

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

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

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**1.00 ADOPTION OF MINUTES**

1. Adopt October 19, 2015 Regular Council meeting minutes

**2.00 INTRODUCTION OF LATE ITEMS**

**3.00 DELEGATIONS**

**4.00 STAFF REPORTS/PRESENTATIONS**

Pg #

**(a) CAO and Legislative Services**

**(b) Community Services**

**(c) Development Services**

- 1 1. Heritage Advisory Commission Membership

- 11 2. OCP and Zoning Amendment – Crown Isle Lands

**(d) Engineering and Operations**

**(e) Financial Services**

**5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

- 27 1. Letter from Ministry of Justice re: varying levels of police funding

**6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

- 29 1. Staff Memo: Halloween Parade Road Closure

- 31 2. Heritage Advisory Commission Minutes for June 24 and Sept 23, 2015

**7.00 REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES**

**8.00 RESOLUTIONS OF COUNCIL**

**9.00 UNFINISHED BUSINESS**

1. Request from Mountaineer Avian Rescue Society – Delegation October 19, 2015

Pearl McKenzie and Maj Burch made a presentation regarding the proposed new Mountaineer Avian Rescue Society facility north of Courtenay, and requested a financial contribution from Council as well as support for an application to the Island Coastal Economic Trust.

**10.00 NOTICE OF MOTION**

**11.00 NEW BUSINESS**

**12.00 BYLAWS**

**For First and Second Reading**

35 1. "Official Community Plan Amendment Bylaw No. 2832, 2015"  
(Crown Isle lands near Costco)

37 2. "Zoning Amendment Bylaw No. 2833, 2015"  
(Crown Isle lands near Costco)

**13.00 ADJOURNMENT**

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THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

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**To:** Council

**File No.:** 6800-01

**From:** Director of Development Services

**Date:** November 2<sup>nd</sup>, 2015

**Subject:** Appointment of members to the Heritage Advisory Commission

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### **PURPOSE:**

The purpose of this report is for Council to consider the appointment of two members who have expressed interest in serving on the Heritage Advisory Commission.

### **CAO RECOMMENDATIONS:**

THAT based on the Staff Report, "Appointment of members to the Heritage Advisory Commission", Council appoint Mr. Andrew C. Ireson and Mr. Ross Dingwall to the Heritage Advisory Commission.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### **BACKGROUND:**

City council created the Heritage Advisory Commission by adopting Bylaw No. 1918 pursuant to Part 30 of the Municipal Act, R.S.B.C. 1979, c. 290 on June 17<sup>th</sup>, 1996. The role of the commission is to advise the Council in respect of heritage conservation and to undertake and support activities that promote and assist in the conservation of the heritage of the City.

Section 2 of Bylaw No. 1918 requires that the Commission shall be composed of a minimum of seven persons, all of whom shall be appointed by resolution of the Council.

### **DISCUSSION:**

The commission has historically been served by nine active members. In May 2015 a media release was issued in local papers requesting expressions of interest in becoming a member of the Heritage Advisory Commission. This request was in response to the resignation of two of the nine members.

The City of Courtenay planning division received 4 applications from community members in response to the request for expression of interest.

In a meeting held on September 23, 2015, the Heritage Advisory commission members reviewed the applications and have made a recommendation to council to appoint Mr. Andrew C. Ireson and Mr. Ross Dingwall to the commission. These individuals have been contacted and continue to express an interest in joining the commission.

**FINANCIAL IMPLICATIONS:**

This is a voluntary position. There will be no direct financial implications to the City of Courtenay.

**ADMINISTRATIVE IMPLICATIONS:**

N/A

**ASSET MANAGEMENT IMPLICATIONS:**

N/A

**STRATEGIC PRIORITIES REFERENCE:**

Not referenced.

**OFFICIAL COMMUNITY PLAN REFERENCE:**

Section 4.9.3 (2)

To continue to support the Heritage Advisory Commission which recommends to Council actions to promote heritage recognition and initiatives.

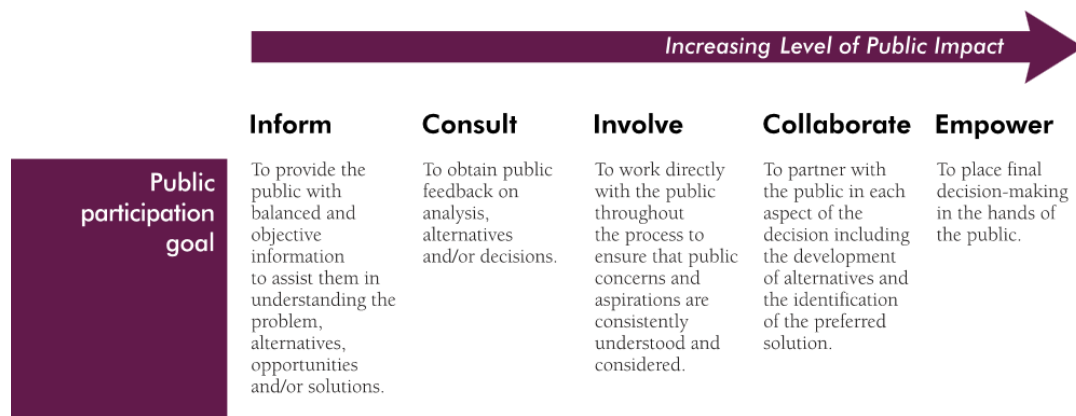
**REGIONAL GROWTH STRATEGY REFERENCE:**

Not specifically referenced.

**CITIZEN/PUBLIC ENGAGEMENT:**

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

[http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum\\_vertical.pdf](http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf)



**OPTIONS:**

**OPTION 1:** Approve appointment of members to the Heritage Advisory Commission (Recommended)

**OPTION 2:** Defer consideration of appointment of members to the Heritage Advisory Commission pending receipt of further information.

**OPTION 3:** Do not approve appointment of members to the Heritage Advisory Commission.

Prepared by:

Reviewed by:



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Allan Gornall, B.Sc  
Planning Technician

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Ian Buck, MCIP, RPP  
Director of Development Services

*Attachments:*

1. *Attachment No. 1 : Heritage Advisory Commission applications*
2. *Attachment No. 2: Recommendations from Lawrence Burns – Chairman Heritage Advisory Commission.*

## **Application to become a Member of The City of Courtenay Heritage Commission**

Dear Erin Ferguson and Lawrence Burns

Following the helpful conversation with Erin on 11<sup>th</sup> May please see fuller information to my previous email as suggested.

My wife Clare and I moved to Royston in May 2014 following my retirement from work in London, United Kingdom. We had visited the Courtenay / Comox area several times to see our son Stuart who was based at CFB Comox. We had previously spent several years in Oshawa and Ottawa, Ontario.

### **Applicant**

Name – Andrew C. Ireson

Address – 3772 Roy Creek Road, Royston, BC, V0R 2V0

Home no. – 250-703-0271

Cellphone – 250-650-5506

D.O.B. – 5<sup>th</sup> May 1949

### **Relevant Knowledge**

1966 to 1971 – Construction Management College

Past Member of Chartered Institute of Building (1970 to 2014)

Past Member of 'The Victorian Society' (2006 to 2014) – an active society dedicated to the preservation of Victorian buildings in the UK and educating the general public with regard to the buildings and their heritage. I attended many interesting and informative lectures on heritage subjects over the years.

Past member of Construction History Society

### **Experience**

A career in construction management working mostly in London UK on all types of refurbishment and new construction (1971 to 2014).

Involved in following projects

- St Pancras Station - major refurbishment and modernisation of a large railway station. The building is 'grade 1' listed.
- Birdcage Walk – major refurbishment of 'grade 2 \* ' listed house.



- Regents Quarter – A mixture of 12 buildings in a conservation area. New construction and refurbishment with interlinking hard landscaping and works of art.
- Guinness Trust Housing Projects – Sympathetic refurbishment of 1850 4 storey apartment blocks to maintain character whilst adapting to modern needs and building / fire regulations.

I have lived in and renovated the following properties

- 1905 semi-detached villa in Edenbridge UK
- 1895 large victorian house in a Conservation area in Tunbridge Wells UK
- 1927 detached house in Ottawa

### **Interest in Heritage Conservation**

I have been very fortunate to spend most of my working life in London UK. The extent of Heritage in London is known worldwide. However Heritage is not only about well known buildings – it is about how it shapes the areas in which we live. I believe Heritage when well managed, maintained and promoted enriches our environment. The upkeep and sympathetic modernisation of our Heritage buildings is sometimes a difficult task to achieve but in the long run worthwhile.

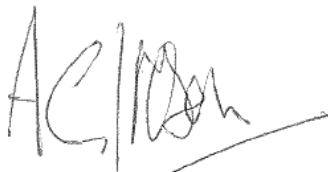
I have recently read with interest about the 40 houses on McPhee and Lewis Avenues which are being considered for inclusion on the Heritage register.

I am available to attend meetings during business hours or whenever considered appropriate by the committee.

In conclusion I would welcome the opportunity to become a member of The City of Courtenay Heritage Commission. Should you require further information please do not hesitate to ask

Yours faithfully

Andrew Ireson



12<sup>th</sup> MAY 2015.



May 15, 2015

Erin Ferguson  
Planning Department  
City of Courtenay  
830 Cliffe Avenue

Dear Ms. Ferguson:

**RE: Heritage Commission Appointment:**

I am applying to be a member of the City of Courtenay's Heritage Commission as I have a keen interest on heritage preservation and conservation. I believe it is important to maintain our history and continue a legacy that will provide both current and future generations with a sense and understanding of our city's past, specifically with trying to maintain and enhance our local landmarks.

