015
3. Attachment No. 3: Summary of Public Information Meeting, August 6th, 2015
4. Attachment No.4: Development Permit with Variance



KASIAN
ARCHITECTURE
INTERIOR
DESIGN AND
PLANNING LTD
1500 West Georgia Street
Suite 1885
Vancouver
British Columbia
Canada
V6G 2Z6
1 604 683 4145
1 604 683 2827
www.kasian.com



July 20th, 2015

Planning Division,
City of Courtenay
830 Cliffe Avenue
Courtenay, BC

DON W. KASIAN
Architect AIBC, Architect AIA, OAA,
MLA, MOA, MPFA, OAA, OAA,
FPAAC, MR, Assoc. AIA, BCS, MAA

WOJCIECH BRUS
Architect AIBC, Architect AIA,
MRAC, MAA

SHELDON CATARINO
CAA, BArch, LEED AP BD+C, RIDARE

KEN CHIANG
SBC, EIT

BILL CHOMIK
Architect AIBC, Architect AIA, OAA,
MLA, MOA, MPFA, OAA, OAA,
FPAAC, MR, Assoc. AIA, BCS, MAA

TERESA COADY
Architect AIBC, Architect AIA, OAA,
MLA, MOA, MPFA, OAA, OAA,
FPAAC, MR, Assoc. AIA, BCS, MAA

W. SCOTT DOUGLAS
Architect AIBC, Architect AIA, OAA,
MLA, MOA, MPFA, OAA, OAA,
FPAAC, MR, Assoc. AIA, BCS, MAA

JIM W. EBBELS
MRAC, SPL, MDS (Arch)

MILTON GARDNER
Architect AIBC, Architect AIA, OAA,
MLA, MOA, MPFA, OAA, OAA,
FPAAC, MR, Assoc. AIA, BCS, MAA

CRYSTAL GRAHAM
RID, LEED AP, LEED AP BD+C, LEED AP
MR&C, OAA, OAA, LEED AP

JANINE GROSSMAN
ARCHITECT, SBC, BArch

STEWART INGLIS
Architect AIBC, Architect AIA,

CAROL JONES
RID, FIDC, RIDA, LEED AP, LEED AP
MR&C, OAA, OAA, LEED AP

DEAN MATSUMOTO
ARCHITECT, AIA, OAA, OAA, OAA,
FPAAC, MR, Assoc. AIA, BCS, MAA

MICHAEL McDONALD
Architect AIBC, Architect AIA, OAA,
MLA, MOA, MPFA, OAA, OAA,
FPAAC, MR, Assoc. AIA, BCS, MAA

ALAN NAKASKA
Architect AIBC, Architect AIA,
MRAC, MAA

PATSY POULIN
CAA, MRAC, BArch, BArch, BArch

OLIVER SAN AGUSTIN
MRAC, SBC (Arch)

PETER STREITH
Architect AIA, MAA, OAA,
FPAAC, BArch

PAUL SZASZKIEWICZ
CAA, MRAC, BArch, BArch

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Doha

Subject: Canadian Tire, Driftwood Mall
Development Permit – Written Summary

This written summary is provided to describe the proposed development and outline its compliance with the official Community plan.

Proposed Development Description

The proposed development is to rebrand the existing vacant Target store into a Canadian Tire store. An outdoor covered garden center is proposed at the front of the store and a 10 bay Auto Service center is proposed to the rear of the store.

Variance Request

Parking

The requested variance is for an allowance of 89 parking stalls less than previously required at the time of Target's development permit application. The proposed ratio of stalls available on the site is 3.8/1000sf which is sufficient to meet typical demand.

Signage

Variance is requested to Courtenay Sign Bylaw No. 2760, 2013, Section 5.3. To allow fascia signage of 64.8ms on the entrance elevation. This is 34.8ms more than currently allowed. This building face is physically and visually broken by the garden centre canopy. The variety in projections and height will mean all signs are rarely viewed simultaneously. A portion of the signage is wayfinding which matches the wall colour behind and is necessary to inform the public of the Auto Service Centre location to the rear of the store.

Compliance with Official Community Plan

The alterations proposed are in compliance with the Official Community Plan guidelines and Development guidelines for this zone, Commercial One A.

A) Form and Character

The construction of a covered garden centre will enhance the outdoor pedestrian interaction occurring within the Driftwood mall development. Additional **pedestrian paved space** is created in proximity the Canadian Tire store and garden centre

Page 2 of 3
Canadian Tire



entrance. Existing street furniture will be relocated to this location and will create a pedestrian scaled **public space**.

The parking area is broken up by the projecting canopy on two levels within a fenced Garden centre enclosure. This variety in massing and heights helps maintain a **pedestrian scale** and reduce a monolithic visual impression.

The **high quality materials** used in the garden centre enclosure are Cultured stone Piers and black metal picket "Iron Eagle" fence. This variety in materials and the stepped nature of pier and fence construction will create a visually appealing garden centre.

B) Signage

All signs comply with the intent of the OCP and specific variance has been requested where necessary.

C) Siting, Landscaping and Screening

All existing trees are retained or moved as required. A total of 11 trees will be relocated on site, enhancing the screening between the rear of neighbouring property on 29th street.

All existing landscape buffers are retained as existing and no parking is within the required landscape setback.

Decorative 2m high cedar fencing is used at the rear of the store to screen the required storage areas. Existing screening is present for the main Loading Area. The new Garden centre loading is open as it is to be occasional seasonal use and a more open public space is preferred. This is also the staff access route and the omission of a screen will allow a continuous pedestrian route between the staff entrance and storefront.

The pedestrian area located alongside the store and garden centre entrance is enhanced by relocating existing bench and street furniture to this location. The generous width of the sidewalk alongside attractive materials of cultured stone and iron eagle fence at this location will create an enjoyable public space.

D) Lighting

Recessed canopy luminaires will be used for exterior lighting beneath the canopy. These fixtures are Low energy LED and will not be glare on neighbouring properties, adjacent roads or the sky.

E) Parking

A parking variance is requested as outlined above.
All parking areas are suitably screened by existing landscaping. Altered driveaisles accommodate required truck path's as shown on the site plan.

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Page 3 of 3
Canadian Tire



The clustered bicycle parking, wide pedestrian walkway, attractive fencing and stone piers create a pleasant public environment alongside the shopfront and garden centre entrance

Please review this variance request and confirm if you require any further information to complete your review.

Sincerely,

Kasian Architecture Interior Design and Planning Ltd
Padraig McMorow, BscArch, B Arch

A handwritten signature in black ink that reads "Padraig McMorow".

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KASIAN
ARCHITECTURE
INTERIOR
DESIGN AND
PLANNING LTD
1500 West Georgia Street
Suite 1685
Vancouver
British Columbia
Canada
V6G 2Z6
t 604 683 4145
f 604 683 2827
www.kasian.com



Public Information Meeting Minutes

Subject: Canadian Tire, Driftwood Mall
Development Permit Variance for Mall parking and Signage

Meeting time/date: August 6th, 2015. 2-3 pm

Meeting location: Westerly Hotel, 1590 Cliffe Avenue, Courtenay.

DON W. KASIAN
Architect AIBC, Architect AAA, MAA,
NLAA, NSAA, NWTAA, OAA, SAA,
FRAIC, Int Assoc. AIA, BES, MArch

WOJCIECH BRUS
Architect AIBC, Architect AAA,
MRAIC, MArch

SHELDON CATARINO
OAA, BArch, LEED AP BD+C, NCARB

KEN CHIANG
GSC, BES

BILL CHOMIK
Architect AIBC, Architect AAA, OAA,
SAA, FRAIC, Hon. FAIA, RCA, BA, BArch

TERESA COADY
Architect AIBC, Architect AAA, OAA,
SAA, FRAIC, AIA, FI, LEED Fellow

W. SCOTT DOUGLAS
Architect AIBC, Architect AAA, MAA,
BArch, BSc

JIM W. EBBELS
MRAIC, BA, MEdes (Arch)

MILTON GARDNER
Architect AIBC, Architect AAA, FAIA,
EDAC, BArch

CRYSTAL GRAHAM
RID, Licensed Interior Designer AAA,
ARIDO, IDC, IIDA, LEED AP

JANINE GROSSMAN
ARIDO, IDC, BAAD

STEWART INGLIS
Architect AIBC, Architect AAA

CAROL JONES
RID, FIDC, FIDA, LEED AP, D, Litt

DEAN MATSUMOTO
ARIDO, ACOA, IDC

MICHAEL McDONALD
Architect AIBC, Architect AAA, OAA,
LEED AP, BA, BArch (Hon)

ALAN NAKASKA
Architect AIBC, Architect AAA,
BArch, BSc

PATSY POULIN
OAA, MRAIC, BSc Arch, Dip Arch

OLIVER SAN AGUSTIN
MRAIC, BSc (Arch)

PETER STREITH
Architect AAA, NWTAA, OAA,
FRAIC, BArch

PAUL SZASZKIEWICZ
OAA, MRAIC, BArch, BES

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Please find below the details of a public information meeting which was held in the Westerly Hotel, Courtenay on the 6th August. The purpose of the public information meeting is to provide an overview of the proposal and variances requested.

Attendance: The attached sign in sheet shows six people attended.

Invitation: An invitation was mailed directly to 150 people as per the names and addresses provided by the City of Courtenay Planning division.

Presentation: At the meeting, full size 36x24 inch drawings from the Development permit were displayed on easels in the hotel banquet room. Andrew Gordon, Associate at Kasian Architecture, Interior Design and Planning Ltd, and Orianne Berger, Development Manager, Canadian Tire Real Estate Limited were present to introduce the project and chair discussion in relation to the variance being applied for.

Comments: One comment was made by Jim Lindenbeck, the comment sheet is attached. Jim is a business owner nearby, and his concern is regarding the relocation of 7 trees to the landscape setback between the existing independent retail strip and the proposed garden centre enclosure. During the discussion it was pointed out by the applicant that the trees would be a buffer between the rear of the existing retail store and the proposed garden centre.

Padraig McMorow,
B.Arch (Hons), BSc. Arch
August 10th, 2015

**PUBLIC INFORMATION MEETING
 DATE OF MTG
 SIGN IN SHEET
 FOR
 APPLICATION NAME AND ADDRESS**

NAME (Please Print)	ADDRESS
KEVIN PARKER	2843 KILPATRICK
KAREN & DAN ANNAND	CLIFFE AVE COURTENAY
JAMES LINDENBERG	2885 CLIFFE AVE Courtenay
Elizabeth Willen	Orchard Park Comox.
LYNDA SACOR.	FANNY BAY.

**PUBLIC INFORMATION MEETING
 (Date of Meeting)**

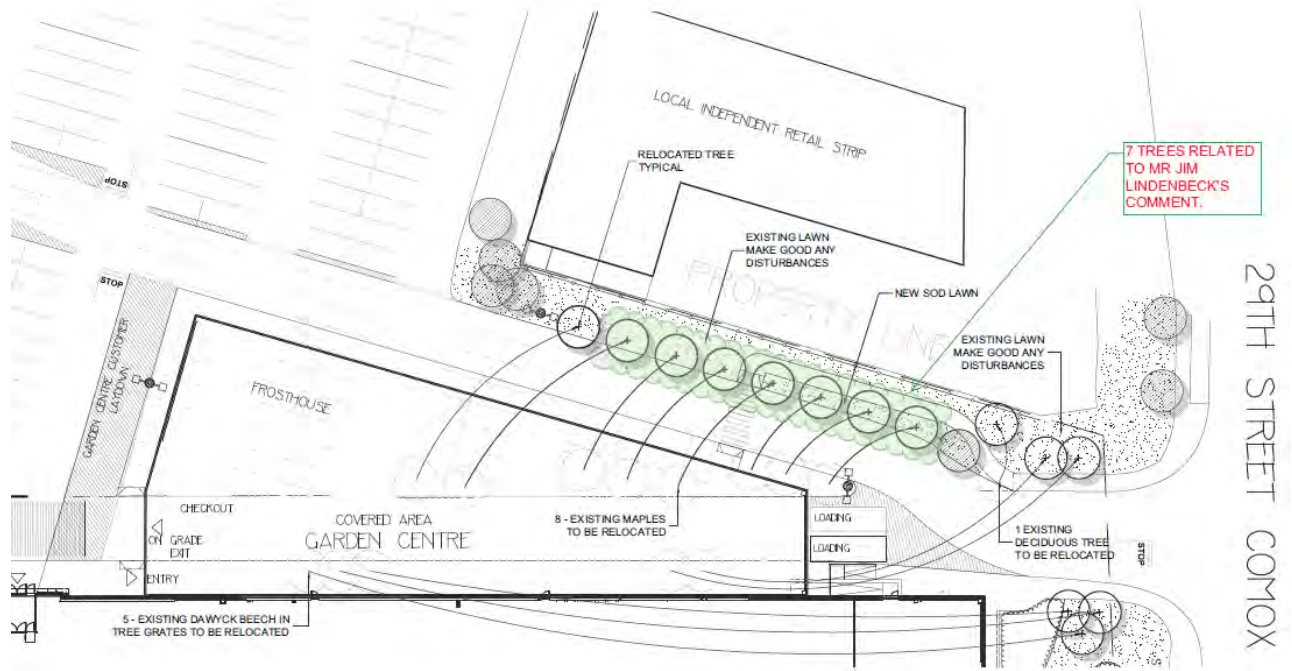
(Application Information and Address of Subject Property)

COMMENT SHEET

Name: JIM LINDENBERG Email: HLforrobble@shawcable.com
 Address: 2885 CLIFFE AVE. V9A2L8 Phone: 250-897-0950

(Insert Applicant Name) has applied to the City of Courtenay for an (INSERT APPLICATION TYPE ie. OCP/Zoning Amendment/Temporary Use Permit/Development Variance Permit). (Insert Project Description). This project is under review by staff in the Planning Department of the City.
 Given the information you have received regarding this project do you have any comments or questions?

PLEASE DONOT MOVE THE TREES TO BACK OF
BACK OF BUILDING PROPERTY LINE C.T AND PRICES -
2 TREES



THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2699

Permit No. 3060-20-1509

DEVELOPMENT PERMIT WITH VARIANCE PERMIT

September 8, 2015

To issue a Development Permit with Variance

To: **Name:** Driftwood Mall Ltd., Inc. No. 0201616
 5275 Investments Ltd. Inc. No. 0688229
Address: Suite 300, 55 University Avenue
 Toronto, ON M5J 2H7

Property to which permit refers:

Legal: Lot A, Section 66 & 67, Comox District, Plan 44811 Except Parts in Plans
 49234, VIP66865 and VIP68598
Civic: 2751 Cliffe Ave

Conditions of Permit:

Permit issued to allow facade upgrades and addition of a garden centre to an existing commercial building with the following variances to the *City of Courtenay Zoning Bylaw No. 2500, 2007*:

- *Section 7.1.2* to reduce the required number of parking stalls from 1169 to 1080;
And to *Section 5.3.1* of the *City of Courtenay Sign Bylaw No. 2760, 2013* to increase the total area of signage allowed on a building face from 30 meters squared to 64.8 meters squared.

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

1. Development shall comply with the drawings and elevations shown in Schedule No. 1;
2. Submission of a landscape bond in the amount of \$9,692.18 (\$7,753.75 x 125%)
3. Landscaping must be completed within 6 months of the date of issuance of an occupancy permit by the City;
4. Issuance of a sign permit in compliance with the *City of Courtenay Sign Bylaw No. 2760, 2013*
5. All new building, site and sign lighting must be full cut off/flat lens in accordance with the City's Dark Skies Policy.

Time Schedule of Development and Lapse of Permit

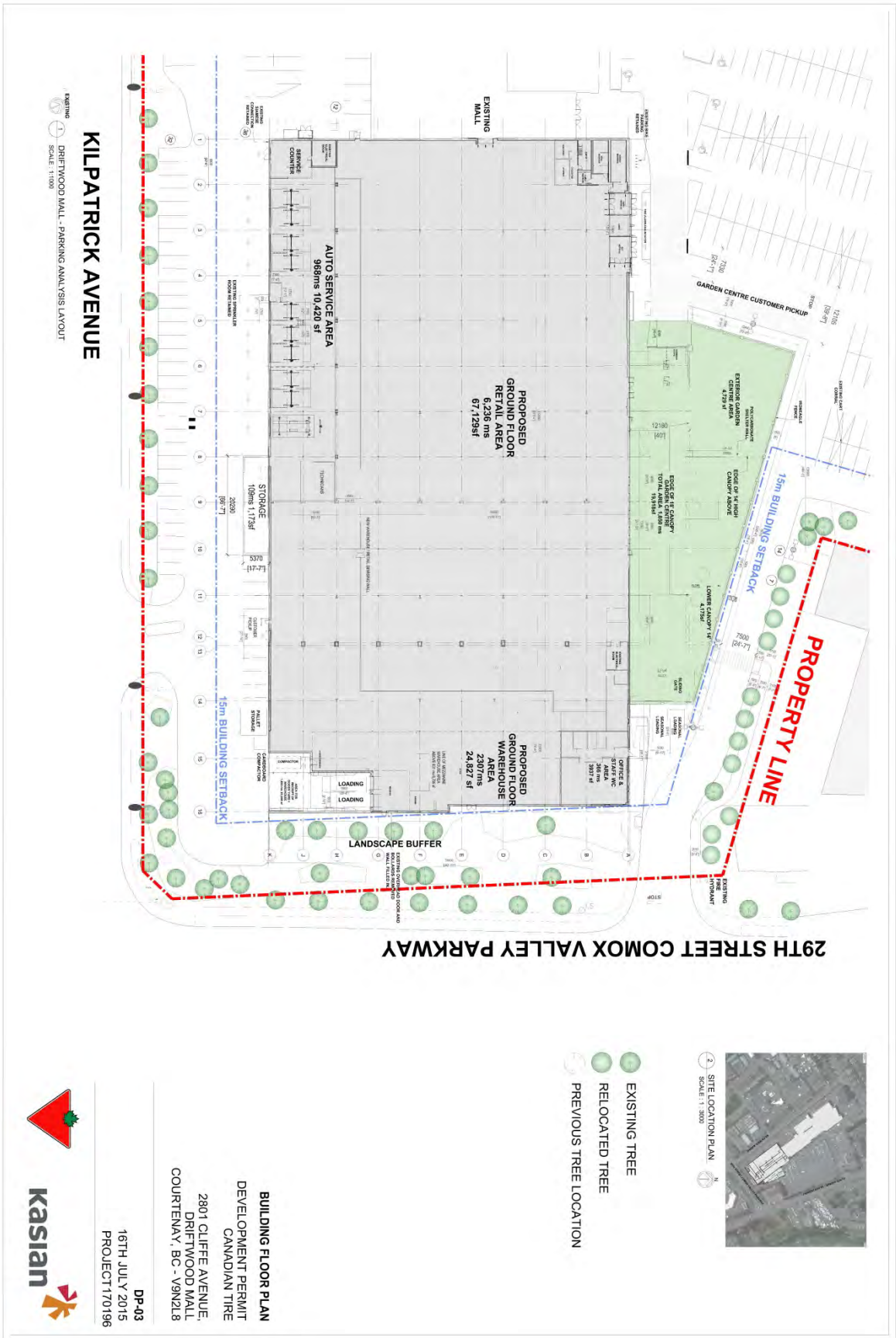
That if the permit holder has not substantially commenced the construction authorized by this permit within (12) months after the date it was issued, the permit lapses.

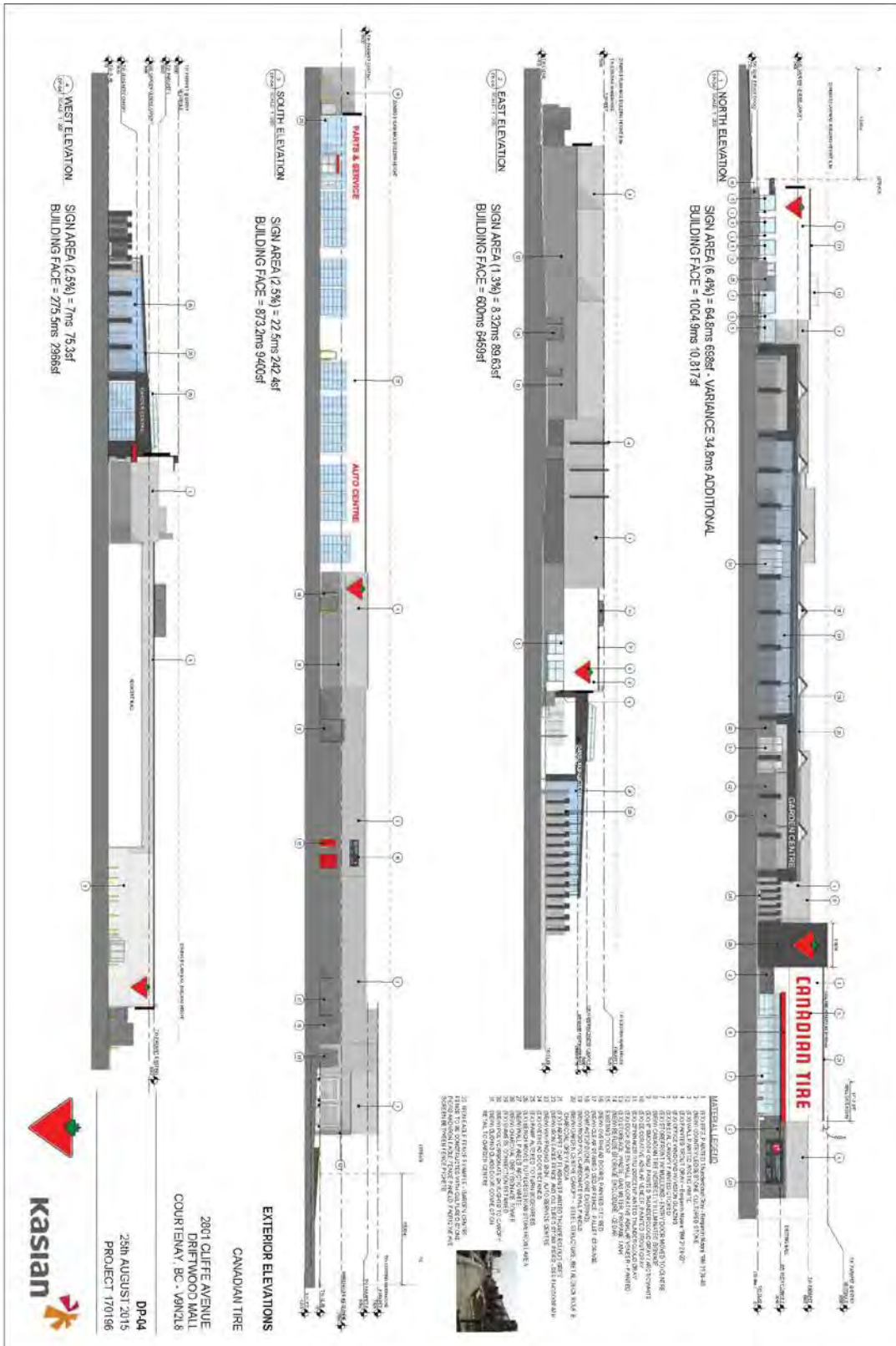
Date

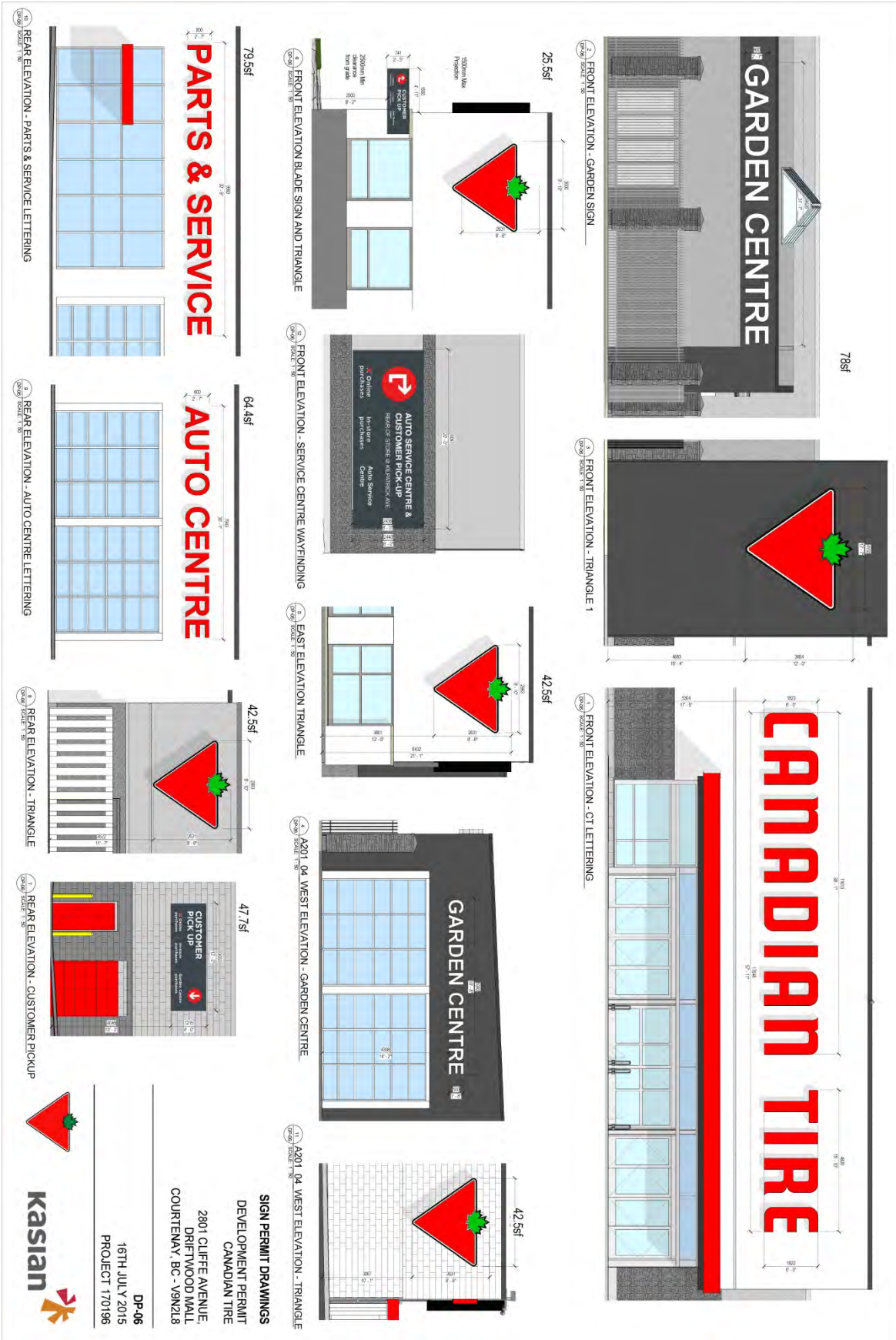
Director of Legislative Services

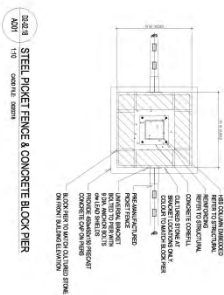
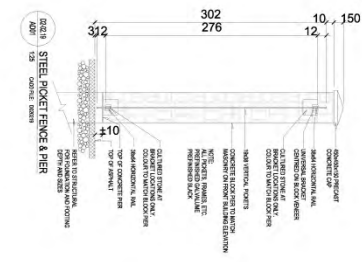
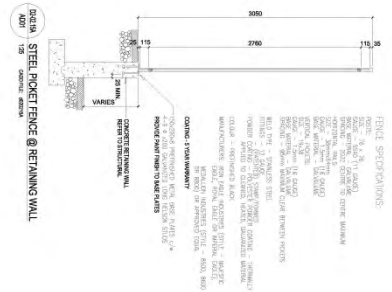
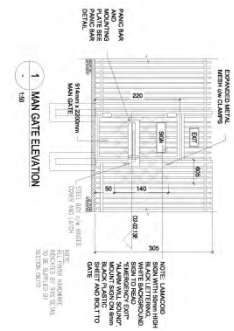
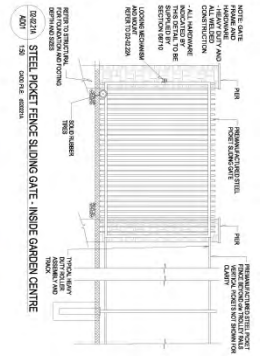












