

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

DATE: January 11, 2016
PLACE: City Hall Council Chambers
TIME: 4:00 p.m.

1.00 ADOPTION OF MINUTES

1. Adopt January 4, 2016 Regular Council meeting minutes

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

1. Jin Lin – CV Multicultural and Immigration Support Society - Lantern Fest
2. Pat McKenna – Habitat for Humanity

STAFF REPORTS/PRESENTATIONS

Pg #

(a) CAO and Legislative Services

(b) Community Services

(c) Development Services

(d) Financial Services

(e) Engineering and Operations

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1. “The Streams” Development – Street Names

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

11

1. Development Cost Charges – Assist Factor Implications

7.00 REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES

8.00 RESOLUTIONS OF COUNCIL

1. Councillor Eriksson – Procedure Bylaw

That Council initiate an amendment to “Council Procedure Bylaw No. 2730, 2013” to remove section 25 as shown below:

Title of Members

25. *Members must address the Mayor as “Mr. Mayor” or “Madam Mayor”, whichever is appropriate, or as “Your Worship”, and must refer to another member as “Councillor”.*

STAFF NOTE: An amendment to the Council procedure bylaw will require the drafting of an amendment bylaw, as well as prior public notice pursuant to section 124 (3) and 94 of the *Community Charter*.

9.00 UNFINISHED BUSINESS

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

12.00 BYLAWS

For Final Adoption

STAFF NOTE: The following bylaws were on hold pending completion of conditions. All conditions have now been met.

- 15 1. “Official Community Plan Amendment Bylaw No. 2727, 2015”.
 (To designate Lot 1, Plan VIP84940 Urban Residential – Sheraton Road)
- 17 2. “Zoning Amendment Bylaw No. 2728, 2015”
 (To rezone Lot 1, Plan VIP84940 from CR-1 to R-1S – Sheraton Road)

13.00 ADJOURNMENT

From: [Jin and Dali](#)
To: [Ward, John](#)
Subject: CVMISS delegation on Jan 11
Date: January-05-16 9:07:52 PM
Attachments: [monkey_year_poster_5.jpg](#)

Mr. Ward:

Happy New Year!

For past many years, the Lantern fest has been held in Cumberland. This year, the event will relocate to Courtenay and hold at Native Sons Hall. The Taipei Economic & Culture Office (TECO) in Vancouver is the major sponsor to this event, it will bring over to Courtenay by the Canadian-Asian Special Event Association (CASEA) from Vancouver. The lantern fest (Lunarfest) usually goes to Vancouver, Toronto, sometimes to Cumberland, this year CV Multicultural and Immigrant Support Society will co-op with CASEA and help to relocate the event to Courtenay – the only stop on Vancouver Island.

The reason Native Sons Hall is chose for this unique project, CVMS is also trying to bring crowd to downtown core. We believe that the event potentially will bring energy to downtown Courtenay, it should will stimulate the businesses in downtown. This is the first time to hold the lantern fest in Courtenay, we do hope that the event will become an annual festival in the winter season.

CV Multicultural & Immigrant Support Society is a non-profit and non-funded organization since 1991, the mission is to promote multiculturalism and engage immigrants into community. Everyone is welcome to join and become a member, we believe that no one should be excluded for the differences of races, faiths, languages and cultures. Through cross-cultures events, we believe is a positive way for people to learn more from each other.

There're few sponsorships have already confirmed: TECO in Vancouver, CASEA, SD 71 (international school program), CIBC, Maple Pool, and maybe more.

The Lunar New Year event will hold on Sep 7, CV Multicultural & Immigrant Support Society is looking for the support from city. Due to the event date is so closed, we are wondering that if that is possible to make our presentation on next council meeting (Jan 11)? We don't need too much time, 10 ~ 15 minutes the most, we understand that everyone is indeed busy.

Thank you for paying attention on this matter,

Sincerely,

Jin Lin (250)898-9567

President

Comox Valley Multicultural & Immigrant Support Society

Delegation

Honourable Mayor and Council,

Affordable Housing is an issue facing governments of all levels. Habitat for Humanity Vancouver Island North has a proven track record in serving 12 families in Courtenay that relieves the strain on affordable housing, allowing our partnership families to break the cycle of poverty through home ownership.

We invite the City of Courtenay to partner with Habitat for Humanity to aid in implementing the City's strategy of alleviating homelessness. Habitat for Humanity has provided homes to over one million families worldwide and we have served 12 families in Courtenay. We can help the City alleviate poverty housing in the Comox Valley. For families with low or moderate incomes finding housing within their financial means has become increasingly difficult. Housing remains a cornerstone of a strong community providing stability and well-being for the individual which ultimately affects the social, economic and environmental sustainability of the City.

