

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

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

1.00 ADOPTION OF MINUTES

1. Adopt March 21, 2016 Regular Council and March 29, 2016 Committee of the Whole meeting minutes

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

Pg #

- 1 John Bowman, President, NIC re: NIC Plan2020
- 2 C.V. Coalition to End Homelessness re: 5 Year Plan

STAFF REPORTS/PRESENTATIONS

(a) Recreation and Cultural Services

(b) CAO and Legislative Services

(c) Development Services

- 3 1. Tree Planting and Replacement Reserve Fund Bylaw
- 7 2. Development Variance Permit No. 1505 – 1590 Fitzgerald Avenue

(d) Financial Services

(e) Engineering Services

- 25 3. 5th Street Complete Street Pilot Project

(f) Public Works Services

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

- 31 1. Heritage Advisory Commission Minutes
- 33 2. Staff Memo re: Council GHG Emissions and Climate Change Statement
- 35 3. Briefing Note re: Subdivision and Development Servicing Bylaw Update

7.00 REPORTS FROM COUNCIL MEMBERS REGARDING RELATED ACTIVITIES INCLUDING REPORTS FROM COUNCIL AND EXTERNAL COMMITTEES

8.00 RESOLUTIONS OF COUNCIL

9.00 UNFINISHED BUSINESS

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

12.00 BYLAWS

Pg #

For First, Second and Third Reading

- 37 1. “Tree Planting and Replacement Reserve Fund Establishment Bylaw No. 2844, 2016” (to establish a tree planting and replacement reserve fund).

13.00 ADJOURNMENT

NOTE: there is a Public Hearing at 5:00 p.m. in relation to OCP Amendment Bylaw No. 2841 and Zoning Amendment Bylaw No. 2842.

Delegation

Karvalics, Susie

From: Sue Bate <sue.bate@nic.bc.ca>
Sent: February-04-16 4:04 PM
To: Jangula, Larry
Cc: Ward, John; Karvalics, Susie; InfoAlias
Subject: Letter from NIC President John Bowman and Request to Appear as a Delegation
Attachments: Letter to Courtenay Council dated 4 February 2016.pdf

Dear Mayor Jangula and Council,

Please see the attached letter from NIC President John Bowman and his request to appear as a delegation. He is respectfully requesting the opportunity to address you and Council at your meeting on **April 4th**. Should that date not be available, **May 16th** would be his second choice.

The purpose of his presentation is detailed in the letter.


Thank you in advance for your consideration of our request.

Kind regards,
Sue Bate



Sue Bate
Executive Assistant to the President
North Island College
2300 Ryan Road, Courtenay BC V9N 8N6
☎ 250.334.5270 📠 250.334.5269 📧 sue.bate@nic.bc.ca
www.nic.bc.ca



 Please consider the environment before printing this email.

February 4, 2016

Mayor Larry Jangula and City Council
Courtenay City Hall
830 Cliffe Avenue
Courtenay, BC
V9N 2J7

Dear Mayor Jangula and City Council,

North Island College (NIC) finalized a new five-year strategic plan, **NIC Plan2020** in June of 2015. We are very excited and committed to the overall directions that it provides for the future.

In the coming year (2016/17), we will continue striving to address the North Island region's post-secondary education and training priorities, as well as to make substantial progress in relation to our institutional goals.

The purpose of this letter, is to request an opportunity for me to meet with Council (during the April to June 2016 time period) in order to share and discuss:


- highlights of NIC's recent progress and contributions to people, community and economic development;
- our specific focus and plans for the Comox Valley region; and
- the distinctive opportunities and challenges we face as a rural college serving a large geographic area and widely-dispersed population.

In the fall of this year, my hope is that the Council will join with NIC and other similar regional community organizations to advocate to the provincial government for changes to policies and the college funding system that would be more equitable and supportive of providing access to educational and training programs within our region and closer to home.

Thank you for considering this request. I look forward to visiting and speaking with you.

My Executive Assistant (Sue Bate) will follow-up this letter to confirm a possible date for me to attend one of your regular meetings.

Sincerely,



John Bowman
President



STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Tree Planting and Replacement Reserve Fund Bylaw

File No.: 4530-01
Date: April 4, 2016

PURPOSE:

The purpose of this report is for Council to consider the creation of a Tree Planting and Replacement Reserve Fund.

POLICY ANALYSIS:

Sections 188 and 189 of the *Community Charter* allows Council to adopt a reserve fund for specified purposes to ensure that money placed in the reserve fund may be used only for the purpose the fund was created.

CAO RECOMMENDATIONS:

That based on the April 4, 2016 staff report "Tree Planting and Replacement Reserve Fund Bylaw", Council approve OPTION 1 and proceed to First, Second and Third Readings of Tree Planting and Replacement Reserve Fund Establishment Bylaw No. 2844, 2016.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The City's Tree Management and Protection Bylaw 2461, 2006 is currently under review by staff, key stakeholder groups, and will shortly be taken to public consultation. Based on this review it is anticipated the bylaw will contain a provision to allow for fees to be paid where replacement trees cannot be planted on the property from which trees were removed. Additionally, in some circumstances the City negotiates tree planting requirements through development approval processes. Accordingly, staff recommends that Council create a Tree Planting and Replacement Reserve Fund by bylaw to ensure that when the City receives money related to tree replacement it is put into a reserve account to ensure it can only be used to plant new trees.

DISCUSSION:

The current Tree Management and Protection Bylaw includes provisions for the City to require and hold securities when tree replacements are a condition of a Tree Cutting Permit. Tree replacement securities are currently \$250 per tree, 80% of which is returned to the applicant upon planting and 20% is held for 3 years to ensure successful establishment of the planted tree. This approach is the same as when landscaping securities are required by the City through development permit approvals.

Securities are a helpful tool for ensuring that the required trees are planted on the applicant’s property. There are instances, however, when an applicant is unable to plant replacement trees (or the required number of replacement trees) on their property, and the City currently has no mechanism to ensure a replacement tree be planted elsewhere. The Tree Planting and Replacement Reserve Fund would allow for the replacement funds to be held in a reserve account to be used for replanting programs designated by the City.

Subject to further public consultation of the upcoming Tree Management and Protection bylaw review, and Council approval, replanting programs will be considered and will include options for both replanting on public and private lands (e.g. free trees or other tree planting incentives to targeted neighbourhoods with low tree canopy coverage). Proposed changes to the existing Tree Management and Protection Bylaw will include clarity on what instances it is reasonable for an applicant to pay into the Tree Planting and Replacement Reserve Fund. These details are still being developed through consultation and review of best practices from other communities.

FINANCIAL IMPLICATIONS:

Subject to approval of this Bylaw, financial implications include the receipt and allocation of dedicated funds to tree replanting efforts, which does not currently exist.

ADMINISTRATIVE IMPLICATIONS:

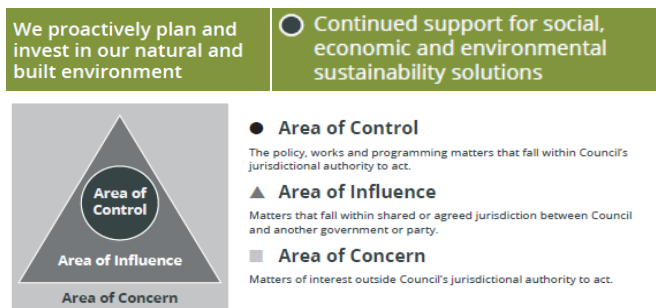
Administrative implications will be similar to the receipt of securities for tree replacements and are not expected to greatly enhance administrative workload.

ASSET MANAGEMENT IMPLICATIONS:

The creation of a reserve fund does not have direct asset management implications; however, trees planted on public lands using the reserves will become City assets that will require ongoing maintenance.

STRATEGIC PRIORITIES REFERENCE:

Effective tree management and protection is consistent with the Strategic Priority of “Continued support for social, economic and environmental sustainability solutions” (area of control).



OFFICIAL COMMUNITY PLAN REFERENCE:

The OCP contains numerous references to the objective of preserving trees and ensuring tree replanting as a mechanism of beautification, parks and boulevard development and environmental restoration. Within the Vision chapter, the following policy is included: “Review and update the tree management bylaw to protect wildlife habitat and undertake a tree planting program” (page 13). Within the Planning for Climate Change chapter, the following policy is included: “The City will increase the absorption opportunities for carbon throughout the municipality through the conservation and restoration of forested areas and stands of trees and other urban ecological systems throughout the municipality” (page 145).