CULTURED
STONE PIERS
TO MATCH
STOREFRONT

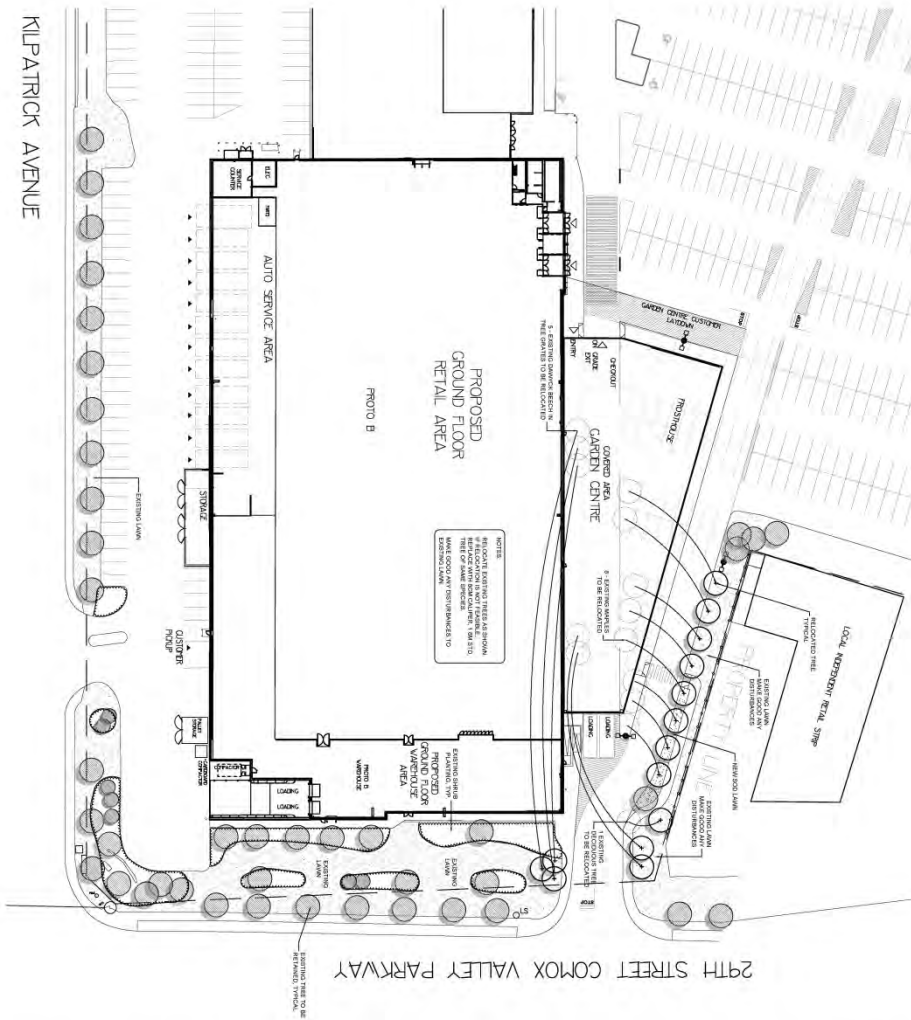
SLIDING GATE
IN IRONEAGLE
FENCE



2012/23 MARINE AND BYRNE EXAMPLES, VANCOUVER

**GARDEN CENTRE
FENCE DETAILS**
DEVELOPMENT PERMIT
CANADIAN TIRE
2801 CLIFFE AVENUE,
DRIFTWOOD MALL
COURTENAY, BC - V9N2L8
DP-07
20TH JULY 2015
PROJECT 170196





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pmg
LANDSCAPE ARCHITECTS
Suite 200 - 4165 Still Creek Drive
Victoria, BC V8M 1T1
P: 250.394.0071 F: 250.394.0022

SCALE: _____

PROJECT: CANADIAN TIRE COURTNEY, BC

DATE: 12.04.18
SCALE: 1:200
DRAWN: JAG
CHECKED: JAG
DATE: 12.04.18
PROJECT NUMBER: 15-088

LANDSCAPE PLAN
DRAWING NUMBER: L1
OF 1

NO. DATE REVISION/DESCRIPTION
CLIENT: _____



August 25, 2015

City of Courtenay
830 Cliffe Avenue
Courtenay, BC

Attention: Allan Gornall

Re: PMG File No.: 15-088
Canadian Tire - Kilpatrick Ave, Courtenay, BC

The following cost estimate for bonding purposes was based on our Landscape Plans dated June 16, 2015.

	Size	Approximate Quantity	Unit Price	Total Price
1	Earthwork: b) Topsoil (cost per m ³)	7	\$ 35.00	245.00
2	Existing tree relocation	14	\$ 500.00	7,000.00
3	Lawn (cost per m ²) a) Sodded	55	\$ 9.25	508.75
4	Totals	Total for 1		245.00
		Total for 2		7,000.00
		Total for 3		508.75
		TOTAL		\$ 7,753.75

Please note that this is only an estimate, and is subject to change due to economic conditions, availability of materials, and actual site conditions at the time of construction.

Yours truly,

Daryl Oishi
PMG Landscape Architects Ltd.

Suite C100 - 4185 Still Creek Drive, Burnaby, British Columbia, V5C 6G9 - ph. (604) 294-0011 - fx. (604) 294-0022

Page 1



STAFF REPORT

To: Council

File No.: 3060-20-1508

From: Chief Administrative Officer

Date: September 8, 2015

Subject: Development Permit with Variances – 2140 Lake Trail Rd.

PURPOSE:

The purpose of this report is for Council to consider a Development Permit with Variances for a proposed 33 unit multi-residential development at 2140 Lake Trail Rd.

CAO RECOMMENDATIONS:

That based on the September 8th, 2015 staff report “Development Permit with variance – 2140 Lake Trail Rd” Council approve OPTION 1 and approve Development Permit with Variance No. 1508.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The subject property is an undeveloped lot located in West Courtenay. The applicant is proposing to construct a 33 unit multi-residential complex comprised of 12 buildings – 5 duplexes, 5 triplexes, and 2 fourplexes. Surrounding land uses include the adjacent Tarling Park to the West, urban residential to the North, Lake Trail junior school to the North East, Multi-residential to the East, and mixed multi-residential and Environmentally Sensitive lands to the South across 13th street.

The subject property is zoned Residential Three (R-3) which permits the proposed multi-residential use. This application is for a Multi Residential Development Permit for the form and character of the proposed project and to request variances to the Zoning Bylaw for building setbacks. The variances for building setbacks relate to a side yard setback and the rear yard setbacks to internal strata phasing lines. At build-out, the project will meet all of the required rear yard setbacks as discussed below.

It should be noted that as a form and character development permit the permit does not approve site servicing components such as stormwater management or sewer and water services. These requirements will be addressed through subdivision and building permit approvals. Conceptual service drawings have been provided by the applicant, but at this stage have not been approved.

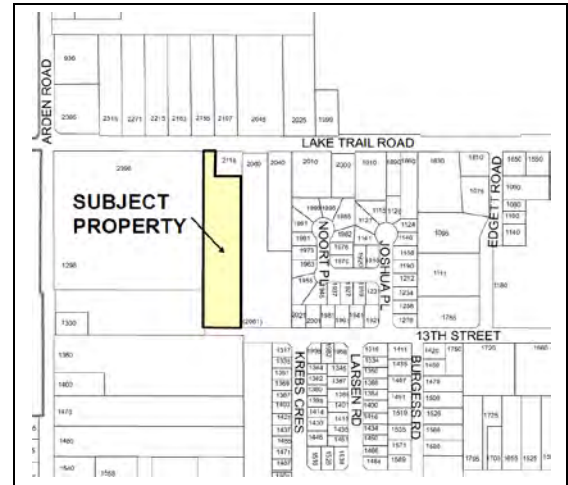
A map showing the location of the subject property is included as **Attachment No. 1**; information submitted by the applicant is contained in **Attachment No. 2**; Public input is included as **Attachment No. 3**; and the draft permit is included as **Attachment No. 4**.

DISCUSSION:

Official Community Plan Review:

The OCP encourages development proposals to preserve the integrity and character of existing residential areas. Accordingly, all multi-residential development is subject to the Multi Residential Development Permit Guidelines. The proposed development is generally consistent with these guidelines including building siting, scale, design, exterior materials, and landscaping.

The applicant is proposing a 2 story patio home development. The building massing and scale compliments the units on the adjoining M’akola site to the northeast and is generally in keeping with the context of the surrounding single family and multi-family developments along 13th street. Each townhome is two story in design with three bedrooms and an enclosed garage. All buildings will meet the Built Green construction standard to increase the energy efficiency and sustainability of the buildings.



Cladding changes and colour changes are employed to create interest and differentiation. All buildings incorporate peaked roofs with a variety of gable and dormer style sub roofs as well as covered roofs over the main entrances and private patios. Each unit has wood posts at the front entry as well as wood brackets at the rear patio. Vinyl siding in horizontal and board and batten profiles is accented with wood trims. Gable details vary with hardie-panel and cedar shingles. Five different colour schemes will create variety within the development.

The proposed development is consistent with OCP policy supporting a variety of housing options. The site is located within close proximity to Arden Elementary and Lake Trail middle schools as well as transit routes and Tarling Park. The proposed development targets attainable market housing aimed at young families and first time buyers.

Zoning Bylaw Review:

At build out the proposed development will meet the provisions of the Residential Three (R-3) zone with the exception of side yard setbacks to the western property line. However, the applicant is choosing to construct the strata development in phases and each of the phasing boundaries is treated as a lot line as the project moves through the subdivision process. Table 1 details the building setback variances that are required with respect to the internal phasing lines. The requested variances are also illustrated in the site plan included in the draft Development Permit attached to this report. Once the phases are complete, the land from each phase is amalgamated and the internal lot lines disappear. The variances for building setbacks to the phase boundaries will no longer be required at that stage.

Table 1. Variances required for rear yard building setbacks with respect to internal phasing lines

	REAR YARD SETBACK	
	Requirement	Proposed
Phase One	7.5	1.8
Phase Two	7.5	1.8
Phase Three	7.5	4.1 and 1.8

NOTE: These variances correspond to the site plan shown in the attached draft Development Permit

The applicant is also seeking a variance to the side yard setback along the West side of the property. In this regard, the zoning bylaw requires a 4.5 meter setback to side lot lines, and 6.0 meters where the back of a building faces a side lot line. The applicant is requesting a relaxation of 1 meter (3.5 meter setback) for the most north-westerly building, and .7 meters and .6 meters (5.3 and 5.4 meter setbacks) for the buildings with units backing onto the side lot line. Staff feel that this will have minimal impact on the neighbouring property as the variance is to allow for posts and covered patio areas. Additionally, these variances are to public park land and will not impact on private residential spaces.

Staff support this application as the requested variances are minor in nature and the project is generally consistent with the development permit guidelines for multi-residential development.

FINANCIAL IMPLICATIONS:

There are no direct financial implications related to the processing of development applications as the fees are designed to offset the administrative costs.

The applicant will be required to pay Development Cost Charges (DCCs) at the time of building permit approval for each unit created (currently \$12,205/unit). Building Permit fees will be calculated at time of building permit application, the present fee is \$7.50 per \$1000 of construction value.

The City will also collect utility fees in the amount of \$677.54/unit for water, sewer, and waste collection.

Pursuant to the covenant entered into at the time of rezoning the applicant will be required to contribute \$500.00 for each unit built on the lands for the City's Parks, Recreation, Cultural and Seniors Facilities Amenity Reserve Fund".

Ongoing City costs associated with development include operating and maintenance costs for municipal infrastructure, and the provision of protective services and recreational programs. These costs are recovered through property taxation and user fees.

ADMINISTRATIVE IMPLICATIONS:

Staff has spent approximately 50 hours on the development permit application. Most of this time has been geared toward meetings with the applicant, internal review meetings, review of the proposed variance and form and character and preparation of the report and permit.

If approved an additional hour of staff time will be required to prepare the notice of permit, have it registered on title and close the file.

ASSET MANAGEMENT IMPLICATIONS:

There are no direct asset management implications associated with the proposed Development Permit with Variances. Should the application proceed through to subdivision approval, the City will take on new road, park and municipal service assets.

Another significant asset the City will acquire through development of the site is a small residential lot fronting on Lake Trail Road that is intended for affordable housing. The transfer of this property to the City was a condition of the rezoning application. The covenant conditions require the subdivision and transfer of the property prior to further development of the site. Additionally, the covenant requires the transfer of a small park and short section of trail.

STRATEGIC PRIORITIES REFERENCE:

The proposed Development Permit with Variances supports council's strategic priority of supporting affordable housing within core settlement areas.

OFFICIAL COMMUNITY PLAN REFERENCE:

The proposed development is consistent with OCP policy to create compact, complete communities with multi-residential uses located near neighbourhood commercial areas and encouraging active transportation options. The proposed project is also consistent with OCP policy to maintain the character of existing neighbourhoods, and provide housing options for various life stages and incomes.

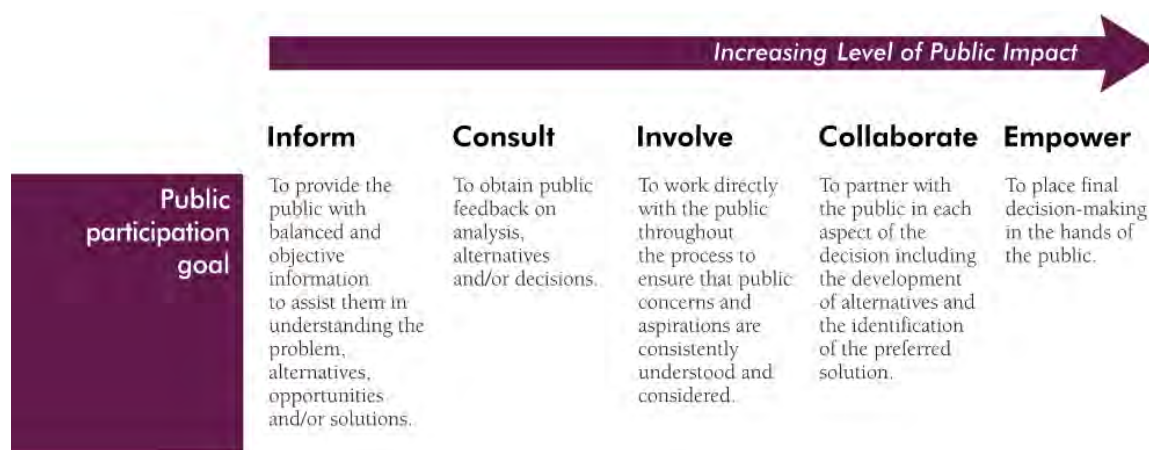
REGIONAL GROWTH STRATEGY REFERENCE:

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:

Staff would “involve” based on the IAP2 Spectrum of Public Participation:

http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf



The applicant held a public information meeting with regard to the proposed variances on July 2nd, 2015. Two neighbouring property owners attended the meeting, one of which represented the interests of M’akola housing society who own the adjacent property. There were no concerns with the information presented. Both parties have requested that construction traffic be restricted to Lake Trail Rd. Staff will work with the applicant to have an easement registered concurrently with subdivision approval to permit this access. The minutes of the meeting are attached for reference. As required by the *Local Government Act*, the City has also provided notification of the proposed variances to property owners within 30 metres of the subject property. One comment has been received from M’akola housing society and is attached below for reference.

OPTIONS:

- OPTION 1: Approve Development Permit with variance No. 1508 as attached (Recommended).
- OPTION 2: Defer consideration of Development Permit No. 1508 pending receipt of addition information.
- OPTION 3: Do not approve Development Permit No. 1508 and outline the guidelines that have not been satisfied.

Prepared by:



Allan Gornall, B.Sc
Planning Technician

Reviewed by:

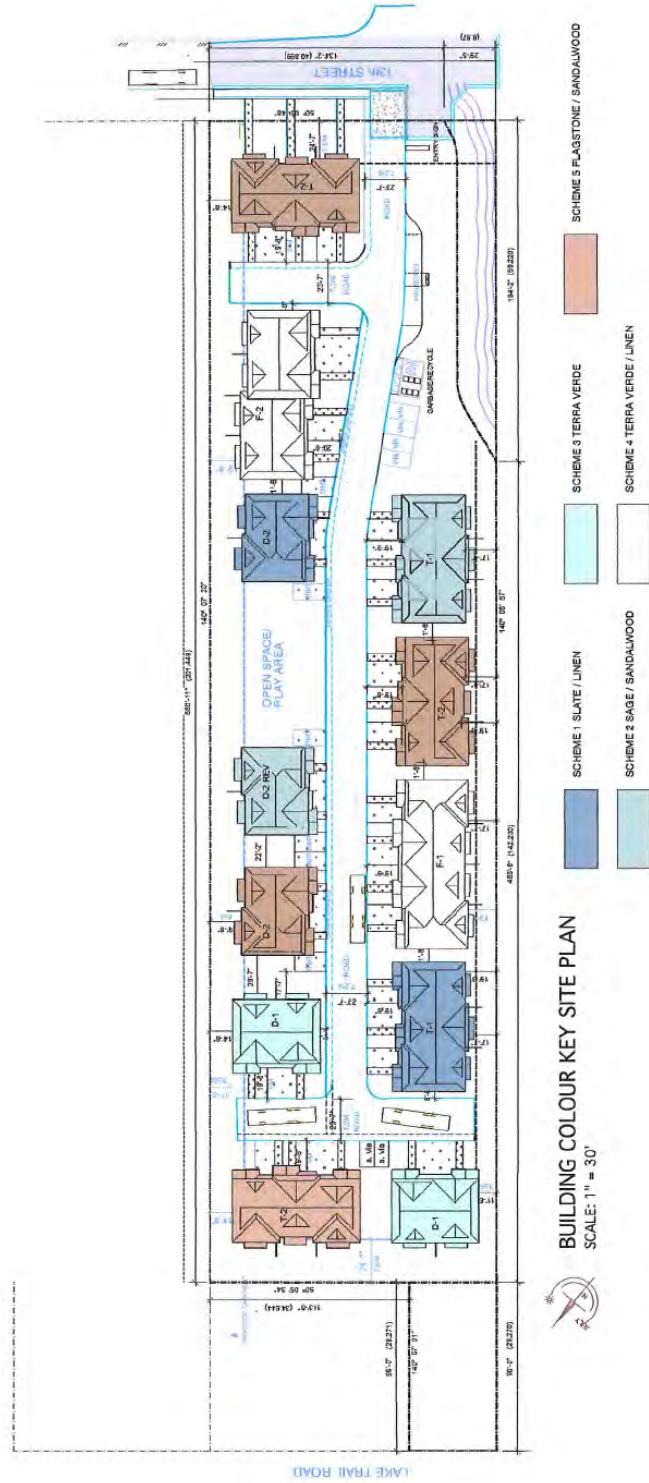


Ian Buck, MCIP, RPP
Director of Development Services

Attachments:

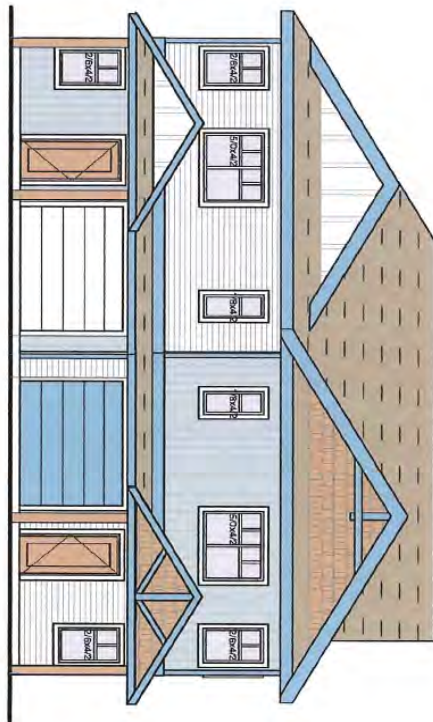
- 1. Attachment No. 1 : Location map and reference information*
- 2. Attachment No. 2: Information provided by the applicant, May, 2015*
- 3. Attachment No. 3: Summary of Public Information Meeting, July 2015*
- 4. Attachment No.4: Draft Development Permit 1508*





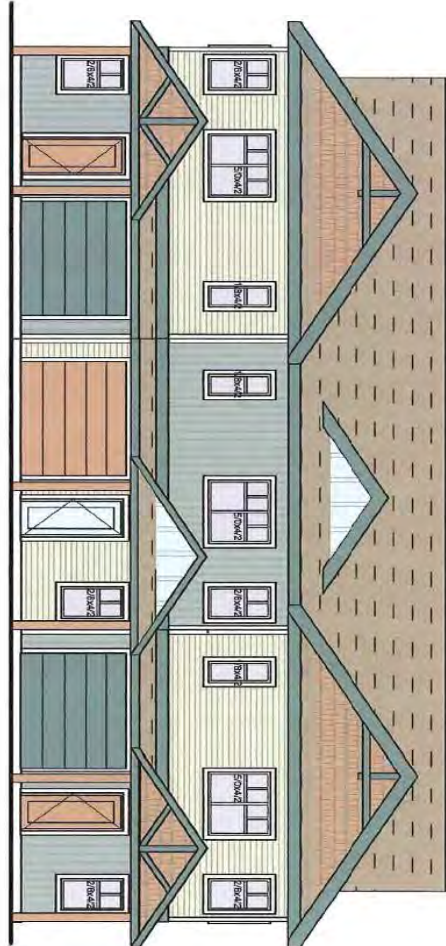
BUILDING COLOUR KEY SITE PLAN
 SCALE: 1" = 30'

<p>PARKSIDE MULTI FAMILY COURTENAY B.C.</p>		<p>elims architect inc. architects • planning • interior design</p>	<p>DRAWING</p>	<p>DATE: 08/27/15</p>	<p>PROJECT NO. 2014-08</p>
<p>SCALE: 1" = 30'</p>	<p>DRAWING NO. 01</p>				
<p><small>Copyright reserved. These are preliminary drawings. They are not to be used for construction without the written consent of the architect. The architect is not responsible for any errors or omissions in these drawings. The client is responsible for obtaining all necessary permits and approvals. The architect is not responsible for any delays or costs incurred by the client. The architect is not responsible for any damage to property or persons. The architect is not responsible for any environmental impacts. The architect is not responsible for any social or economic impacts. The architect is not responsible for any cultural or heritage impacts. The architect is not responsible for any other impacts. The architect is not responsible for any other matters.</small></p>					



1 DUPLEX D2, FRONT ELEVATION
Scale: 1/8" = 1'-0"
COLOUR SCHEME 1 - SLATE / LINEN
ALSO APPLIES TO 1 TRIPLEX T1 BUILDING
*REFER TO COLOUR KEY SITE PLAN

PARKSIDE MULTI-FAMILY DEVELOPMENT, COURTENAY B.C.
MAY 4, 2015



1 TRIPLEX T1, FRONT ELEVATION
Scale: 1/8" = 1'-0"

COLOUR SCHEME 2 - SAGE / SANDALWOOD
ALSO APPLIES TO D2 REVERSE DUPLEX BUILDING
*REFER TO COLOUR KEY SITE PLAN

PARKSIDE MULTI-FAMILY DEVELOPMENT, COURTENAY B.C.
MAY 4, 2015



4

FOURPLEX F1, FRONT ELEVATION

Scale: 1/8" = 1'-0"

COLOUR SCHEME 4 - TERRA VERDE / LINEN
ALSO APPLIES TO F2 FOURPLEX BUILDING
*REFER TO COLOUR KEY SITE PLAN

PARKSIDE MULTI-FAMILY DEVELOPMENT, COURTENAY B.C.
MAY 4, 2015

DESIGN RATIONALE FOR PARKSIDE MULTIFAMILY DEVELOPMENT, 2140 LAKE TRAIL ROAD

GENERAL STATEMENT:

The Parkside project proposes to meet the development permit standards and guidelines for the Multi-Residential Development Area.

SITING & ACCESS:

Access to the property is via single private landscaped driveway from 13th Street. The image of the project along 13th street creates a friendly inviting appearance with walkways from the City sidewalk to the living room doors at the patio side.

Twelve separate buildings divided into a total of 33 units located along an internal private roadway that has one leg to the right and a "t" foot at the end. Each townhome has a private driveway and sidewalk to the front door. All but 4 units have room for guest parking in their driveway and the 4 without have a guest spot adjacent their garage. In addition there are 6 visitor parking stalls provided, 2 at the "t" end and 4 along the main internal road near 13th Street.

Open green space is provided in the riparian area at the entry to the development and centrally in the open space play area.

NEIGHBOURHOOD & CONTEXT:

The proposed land use is an urban infill multi residential development consisting of 5 duplexes, 5 triplexes and 2 fourplexes for a total of 33 homes. The building massing and scale is similar to the units on the adjoining Makola site to the northeast and is generally in keeping with the context of the surrounding neighborhood. There are a variety of single family and multi family housing developments accessed via 13th Street.

The site is also located within close proximity to Arden Elementary and Lake Trail Middle schools as well as transit routes and Tarling Park, making it a desirable neighbourhood. The proposed development targets attainable market housing aimed at young families and first time buyers.