Habitat for Humanity's vision is ensuring a world where everyone has a safe and secure place to live. In a recent study by the Boston Consulting group, it was proven that partnering with Habitat for Humanity ensured greater employment stability, an increase in physically active families, and a considerably higher connectivity for those families in donating their own resources to building community. The greatest finding was that a Habitat family achieves a higher level of education, as a result of home ownership. Habitat for Humanity's main goal is to break the cycle of poverty through home ownership. Providing home ownership is simply not enough. The nature of our interest free mortgages and no down payment sweat equity, allows our home owners to reinvest in their children's future to ensure growth and sustainable happiness.

Thank you for your past support and to your continued partnership. Our goal today, is to engage the City of Courtenay to enhance their relationship with Habitat for Humanity through land donation and forgivable development cost charges. We must continue to work together to produce affordable housing that will change people's lives to ensure the overall social well-being of our community.

Sincerely,

Pat McKenna

Executive Director

Building Homes. Building Hope



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: The Streams Development – Street Names

File No.: 3320-20-14697 / 5450-01
Date: January 11, 2016

PURPOSE:

The purpose of this report is for Council to consider the proposed street names for the lands being developed at 2368, 2498, 2650 Arden Road by Arden Road Developments.

CAO RECOMMENDATIONS:

That based on the January 11, 2016 staff report entitled, “The Streams Development – Street Names,” Council approve option 1 and assign the names Brookfield Drive and Branch Avenue to the new roads created by The Streams Development off of Arden Road, as shown on attachment #1.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

Policy No. 5400.00.01, “Naming of City Streets” established a reserve list of street names to be used within the City of Courtenay in the creation of new roadways and requires Council to approve their application. Arden Road Developments are requesting to employ street names based on their “streams” theme for the proposed development that are outside the list of reserve names and have requested that Council consider their proposal.

DISCUSSION:

The plan in attachment #1 demonstrates the proposed subdivision development roadway layout and the street naming proposal of Brookfield Drive for the looped road and Branch Avenue for the internal road. Staff has confirmed that the proposed street names conform the City policy as they currently do not exist in the City’s inventory of street names or as names within the Comox Valley area and staff support their application in this development.

FINANCIAL IMPLICATIONS:

This proposed subdivision application remitted \$2,550 in fees to City.

ADMINISTRATIVE IMPLICATIONS:

The process of subdivision application review is considered statutory work. Establishing street names for the development is a component of this process. Staff has spent approximately 4 hours to date on this aspect of the file.

ASSET MANAGEMENT IMPLICATIONS:

There are no direct asset management implications with this request.

STRATEGIC PRIORITIES REFERENCE:

None.

OFFICIAL COMMUNITY PLAN REFERENCE:

None.

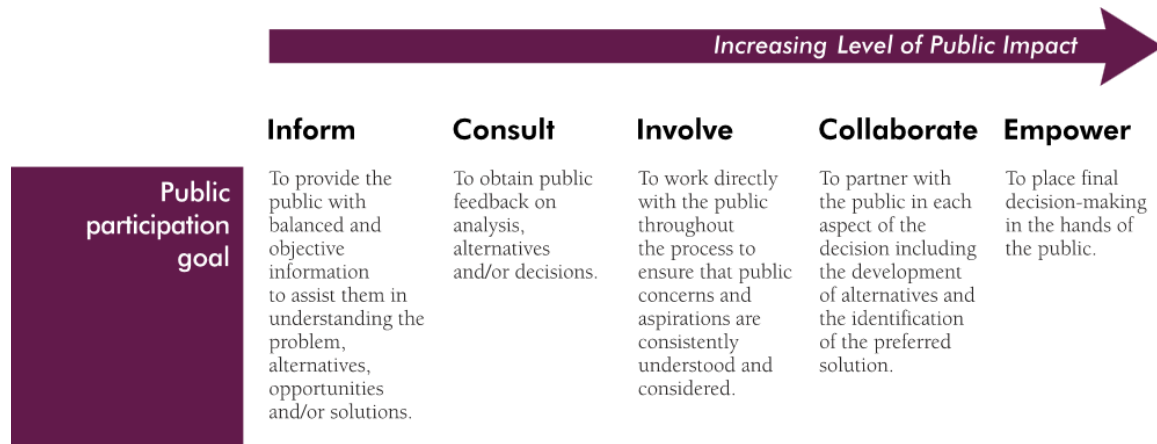
REGIONAL GROWTH STRATEGY REFERENCE:

None.

