

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

DATE: December 04, 2017
PLACE: City Hall Council Chambers
TIME: 4:00 p.m.

1.00 ADOPTION OF MINUTES

- 1 1. Adopt November 20th, 2017 Regular Council meeting minutes
- 7 2. Adopt November 27th, 2017 Committee of the Whole meeting minutes

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

- 1. Travis Lane, Director, BC Independent Cannabis Association (BCICA)

4.00 STAFF REPORTS/PRESENTATIONS

(a) Development Services

- 9 1. Development Permit with Variance No. 1716 – 750 30th Street

(b) Public Works Services

- 35 2. WinterFest 2018 Event

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

- 39 1. Briefing Note - Needle Dispenser Program – Island Health Authority Proposal
- 41 2. Heritage Advisory Commission Meeting Minutes October 25, 2017

7.00 REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES

8.00 RESOLUTIONS OF COUNCIL

1. In Camera Meeting

That notice is hereby given that a Special In-Camera meeting closed to the public will be held December 4th, 2017 at the conclusion of the Regular Council Meeting pursuant to the following sub-sections of the *Community Charter*:

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

2. Mayor Jangula – Housing Motion

“WHEREAS

- 1) currently, 51% of Courtenay residents living in rental property are paying in excess of 30% of their monthly income which is classified as “unaffordable” rental housing; and
- 2) the availability of housing options provides opportunities for each demographic; new residents, students, young families, seniors and others to find appropriate housing that fits their budget and needs; and
- 3) those who cannot afford to purchase a home rely on a supply of rental housing, which puts further pressure on rental availability and costs, that reality will be further aggravated with the implementation of the new federal mortgage lending rules; and
- 4) a strong, stable and sustainable housing industry creates jobs, is a major economic contributor to our local business economy and provides increased municipal tax revenue to provide additional services and amenities for our community; and
- 5) the Federal Government has announced their affordable housing plan that will include, in addition to building 100,000 new units and repairing another 300,000 units, financial assistance for renters through the Canada Housing Benefit program; and
- 6) both the Provincial Government and Official Opposition have identified the need “to help developers and cities streamline approval processes for housing projects”;

THEREFORE BE IT RESOLVED THAT Council direct staff to implement the following measures to expedite delivery of additional housing, including:

- 1) an immediate and comprehensive evaluation of all housing development applications currently at City Hall and identify those projects that are over 90 days from submission;

- 2) establish a committee of three elected officials including the Mayor to review those applications which have been in the system over 90 days with staff to find ways to prioritize and expedite their approval;
- 3) implement measures to reduce bureaucracy and streamline the approval process going forward;
- 4) establishment of a joint committee comprising of two elected officials including the Mayor, city staff and the Comox Valley Development and Construction Association to meet on a regular basis to discuss and resolve matters concerning project approvals as well as pursue opportunities to reduce project and housing costs;
- 5) provide Council with a report outlining all the bureaucratic processes and “add on costs” for home builders that add to the final costs of new housing;
- 6) identify infrastructure deficiencies that may impede development of current and future projects and provide council with an action plan; and
- 7) provide Council with regular updates of project approvals.

9.00 UNFINISHED BUSINESS

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

53 1. 2018 AVICC Convention Resolutions and Nominations

63 2. 2018 VIRL Board of Trustees

Council to Appoint a Representative and alternate to the 2018 VIRL Board
(Currently Councillor Theos with Councillor Frisch as alternate)

12.00 BYLAWS

For Third Reading

- 65 1. “Zoning Amendment Bylaw No. 2900, 2017”
(to Allow for a Secondary Detached Dwelling, 191 Willemar Avenue)

For Final Adoption

- 65 1. “Zoning Amendment Bylaw No. 2900, 2017”
(to Allow for a Secondary Detached Dwelling, 191 Willemar Avenue)
- 67 2. “Zoning Amendment Bylaw No. 2868, 2017”
(for a Mixed Use CD Zone (CD-26), 3040 & 3070 Kilpatrick Avenue)
- 79 3. “Officer’s Designation and Establishment of Powers, Duties, and Responsibilities Bylaw No. 2913, 2017”
(A bylaw to designate and to establish the powers, duties, and responsibilities of Officers for the City of Courtenay)
- 81 4. Zoning Amendment Bylaw No. 2810, 2017
(from Residential One B (R-1B) Public Assembly Two (PA-2) 3300 Mission Road)

13.00 ADJOURNMENT

Minutes of a Regular Council Meeting held in the City Hall Council Chambers, Courtenay B.C., on Monday, November 20, 2017 at 4:00 p.m.

Attending:

Mayor: L. V. Jangula
Councillors: E. Eriksson
D. Frisch via Teleconference
D. Hillian
R. Lennox
M. Theos
B. Wells

Staff:

D. Allen, CAO
J. Ward, Director of Legislative and Corporate Services/Deputy CAO
W. Sorichta, Manager of Corporate Administrative Services
I. Buck, Director of Development Services
T. Kushner, Director of Public Works Services
B. Parschauer, Director of Financial Services

1.00 ADOPTION OF MINUTES

.01 Moved by Wells and seconded by Lennox that the November 06,
MINUTES 2017 Regular Council meeting minutes and the November 14, 2017
Special Council meeting minutes be adopted.
Carried

2.00 ADOPTION OF LATE ITEMS

3.00 DELEGATIONS

Brian McKay made a presentation to Council regarding concerns related to dump truck and large commercial traffic on Royal Vista Way, Majestic Drive and Crown Isle Drive.

Moved by Hillian and seconded by Frisch, that Council consider the delegation request immediately.

Carried

Moved by Hillian and seconded by Lennox that Council request a staff report on options for resolving the heavy traffic issue as presented by the delegation.

Carried

The council meeting recessed at 4:25 p.m. to permit delegations to clear Council Chambers
The meeting reconvened at 4:27 p.m.

4.00 STAFF REPORTS/PRESENTATIONS

.01 Moved by Eriksson and seconded by Frisch that Kory Wagstaff speak to the concern regarding illuminated electronic free standing message board and directional signage.
DEVELOPMENT
VARIANCE PERMIT
NO. 1705 – 1089 **Carried**
BRAIDWOOD ROAD
3090-20-1705

Moved by Frisch and seconded by Lennox that based on the November 20th, 2017 staff report “Development Variance Permit No. 1705 – 1089 Braidwood Road”, Council support approving OPTION 1 and not issue Development Variance Permit No. 1705.

Defeated
In Favour: Councillors Frisch, Hillian and Lennox
Opposed: Mayor Jangula and Councillors Eriksson, Theos and Wells

Moved by Eriksson and seconded by Theos that based on the November 20th, 2017 staff report “Development Variance Permit No. 1705 – 1089 Braidwood Road”, Council support approving OPTION 2 and approve Development Variance Permit No. 1705 for a freestanding sign with an electronic message board as presented in the submission.

Carried with Councillor Frisch opposed

.02 Moved by Wells and seconded by Theos that based on the November 20th, 2017 staff report “Audit Service Plan for Year Ending December 31, 2017”, Council approve OPTION 1 to receive the Audit Service Plan for the year ending December 31, 2017.
AUDIT SERVICE PLAN
FOR YEAR ENDING
DECEMBER 31, 2017
1680-01 **Carried**

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

.01 The November 20, 2017 Briefing Note, “Investing City Funds”,
INVESTING CITY was received for information.
FUNDS
1855-01

**The council meeting recessed at 4:57 p.m. for the Public Hearing regarding Bylaw 2900.
The meeting reconvened at 5:18 p.m.**

.02 Moved by Hillian and seconded by Lennox that the November 15, 2017 Memorandum “Lewis Park Staircase Project”, be received for information.
LEWIS PARK
STAIRCASE PROJECT
6140-103 **Carried**

7.00 REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES

COUNCILLOR
ERIKSSON

Councillor Eriksson reviewed his attendance at the following events:

- US Veteran’s Day and First Responders ceremony

Councillor Eriksson mentioned the upcoming Walk of Achievement ceremony 12:00 p.m., Saturday, November 25, 2017 for Jock Finlayson