REGIONAL GROWTH STRATEGY REFERENCE:

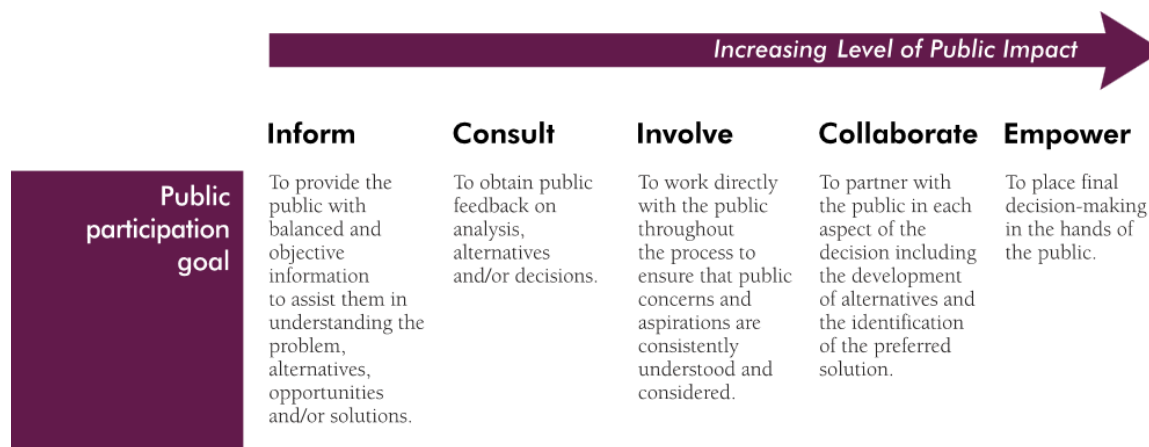
The RGS also contains numerous references to the objective of preserving trees and ensuring tree replanting. For example, Objective 2-B: Frame environmental protection and policies around the principles of precaution, connectivity and restoration where cost effective, consider the restoration or creation of natural systems to provide sustainable environmental services (e.g. stormwater ponds for improving water quality; tree cover for capturing carbon and reducing GHG emission) (page 36).

CITIZEN/PUBLIC ENGAGEMENT:

Staff would inform the public of the Tree Planting and Replacement Reserve Fund based on the IAP2 Spectrum of Public Participation:

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

With respect to the Tree Protection and Management Bylaw, staff will Consult with the public once it is ready for public review.



OPTIONS:

1. That Tree Planting and Replacement Reserve Fund Establishment Bylaw No. 2844, 2016 proceed to First, Second and Third Readings (Recommended).
2. That Council defers consideration of the Tree Planting and Replacement Reserve Fund Establishment Bylaw No. 2844, 2016 pending further receipt of information.
3. That Council defeat Bylaw No. 2844, 2016.

Prepared by:

Reviewed by:



Nancy Gothard
Environmental Planner



Ian Buck, MCIP, RPP
Director of Development Services



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Development Services Department
Subject: Development Variance Permit No. 1505 – 1590 Fitzgerald Avenue

File No.: 3090-20-1505

Date: April 4, 2016

PURPOSE:

The purpose of this report is to consider a Development Variance Permit to allow a new internally illuminated free standing sign to be erected for the Comox Community Church.

CAO RECOMMENDATIONS:

That based on the April 4th, 2016 staff report “Development Variance Permit No. 1505 – 1590 Fitzgerald Street” Council approve Development Variance Permit No. 1505 (OPTION 1).

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Office

BACKGROUND:

The subject property is located at 1590 Fitzgerald Street and is zoned PA-1 (Public Use and Assembly One Zone). The property is currently occupied by the Comox Valley Community Church and a parking lot.

The existing church building contains office space, a chapel, a library, washroom facilities and meeting rooms. The Comox Valley Community Church provides a number of services to the broader community including: worship and prayer; summer camps; pastoral counseling; emergency food assistance and clothing and furniture vouchers. The Church also offers small group workshops and programs including life skills workshops, addiction services, parenting classes, fitness classes, a breakfast program and a youth ministry.

The church’s office hours are from 9:00 am to 2:00 pm daily with exception of the evening programs and workshops which typically end between 8:00pm and 9:00pm.

The Salvation Army purchased the subject properties in 1985 and since that time the owner has consolidated the interior lot lines between 1570, 1580 and 1590 Fitzgerald Street and constructed the



Comox Valley Community Church. The subject property is approximately 1,663 m² (0.41 ac), is serviced by City water and sewer and is accessed by a driveway off of Fitzgerald Avenue. Regarding topography, the site is generally level. A majority of the properties surrounding 1590 Fitzgerald are zoned R-2 for residential use with the exception of the C-2 zoned properties to the east of the site which contains the Starbucks Coffee, the BCAA Office, a Safeway grocery store and other associated retail and commercial uses.

The applicant is proposing to construct a new internally illuminated free standing sign on the property in the front yard close to the front entrance of the church. The applicant has noted that there is an existing cement freestanding sign base that sits on the property; however, the previous sign was removed and has never been replaced.

A free standing sign is defined as a permanent sign standing apart from a building that is affixed to the ground. A review of the applicant's illustrations of the proposed sign indicates that the sign will have a sign area of 2.22 m²; a height of 1.82 m; and will be set back 2.4 m from the front property line adjacent to Fitzgerald Avenue. The proposed sign will not be located within 3 m of an adjoining property line. The sign will be a monument style sign which is a low profile free standing sign supported by a solid white base that extends the length of the sign.

Regarding landscaping, the sign will be situated within a landscaped area of 5.0 m² containing variety of plants and shrubs that will enhance the sign and will screen the existing concrete base. The type of shrubs and groundcovers the applicant intends on installing include boxwood, cedar, evergreen, junipers, holly and ornamental grasses.

The applicant is proposing a translucent blue vinyl on blackout vinyl which will appear black at night time and translucent white letters and red logo. The proposed sign will have an opaque background with only letters and logos illuminated and the sign will conform to the City's Darks Skies Policy.



Existing Sign



Proposed Sign

DISCUSSION:

The City of Courtenay regulates the number, size, type, form, appearance and location of signs within City boundaries. The City’s Sign Bylaw is intended to encourage aesthetically pleasing and harmonious streetscapes throughout the community. This creates long-term benefits to community character, identity, and overall sense of place, which benefits both citizens and businesses.

The bylaw is also intended to minimize any possibility of signs being erected that could be a safety or hazard to life or property or could create a traffic hazard or interfere with traffic control devices. The table below summarizes the Sign Bylaw’s general regulation applicable to sign illumination and the variance being sought by the applicant.

Summary of Regulations and Requested Variances

General Regulations	Required	Variance Sought
<p>Sign Illumination</p>	<p>2.4.2 – Signs on properties that are directly adjacent to residential uses shall not be illuminated. Where the property is separated by a street, this restriction does not apply.</p>	<p>The applicant is requesting that the proposed sign be internally illuminated although the sign will be located adjacent to residential uses.</p>

The applicant has applied to vary Section 2.4.2 of the City of Courtenay Sign Bylaw No. 2760 in order to permit a new internally illuminated free standing sign because the sign is proposed adjacent to a residential use. An in depth review of applicant’s submissions and sign illustrations indicates the applicant meets all other sign bylaw requirements in Part 2, General Provisions and Part 5.4.2 respecting the size of the sign area, sign height, the number of signs permitted on the parcel, landscaping requirements, the location of the sign and the changeable copy of the sign area.

During the application review process, Staff worked with the applicant exploring options for where to place the sign on the property and worked with the applicant on establishing a rationale for why an internally illuminated sign was necessary to be erected on the property given the fact there are adjacent residential uses. The applicant has proposed an internally illuminated sign for the following reasons: for advertising

purposes and to bring community awareness to the services, activities and programs the church offers as many of the programs are offered during evening hours; illuminated signs require less maintenance over the long term; there is a lack of street lighting in the front yard of the property along Fitzgerald Avenue and an internally illuminated sign will assist patrons in seeing the church and sidewalk leading into the front entrance of the church and an illuminated sign will be visible to the public during periods of seasonal darkness and poor weather conditions. The applicant has indicated that many of the church's patrons work during regular business hours or are single parents who can only access the services and programs offered by the church in the evening.

OCP Review

The subject property is designated as institutional within the Official Community Plan (OCP) and is adjacent to residential lands. OCP Policy 4.11.6 encourages the establishment of institutional uses such as churches to locate within commercial and industrial area and the Downtown District however; this church was established in its existing location in 1985, prior to 2007 when OCP policy 4.11.6 was adopted.

Zoning Review

The subject property is zoned PA-1 which permits a number of institutional and assembly uses such as schools; assembly halls; care facilities; government offices; hospitals and cemeteries. Regarding signage, Zoning Bylaw No. 2500 states that signs are only permitted in accordance with Sign Bylaw and any amendments the City makes to the Sign Bylaw.