CITIZEN/PUBLIC ENGAGEMENT:

Staff worked directly with the developer to establish the street names. This is considered to be an involve level of engagement based on the IAP2 Spectrum of Public Participation:

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



OPTIONS:

- Option 1: That Council assign the street names of Brookfield Drive and Branch Avenue to the Streams Development off of Arden Road, as shown on attachment #1.
- Options 2: That Council direct staff to work with the Developer on alternate street names for consideration.

Prepared by:

A handwritten signature in black ink that reads "L. Hatch". The signature is written in a cursive style with a large initial "L" and a stylized "Hatch".

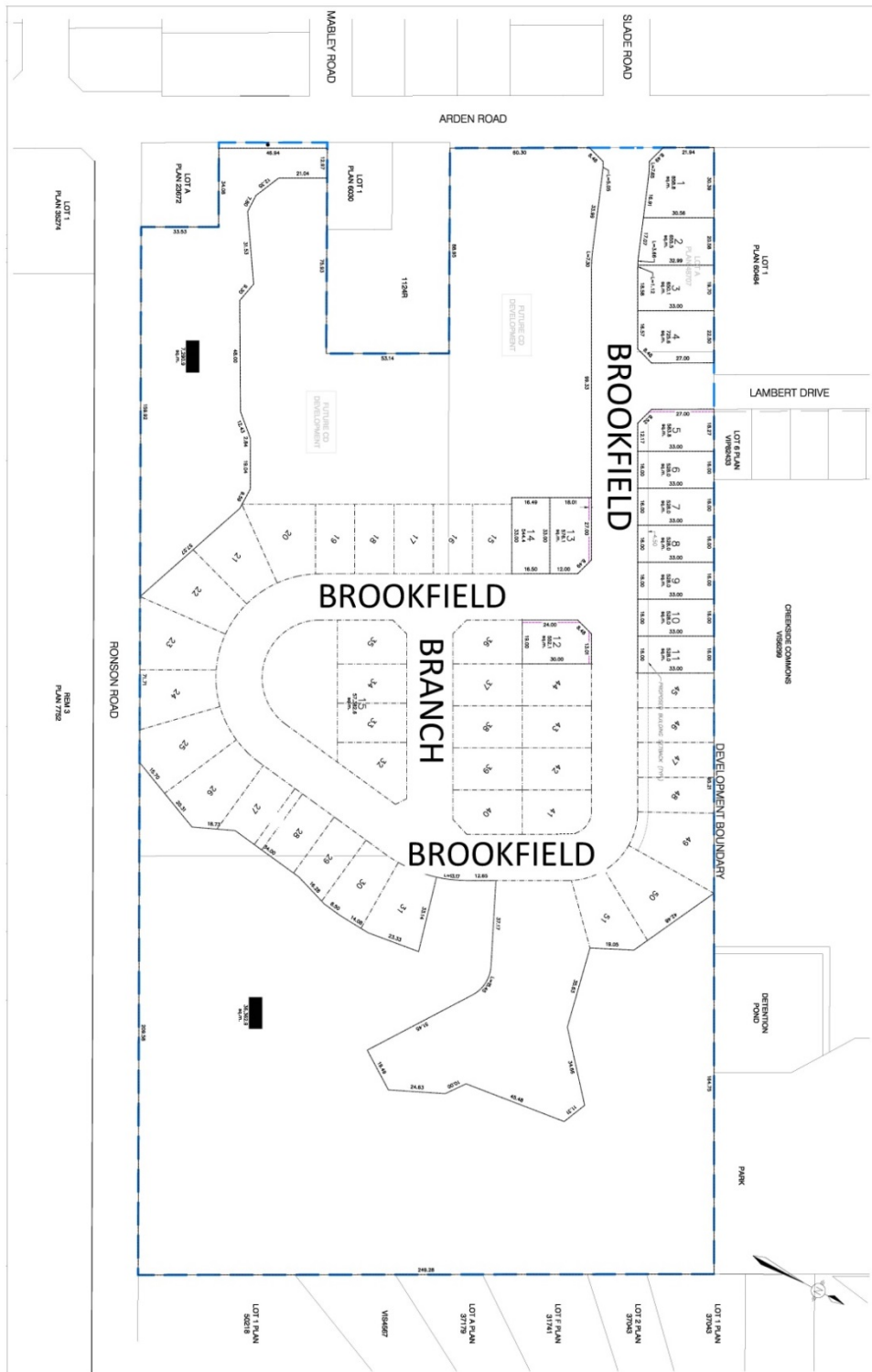
Lesley Hatch, P.Eng.