BUILDING DESIGN:

Each townhome is two- storey in design with three bedrooms and an enclosed garage. The total square footage is 1215 with 522 on the main floor and 693 on the upper. Garages add an additional 252 square feet. Each unit has a private covered patio.

All buildings will be Built Green; a construction standard that increases the energy efficiency and sustainability of buildings.

The project has been developed to adhere to the City of Courtenay "Form & Character" compliance list for the OCP Multi-Residential Development Permit Area.

Cladding changes and colour changes are employed to create interest and differentiation. All buildings incorporate peaked roofs with a variety of gable and dormer style sub roofs as well as covered roofs over the main entrance way and private patio. Wood posts at the front entry and wood brackets at the rear patio roof add detail. The vinyl siding in horizontal and board and batten profiles is accented with wood trims, and gable details vary with hardie-panel and cedar shingle. There are 5 different colour schemes including siding and trim colours and roofing, to create variety within the development.

The buildings incorporate peaked roofs with a variety of gable and dormer style sub roofs as well as covered roofs over the main entrance way and private patio. Colour changes in roofing material are employed to create interest and differentiation.

**CITY OF COURTENAY AFFORDABLE HOUSING POLICY STATEMENT
FOR
PARKSIDE MULTIFAMILY DEVELOPMENT, 2140 LAKE TRAIL ROAD**

As multi residential urban infill, the Parkside project contributes toward providing attainable housing into the market. The convenient location being close to community services and shopping, parkland and transit routes, it will appeal to a wide range of buyers. We are particularly targeting young families and first time buyers with attainable market pricing on three bedroom housing.

Additional contribution to the Affordable Housing Initiatives include the donation of the northwest corner of the property, a finger of 50' x 96' that fronts onto Lake Trail Road, to the City of Courtenay for the purposes of developing affordable housing.

CITY OF COURTENAY SUSTAINABILITY EVALUATION CHECKLIST FOR PARKSIDE MULTIFAMILY DEVELOPMENT, 2140 LAKE TRAIL ROAD

GENERAL STATEMENT:

The Parkside project proposes to meet the sustainability standards and guidelines that have been regionally endorsed in the Comox Valley. As multi residential urban infill, the development contributes toward providing attainable housing into the market; preserving and enhancing environmental areas; encouraging pedestrian movement to nearby community services and shopping; encouraging transit ridership; reducing the cost of infrastructure required to service the project. Infill development encourages the use of under-utilized land, which can help prevent urban sprawl and help build compact and complete communities.

EVALUATION CRITERIA:

LAND USE:

PROVIDES A MIX OF HOUSING TYPES AND SIZES:

The proposed land use is an urban infill multi residential development consisting of 33 units in a variety of duplex, (5) triplex (5) and fourplex (2) housing forms. Each townhome is two- storey in design with three bedrooms and an enclosed garage. The total square footage is 1215 with 522 on the main floor and 693 on the upper. Garages add an additional 252 square feet. Each unit has a private covered patio.

BALANCE SCALE / MASSING OF BUILDINGS IN RELATION TO ADJOINING PROPERTIES:

The 33 units are broken into twelve separate buildings accessed from an internal private roadway. This arrangement leaves room for an open space play area and open space riparian dedication. The building massing and scale is similar to the units on the adjoining Makola site to the northeast.

COMPLEMENTS NEIGHBORING USES AND SITE TOPOGRAPHY:

The site topography is fairly level so no extensive land altering activities will be required in order to construct the buildings. The proposed development is in keeping with the context of the surrounding neighborhood. There are a variety of single family and multi family housing developments accessed via 13th Street.

PROVIDES OR SUPPORTS MIXED USE DEVELOPMENTS OR NEIGHBORHOODS:

Multi family residential development: provides an alternative and affordable housing product when compared to typical single family residences; allows for increased density on a site therefore requires less land than what would be required for 33 single family homes; and will result in increased numbers of people living in the area on an existing public transit route.

PROMOTES WALKING TO DAILY ACTIVITIES AND RECREATIONAL OPPORTUNITIES:

The project will link Tarling Park and 13th Street with a pedestrian walkway and wildlife corridor. The compact footprint of the project reduces distances from dwelling to the transit route, which connects the site with the downtown core and other neighborhoods. The site is also located within close proximity to Arden Elementary and Lake Trail Middle schools.

SUPPORTS A RANGE OF INCOMES:

The proposed development targets attainable market housing aimed at young families and first time buyers. The northwest corner of the property, a finger of 50' x 96' that fronts onto Lake Trail Road, will be donated to the City of Courtenay for the purposes of affordable housing.

POSITIVE IMPACT ON VIEWS AND SCENERY:

A complete and integrated landscape plan featuring a grassed open space, will ensure that the development is complementary with the surrounding neighborhood.

PRESERVATION AND PROVISION OF GREENSPACE TRAILS AND LANDSCAPING:

The project proposes to re-align a man-made ditch and add a pedestrian trail and wildlife corridor to meander along the edge of the ditch, connecting Tarling Park with 13th Street.

BUILDING DESIGN:

EXHIBIT HIGH STANDARD OF DESIGN, LANDSCAPING & ENVIRONMENTAL SENSITIVITY:

All buildings will be Built Green; a construction standard that increases the energy efficiency and sustainability of buildings.

MAINTAIN A HIGH STANDARD OF QUALITY AND APPEARANCE:

The buildings are designed with a material palette consisting of vinyl siding with wood trims, wood post details, hardie-panel and cedar shingle gable details. There are 5 different colour schemes including siding and trim colours and roofing, to create variety within the development. (See attached coloured elevations)

ARTICULATION OF BUILDING FACES AND ROOF / ENHANCED WITH COLOURS:

The buildings incorporate peaked roofs with a variety of gable and dormer style sub roofs as well as covered roofs over the main entrance way and private patio. Cladding changes and colour changes are employed to create interest and differentiation. (See coloured elevations)

AVOID CREATING STRIP DEVELOPMENT APPEARANCE:

The units are distributed among 12 buildings in 3 different housing forms; duplex, triplex and fourplex. This combined with the varied colour schemes creates a pleasing streetscape without monotony.

SATISFY LEED CERTIFICATION OR ACCEPTED GREEN BUILDING BEST PRACTICES:

All buildings will be certified Built Green; a construction standard which increases the energy efficiency and sustainability of buildings.

USE OF ENVIRONMENTALLY SENSITIVE MATERIALS:

Renewable materials, recycled materials or materials with a high recycled content will be used where feasible. In addition, low VOC paints will be used, low flow plumbing fixtures will be installed, and energy efficient lights will be employed throughout the project.

BUILDS AND IMPROVES PEDESTRIAN AMENITIES:

The proposed project will link to the neighboring Tarling Park with the construction of a pedestrian trail along the edge of the ditch, connecting it with 13th Street.

PROVISION OF UNDERGROUND PARKING:

No underground parking is proposed as this is not suitable to the housing form.

APPLY CPTED (CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN) PRINCIPLES:

The introduction of 33 multi family residences builds upon the notion of “eyes on the street”, meaning that where people are present and living they tend to informally monitor their neighborhoods. In addition, the landscape plan is respective of defining manicured entrances with low-growing shrubs that delineate space without compromising visibility and security.

TRANSPORTATION:

INTEGRATION INTO PUBLIC TRANSIT AND CLOSENESS TO MAJOR DESTINATIONS:

The site is conveniently located only minutes from downtown Courtenay. Introduction of additional residents into the neighborhood may contribute to increased transit service to the area, as the route is currently serviced infrequently.

PROVIDES MULTI-FUNCTIONAL STREET:

The property will be accessed from 13th street, which is currently a 'no-thru' road. It is hoped that during the construction phase, temporary access will be granted across the Lake Trail dedication property so as not to overly tax the 13th street neighbourhood. The property will be serviced with a private driveway. Parking areas will be distributed throughout the site.

PRIORITIZE PEDESTRIAN AND CYCLING OPPORTUNITIES ON THE PUBLIC STREET SYSTEM AND THROUGH THE SITE:

In addition to vehicles, pedestrians and cyclists will share the private driveway in order to access 13th street. In addition, people and cyclists will be able to access the pathway located along the ditch leading into Tarling Park.

LOCATION THAT CAN PROVIDE AN ALTERNATIVE TO PUBLIC ROAD:

The site will be accessed from an existing public road (13th street) but residents will also be able to access transit routes, through the park.

PROVISION / CONTRIBUTION TO TRAIL SYSTEM, SIDEWALKS, TRANSIT FACILITIES, RECREATION AREA OR ENVIRONMENTALLY SENSITIVE AREA:

The project will: contribute to the greenway identified system defined in the OCP by providing a pedestrian link from Tarling Park to 13th Street; be located within a safe walking distance to nearby schools, convenience store and downtown; be located along an existing public transit route connected by a trailway through Tarling Park; and employ a sound environmentally sensitive stormwater and development plan

INFRASTRUCTURE:

STORMWATER TECHNIQUES:

In order to reduce run-off, improve ground water exchange and increase on-site retention, by use of an integrated storm water management plan.

USE OF RENEWABLE ENERGY SOURCES (I.E. SOLAR, GEOTHERMAL):

The project will be certified Built Green, a construction standard designed to reduce energy consumption and create more sustainable building. Alternative energy systems have not been implemented to the prohibitive cost of construction, which conflicts with the development goal of creating attainable housing.

WITHIN SERVABLE AREA TO CITY STANDARDS:

The project is located within the serviced area of the **City**. It is anticipated that development approaches which include employing an integrated stormwater management plan and landscaping with native plants, will contribute to the overall reduction of impacts to the land, reduce the cost required infrastructure, reduce long-term operating costs and increase project viability.

CHARACTER & IDENTITY:

IMAGE ALONG WATERFRONT AREAS AND FRONTING ROADS:

The image of the project along 13th street will be consistent with surrounding residential character with walkways from the City sidewalk to the living room doors at the patio side creating a friendly inviting appearance. A single private landscaped driveway accesses the development.

DESIGN QUALITY AND FEATURES WITHIN PROJECT:

Any signage proposed for the site will be in keeping with the applicable development permit guidelines, as will external lighting features. All external lighting (buildings, parking areas and landscaping) will be downward facing, softly lit and keeping with DarkSky policies.

PROVISION OF PUBLIC AND PRIVATE AMENITY SPACE:

The project consists of private units within a private development complex. However, both residents and the public will benefit from pedestrian connections linking 13th street and Lake Trail to Tarling Park.

PRESERVATION OF HERITAGE FIXTURES:

There are no heritage fixtures or features on the site.

ORIENTATION OF VIEWS, OPEN SPACE AND STREET:

The project is oriented to all sides of the property with private driveways off a central private roadway. Back yards face the Makola property to the northeast, 13th Street to the southeast, Tarling Park to the southwest and toward Lake Trail Road to the northwest. Care has been taken to ensure the rear elevations are as attractive as the front and present with a doorway to the patio area. Open green space is provided in the riparian area at the entry to the development and centrally in the open space play area.

ENVIRONMENTAL PROTECTION & ENHANCEMENT:

PROTECTION OF RIPARIAN AND OTHER ENVIRONMENTALLY SENSITIVE AREAS:

A professionally prepared environmental Impact Assessment has been completed to assess the riparian habitat potential of the ditch, identified as having fish presence, on the site and beyond. A 5 metre (16.4 ft) Streamside Protection and Enhancement Area (SPEA) was prescribed, and includes fencing, a pedestrian trail and a wildlife corridor. While the ditch does not have opportunity for fish habitat itself, it does provide a source of nutrients for downstream systems.

PROVIDE FOR NATIVE SPECIES, HABITAT RESTORATION/ IMPROVEMENT:

The professionally prepared landscape plan includes native species that require less maintenance and water than traditional approached. The banks of the re-aligned ditch will be deeded to reduce sediment and will improve the overall drainage pattern of the property, Tarling Park and a neighboring property.

TREE LINED STREETScape:

The landscape plan provides for tree plantings throughout the property and was designed in coordination with the tree detention plan, which was prepared by a professional arborist.



ellins architect inc.
architecture • planning • interior design

July 7, 2015

Ian Buck, Senior Planner
Development Services
City of Courtenay, BC

Dear Ian,
RE: Parkside Multi-Family Project Public Hearing
MINUTES

A Public meeting was held on Thursday July 2, 2015 at the offices of McElhanney Engineering, 495 6th Street in Courtenay, between 1:00 and 2:30pm.

A notice was sent out by mail to all properties within 30 metres of our development on or before June 19. (See attached)

Development representatives, Nick Woywitka, Jerry Ellins, Architect and Bodil Ellins were present. A coloured site plan, a coloured landscape plan, and three boards showing plans and elevations for a duplex building, a triplex and a fourplex were on display.

A representative from M'akola Housing attended (the neighbouring property to the northeast). Attached is a letter from that group. We should be able to meet all of their concerns without any issue. The owners of the neighbouring property to the southwest, adjacent the Park also attended and were pleased to see the location of the proposed entrance to our development off 13th Street.

Questions were answered regarding which parts of which buildings were in the setback area, by indicating on the site plan. Also questions regarding parking and access were also discussed.

Other attendees were not from the neighbouring properties; realtors & engineers.

Prior to the meeting a recipient of the notice (another developer) emailed the Architect asking for information as they were unable to attend the meeting. An information package was emailed to them.

I trust this the information you require.

Best Regards,

Jerry Ellins, AIBC, Architect

PUBLIC INFORMATION MEETING

Thursday July 02, 2015

SIGN IN SHEET

PARKSIDE MULTIFAMILY DEVELOPMENT, 2140 LAKE TRAIL ROAD, COURTENAY

NAME (Please Print)	ADDRESS
<i>Betty Armand</i>	<i>1298 Arden</i>
<i>Chelsea Medd (Makda)</i>	<i>2009 Fernwood, Victoria, BC</i>
<i>ART MEYERS</i>	<i>750 Comox Rd Courtenay.</i>
<i>Michael Emerson</i>	<i>750 Comox Rd Courtenay/</i>



Head Office: 2009 Fernwood Road, Victoria BC V8T 2Y8 Phone 250-590-0204 Fax 250-381-1438

Ellins Architect
50 Haig Road
Gabriola Island, BC V0R 1X1

July 7, 2015

Re: Parkside Multifamily Development

Dear Parkside Development Team,

M'akola Group of Societies was originally established to provide safe, affordable housing for families of First Nations ancestry who were in core need of housing in urban centres on Vancouver Island. As a neighbor of the site (2060 Lake Trail Road), we have a vested interest in this the Parkside development, and future of the neighbourhood. Given the information provided by the development team at the information session held on July 2nd in Courtenay at the McElhanney Office, M'akola would like to comment on a couple of concerns.

There is currently a short fence between the property in question and M'akola's property. Are there any plans in place for the replacement of the fence with a taller one to ensure the privacy of tenants and future homeowners?

Construction traffic is a safety and disturbance concern for M'akola tenants. We understand this will mitigated through the use of Lake Trail Road for construction traffic throughout the phased development. It would be ideal if the site trailer and contractor/sub-contractor parking could be placed in a way to cause the least disturbance to M'akola tenants.

We would also like to request open lines of communication between the development team and M'akola, on behalf of our tenants. For example, if there are any major disturbances planned (large shipments, access issue, noise, service disruptions), or if work is going to be happening outside of regular construction hours and days. In the event these disturbances occur, we would ideally be informed well in advance to ensure that proper communication can be made with the tenants.

Please let us know if you have any questions about these concerns and requests.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kevin Albers', is written over a white background.

Kevin Albers

THE CORPORATION OF THE CITY OF COURTENAY
BYLAW NO. 2699

Permit No. 3060-20-1508

DEVELOPMENT PERMIT WITH VARIANCE PERMIT

September 8th, 2015

To issue a Development Permit with Variance

To: Name: Woynic Properties LTD., INC.NO. BC0380284
Address: 2944 Allenby Rd
Duncan, B.C
V9L 6V3

Property to which permit refers:

Legal: Lot 3, District Lot 96, Comox District, Plan 2153, Except Parcel A (DD 52974N) and except part in Plan VIP75376

Civic: 2140 Lake Trail Road

Conditions of Permit:

Permit issued to allow the development of an 33-unit multi-residential complex with the following variances to the *City of Courtenay Zoning Bylaw No. 2500, 2007*:

- *Section 8.3.5 (3)– Setbacks (side yard)*, Decrease the minimum side yard setback from 4.5 meters to 3.5 meters; and from the required 6.0 meter side yard setback where the back of a building is faces a lot line to 5.3 meters, and 5.4 meters as shown in *Schedule No. 1*.
- *Section 8.3.5 (2) – Setbacks (rear yard)*, related to internal phasing lines of a strata development as shown in **Schedule 1**:
 - Phase One, reduce the rear yard setback from 7.5 metres to 1.8 metres.
 - Phase Two, reduce the rear yard setback from 7.5 metres to 1.8 metres.
 - Phase Three, reduce the rear yard setback from 7.5 metres to 4.1 metres and 1.8 meters

Development Permit with Variances No. 1508 is subject to the following conditions:

- a) Development must be in conformance with the plans and elevations contained in **Schedule No. 1**;
- b) Installation of landscaping in conformance with the plans contained in **Schedule No. 1**;

- c) Minimum depth of topsoil or amended organic soil on all landscaped areas as follows: shrubs – 450 mm; groundcover and grass – 300 mm; trees – 300 mm around and below the root ball;
- d) The applicant is required to remove any invasive species on site;
- e) Submission of landscape security in the amount of (125% x \$72,237.00) \$90,296.25;
- f) Installation of landscaping and irrigation in City road right-of-way must be coordinated with City Parks staff;
- g) Landscaping must be completed within six months of the date of issuance of the occupancy permit by the City;
- h) All building and site lighting must be full cut-off, flat lens in accordance with the City's Dark Skies Policy (#5240.00.01);
- i) Construction Stormwater and Sediment and Erosion control plans must be approved by the city prior to further development activity on the site. Measures are required to be installed, monitored and maintained for the site to ensure no sediment laden waters exit the property and that flooding does not occur on neighbouring properties and/or downstream. Stormwater measures must be suitably sized to accommodate any changes in hydrology associated with land clearing;
- j) Suitable Stormwater, Sediment and Erosion control measures shall be installed concurrent with site development activities as determined by the Environmental Monitor and Project Engineer;
- k) Stormwater, Sediment and Erosion control measures shall be in place on the development site throughout all phases of development, including at times when no development activities are occurring on site and during times of individual building construction;
- l) The Environmental Monitor is responsible for monitoring of the Sediment and Erosion control measures;
- m) A detailed stormwater management plan and site servicing are not approved by this permit and must be submitted and approved by the City through subdivision and building permit stages.
- n) A Construction Environmental Management and Monitoring Plan must be submitted and approved prior to any construction works. The monitoring plan shall include, at a minimum, the following details: contact list; communications plan; a list of responsibilities and authority held by the environmental monitor, including authority to halt construction if any of the provisions in the monitoring plan are deemed by the EM to be in non-compliance with that plan; an inspection schedule; a list of potential risks/threats to aquatic environments; mitigation strategies; construction sequence and estimated schedule;
- o) The RAR report must be updated to reflect the current development proposal and must be filed with the Provincial RAR system and provided to the City prior to any further development;
- p) The applicant is required to provide security for environmental monitoring and invasive species removal.
- q) The slopes adjacent to the ditch running from Tarling Park to 13th Street are fairly steep, the

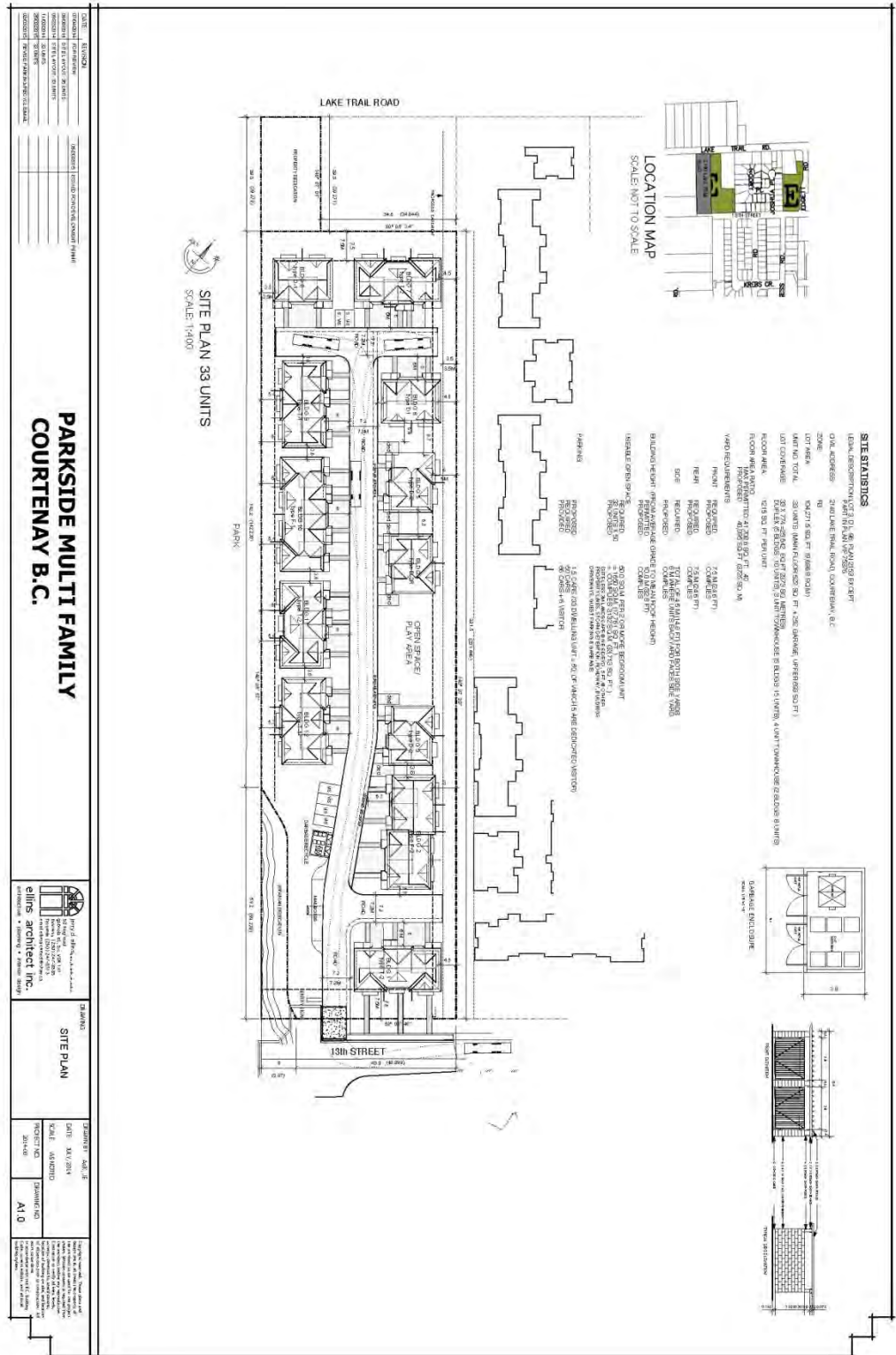
project engineer and biologist are to confirm a walkway can be safely located within the park area without compromising public safety. If the walkway can't be safely located the applicant will need to consider other design options such as piping the ditch (subject to Senior Agency approval) or additional park dedication.