COUNCILLOR
HILLIAN

Councillor Hillian reviewed his attendance at the following events:

- Courtenay Remembrance Day ceremony
- Meeting with John Howard Society of North Island (gifted Abbeyfield house)

Councillor Hillian acknowledged retiring volunteers, Judy and Bruce Wing, for their fundraising efforts at the 1st Tuesday fundraisers hosted at the Mex Pub

COUNCILLOR
FRISCH

Councillor Frisch reviewed his attendance at the following events:

- CVRD Water Committee
- CVRD Solid Waste

COUNCILLOR
THEOS

Councillor Theos reviewed his attendance at the following events:

- CVRD Hospital Board
- CVRD Solid Waste

COUNCILLOR
WELLS

Councillor Wells reviewed his attendance at the following events:

- Cumberland Trivia Night fundraiser for Cumberland Community Forest Society
- Courtenay Remembrance Day Ceremony
- North Island Hospital, Comox Valley Campus grand opening
- Inspirational Talk, hosted by Live Comox Valley and Comox Valley Toastmasters
- Comox Valley Christmas Parade

MAYOR
JANGULA

Mayor Jangula reviewed his attendance at the following events:

- CVRD Water Committee
- Courtenay Remembrance Day ceremony
- DCBIA Tree Lighting ceremony
- Opening of Spirits of the West Coast Native Art Gallery
- Comox Valley Christmas Parade

8.00 RESOLUTIONS OF COUNCIL

.01

IN CAMERA
MEETING

Moved by Hillian and seconded by Wells that notice is hereby given that a Special In-Camera meeting closed to the public will be held November 20th, 2017 at the conclusion of the Regular Council Meeting pursuant to the following sub-sections of the *Community Charter*:

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

Carried

9.00 UNFINISHED BUSINESS

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

.01

CVED'S REQUEST FOR
SUPPORT AND 6TH
STREET ROAD
CLOSURE –
WINTERFEST 2018
5400-04

Moved by Lennox and seconded by Wells that Council direct staff to investigate costs and implications for the provision of resources and the temporary road closure of 6th Street in support of the Winterfest 2018 event.

Carried

.02

HOUSING
PARTNERSHIP
CONFERENCE
INVITATION
DEC. 7 & 8, 2017
0390-01

The invitation from the Minister of Municipal Affairs and Housing to attend the Housing Partnership Conference, hosted in Richmond, December 7 & 8, 2017, was received for information.

12.00 BYLAWS

.01

BYLAW NO. 2913,
2017
OFFICER'S
DESIGNATION &
ESTABLISHMENT OF
POWERS, DUTIES, &
RESPONSIBILITIES

Moved by Hillian and seconded by Wells that "Officer's Designation and Establishment of Powers, Duties, and Responsibilities Bylaw No. 2913, 2017" pass first, second and third reading.

Carried

R22/2017 – November 20, 2017

.02 Moved by Wells and seconded by Lennox that “Assessment
BYLAW NO. 2896, Appeals Reserve Bylaw No. 2896, 2017” be finally adopted.
2017 **Carried**
ASSESSMENT
APPEALS RESERVE

.03 Moved by Hillian and seconded by Wells that “City of Courtenay
BYLAW NO. 2904, Fees and Charges Amendment Bylaw No. 2904, 2017” be finally
2017 adopted.
FEES AND CHARGES **Carried**
AMENDMENT

13.00 ADJOURNMENT

.01 Moved by Hillian and seconded by Wells that the meeting now
adjourn at 5:52 p.m.
Carried

CERTIFIED CORRECT

Director of Legislative Services

Adopted this 20th day of November, 2017

Mayor

Minutes of a Committee of the Whole meeting held Monday, November 27, 2017 at 4:00 p.m. in the City Hall Council Chambers.

Attending:

Mayor: L.V. Jangula
Councillors: E. Eriksson
D. Frisch via Teleconference
D. Hillian
R. Lennox
M. Theos
B. Wells

Staff:

D. Allen, CAO
J. Ward, Director of Legislative and Corporate Services / Deputy CAO
W. Sorichta, Manager of Corporate Administrative Services

1.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

.01 The November 27, 2017 Memorandum “FCM Conference 2018”,
FCM CONFERENCE was reviewed by Council followed by general discussion.
2018
0400-20

2.00 RESOLUTIONS OF COUNCIL

.01 Moved by Hillian and seconded by Wells that;
COUNCILLOR HILLIAN
– VOLUNTEER
RECOGNITION

WHEREAS Judy and Bruce Wing have completed nine years of producing the 1st Tuesday Fundraisers at the Mex pub, events where a local performer is chosen to entertain and a charity is selected for the proceeds of the evening;

AND WHEREAS the 108 concerts to date have raised approximately \$47,000 for organizations such as Hospice, Yana, the Food Bank, Glacier View Lodge, the Canadian Cancer Society and the Heart & Stroke fund among others;

AND WHEREAS Mr. Roy Tai and the Mex Pub have provided both the venue and the financial backing for the 1st Tuesday Fundraisers for those nine years and have been wonderfully supportive;

THEREFORE BE IT RESOLVED that on the occasion of the Wings’ retirement from organizing 1st Tuesday Fundraisers, the City of Courtenay recognizes and expresses gratitude to Judy and Bruce Wing for their community spirit and long term efforts to contribute to and improve the life of our community, and to Roy Tai and his Mex Pub staff for their community minded backing and support for these events.

Carried

3.00 ADJOURNMENT

.01

Moved by Wells and seconded by Hillian that the meeting now adjourn at 4:05 p.m.

Carried

CERTIFIED CORRECT

Director of Legislative Services

Adopted this 4th day of December, 2017

Mayor



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 3060-20-1716

From: Chief Administrative Officer

Date: December 4, 2017

Subject: Development Permit with Variance No. 1716– 750 30th Street

PURPOSE:

The purpose of this report is for Council to consider issuing a Development Permit for the form and character of an industrial development including variances to reduce the required landscaped areas on the property legally described as Lot 7, Section 67, Comox District, Plan 35438.

CAO RECOMMENDATIONS:

That based on the December 4, 2017 staff report “Development Permit with Variances No. 1716 – 750 30th Street”, Council support approving OPTION 1 and proceed with issuing Development Permit with Variances No. 1716.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The applicant is proposing to construct a new light industrial building on a 1492 m² (0.37 ac) property located at 750 30th Street. The property is currently zoned I-2 (Industrial 2 Zone), which permits the intended use. The property is surrounded by industrial lands to the north, east and west. To the south there is a mix of industrial land and Anfield Centre a retail commercial shopping centre whose tenants include Walmart, Staples, Winners and Sport Check.

The property is accessed from 30th Street and is serviced by City services. Currently, the property is vacant of buildings and structures



Figure No. 1 Subject Property outlined in Red

but does contain existing infrastructure including asphalt paving, a parking area, curbing, some landscaping, an irrigation system, an engineered drainage system, water lines and chain link fencing.

The proposed development contains a two-storey 292 m² (3150 ft²) prefabricated industrial shop containing two service bays, a meeting room and office space.

The owner is a logging road contractor who wishes to provide: space to service and repair industrial equipment; office space for three employees and storage space for the business. The building will also contain a reception area, restroom facilities and a combination meeting and lunch room. The building will be steel frame construction and exterior finishes will include steel roofing and charcoal coloured metal siding. The rear and westerly elevations of the structure will be sided with metal siding.

The purpose of this report is to evaluate the form and character of the proposed development based on the guidelines in the Official Community Plan (OCP) and whether the variances requested are acceptable based on the conditions of the site and greater community interests. In this project, the applicant is requesting variances to the landscaping regulations and policies in the Zoning and OCP bylaw. Table 1 provides a detailed overview of the relevant regulations for landscaping in bylaws and summarizes the requested variances.