Sign Bylaw No. 2760

The City of Courtney's Sign Bylaw was adopted in 2013 and it gives Council the authority to regulate the number, size, type, form, appearance and location of signs for different uses and in different zones. With regards to institutional zoned lands, including the PA-1, PA-2, PA-3 and PA-4 zones which includes uses such as churches, community centres, and schools the Sign Bylaw permits electronic message boards to be used for advertising community activities and events; facia signs and free standing signs. The applicant is applying for a variance to one Section of the Sign Bylaw, Section 2.4.2 which prohibits signs to be illuminated if they are adjacent to residential uses.

Staff recognizes that variances are sometimes necessary to achieve the intent of the Sign Bylaw which are: to enable local businesses, institutions, and community organizations to clearly identify themselves and the products or services available; to enhance or protect the appearance and visual character of the community and to ensure the safety of pedestrians, cyclists and motorists by ensuring that signs are properly located, minimize distraction, and do not interfere with traffic control devices. Staff also recognizes that sign regulations are put in place to ensure the size, colours, design and placement of signs are consistent with the character of the surrounding area and buildings and landscaping onsite.

Approval of this application to permit an internally illuminated sign would enable the Comox Valley Community Church to clearly identify themselves and the services they provide. It is staff's opinion that despite the presence of adjacent residential uses to the north and south of the property, the proposed signage does not appear out of scale with the existing church building and landscaping onsite and will assist in improving access and patron use of the community services and programs offered by the Comox Valley Community Church.

FINANCIAL IMPLICATIONS:

Should Development Variance Permit No. 1505 be approved, the applicant would be required to apply for a sign permit. Sign permit fees are \$45.00 for signs less than 2.0 m in height. There are no other financial implications related to this application.

ADMINISTRATIVE IMPLICATIONS:

The processing of development applications is included in the current work plan as a statutory component. Staff has spent 20 hours reviewing the application, conducting a site visit and meeting with the applicant to request additional information. The application fee of \$1,500 is slightly more than the staff cost of approximately \$1300. The City incurs costs related to mailing out notices and registering the notice of the permit with land titles.

If approved, there will be approximately one additional hour of staff time required to prepare the notice of permit, have it registered on title and close the file. Additional staff time will be required for processing and issuing the sign permit.

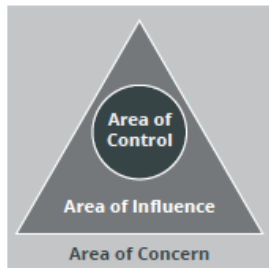
ASSET MANAGEMENT IMPLICATIONS:

There are no direct asset management implications related to this application.

STRATEGIC PRIORITIES REFERENCE:

Development applications fall within Council’s area of control and specifically align with the strategic priority to support meeting the fundamental corporate and statutory obligations of the City.

We focus on organizational and governance excellence ● We support meeting the fundamental corporate and statutory obligations



- **Area of Control**
The policy, works and programming matters that fall within Council’s jurisdictional authority to act.
- ▲ **Area of Influence**
Matters that fall within shared or agreed jurisdiction between Council and another government or party.
- **Area of Concern**
Matters of interest outside Council’s jurisdictional authority to act.

OFFICIAL COMMUNITY PLAN REFERENCE:

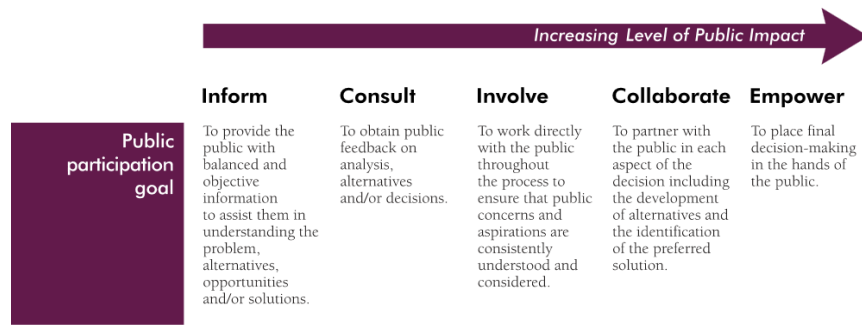
Not directly applicable.

REGIONAL GROWTH STRATEGY REFERENCE:

There are no Regional Growth management implications related to this application.

CITIZEN/PUBLIC ENGAGEMENT:

The level of public input is Consult. The applicant held a public information meeting on December 4, 2015 at 1590 Fitzgerald Avenue. According to the record no members of the public were present at the meeting and the only people present were Staff from the Salvation Army and Grant Signs, the owner of the property and the agent representing the owner of the property.



A copy of the public sign in sheet is attached to this report as **Attachment No. 3**.

In accordance with the *Local Government Act*, the City has notified property owners and occupants within 30m of the subject property with regard to the proposed amendment. To-date, staff has received no responses.

OPTIONS:

OPTION 1: (Recommended): Approve Development Variance Permit No. 1505

OPTION 2: Defer consideration of Development Variance Permit No. 1505 pending receipt of further information.

OPTION 3: Not approve Development Variance Permit No. 1505.

Prepared by:

Dana Leitch, MCIP, RPP
Land Use Planner

Reviewed by:

Ian Buck, MCIP, RPP
Director of Development Services

Attachments:

1. *Attachment No. 1: Development Variance Permit and Associated Schedules*
2. *Attachment No. 2: Applicant's Rationale and Written Submissions*
3. *Attachment No. 3: Sign in Sheet for Public Information Meeting, December 4, 2015*

THE CORPORATION OF THE CITY OF COURTENAY

Attachment No. 1:
*Development Variance
Permit*

Permit No. 3090-20-1505

DEVELOPMENT VARIANCE PERMIT

April 4, 2016

To issue a Development Permit

To: Name: The Governing Council of the Salvation Army, Canada West
Address: 20 Albert Street
Toronto, Ontario

Property to which permit refers:

Legal: Lot A, (DD P54316) Section 41, Comox District, Plan 7449
Civic: 1590 Fitzgerald Avenue

Conditions of Permit:

Permit issued to allow one internally illuminated free standing sign with the following variances to the City of Courtenay Zoning Sign Bylaw No. 2760, 2013:

- *Section 2.4.2* – to allow an internally illuminated sign on a property directly adjacent to residential uses.

Development Variance Permit No. 1505 is subject to the following conditions:

1. Sign graphics and dimensions must be in accordance with the renderings contained in *Schedule No. 1*, which is attached to and forms part of this permit;
2. Sign location must be in accordance with the renderings contained in *Schedule No. 1*, which is attached to and forms part of this permit;
3. Sign illumination must be opaque background with only letters and logos to be illuminated;
4. Any sign illumination must be in accordance with Policy #5240.00.01 (The City's "Dark Skies Policy"). Applicant must bring lighting detail to the City for approval in advance of lighting installation; and
5. Freestanding sign must be located within a landscaped area of at least 5.0 m².

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



Salvation Army, Courtenay, BC



Translucent blue vinyl on block out vinyl
 appears black at night
 Translucent white letters
 Translucent red logo

Opaque black readdo letter background
 Translucent white letters
 40% of sign surface area as per bylaw

Property Line

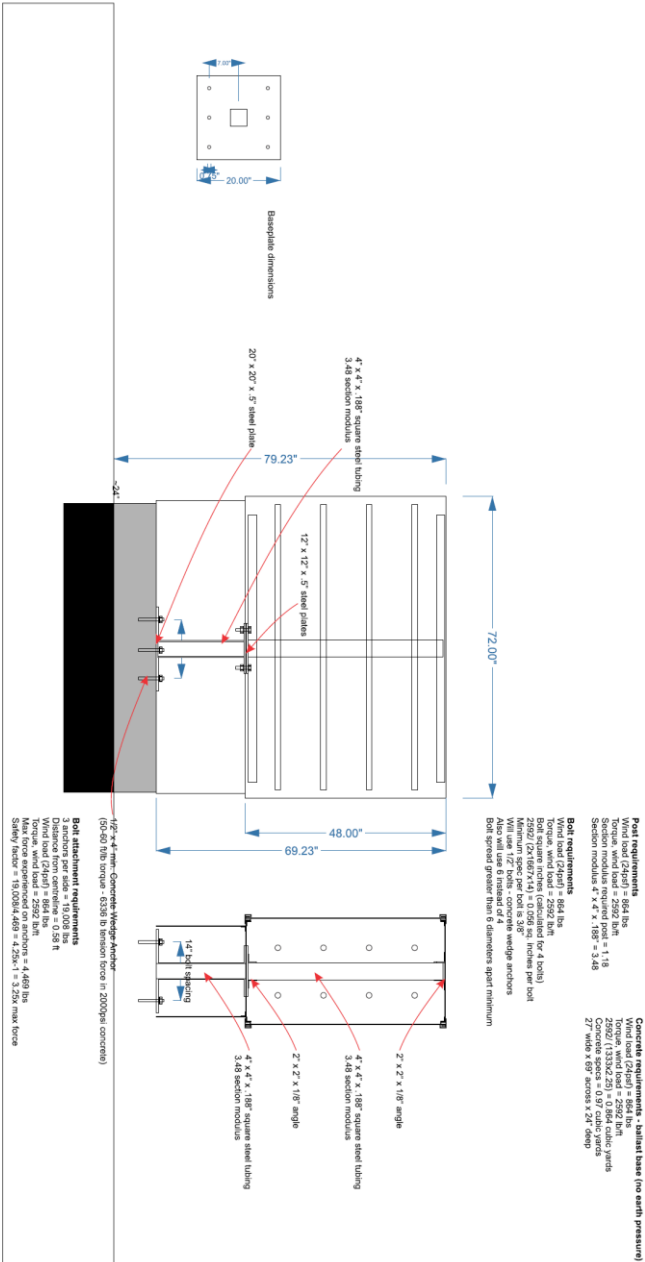
PLEASE READ CAREFULLY!
 This is a design proof for your review as YOU can be sure your job is set correctly. Please check CAREFULLY for misspellings, grammatical errors, missing fonts, missing or incomplete text, and misplaced images etc. as we will not be responsible for errors you approve. Specifications for Grant Signs to proceed with further installation. Unapproved proofs provided by Grant Signs are not calibrated press quality and are for content proofing and color draft only! Look at swatch books and color match proofs for calibrated proofs. Grant Signs does not make warranties with respect to accuracy, reliability or completeness of the information/content in this work and is not responsible for any misspelled text. Client is responsible for providing all necessary information, design specifications, design instructions, design instructions that Grant Signs is not responsible for obtaining permission for use of individual property.
THIS PROOF MUST BE EITHER SIGNED AND RETURNED OR APPROVAL PROVIDED VIA EMAIL.