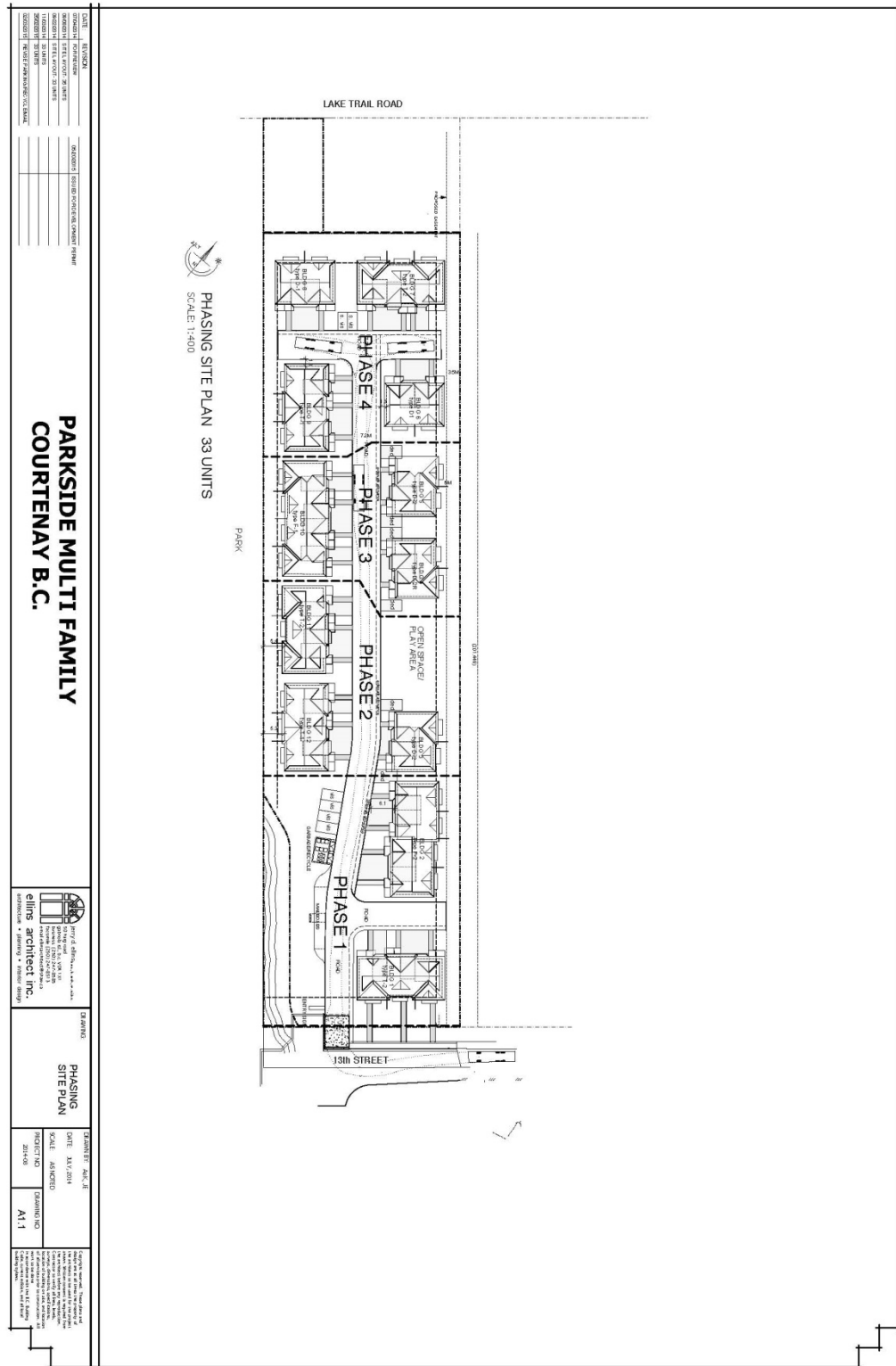
Time Schedule of Development and Lapse of Permit

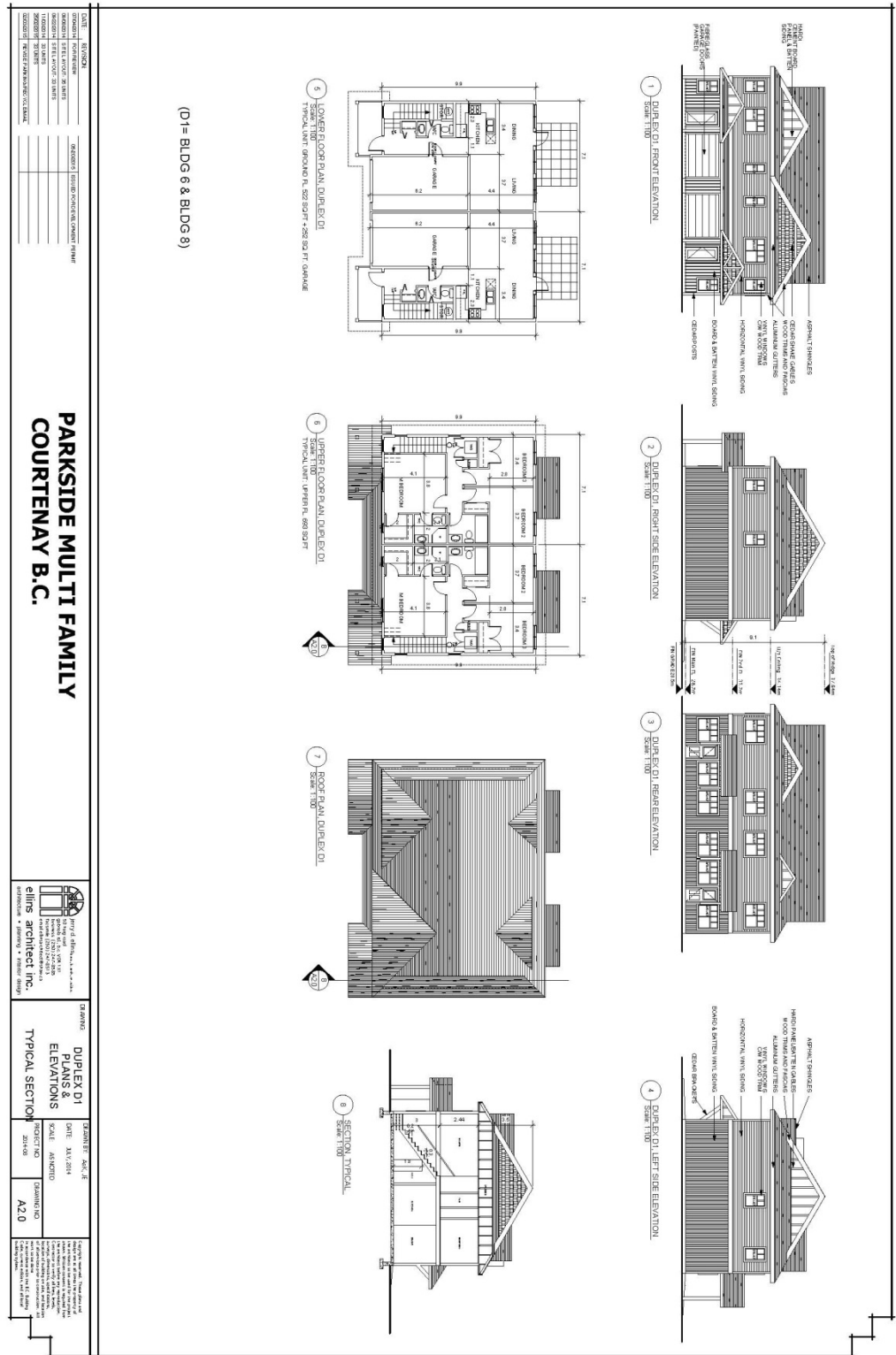
That if the permit holder has not substantially commenced the construction authorized by this permit within (12) months after the date it was issued, the permit lapses.

Date

Director of Legislative Services







DATE	REVISION	DESCRIPTION
2015.08.04	1	ISSUED FOR PERMIT
2015.08.04	2	REVISED PERMITTING REQUIREMENTS
2015.08.04	3	REVISED PERMITTING REQUIREMENTS
2015.08.04	4	REVISED PERMITTING REQUIREMENTS
2015.08.04	5	REVISED PERMITTING REQUIREMENTS
2015.08.04	6	REVISED PERMITTING REQUIREMENTS
2015.08.04	7	REVISED PERMITTING REQUIREMENTS
2015.08.04	8	REVISED PERMITTING REQUIREMENTS
2015.08.04	9	REVISED PERMITTING REQUIREMENTS
2015.08.04	10	REVISED PERMITTING REQUIREMENTS

**PARKSIDE MULTI FAMILY
 COURTESY B.C.**

Gilins Architect Inc.
 1000 West Broadway, Suite 100
 Vancouver, BC V6H 1W7
 Tel: 604.681.1111
 Fax: 604.681.1112
 Email: info@gilinsarchitect.com

PROJECT NO.	2014-03
DATE	2014.08
SCALE	AS SHOWN
DRAWING NO.	A20
PROJECT NAME	DUPLEX D1 PLANS & ELEVATIONS TYPICAL SECTION

THIS DRAWING IS THE PROPERTY OF GILINS ARCHITECT INC. AND IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREON. IT IS NOT TO BE REPRODUCED, COPIED, REPRODUCED, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF GILINS ARCHITECT INC. ANY UNAUTHORIZED USE OF THIS DRAWING IS PROHIBITED AND WILL BE AT THE USER'S SOLE RISK AND LIABILITY. GILINS ARCHITECT INC. ACCEPTS NO LIABILITY FOR ANY DAMAGE OR INJURY TO PERSONS OR PROPERTY ARISING FROM THE USE OF THIS DRAWING.

1 DUPLEX D2 FRONT ELEVATION
 SCALE: 1/8" = 1'-0"

2 DUPLEX D2 RIGHT SIDE ELEVATION
 SCALE: 1/8" = 1'-0"

3 DUPLEX D2 REAR ELEVATION
 SCALE: 1/8" = 1'-0"

4 DUPLEX D2 LEFT SIDE ELEVATION
 SCALE: 1/8" = 1'-0"

5 LOWER LEVEL CORP PLAN DUPLEX D2
 TYPICAL UNIT: GROUND FL, 527 SQ FT + 256 SQ FT GARAGE

6 UPPER LEVEL CORP PLAN DUPLEX D2
 TYPICAL UNIT: UPPER FL, 689 SQ FT

7 ROOF PLAN DUPLEX D2
 SCALE: 1/8" = 1'-0"

(D2= BLDG 3 & BLDG 5)

DATE: 08/20/15	REVISION: 01	REVISION: 02	REVISION: 03	REVISION: 04	REVISION: 05	REVISION: 06	REVISION: 07	REVISION: 08	REVISION: 09	REVISION: 10
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**PARKSIDE MULTI FAMILY
 COURTESY B.C.**

**DUPLEX D2
 PLANS &
 ELEVATIONS**

DATE: MAY 5, 2014
 SCALE: AS SHOWN

DESIGNED BY: J. GILLES
 PROJECT NO: 2014-08
 DRAWING NO: A30

Gilms Architect Inc.
 1100 West Broadway, Suite 100
 Vancouver, BC V6E 2M5
 Tel: 604-681-1100
 Fax: 604-681-1101
 Email: info@gilmsarchitect.com

Professional Engineer
 License No. 12345
 Expires: 2018-12-31

Professional Architect
 License No. 67890
 Expires: 2018-12-31

5 CONCEPT FLOOR PLAN, DUPLEX, EX-DUPLEX
 TYPICAL UNIT: GROUND FLOOR 520 SQ FT + 252 SQ FT GARAGE

6 DUPLEX FLOOR PLAN, DUPLEX, EX-DUPLEX
 TYPICAL UNIT: UPPER FLOOR 468 SQ FT

7 CONCEPT FLOOR PLAN, DUPLEX, EX-DUPLEX
 TYPICAL UNIT: UPPER FLOOR 468 SQ FT

1 DUPLEX EX-DUPLEX FRONT ELEVATION
 SCALE: 1/8" = 1'-0"

2 DUPLEX EX-DUPLEX RIGHT SIDE ELEVATION
 SCALE: 1/8" = 1'-0"

3 DUPLEX EX-DUPLEX REAR ELEVATION
 SCALE: 1/8" = 1'-0"

4 DUPLEX EX-DUPLEX LEFT SIDE ELEVATION
 SCALE: 1/8" = 1'-0"

(DPR = BLDG DPR)

**PARKSIDE MULTI FAMILY
 COURTESY B.C.**

GILIS ARCHITECT INC.
 1000 West Broadway, Suite 100
 Vancouver, BC V6H 1G5
 Tel: 604-681-1111
 Fax: 604-681-1112

**DUPLEX DPR
 PLANS &
 ELEVATIONS**

DATE: MAY 2, 2014
 SCALE: AS SHOWN
 PROJECT NO: 2014-05
 DRAWING NO: A4.0

DESIGNED BY: A.C.J.F.
 DRAWN BY: A.C.J.F.
 CHECKED BY: A.C.J.F.
 DATE: MAY 2, 2014
 SCALE: AS SHOWN
 PROJECT NO: 2014-05
 DRAWING NO: A4.0

Architectural drawings for Parkside Multi Family Courtenay B.C. The drawings include:

- Elevations:**
 - 1 TRIPLEX TI FRONT ELEVATION (SCALE 1/8" = 1'-0")
 - 2 TRIPLEX TI RIGHT SIDE ELEVATION (SCALE 1/8" = 1'-0")
 - 3 TRIPLEX TI REAR ELEVATION (SCALE 1/8" = 1'-0")
 - 4 TRIPLEX TI LEFT SIDE ELEVATION (SCALE 1/8" = 1'-0")
- Floor Plans:**
 - 5 LOWER FLOOR PLAN TRIPLEX TI (TYPICAL UNIT: GROUND FL. 002 SQ FT + 026 SQ FT GARAGE)
 - 6 UPPER FLOOR PLAN TRIPLEX TI (TYPICAL UNIT: UPPER FL. 000 SQ FT)
 - 7 ROOF PLAN TRIPLEX TI (SCALE 1/8" = 1'-0")

(T1= BLDG 9 & BLDG 12)

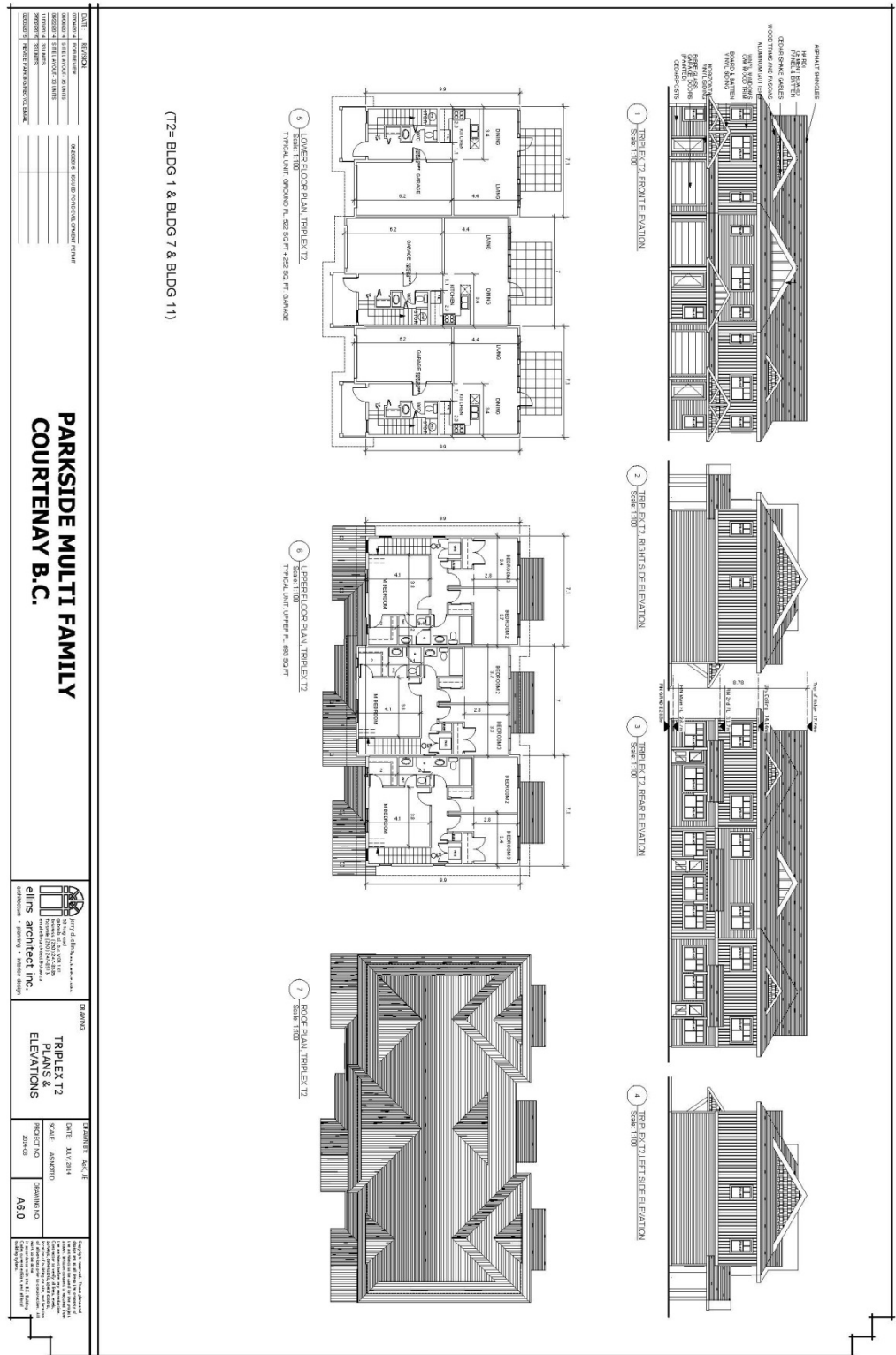
PARKSIDE MULTI FAMILY COURTESY B.C.

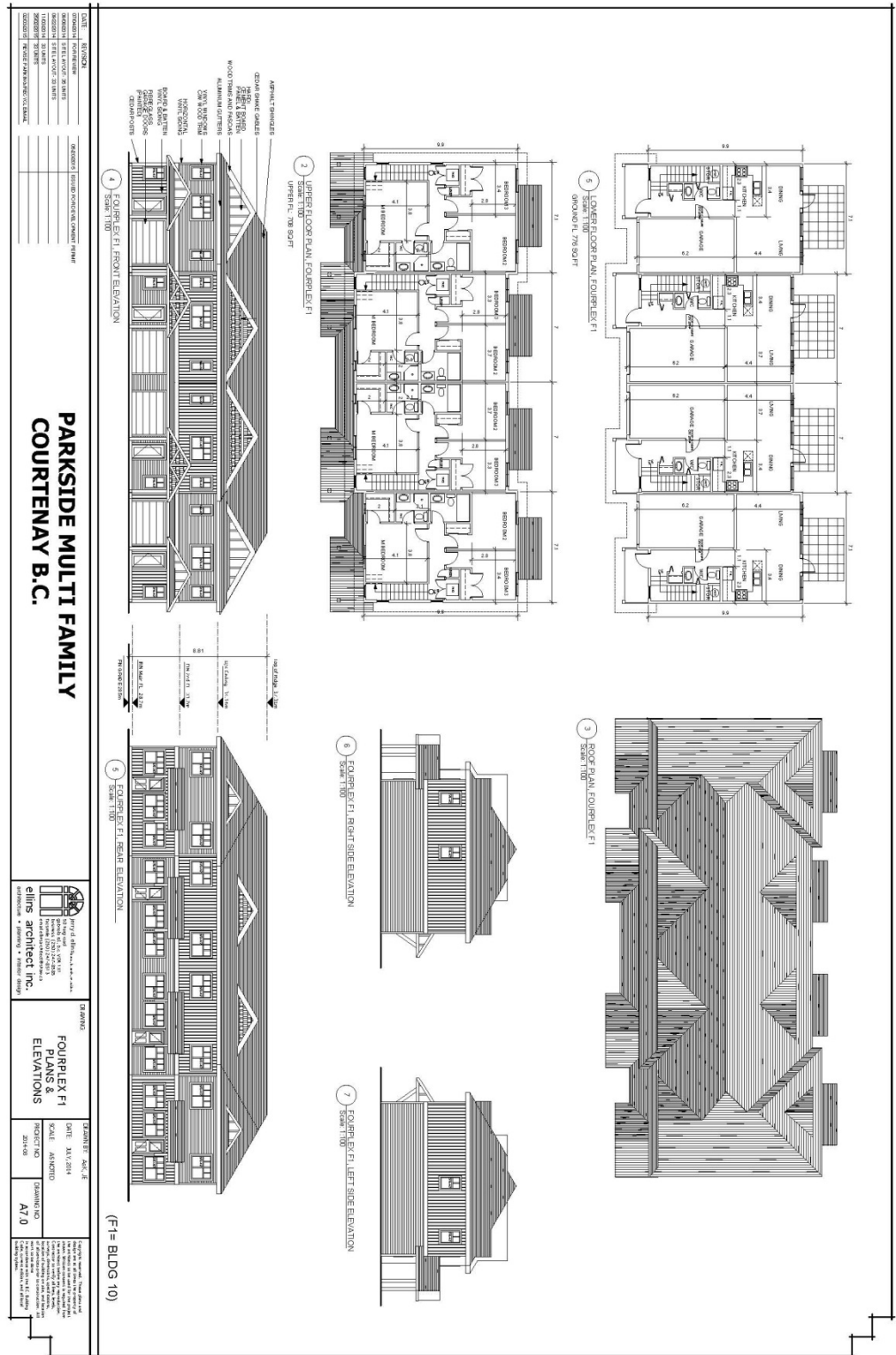
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PROJECT: TRIPLEX TI PLANS & ELEVATIONS	DATE: MAY 5, 2014	SCALE: AS SHOWN
DESIGNER: GILLES ARCHITECT INC.	PROJECT NO: 2014-09	DRAWING NO: A5-0

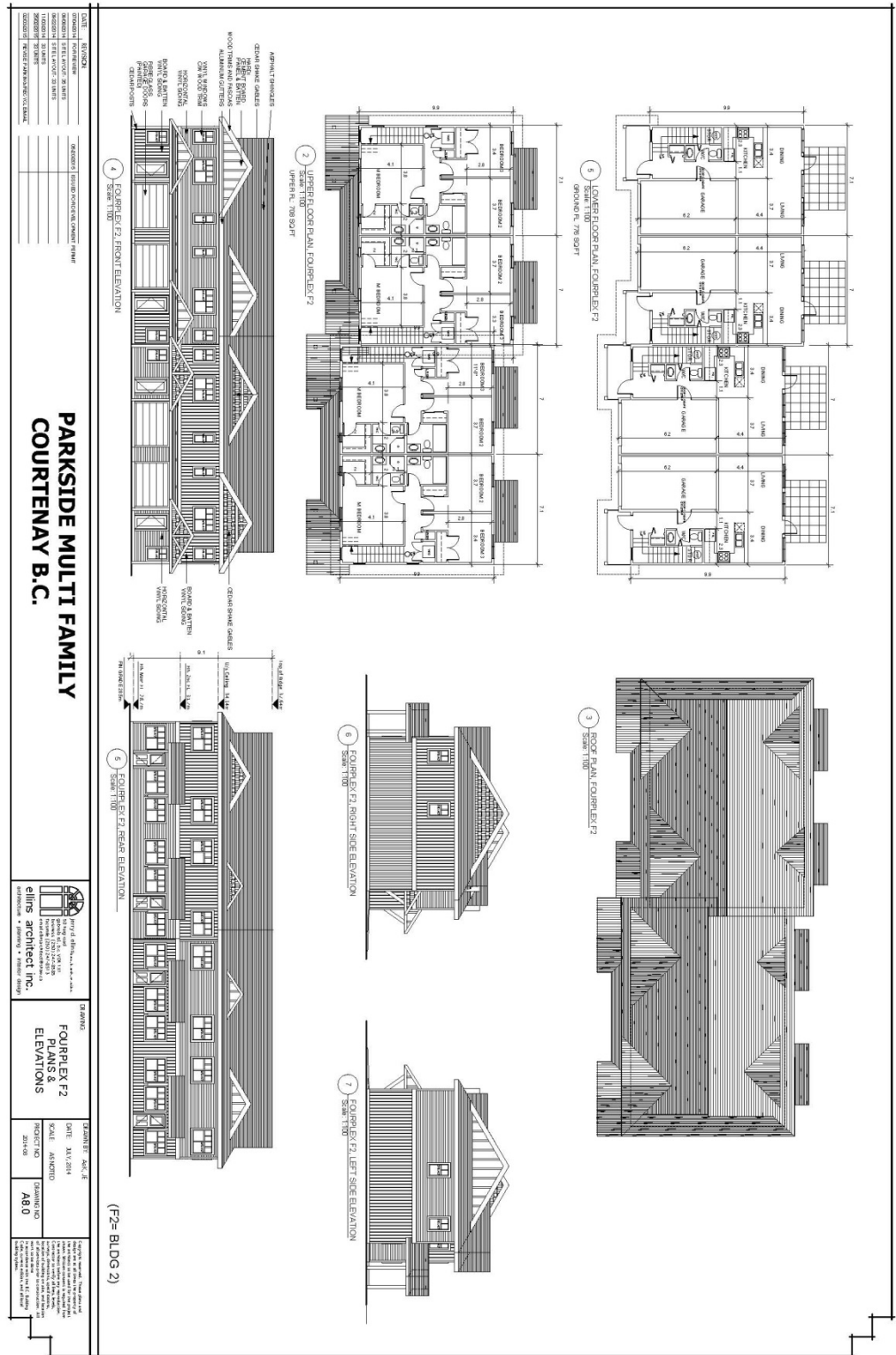
GILLES ARCHITECT INC.
 1100 W. 10TH AVE. SUITE 200
 VANCOUVER, BC V6H 2Y6
 TEL: 604-681-1111
 FAX: 604-681-1112
 WWW.GILLESARCHITECT.COM

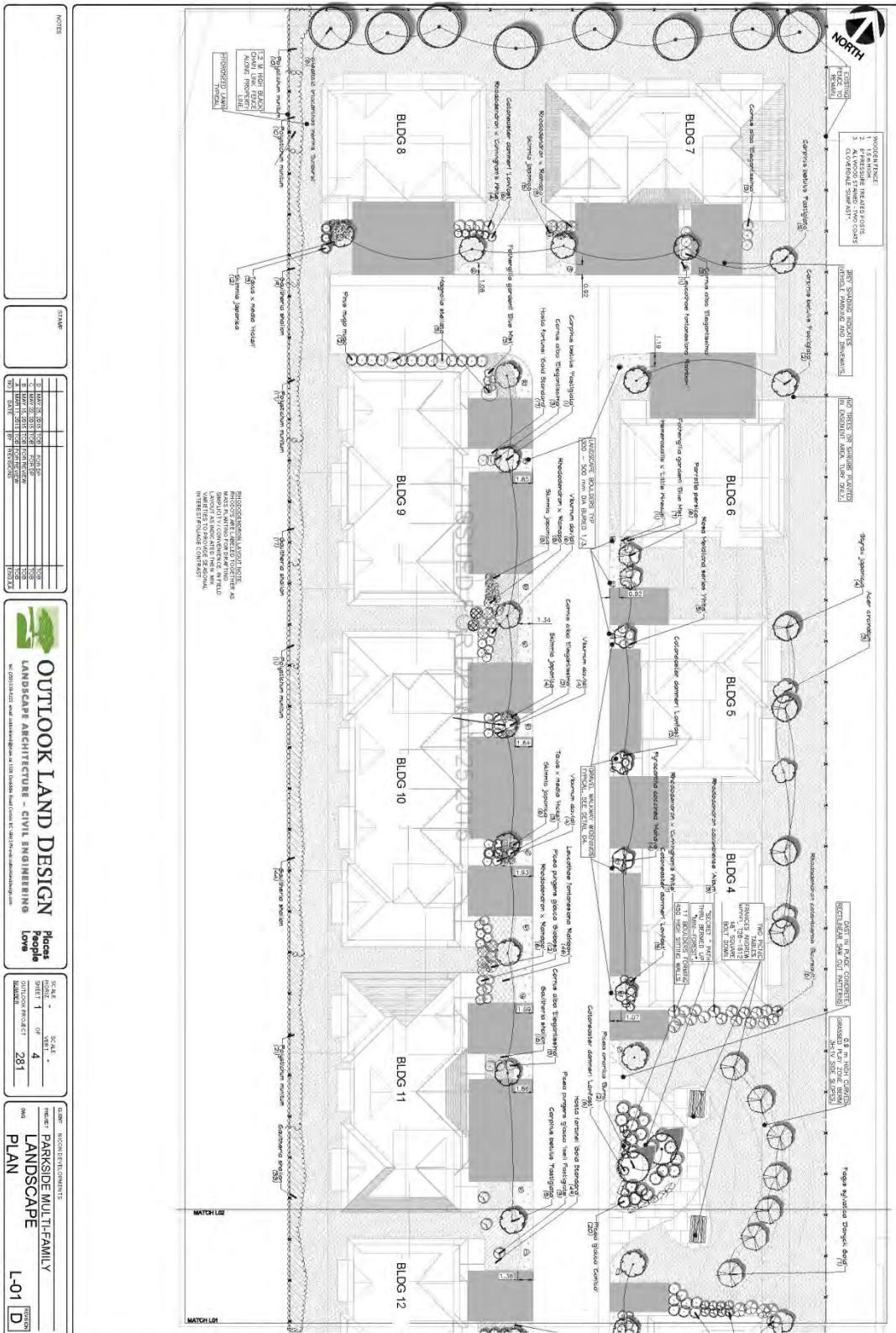
DEVELOPER: G.C. J.
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NOTES: 1. ALL DIMENSIONS ARE IN METERS UNLESS OTHERWISE SPECIFIED. 2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE SPECIFIED. 3. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE SPECIFIED. 4. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE SPECIFIED. 5. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE SPECIFIED. 6. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE SPECIFIED. 7. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE SPECIFIED. 8. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE SPECIFIED. 9. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE SPECIFIED. 10. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE SPECIFIED.