Table No. 1: Summary of Relevant Landscape Regulations and Applicant’s Proposed Variances

Relevant Regulations	Proposed Landscape Variances
<p>Zoning Regulation 8.24.11 (1) A landscape area of 3.0 metres shall be provided along the inside of all affected property lines.</p> <p>OCP Policy 8.4.3 C (6) A minimum 7.5 metre continuous landscape buffer area shall be provided along all adjacent residential or institutional property boundaries and 3.0 metres adjacent all other uses.</p> <p>Zoning Regulation 8.24.11 (2) Where a lot in this zone adjoins a street, a landscaped area of at least 6.0 m in width extending along the entire frontage of the property on the street shall be provided inside the property line.</p> <p>OCP Policy 8.4.3 C (3) A continuous perimeter landscaped area of at least 6.0 metres in width shall be provided along the width of all property lines adjacent to roads.</p> <p>Zoning Regulation 8.24.11 (3) To separate all storage yards from adjacent properties, a landscaped buffer area of at least 3.0 m in width and 2.0 m in height shall be provided along the inside of all property lines.</p>	<ul style="list-style-type: none"> • Reduce the required landscaped area along the entire frontage of the property from 6.0 metres to 3.0 metres (northern property line). • Reduce the required landscaped area inside the western property line from 3.0 metres to 1.0 metre; • Reduce the required landscaped area inside the eastern property line from 3.0 metres to 0 metres; • Reduce the required landscaped area inside the southern property line from 3.0 metres to 2.0 metres; and • Permit parking and outdoor storage within the landscape setback area.

<p>OCP Policy 8.4.3 C</p> <p>(5) To separate parking, services or storage areas from adjacent properties, a landscaped buffer area of at least 3.0 metres in width and 2.0 metres in height, shall be provided along the inside of all property lines.</p>	
<p>Official Community Plan Bylaw No. 2387 Policy 8.4.3 C</p> <p>(4) Parking and outdoor storage shall not be permitted in the required landscape setback.</p>	<p>Applicant is proposing to maintain the existing parking and outdoor storage area which is already located in the landscape setback area.</p>

DISCUSSION:

Official Community Plan Review

The subject property is designated Industrial in the OCP. The OCP requires all industrial developments to meet the Industrial Development Permit Guidelines for form and character. The intent of these guidelines is to ensure that development is integrated with adjoining land uses and presents an attractive streetscape and building appearance.

Form and Character

The proposed plan is generally consistent with the form and character guidelines. The building and elevation plans illustrate that the building is two storey prefabricated structure containing steel frame construction. The applicant is proposing steel hipped rooflines and charcoal coloured metal siding. There are existing landscaped areas inside all property lines and landscaping enhancements are proposed along the northern and eastern property lines. A number of windows have been incorporated into the building facades. Staff have evaluated the design and believe it lends continuity to the adjacent industrial buildings and maintains the visual character of the area.

Signage

The applicant is proposing to place new signage on the property which will be reviewed and evaluated when a separate sign permit application is made.

Siting, Landscaping, & Screening

Along the front property line the applicant is proposing to retain the existing 3.0 metre landscaped area. Landscaping along this property line will be enhanced with additional planting materials added to the planters and continuous hedging along the property line up to the area occupied by the interior gate.

A landscaped area of 4.0 metres exists along the front and rear parts of the western side yards and will be reduced to 1.0 metre to accommodate a landscape strip made of cobble over landscaped fabric behind the proposed building. This strip is required to provide maintenance access and drainage long the perimeter of the building. Additionally, the applicant is proposing to install a 2.0 metre high solid timber fence adjacent to the building. The chain link fence and retaining wall are to remain in their current location.

A landscaped area of 1.5 metres exists in the front portion of the eastern side yard and there is no landscaping provided along the remainder of this property line. The remaining area will be paved to

accommodate internal vehicular movement associated with the industrial use. The applicant will be enhancing landscape plantings in the planters as well as will provide continuous hedging up to the interior gate. The applicant will be installing a new bicycle rack and a 2.0 metre high solid timber fence in the eastern side yard.

A landscaped area of 2.0 metres is being provided along the rear property line and the existing 4.5 metre high hedge will be retained. The applicant will be installing a 2.0 metre high solid timber fence and a double swing gate to screen the garbage and recycling facilities on the property. The applicant has stated that it is not cost effective remove the existing infrastructure in this area including the curb and irrigation system and removing it could expose roots and reduce the health of the existing screening (hedging).

An evaluation of the landscape plan has been carried out from both aesthetics and function perspective. A review of the plan has identified there are no significant privacy issues that could impact adjacent properties. The proposed landscaping will enhance what exists on site today and is generally consistent with landscaping in the immediate area. Additionally, the proposed variances will not compromise the functionality of the development.

Lighting

The applicant is proposing new exterior lighting for both vehicular and pedestrian safety and security. The applicant has informed staff that no lighting will glare on neighbouring properties, roads or sky and that all lighting will be full-cut off/flat lens lighting.

Site Access and Parking

Access to the development site is proposed from 30th Street and parking areas will be screened from adjacent properties where required. The parking stalls located in the front yard of the development will be screened by a combination of landscaping and fencing.

The parking in the rear yard along the western and southern property boundaries will be screened by a combination of a 4.0 metre landscaped area that runs along the western property boundary and a 4.5 metre high cedar hedge that extends along the southern property line. For additional screening, a solid timber fence is being constructed in the western side yard adjacent to the industrial building.

Parking areas have been broken down into two smaller parking areas located in the front and rear yards and have they have been integrated with existing and enhanced landscaped areas. Bicycle parking has been provided for at the building's entrance and in the eastern side yard behind a 2.0 metre high cedar gate and a sitting bench will be located outside the buildings front entrance.

The applicant has provided an approved auto turn analysis to demonstrate the safe and efficient movement of pedestrian and vehicular traffic on the site and to ensure the adequate circulation of vehicles.

Staff believes the applicant's proposed parking plan meet the guidelines.

The proposed landscaping is similar to landscaping on adjacent properties. The applicant's request for landscape variances along the site's property lines will enable more efficient use of the site and will facilitate the use of the existing drainage system, paving and curbing which limits the need for major site preparation or earthworks. Additionally, the variances will have a negligible impact on privacy for existing

buildings located on adjacent properties as they have no windows on their facades facing the new development.

Zoning Review

A contractor's office is a permitted use in the I-2 Zone. However, as mentioned earlier, the project requires variances to the landscaped areas along the insides of the property lines to: accommodate the siting of the industrial building, enable the existing parking areas to be fully utilized, to ensure the safe and efficient movement of vehicles associated with the proposed use and to provide and maintain access and drainage along the perimeter of the building.

The proposed development meets all other requirements of the I-2 zone including, lot coverage, building height, building setbacks and parking.

FINANCIAL IMPLICATIONS:

Should Development Permit with Variances No. 1716 be approved, the applicant will be required to pay Development Cost Charges at the time of Building Permit Application. Development Cost Charges are collected by both the City and the Comox Valley Regional District and for industrial land and the rate is based on lot area. The City of Courtenay's DCC rate is collected at \$85,432.56 per hectare of industrial land and the CVRD collects DCC's at a rate of \$37,027 per hectare (water) and \$59,804 per hectare (sewerage).

Building Permit application fee will also be collected at a rate of \$7.50 for every \$1,000 of construction value.

ADMINISTRATIVE IMPLICATIONS:

The processing of development applications is included in the current work plan as a statutory component. Staff has spent approximately 12 hours processing this application. 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 the Building Permit application including inspections, plan checking and the building referral process.

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 priorities to support meeting the fundamental corporate and statutory obligations of the City and to support densification aligned with community input and the regional growth strategy.