<p>Client Name: Salvation Army Church</p> <p>Location: Courtenay, BC</p>	<p>Start Date: Last Revision: March 18, 2015</p> <p>Job#: Drawing#:</p> <p>Page: 1 of 5</p>	<p>Client Approval</p> <p>.....</p>	<p>Sales Rep: Jonathan Calderwood</p> <p>Designer: Jonathan Calderwood</p>
--	--	--	--

© COPYRIGHT 2014 GRANT SIGNS. ALL DESIGNS PRESENTED ARE THE SOLE PROPERTY OF GRANT SIGNS AND MAY NOT BE REPRODUCED IN PART OR WHOLE WITHOUT WRITTEN PERMISSION FROM GRANT SIGNS.



Salvation Army, Courtenay, BC

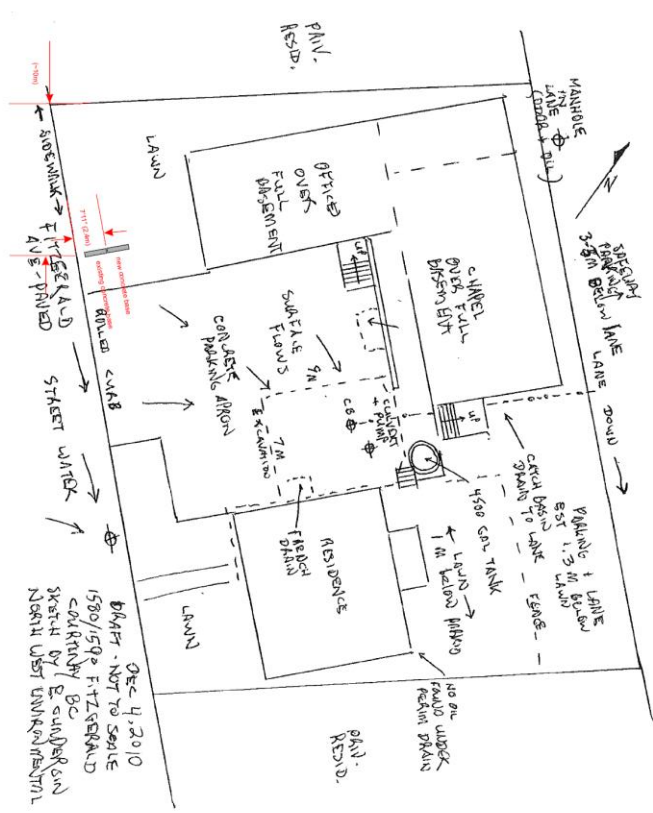


<p>PLEASE READ CAREFULLY This proof is presented to you for your review so you can be sure your job is set correctly. Please check CAREFULLY for misspellings, grammatical errors, missing fonts, missing or incomplete text, and misplaced images etc as we will not be responsible for these errors. I understand that you will be responsible for the final proof and any corrections. I understand that you will be responsible for the final proof and any corrections. I understand that you will be responsible for the final proof and any corrections.</p>	<p>Client Name: Salvation Army Church</p>	<p>Start Date: March 18, 2015</p>	<p>..... Client Approval </p>
	<p>Location: Courtenay, BC</p>	<p>Job#: Drawing#:</p>	

© COPYRIGHT 2014 GRANT SIGNS - ALL RIGHTS RESERVED. THIS IS THE SOLE PROPERTY OF GRANT SIGNS, AND MAY NOT BE REPRODUCED IN PART OR WHOLE WITHOUT WRITTEN PERMISSION FROM GRANT SIGNS.



Salvation Army, Courtenay, BC

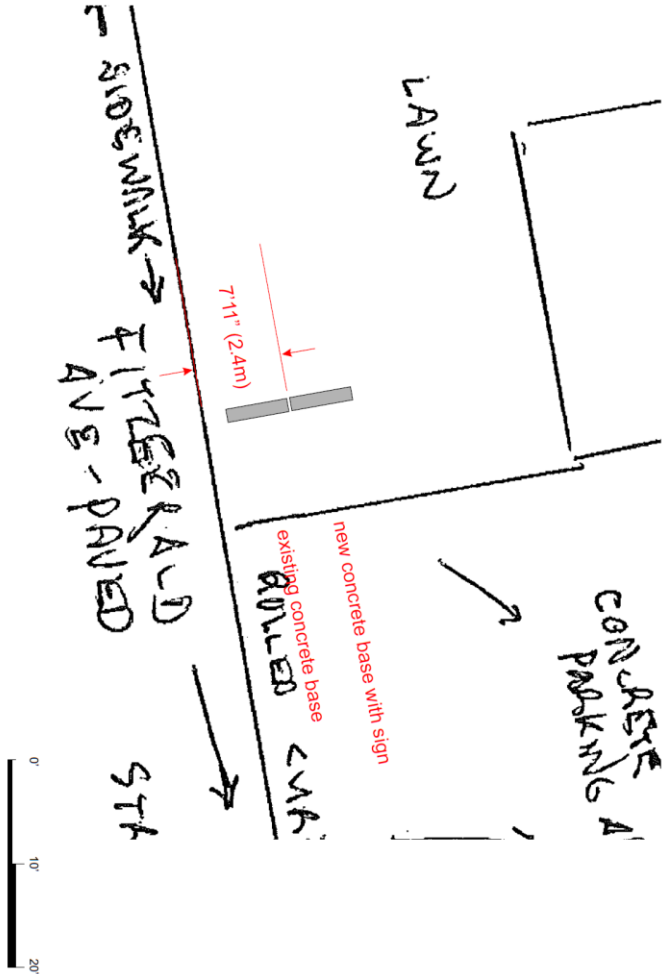


<p>PLEASE READ CAREFULLY</p> <p>This proof is presented to you for your review so YOU can be sure your job is set correctly. Please check CAREFULLY for responsible for errors you approve. I understand this approval gives authorization for Grant Signs to proceed with further instructions. I understand proofs provided by Grant Signs are not considered proof of quality and are for informational purposes only. Grant Signs is not responsible for the completeness of the information/content in this work and is not responsible for any misapprehension that Grant Signs is not responsible for obtaining rights to use any text, photos or original art submitted for publication. Client acknowledges that Grant Signs is not responsible for the accuracy of the information/content in this work and is not responsible for any misapprehension that Grant Signs is not responsible for. THIS PROOF MUST BE EITHER SIGNED AND RETURNED OR APPROVAL PROVIDED VIA EMAIL.</p>			
<p>Client Name: Salvation Army Church Location: Courtenay, BC</p>	<p>Start Date: Last Revision: March 18, 2015 Job#: Drawing#: Page: 3 of 5</p>	<p>Client Approval</p>	<p>Sales Rep: Jonathan Calderwood Designer: Jonathan Calderwood</p>

© COPYRIGHT 2014 GRANT SIGNS - ALL DESIGNS PRESENTED ARE THE SOLE PROPERTY OF GRANT SIGNS AND MAY NOT BE REPRODUCED IN PART OR WHOLE WITHOUT WRITTEN PERMISSION FROM GRANT SIGNS.