NOTES:

1. SEE ALL NOTES AND SPECIFICATIONS FOR THIS PROJECT.

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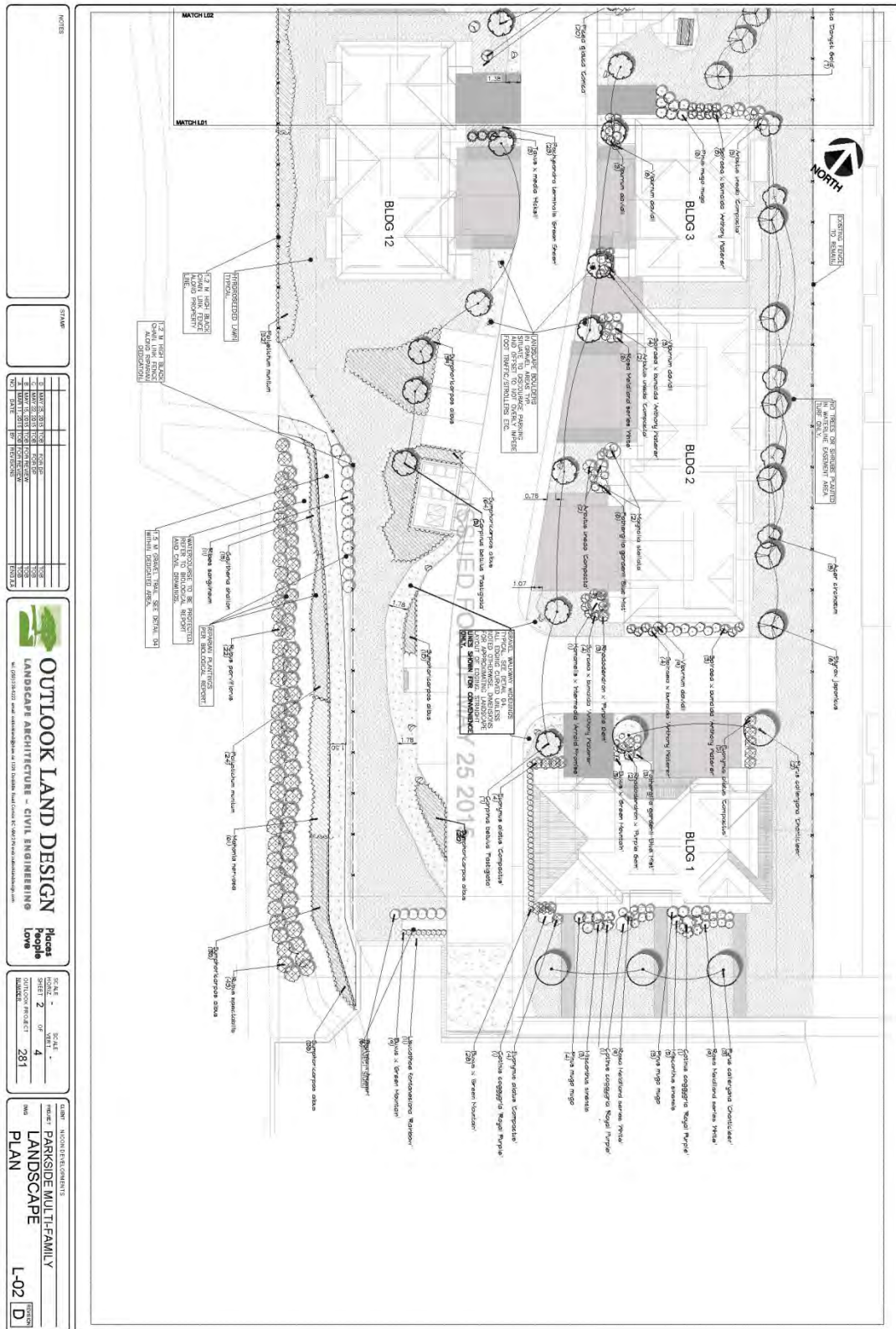
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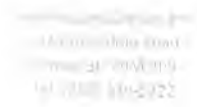
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DEVELOPMENT PERMIT PLANTING COST ESTIMATE: PARKLANE MULTI-FAMILY

based upon OUTLOOK Landscape Plans L01 to L04 Rev D.

Description	Unit	Quantity	Unit Price	TOTALS
1 Trees - 40 cm caliper, plus others	ea	74	\$ 250.00	\$ 18,500.00
2 Shrubs - #5 pots	ea	91	\$ 20.00	\$ 1,820.00
3 Shrubs - #1 pots	ea	1097	\$ 11.00	\$ 12,067.00
4 Irrigation	LS	1	\$ 7,000.00	\$ 7,000.00
5 Topsoil	m3	800	\$ 35.00	\$ 28,000.00
6 Hydroseed lawn	m2	3000	\$ 1.00	\$ 3,000.00
7 Landscape architect pre-construction meeting	ea	2	\$ 300.00	\$ 600.00
8 Landscape architect construction progress site visit	ea	3	\$ 300.00	\$ 900.00
9 Landscape architect project completion sign off	ea	1	\$ 350.00	\$ 350.00
Subtotal				\$ 72,237.00
Estimated Construction Cost*				\$ 72,237.00

*Estimate includes all labour and materials
 Note: GST additional

This estimate represents reasonable landscape construction costs for the above project.

[Signature] *March 27/2015*

Timothy I.H. O'Brien, P.Eng. (Civil), Landscape Architect
 MBCSLA # 181



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 6800-20-1501

From: Chief Administrative Officer

Date: September 8th, 2015

Subject: Heritage Alteration Permit for the Courtenay Train Station - 899 Cumberland Road

PURPOSE:

The purpose of this report is for Council to consider an authorization for the Island Corridor Foundation, the owner, and its partner the Courtenay Rotary Club, to rehabilitate the "Courtenay Train Station" building, pursuant to the *Bylaw No. 2456* (Attachment No. 1).

CAO RECOMMENDATIONS:

That Council approve OPTION 1 and authorize alterations to the exterior of the Courtenay Train Station building as shown on the attached proposed plan (Attachment No. 2).

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The Courtenay Train Station, formally named the Former Canadian Pacific Railway Station (VIA Rail), is a federally designated heritage building located at 899 Cumberland Road, and also possesses recognition status through the *Heritage Railway Stations Protection Act*. In 2007, the City of Courtenay adopted *Bylaw No. 2456* to designate the building a Municipal Heritage Site and to protect the heritage value of the property. The building is currently owned by the Island Corridor Foundation.

The owner and its partner are requesting Council approval of the proposed phased rehabilitation project for the Courtenay Train Station as *Bylaw No. 2456* prohibits any alterations to the exterior of the building without authorization under the bylaw or Council approval. The proposed rehabilitation plan and drawings have been submitted to Parks Canada and are currently being evaluated for final approval. The City of Courtenay Heritage Commission supported the proposed plan submitted by Island Corridor Foundation and Courtenay Rotary Club at its May 27, 2015 meeting.

Tectonica, a Nanaimo-based company, was retained by the owner to produce a project overview report and drawings that includes adequate detail of the proposed rehabilitation plan prior to construction. The report states that the building has seen only minimal maintenance in the last two decades, with the exception of the new roof installation in 2013. It also states that the building is in good condition and there is no indication of rotting or settlement in the main structure. However, the consultant has identified that the platform along the northern facade of the building is in poor condition and requires significant repair and the enclosure requires

maintenance, though it is generally in fair condition. The report has suggested separating the rehabilitation project into two phases. Phase 1 focuses more on exterior rehabilitation and phase 2 focuses more on interior renovation.

DISCUSSION:

Phase 1 includes the following scope of work:

- Isolated replacement of shingles and trim where rot is discovered;
- Surface preparation and painting of the entire exterior of the building;
- Replacement of two sliding baggage doors on the track side (west) of the building as indicated on the attached architectural drawings to improve access and exiting from the future multi-purpose assembly space;
- Replacement of the existing windows with double glazed wood windows to improve energy efficiency and reduce maintenance of the building into the future;
- Demolition of the current platform on the eastern side of the building; and
- Construction of a new heavy timber platform around the entire station as per the attached architectural drawings.

As noted in the scope of work, there are items of general maintenance in addition to the following three modifications to the exterior of the building:

1. Replacement of the two sliding doors into the baggage area to improve functionality and weather protection for the interior of the building;
2. Replacement of the existing exterior windows with double glazed wood windows to improve energy efficiency while mimicking the original look and feel of the original windows; and
3. Re-construction of a heavy timber platform around the station to reinstate the feel of the original wood platform and increase the pedestrian connection with the building.

Upon review of the application, staff has identified that the proposed project phase 1 is consistent with the *Standards and Guidelines for the Conservation of Historic Places in Canada*.

While the owner is requesting approval of phase 1, they also request an approval in concept for phase 2 subject to future submission of the final design. Scopes of work include the followings, but not limited to:

- Natural gas service;
- Installation of vapour barrier and new plywood wall finishes on the exterior walls;
- Installation of new electrical panels; and
- Emergency and exit lighting throughout.

The Courtenay Rotary Club has contributed over \$40,000 for the rehabilitation plan as well as long-term support in development of Courtenay's extensive public walkways and trails along the railway.

FINANCIAL IMPLICATIONS:

Should Council approve Heritage Alteration Permit, 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.

ADMINISTRATIVE IMPLICATIONS:

It is estimated that City staff have spent approximately five hours processing this application. Should Council approve the Heritage Alteration Permit, it is estimated that additional three hours of staff time will be required to issue the permit and document for heritage registry. Approximately fifteen hours of staff time will be required to review building permit applications and perform the required building inspections.

ASSET MANAGEMENT IMPLICATIONS:

There are no direct asset management implications resulting from this application.

STRATEGIC PRIORITIES REFERENCE:

Not specifically referenced, however heritage alteration application processing is statutory in nature.

OFFICIAL COMMUNITY PLAN REFERENCE:

This application is consistent with the goal and policies of the *Official Community Plan Part 4, Section 4.9* supporting preservation and promotion of the City's heritage.

REGIONAL GROWTH STRATEGY REFERENCE:

This application is consistent with the *Comox Valley Regional Growth Strategy Policy 4C-3*:
"Promote and support the improvement of the Esquimalt and Nanaimo Railway (E&N Railway) infrastructure, servicing and scheduling and continue to protect the corridor and potential stations".

CITIZEN/PUBLIC ENGAGEMENT:

No statutory requirement for public engagement with regard to heritage alteration permits. The City of Courtenay Heritage Commission discussed this matter on May 27th and provided support for phase 1. The Commission also supported phase 2 of the project in principle (Attachment No. 3).

OPTIONS:

OPTION 1: Approve Heritage Alteration Permit for the Courtenay Train Station Phase 1 as attached in Appendix 2 and support phase 2 in principle subject to future review of final design drawings. (Recommended)

OPTION 2: Defer consideration of Heritage Alteration Permit for the Courtenay Train Station pending receipt of further information.

OPTION 3: Not approve Heritage Alteration Permit for the Courtenay Train Station as attached.

Prepared by:



Tatsuyuki Setta, MCIP, RPP
Senior Planner



Ian Buck, MCIP, RPP
Director of Development Services

Attachments:

1. *Attachment No. 1 : the Bylaw No. 2456*
2. *Attachment No. 2: Courtenay Train Station Rehabilitation Plan*
3. *Attachment No. 3: The City of Courtenay Heritage Commission Motion May 27th, 2015: E&N Station*

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2456

A bylaw to designate the Courtenay Railway Station a Protected Heritage Property

WHEREAS pursuant to section 967 of the *Local Government Act*, Council may, by bylaw, designate real property in whole or in part as protected heritage property;

AND WHEREAS the Council considers the Courtenay Railway Station located at 899 Cumberland Road to be a building with heritage value and that the designation of the building as a heritage site pursuant to the *Local Government Act* is desirable for the conservation of the building;

AND WHEREAS the Council deems it desirable to enact, pursuant to section 967 of the *Local Government Act*, this bylaw to designate heritage property as outlined below:

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

1. This bylaw may be cited for all purposes as **“Train Station Heritage Designation Bylaw No. 2456, 2007”**.
2. The building known as the “Courtenay Train Station” situated on lands legally described as Lot A, Section 69, Comox District Plan VIP 68839 located at 899 Cumberland Road, is hereby designated a Municipal Heritage Site pursuant to section 967 of the *Local Government Act*.
3. Except as authorized by this bylaw or as authorized by a Heritage Alteration Permit or Heritage Revitalization Agreement approved by Council, no person shall:
 - (a) alter the exterior of the building designated in this bylaw;
 - (b) make a structural change to the exterior or interior of the building designated by this bylaw;
 - (c) move the building designated in this bylaw;
 - (d) remove or alter exterior windows or woodwork on the building designated by this bylaw.
4. The following alterations to the designated building are hereby authorized without a Heritage Alteration Permit:
 - (a) normal day to day maintenance and repair.

Attachment No. 1
2/2

Read a first time this 5th day of February, 2007

Read a second time this 5th day of February, 2007

Considered at a Public Hearing this 19th day of February, 2007

Read a third time this 19th day of February, 2007

Finally passed and adopted this 5th day of March, 2007

Mayor

Manager of Corporate Administration

THE CORPORATION OF THE CITY OF COURTENAY

Permit No. 6800-20-1501

HERITAGE ALTERATION PERMIT

September 8th, 2015

To issue a Development Permit

To: Name: The Island Corridor Foundation
Address: PO-Box 375 Stn A Nanaimo, BC, V9R 5L3

Property to which permit refers:

Legal: Lot A, Section 69, Comox District Plan VIP 68839
Civic: 899 Cumberland Road, Courtenay, BC

Conditions of Permit:

Permit issued to alter the exterior of the Courtenay Train Station building subject to the following conditions:

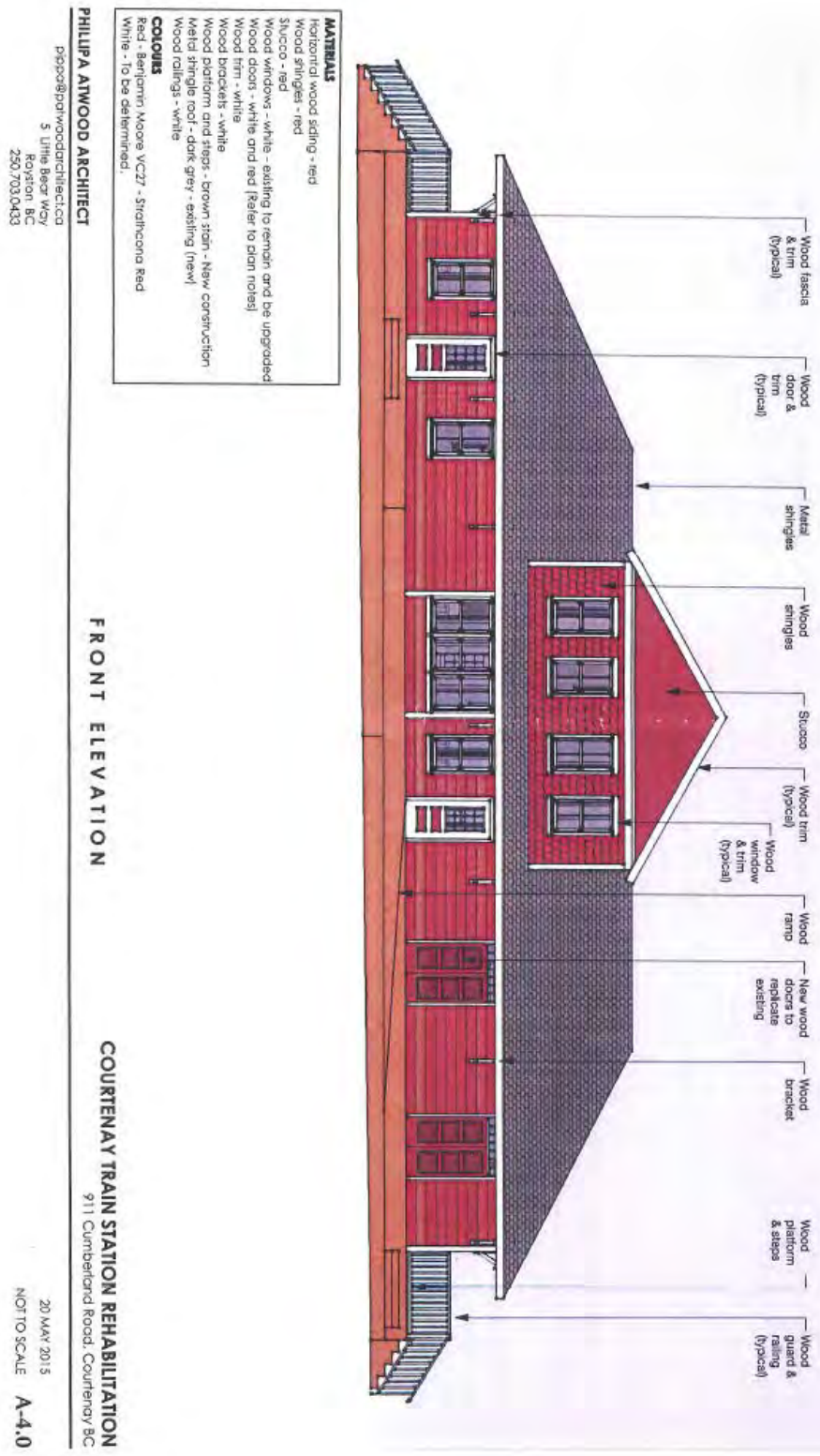
1. Development must be in conformance with the plan contained in *Schedule No. 1*.

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

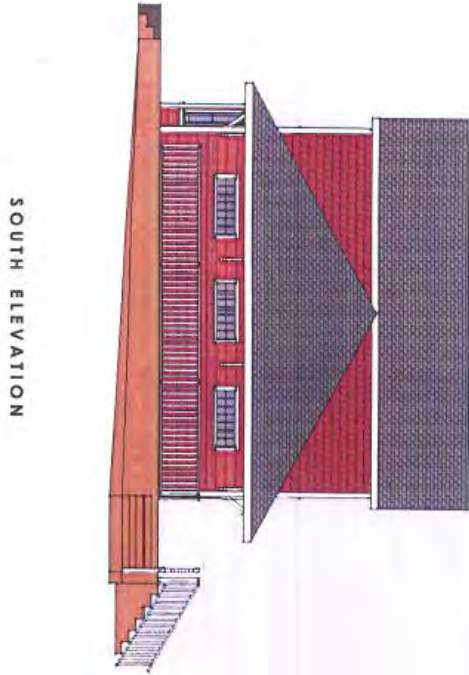




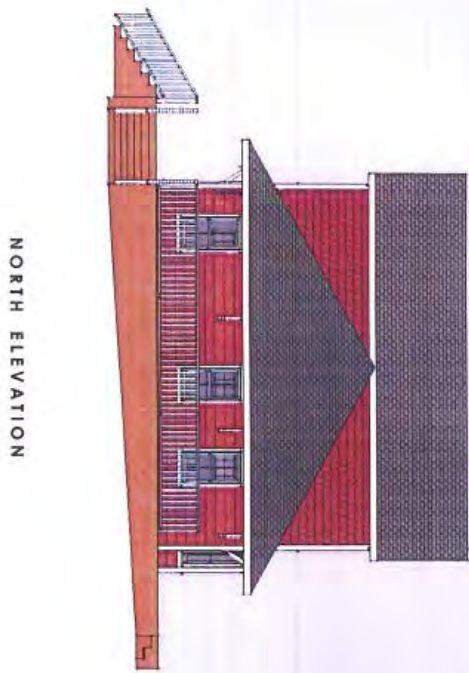
PHILLIPA ATWOOD ARCHITECT
pata@patawoodarchitect.ca
5 Little Bear Way
Reynolds BC
250.703.0403

REAR ELEVATION

COURTENAY TRAIN STATION REHABILITATION
911 Cumberland Road, Courtenay BC
20 MAY 2015
NOT TO SCALE **A-5.0**



SOUTH ELEVATION



NORTH ELEVATION

SIDE ELEVATIONS

PHILIPPA ATWOOD ARCHITECT
p5p5a@pawoodarchitect.ca
3 Little Bear Way
Nanaimo, BC
250/703/0435

COURTENAY TRAIN STATION REHABILITATION
9711 Cumberland Road, Courtenay BC
20 MAY 2015
HOT TO SCALE A-6.0

City of Courtenay Heritage Commission Motion May 27, 2015: E&N Station

The City of Courtenay Heritage Commission approves Rotary and Island Corridor Foundation's plans for the exterior phase (phase one) for the rehabilitation of the historic Courtenay E&N Station as presented on May 27, 2015. From 1914, the E&N Station served as a vibrant community terminus. Over the past twenty years, the E&N building has gradually deteriorated from age and neglect.

We acknowledge the intentions, labour and over \$40,000 Rotary has contributed to protecting the building's envelope and in presenting plans for the building. The commission also recognizes Rotary's years-long support in development of Courtenay's extensive public walkways and trails along railway grades. This trail and walkway system provides a key contextual component for community use, connectivity and enjoyment of the E&N Station.

It is the commission's intent to support and advise on the plans for the rehabilitation of the E&N Station. This rehabilitation should encourage reengaging public use of the station while improving energy efficiency to complement the anticipated increased activity and to ensure the long-term sustainability of this heritage asset.

Members of the commission recognize that these improvements may require that a lower priority be placed upon specific elements outlined in the statement of significance both in phase one, the exterior portion of the project; and in phase two, the interior portion of the project.

Specifically, the commission sees discussion of these elements by phase:

Phase One: Exterior

- The commission supports replacement of single glazed windows with double glazed wooden replicas.

Phase Two: Interior

In principle, the commission supports the following concepts subject to a separate presentation and approval of plans before commencement of phase two.

- Removal of interior finishes in new Rotary room and lobby (not existing waiting area) to allow insulation of exterior walls, installation of new mechanical and electrical systems and seismic upgrades.
- Existing materials repurposed whenever possible on interior finish
- Retention of all historic signage and replication of signage approved by the commission

Attachment No. 3
2/2

Finally, on approval of phase one, the commission asks that any design and construction of the west platform should take into consideration a future extension in keeping with the original footprint as per the attached 1919 image.





STAFF REPORT

To: Council **File No.:** 5400-20-71793
From: Chief Administrative Officer **Date:** September 8, 2015
Subject: Willemar Avenue (17th to 26th St) Road Reconstruction Project: Cycling Infrastructure, Option 3 Alternatives

PURPOSE:

The purpose of this report is to present Council with hybrid options for cycling infrastructure on Willemar Avenue in response to the July 6, 2015 Council resolution:

" Moved by Eriksson and seconded by Theos that the "Willemar Avenue Road Reconstruction Project - Cycling Infrastructure Options" be deferred until the September 8, 2015 Council meeting so that staff can investigate and report back on a possible hybrid solution using option 3 in the staff report."

CAO RECOMMENDATIONS:

That based on the September 8, 2015 staff report entitled "*Willemar Avenue Road Reconstruction Project - Cycling Infrastructure Options 3 Alternatives*" Council approve Option 3 and directs staff to complete the design of Willemar Avenue accordingly, subject to the completion of a parking survey and public information session with the affected residents.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

In the spring of 2014, the City engaged engineering consultants to support the detailed design and construction of 7 road reconstruction and underground utility replacement projects. These projects have been listed in the capital budget for several years and are prioritized for delivery within the 2015-2019 Financial Plan. Over the summer/fall of 2014 background investigations, pipe condition assessments and concept designs were undertaken for each project. The project designs were informed by:

- The City of Courtenay Official Community Plan (Transportation Policies 5.3.1 and 5.3.9),
- Neighbourhood Local Area Plans (where applicable),
- The current engineering design standards based on the road classification, and
- The 2010 Comox Valley Cycling Network Plan.

By the end of 2014, the preliminary engineering designs were sufficiently advanced to bring forward for public engagement. In January of 2015, staff invited the public to attend a Public Information Session at the Native Sons Hall to see the preliminary road designs for each street project, discuss the upcoming

construction anticipated for 2015 and to respond to any questions from the public at large. It was well attended with more than 150 registering on the sign-in sheet.

During the February 2, 2015 regular Council meeting and General Capital Budget discussions, staff was directed to report back on options and implications for different levels of service for cycling infrastructure on Willemar and Piercy Avenues beyond the proposed shared bike lane identified in the preliminary design. Subsequently, on March 2, 2015, staff provided a memorandum to Council advising that effort would be concentrated on Willemar Avenue (17th to 26th Street) as an indicative example of the options for both roads.

The Willemar project was established in the budget several years ago to address watermain replacement and curb, gutter and sidewalk installation and replacement. The project design was advanced to incorporate the entire road surface and underground utility replacement with a dual purpose:

- to establish the ultimate road centreline and gutter lines such that future underground replacement wasn't in conflict
- to understand the impact of a phased construction approach with the goal of the ultimate configuration.

Willemar Avenue consists of one through travel lane and a parking lane in each direction, with an overall asphalt width of approximately 14.5 metres. There is no curb and gutter, and the sidewalks located adjacent to the parking lanes. Hydro poles are located within the parking lane on the northerly side of Willemar Avenue. Willemar Avenue is identified as an "Existing Bicycle Route" in the Comox Valley Cycling Network Plan (2010). Currently, Willemar Avenue operates as a shared lane bicycle route without pavement markings.

During the July 6, 2015 regular Council meeting, staff responded to the February 2nd Council resolution was further directed to evaluate hybrid options to Option 3 of the staff report, "Willemar Avenue (17th to 26th St) Road Reconstruction Project - Cycling Infrastructure Options". The original option 3 cross-section proposed vehicle travel lanes, dedicated painted bike lanes, a single parking lane, concrete curb and gutter, grassed boulevards, and 1.5 metre sidewalks at the property line. This section reduced the existing asphalt width from 14.5 to 12.7 metres and moved the Hydro poles out of the road travel and parking lanes.

DISCUSSION:

Staff propose 3 cycling infrastructure options for Council's consideration:

- Original Option 3
- Option 3A
- Option 3B

Each is described in detail below and sketches are attached as schedules to this report.

Option 3 – Dedicated Bike Lanes, Parking One Side

This option includes vehicle travel lanes, dedicated bike lanes, a single parking lane, concrete curb and gutter, grassed boulevards, and 1.5 metre sidewalks at the property line. Option 3 has an asphalt width of 12.7 metres which is greater than the City Collector Road Standard of 12.0 metres.

Option 3A – Dedicated Bike Lanes With Painted Buffer Strip, Reduced Travel Lane Width, and Parking One Side

This option includes dedicated bike lanes with a painted buffer strip between vehicle traffic and the bike lane. Option 3A also has an asphalt width of 12.7 metres. In order to accommodate a bike lane and buffer strip within the proposed cross-section width, the vehicle travel lanes have been narrowed from the City's current standard of 3.6 metres to 3.3 metres. There are benefits to reducing vehicle lane widths, including

the ability to cause drivers to travel at a lower speed. The reduction in lane width falls within accepted industry standards, however; it requires that Council approve a variance to current City standard lane width.