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 falls 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:

Industrial Policies:

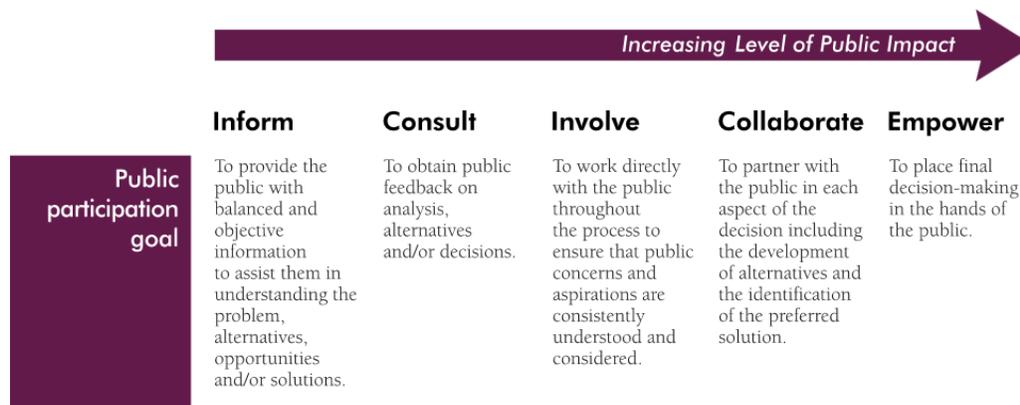
- 4.3.2 Support the continuation of existing industrial areas.
- 4.3.2 Encourage industrial development as a means of diversifying the City’s economy.

REGIONAL GROWTH STRATEGY REFERENCE:

The proposed development is consistent with the following Regional Growth Strategy policy: maintaining a sufficient supply of serviced industrial land to meet the needs of the regional economy.

CITIZEN/PUBLIC ENGAGEMENT:

The level of public input staff is undertaking is to **consult** based on the IAP2 Spectrum of Public Participation: http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf



Prior to this application proceeding to Council, the applicant held a public information meeting on October 12, 2017 at 6:30 pm at the Vancouver Island Regional library on 6th Street in Courtenay. The applicant provided notices to all property owners and occupiers within a 30 metre radius of the property and prepared a public meeting package for residents. The package included a site plan, landscape plan, a subject property map, elevation plans and comment sheets. Four residents attended the meeting and their comments are referenced in **Attachment No.2**.

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

OPTIONS:

- OPTION 1:** That based on the December 4, 2017 staff report “Development Permit with Variances No. 1716 – 750 30th Street” Council proceed with issuing Development Permit with Variances No. 1711 (Recommended).
- OPTION 2:** Postpone consideration of Development Permit with Variances No. 1716 with a request for more information.
- OPTION 3:** Not proceed with Development Permit with Variances No. 1716.

Prepared by:

Approved by:



Dana Beatson, MCIP, RPP
Planner 1



Ian Buck, MCIP, RPP
Director of Development Services

Attachments:

1. *Draft Development Permit with Variances No. 1716 with Associated Schedules*
2. *Public Information Meeting Comments and Meeting*
3. *Applicant’s Submissions*

THE CORPORATION OF THE CITY OF COURTENAY

**Attachment No. 1: Draft
Development Permit with
Variances No. 1716**

Permit No. DPwV No. 1716

DEVELOPMENT PERMIT

DRAFT

December 4, 2017

To issue a Development Permit

To: Name: 0988875 B.C. LTD., INC.NO. BC0988875
Address: 4583 KILMARNOCK DRIVE
COURTENAY, BC
V9N 9S6

Property to which permit refers:

Legal: Lot 7, Section 67, Comox District, Plan 35438

Civic: 750 30th Street

Conditions of Permit:

Permit issued to allow for the construction of an industrial building with the following variances to the *City of Courtenay Zoning Bylaw No. 2500, 2007*:

The following landscaped areas shall apply on Lot 7, Section 67, Comox District, Plan 35438

8.24.11 Landscape and Screening

1. Reduce the required landscaped area along the entire frontage of the property from 6.0 metres to 3.0 metres;
2. Reduce the required landscaped area inside the western property line from 3.0 metres to 1.0 metre;
3. Reduce the required landscaped area inside the eastern property line from 3.0 metres to 0 metres;
and
4. Reduce the required landscaped area inside the southern property line from 3.0 metres to 2.0 metres.

Development Permit with Variance No. 1716 is subject to the following conditions:

- a) Development must be in accordance with the plans and elevations contained in **Schedule No.1;**
- b) Installation of landscaping in general conformance with the plans and specifications contained in **Schedule No. 2;**
- c) Minimum depth of topsoil or amended organic soil on all landscaped areas as follows: shrubs – 450 mm, groundcover and grass – 300 mm, trees 300 mm around and below the root ball;
- d) Submission of landscape security in the amount of (125% x \$15,323.00) \$19,153.75;
- e) Landscaping must be completed within six months of the date of issuance of the occupancy permit by the City;
- f) All building and site lighting must be full cut off, flat lens in accordance with the City's Dark Skies

Policy. All proposed lighting must be approved by the City prior to installation;

- g) Parking areas must be developed in accordance with Zoning Bylaw No. 2500, 2007, Division 7, Off-Street Parking and Loading Spaces. Visitor parking spaces must be clearly marked;
- h) A sign permit shall be obtained prior to installation of new signage on the property; and
- i) No alterations or amendments shall be made without the City's permission. If any amendments are required the applicant shall apply for either an amendment to the development permit or a new development permit.

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.

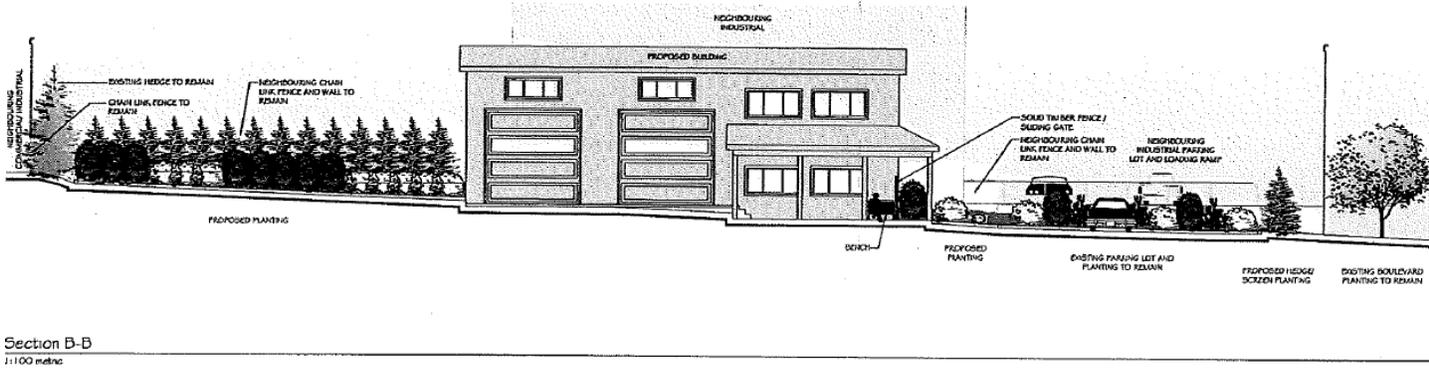
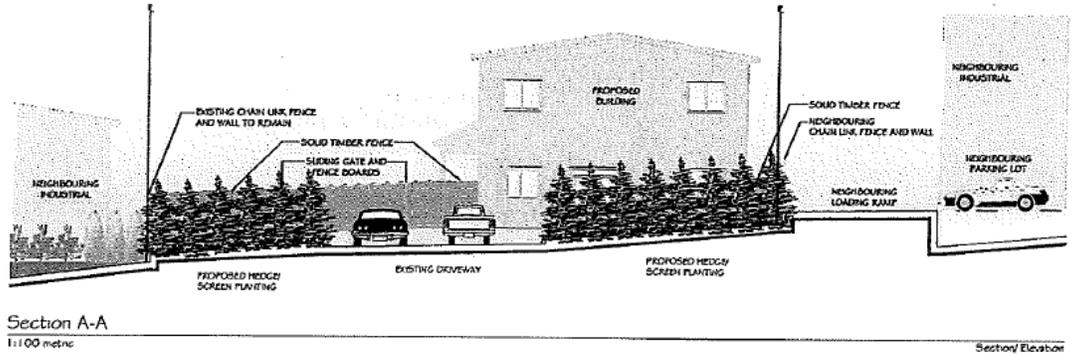
Date