I can offer my experience with investigating and researching, as well, I am proficient with most computer applications. I believe as individuals, we must give back to our community in the form of volunteerism. I have committed to this over many years including the following:

- Auxiliary Constable Comox Valley RCMP (in my 25<sup>th</sup> year)
- July 1 parade & Remembrance Day ceremonies participation
- Volunteer driver for Salvation Army Youth Group
- First-Aid training for Girl Guide and Boy Scout First-Aid Badge
- Centennial Committee Ad-Hoc member

This year, with my family, we volunteered at the city's 100<sup>th</sup> anniversary kick-off event serving a pancake breakfast on New Year's Day at the Filberg centre. As well, for many years my wife, children, and I have planted for the Mile of Flowers. I will also be taking a lead role on July 4th for the Symphony and Fireworks celebration.

As a paramedic and supervisor starting in Courtenay 31 years ago, I also understand the importance of confidentiality. As well, the expectation of maintaining such information deemed confidential or sensitive.

For a little history, my Mother's family arrived in the Comox Valley in 1927, with my mother born in 1929. She continues to live in the city of Courtenay and is the last remaining sibling of her family. All six of us children were born and raised here as well. Throughout my lifetime, I have lived in many locations throughout the valley, enjoying the amenities that each had to offer.

It would be a privilege and honor to serve as a member of the Heritage Commission. Thank you for considering my application. I may be reached on my cell at 250-650-2885 or by email at [Glen.Greenhill@bcehs.ca](mailto:Glen.Greenhill@bcehs.ca). I look forward to hearing from you.

Sincerely,

Glen Greenhill

May 13, 2015

I am responding to a recent article in a local newspaper which called for applicants to serve on the Courtenay Heritage Commission. Courtenay and area history is an interest of mine and I think I could add valuable input to the Commission.

- Some information about me includes:
- retired which gives me flexibility in things like meeting times.
  - currently serving as a director of the Courtenay and District Museum
  - good knowledge and avid interest of local history
  - third generation born and raised in the Valley.
  - I believe I work well with others as over the years I served in several provincial trades training committees.

Hopefully I have provided enough info with this application but if more is needed I can be reached at 250-338-7615, email: rdm1923@hotmail.com.

Ross Dingwall

S. Preston  
3960 Biggs Road  
Nanaimo, BC V9N 1P5  
(250) 802-8802

Planning Department  
City of Courtenay  
830 Cliffe Avenue  
Courtenay BC V9N 2J7

Attention: His Worship Mayor Jangula and Council

Dear Mayor Jangula and Council,

I am writing in response to the City's invitation for applications to the Courtenay Heritage Commission. It would be a great honor to be considered to join Courtenay's elders on this Commission. I have a deep interest in the preservation of built heritage and have an academic background in public history.

I have worked both with the Commission Chair, Lawrence Burns, and the City liaison, Erin Ferguson, over the last four years on heritage projects. These have included the proposed heritage site known as the '40 Houses' and the City's heritage bylaw. It is my hope to engage further with Courtenay's heritage, working to preserve the historic memory of the city's elders and actively connect with the public to pass on that collective memory.

As a student of public history and heritage conservation planning under the tutelage of UVIC's Dr. John Lutz and Dr. Hal Kalman, I feel that I have a lot to offer the Commission and the citizens of Courtenay. I am versed in the current practices of public history and conservation, as well as legislation and guidelines. As an active member of the Commission, I would like to preserve historic memory using oral history techniques and to engage the public by re-instating guided heritage walking tours. My background in heritage conservation planning would also allow me to provide feedback to Council on heritage permit applications forwarded to the commission for comment.

I sincerely hope that you will consider my application to the Heritage Commission and look forward to hearing from you.

All the Best,

Sarah Preston  
(250) 802-8802

## LAWRENCE BURNS

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668-14<sup>th</sup> St  
Courtenay, BC V9N 1W6  
Phone (250) 334-2891  
Mobile (250) 218-1657

September 29, 2015

City of Courtenay,  
830 Cliffe Ave.,  
Courtenay, B.C.

Attention: Mr. Ian Buck,  
Director of Planning Services

Dear Ian:

Thank you for the information on the Applicants for the Heritage Advisory Commission. We reviewed the four applications at our meeting September 23<sup>rd</sup>.

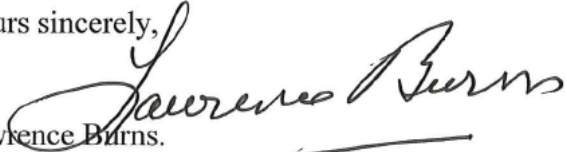
We recommend that the following two be applicants be placed on the City of Courtenay Heritage Advisory Commission, to fill the two vacancies:

Mr. Andrew C. Ireson, 3772 Roy Creek Rd., Royston  
Mr. Ross Dingwall, Courtenay

I phoned each one, to confirm their interest and they both were very excited about the possibility of serving on the Commission.

Thank you for your work on this.

Yours sincerely,

  
Lawrence Burns.  
Chairman Heritage Advisory Commission.



## STAFF REPORT

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**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** OCP and Rezoning Amendment for Crown Isle Lands

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**File No.:** OCP1502 & RZ1502  
**Date:** November 2, 2015

### PURPOSE:

The purpose of this report is for Council to consider an OCP and zoning amendment application for property generally in the vicinity of Costco, and property near the corner of Ryan Road and Anderton Road. The applicant intends to build a residential development on the lands around Costco. The proposed zoning amendment also includes removal of the floor area ratio limits on multi residential buildings within the CD-1A zone, in addition to increases to the minimum rear and side yard setbacks for multi storey residential buildings.

### CAO RECOMMENDATIONS:

THAT Based on the November 2<sup>nd</sup> 2015 Staff Report, "OCP and Rezoning Amendment of Crown Isle Lands", Council approve OCP Amendment Bylaw No. 2832, 2015 as outlined in OPTION 1 proceed to First and Second Reading; and

THAT Zoning Amendment Bylaw No. 2833, 2015 as outlined in OPTION 1 proceed to First and Second Reading; and

THAT Council direct staff to schedule and advertise a statutory public hearing with respect to OCP Amendment Bylaw No. 2832, 2015 and Zoning Amendment Bylaw No. 2833, 2015 on November 16th, 2015 at 5:00 p.m. in City Hall Council Chambers.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

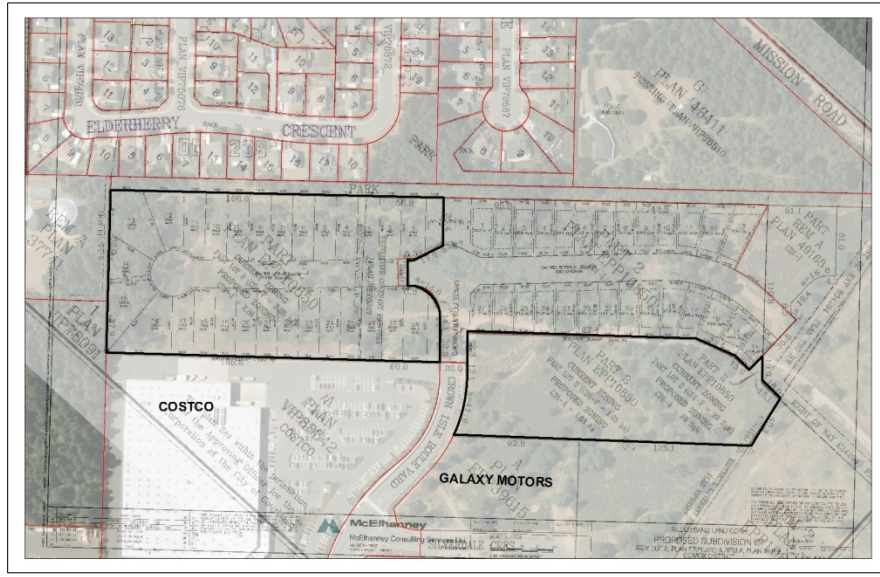
### BACKGROUND:

The subject lands in proximity to Costco and Galaxy Motors and south of Elderberry Crescent (see Figure 1) are currently undeveloped and zoned CD-1F (a mixed commercial zone). This is the same zoning as Costco, the adjacent automobile dealerships and the Crown Isle shopping centre. These properties were zoned CD-1F in 2009 in association with the zoning amendment that facilitated the Costco development. There is an existing 10m wide linear park dedication between the subject lands and the Elderberry Crescent

properties. This park dedication is a designated greenway in the OCP and is intended to be developed as a paved multi-use walkway.

The properties under consideration have land use designations of Commercial and Commercial Shopping Centres in the OCP. The applicant proposes to re-designate them to Mixed Use in the OCP and rezone them to CD-1A to facilitate residential developments.

**Figure 1**



The lands near the corner of Ryan and Anderton Roads (see Figure 2) are currently zoned CD-1A, a mixed residential zone that permits single family, duplex and multi family dwelling units. These lands are undeveloped and designated Mixed Use in the OCP. The adjacent lands are zoned CD-1F to the east and CD-1A to the west. There is also a strip of PA-2 zoned property to the north. The PA-2 land is intended to be part of the linear multi-use walkway that will eventually connect Waters Place to Anderton Road. The application proposes to re-designate the land to Commercial in the OCP and rezone it to CD-1F.

**Figure 2**



The proposed zoning amendment will rezone a total of 4.52 hectares from CD-1F to CD-1A in the vicinity of Costco and rezone 4.52 hectares from CD-1A to CD-1F near the corner of Ryan and Anderton Roads. Overall this proposal will not result in a net change to the amount of commercial floor space permitted, or in the total residential unit count otherwise permitted throughout the Crown Isle lands.