Option 3B – Dedicated Bike Lanes With Painted Buffer Strip, Parking One Side

This option includes vehicle travel lanes at the current City standard minimum width of 3.6 metres, a single parking lane and bike lanes in both directions with a painted buffer strip separating vehicle traffic from the bike lane. This option also includes concrete curb and gutter, grassed boulevards, and 1.5 metre sidewalks on both sides of the road at property line. Option 3B has asphalt with of 13.3 metres, a decrease from the existing road width of 14.5 metres. A variance to the City’s Standard Collector roadway width of 12.0 metres is required to support this option.

All of the proposed road cross-sections result in an increased level of service for cycling infrastructure with or without buffer strips, and a decreased level of service for parking from 2 lanes today to only one. It is recommended that the proposed decrease in parking be investigated through a parking survey to better understand the use. Staff also recommends further public engagement to discuss the change in parking service with the affected residents prior to completing the detailed engineering design.

FINANCIAL IMPLICATIONS:

	Estimated Additional Capital Costs		
Option No.	Engineering Design Revisions	Construction	Total
3	\$15,000	\$5,000	\$20,000
3A	\$15,000	\$15,000	\$30,000
3B	\$15,000	\$60,000	\$75,000

Note: These are cost increases in the project over and above the initial project design and construction estimates for a Shared Bike Lane and 12.6 metres of travelled roadway. They are also costs over and above the \$9,400 spent to evaluate Options 1 to 5 in the July 6th, 2015 Staff Report.

Staff will report back to Council on any implications to the 2015 General Capital Fund Budget including the need for an amendment, based on direction received from this report.

Annual operating and maintenance costs for street sweeping, line painting, street signage maintenance and parking enforcement are expected to increase by approximately \$5,000 to 8,500. The cost will vary between the options depending on the amount of long line painting (annual) and thermoplastic (5 year rotation).

ADMINISTRATIVE IMPLICATIONS:

The Engineering staff work plan includes time to complete the detailed design of the Willemar Avenue road reconstruction project. This cycling infrastructure options exercise is over and above the original work plan efforts for the project and took approximately another 10 hours of staff time to develop conceptual options and prepare the staff report. To date, staff has collectively spent approximately 50 unplanned hours representing approximately \$3,300 in salary and benefits, evaluating and reporting out on options for cycling infrastructure on Willemar Avenue.

ASSET MANAGEMENT IMPLICATIONS:

The inclusion of dedicated cycling infrastructure on any City street where cycling infrastructure does not currently exist is an increased level of service and is considered an “upgrade”. Increasing a level of service includes new capital cost to implement the “upgrade” and increased annual maintenance cost to operate it. Road improvements are funded by the General Capital Fund and maintained by the General Operating Fund and an unplanned “upgrade” will require Council approval of an amendment to the 2015 budget.

STRATEGIC PLAN REFERENCE:

None.

OFFICIAL COMMUNITY PLAN REFERENCE:

Section 5.2 – Transportation, Goals

5.2.2 *Development of a transportation system that provides choices for different modes of travel including vehicle, transit, pedestrian, cycling and people with mobility impairments.*

5.2.4. *Support an integrated transportation system that works towards reducing travel distances and congestion.*

Section 5.3 – Transportation, Policies

5.3.1 *Collector Roadways*

- *distribute and collect traffic within neighbourhood and connect to arterial*
- *limited direct access*
- *truck routes*
- *20 metre right-of-way width*
- *sidewalks on both sides*

5.3.9 *The City will require sidewalks to be constructed a minimum of 1.5 metres from the back of curb with street trees planted in the boulevard along all arterial and collector roads outlined on the Road Network Plan.*

Section 10.2.4 – Planning for Climate Change, Goals, Transportation

<i>Achieve a modal split as follows: Mode</i>	<i>Courtenay current (2006 data, mode to work)</i>	<i>2020 Courtenay target</i>
<i>Transit</i>	<i>1.4%</i>	<i>5%</i>
<i>Cycling</i>	<i>4.6%</i>	<i>10%</i>
<i>Walking</i>	<i>9.8%</i>	<i>15%</i>
<i>Carpool</i>	<i>7.6%</i>	<i>15%</i>
<i>Single occupancy vehicle</i>	<i>74%</i>	<i>55%</i>

REGIONAL GROWTH STRATEGY REFERENCE:***SECTION 4, GOAL 4: TRANSPORTATION***

Develop an accessible, efficient and affordable multi-modal transportation network that connects Core Settlement Areas and designated Town Centres, and links the Comox Valley to neighbouring communities and regions.

Objective 4-B: Improve bicycle and pedestrian infrastructure to increase the use of active transportation options.

4B-6 Ensure bicycling amenities and infrastructure are included in all public developments and larger-scale private developments (e.g., bike racks, signage, shower facilities, bicycle lockers or secure bike storage, etc.).

SECTION 7, GOAL 7: PUBLIC HEALTH AND SAFETY

Support a high quality of life through the protection and enhancement of community health, safety and well-being.

Objective 7-A: Increase the number of pedestrians and cyclists in the Comox Valley.

7A-1 Support the creation and coordination of local government bicycle and pedestrian plans with local-level strategies to improve active transportation connections to, through and between designated Town Centres located within Core Settlement Areas.

7A-2 Ensure bicycling amenities and infrastructure are included in all public developments and larger-scale private developments

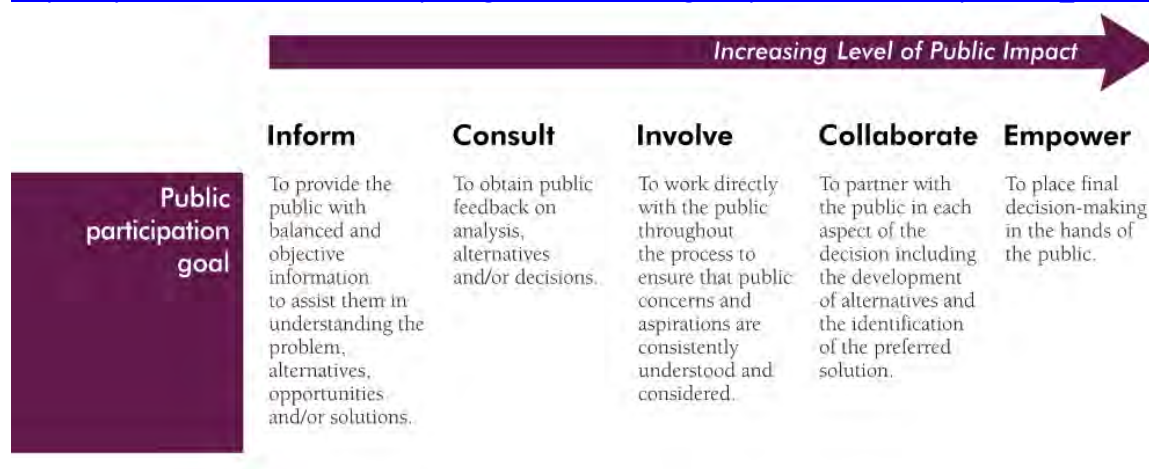
7A-6 Ensure that all new public institutions are accessible via active transportation routes (e.g. bike/greenway network) and public transit.

CITIZEN/PUBLIC ENGAGEMENT:

Staff held a public information session as part of the design for the seven road improvement projects in January 2015. Subsequent to Council's request to provide options for Willemar Avenue, staff discussed the cross section options identified in this report with the Comox Valley Cycling Coalition as part of the ongoing project engagement.

As such, staff has informed the public as part of the design of the seven road improvement projects and will involve the Comox Valley Cycling Coalition on future projects based on the IAP2 Spectrum of Public Participation at the "Consult" level, but engagement with directly affected landowners remains:

http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf



Should Council decide to modify the proposed road cross sectional design for Willemar, staff will undertake further public engagement to inform of these changes.

OPTIONS:

Option 1: That Council direct staff to complete the design of Willemar Avenue based on Option 3 (Dedicated Bike Lanes, Parking One Side) subject to the completion of a parking survey and public information session with the affected residents. **(Recommended)**

Option 2: That Council direct staff to complete the design of Willemar Avenue based on Option 3A (12.7m road complete with dedicated bike lanes with painted buffer strip, parking one side) subject to the completion of a parking survey and public information session with the affected residents,

AND

That Council approve a variance to City of Courtenay, Engineering Design Standards and Specifications (2002), Appendix C, Section 2.1 – Geometric Design to narrow the vehicle travel lane on Willemar Avenue from 3.6 metres to 3.3 metres.

Option 3: That Council direct staff to complete the design of Willemar Avenue based on Option 3B (13.3m road complete with dedicated bike lanes with painted buffer strip, parking one side) subject to the completion of a parking survey and public information session with the affected residents.

Option 4: That Council defer the detailed engineering design of Willemar Avenue roadworks until the Road Network Plan update is complete and can inform the implementation of priority cycling infrastructure projects.

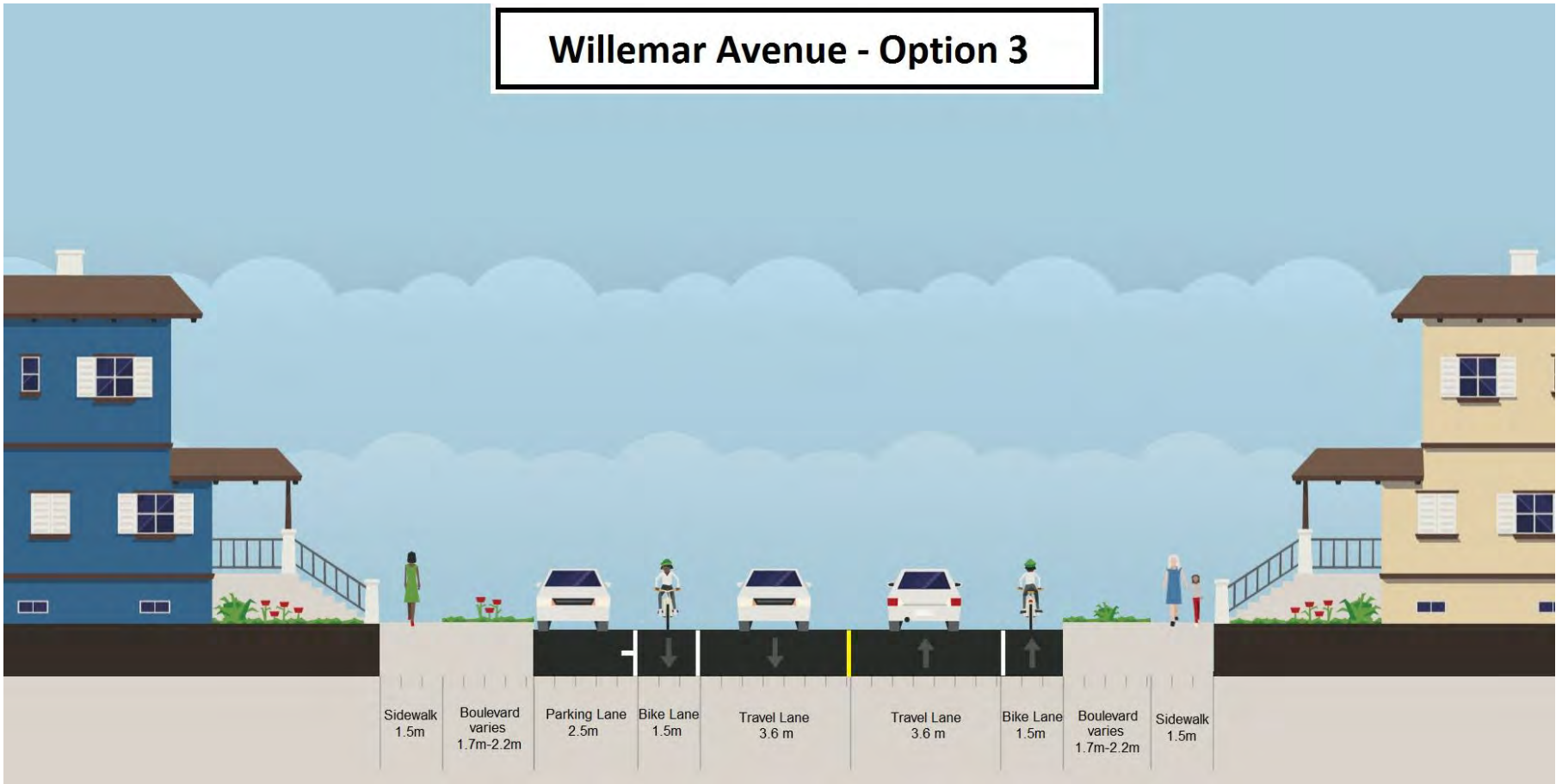
Prepared by:

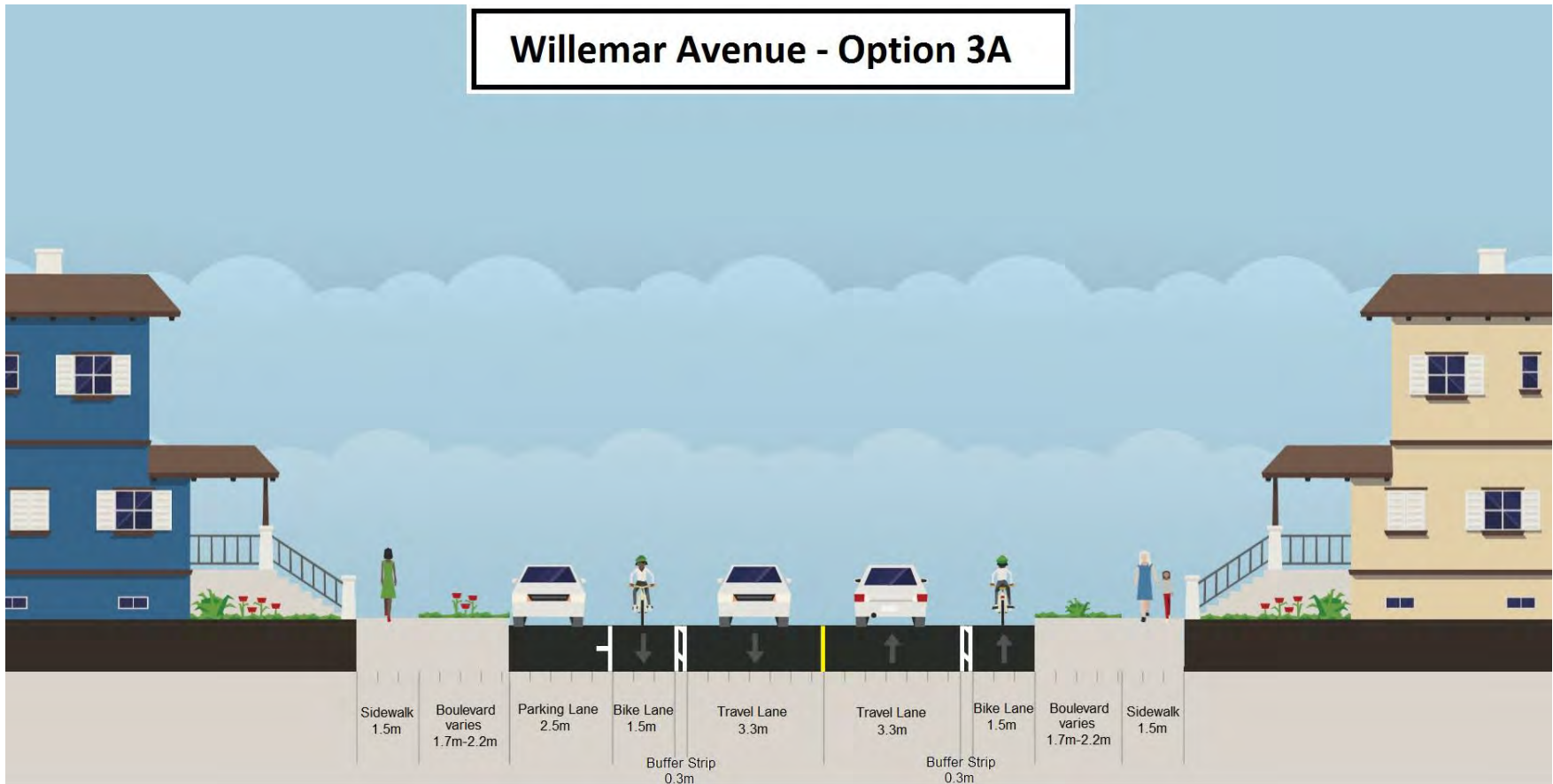
Craig Perry, P.Eng.,
Manager of Engineering

Lesley Hatch, P.Eng.,
Director of Engineering and Public Works

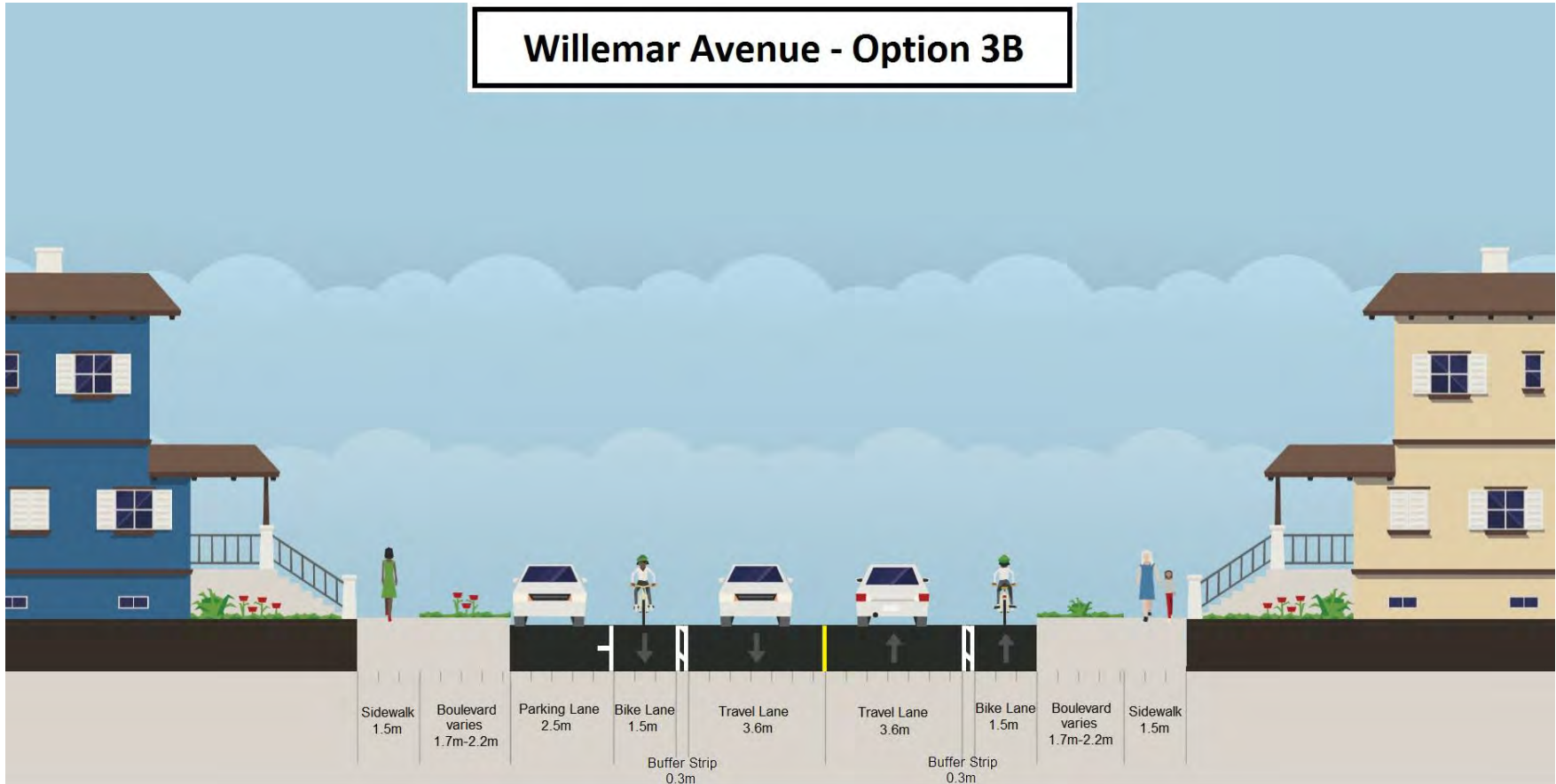


Willemar Avenue - Option 3





Willemar Avenue - Option 3B





THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Mayor and Council

File No.: 1960-20 [2016]

From: Chief Administrative Officer

Date: September 8, 2015

Subject: 2016 Permissive Property Tax Exemption-Further Information

PURPOSE:

To provide Council with further information on the 2016 permissive property tax exemption requests.

POLICY ANALYSIS:

Section 224 of the *Community Charter* provides Council with the authority to exempt certain properties from property taxation. Policy 1960.01 (Rev #1) – Permissive Property Tax Exemption was prepared in accordance with Section 224 of the *Community Charter* and approved by Council in May 2013.

EXECUTIVE SUMMARY:

The permissive tax exemption bylaws are considered by Council on an annual basis and must be adopted before October 31st each year in order to take effect for the following taxation year. Following Council consideration at their meeting of August 4, 2015 in regards to the recommended exemptions for 2016, further information specific to the following properties was requested and is provided in this report:

Tax Roll #170.002 – Comox Valley Transition Society, Amethyst House

Tax Roll #1376.000 – Comox Valley Children’s Day Care Society

CAO RECOMMENDATIONS:

That based on the August 4, 2015 staff report “2016 Permissive Property Tax Exemptions”; and September 8, 2015 staff report “2016 Permissive Property Tax Exemption – Further Information”, Council approve OPTION 1 as follows:

1. That Council consider the list of new applications for permissive exemptions from taxation in 2016 as detailed on Schedule A attached; and
2. That Council approve exemptions for new applicants as recommended in Schedule A; and
3. That Council direct staff to prepare the applicable bylaws for permissive tax exemptions in 2016 based on the attached Schedules A, B, C, D and E; and
4. That statutory notice of the proposed Permissive Exemption bylaws pursuant to Section 227 of the *Community Charter* be published for two consecutive weeks prior to final adoption of the bylaws.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

At their meeting on August 4, 2015, Council considered the list of the recommended permissive property tax exemptions for 2016. However, Council requested further information regarding two new applications as noted below:

Tax Roll #170.002 – Comox Valley Transition Society, Amethyst House

The Comox Valley Transition Society supports women and children affected by violence and addiction. The society currently receives a 40% property tax exemption on their administration office located at 576 England Avenue. They are seeking an additional exemption on a newly leased property at 280 2nd Street from which they will operate, as of July 27, 2015, a residential stabilization and supportive recovery program for women 19 years of age and older. The Comox Valley Transition Society estimates that 75% of those they service are City of Courtenay residents.

Staff recommends a 40% exemption for this property in keeping with Section 5 of the Permissive Property Tax Exemption Policy No. 1960.01.

Tax Roll #1376.000 – Comox Valley Children’s Day Care Society

The Comox Valley Children’s Day Care Society has again submitted an application for exemption. Council reviewed this application in detail in 2009 for the 2010 taxation year, as well as considered the number of other for-profit and not-for-profit day-cares that operate within Courtenay. The decisions of Council for 2009-2015 have been to deny exemption from property taxes for this Society.

Staff continues to recommend denial of an exemption for this property.

DISCUSSION:

Tax Roll #170.002 – Comox Valley Transition Society, Amethyst House

Two examples of societies offering similar services as the Amethyst House within the City of Courtenay are as follows:

- a) **Comox Valley Recovery Centre** – Offers residential drug and alcohol recovery services and has received a 100% tax exemption on their property at 641 Menzies Avenue for over 15 years. Although the society estimates that 75% of their clients are City of Courtenay residents, the maximum exemption of 40% for regional service organizations does not apply. This is due to the Permissive Property Tax Exemption Policy 1960.01 (Rev #1) noting that service organizations who were previously approved will be grandfathered into the exemption bylaw at their historical percentages, but any new entity with similar operations and outreach, will not be retroactively given the same consideration.
- b) **Salvation Army Pidcock Shelter for the Homeless** – Offers shelter and support for individuals in need in the Comox Valley. This property is located at 632 Pidcock Avenue, which is owned by BC Housing and receives a 100% statutory exemption, however BC Housing pays the City a grant-in-lieu for 100% of the taxes foregone by the exemption. A permissive tax exemption does not apply in this situation.

Given the City's historical treatment and exemptions provided to the above two comparative entities and the unique situation for each of them, Staff continues to recommend a 40% exemption for Amethyst House in keeping with the guidelines noted in Section 5 of the Permissive Property Tax Exemption Policy No. 1960.01.

Tax Roll #1376.000 – Comox Valley Children's Day Care Society

The Comox Valley Children's Day Care Society, as well as J. Puddleduck Parent's Preschool Society received permissive tax exemptions prior to 1999. After an extensive review of the permissive exemption recipients, Council chose to phase out these exemptions since it was determined that day-care service was also provided by for-profit organizations. It should be noted that the City's Permissive Property Tax Exemption Policy 1960.01 (Rev #1) requires confirmation that an organization's activities do not compete with any other duly licensed business in the Municipality. In order to avoid creating unfair competition between for-profit and not-for-profit day cares, Council of the day decided to eliminate any tax exemptions.

For Council's information, Section 224 (2) (a) of the *Community Charter* states that:

“permissive tax exemptions may be provided to charitable, philanthropic or other not-for-profit corporations.”

It does not allow for an exemption to day-cares operating for-profit. According to our records there are currently three not-for-profit day-cares and nineteen licensed for-profit day-cares operating within the City of Courtenay at this time.

Authorizing this exemption would contradict Permissive Property Tax Exemption Policy 1960.01 (Rev #1) since this society does compete with licensed businesses within Courtenay. As a result, staff recommends denial of an exemption for this property.

FINANCIAL IMPLICATIONS:

The provision of a 100% tax exemption to the Amethyst House would result in an additional \$2,300 tax load for City of Courtenay tax payers and contradicts the Permissive Property Tax Exemption Policy 1960.01 (Rev #1). This would open up the argument to increase other exemptions to societies currently receiving less than a 100% exemption.

Providing a 100% tax exemption to the Comox Valley Children's Day Care Society would impact the Courtenay taxpayer by \$2,200 in 2016 and create the opportunity for others to apply in future years. Authorizing a 100% permissive tax exemption to the three not-for-profit day-cares would amount to an estimated \$8,700 of foregone property taxes for 2016 whereas the loss would be \$3,500 with a 40% exemption. Only one of the three day-cares applied before the 2016 deadline so the other entities would have to wait until 2016 for the 2017 property tax year.