Director of Engineering & Public Works

Attachments:

1. *Attachment No. 1 : Sketch Plan of the Streams Development*

Attachment No. 1 : Sketch Plan of the Streams Development





THE CORPORATION OF THE CITY OF COURTENAY

BRIEFING NOTE

To: Council
From: Chief Administrative Officer
Subject: Development Cost Charges - Assist Factor Implications

File No.: 3150-34436

Date: January 5, 2015

BACKGROUND:

At the November 16, 2015 Council meeting, a Development Cost Charges (DCC) Briefing Note was provided to Council. From that meeting Council raised two questions regarding the assist factor.

The municipal assist factor is the City's contribution to the DCC eligible capital costs that are related to new development. This contribution is in addition to the costs that are already allocated to be paid by the City through taxation and user fees.

The level of the assist factor is solely determined by City Council. Provincial legislation dictates that the assist factor must be at least 1%. The assist factor can be varied for each type of capital works, i.e. road, storm drainage, sanitary sewer, water and parks. Recommended best practice is that the municipal assist factor "should be a reflection of the community's support towards the financing of infrastructure required to serve development" (DCC Best Practices Guide, 2005).

The current (2005) City of Courtenay DCC Bylaw provides a 5% assist factor for each type of capital works.

Council has requested:

- A comparison of assist factors by jurisdiction; and,
- Calculation of DCC rates if Council approved a 1%, 3%, 5%, or 6% assist factor.

This briefing note provides information on these two questions that will assist Council in directing the DCC process further.

KEY CONSIDERATIONS:

1. DCC Assist Factor Comparison

City of Courtenay Council is interested in a comparison of the assist factor by jurisdiction. Based on the previous comparison communities, a review of DCC background reports and bylaws found that neighbouring and comparison communities all apply a 1% assist factor consistently.

Community	Project Type	Assist Factor
Campbell River	Transportation	1%
	Water	1%
	Sanitary Sewer	1%
	Drainage	1%
	Parkland Acquisition	1%
	Parkland Development	1%
	Stormwater (Quinsam)	1%
Comox	Transportation	1%
	Water	1%
	Sanitary Sewer	1%
	Drainage	1%
	Park	1%
Cumberland	Transportation	1%
	Water	1%
	Sanitary Sewer	1%
	Drainage	1%
	Park Improvements	1%
	Parkland Acquisition	1%
Langford	Transportation	1%
	Drainage	1%
	Park & Open Space	Unknown
Parksville	Transportation	1%
	Water	1%
	Sanitary Sewer	1%
	Drainage	1%
	Open Spaces	1%
Qualicum Beach	Transportation	1%
	Water	1%
	Drainage	1%
	Park Land	1%

2. City of Courtenay DCC rates based on different assist factors

The current (2005) City of Courtenay DCC Bylaw contains DCC rates that are calculated with a 5% assist factor for each type of capital works. This rate was used to calculate the proposed 2015 DCC rates previously presented to Council. In support of Council's request at the November 16, 2015 regular meeting, the tables below outline the proposed DCC rates if Council approved a 1%, 3%, or 6% assist factor.