#### **DISCUSSION:**

The subject properties were included in a similar application in 2013. At that time the proposal proceeded to Public Hearing at which time the applicant withdrew the proposal pending a potential land sale. The 2013 application was subsequently amended and only the eastern portion of the site was rezoned. This area is currently nearing final subdivision approval that will create 27 residential lots. The intent of the OCP and zoning amendments under consideration is to continue this subdivision to the west in the area between Costco and Elderberry Crescent. In addition, the area to the north of the Galaxy Motors dealership is being considered for multi-family development.

Following the opening of Costco, the City has received noise complaints from some individuals living on Elderberry Crescent related to Costco operations. The development of residential homes in this area will act as a transitional buffer between the existing Elderberry Crescent homes and the Costco development. While it is inevitable that there will be noise during the subdivision and home building stages, staff believe that once built out, the added homes and associated landscaping will further mitigate noise concerns related to the Costco development.

It is important to note that the residents in the new subdivision, and particularly those on the west side of Crown Isle Boulevard, may be subject to noise disturbance from Costco and other surrounding commercial land uses, including the proposed fire hall. To assist in limiting the potential for disturbance, staff recommends that as a condition of approval, the applicant be required to extend the sound attenuation wall behind Costco from the west edge of the property to the intersection with Crown Isle Boulevard. Staff also recommends that a sound attenuation wall be constructed between the new Galaxy Motors development and the residential lands to the north.

A conceptual subdivision plan is included in Figure 1 above for the property immediately north of Costco. The proposed lots are somewhat smaller than the typical Crown Isle lot. Although slightly narrower, they are consistent in size (550 to 750 square metres) with those in the existing subdivision to the north. These smaller lots will allow Crown Isle to offer a different price point for the units on the north side of Ryan Road.

The property immediately north of the Galaxy Motors property is intended for a multi-family style development. The applicant does not yet have a conceptual development plan for this property.

With regard to the proposed amendment near the intersection of Ryan and Anderton Roads, the surrounding area is largely undeveloped and the changes are not expected to have a significant impact. At this point the applicant does not have specific plans for the site. As mentioned in the background section the intent of transferring the commercial zoning to this site is to ensure there is no net loss of currently permitted commercial zoning within the broader Crown Isle lands.

In addition to the land use changes, the applicant is also proposing to remove the floor area ratio limit of 0.4 for multi residential developments of more than 2 units in the CD-1A zone. The applicant feels this is too restrictive to allow higher densities to be constructed, particularly on smaller properties. When compared to other zones in Courtenay the ratio is relatively low. For example the R-3 zone has a FAR of 0.6 and the R-4 zone has a FAR of 1.2 for apartments.

A Floor Area Ratio is a calculation of the amount of building floor space that can be constructed on a property as a ratio of the lot area. Using an FAR of 0.4 as an example, 4800 square feet of building area can be constructed on a 12,000 square foot lot.

The FAR has previously been removed for 3 properties in Crown Isle on the south side of Ryan Road associated with the “Corinthia Estates” strata development.

In order to support this request the applicant has also requested that the building setbacks for multi residential buildings next to other residential properties to match those in the R-4 zone. In this regard the setbacks will “step back” as the building height increases. This stepping will assist in limiting the massing of a taller building in addition to increasing privacy to adjacent residential properties from upper floors. The applicant is not requesting a change to the maximum building height in the CD-1A which is currently 15m for a multi residential building (4-5 stories) or to the lot coverage which is 40% for multi residential buildings.

**FINANCIAL IMPLICATIONS:**

There are no direct financial implications associated with this application. The application fees of \$6000 for the OCP and zoning amendments are designed to offset staff time and advertising costs.

**ADMINISTRATIVE IMPLICATIONS:**

Staff has spent approximately 35 hours working on this application including pre application meetings, staff review, and follow up meetings with the applicant. Staff estimates an additional 10 hours of staff time will be required if the application proceeds through to adoption to address public enquiries, attend the public hearing, prepare and register a covenant and close the file.

**ASSET MANAGEMENT IMPLICATIONS:**

The proposed bylaws do not create any new assets for the City. However, at the time of subdivision the City will acquire approximately 190m of new road way including sidewalk and underground infrastructure. Additionally, the City will acquire 275m of new paved walkway connecting through to the Regional District Water tower site.

**STRATEGIC PRIORITIES REFERENCE:**

The processing of development applications fall under the statutory requirements of the Development Services Department.

**OFFICIAL COMMUNITY PLAN REFERENCE:**

The proposed development supports active transportation goals given its proximity to commercial and recreational amenities. Adding residential uses in close proximity to a variety of current and future employment sources also provides an opportunity to assist in greenhouse gas reduction by providing an option for people to live within walking and cycling distance of work and school.

**REGIONAL GROWTH STRATEGY REFERENCE:**

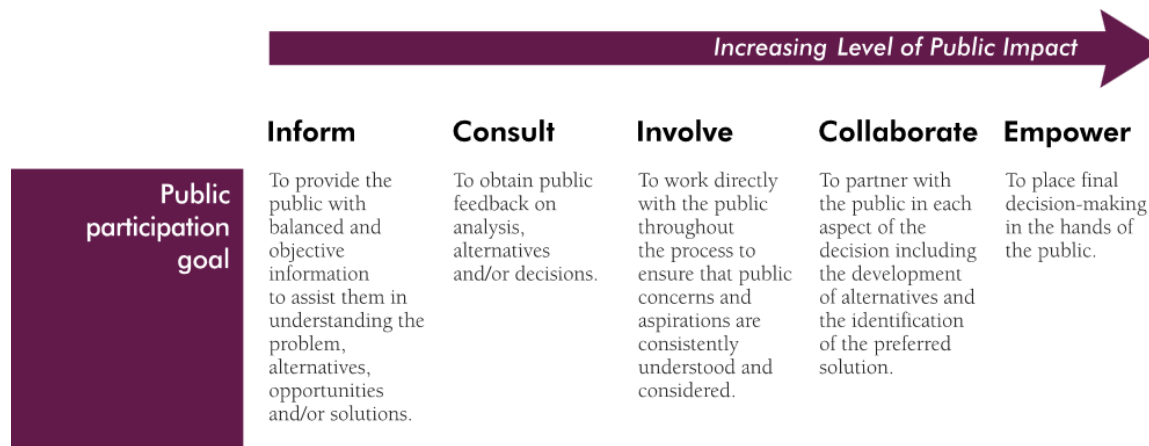
The proposed development is consistent with the RGS goals and objectives to ensure a diversity of housing options to meet evolving demographics and needs, and to locate housing in core settlement areas close to existing services.



**CITIZEN/PUBLIC ENGAGEMENT:**

The public has been involved through the Neighbourhood Public Meeting based on the IAP2 Spectrum of Public Participation:

[http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum\\_vertical.pdf](http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf)



The minutes from this meeting are attached including correspondence from two Elderberry Crescent residents. Should the application proceed to Public Hearing, Council will further involve the public to understand their concerns.

Although somewhat difficult to follow, the correspondence received following the Neighbourhood Public Meeting appears to indicate there is concern with the construction of a paved walkway between the proposed new development and the properties on Elderberry Crescent. It is noteworthy that this walkway is not directly tied to this rezoning application, rather it has been contemplated in the OCP for a number of years. The OCP policy was amended in 2009 to widen the dedication to 10m between Waters Place and Mission Road. The land was formally acquired by the City in 2011 and at the same time the City negotiated a Statutory Right of Way through the Regional District water tower site to enable a complete connection through to Waters Place. This Greenway is intended as part of a multi-use walkway to encourage an increased pedestrian and cycling modal share, in addition to providing recreational benefits. It will become increasingly important as the area builds out through to Anderton Road providing a connection to North Island College and now the Hospital. It is also important to note that this walkway will be constructed even if the land remains commercial zoning.

Staff believes that maintaining the direct route without adding additional road crossings will increase the usability of this multi-use corridor. However, Staff has discussed the possibility of maintaining the existing park dedication in a natural state and relocating the walkway to the south side of the development adjacent to Costco. Comments from the Parks Department indicate two concerns with this relocation. The first is that linear strips without access can present increased challenges for maintenance, in particular with regard to maintaining hazard trees adjacent to residential lands. In addition there is concern with trespass situations wherein unused buffer strips encourage encroachment from neighbouring residential properties. The City has several examples of this already occurring including in the Tin Town area, the area around Kilpatrick and it would appear it has already started to some degree in this strip of land. Although not the preferred option, if Council favours relocating the walkway to the Costco boundary then staff suggests returning the existing dedication to Crown Isle to avoid any future maintenance or trespass concerns in the future.