ADMINISTRATIVE IMPLICATIONS:

Preparation of the annual tax exemption bylaws for consideration by Council is an annual task undertaken by staff in the Financial Services Department.

Upon approval of Council of the above recommended property tax exemptions, the next steps required to be completed include:

1. Preparation and presentation of the required bylaws to Council for passage of three readings;
2. Arranging for the statutory advertising of the proposed bylaws;
3. Returning the bylaws to Council for final adoption;
4. Preparation of letters of notification to the applicants; and,
5. Forwarding the bylaws to the BC Assessment Authority prior to October 31, 2015.

STRATEGIC PLAN REFERENCE:

Not applicable

OFFICIAL COMMUNITY PLAN REFERENCE:

Not applicable

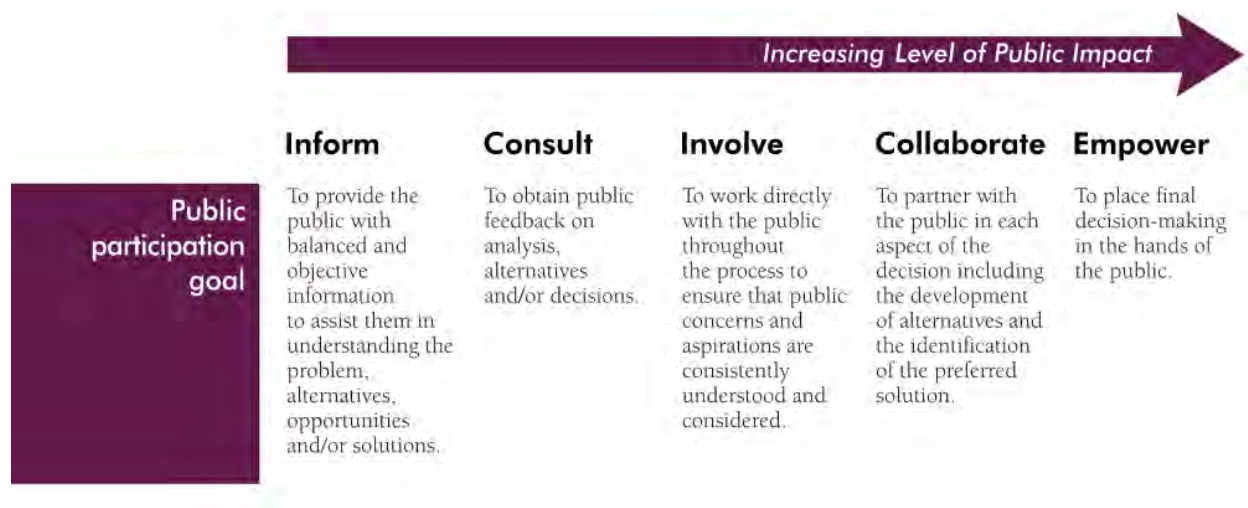
REGIONAL GROWTH STRATEGY REFERENCE:

Not applicable

CITIZEN/PUBLIC ENGAGEMENT:

Pursuant to Section 227 of the *Community Charter*, statutory notice of the proposed permissive exemption bylaws must be published for two consecutive weeks prior to final adoption.

This is based on the “inform” level of the IAP2 Spectrum of Public Participation adopted as an element of Sound Project Design for the Corporate Workplan.



OPTIONS:

OPTION 1: That Council approve permissive tax exemptions for 2016 based on the report provided at the August 4, 2015 Council Meeting and direct Administration to prepare the applicable bylaws for Council approval. (Recommended)

OPTION 2: That Council decide on an alternate permissive exemption value for the above noted properties and direct staff to prepare the applicable bylaws for approval by Council.

Prepared by:



Jennifer Nelson, CPA, CGA
Manager of Financial Planning

Concurrence:



Brian Parschauer, BA, CPA, CMA
Director of Financial Services

Attachment: Staff Report – August 4, 2015, Permissive Tax Exemption 2016



STAFF REPORT

To: Mayor and Council
From: Chief Administrative Officer
Subject: 2016 Permissive Property Tax Exemptions

File No.: 1960-20 [2016]
Date: August 4, 2015

PURPOSE:

To consider the permissive property tax exemptions for 2016.

POLICY ANALYSIS:

Section 224 of the *Community Charter* provides Council with the authority to exempt certain properties from property taxation.

Policy 1960.01 (Rev #1) – Permissive Property Tax Exemption was prepared in accordance with Section 224 of the *Community Charter* and approved by Council in May 2013.

EXECUTIVE SUMMARY:

The permissive tax exemption bylaws are considered by Council on an annual basis and must be adopted before October 31st each year in order to take effect for the following taxation year. Staff have compiled and reviewed all applications received for the 2016 taxation year and have prepared a summary report for Council consideration.

CAO RECOMMENDATIONS:

That based on the August 4, 2015 staff report “2016 Permissive Property Tax Exemptions”, Council approve OPTION 1 as follows:

1. That Council consider the list of new applications for permissive exemptions from taxation in 2016 as detailed on Schedule A attached; and
2. That Council approves exemptions for new applicants as recommended in Schedule A; and
3. That Council direct staff to prepare the applicable bylaws for permissive tax exemption in 2016 based on the attached schedules A, B, C, D and E; and
4. That statutory notice of the proposed permissive exemption bylaws pursuant to Section 227 of the *Community Charter* be published for two consecutive weeks prior to final adoption of the bylaws.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

Section 224 of the Community Charter provides Council with the authority to grant permissive exemption to land and improvements owned, or held by, certain other organizations that meet legislatively prescribed conditions.

In May 2013 Council approved several revisions to Policy 1960.01, Permissive Property Tax Exemption. In particular, there are two provisions of note which guide consideration of new applications going forward:

1. The total value of all permissive exemptions must not exceed 2% of the total municipal portion of the property tax levy.
2. When the activities of an organization are not confined to the City of Courtenay, a maximum exemption of 40% applies.

DISCUSSION:

A permissive tax exemption is a means for Council to support not-for-profit organizations within the community which furthers Council's objectives of enhancing quality of life for the citizens of the City, and as well as for delivering municipal services in an economical manner. Approval of an exemption or partial exemption is entirely within Council's discretion.

Each year there are requests from local organizations for funding assistance, either by way of requests for grants, or by way of requests for exemption from property taxation. While it is noted that the applicants all provide worthy services, provision of a 100% exemption from taxation results in an increase of the tax burden for the remaining taxable property owners in the City and is becoming cost prohibitive.

As a result, Council updated the City's permissive exemption policy in 2013 by placing an overall cap on the value of exemptions that will be approved. In addition, a maximum exemption of 40% applies for applicants who provide activities and services that are outside the boundaries of the City.

The following schedules and information are provided for Council consideration.

Permissive Exemptions – Schedule Summary:

In accordance with Policy 1960.01, the exemption value limit for 2016 has been calculated as 2% of the value of the 2015 municipal property tax levy. The cumulative value limit for 2016 exemptions is \$399,836.

Schedule A: New Applications

The City received seven new applications for exemption from taxation in 2016. These are as follows:

Tax Roll # 89.000 – Comox Valley Transition Society – Thrift Shop

The Comox Valley Transition Society supports women and children affected by violence and addiction. The society currently receives a 40% property tax exemption on their administration office located at 576 England Avenue, and is seeking an additional exemption on 367 6th Street from which they operate the "Too Good to be Threw" thrift shop that assists in providing funds for society activities. Council reviewed and denied this application in the five previous years (2010, 2011, 2012, 2014 and 2015), as it is one of many for-profit and non-for-profit used goods stores within Courtenay.

Staff continues to recommend denial of an exemption for this property.

Tax Roll #112.000 – Boys and Girls Clubs of Central Vancouver Island

The Boys and Girls Clubs of Central Vancouver Island, which provides activities for youth in the Comox Valley, currently receives a 100% property tax exemption on their property at 367-11th Street. They have recently sold their property and have signed a two year lease with the City of Courtenay to rent one half of the property owned by the City at 243 4th Street. Taxes are levied on City owned properties that are rented to other entities, and in this case they are recovered through monthly rental payments. The Boys and Girls Club is seeking a 100% tax exemption on the leased property at 243 4th street and if successful the City would in turn reduce their monthly payment by the value of property taxes forgone.

Staff recommends approval of a 100% exemption for this property.

Tax Roll # 170.002 – Comox Valley Transition Society – Amethyst House

The Comox Valley Transition Society supports women and children affected by violence and addiction. The society currently receives a 40% property tax exemption on their administration office located at 576 England Avenue. They are seeking an additional exemption on a newly leased property at 280 2nd Street from which they will operate, as of July 27, 2015, a residential stabilization and supportive recovery program for women 19 years of age and older. The Comox Valley Transition Society estimates that 75% of those they service are City of Courtenay residents.

Staff recommends a 40% exemption for this property in keeping with Section 5 of the Permissive Property Tax Exemption Policy No. 1960.01.

Tax Roll #1376.000 – Comox Valley Children’s Day Care Society

The Comox Valley Children’s Day Care Society has again submitted an application for exemption. Council reviewed this application in detail in 2009 for the 2010 taxation year, as well as considered the number of other for-profit and not-for-profit day-cares that operate within Courtenay. The decisions of Council for 2009-2015 have been to deny exemption from property taxes for this Society.

Staff continues to recommend denial of an exemption for this property.

Tax Roll #1464.100, 1465.000, 1467.000 – Comox Valley Regional District

The Comox Valley Regional District currently leases premises and parking on Comox Road in Courtenay. Since the properties are not directly owned by the CVRD, they do not receive a statutory exemption from property taxes. Instead, the mechanism available for tax exemption of these properties is vested with Council via approval of a permissive exemption from taxation.

The CVRD received a 40% tax exemption on two properties leased as office and meeting space on Comox Road from 2012 to 2014. For the 2015 taxation year, the CVRD also applied to receive an additional exemption on a third property located at 656 Comox Road, which is leased for additional parking for their office and meeting space. Council requested further information from staff on the cost impact to Courtenay taxpayers in regards to permissive tax exemptions for all three properties leased by the CVRD.

After reviewing the additional information it was concluded that with the approval of the permissive tax exemption, the tax load would increase for City of Courtenay taxpayers and decrease for Areas A, B, C, Comox, and Cumberland. Therefore, Council denied all three applications in 2015.

Staff continues to recommend denial of an exemption on these properties.

Tax Roll #1960.004 – Salvation Army – Cornerstone Community & Family Services

The Salvation Army Cornerstone Community and Family Services provides community members in need with food, resources, clothing, household items, counselling and referrals to other service providers. The Salvation Army recently moved the community and family services portion of their operations to this new location, which does not include their thrift store operations located at 2966 Kilpatrick Avenue.

The Salvation Army estimates that 80% of those they service are City of Courtenay residents.

Staff recommends a 40% exemption for this property in keeping with Section 5 of the Permissive Property Tax Exemption Policy No. 1960.01.

Tax Roll #2091.136 – Saltwater Education Society

The Saltwater School is an independent elementary school in Courtenay that provides “Waldorf” education to children. The school integrates, “...arts, music and academics to create a lifelong love of learning.” The Saltwater School currently receives a 100% permissive tax exemption on the land surrounding the property they own at 2311 Rosewall Crescent and receives a statutory exemption on the building and footprint under Section 220 of the Community Charter. The Society is now seeking an additional exemption on a new property they are leasing at 2398 Rosewall Crescent. The Saltwater School does not qualify for a statutory exemption on this new property as they are leasing and do not own the property. Therefore they are seeking a permissive tax exemption on 100% of the portion of the property they occupy.

Staff recommends approval of a 40% exemption for this property since only 30% of the activities of the organization are confined to the City of Courtenay.

Schedule B: Annual Bylaw – Not for Profit Organizations

Schedule B exemption recipients are those who have been previously approved in the annual permissive exemption bylaw. Updated applications, financial statements and other relevant documentation have been reviewed and verified by staff.

Schedule B provides a detailed list of the 2015 exemption recipients along with the estimated 2016 value of the approved exemptions.

Schedule C: Annual Bylaw – Churches

While Church buildings and the footprint of the buildings receive a statutory exemption from taxation, all of the area surrounding the buildings would be taxable unless it is provided with a permissive exemption from taxation by Council. The portion of church property used in commercial activities or as a manse/residence is not eligible for exemption from taxes.

The attached Schedule C details the church properties within the City, and the estimated value of the permissive exemption for 2016 on the lands surrounding the building.

Schedule D: Five Year Bylaw – City owned properties managed by Societies

This schedule details the value of taxation exemption for these properties and is authorized by a five-year exemption bylaw which expires in 2019.

Schedule E: Ten Year Bylaw – Island Corridor Foundation

The properties owned by the Island Corridor Foundation have been provided with a ten year exemption from taxation. Schedule E provides a detailed list of the properties along with the estimated value of the exemptions for the 2016 year. The authorizing bylaw expires in 2021.

FINANCIAL IMPLICATIONS:

The estimated cumulative value of the municipal portions of the new and grandfathered exemptions for the 2016 taxation year totals \$324,393. This is within the calculated 2016 limit of \$399,836, as prescribed in Policy 1960.01 – Permissive Exemption from Property Taxation.

	<u>2016 City Only</u>	<u>2016 Other Authorities</u>	<u>2016 Total Exemption</u>
Schedule A: new applicants, as per recommendations	\$7,342	\$7,272	\$14,614
Schedule B: Annual Bylaw, Not-for-Profit Organizations	126,525	132,178	258,703
Schedule C: Annual Bylaw, Churches – land surrounding the building	15,486	20,565	36,051
Schedule D: Five Year Bylaw, City owned facilities - Managed by Societies (bylaw expires 2016)	156,141	153,495	309,636
Schedule E: Ten Year Bylaw, Island Corridor Foundation (ten-year bylaw – expires 2021)	<u>18,899</u>	<u>16,545</u>	<u>35,445</u>
Total	<u>\$ 324,393</u>	<u>\$330,055</u>	<u>\$654,449</u>

ADMINISTRATIVE IMPLICATIONS:

Preparation of the annual tax exemption bylaws for consideration by Council is an annual task undertaken by staff in the Financial Services Department.

Subsequent to Council approval of the above recommended property tax exemptions, the next steps to complete include:

- a) Preparation of the required bylaws and providing them to Council for three readings
- b) Arranging for the statutory advertising of the proposed bylaws
- c) Returning the bylaws to Council for final adoption
- d) Preparation of letters of notification to the applicants
- e) Forwarding the bylaws to the BC Assessment Authority no later than October 31, 2016

STRATEGIC PLAN REFERENCE:

Not applicable

OFFICIAL COMMUNITY PLAN REFERENCE:

Not applicable

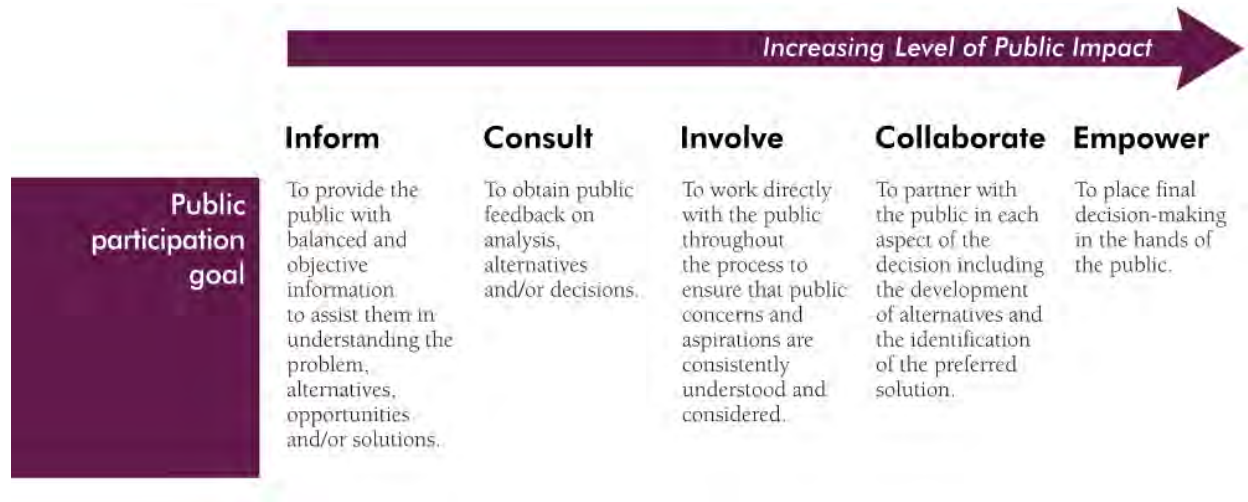
REGIONAL GROWTH STRATEGY REFERENCE:

Not applicable

CITIZEN/PUBLIC ENGAGEMENT:

Pursuant to Section 227 of the *Community Charter*, statutory notice of the proposed permissive exemption bylaws must be published for two consecutive weeks prior to final adoption.

This is based on the “inform” level of the IAP2 Spectrum of Public Participation adopted as an element of Sound Project Design for the Corporate Workplan.



OPTIONS:

- OPTION 1: That Council endorse the recommended permissive tax exemptions for 2016 and direct staff to prepare the applicable bylaws for approval by Council.
- OPTION 2: That Council defer endorsing the proposed 2016 permissive tax exemptions for further discussion at a later Council meeting.

While Option 2 provides time for further discussion, it also impacts the schedule required for the 2016 permissive tax exemption process. There is a statutory requirement to have the bylaws adopted by October 31st each year in order to take effect for the following taxation year.

Prepared by:

Jennifer Nelson, CPA, CGA
Manager of Financial Planning

Concurrence:

Brian Parschauer, BA, CPA, CMA
Director of Financial Services

Attachments: Schedules A – E
Policy #1960.00.01

City of Courtenay

New Applications for 2016 consideration

Calculation of Amounts based on 2015 Assessments and 2015 Rates

2015 Tax Rates

	City	Other Auth.	Total
1	3.9404	4.2628	8.2032
2	29.1771	21.1940	50.3711
6	11.0333	10.8157	21.8490

Roll #	Registered Owner	Leasee/Society Applying for Exemption	Civic Address	Use of Property	Requested 2015 Exemption	% of services - Courtenay residents	Comm Charter	Cl.	2015 Assessed Value	% Occupied Space	2015 Property Tax with 100 % Exemption			Recommended 2016 Exemption			
											City	Other Authorities	Total	%	City	Other Auth.	Total
89.000	Sea Mountain Investments Ltd	Comox Valley Transition Society	367 6th Street	Has been denied exemption in prior years as this is one of several for-profit and not-for-profit thrift stores within Courtenay	100%	75%	224(2)(a)	6	1,112,000	100%	12,269	12,027	24,296	0%	-	-	-
112.000	City of Courtenay	Boys and Girls Club	243-4th Street	Youth Program Facilitator	100%	100%	224(2)(a)	6	246,000	100%	1,357	1,330	2,687	100%	1,357	1,330	2,687
170.002	Four Paws Investments Ltd.	Comox Valley Transition Society	280 2nd Street	"Amethyst House", Residential stabilization and supportive recovery program for women.	100%	75%	224(2)(a)	1	470,000	100%	1,852	2,004	3,856	40%	741	801	1,542
1376.000	Comox Valley Children's Day Care Society	Comox Valley Children's Daycare Society	1000 Cumberland Rd	Has been denied exemption in prior years as this is one of several for-profit and not-for-profit daycares within Courtenay	100%	100%	224(2)(a)	1	274,000	100%	1,080	1,168	2,248	0%	-	-	-
1464.100	Mutsy Holdings Ltd	Comox Valley Regional District	550 Comox Rd	Regional District Meeting Space Occupy 4617 sq ft of 8306 sq ft bldg (56%)	100%	30%	224(2)(a)	6	1,211,000	100%	7,482	7,335	14,817	0%	-	-	-
1465.000	Mutsy Holdings Ltd	Comox Valley Regional District	600 Comox Rd	CVRD Office Space Occupys 100%	100%	30%	224(2)(a)	6	1,686,000	100%	18,602	18,235	36,837	0%	-	-	-
1467.000	George's Food Bar Ltd.	Comox Valley Regional District	656 Comox Road	Comox Valley Regional District Parking. Office/Meeting Space	100%	30%	224(2)(a)	6	355,000	100%	3,917	3,840	7,756	0%	-	-	-
1960.004	Noort Investments	Salvation Army Cornerstone Community and Family Services	Unit 8, 468 29th Street	Emergency services to community members (Excludes thrift store operations)	100%	80%	224(2)(a)	6	5,675,000	15%	9,392	9,207	18,599	40%	3,757	3,683	7,440
2091.136	Spacial Holdings	Saltwater Education Society	2398 Rosewall Crescent	Kindergarten to Grade 2 Certification by Ministry of Ed.	100%	33%	224(2)(a)	6	337,000	100%	3,718	3,645	7,363	40%	1,487	1,458	2,945
											\$ 59,669	\$ 58,790	\$ 118,460	\$ 7,342 \$ 7,272 \$ 14,614			

City of Courtenay

2016 Annual Bylaw, based on 2015 exemptions approved

Calculation of Amounts based on 2015 Assessments and 2015 Rates

2015 Tax Rates

	City	Other Auth.	Total
1	3.9404	4.2628	8.2032
2	27.5831	22.7880	50.3711
6	11.0333	10.8157	21.8490
8	3.9404	5.2544	9.1948

PROPERTY TAXES

Roll #	Registered Owner	Civic Address	Use of Property	% of services -Courtenay residents	Comm Charter	Class	2015 Assessed Value	S220 Stat & other excluded	Net Assess before Exempt	% exempt	Exempt Assessment	City	Other Authorities	2016 Est Tax Levy
100% Exemption														
49-000	Eureka Support Society	280-4th st	community facility for adults with mental illness)	95%	224(2)(a)	6	270,000		270,000	100%	270,000	2,979	2,920	5,899
122-000	Royal Canadian Legion, Courtenay Branch (Pacific) No. 17	367 Cliffe Ave	facility to support veterans, promote remembrance, act in service of the community	90%	224(2)(a)	6	424,000		424,000	100%	424,000	4,678	4,586	9,264
						8	517,000		517,000	100%	517,000	2,037	2,717	4,754
1650-000	Royal Canadian Legion, Courtenay Branch (Pacific) No. 17	101 Island Highway	Cenotaph		224(2)(a)	8	35,900		35,900	100%	35,900	141	189	330
163-000	Comox Valley Child Development Association	237 - 3rd St	Office to serve children with special needs	65%	224(2)(a)	6	893,000		893,000	100%	893,000	9,853	9,658	19,511
164-000	Comox Valley Child Development Association	243 - 3rd St	1/3 Child Play area, 2/3 handicap park for families visiting	65%	224(2)(a)	1	122,000		122,000	100%	122,000	481	520	1,001
165-000	Comox Valley Child Development Association	255 - 3rd St	1/3 Child Play area, 2/3 handicap park for families visiting	65%	224(2)(a)	1	122,000		122,000	100%	122,000	481	520	1,001
348-000	Alano Club of Courtenay	543 - 6th St	community facility assisting recovering alcoholics and addicts	90%	224(2)(a)	6	238,000		238,000	100%	238,000	2,626	2,574	5,200
400-000	West Island Capital Corp	A1-310 8th Street	leased to City of Courtenay for IT Office Space	100%	224(2)(a)	6	5,862,000	5,586,000	276,000	100%	276,000	3,045	2,985	6,030
513-000	Old Church Theatre Society	755 Harmston Ave	Community theatre	majority	224(2)(a)	6	468,000		468,000	100%	468,000	5,164	5,062	10,225
540-000	Comox Valley Pregnancy Care Centre	785 - 6th Street	Women's crisis pregnancy services	65%	224(2)(a)	1	222,000	73,260.00	148,740	100%	148,740	586	634	1,220
						6	17,200		17,200	100%	17,200	190	186	376
750-020	Comox Valley Recovery Centre Society	641 Menzies Ave	Residential drug/alcohol recovery facility	75%	224(2)(a)	1	1,055,000		1,055,000	100%	1,055,000	4,157	4,497	8,654
1037-000	Comox Valley Family Services Association	1415 Cliffe Ave	Child, youth & family community and victim services	90%	224(2)(a)	6	429,000		429,000	100%	429,000	4,733	4,640	9,373
1494-000	Glacier View Lodge Society	2470 Back Road	Seniors long-term care		224(2)(j)	1	1,452,000		1,452,000	100%	1,452,000	5,721	6,190	11,911
1494-010	Glacier View Lodge Society	2470 Back Road	Seniors long-term care		224(2)(j)	1	1,449,000		1,449,000	100%	1,449,000	5,710	6,177	11,886
1494-050	Glacier View Lodge Society	2450 Back Road	Seniors long-term care		224(2)(j)	1	7,871,000		7,871,000	100%	7,871,000	31,015	33,552	64,567
1960.300	The Nature Trust of British Columbia	Sandpiper Drive	Parkland- Was exempt in past years as ownership was incorrectly coded as Provincial lands by BCAA, corrected and recategorized by BCAA for 2013 and no longer receives "statutory exemption"		224(2)(a)	1	1,306,000		1,306,000	100%	1,306,000	5,146	5,567	10,713

City of Courtenay

2016 Annual Bylaw, based on 2015 exemptions approved

Calculation of Amounts based on 2015 Assessments and 2015 Rates

2015 Tax Rates

	City	Other Auth.	Total
1	3.9404	4.2628	8.2032
2	27.5831	22.7880	50.3711
6	11.0333	10.8157	21.8490
8	3.9404	5.2544	9.1948