Current (2005) DCC rates (5% assist factor)							
Land Use	Unit	Roads	Stormwater	Sanitary	Water	Parks	Total
Residential (Single Family)	Per unit	\$3,769.00	\$1,071.00	\$764.00	\$433.00	\$698.00	\$6,735.00
Multi-family Residential	Per unit	\$2,313.00	\$321.00	\$605.00	\$343.00	\$553.00	\$4,135.00
Commercial/ Institutional	Per sq m TFA*	\$54.21	\$4.82	\$2.23	\$1.26		\$62.52
Industrial	Per hectare	\$44,214.53	\$18,211.65	\$14,314.80	\$8,117.40		\$84,858.38
Potential 2015 DCC rates; Assist Factor: 1%							
Land Use	Unit	Roads	Stormwater	Sanitary	Water	Parks	Total
Residential (Single Family)	Per unit	\$3,303.54	\$1,501.72	\$1,220.43	\$482.10	\$984.77	\$7,492.56
Multi-family Residential	Per sq m TFA*	\$18.56	\$4.51	\$8.62	\$3.41	\$6.96	\$42.05
Commercial/ Institutional	Per sq m TFA*	\$43.51	\$6.76	\$3.17	\$1.25		\$54.69
Industrial	Per hectare	\$35,489.55	\$25,530.42	\$20,403.93	\$8,060.05		\$89,483.95
Potential 2015 DCC rates; Assist Factor: 3%							
Land Use	Unit	Roads	Stormwater	Sanitary	Water	Parks	Total
Residential (Single Family)	Per unit	\$3,227.27	\$1,466.30	\$1,194.62	\$470.20	\$964.56	\$7,322.96
Multi-family Residential	Per sq m TFA*	\$18.13	\$4.40	\$8.44	\$3.32	\$6.81	\$41.10
Commercial/ Institutional	Per sq m TFA*	\$42.50	\$6.60	\$3.11	\$1.22		\$53.43
Industrial	Per hectare	\$34,670.13	\$24,928.39	\$19,972.50	\$7,861.14		\$87,432.16
Potential 2015 DCC rates; Assist Factor: 5%							
Land Use	Unit	Roads	Stormwater	Sanitary	Water	Parks	Total
Residential (Single Family)	Per unit	\$3,150.99	\$1,430.89	\$1,168.82	\$458.30	\$944.36	\$7,153.36
Multi-family Residential	Per sq m TFA*	\$17.71	\$4.29	\$8.26	\$3.24	\$6.67	\$40.16
Commercial/ Institutional	Per sq m TFA*	\$41.50	\$6.44	\$3.04	\$1.19		\$52.17
Industrial	Per hectare	\$33,850.70	\$24,326.37	\$19,541.06	\$7,662.23		\$85,380.37
Potential 2015 DCC rates; Assist Factor: 6%							
Land Use	Unit	Roads	Stormwater	Sanitary	Water	Parks	Total
Residential (Single Family)	Per unit	\$3,112.85	\$1,413.19	\$1,155.92	\$452.36	\$934.25	\$7,068.56
Multi-family Residential	Per sq m TFA*	\$17.49	\$4.24	\$8.16	\$3.20	\$6.60	\$39.69
Commercial/ Institutional	Per sq m TFA*	\$41.00	\$6.36	\$3.01	\$1.18		\$51.54
Industrial	Per hectare	\$33,440.99	\$24,025.36	\$19,325.35	\$7,562.78		\$84,354.48
* Per sq metre total floor area							

As previously presented to Council, if Council chooses to continue to provide a 5% assist factor based on the proposed DCC program, the City will be contributing over \$1.4 million to assisting in paying for development related infrastructure costs over a 20 year program life. If Council chooses to reduce its level of assistance, the contribution from the City could be as little as \$366,804 with a 1% assist factor. The

following table outlines the additional amount of funding the municipality is responsible for through taxation depending on the level of the assist factor.

Assist Factor	1%	3%	5%	6%
Municipal contribution	\$366,804	\$896,681	\$1,426,557	\$1,691,496

CONCLUSIONS:

This briefing note provides additional information on the cost implications to the City for the assist factor component of the Development Cost Charges update. Based on this information, Council may further consider the rate of the assist factor it chooses to apply to each type of capital works.

1. DCC Assist Factor Comparison

The comparison of the assist factor applied by neighbouring and comparison communities found that all municipalities apply a 1% assist factor consistently. It is solely Council's decision as to the rate of the assist factor, at a minimum rate of 1%.

3. City of Courtenay DCC rates based on different assist factors

The 2015 potential DCC rates were calculated based on a 1%, 3%, 5%, and 6% assist factor. This analysis found that for a single family home, DCC rates were approximately \$425 higher with a 1% assist factor, than with a 6% assist factor.

Prepared by:



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

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2727

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 has, 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. 2727, 2015**”.
2. That Official Community Plan Bylaw No. 2387, 2005 be amended as follows:
 - a) By designating Lot 1, Section 6, Comox District, Plan VIP84940 Urban Residential as shown on Attachment A attached hereto and forming part of this bylaw; and
 - b) 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 4th day of May, 2015

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

Considered at a Public Hearing this 19th day of May, 2015

Read a third time this 1st day of June , 2015

Finally passed and adopted this day of , 2016

Mayor

Director of Legislative Services

Attachment A to Bylaw 2727



THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2728

A bylaw to amend Zoning Bylaw No. 2500, 2007

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

NOW THEREFORE the Council of the 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. 2728, 2015**”.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
 - a) By rezoning Lot 1, Section 6, Comox District, Plan VIP84940 as shown on Attachment A attached hereto and forming part of this bylaw *from* Country Residential One (CR-1) *to* Residential One S (R-1S); and
 - b) That *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 May, 2015

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

Considered at a Public Hearing this 19th day of May, 2015

Read a third time this 1st day of June, 2015

Finally passed and adopted this day of , 2016

Mayor

Director of Legislative Services

Attachment A to Bylaw 2728