**OPTIONS:**

**OPTION 1:**

- a) That Bylaw No. 2832, 2015 to amend the Official Community Plan land use designation from Commercial and Commercial Shopping Centre to Mixed Use for part of Lot 2, Block 72, Comox District, Plan EPP10850, Except Part in Plan EPP19657 and EPP39615, and from Mixed Use to Commercial for part of Lot A, Block 72, Comox District, Plan 49168, Except Parts in Plans VIP72302, VIP78220, VIP80915, VIP82077, VIP82902, VIP87389, VIP88342 and EPP10850 proceed to First and Second Reading; and
- b) That Bylaw No. 2833, 2015:
  - i. To rezone part of Lot 2, Block 72, Comox District, Plan EPP10850, Except Part in Plan EPP19657 and EPP39615 from Comprehensive Development One F (CD-1F) zone to Comprehensive Development One A (CD-1A) zone, and to rezone part of Lot A, Block 72, Comox District, Plan 49168, Except Parts in Plans VIP72302, VIP78220, VIP80915, VIP82077, VIP82902, VIP87389, VIP88342 and EPP10850 from CD-1A zone to CD-1F zone;
  - ii. To add Section 8.32.4(3)(d) "properties within Area A";
  - iii. To add the following to the table in Section 8.32.9 (1)

| <b>Type of Building</b>                              | <b>Front yard</b> | <b>Rear yard</b> | <b>Side yard</b> | <b>Exterior Side yard</b> |
|--|-------------------|------------------|------------------|---------------------------|
| <b>AREA A</b>  |                   |                  |                  |                           |
| <b>Multi Residential adjacent to Residential Use</b> | See 8.32.9(2)     | See 8.32.9(2)    | See 8.32.9(2)    | See 8.32.9(2)             |
| <b>Multi Residential adjacent to Commercial Use</b>  | 7.5 m             | 7.5 m            | 4.5 m            | 4.5 m                     |

- iv. To add the following to Section 8.32.9 (2)
  - (a) Where a multi residential building in Area A is adjacent to a residential use the setbacks to the adjoining property line are:
    - i) *Front yard:* 7.5 m
    - ii) *Rear yard:* 7.5 m – 2 or less storeys  
10.0 m - 3rd storey  
13.5 m - 4th storey
    - iii) *Side yard:* 4.5 m - 2 or less storeys  
6.0 m - 3rd storey  
7.5 m - 4th storey

proceed to First and Second Reading; and

- c) That Council direct staff to schedule and advertise a statutory public hearing with respect to OCP Amendment Bylaw No. 2832, 2015 and Zoning Amendment Bylaw No. 2833, 2015 on November 16<sup>th</sup> 2015 at 5:00 p.m. in City Hall Council Chambers.

**OPTION 2:**

That Bylaws 2832 and 2833 be deferred pending additional information.

OPTION 3:

That Bylaws 2832 and 2833 be defeated.

Prepared by:

A handwritten signature in black ink, appearing to be 'I. Buck', written in a cursive style.

Ian Buck, MCIP, RPP  
Director of Development Services

*Attachments:*

1. *Attachment No. 1 : Public submissions*
2. *Attachement No.2: Neighbourhood Meeting Minutes.*

**ATTACHMENT NO 1 – Public Submissions**

From: Doug&Shelly [mailto:sheldou@telus.net]  
Sent: June-03-15 8:11 PM  
To: 'Allen, David'; 'ibuck@courtenay.ca'  
Cc: 'Councillor Doug Hillian'; 'Ward, John'; 'mtheos@courtenay.ca'; 'ljangula@courtenay.ca'; 'rlennox@courtenay.ca'; 'bwells@courtenay.ca'; 'dfrisch@courtenay.ca'; 'eeriksson@courtenay.ca'  
Subject: RE: CD1A ZONING – CROWN ISLE (BEHIND ELDERBERRY CRESCENT)  
Importance: High

Hello David:

Thank you for your email and confirming who to send questions to.

Attention: Ian Buck, c.c. to Mayor Jangula and Council Members:

We want to voice our concerns regarding the idea of the 10 m (30 foot green space) PARK behind Elderberry Crescent and Salal being eventually paved into a walkway. The PARK is a wildlife corridor and with the land developing in the area it will be the ONLY green space corridor left for the wildlife. Also, the PARK has trees which is the only thing the residents have as a noise buffer from Costco. Costco breaches the Noise Bylaw daily (deliveries starting shortly after 5:00 a.m. daily), and yet Costco is NOT exempt from the Noise Bylaw. As the City is already aware ... Costco did not put in the proper sound attenuation wall product, Costco did not extend the so called "sound attenuation wall" corner to corner on their property to block delivery noise, and semi-trucks and reefer units are taller than the fence so we hear everything in our homes. Costco did not even plant a bank of evergreen trees to block their noise, they planted evergreen trees between their store and Home Depot and the Hydro Substation but not ONE evergreen tree on the loading dock side which faces directly into our residential area. The City DID NOT demand the Developer to put in a berm with trees anywhere on the property to buffer noise pollution and yet all the noise pollution was described in complete detail during the "Planning Stages", right during the time demands could have been made with the Developer. We (residents) even requested the footprint of the Costco be changed so the loading docks would not face directly into our residential area because of the noise pollution and the way sound travels in our area. However, nothing was done to prevent the noise, including the Noise Bylaw not being enforced with Costco.

So please, the PARK needs to remain as a PARK and not a paved walkway. A paved walkway would mean evergreen trees being removed, pavement put in place, wildlife impacted and our homes impacted. The trees directly behind Elderberry and Salal is the ONLY buffer homeowners have to filter and buffer the noise from Costco. Many trees are mature, some are 16+ feet tall and as the trees grow, thicken, and mature the trees will buffer more of the noise.

There are many streets and existing sidewalks which lead to/from the new hospital site. We don't understand why there would be a need for a paved walkway behind our homes. We need green spaces to reduce global warming and we don't need more pavement.

If the trees are removed and the PARK paved into a walkway then we expect the City to enforce the Noise Bylaw with Costco. We have been impacted daily by noise from Costco so in all fairness to the homeowners if the trees (natural buffer is going to be removed) then we expect the City to stop the noise from Costco. Our property values have plummeted and we endure noise daily. We deserve to be treated with some fairness. We bought our homes and invested our hard earned savings to purchase quiet homes, we never imagined a noisy commercial big box store would be approved to be built behind our homes!

If an apartment building, or condo building is built behind our residential area we would be completely impacted with the buildings towering over our homes with tenants/condo owners looking directly into our yards. Please leave the PARK as a PARK and leave the trees so we have some quality of life in our homes.

**PLEASE CONSIDER THIS EMAIL OUR SUBMISSION FOR THE RE-ZONING APPLICATION SUBMITTED BY CROWN ISLE. Crown Isle wants to re-zone the land behind Elderberry Crescent back to CD1A, currently it**

**is zoned Commercial. We don't want Condos or Apartment Block(s) build behind Elderberry Crescent if the PARK is going to be changed to a paved walkway and trees removed. (A PARK is not a paved walkway in our opinion). We run more risk of our lives being impacted even more with multi-family dwellings (Condos / Apartments) built behind Elderberry compared to the land being left zoned as Commercial behind Elderberry. So we vote NO against the re-zoning application.**

Thank you.

Shelly Lesperance-Farndon and Doug Farndon  
2949 Elderberry Crescent  
Courtenay, BC V9N 9W8  
Phone 897-0422

From: Doug&Shelly [mailto:sheldou@telus.net]  
Sent: June-05-15 10:02 PM  
To: 'Allen, David'; 'ibuck@courtenay.ca'  
Cc: 'Councillor Doug Hillian'; 'Ward, John'; 'mtheos@courtenay.ca'; 'ljangula@courtenay.ca'; 'rlennox@courtenay.ca'; 'bwells@courtenay.ca'; 'dfrisch@courtenay.ca'; 'eeriksson@courtenay.ca'  
Subject: RE: CD1A ZONING – CROWN ISLE LAND (BEHIND ELDERBERRY CRESCENT)

Importance: High

June 5, 2015

Hello All:

RE: CD1A ZONING REQUEST BY CROWN ISLE –LAND BEHIND ELDERBERRY CRESCENT.

We would like to add the following for your thoughts when making the decision on how the land will be zoned.

It was pointed in the email chain below by David Allen that the 10 m (30 foot) Park Zone (Dedicated Parkland Area-PA2) which is behind Elderberry Crescent and extends down and behind Salal was identified in the Official Community Plan since at least 2005.

The Elderberry Crescent residential subdivision was built in 2004 and Crown Isle's land behind Elderberry Crescent was zoned RESIDENTIAL at that time. Having a Dedicated Parkland Area between two residentially zoned areas (between Crown Isle's residential land and Elderberry Crescent) perhaps made sense at the time when it would be two residential zoned areas with a Dedicated Parkland Area between. With the residential areas being back-to-back perhaps it made sense at the time to perhaps pave it one day as well, it would be an unnecessary pave area but it would be also off-set by the two large residential areas having vegetation, lawns, and greenery.

However, NOW STOP AND THINK ... the decision to then re-zone Crown Isle's land from RESIDENTIAL to COMMERCIAL was approved in 2009 and then Costco was built which has forever changed the landscape of the land. There is now an extremely noisy massive warehouse store on the land which breaches the Noise Bylaw Daily and there is so much pavement now everywhere with very limited "green space". There is so much noise pollution from Costco and unless you live here you can't possibly comprehend it. Manno Theos – this is your time now to speak up and validate what we are describing. Manno, you sat in our backyard and listened to the noise from Costco and you were shocked how noisy Costco is. We suffer the noise DAILY! Manno, you stated how our concerns of the noise were talked about by Council, we had done research and clearly described in detail the concerns; however, you stated our concerns were virtually divided by 50% by City Hall and you stated it was thought the noise "wouldn't be that bad".

Everyone at City Hall and in the Planning Department now realize mistakes were made and unfortunately we (the residents) are suffering the consequences of the decisions.

Now Crown Isle wants to shuffle and re-zone the land again, is this the 4<sup>th</sup> time? It is not a smart decision to change the land back to RESIDENTIAL with Costco being on the land. The land will never be suitable for RESIDENTIAL ever again unless Costco is flattened and all the pavement removed to change the land back to RESIDENTIAL.

Costco has changed the landscape of the land so other things need to be changed to off-set the impact from Costco.

The land will never be quiet back-to-back residential because of Costco. The idea of paving a walkway should have been tossed out when Costco was approved to be on the land which wiped out so much green space. The Dedicated Parkland Area needs to be left in a natural forested state to buffer noise and for the wildlife to have a green corridor to off-set so much pavement everywhere. The evergreen trees are the ONLY thing we have to buffer noise from Costco and the wildlife truly need some green space in the area.