Salvation Army, Courtenay, BC



PLEASE READ CAREFULLY
 This is a preliminary drawing. It is your responsibility to ensure that all information is accurate and complete. Grant Signs is not responsible for errors you approve.
 Understand this approval gives authorization for Grant Signs to proceed with further instructions. Understand proofs provided are for informational purposes only. Grant Signs does not make warranties with respect to accuracy, reliability, or completeness of the information/content in this work and is not responsible for any misused text. Client is responsible for obtaining rights to use any text, photos or original art submitted for publication. Client acknowledges that Grant Signs is not responsible for the content of any advertisement or other material published or otherwise made available to the public.
THIS PROOF MUST BE EITHER SIGNED AND RETURNED OR APPROVAL PROVIDED VIA EMAIL.

Client Name:
 Salvation Army Church
Location:
 Courtenay, BC

Start Date:
 Last Revision: March 18, 2015
Job#:
Drawing#:
 Page: 4 of 5

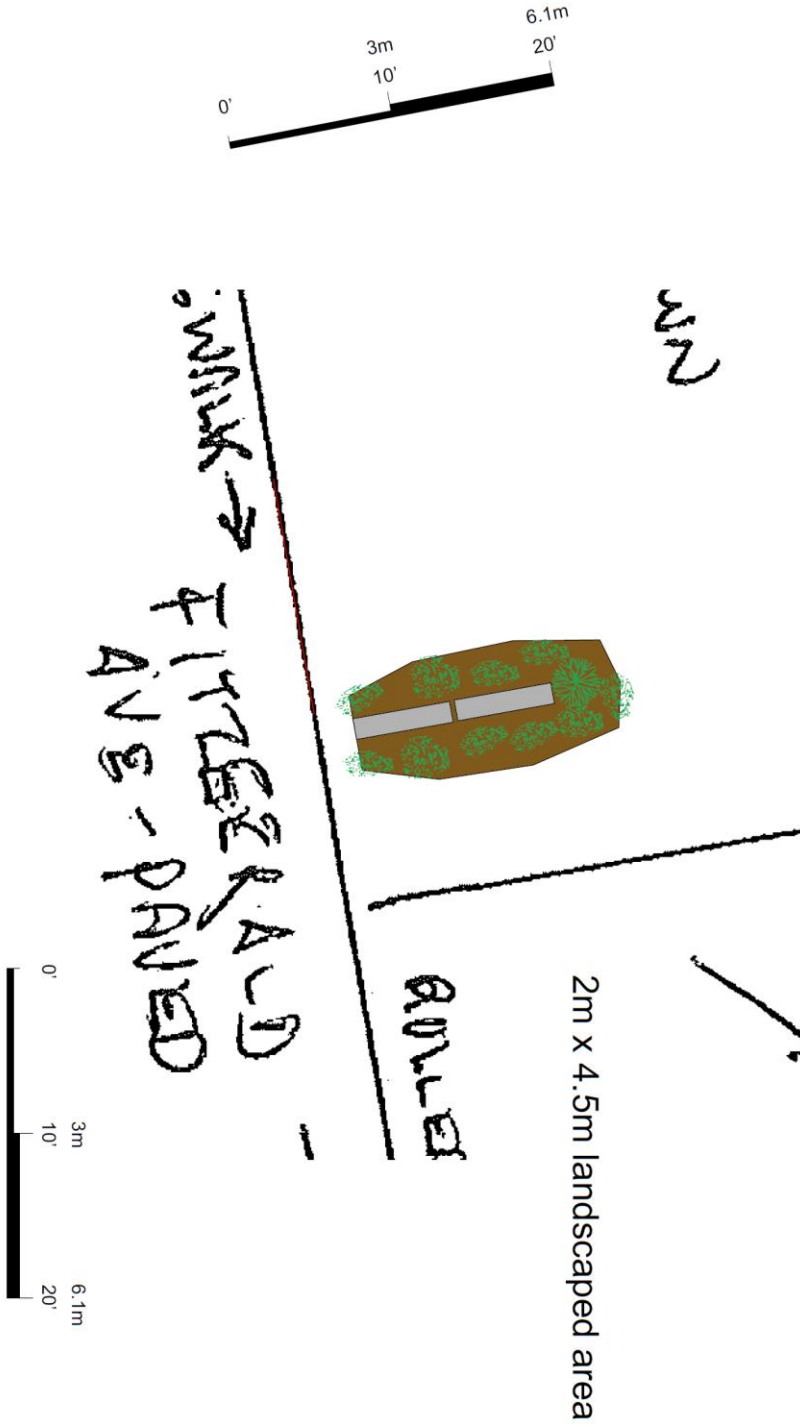
Client Approval

Sales Rep:
 Jonathan Calderwood
Designer:
 Jonathan Calderwood

© COPYRIGHT 2014 GRANT SIGNS - ALL DESIGNS PRESENTED ARE THE SOLE PROPERTY OF GRANT SIGNS AND MAY NOT BE REPRODUCED IN PART OR WHOLE WITHOUT WRITTEN PERMISSION FROM GRANT SIGNS.



Salvation Army, Courtenay, BC



PLEASE READ CAREFULLY
 This proof is presented to you for your review so you can be sure your job is set correctly. Please check CAREFULLY for misspellings, grammatical errors, missing words, missing or incomplete text, and misplaced images, etc as we will not be responsible for errors. I understand this approval gives authorization for Grant Signs to proceed with further instructions. I understand proofs provided by Grant Signs are not calibrated press quality and are for content proofing and color draft only. Look at swatch books and color match proofs for calibrated proofs. Grant Signs does not make warranties with respect to accuracy, reliability or completeness of the information/content in this work and is not responsible for any misspelled text. Client is responsible for obtaining rights to use any text, photos or original artwork submitted for publication. Client acknowledges that Grant Signs is not responsible for the design or content of any signs or graphics created for the client.

THIS PROOF MUST BE EITHER SIGNED AND RETURNED OR APPROVAL PROVIDED VIA EMAIL.

Client Name:
 Salvation Army Church

Location:
 Courtenay, BC

Start Date:
 Last Revision: March 18, 2015

Job#:
 Drawing#:

Page: 5 of 5

Client Approval

Sales Rep:
 Jonathan Calderwood

Designer:
 Jonathan Calderwood

© COPYRIGHT 2014 GRANT SIGNS. ALL DESIGNS PRESENTED ARE THE SOLE PROPERTY OF GRANT SIGNS. AND MAY NOT BE REPRODUCED IN PART OR WHOLE WITHOUT WRITTEN PERMISSION FROM GRANT SIGNS.

Attachment No. 2:
*Applicants' Rationale and
Submissions*

From: [Jonathan Calderwood](#)
To: [Blamire, Susan](#)
Subject: RE: Application for sign permits Salvation Army - Development Variance Permit Application
Date: May-15-15 8:46:37 AM

re: Development Variance Permit Application - Comox Valley Community Church.

Our client, The Salvation Army of Canada, operates a PA2 zoned property operating as a church at 1590 Fitzgerald Ave in Courtenay, BC. This property has an existing freestanding sign base that sits on the property, however the sign was removed at some point. The client is looking to install a new low mounted freestanding sign and have it internally illuminated (following all opaque face regulations as described in the bylaws) sign to be installed on the property next to the existing sign base, inset from the road. All of the concerns that were discussed by the City of Courtenay regarding this sign have been addressed save for one issue.

Bylaw 2760 2.4.2 requires that a sign that is located in an institutional zoned property adjacent to a residential property be non-illuminated. We are asking to have a development variance permit be issued to allow for an illuminated sign on this property.

Our reasons for asking for this variance are:

A) The illuminated sign would be built in accordance to the dark sky policies of Courtenay and the sign would have an opaque face where the letters alone would light up (including the reado board located on the sign, similar to DQ and Anco Inn). This would reduce the amount of ambient light that the neighboring properties would experience.

B) The southern neighboring property is realistically several properties over, but, as of the consolidation of property parcels into one lot, the single lot that the Salvation Army's Church occupies is relatively large and the sign is located relatively far away from that property. As the sign will be installed near the northern edge of the property, the southern neighbor is not likely to experience any issues with ambient illumination. This property will experience more direct illumination from the existing street light located across the street. We don't believe the light being emitted from the sign will be disturbing to the southern neighbor in this case.

C) The northern neighboring property is closer to the sign in question, however the property doesn't have any windows facing this sign directly. There is one bedroom window on this property that is west facing that is shrouded by a large shrub and this would essentially block the sign from being visible from that property.

The northern neighbor may, in many cases, be legitimately affected by the sign and we understand that this was the *raison d'être* for this section of the bylaw, however, we believe that this sign, and the dark skies policy compliant design of this sign, will not affect the neighbor sufficiently to prevent the variance application from being granted.

We are happy to address concerns from the two neighbors in question. Should you need any additional information, please let me know.