Director of Legislative Services

Draft Development Permit with Variances

**Schedule No. 1
(2 of 4)**

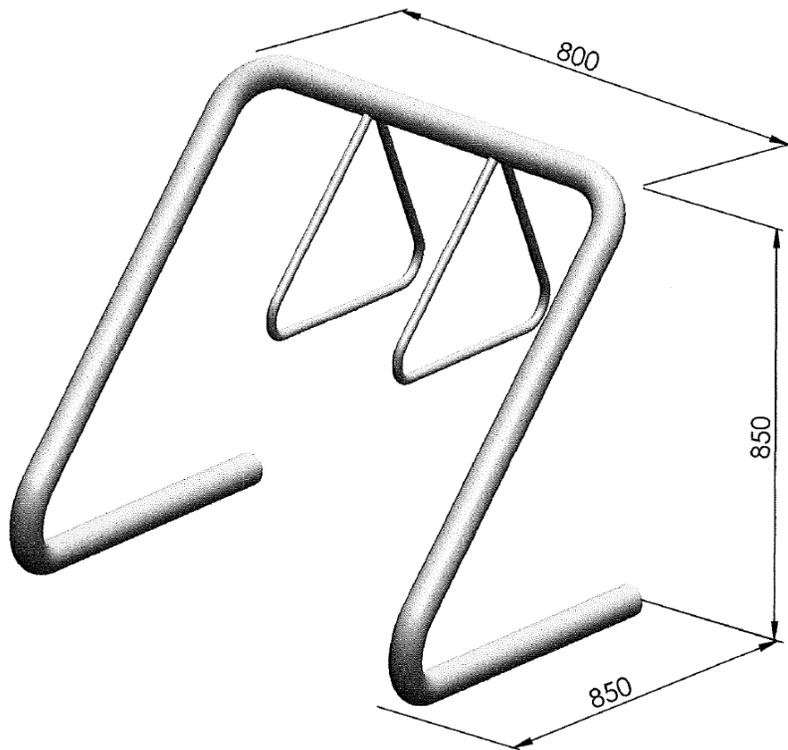
**Elevation
Drawings**



Draft Development Permit with Variances

**Schedule No. 1
(3 of 4)**

Bicycle Rack



Capacity will vary according to how the rack is positioned:

Single Side Access - 3 bikes

Double Side Access - 5 bikes

REGISTERED DESIGN 122715

Draft Development Permit with Variances

**Schedule No. 1
(4 of 4)**

Sitting Bench

**Schedule No. 1
(1 of 4)**



- ABOUT
- PRODUCTS
- COLLECTIONS
- GALLERY
- SHOWROOM
- CONTACT

BENCHES / LOUNGERS
Home / Products / Benches & Loungers / B01 Garden Bench



B01 GARDEN BENCH

It is both stylish and comfortable! This garden bench is great for gardens, patios, walkways or just about anywhere. Seats 2 adults comfortably.

SELECT A COLOUR - Black-14



- Find a Dealer
- Shop Canada
- Shop USA

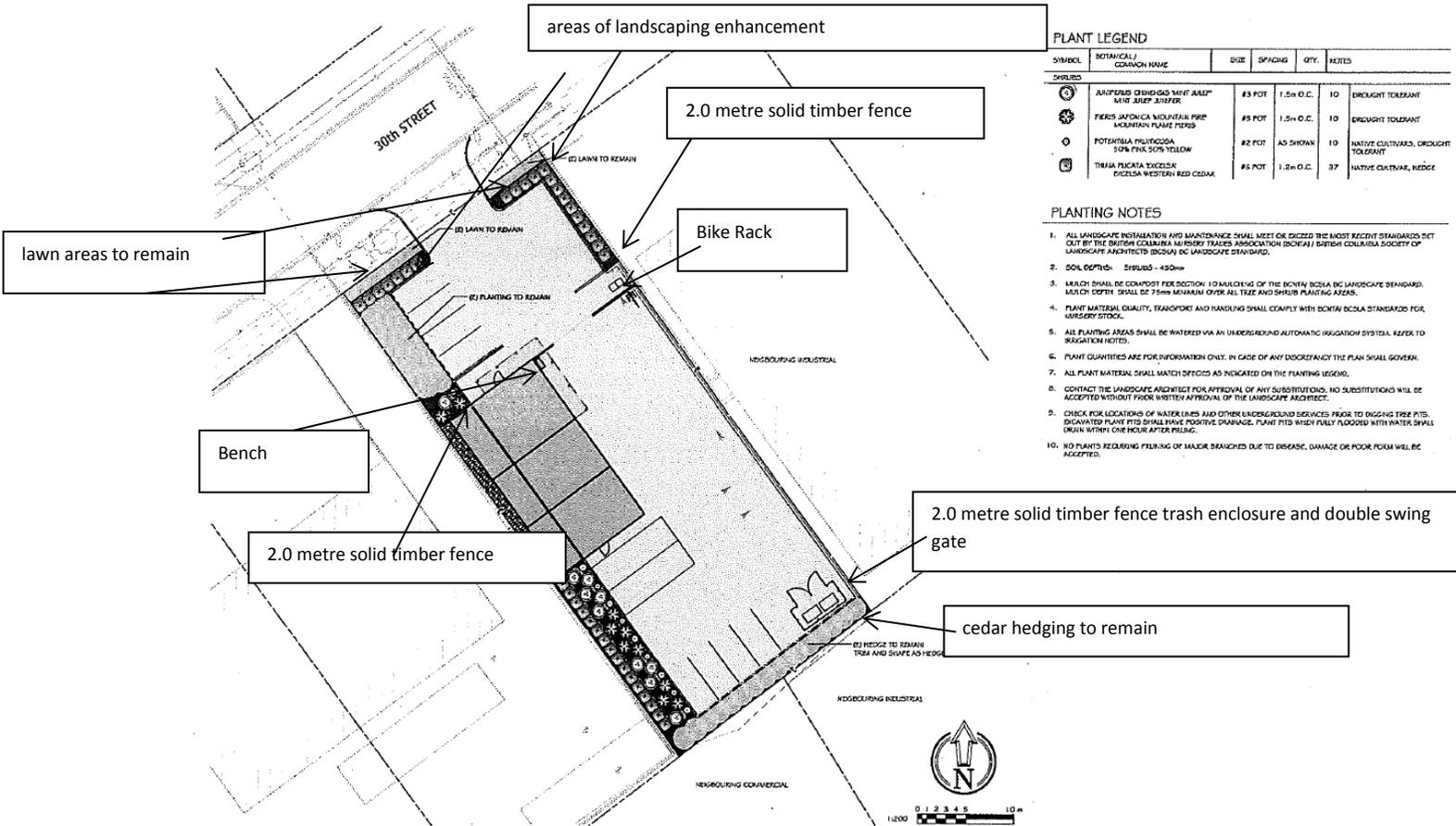
- COMPLEMENTARY PRODUCTS
- SPECIFICATIONS**
- FEATURES
- ADDITIONAL PRODUCT INFO

DEPTH - 24" / 61cm
WIDTH - 48" / 122cm
HEIGHT - 36" / 91cm
SEAT HEIGHT - 18" / 46cm
WEIGHT - 84lb / 31.8kg

Draft Development Permit with Variances

**Schedule No. 2
 (1 of 2)**

Landscape Plan



Draft Development Permit with Variances

**Schedule No. 2
 (2 of 2)**

**Landscape Cost
 Estimate**

**750 30TH STREET - DP APPLICATION
 LANDSCAPE SCHEDULE OF QUANTITIES**

ITEM	UNIT	QUANTITY	UNIT-COST	TOTALS
Mac				
Utilities				
Irrigation system retrofit	sq.m.	200	5.00	1,000.00
Irrigation system	sq.m.	130	8.00	1,040.00
Battery operated irrigation controller (6 station)	each	1	350.00	350.00
SUBTOTAL, Utilities				2,390.00
Hard Landscape				
Timber edge	l.m.	16	8.00	128.00
SUB-TOTAL, Hard Landscape				128.00
Site Furnishings				
Timber trash enclosure and gate	l.m.	15	80.00	1,200.00
Timber fence	l.m.	7	80.00	560.00
Sliding gate	each	1	800.00	1,000.00
Bike rack	each	1	1,500.00	1,500.00
Bench	each	1	600.00	600.00
SUB-TOTAL, Site Furnishings				4,860.00
Soft Landscape				
Growing medium @ 450mm depth (shrub areas)	cu.m.	60	50.00	3,000.00
Compost / Mulch, in place, 75mm depth	cu.m.	15	40.00	600.00
Shrub, #5 pots	each	47	35.00	1,645.00
Shrub, #3 pots	each	10	30.00	300.00
Shrub, #2 pots	each	10	20.00	200.00
Establishment landscape maintenance	allowance	1	1,000.00	1,000.00
SUB-TOTAL, Soft Landscape				6,745.00
SUPERVISION, MONITORING & APPROVALS				
Consulting fees	l.s.	1	1,155.00	1,200.00
SUB-TOTAL, Supervision, Monitoring & Approvals				1,200.00
TOTAL				\$15,323.00