Also, the trees are a natural sponge to absorb water run-off from Home Depot, Costco, etc..., as Council Members you are well aware of the flooding issues to the farmers land down on Anderton Road due to the run-off. We need less pavement and more green space so please think wisely and make good decisions.

Our vote remains NO on the re-zoning application.

Thank you.

Shelly Lesperance-Farndon and Doug Farndon  
2949 Elderberry Crescent  
Courtenay, BC V9N 9W8  
Phone 897-0422

From: Doug&Shelly [mailto:sheldou@telus.net]  
Sent: June-05-15 8:36 PM  
To: Buck, Ian; Allen, David; Ward, John; Eriksson, Erik; Councillor Doug Hillian; Hillian, Doug; Frisch, David; Lennox, Rebecca; Wells, Bob; Theos, Manno  
Cc: Tasha Robson  
Subject: FW: CD1A ZONING – CROWN ISLE (BEHIND ELDERBERRY CRESCENT)

Sent on behalf of Tasha and Daniel Robson at their request.

From: Tasha Robson [mailto:n\_martindale@hotmail.com]  
Sent: June-05-15 8:18 AM  
To: Doug&Shelly  
Subject: Re: CD1A ZONING – CROWN ISLE (BEHIND ELDERBERRY CRESCENT)

Hi Shelley and Doug  
Could you scan my letter and help me direct it to the persons of most impact?  
Thank you kindly  
Natasha

Good morning,

I am also a resident on Elderberry Crescent, our view out our master bedroom window includes the broad side of Costco. We vote no to the re-zoning of the area behind Costco and our homes, and we request that we be heard this time. We wrote letters, mailed, faxed and emailed to Courtenay city hall even before the area we stare at was rezoned for Costco and from how things turned out I have a feeling all our ideas, concerns and requests were ignored and thrown in a trash bin (hopefully recycling)

This time I am writing on behalf of not just my family and neighbours but also the beautiful wildlife in our area, we have numerous bird species that live in our area on their migrations, deer, rabbits, raccoons, rats, mice, shrews, bees, butterfly's, oh the list goes on. The animals were rightfully here first and the least we can do is ensure a chunk of untouched nature be left there for them and as an added bonus the trees will mature, the noise will be dampened and maybe we can be happy neighbours with Costco regardless of how it all went down.

I walk along the natural path in the park zone often with my child and it is lovely and easy to navigate and access even without a cement pathway there that will ultimately destroy the little bit of nature that is left.

Please let us and the wildlife be heard that small park space is all they have left, a large majority of the wildlife was pushed out of the now hospital build site and moved our way, they need somewhere to live and they shouldn't have to be rudely evicted again.

**PLEASE CONSIDER THIS EMAIL OUR SUBMISSION FOR THE RE-ZONING APPLICATION SUBMITTED BY CROWN ISLE. Crown Isle wants to re-zone the land behind Elderberry Crescent back to CD1A, currently it is zoned Commercial. We don't want Condos or Apartment Block(s) build behind Elderberry Crescent if the PARK is going to be changed to a paved walkway and trees removed. (A PARK is not a paved walkway in our opinion). We run more risk of our lives being impacted even more with multi-family dwellings (Condos / Apartments) built behind Elderberry compared to the land being left zoned as Commercial behind Elderberry. So we vote NO against the re-zoning application.**

Natasha and Daniel Robson  
2976 Elderberry Cres  
Courtenay BC  
(250)898-8463

From: Doug&Shelly [mailto:sheldou@telus.net]  
Sent: June-08-15 5:18 PM  
To: 'Allen, David'; 'ibuck@courtenay.ca'  
Cc: 'Councillor Doug Hillian'; 'Ward, John'; 'mtheos@courtenay.ca'; 'ljangula@courtenay.ca'; 'rlennox@courtenay.ca'; 'bwells@courtenay.ca'; 'dfrisch@courtenay.ca'; 'eeriksson@courtenay.ca'  
Subject: RE: CD1A ZONING – CROWN ISLE LAND (BEHIND ELDERBERRY CRESCENT)  
Importance: High

Hello All:

We presented this idea before when the land was up for re-zoning before (they wanted to change it from Commercial and back to Residential before); so here is the idea again.

City Council and the Planning Department is working with the same Developer and we feel it is time to make requests of the Developer.

If a walkway (paved or chip trail) is believed to be a MUST in the area, even though many existing paths, roads and sidewalks lead there already, here is a way to achieve it while maintaining the green space.

The Developer wants to re-zone the land so the Commercial Land can be pooled down to Anderton and Ryan Road, why not take 4 – 5 feet off the depth of the "planned residential lots" behind Elderberry (so the lots are not so deep), and 4 – 5 feet off the "planned residential lots" directly behind Costco, by combining

the amount taken off from both sides of the cul-de-sac lots this would give 8 – 10 feet to allocate to the walkway. Then put the walkway directly behind Costco's fence.

By putting the walkway directly behind Costco:

1. It provides a fence already on one side with Costco's back property line  $\frac{3}{4}$  fenced already
2. It is more of a straight line from The Rise Development to Walters Place Road (the walkway would pass between the new Fire Hall/Training site and the water towers to access Waters Place, but not a direct line behind Elderberry Crescent with the Water Tower fencing being in the way)
3. NO trees would be need to be removed so it would save much needed greenery with so much blacktop in the area and more blacktop and concrete planned in the future
4. Having the walkway located there would impact ONLY one row of houses (the backs of one row of houses, the other side would be Costco behind the fence) and not two rows on each side of the walkway if put behind Elderberry Crescent and Salal
5. This idea would leave the Dedicated Parkland behind Elderberry as a forested area to (a) filter/buffer, and restore some balance and peace and quiet from Costco's endless noise, and (2) leave a space for the wildlife to have as a corridor

When Thrifty Foods was put in (Crown Isle land) it was reported that trees would be left standing but not one tree was left. Crown Isle's staff can do a presentation and tell us they will leave "as many trees as possible and even build the walkway around the trees", but SORRY, we have a very difficult time believing this to be true. We will hear the same thing they said when Thrifty Foods was being built ... "a tree specialist said the trees needed to be removed" and we won't have a leg to stand on to protect the trees, protect the green space, protect the only remaining wildlife corridor, and protect the ONLY thing that we have as a sound buffer from Costco's noise.

Side note: A family friend bought property in Crown Isle, he was told the property behind him was zoned residential "single family dwellings" but condos were built. We would really like transparency and honesty in what is proposed to be built behind Elderberry. We don't want to be told it will be patio homes, single family homes, etc... and then have condos built or an apartment bloc built behind us.

Thank you

From Shelly Lesperance-Farndon and Doug Farndon  
2949 Elderberry Crescent  
Courtenay, BC

From: Doug&Shelly [mailto:sheldou@telus.net]  
Sent: June-10-15 7:11 AM  
To: Allen, David; Buck, Ian  
Cc: Councillor Doug Hillian; Ward, John; Theos, Manno; Jangula, Larry; Lennox, Rebecca; Wells, Bob; Frisch, David; Eriksson, Erik  
Subject: RE: CD1A ZONING – CROWN ISLE LAND (BEHIND ELDERBERRY CRESCENT)  
Hello Everyone:

Something to add to the conversation (which we remembered being stated at City Council Meetings); when the land was being re-zone from Residential to Commercial and we were told we were only hearing "myths, rumors, and untruths" of Costco being built behind our residential area (though "future Costco site" was accidentally left in a zoning amendment document in the bottom footer so we knew what was happening) so we had to become verbally proactive.



We requested a berm be put in by the Developer (Crown Isle) and for this to be requested as part of the re-zoning and Building Permit application process. However, we were told by Peter Crawford (Senior Planner at the time) that a berm could not be put in behind Elderberry Crescent and Salal because trees would need to be removed to put in the berm. Doug Hillian, Manno Theos and Larry Jangula were all Council Members at that time and may recall Peter's statement.

Which raises the question .... If it wasn't okay or agreed upon then to put in a berm and plant evergreen trees in the berm to be a noise buffer for the residential area because existing trees would need to be removed, then why is it okay now to remove existing trees (would be many trees needing to be removed) to put in a 10 foot wide paved walkway or chip trail? At least putting in a berm with evergreen trees would be replacing existing greenery versus a walkway with NO trees.

We want to point out: The proposed walkway behind Elderberry would head straight into the chain link fence which is built all around the water towers and the fence goes right up to the homeowners property lines on Elderberry Crescent (touching the backs of their fences), approx. 3-4 houses. Any person walking on the trail behind Elderberry would then have to turn a sharp left and walk approximately 350 feet along the fence around the water towers to come out by the new fire hall location, then turn a sharp right and walk between the chain link fence (fence on their right and the fire hall site on their left) to connect to Waters Place Road or to access Lerwick. This would require so many trees needing to be removed around the water towers to put in a walkway, this doesn't make sense. Not to mention the water towers are quite the visual eyesore compared to mature evergreen trees.

Does Crown Isle NOT realize that the off-putting visual appearance of the water towers and the visual appearance of the fire hall if all the trees come down will NOT be a good selling feature for the residential properties planned for behind Elderberry? The property would not offer very attractive lots (nothing visually attractive left to look at), not to mention Costco being there in all its glory impacting property values with the look and all the noise.