Jonathan Calderwood
General Manager
GRANT ILLUMINATED SIGNS LTD.
1711-19th St, Campbell River, BC V9W 4M4
Tel# 250-287-8558
Cell# 250-507-5555
Fax# 250-286-1522
Email: jonathan@grantsigns.ca

The information in this email is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmissions, dissemination or other use of or taking of any action in reliance upon this information by persons or entities other than the intended recipient is prohibited. If you receive this email in error, please contact the sender and delete the material from any computer.

Leitch, Dana

From: Jonathan Calderwood <jonathan@grantsigns.ca>
Sent: May-15-15 8:47 AM
To: Blamire, Susan
Subject: RE: Application for sign permits Salvation Army - Development Variance Permit Application

re: Development Variance Permit Application - Comox Valley Community Church.

Our client, The Salvation Army of Canada, operates a PA2 zoned property operating as a church at 1590 Fitzgerald Ave in Courtenay, BC. This property has an existing freestanding sign base that sits on the property, however the sign was removed at some point. The client is looking to install a new low mounted freestanding sign and have it internally illuminated (following all opaque face regulations as described in the bylaws) sign to be installed on the property next to the existing sign base, inset from the road. All of the concerns that were discussed by the City of Courtenay regarding this sign have been addressed save for one issue.

Bylaw 2760 2.4.2 requires that a sign that is located in an institutional zoned property adjacent to a residential property be non-illuminated. We are asking to have a development variance permit be issued to allow for an illuminated sign on this property.

Our reasons for asking for this variance are:

A) The illuminated sign would be built in accordance to the dark sky policies of Courtenay and the sign would have an opaque face where the letters alone would light up (including the reado board located on the sign, similar to DQ and Anco Inn). This would reduce the amount of ambient light that the neighboring properties would experience.

B) The southern neighboring property is realistically several properties over, but, as of the consolidation of property parcels into one lot, the single lot that the Salvation Army's Church occupies is relatively large and the sign is located relatively far away from that property. As the sign will be installed near the northern edge of the property, the southern neighbor is not likely to experience any issues with ambient illumination. This property will experience more direct illumination from the existing street light located across the street. We don't believe the light being emitted from the sign will be disturbing to the southern neighbor in this case.

C) The northern neighboring property is closer to the sign in question, however the property doesn't have any windows facing this sign directly. There is one bedroom window on this property that is west facing that is shrouded by a large shrub and this would essentially block the sign from being visible from that property.

The northern neighbor may, in many cases, be legitimately affected by the sign and we understand that this was the *raison d'être* for this section of the bylaw, however, we believe that this sign, and the dark skies policy compliant design of this sign, will not affect the neighbor sufficiently to prevent the variance application from being granted.

We are happy to address concerns from the two neighbors in question. Should you need any additional information, please let me know.

Jonathan Calderwood
General Manager
GRANT ILLUMINATED SIGNS LTD.
1711-19th St, Campbell River, BC V9W 4M4
Tel# 250-287-8558

Leitch, Dana

From: Jonathan Calderwood <jonathan@grantsigns.ca>
Sent: March-07-16 2:07 PM
To: Leitch, Dana
Subject: RE: salvation army sign variance -1590 Fitzgerald

Hi Dana,

Here are the answers to the questions.

Is the sign required because there is a visibility problem on the street? The sign is a replacement. We are wanting to utilize the illuminated sign to bring awareness to the community of the various services and activities that are available to them.

Is the sign located in an area that is a darkened area? Yes.

Does illumination need to be provided to advertise some evening service, if so what services? Yes. The building is used to facilitate a variety of Children, youth and adult programs. Programs include: Youth groups, parenting classes, addiction support programs and various others.

What is the hours of operation for the Comox Valley Community church? The Administration offices are open from 9-2 weekdays. Programs are offered several evenings each week and typically finish in the early evening around 8:00pm or 9:00pm.

Why does the sign have to be legible at night? Many of our patrons are single parents that work and are not able to visit the church during business hours. The sign is our main avenue to advertise the classes.

What other reasons, if any does the client need the sign to be illuminated?" The Salvation Army operates several courses designed to promote healthy living. We also provide food, clothing and furniture to hundreds of families in the community. The sign will be instrumental in letting people know what services we have available to them.

Thanks again,

Jonathan Calderwood
General Manager
GRANT ILLUMINATED SIGNS LTD.
1711-19th St, Campbell River, BC V9W 4M4
Tel# 250-287-8558
Cell# 250-507-5555
Fax# 250-286-1522
Email: jonathan@grantsigns.ca

The information in this email is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmissions, dissemination or other use of or taking of any action in reliance upon this information by persons or entities other than the intended recipient is prohibited. If you receive this email in error, please contact the sender and delete the material from any computer.

Attachment No. 3:
*Summary of Public Information
Meeting, December 4, 2015*

Leitch, Dana

From: Jonathan Calderwood <jonathan@grantsigns.ca>
Sent: January-21-16 8:23 AM
To: Leitch, Dana
Subject: FW: SCAN ATTACHED
Attachments: image001.png; ATT00195.htm; 20160119131159109.pdf; ATT00198.htm; 1590 FITZGERALD AVE. PUBLIC MEETING SIGN IN SHEET.pdf; ATT00201.htm

Hi Dana,

Here you go.

Location of the meeting was at site of development variance application

No minutes were taken as no-one was in attendance other than the representatives of Grant Signs and Salvation Army. Total attendees were as included in pdf attached. The meeting was advertised by direct mail as required by your directive. All information was provided at meeting should anyone attend. No questions were asked. We sat at the location for one hour to ensure we would be available should anyone be late.

Thanks.

This text was included in the original email but embedded in one of the htm's for some reason.

Jonathan Calderwood
General Manager
GRANT ILLUMINATED SIGNS LTD.
1711-19th St, Campbell River, BC V9W 4M4
Tel# 250-287-8558
Cell# 250-507-5555
Fax# 250-286-1522
Email: jonathan@grantsigns.ca

The information in this email is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmissions, dissemination or other use of or taking of any action in reliance upon this information by persons or entities other than the intended recipient is prohibited. If you receive this email in error, please contact the sender and delete the material from any computer.

PUBLIC INFORMATION MEETING
December 4, 201
SIGN IN SHEET
 FOR

arrived 9:45
 10:00am - 10:5
 left 11:00a

Meeting: Freestanding sign 1590 Fitzgerald Ave, Courtenay

NAME (Please Print)	ADDRESS
Jonathan Caldwell Grant Signs	19. 2055 GALERAO RD CAMPBELL
Brent Holden The Salvation Army	88 Mitchell RD Courtenay
EDWARD WARD	Grant Signs Representative.



STAFF REPORT

To: Council

File No.: 0550-04-2016/EP16009

From: Chief Administrative Officer

Date: April 4, 2016

Subject: 5th Street Complete Street Pilot Project – Update and Presentation from Urban Systems Ltd

PURPOSE:

The purpose of this report is to review with Council the work the City has undertaken to date on the Complete Streets project and solicit feedback on the goals and objectives for the 5th Street Pilot Project. This Council discussion will be used to inform the design options for the corridor.

POLICY ANALYSIS:

The 5th Street Complete Street Pilot Project provides an opportunity for the City to design, build and evaluate a street design approach that considers all potential road users, adjacent land uses and transportation network connections. The process will be used to inform future multi-modal road design projects.

EXECUTIVE SUMMARY & BACKGROUND:

The City of Courtenay, through the Multi-modal Transportation Strategy (2014), adopted the following vision: “The City of Courtenay supports a transportation network that prioritizes connectivity and access to daily destinations and, through a balanced approach to transportation planning, provides all road users safe choices in their mode of transportation.”

One approach the City is pursuing in regards to this vision is a Complete Streets Pilot Project, which is identified as one of Council’s 2016-2018 strategic priorities “As we build new or replace existing transportation infrastructure, we are consistent with what we learn from our Complete Streets Pilot Project”.

Based on previous evaluation and Council direction, 5th Street was identified as a priority corridor for a Complete Streets design approach. 5th Street between Fitzgerald Avenue and Menzies Avenue is a 530m corridor that connects to downtown Courtenay. The road was originally designed primarily for vehicles with wide lanes and parking on both sides of the street. Sidewalks are provide on both sides of the road and cycling is integrated the vehicle traffic through shared lanes.

On February 12, 2016 the City of Courtenay was awarded \$3.253 million in funding to construct a Complete Streets Pilot Project on this section of 5th Street. The Complete Streets enhancements being considered for this corridor include: expanding sidewalk width, installing bike lanes, landscape islands, curb bulb outs, and new pavement markings including pedestrian crosswalks. The renovation of the street will also include all underground utilities, including replacing all storm and sanitary sewer and water mains.

To initiate the conceptual design of this corridor, the consultants will undertake a facilitated discussion with Council regarding the goals and objectives for this corridor and potential road design features. This discussion will include reviewing each potential component of the street: pedestrian, cycling and transit facilities, vehicle movement and parking, landscaping and stormwater management, and underground utilities.