**Attachment No. 2:
Public Comment
(1 of 4)**

PUBLIC INFORMATION MEETING

October 12, 2017

Development Variance Permit Application, 750-30th Street, Courtenay

COMMENT SHEET

Name: [Redacted]
Address: 4636 Montrose Dr.
Courtenay BC V9N 9S8

Rideout Construction Ltd. has applied to the City of Courtenay for a Development Variance Permit for construction of a steel clad, two-bay shop with attached two-storey office area for property owner JLG Contracting Ltd. This project is under review by staff in the Planning Department of the City. Given the information you have received regarding this project do you have any comments or questions?

Looks Great!
Proposal is going to add a lot of value to current space
Landscaping will look great!
Going to make current area look better.

Please return your comments by: October 20, 2017
Comment sheets can be submitted by one of the following methods:
1. Drop your comment sheet off at the Development Services Department, City of Courtenay
830 Cliffe Avenue
2. Email your comment sheet to planning@courtenay.ca
3. Fax your comment sheet to 250-334-4241

**Attachment No. 2: Public
Comment (2 of 4)**

PUBLIC INFORMATION MEETING

October 12, 2017

Development Variance Permit Application, 750-30th Street, Courtenay

COMMENT SHEET

Name: [Redacted] Email: [Redacted]
Address: 4636 Mostrose Dr. Phone: [Redacted]

Rideout Construction Ltd. has applied to the City of Courtenay for a Development Variance Permit for construction of a steel clad, two-bay shop with attached two-storey office area for property owner JLG Contracting Ltd. This project is under review by staff in the Planning Department of the City.
Given the information you have received regarding this project do you have any comments or questions?

Looks good hope it will bring more jobs and tax money

Please return your comments by: October 20, 2017
Comment sheets can be submitted by one of the following methods:
1. Drop your comment sheet off at the Development Services Department, City of Courtenay
830 Cliffe Avenue
2. Email your comment sheet to planning@courtenay.ca
3. Fax your comment sheet to 250-334-4241

**Attachment No. 2:
Public Comment (3 of 4)**

PUBLIC INFORMATION MEETING

October 12, 2017

Development Variance Permit Application, 750-30th Street, Courtenay

COMMENT SHEET

Name: [Redacted] Err [Redacted]
Address: 2897 Vanier Drive Ph [Redacted]

Rideout Construction Ltd. has applied to the City of Courtenay for a Development Variance Permit for construction of a steel clad, two-bay shop with attached two-storey office area for property owner JLG Contracting Ltd. This project is under review by staff in the Planning Department of the City.

Given the information you have received regarding this project do you have any comments or questions?

LOOKS great!
Beautiful modern building will add
positively to the area.

Please return your comments by: October 20, 2017
Comment sheets can be submitted by one of the following methods:
1. Drop your comment sheet off at the Development Services Department, City of Courtenay
830 Cliffe Avenue
2. Email your comment sheet to planning@courtenay.ca
3. Fax your comment sheet to 250-334-4241

Attachment No. 2:
Sign in Sheet

PUBLIC INFORMATION MEETING
October 12, 2017

SIGN IN SHEET

FOR

Rideout Construction Ltd, 750-30th Street, Courtenay

NAME (Please Print)	ADDRESS
	2897 Vanier Drive Courtenay V9N 5T2
	4636 Montrose Courtenay V9N 9S8
	4636 Montrose Dr. Courtenay BC V9N 9S8

Attachment No. 2
Public Meeting Summary



October 15, 2017

City of Courtenay
Planning Department

Attention: Dana Beaston

RE: File No: 3090-20-1716
Rideout Construction Ltd.
750-30th Street, Courtenay, BC
Development Variance Permit
Public Information Meeting

A public information meeting was held for this file on October 12, 2017 commencing at 6:30 p.m. at the meeting room at the Vancouver Island Regional Library, Courtenay location, 300-6th Street, Courtenay, B.C.

The meeting lasted one hour and there were three people in attendance in addition to the president of Rideout Construction, Mr. Wayne Rideout and one of his staff members.

The surrounding property owners were notified by letter (see enclosed copy of package). Letters were mailed to 50 property owners/occupiers identified by the City utilizing labels provided. Letters were mailed on September 27th, 2017.

Copies of the proposed building drawings and proposed landscape plan were displayed at the meeting for attendees to review and ask questions about.

Due to the limited number of attendees an informal discussion of the proposal was given explaining the proposed development and the rationale for the variance to the landscaping requirements. The individuals asked questions as to why the need to have less landscaping and appeared more than satisfied with the explanation regarding turning requirements for trucks on the site. They were favourably impressed with the proposed building. Copies of their comment sheets are enclosed.

We trust the information summarized above meets all the requirements of the City and that our application can now move forward to staff report and to council for review.

Yours truly,

Barbara Tribe
Rideout Construction Ltd.

Attachment No. 3
Applicant Submissions (1 of 4)

750 30th Street, Courtenay, B.C
Owner: 0988875 BC Ltd
Agent: Rideout Construction Ltd.

This application is to construct a two-bay service structure complete with two story office area on the property located at 750-30th Street, Courtenay, B.C. known as Lot 7, Plan 35438, Section 67, Comox Land District, PID 000 346 373.

The property is situated within an Industrial 2, I-2 zone as per City of Courtenay Bylaw No. 2500. The proposed development is consistent with the allowable uses within this zoning and complements the surrounding light industrial and commercial development on 30th Street.

The property is currently improved with asphalt paving, curbing, landscaping, irrigation system, engineered drainage system, water lines and chain link fencing. It is our intent to utilize as much of the existing development and only remove a minimal amount of the hardscaping to construct a prefab industrial shop and office area designed by Ashley Arvay.

The owner of the property, 0988875 BC Ltd is a logging road contractor and is developing and building the structure to house his three office staff employees and provide a structure to service and repair his equipment as well as store supplies for his business.

The pre-fab structure will be steel frame construction, exterior finishes will include steel roofing and charcoal coloured metal siding. All construction and building procedures shall conform to the current national building code of Canada and British Columbia, applicable local codes, provincial codes and other national codes having jurisdiction. There will be design features along the street view and a portion of the easterly elevation of the building consisting of a covered timber framed roof area on the first floor level. There will be windows on two levels on the street and a portion of the easterly elevations. The rear and westerly elevation will be fully sided with metal siding. Exterior lighting will provide adequate lighting for the full site for vehicular and pedestrian safety.

The property adjacent to the west is also a light industrial development. There are no windows along the side of the existing building facing our property. The site is approximately 8 feet higher in elevation along this boundary and is contained on this boundary by a concrete retaining wall.

The rear boundary of the site abuts two separate lots. This boundary is currently developed with a large cedar hedge approximately 15 feet in height and curbing on the subject property.

The easterly boundary of the site abuts another light industrial structure. There are no windows along the westerly side of the existing building. The site is situated approximately 3-4 feet lower than the property under application. The boundary of the site is also retained with a concrete retaining wall.

Attachment No. 3
Applicant Submissions (2 of 4)

The site is approximately 25 metres by 59 metres in size. The intended building is 10.668 metres by 19.812 metres, which equates to 14% site coverage for the building footprint and 20% site coverage for total floor area.