Like the suggestion below if the Developer wants the re-zoning to happen to centralize the Commercial Zoning, strike a deal. Land is taken as part of the deal and the walkway put in by Costco, it makes more sense:

1. It provides a fence already on one side with Costco's back property line ¾ fenced already
2. It is more of a straight line from The Rise Development to Walters Place Road (the walkway would pass between the new Fire Hall/Training site and the water towers to access Waters Place, but not a direct line behind Elderberry Crescent with the Water Tower fencing being in the way)
3. NO trees would be need to be removed so it would save much needed greenery with so much blacktop in the area and more blacktop and concrete planned in the future
4. Having the walkway located there would impact ONLY one row of houses (the backs of one row of houses, the other side would be Costco behind the fence) and not two rows on each side of the walkway if put behind Elderberry Crescent and Salal
5. This idea would leave the Dedicated Parkland behind Elderberry as a forested area to (a) filter/buffer, and restore some balance and peace and quiet from Costco's endless noise, and (2) leave a space for the wildlife to have as a corridor

Thank you for listening to ideas.

Shelly and Doug

**ATTACHMENT NO 2. – NEIGHBOURHOOD MEETING MINUTES**



Tel: (250) 703-5050 Toll Free: (888) 338-8439  
Fax: (250) 703-5051 info@crownisle.com  
399 Clubhouse Drive, Courtenay, BC Canada V9N 9G3

July 7, 2015

City of Courtenay  
830 Cliffe Avenue  
Courtenay, B.C.  
V9N 2J7

**Attention: Ian Buck**

**Re: Public Information Meeting – Application for Zoning Amendment for  
601 Crown Isle Blvd. and 3303 Ryan Road.**

Dear Ian:

A public information meeting was held in the Gold Room at the Crown Isle Resort Clubhouse on June 4, 2015 from 6:00 PM - 7:00 PM.

The meeting was attended by a small group of residents (attendee list attached) that were informed through a letter that was sent directly to a list of individual addresses provided by the City of Courtenay. A large rezoning billboard was also erected at the end of the existing Crown Isle Blvd. roadway and on the corner of Ryan Road and Anderton Road.

Each individual residence was given a package that included one or both of the following:

OCP / Zoning Amendment Information Including:

1. Two maps outlining the areas of Lot 2, Block 72, Plan EPP10850, Comox Land District and Lot A, Block 72, Plan 49168, Comox Land District, relating to the re-zoning
2. Comment Sheet for further comment

Maps were displayed in the room and Crown Isle representatives provided information regarding the application and were available to answer questions from individuals present.

With the exception of one person, none of the attendees expressed any concern with the OCP / Zoning Amendment.

[www.crownisle.com](http://www.crownisle.com)

The one resident on Salal Place expressed concern about the new lots backing onto to their lot. We were able to show the resident that there currently exists a park behind their house and the greenway will also provide additional distance between the new lots and their back yard. The other attendees were satisfied with the proposed development and one resident was pleased to see that she will be able to walk to Costco from her home on Elderberry Crescent.

Once you have reviewed the enclosed information, please contact me at your earliest convenience to discuss the next steps in the rezoning of these lands.

Should you have any questions or require any additional information, please do not hesitate to contact me.

Regards,

A handwritten signature in black ink, appearing to read 'Rick Waldhaus', with a long horizontal flourish extending to the right.

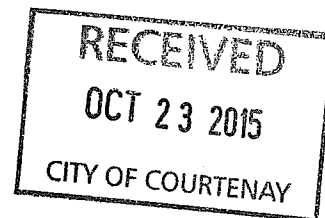
Rick Waldhaus, C.G.A.  
CFO, Silver Sand Land Corp.





BRITISH  
COLUMBIA

FOR  
INFO



OCT 20 2015

His Worship Larry Jangula  
Mayor of the City of Courtenay  
830 Cliffe Avenue  
Courtenay BC V9N 2J7

Dear Mayor Jangula:

I would like to thank the delegation from the City of Courtenay for the informative meeting at this year's Union of British Columbia Municipalities Convention in Vancouver. I am writing to follow-up on our discussion regarding varying levels of police funding in the context of an integrated RCMP detachment.

I appreciate your concerns about the differences in funding levels amongst partner jurisdictions in an integrated detachment such as the Comox Valley RCMP Detachment. A portion of this difference is attributable to the 70/30 and 90/10 cost-share ratios as stipulated in the RCMP Agreements with Public Safety Canada. These cost-share ratios are not subject to change and are effective for the 20-year life span of the Agreements.

I have been advised that the RCMP will be conducting a resource review of the Comox Valley Detachment to assess whether resources are in line with the workload demands of each jurisdiction. Ministry staff will follow-up with the RCMP regarding the timelines of this review.

With respect to police resourcing in provincial areas, residents in these areas contribute to policing through the Police Tax. These areas do not have the same ability as municipalities to increase their financial contributions to add resources to their local policing units. The Province is looking to communities and local governments to dialogue about ways in which unincorporated areas and municipalities under 5,000 population could alternatively be funded. I welcome any feedback from the City and other local governments in the region on potential solutions to this issue. I have asked Mr. Perry Clark, Executive Director, Policing Infrastructure and Finance, to be available to you or your staff as a resource for this topic. Mr. Clark may be reached by e-mail at [Perry.Clark@gov.bc.ca](mailto:Perry.Clark@gov.bc.ca) or by telephone at 250-356-7926.

.../2

Ministry of  
Justice

Office of the  
Minister of Justice  
and Attorney General


Mailing Address:  
PO Box 9044 Stn Prov Govt  
Victoria BC V8W 9E2  
e-mail: [JAG.Minister@gov.bc.ca](mailto:JAG.Minister@gov.bc.ca)  
website: [www.gov.bc.ca/Justice](http://www.gov.bc.ca/Justice)

Telephone: 250 387-1866  
Facsimile: 250 387-6411

His Worship Larry Jangula  
Page 2

I appreciate these important opportunities to exchange ideas and share information. Through a continued partnership, I am confident that we can work together to increase the safety and security of the City of Courtenay.

Yours very truly,

A handwritten signature in black ink, appearing to read "S Anton". The signature is fluid and cursive, with a large initial "S" and a stylized "Anton".

Suzanne Anton, QC  
Attorney General  
Minister of Justice

pc: Mr. Don McRae, MLA  
Mr. Clayton Pecknold  
Mr. Perry Clark



THE CORPORATION OF THE CITY OF COURTENAY

## MEMORANDUM

**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** Halloween Parade Road Closure

**File No.:** 5460-08-1528  
**Date:** October 26, 2015

### ISSUE:

To facilitate the 2015 Halloween event sponsored by Courtenay Recreation it will be necessary to implement the closure of Duncan Avenue between 5th Street and 6th Street. The temporary closure will be for all traffic, other than emergency service vehicles, and will be implemented between 2:00 PM and 6:00 PM, on Saturday October 31, 2015.

### BACKGROUND:

The Halloween Parade and Party are annual events where children are invited to trick-or-treat at downtown businesses. A costume contest, pumpkin carving contest and a surprise flash mob are planned for Duncan Avenue. The Courtenay Library will host Books for Treats during the event.

### KEY CONSIDERATIONS:

The Downtown Business Improvement Association has given their approval for this event, and Emergency Services have been notified.

As in previous years, road closure barricades and signage are available on loan from the Public Works Department. Where insufficient barricades or signage is available, event organizers are required to rent the necessary materials from a local supplier at their cost.

Prepared by:

Trevor Kushner, BA, DGLM, CLGA  
Manager of Public Works

Approved by:

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer





**Minutes of a City of Courtenay Heritage Advisory Commission meeting held June 24, 2015 at 10:00 a.m. at the City of Courtenay**

**Present:** L. Burns H. Squire J. Fortin D. Griffiths R. Smith

FOR  
INFO

**Absent:** J. Hagen, C. Piercy, L. Grant

**MINUTES**

Moved by D. Griffiths and seconded by R. Smith that the April 22, 2015 minutes be adopted as corrected and that the May 27<sup>th</sup>, 2015 minutes be adopted.

**Carried**

**OLD BUSINESS**

40 HOUSES

Have Council approval, now in hands of staff.

REPORT OF  
CENTENNIAL  
COMMITTEE

L. Burns reported on the activities planned for the summer.

FUTURE MEMBERSHIP

There are four applications and a decision is to be made by City staff by Septmeber.

1085 5<sup>th</sup> ST  
PRESENTATION

Tabled.

REPRINT OF  
HERITAGE WALKING  
BROCHURE

Tabled.

HERITAGE DISPLAY

The Museum's heritage display will have an opening reception on Saturday June 27<sup>th</sup> from 1pm to 3pm.

CARDS OF  
APPRECIATION

The cards have been sent out. It was suggested that the wording of the cards be printed if possible.

CENTENNIAL PANELS

The panels have been a the Centennial Fashion Show, and hoped to have them at the Tailgate Party, July 1<sup>st</sup> Lewis Park and July 4<sup>th</sup> Symphony.

TRAIN STATION

The Commission's Rotary work statement/motion has been given to Randy Wiwchar to distribute to appropriate people.

MUSEUM  
CENTENNIAL  
PROJECT

The book "Watershed Moments" is at the publishers, to be available in October.

DISCUSSION OF FUTURE  
PROJECTS

Tabled.

**NEW BUSINESS**

HERITAGE BC ANNUAL  
CONFERENCE

Will be in Rossland, BC October 2<sup>nd</sup> and 3<sup>rd</sup>. J. Fortin is willing to go.

CORRESPONDENCE

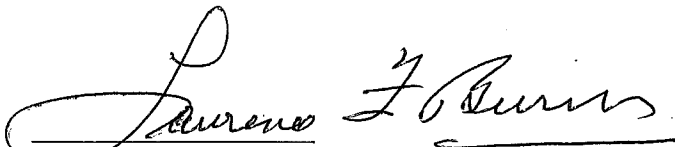
Lawrence noted Heritage BC emails.

FYI

St. John's Anglican Church have had a 100 years celebratory service.

Next Meeting: September 23, 2015 at 10 a.m.

The meeting adjourned at 11:15 am.