CAO RECOMMENDATIONS:

That based on the April 4th 2016 staff report entitled “5th Street Complete Streets Pilot Project – Update and Presentation from Urban Systems Ltd,” and presentation Council approve option 1 direct staff to proceed with public engagement as described in this report.



David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

DISCUSSION:

5th Street between from Fitzgerald Avenue to Menzies Avenue is a 530m corridor that connects to downtown Courtenay. The road was originally designed primarily for vehicles with wide lanes and parking on both sides of the street. Sidewalks are provide on both sides of the road and cycling is integrated the vehicle traffic through shared lanes.

The Complete Streets enhancements include expanding sidewalk width, providing bike lanes, curb bulb outs, and new pavement markings. The renovation of the street will also include all renewal of underground utilities, including replacing all storm and sanitary sewer and water pipes.

As previously directed by Council, this project will be developed as a pilot project. A pilot project approach allows the municipality to:

- Assess before and after impacts of the road design;
- Compare predicted costs with actual costs (capital and operating);
- Build awareness and broaden support for the shift in road design principles; and
- Support strategic goals or policies

The design of every Complete Street is different. The design depends on specific context including land use and transportation network connections, opportunities and constraints, community goals, and available funding. Therefore, this pilot project will not create the specific template for the design of Complete Streets in Courtenay, but instead pursue an approach that can be used to create context-specific, multi-modal road design throughout the community.

Dan Huang and Kate Berniaz from Urban Systems Ltd will be at the April 4th 2016 council meeting to re-introduce the project, facilitate discussion with Council regarding the goals and objectives for this corridor, and discuss potential road design features based on available space and an understanding of priorities for corridor use. This will include reviewing each potential component of the street: pedestrian, cycling and transit facilities, vehicle movement and parking, landscaping and stormwater management, and underground utilities.

This discussion on design components will include a review of current facilities, potential options, and design considerations. Important considerations to be discussed will be:

- Adjacent land use context;
- Multi-modal road network connections;

- Allocation of road space and prioritization of uses; and,
- Potential facility costs (capital and operating).

Staff is seeking initial feedback from Council to support ideas in the creation of the concept design.

FINANCIAL IMPLICATIONS:

On February 12, 2016 the City of Courtenay was awarded \$3.253 million in funding to construct a Complete Streets Pilot Project on a section of 5th Street. This funding is from the Strategic Priorities fund under the Federal Gas Tax Fund. This grant provides 100% funding for all eligible costs related to the infrastructure project.

ADMINISTRATIVE IMPLICATIONS:

This project is part of Staff’s 2016 workplan and as such, the project work is considered statutory.

ASSET MANAGEMENT IMPLICATIONS:

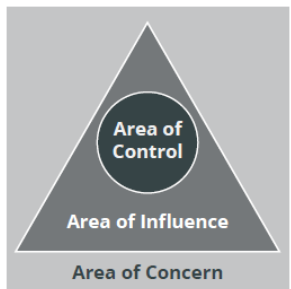
This project will result in the renewal of infrastructure assets including 530 meters of road, sidewalk, drainage system, sewer system and watermain. Condition assessments and a risk analysis workshop have been completed with Urban Systems and City representatives from Engineering and Public Works departments for the underground utilities. This process has determined that the existing underground assets are near their end of life and/or have capacity constraints necessitating replacement. The existing sidewalk infrastructure is sufficient, however it does not meet current City standards; the asphalt road surface is several years old and considered in satisfactory condition.

STRATEGIC PRIORITIES REFERENCE:

The Complete Streets Pilot Project is a Council priority and supports the 2016- 2018 Strategic Priority

We value multi-modal transportation in our community

○ As we build new or replace existing transportation infrastructure, we are consistent with what we learn from our Complete Streets Pilot Project



- **Area of Control**
The policy, works and programming matters that fall within Council's jurisdictional authority to act.
- ▲ **Area of Influence**
Matters that fall within shared or agreed jurisdiction between Council and another government or party.
- **Area of Concern**
Matters of interest outside Council's jurisdictional authority to act.

OFFICIAL COMMUNITY PLAN REFERENCE:

1. The Downtown

Maintain a pedestrian orientation in downtown and integrated transportation planning (i.e., taking all modes of movement into account). (pg 11)

Work with School District 71 to encourage more walking and biking to school, through proper siting and planning of new facilities, provision of necessary facilities on school sites, and through educational efforts. (pg 13)

Transportation

5.2 Goals

2. Development of a transportation system that provides choices for different modes of travel including vehicle, transit, pedestrian, cycling and people with mobility impairments. (pg 59)

5.3 Policies

7. The City will continue to pursue the development of a continuous, integrated bicycle network in order to promote and encourage cycling as a commuting alternative to the automobile and as a means of active recreation. (pg 60)

REGIONAL GROWTH STRATEGY REFERENCE:

Goal 4 – Transportation (pg 49, 50)

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

Targets: 20% bicycle and pedestrian commuters by 2030

CITIZEN/PUBLIC ENGAGEMENT:

Staff will consult with and involve key stakeholders and the public based on the IAP2 Spectrum of Public Participation:

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

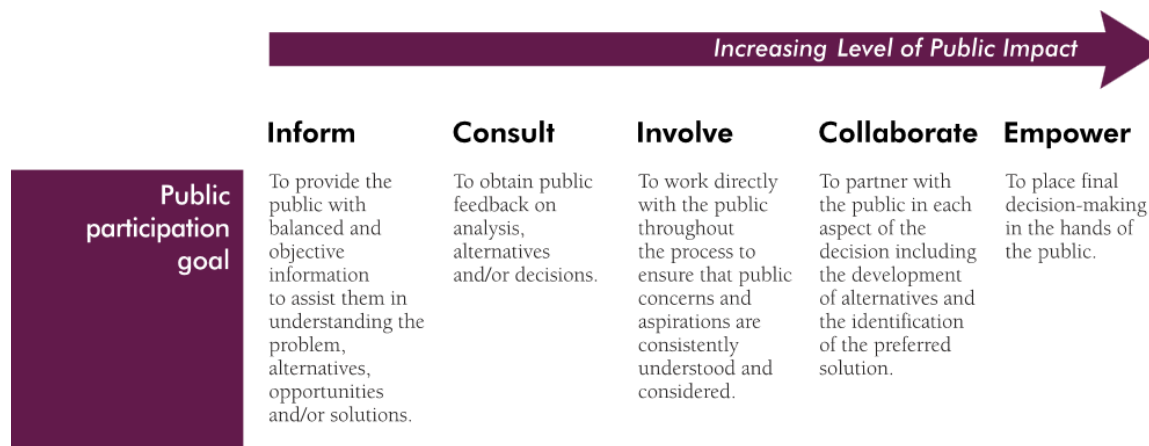


Table 1 describes the draft process that has been developed to provide appropriate time for Council feedback, as well as public engagement opportunities that will solicit input from key project stakeholders and the greater community at large for discussion with Council. This process forms the basis for the 1st phase of the project through which the conceptual design will be developed. It is considered “draft” and this report and presentation from Urban Systems Ltd will review the process with Council and obtain feedback to inform the final process.

Table 1 – Phase 1 “Draft” Project Outline

Event	Date	Activity
Council	April 4, 2016	A presentation to Council of the Complete Streets approach and design considerations and options on the 5 th Street corridor. This will be an opportunity for Council to ask questions and provide initial input into the potential design of the corridor.
Stakeholder Engagement	Early May 2016	Meetings with key stakeholders including business, transportation, environment and accessibility to review the Complete Streets approach and discuss design considerations and options for the 5 th Street corridor.
Public Open House #1	Early May 2016	Open house with display boards to provide information on the Complete Streets approach and design considerations and options for the 5 th Street corridor. Interactive displays and an exit survey will be used to collect input on transportation and corridor use priorities.
On-line Public Consultation	May 2016	Complete Streets and 5 th Street corridor information posted on the City of Courtenay website with

Event	Date	Activity
		opportunity to provide feedback.
Consultation Summary Briefing Note	June 2016	Summary of public, stakeholder and on-line consultation provided to Council.
Conceptual Design Process	June 2016	Conceptual design process to be undertaken by consultants to develop 2 or 3 corridor options based on engagement process.
Public Open House #2	June – July 2016	Open house with display boards of 2 or 3 conceptual design options for the corridor.
Council	June – July 2016	Presentation to Council of 2 or 3 conceptual design options for the corridor and a recommendation.

OPTIONS:

- Option1: That based on the April 4th 2016 staff report and presentation, Council direct staff to proceed with the public engagement as described herein.
- Option2: That Council direct staff to proceed with the public engagement based on an alternate approach.
- Option 3: That Council request additional information before proceeding with public engagement.

Prepared by:



Lesley Hatch, P.Eng.
Director of Engineering Services

Minutes of a City of Courtenay Heritage Advisory Commission meeting held February 24 2016 at 10:00 a.m. at the City of Courtenay.