PROPERTY TAXES

Roll #	Registered Owner	Civic Address	Use of Property	% of services -Courtenay residents	Comm Charter	Class	2015 Assessed Value	S220 Stat & other excluded	Net Assess before Exempt	% exempt	Exempt Assessment	City	Other Authorities	2016 Est Tax Levy
2016-007	Richard Pizzey	1571 Burgess Rd	Leased by Stepping Stones Recovery House for Women Society	60%	224(2)(a)	1	245,000		245,000	100%	245,000	965	1,044	2,010
2091.190	Saltwater Education Society	2311 Rosewall Crescent	Kindergarten to Grade 2 Certification by Ministry of Ed. Will receive statutory exemption on building and footprint	33%	224(2)(h)	6	296,600	259,400	37,200	100%	37,200	410	402	813
2200-044	Courtenay & District Historical Society In Trust	2564 Cumberland Rd	Heritage Property	50%	224(2)(a)	1	480,000		480,000	100%	480,000	1,891	2,046	3,938
3200-072	Comox Valley Curling Club	4835 Headquarters Rd	Curling Club Recreation facility	60%	224(2)(i)	6	1,053,000		1,053,000	100%	1,053,000	11,618	11,389	23,007
75% Exemption														
750-100	St. John the Divine Abbeyfield House Society	994 - 8th Street	seniors supported living housing	100%	224(2)(a)	1	1,025,100		1,025,100	75%	769,000	3,030	3,278	6,308
757.000	Comox Valley Kiwanis Village Society	1061 8th Street	housing for low-income seniors	70%	224(2)(a)	1	784,900		784,900	75%	589,250	2,322	2,512	4,834
			Note per Bill Dawson, BCAA Sept 7/07: Phase 2 - built in 1972, apparently did not receive Elderly Citizens											
757.001	Comox Valley Kiwanis Village Society	1051 8th Street	housing for low-income seniors	70%	224(2)(a)	1	2,134,700		2,134,700	75%	1,601,250	6,310	6,826	13,135
			Note per Bill Dawson, BCAA Sept 7/07: Phase 3 - built in											
758.000	Comox Valley Kiwanis Village Society	635 Pidcock Ave	housing for low-income seniors	70%	224(2)(a)	1	1,445,000	1,035,667	409,333	75%	307,000	1,210	1,309	2,518
			Note per Bill Dawson, BCAA Sept 7/07: Phase 1 - built in 1962-1968, received Elderly Citizens Housing											
1286-045	L'Arche Comox Valley	534 - 19th Street	Supported group home for adults with developmental disabilities	90%	224(2)(a)	1	298,800		298,800	75%	224,000	883	955	1,838
40% Exemption														
34.000	Courtenay Elks' Lodge No. 60 of the Benevolent and Protective Order of Elks Canada Inc. No. S4640	231 6th Street	Facility to promote and support community. Raises funds for several children and community charities	95%	224(2)(e)	6	337,400		337,400	40%	134,965	1,489	1,460	2,949
						8	225,200	whole building assessed value		40%	90,085	355	473	828
								value of space not occupied						-

City of Courtenay

2016 Annual Bylaw, based on 2015 exemptions approved

Calculation of Amounts based on 2015 Assessments and 2015 Rates

2015 Tax Rates

	City	Other Auth.	Total
1	3.9404	4.2628	8.2032
2	27.5831	22.7880	50.3711
6	11.0333	10.8157	21.8490
8	3.9404	5.2544	9.1948

PROPERTY TAXES

Roll #	Registered Owner	Civic Address	Use of Property	% of services -Courtenay residents	Comm Charter	Class	2015 Assessed Value	S220 Stat & other excluded	Net Assess before Exempt	% exempt	Exempt Assessment	City	Other Authorities	2016 Est Tax Levy
91.000	Comox Valley Transition Society (leased from 0771375 BC Ltd)	576 England Ave	occupy 37% of property	75%	224(2)(a)	6	1,003,700	632,331	371,369	40%	149,228	1,646	1,614	3,260
166.000	Comox Valley Child Development Association	267 - 3rd Street	1/3 Child play area, 2/3 handicap park for families (purch in 2011)	65%	224(2)(a)	1	130,300		130,300	40%	52,120	205	222	428
459.000	Upper Island Women of Native Ancestry	956 Grieve Ave	office; support worker; early childhood development and cultural awareness programs	85%	224(2)(a)	1	429,500		429,500	40%	171,800	677	732	1,409
1516.004	Canadian Red Cross Society (leased from 660511 BC Ltd)	464 Puntledge Rd	occupy 100% of property	63%	224(2)(a)	6	468,400		468,400	37%	173,482	1,914	1,876	3,790
1960.006	Aaron House Ministries (Leased from Fernco Development Ltd)	2966 Kilpatrick Ave	christian worship/teaching centre - occupy 12.7% of property	75%	224(2)(a)	6	2,963,500	2,530,829	432,671	40%	173,073	1,910	1,872	3,781
2024.009	Habitat for Humanity Vancouver Island North Society	1755 - 13th Street	Restore (5,000 sf) and Administration (2,000 sf)	(29% of space for Admin office x 40% exemption = 12% net exemption) - 100% serves City of Courtenay	224(2)(a)	6	538,900	471,807	67,093	40%	26,842	296	290	586
3200.032	Youth for Christ Comox Valley	4729 Headquarters Rd	occupy 97.5% of property	95%	224(2)(a)	1	423,700	11,609	412,091	40%	164,841	650	703	1,352
Total							37,036,800	10,600,904	26,435,896		23,535,976	\$ 126,525	\$ 132,178	\$ 258,703

City of Courtenay

Annual Bylaw - Church Properties

Calculation of Amounts based on 2015 Assessments and 2015 Rates

2015 Tax Rates

	City	Other Auth.	Total
1	3.9404	4.2628	8.2032
6	11.0333	10.8157	21.8490
8	3.9404	5.2544	9.1948

Roll #	Registered Owner	Civic Address	Class	Net Remain Assess	% exempt	Sec.224 Permiss Ex Value (Est)	PROPERTY TAXES		
							City	Other Auth.	2016 Est Tax Levy
143-000	GRACE BAPTIST CHURCH	467 - 4th Street	8	36,100	100%	36,100	142	190	332
313-100	ANGLICAN SYNOD DIOCESE OF B.C.	591 - 5th Street	8	270,000	100%	270,000	1,064	1,419	2,483
336-000	CENTRAL EVANGELICAL FREE CHURCH	505 Fitzgerald Avenue	8	102,000	100%	102,000	402	536	938
341-000	ELIM GOSPEL HALL	566 - 5th Street	8	141,000	100%	141,000	556	741	1,296
342-000	ELIM GOSPEL HALL	576 - 5th Street	1	85,800	100%	85,800	338	366	704
346-000	ST. GEORGE'S CHURCH	505 - 6th Street	8	171,000	100%	171,000	674	899	1,572
618-220	RIVER HEIGHTS CHURCH SOCIETY	2201 Robert Lang Drive	8	205,000	100%	205,000	808	1,077	1,885
1074-050	SALVATION ARMY CANADA WEST	1580,1590 Fitzgerald Ave	8	89,300	100%	89,300	352	469	821
1166-000	LUTHERAN CHURCH	771 - 17th Street	8	171,000	100%	171,000	674	899	1,572
1211-004	VALLEY UNITED PENTACOSTAL CHURCH OF BC	1814 Fitzgerald Avenue	8	113,000	100%	113,000	445	594	1,039
1524-102	BISHOP OF VICTORIA - CATHOLIC CHURCH	1599 Tunner Drive	8	237,000	100%	237,000	934	1,245	2,179
1594-000	KINGDOM HALL OF JEHOVAH WITNESSES	1581 Dingwall Road	8	154,000	100%	154,000	607	809	1,416
1691-030	SEVENTH DAY ADVENTIST CHURCH	4660 Headquarters	8	150,000	100%	150,000	591	788	1,379

City of Courtenay

Annual Bylaw - Church Properties

Calculation of Amounts based on 2015 Assessments and 2015 Rates

2015 Tax Rates

	City	Other Auth.	Total
1	3.9404	4.2628	8.2032
6	11.0333	10.8157	21.8490
8	3.9404	5.2544	9.1948

Roll #	Registered Owner	Civic Address	Class	Net Remain Assess	% exempt	Sec.224 Permiss Ex Value (Est)	PROPERTY TAXES		
							City	Other Auth.	2016 Est Tax Levy
1691-044	ANGLICAN SYNOD DIOCESE OF B.C.	4634 Island Hwy	8	97,900	100%	97,900	386	514	900
1691-046	ANGLICAN SYNOD DIOCESE OF B.C.	1514 Dingwall Road	8	143,000	100%	143,000	563	751	1,315
2005-000	LDS CHURCH	1901 - 20th Street	8	326,000	100%	326,000	1,285	1,713	2,998
2017-034	FOURSQUARE GOSPEL CHURCH OF CANADA	1640 Burgess Road	8	1,246,000	100%	1,246,000	4,910	6,547	11,457
2200.088	COURTENAY FELLOWSHIP BAPTIST CHURCH	2963 Lake Trail Rd	8	192,000	100%	192,000	757	1,009	1,765
						3,930,100	\$ 15,486	\$ 20,565	\$ 36,051

SCHEDULE D

2015 Tax Rates

City of Courtenay

5 Year Bylaw - City Owned Properties

Calculation of Amounts based on 2015 Assessments and 2015 Rates

	City	Other Auth.	Total
1	3.9404	4.2628	8.2032
6	11.0333	10.8157	21.8490

Current Bylaw in effect 2015-2019. Bylaw No. 2801, 2014

Roll #	Registered Owner	Civic Address	Use of Property	Comm Charter	Cl.	2015 Assessed Value	% exempt	Permiss Ex. Assess. Value	PROPERTY TAXES		2015 Est Tax Levy
									City	Other Authorities	
City owned properties: Facilities operated for the City											
<u>100% Exemption</u>											
29.002	City of Courtenay	580 Duncan Ave	Arts Centre/Gallery	224(2)(b)	6	2,104,000	100%	2,104,000	23,214	22,756	45,970
63-000	City of Courtenay	442 Cliffe Avenue	Sid Williams Theatre	224(2)(b)	6	1,986,000	100%	1,986,000	21,912	21,480	43,392
113-000	City of Courtenay	207 - 4th St	Courtenay & District Museum	224(2)(b)	6	1,688,000	100%	1,688,000	18,624	18,257	36,881
261-006	City of Courtenay/ Nature Trust of BC	3rd Street	McPhee Meadows	224(2)(b)	1	462,000	100%	462,000	1,820	1,969	3,790
1200-000	City of Courtenay	2040 Cliffe Ave	Marina	224(2)(b)	6	856,000	100%	856,000	9,445	9,258	18,703
1941-000	City of Courtenay	100 - 20th St	Airpark	224(2)(b)	6	7,131,000	100%	7,131,000	78,678	77,127	155,805
2023.014	City of Courtenay/ Nature Trust of BC	656 Arden Road	Morrison Nature Park	224(2)(b)	1	621,000	100%	621,000	2,447	2,647	5,094
									\$ 156,141	\$ 153,495	\$ 309,636

City of Courtenay

10 Year Bylaw - Island Corridor Foundation

Calculation of Amounts based on 2015 Assessments and 2015 Rates

2015 Tax Rates		
City	Other Auth.	Total

Current Bylaw in effect 2012-2021. Bylaw No. 2802, 2014

2	27.5831	22.7880	50.3711
6	11.0333	10.8157	21.8490

Bylaw Expires 2021

Roll #	Registered Owner	Civic Address	Use of Property	Comm Charter	Cl.	2015 Assessed Value	S 220 Stat & other excluded	Net 2015 Assess	% exempt	Assessed Value of Exemption	PROPERTY TAXES		
											City	Other Authorities	2015 Est Tax Levy
100% Exemption													
467-000	Island Corridor Foundation		railway corridor	224(2)(a)	2	25,600		25,600	100%	25,600	706	583	1,290
467-100	Island Corridor Foundation		railway corridor	224(2)(a)	2	5,500		5,500	100%	5,500	152	125	277
613-100	Island Corridor Foundation		railway corridor	224(2)(a)	2	4,500		4,500	100%	4,500	124	103	227
1012-205	Island Corridor Foundation	South Courtenay Boundary Extension 2013	railway corridor	224(2)(a)	2	195,200		195,200	100%	195,200	5,384	4,448	9,832
2154-000	Island Corridor Foundation	Cumberland Road	railway corridor	224(2)(a)	2	233,200		233,200	100%	233,200	6,432	5,314	11,747
2154-001	Island Corridor Foundation		railway corridor	224(2)(a)	6	6,700		6,700	100%	6,700	74	72	146
2154-003	Island Corridor Foundation		railway corridor	224(2)(a)	6	209,000		209,000	100%	209,000	2,306	2,260	4,566
2154.013	Island Corridor Foundation	Island Corridor Foundation	railway corridor/Train Station	224(2)(a)	2	2,100		2,100	100%	2,100	58	48	106
				224(2)(a)	6	332,000		332,000	100%	332,000	3,663	3,591	7,254
						1,013,800				1,013,800	\$ 18,899	\$ 16,545	\$ 35,445

Section 5 - Finance	Policy #	1960.00.01
Subject: Permissive Property Tax Exemption	Revision #	1

SCOPE:

A permissive tax exemption is a means for Council to support not-for-profit organizations within the community which further Council's objectives of enhancing quality of life (economic, social, cultural) and delivering services economically. A permissive tax exemption is strictly at the discretion of the City of Courtenay Council. After careful consideration of all applications Council may approve a full, a partial, or no tax exemption. The tax exemption may vary for the different applicants. This policy guides identification of organizations meeting Council's objectives.

POLICY**1. Overall Amount**

A projected amount of revenue to be foregone by Permissive Tax Exemptions will be set by Council annually during the development of the Financial Plan. This amount will be used to calculate the following year's tax exemption for approved organizations based on the current year's assessment and tax rates. The actual amount of the exemption may vary according to the following year's assessment and tax rates.

The cumulative estimated value of the exemptions may not exceed 2% of the total tax levy in the previous year. The bylaw for exemptions for any given year must be adopted and submitted before any assessment or tax rate information is available for that year. The 2% amount will therefore be calculated based on the previous year's assessment and tax rate information.

2. Process

Council will consider applications for permissive tax exemptions annually. Reminder letters to re-apply will be mailed annually or as the term of the exemption expires to current tax exemption recipients. In addition, application packages will be available at any time from the Municipal Office or on our website at www.courtenay.ca.

Applications must be submitted to the Director of Financial Services, using the prescribed application form. The Director will review the applications for completeness, and arrange contact with applicants for additional information as necessary.

Application submissions must include:

- Copies of audited financial statements for last three (3) years for first time applicants, and for the last year for current tax exemption recipients.
- Copy of state of title certificate or lease agreement, as applicable.

AUTHORIZATION:	Council R13/2013	DATE:	May 13, 2013
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Section 5 - Finance	Policy #	1960.00.01
Subject: Permissive Property Tax Exemption	Revision #	1

- In the case of a lease agreement for premises rather than ownership, documents are required which indicate that the applicant will benefit by the exemption. Documents should demonstrate that the lease is currently, or will, on approval of the exemption, be reduced by the amount of the exemption, or that other considerations will be provided by the landlord equivalent to the value of the exemption.
- Description of programs/services/benefits delivered from the subject lands/improvements including participant numbers, volunteer hours, benefiting groups/individuals/special needs populations, fees charged for participation
- Description of any 3rd party use of the subject land/improvements including user group names, fees charged conditions of use.
- Information as to the extent to which the activities of the applicant are regional or local (within the City of Courtenay) in nature.
- Financial information on how the tax exemption amount is put back into the community through charitable means or reduced fees paid by the general population of the City of Courtenay.
- Confirmation that the organization’s activities do not compete with any other duly licensed business in the Municipality.

The Director of Financial Services will present a summary report of the applications, relative to the eligibility criteria, to Council and arrange for delegations to Council by applicants as necessary.

3. Criteria

- a) Subject Property must be one of:
 - Land and/or improvements owned by the applicant
 - Land and/or improvements leased under an agreement
 - Land and/or improvements ancillary to a statutory exemption under section 220 of the *Community Charter (Statutory Exemptions)*

- b) Nature of Organization must meet the requirements of *Division 7 of the Community Charter (Permissive Exemptions)* which includes:
 - Non-profit organization
 - Charitable/philanthropic organization
 - Athletic or Service Club/Association
 - Care facility/licensed private hospital
 - Partner of the municipality by agreement under s. 225 (Partnering, heritage, riparian and other special exemption authority) of the *Community Charter*

AUTHORIZATION:	Council R13/2013	DATE:	May 13, 2013
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Section 5 - Finance	Policy #	1960.00.01
Subject: Permissive Property Tax Exemption	Revision #	1

- Other local authority
 - Organization eligible under *Section 220 of the Community Charter* statutory exemption (e.g. place of public worship, cemetery, library, Indian land, senior’s homes, hospital, etc.)
- c) The applicant organization’s use of the land/improvements must benefit the community in one or more of the following ways:
- provides recreational facilities for public use
 - provides recreation programs to the public
 - provides programs to and/or facilities used by youth, seniors or other special needs groups
 - preserves heritage important to the community character
 - preserves an environmentally, ecologically significant area of the community
 - offers cultural or educational programs to the public which promote community spirit, cohesiveness and/or tolerance
 - offers services to the public in formal partnership with the municipality
 - [other]
- d) All accounts for fees and charges levied by the City of Courtenay to the applicant must be current.

4. Duration of Exemption

Eligible organizations may be considered for tax exemptions exceeding one year (to a maximum of 10 years) where it is demonstrated that the services/benefits they offer to the community are of a duration exceeding one year (i.e. for the period of the tax exemption).

5. Extent, Conditions, and Penalties

- a) The following activities and circumstances will be not be considered as eligible for exemption by Council. Exemptions will exclude the portion of land/improvements where the following circumstances exist:
- land/improvements used by the private sector and/or organizations not meeting Council’s exemption criteria
 - land/improvements used for commercial or for-profit activities by the not-for-profit organization
 - the activities of the organization are not confined to the City of Courtenay. Council has designated a maximum exemption of 40% for regional service organizations. This policy will not be applied retroactively, and regional

AUTHORIZATION:	Council R13/2013	DATE:	May 13, 2013
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Section 5 - Finance	Policy #	1960.00.01
Subject: Permissive Property Tax Exemption	Revision #	1

service organizations that have previously been approved by bylaw will be grandfathered into the exemption bylaw at those prescribed percentages.

- The applicant already receives grant-in-aid from the municipality and/or other sources
- b) Council may impose **conditions** on the exempted land/improvements with the applicant organization, including but not limited to:
- registration of a covenant restricting use of the property
 - an agreement committing the organization to continue a specific service/program
 - an agreement committing the organization to have field/facilities open for public use for certain times or a total amount of time
 - an agreement committing the organization to offer use of the field/facility to certain groups free of charge or at reduced rates
 - an agreement committing the organization to immediately disclose any substantial increase in the organization’s revenue or anticipated revenue or any change in the status of the property
 - [other]
- c) Council may impose **penalties** on an exempted organization for knowing breach of conditions of exemption, including but not limited to:
- revoking exemption with notice
 - disqualifying any future application for exemption for specific time period
 - requiring repayment of monies equal to the foregone tax revenue
 - [other]

AUTHORIZATION:	Council R13/2013	DATE:	May 13, 2013
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THE CORPORATION OF THE CITY OF COURTENAY

MEMORANDUM

To: Mayor and Council

File No.: 5460-06

From: Chief Administrative Officer

Date: September 1, 2015

Subject: Idiens Way – Staff Follow-up to Speeding Concerns

PURPOSE:

The purpose of this Briefing Note is to provide Council with staff's response to concerns received from area residents regarding speeding on the section of Idiens Way between Lerwick Road to City Boundary.

BACKGROUND:

In late June, Council and staff received correspondence from residents in the Idiens Way neighbourhood expressing concern for excessive traffic speeds and requesting traffic calming be implemented on the roadway. Following much correspondence and dialogue between the residents, Council and staff, a traffic speed/volume review was undertaken by the Engineering Division as well as a Playground Area and Zone traffic warrants. The outcomes are provided below.

KEY CONSIDERATIONS:

Speed/Volume Review

In late July, staff placed traffic count/speed recording tubes on Idiens Way and determined that 85% of traffic is moving at or under 52.6 kph (speed limit 50kph). Typically, if the 85th percentile speed is 10 kph above the speed limit of a roadway we would consider those speeds to be unsafe. The operating speeds on Idiens Way are comfortably within these parameters.

The RCMP Detachment had also recently investigated vehicle speeds on Idiens Way in conjunction with the local Speed Watch program and their findings matched the City's. The RCMP does not consider there to be a speeding issue on Idiens Way and have closed the complaint file.

Playground Area and Zone Warrants

The Transportation Association of Canada (TAC) considers the establishment of traffic designations for *playground area* or *playground zone* locations where there is a possibility of children entering the roadway. TAC describes a *playground area* as a section of roadway adjacent to a playground that is denoted by playground area signs. A *playground zone* is denoted by playground zone signs and a reduced speed limit sign. Idiens Way adjacent to the entrance to Idiens Park qualifies as a **Playground Area**. As such, staff will have playground signage installed on Idiens Way as per TAC installation criteria, however, based on the aforementioned analysis there will be no posted reduction in speed. The cost to supply and install the signs is included in the approved 2015 Public Works Operation budget.

Prepared by:

Lesley Hatch, P.Eng., Director of Engineering & Public Works

Karvalics, Susie

From: Ward, John
Sent: August-31-15 8:51 AM
To: Karvalics, Susie
Subject: FW: MIABC Voting Delegate

NB

Please add this to new business. I will insert a recommendation to choose a replacement for Starr.

J.

John Ward, CMC
Director of Legislative Services/Deputy CAO
City of Courtenay
Tel. 250-703-4853
jward@courtenay.ca | www.courtenay.ca



From: Lisa Storoshenko [<mailto:lstoroshenko@miabc.org>]
Sent: August-28-15 2:49 PM
To: Ward, John
Subject: MIABC Voting Delegate

The 28th Annual General Meeting of the Subscribers of the Municipal Insurance Association of British Columbia is scheduled to take place at 3 PM on Tuesday, September 22nd at the Mackenzie Room, Fairmont Waterfront Hotel, Vancouver. The MIABC will be hosting a reception following the AGM in the Waterfront Ballroom, Fairmont Waterfront Hotel, Vancouver, until 6pm.

At the AGM there will be three special resolutions to clarify and expand the coverage of our property policy, Termination Clause, General Insurance Agreement and Miscellaneous Property. This year five Director-at Large positions are up for election for a three year term, Interested candidates should contact Director Deb Kozak Chair of the Nominating Committee, c/o the MIABC office.

In accordance with Article 6.13 of the Reciprocal Agreement, the following Delegate and two Alternates have been registered with the MIABC to vote your interests. Any change to this information shall require a resolution of Council/Board to be forwarded to the MIABC by September 4th, 2015. Also, to improve communications, can you please provide us with e-mail addresses for the delegate and alternates at your earliest convenience?

Voting Delegate: Mayor Larry Jangula
Email address: ljangula@courtenay.ca

Alternate #1: Councillor Starr Winchester
Email address: swinchester@courtenay.ca

Alternate #2: Councillor Doug Hillian
Email address: dhillian@courtenay.ca

Regards,
Lisa Storoshenko

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2824

A bylaw to amend Zoning Bylaw No. 2500, 2007

The Council of the Corporation 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. 2824, 2015**”.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
 - (a) by rezoning Lot A, Section 18, Comox District, Plan 25638, as shown in bold outline on **Attachment A** which is attached hereto and forms part of this bylaw, from Rural Residential Two Zone (RR-2) to Rural Residential Two S Zone (RR-2S);
 - (b) That Zoning Bylaw No. 2500, 2007, Schedule No. 8 be amended accordingly.
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 4th day of August, 2015

Read a second time this 4th day of August, 2015

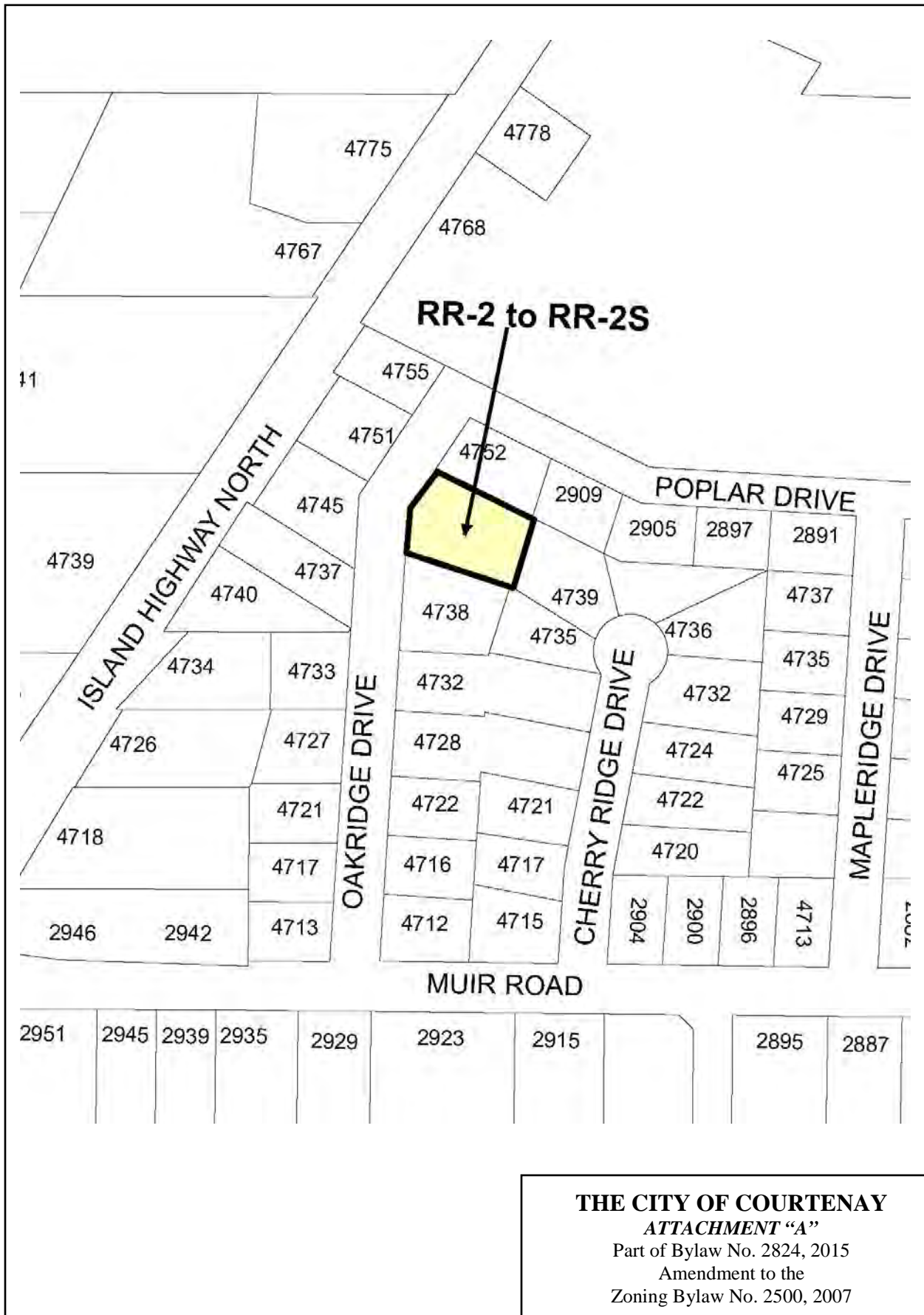
Considered at a Public Hearing this day of , 2015

Read a third time this day of , 2015

Finally passed and adopted this day of , 2015

Mayor

Director of Legislative Services



THE CITY OF COURTENAY
ATTACHMENT "A"
 Part of Bylaw No. 2824, 2015
 Amendment to the
 Zoning Bylaw No. 2500, 2007