The proposed structure will be sited 15.63 metres from the front boundary, 22.23 metres from the rear boundary, 1.0 metres from the westerly boundary and 11.59 metres from the easterly boundary of the site. Building height will be 7.8 metres. All setbacks comply with the existing zoning requirements as per Bylaw 2500 of the City of Courtenay.

We plan on having 8 parking spaces in total. 4 spaces as determined based on the site size, 2 spaces for employees and 2 spaces for company vehicles. In addition, 3 off-street loading spaces will also be designated on the site. (See site plan)

The site is currently fully fenced with a 6-foot high, chain link fence. It is our intent to utilize the existing fencing on site.

Landscaping will be developed as per the landscaping submission prepared by landscape architect Cara Macdonald of Macdonald Gray Consultants.

The City of Courtenay By-law requires a 3 meter landscaped area along the inside of all affected property lines.

We are requesting a variance to this portion of the bylaw as outlined and for the reasons defined below.

Due to the width of the lot and width of the structure, the side yard area will need to remain complete along the easterly boundary to allow for larger trucks and equipment to access the service bay area. Turning radius and back up areas will need to remain a large as possible.

Zoning Bylaw 2500, Section 8.24.11 defines the landscaping requirements.

We are proposing a landscaped area of 274 square metres and are asking for a variance from the required landscaping areas as defined in our landscaping plan developed by Cara MacDonald and defined below:

1. Section 8.24.11, (1) "A landscape area of 3.0m shall be provided along the inside of all affected property lines."
 - A 4.0m landscape area is provided along affected portions of the western property line where the building footprint does not extend into this area.
 - Landscaping within the narrow (+/- 1.4m width) side yard between the building and the west property line will consist of a cobble leave strip. The leave strip is necessary to provide maintenance access and effective drainage along the building.
 - A 1.5m landscape area is provided along the east property line within the front yard of the site. Landscape is not provided along the balance of the eastern property line which falls behind a screened fence out of the view of the public. This paved area is required to accommodate the internal vehicular movement associated with the proposed use.

Attachment No. 3
Applicant Submissions (3 of 4)

- A 2.0m landscape area including an established *Thuja* ssp. (Cedar) hedge of approximately 4.5m (15') in height is already in place. The cost of removing the existing curb, modifying existing irrigation and providing additional planting on the inside of the site would be redundant and cost prohibitive. These works would unnecessarily expose tree roots to damage and potentially reduce the effectiveness and health of the existing screen condition. Please also note that the area behind this hedge on the adjacent property is a large landscape buffer associated with the neighboring commercial parking lot.

OCP Bylaw Section 8 requires a continuous perimeter landscaped area of at least 6.0 metres in width shall be provided along the width of all property lines adjacent to all other roads. Landscaping shall be incorporated within all setback areas.

- An established 3.0m landscaped area currently exists. Supplemental plantings are proposed within the existing planters including a continuous hedge along the frontage and east property line up to the gate.
- No change is proposed to the existing hardscape including the extent of asphalt, existing curbs and engineered drainage facilities. No land alteration is proposed within the existing front yard.

Parking and outdoor storage shall not be permitted in the required landscape setback.

- No change is proposed to the existing hardscape including the extent of asphalt, existing curbs and engineered drainage facilities.

Side yard requirements under OCP are the same as the requirements under Bylaw 2500 and have been described above.

Bylaw 2500 requires loading areas, garbage and recycling containers and storage areas shall be screened and gated to a minimum height of 2 metres by buildings, a landscaping screen, a solid decorative fence or a combination thereof. Refer to the site and planting plans included with this submission. Also, refer to the email from Emterra Waste Management who have reviewed our site plan and location of garbage containers and confirm the planned location is workable for their requirements.

Thank you

Rideout Construction Ltd.

Attachment No. 3
Applicant Submissions (4 of 4)

Building Perspective





THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: WinterFest 2018 Event

File No.: 5400-04/8100-01
Date: December 04, 2017

PURPOSE:

The purpose of this report is for Council to consider the temporary closures of 6th Street between Cliffe Avenue and the west side of the Library, Duncan Avenue from 6th Street to Simms Street, and the Sid Williams Theatre Plaza parking lot for the WinterFest 2018 Event.

CAO RECOMMENDATIONS

That based on the December 04, 2017 Staff Report “WinterFest 2018 Event”, Council approve OPTION 1 and permit the temporary closure of 6th Street from Cliffe Avenue to the west side of the Library, and the closure of Duncan Avenue from 6th Street to Simms Street for the purpose of hosting the 6th Street Rail Jam event Saturday, February 03, 2018, and;

THAT Council approve the temporary closure of the Sid Williams Theatre Plaza for the installation of a synthetic ice rink and provision of a live site to host the WinterFest 2018 event for the period of February 2 to 12, 2018, and;

THAT Council approve the use of 2018 Operating monies to fund the support.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

Winterfest is a 10 day multi-venue music and winter sports festival taking place from Friday, February 2 to Monday, February 12, 2018. The festival is sponsored by the Comox Valley Economic Development (CVED'S) and Tourism Office, and was created with the purpose of helping to increase tourism related hotel visitation and economic activity into the Comox Valley.

DISCUSSION:

WinterFest organizers will be implementing a live site centred around a synthetic skating rink at the Sid Williams Theatre Plaza. The festival intends to occupy the parking lot and provide a wide range of family friendly activities, along with an artificial skating rink as done in previous years. The rink will require the closure of the Sid Williams Theatre Plaza for 10 days, which is expected to have little or no impact to the public at this time of the year.

With the artificial rink being installed, City staff will be required to provide environmental mitigation measures as the rink produces plastic shavings that can be washed into the City's stormwater system. To prevent the shavings from entering the system, filter cloths will be installed on surrounding catch basins to catch the shavings prior to them entering the system. The shavings will then be disposed of offsite.

The City will also be required to provide temporary event signage in accordance to the event application being completed and approved by City staff.

The WinterFest committee is also seeking support for the 6th Street Rail Jam. The event is planned for Saturday, February 3, 2018. The rail will be approximately 4.5m long and will sit on feet embedded in snow that the CVEDS will truck in and deposit on the site. There will be a 1.5m tall scaffolding just east of the intersection of Duncan Avenue and 4th Street complete with a snow ramp from which participants will slide down and maneuver along the rail, stopping before Cliffe Avenue. There will be an emcee and DJ with a sound system on site for the duration of the event.

As in 2017, the event will require post-event snow removal services from the City. Temporary event signage will also be provided.

FINANCIAL IMPLICATIONS:

For the WinterFest live site, City staff would be required to install filter cloths on the catch basins surrounding the site. The cost of the filters along with the labour required to install and remove them will be \$500.

City staff will also be required to remove the snow after the Rail Jam event is completed. The cost for labour and equipment will be \$1,200.

Total cost to the City will be \$1,700.

ADMINISTRATIVE IMPLICATIONS:

Approximately 2 hours of PWS staff time to create a traffic control plan, process the permit and arrange for the borrowing of equipment is considered a part of our ongoing work.

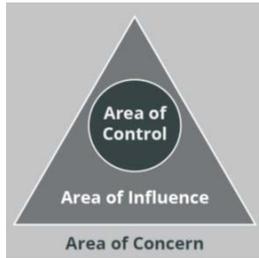
ASSET MANAGEMENT IMPLICATIONS:

Not applicable.

STRATEGIC PLAN REFERENCE:

We invest in our key relationships

- We will continue to engage and partner with service organizations for community benefit



- **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.

OFFICIAL COMMUNITY PLAN REFERENCE: (may include sustainability)

Not applicable.