  
Chair

**Minutes of a City of Courtenay Heritage Advisory Commission meeting held Sept. 23 2015 at 10:00 a.m. at the City of Courtenay**

**Present:** L. Burns L. Grant J. Fortin D. Griffiths R. Smith  
J. Hagen C. Piercy  
**Absent:** H. Squire

**OPENING  
REMARKS**

Planning staff Ian Buck, Tatsuyuki Setta and Dana Leitch were introduced to the Commission.

**MINUTES**

Moved by R. Smith and seconded by D. Griffiths that the June 24, 2015 minutes be adopted

**Carried**

**OLD BUSINESS**

**40 HOUSES**

Placing of plaque at the entrance still pending.

Moved by R. Smith and seconded by J. Hagen that the Commission proceed with plans for installing the heritage plaque at the 17<sup>th</sup> St. entrance to the 40 Houses.

**Carried**

**REPORT OF  
CENTENNIAL  
COMMITTEE**

L. Burns reported that major celebrations were completed during the summer. The Commission's Centennial display was seen at many events. The Commission recognizes the invaluable contribution of Wayne and Melissa Webb in transporting the display to, and erecting it at, these events. School presentations on the Centennial are to come in October at five elementary schools in the city.

**FUTURE MEMBERSHIP**

L. Burns will make a recommendation to staff on selection of new members.

**1085 5<sup>th</sup> ST  
PRESENTATION**

Tabled.

**REPRINT OF  
HERITAGE WALKING  
BROCHURE**

This is in progress, and samples of the revised brochure were circulated.

**TRAIN STATION**

Rotary now has the permission from Parks Canada to replace old windows with modern replicas, which had been a hold-up. Now a hold-up is that the Island Corridor Foundation, not the City, is the owner of the building, which affects funding applications. It is getting too late in the season for external work this year.

**MUSEUM  
CENTENNIAL  
PROJECT**

The book "Watershed Moments" will have its launch on October 24 at the Museum. The Museum has had a busy year with requests for historic photo information.

DISCUSSION OF FUTURE  
PROJECTS

L. Burns presented a list of potential projects as follows:

1. Complete the 40 Houses project.
2. Update the residential inventory to include newly incorporated areas.
3. Create an historic business inventory.
4. Deal with the 2 clocks stored in the City Works Yard.
5. Compile a history of street names.
6. Establish archival space for the Commission.
7. Shortlist properties for inclusion in the Heritage Register.
8. Compile a record of houses that have been moved.

**NEW BUSINESS**

HERITAGE BC ANNUAL  
CONFERENCE

Will be in Rossland, BC October 2<sup>nd</sup> and 3<sup>rd</sup>.

Moved by J. Hagen and seconded by R. Smith that J. Fortin be the Commission's delegate.

**Carried**

CORRESPONDENCE

Lawrence noted Heritage BC update emails.

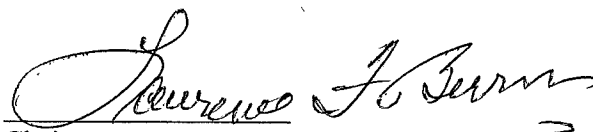
FYI

Lawrence reported on queries he has received on the history of 380 Pidcock Avenue, on the United Church fire in July 1940 and on the previous use of Simms Park.

He also reported on attending an open house on a potential housing development on the site of Central Builders which may have heritage implications.

Next Meeting: October 28<sup>th</sup> 2015 at 10 a.m.

The meeting adjourned at 12.20pm.



Chair

**THE CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO. 2832**

**A bylaw to amend Official Community Plan Bylaw No. 2387, 2005**

WHEREAS the Council has adopted an Official Community Plan and a Zoning Bylaw;

AND WHEREAS, pursuant to Section 895 of the *Local Government Act*, the Council shall, by bylaw, establish procedures to amend a plan or bylaw or issue a permit;

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 **“Official Community Plan Amendment Bylaw No. 2832, 2015”**.
2. That Official Community Plan Bylaw No. 2387, 2005 be amended as follows:
  - a) By changing the land use designation of part of Lot 2, Block 72, Comox District, Plan EPP10850, Except Part in Plan EPP19657 and EPP39615 from Commercial and Commercial Shopping Centre to Mixed Use as shown in Schedule A;
  - b) By changing the land use designation of part of Lot A, Block 72, Comox District, Plan 49168, Except Parts in Plans VIP72302, VIP78220, VIP80915, VIP82077, VIP82902, VIP87389, VIP88342 and EPP10850 from Mixed Use to Commercial as shown in Schedule A; and
  - c) That Map #2, Land Use Plan be amended accordingly;
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 2<sup>nd</sup> day of November, 2015

Read a second time this 2<sup>nd</sup> day of November, 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

RE-ZONING APPLICATION FOR: PARTS OF LOT 2, PLAN EPP10850 EXCEPT PART IN PLAN EPP19657 AND PART LOT A, PLAN 49168 EXCEPT PART IN PLANS VIP72302, VIP78220, VIP80915, VIP82077, VIP82902, VIP87389, VIP88342 AND EPP10850, BOTH IN BLOCK 72, COMOX DISTRICT.

SCALE = 1 : 2000

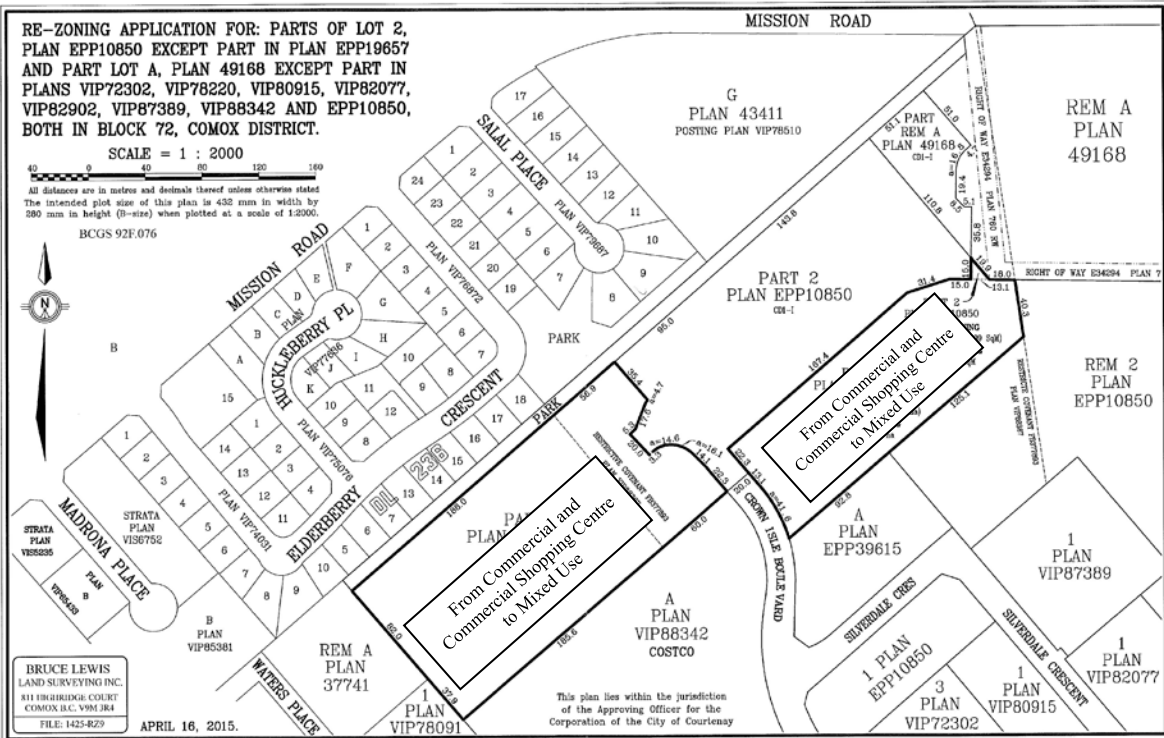
All distances are in metres and decimals thereof unless otherwise stated. The intended plot size of this plan is 432 mm in width by 280 mm in height (B-size) when plotted at a scale of 1:2000.

BCGS 92F.076



BRUCE LEWIS  
LAND SURVEYING INC.  
811 BRIDGE COURT  
COMOX B.C. V9M 3K4  
FILE: 1425-RZ7

APRIL 16, 2015.



RE-ZONING APPLICATION FOR: PART OF LOT A, BLOCK 72, COMOX DISTRICT, PLAN 49168 EXCEPT PARTS IN PLANS VIP72302, VIP78220, VIP80915, VIP82077, VIP82902, VIP87389, VIP88342 & EPP10850.