Present: L. Burns J. Hagen J. Fortin R. Dingwall D. Griffiths

Absent: R. Smith L. Grant A. Ireson C. Piercy

MINUTES

Moved by J. Hagen and seconded by J. Fortin that the January 27 2016 minutes be adopted.

Carried

OLD BUSINESS

40 HOUSES

The commemoration plaque is to be erected on the City boulevard; the Commission is to come up with the wording. The homeowner who mows the boulevard will be contacted.

REPORT OF CENTENNIAL COMMITTEE

L. Burns reported that a Courtenay Spring Social is planned for March 18 as a fundraiser for the Centennial Legacy Fund.

Moved by D. Griffiths, seconded by R. Dingwall that a card of appreciation be sent to the City for the historic photograph murals erected around town for the Centennial, also thanking the museum for its part in the project.

Carried

1085 5th ST PRESENTATION

Tabled.

WORKSHOPS

Two workshops have been held to gather information for the national and provincial war memorial mapping projects. The next workshop will work on the wording for the plaque. Suggestions for future workshops were a downtown business inventory, heritage homes in city boundary extension areas, requirements for the next plaque.

RIVERFRONT DEVELOPMENT

Nothing further.

TRAIN STATION

It was reported that Commission members attended at the station with Rotary members on January 30 as they removed the contents of the freight side of the station. A productive discussion followed as to the role of the Commission in the planning process, and the procedures to be followed. A subcommittee of Lawrence Burns, Deb Griffiths and Ross Dingwall was struck to meet with Ian Buck to discuss this. Ross suggested packages of historical information could be made available to developers etc., and that real estate companies could be notified that such packages would be available at City Hall.

**DOWNTOWN
REVITALISATION**

Members informed of the Design Charette meetings to be held on March 7, 8 and 10.

FIFTH STREET

Members noted that the Complete Street project is to be fully funded by the federal government. The draft of the proposed letter for the City to send to the ICF is now in the hands of Ian Buck.

WAR MEMORIALS

Judy reported progress and the opportunity to meet with representatives of other jurisdictions in the area, including CFB Comox. She has coordinated with all communities in the Comox Valley and has nearly all the information she needs.

**CUMBERLAND
HERITAGE FAIR**

This was a successful event, with nearly all the "Historic Map of Downtown Courtenay" walking tour brochures being taken, and much interest shown in the large maps displayed.

Moved by J. Hagen, seconded by Ross Dingwall that a card of appreciation be sent to the organizers.

Carried

NEW BUSINESS

MUSEUM REPORT

The Museum will hold 2 exhibitions leading up to the 150th anniversary of Confederation. Deb has met with City staffer Dave Snider. The museum is working with the Tiger Lily development proponents.

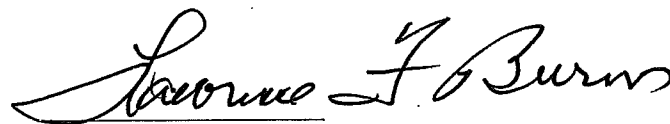
FYI

The owners of 1805 Cumberland Road, a 1920's house outside the Commission's original inventory, contacted Lawrence for historical information on the house: the owners of 320 Pidcock also

CORRESPONDENCE

None noted this month.

Next Meeting: March 23 2016 at 10 a.m.
The meeting adjourned at 12.15 pm.


Chair



THE CORPORATION OF THE CITY OF COURTENAY

MEMORANDUM

To: Council

File No.: 5280-12

From: Chief Administrative Officer

Date: March 24, 2016

Subject: R8/2016 – March 14, 2016: Council GHG Emissions and Climate Change Statement

ISSUE:

On Friday March 18, 2015 the Resolution below was posted on Council's behalf on the BC government Climate Leadership public consultation website.

Minutes of a Regular Council Meeting held in the City Hall Council Chambers, Courtenay, BC March 14, 2016.

11.00 NEW BUSINESS

.02 Councillor D. Frisch

WHEREAS the City of Courtenay supports the reduction of greenhouse gas emissions to address climate change;

THEREFORE BE IT RESOLVED that Council be on record in support of the B.C. Government Climate Action Plan and request that staff write to the B.C. Government requesting support in the following areas:

1. Funding for increased Active Transportation Infrastructure including:
 1. Pedestrians;
 2. Bicycles;
 3. Scooters; and
 4. Transit.

2. Residential Building Retrofit Incentives including:
 1. A strong provincial incentive program like "Live Smart Program"; and
 2. A Local Improvement Charge mechanism to allow municipalities to extend Finance Authority Loans for Energy Retrofit programs.

Carried

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer



BRIEFING NOTE

To: Council

File No.: 5220-02

From: Chief Administrative Officer

Date: March 31, 2016

Subject: Subdivision and Development Servicing Bylaw - Project Update

ISSUE:

This Briefing Note is to update Council on the status of the revision of the City of Courtenay's Subdivision Control Bylaw, engineering design guidelines, construction specifications and detailed drawings.

BACKGROUND:

The City of Courtenay's existing *Subdivision Control Bylaw* was originally adopted in 1986. This bylaw regulates the subdivision of lands, establishes standard of services for new subdivisions within the City of Courtenay and is vastly outdated. For this reason, staff undertook a project to update this document with the goals of:

- Encapsulating existing design practices and specifications that are not part of the current bylaw;
- Providing clear expectations for the development community in the provision of new assets;
- Providing clear expectations for staff in delivering infrastructure renewal projects;
- Establishing an Approved Products List for consistent application and ease of maintenance; and
- Modernizing the bylaw to reflect current day practices.

In the spring of 2014, City Staff engaged an Engineering Consultant firm to assist with the bylaw revision project. After a year of working with this Consultant and little progress, staff chose to terminate the contract and seek the services of another firm. This resulted in a delay to the project of approximately 5 months while information was transferred and the new firm brought up to speed. Over the past 6 months, Urban Systems Ltd. has supported staff in bringing the project to completion.

In undertaking this bylaw revision the City has chosen to build on the Master Municipal Construction Document (MMCD) publications as a base document to form our standards and specifications with additional supplementary clauses and specifications to suit the City's requirements. The MMCD is a widely used document in both the private and public sectors offering inter-jurisdictional consistency in most construction standards and specifications.

KEY CONSIDERATIONS:

This briefing note outlines the proposed project schedule and public engagement process for the revised Subdivision and Development Servicing Bylaw project. This has been developed to provide an appropriate time for Council discussion and feedback, an opportunity for public consultation and input from the local development community and public at large. The process is outlined in the table below:

Event	Date	Activity
Committee of the Whole	April 25, 2016	A presentation to Council of the proposed <i>Subdivision Development Servicing Bylaw</i> to review changes, answer questions and accept feedback.
Development Community Workshop	April 26, 2016 2:00-4:00pm Crown Isle Conference Room	Presentation and workshop with the local development community (Developers, Engineers and Contractors), interest groups and development associations.
Public Open House	April 26, 2016 6:00-8:00pm Crown Isle Conference Room	Open house with the Public with presentation boards and opportunity for casual discussion and to provide feedback.
On-line Public Consultation	April 26 – May 17, 2016	Bylaw update information posted on the City of Courtenay website with opportunity for the public and development sector to provide feedback.
Council	June, 2016	Report to Council including consultation summary. Proposed bylaw incorporating any changes based on the public consultation presented to Council for consideration of first, second and third reading.
Council	July, 2016	Proposed bylaw presented to Council for consideration for final adoption.

Prepared by:



Tyler Madsen, ASCT.
 Manager of Infrastructure Planning

Lesley Hatch, P.Eng.
 Director of Engineering Services

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2844

A bylaw to establish a Tree Planting and Replacement Reserve Fund

WHEREAS Section 8 of the *Community Charter* states that a Council may, by bylaw, regulate, prohibit and impose requirements in relation to trees.

AND WHEREAS Section 188 of the *Community Charter* states that a Council may, by bylaw, establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund only for the specified purpose.

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

1. That a tree planting and replacement reserve fund be hereby established under the provisions of Section 8 and 188 of the *Community Charter* to be known as the “Tree Planting and Replacement Reserve Fund”.
2. That funds in the Tree Planting and Replacement Reserve Fund and the interest earned must only be used for the planting of trees on public lands or on private lands in accordance with a program created by the City of Courtenay to provide tree planting incentives to private land owners.
3. This bylaw shall come into full force and effect and be binding on persons upon final adoption hereof.
4. This bylaw shall be cited for all purposes as “**Tree Planting and Replacement Reserve Fund Establishment Bylaw No. 2844, 2016**”.

Read a first time this 4th day of April, 2016

Read a second time this 4th day of April, 2016

Read a third time this 4th day of April, 2016

Finally passed and adopted this day of , 2016

Mayor

Director of Legislative Services