SCALE = 1 : 2000

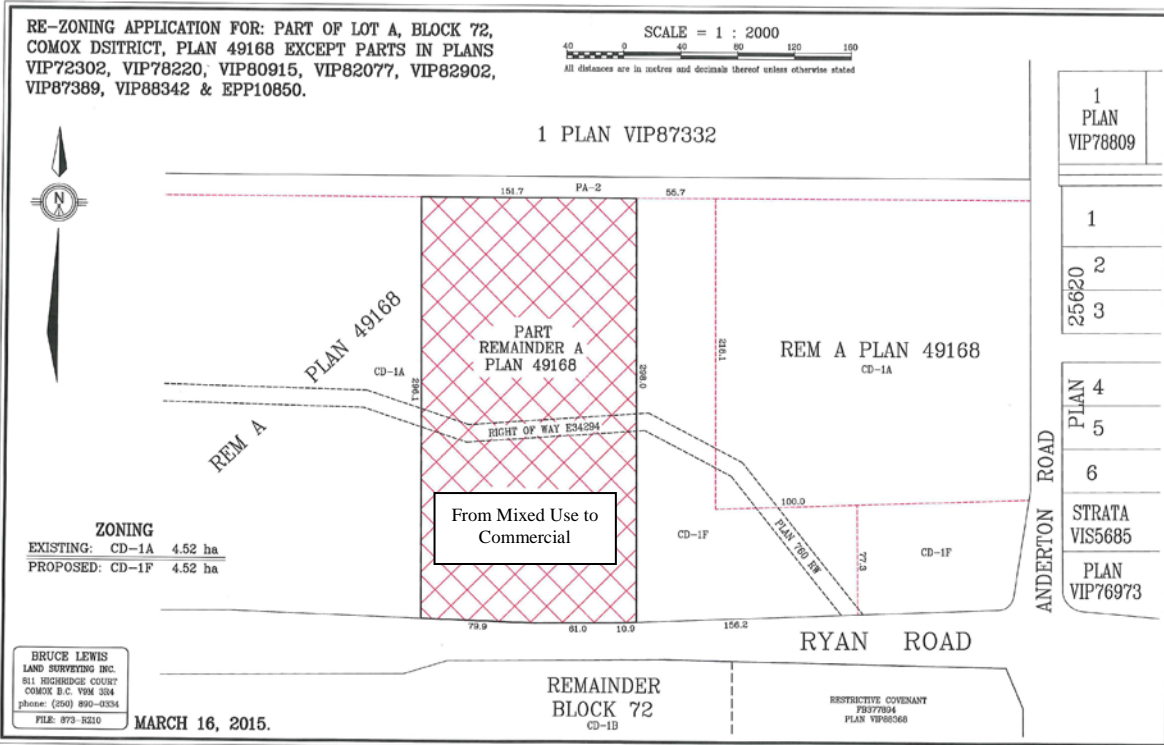
All distances are in metres and decimals thereof unless otherwise stated.



**ZONING**  
EXISTING: CD-1A 4.52 ha  
PROPOSED: CD-1F 4.52 ha

BRUCE LEWIS  
LAND SURVEYING INC.  
811 BRIDGE COURT  
COMOX B.C. V9M 3K4  
phone: (250) 890-0334  
FILE: 873-RZ10

MARCH 16, 2015.



**THE CITY OF COURTENAY  
ATTACHMENT "A"**

Part of Bylaw No. 2832, 2015  
Amendment to the  
Official Community Plan Bylaw No. 2387, 2005

**THE CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO. 2833**

**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. 2833, 2015**”.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
  - a) By rezoning part of Lot 2, Block 72, Comox District, Plan EPP10850, Except Part in Plan EPP19657 and EPP39615 from Comprehensive Development One F (CD-1F) zone to Comprehensive Development One A (CD-1A) zone, as shown in Attachment A;
  - b) By rezoning part of Lot A, Block 72, Comox District, Plan 49168, Except Parts in Plans VIP72302, VIP78220, VIP80915, VIP82077, VIP82902, VIP87389, VIP88342 and EPP10850 from CD-1A zone to CD-1F zone, as shown in Attachment A;
  - c) By adding to Section 8.32.4(3) “(d) properties within Area A”;
  - d) By adding the following to the table in Section 8.32.9 (1)

| <b>Type of Building</b>                              | <b>Front yard</b> | <b>Rear yard</b> | <b>Side yard</b> | <b>Exterior Side yard</b> |
|--|-------------------|------------------|------------------|---------------------------|
| <b>AREA A</b>  |                   |                  |                  |                           |
| <b>Multi Residential adjacent to Residential Use</b> | See 8.32.9(2)     | See 8.32.9(2)    | See 8.32.9(2)    | See 8.32.9(2)             |
| <b>Multi Residential adjacent to Commercial Use</b>  | 7.5 m             | 7.5 m            | 4.5 m            | 4.5 m                     |

- e) By adding the following to Section 8.32.9 (2) and renumbering the remaining items:
 

“(a) Where a multi residential building in Area A is adjacent to a residential use the setbacks to the adjoining property line are:

  - i) *Front yard:* 7.5 m
  - ii) *Rear yard:* 7.5 m – 2 or less storeys  
10.0 m - 3rd storey  
13.5 m - 4th storey
  - iii) *Side yard:* 4.5 m - 2 or less storeys  
6.0 m - 3rd storey  
7.5 m - 4th storey
- f) 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 2<sup>nd</sup> day of November, 2015

Read a second time this 2<sup>nd</sup> day of November, 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

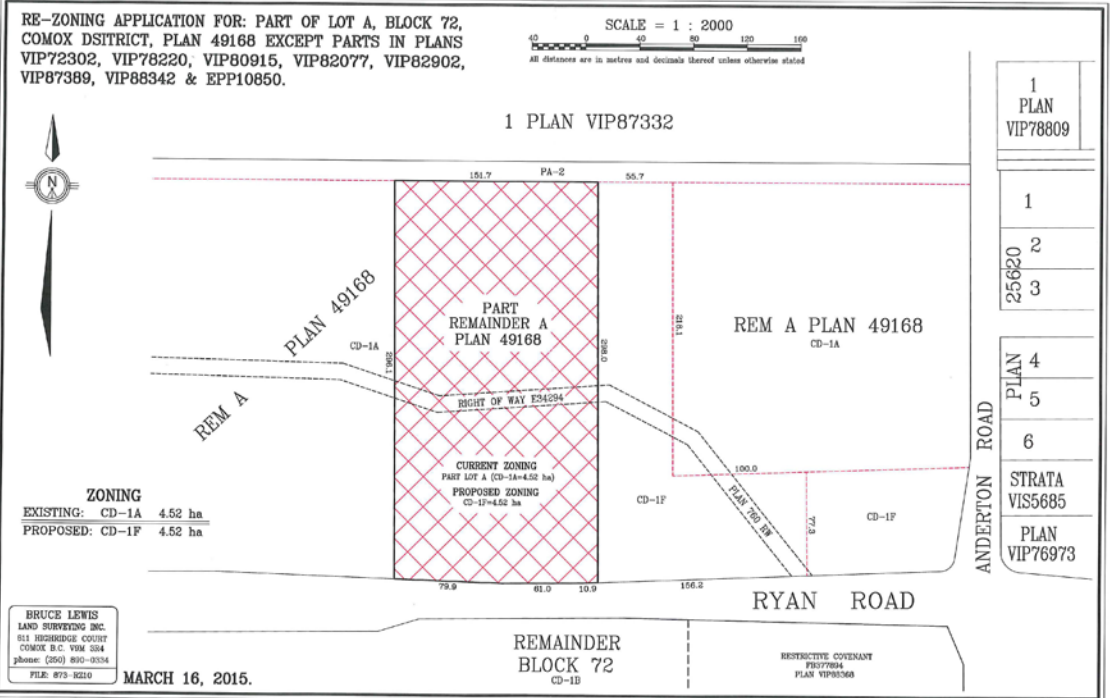
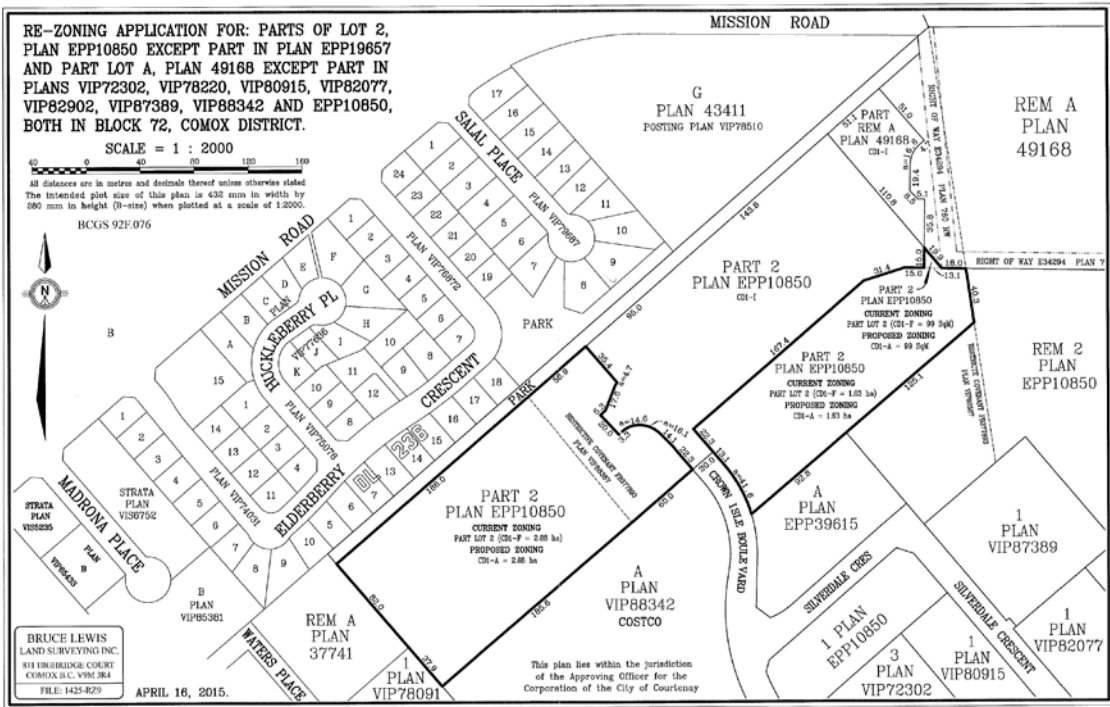
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Mayor

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Director of Legislative Services





**THE CITY OF COURTENAY**  
**ATTACHMENT "A"**  
 Part of Bylaw No. 2833, 2015  
 Amendment to the  
 Zoning Bylaw No. 2500, 2007