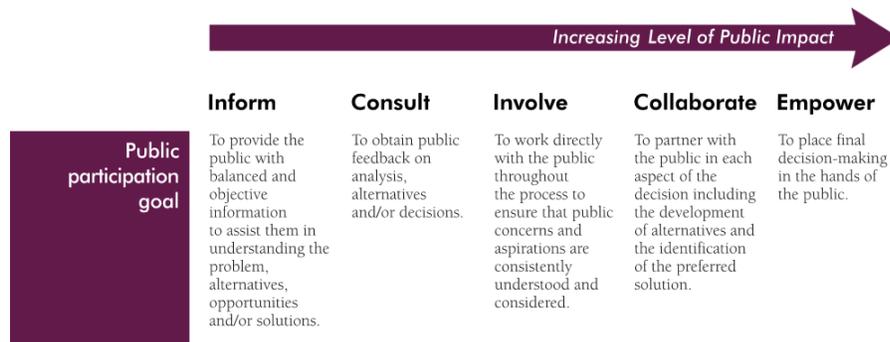
REGIONAL GROWTH STRATEGY REFERENCE:

Not applicable.

CITIZEN/PUBLIC ENGAGEMENT:

Based on the IAP2 Spectrum of Public Participation, staff will inform the downtown merchants and emergency services of the temporary road closures of 6th Street from Cliffe Avenue to the west side of the Library and Duncan Avenue from 6th Street to Simms Street.

<http://www.iap2canada.ca/page-1020549>



Options:

Option 1:

Council approve the temporary closure of 6th Street from Cliffe Avenue to the west side of the Library, and the closure of Duncan Avenue from 6th Street to Simms Street for the purpose of hosting the 6th Street Rail Jam event Saturday, February 03, 2018;

AND Council approve the temporary closure of the Sid Williams Theatre Plaza for the installation of a synthetic ice rink and provision of a live site to host the WinterFest 2018 event for the period of February 2 to 12, 2018;

AND THAT Council approve the use of 2018 operating funds to provide the requested support.

Option 2:

Council does not approve the closure of 6th Street from Cliffe to the west side of the Library, and the closure of Duncan from 6th Street to Simms Street or the closure of the Sid Williams Theatre Plaza for the installation of the synthetic ice rink.

Prepared by:



Trevor Kushner, BA, DLGM, CLGA
Director of Public Works Services



BRIEFING NOTE

To: Council

File No.: 0500-20

From: Chief Administrative Officer

Date: December 4, 2017

Subject: Needle Dispenser Program – Island Health Authority Proposal

ISSUE:

The purpose of this briefing note is to update Council on the recent offer from Island Health Authority to supply to the City, free of charge, Sharp Dispenser units to be placed in City Parks.

BACKGROUND:

Public Works Services (PWS) was contacted in late June 2017 by an Island Health Harm Reduction Coordinator with a free needle dispenser proposal. Island Health, recognizing the need to keep needles out of parks and public areas, offered to supply Island municipalities with needle dispensing units (see Attachment 1.)

The proposal included the free dispenser units and free needle disposal at Island Health facilities. The local municipalities were required to install, maintain and transport the collected needles to Island Health for disposal on an ongoing basis.

KEY CONSIDERATIONS:

At the time of the original offer, PWS had concerns about accepting the offer as it would increase the time required for Parks employees to empty the new dispensers and transport the needles to Island Health for disposal. The Parks maintenance division has already experienced increased demands due to significant growth in new development.

Additionally, safety was also identified as a concern. While PWS employees do on occasion collect discarded needles, this is performed on an ad-hoc basis and is not a typical routine. The new dispensers would require additional staff resources for a new program. Recently, PWS issued an RFP for contracted services to clean-up abandoned sites throughout the City's parks and greenspaces. A local contractor was subsequently hired on an as-needed basis and this arrangement has worked very well in allowing PWS crews to remain focused on their core duties while allowing a specialized contractor to perform these detailed and often difficult tasks, and to report out on progress.

PWS inquired with the contractor and asked that they quote on routine emptying of the proposed needle dispensers should the City install them. The cost to perform this work is \$150 per dispenser. It is expected that the dispensers will require emptying monthly. This will result in a total cost of \$10,800 for the year.

This amount has been included in the 2018 proposed Operating Budget for the Parks maintenance division, subject to Council approval.

Needle Dispenser Program – Island Health Authority Proposal

Island Health has committed to supplying six (6) free needle dispensers in early 2018 to the City of Courtenay. Public Works Services will collaborate with Island Health to identify the appropriate locations.

Prepared by:



Trevor Kushner, BA, DLGM, CLGA

Director of Public Works Services

Attachement 1.



Minutes of a City of Courtenay Heritage Advisory Commission meeting held October 25, 2017 at 10:00 a.m. at the City of Courtenay.

Present: L. Burns J. Hagen J. Fortin A. Ireson L. Grant

Absent: R. Smith R. Dingwall C. Piercy D. Griffiths

Staff: E. Ferguson

MINUTES

Moved by J. Hagen and seconded by L. Grant that the September 27 2017 minutes be adopted.

Carried

OLD BUSINESS

HERITAGE CLOCKS

A report on the condition of the 2 clocks received from Landmark Clocks International was provided by A. Ireson. (attached) Discussion followed. It was agreed that heritage Statements of Significance are needed for each clock. These will be discussed at the workshop on the clock project at the museum on Nov. 2.

That invoice #160817 for \$1344.00 be paid to Landmark Clocks for the assessment of the condition of the clocks.

Moved by A. Ireson, seconded by J. Hagen. **Carried**

PIONEER GRAVE TREE

Tabled

**RESIDENTIAL
INVENTORY,ETC**

Tabled

HERITAGE STORAGE

Tabled

**STATION MEETING WITH
MAYOR**

Pending

**DOWNTOWN INVENTORY
WORKSHOPS**

Continuing

**CUMBERLAND HERITAGE
FAIR**

Not sure yet that it will be held next year. Discussion of possible topics for Courtenay's display, including the train station.

MUSEUM REPORT

Tabled

IN-KIND DONATIONS

October: 20.5 hours

BUDGET

Balance of 1357.84 suggested for potential information board for the 40 Houses.

NEW BUSINESS

CORRESPONDENCE

That a letter of appreciation be sent to the City for the Volunteer banquet.

Moved by L. Grant, seconded by A. Ireson, **Carried**

From Heritage Branch re: online discussion.

FYI

Request for information on El Morocco, answered by Lawrence.

NEXT MEETING

November 22, 2017

ADJOURNMENT

11.15am.

Lawrence J Burns
Chairman

aleb.

Courtenay Heritage Advisory Commission Project Courtenay Heritage Clocks

History

Two clocks – one from City Hall and the other from Sid Williams Theatre.

Both were removed during refurbishments of the above separate buildings and stored in the Courtenay Public Works Depot in Piercy Avenue.

The HAC has identified the Clocks as worthy of investigation in the near future with the intention of establishing the viability of returning the clocks to public view and community use with an emphasis on their heritage value.

Inspection Visit

The first step was to view the clocks in storage at the Piercy Avenue Depot – this took place on 2nd November. Judy Hagen, Linda Grant and Andrew Ireson represented the HAC and Bernd Guderjahn represented the Public Works Department.

Please see the attached report – '**Initial Inspection Report – 2nd November 2016**'

Future Research

Following on from the inspection visit it will be necessary to carry out further historical research to establish a full history of the clocks.

- Archive photographs

- Clock maker history and current status

- Clock service records

- Professional (horologist or original installer / manufacturer) assessment of condition and viability of returning the clocks to public use. Please see the attached information on 'Landmark Clocks International'.

- Costs of works required to locate clocks – Power supply, support, casings and security..

- Costs of plaques to identify the heritage of each clock

- Costs of bringing clocks back to full working order

- Costs of annual servicing and repairs.

Clock Future Locations

Items above will hopefully give an indication of viability and costs with regard to the future location of the clocks. It would be worth considering the views of the local community with regard to the potential locations of the clocks. This could be undertaken by numerous methods, possibly gaining donated funds in the process. **This public research should not be undertaken unless there is some certainty of the clocks being brought back into use.**

Process

There will inevitably be various stages along the above process where interim decisions on the route to be taken and whether to proceed further will be decided. Reports, interim and final, will need to be written and considered by the HAC initially and then Council.

Andrew Ireson 08Nov2016

Courtenay Heritage Clocks Initial Inspection Report

On 2nd November 2017 the two clocks were inspected by Linda Grant, Judy Hagen and Andrew Ireson. All three being current members of the Courtenay Heritage Advisory Commission. The two clocks are currently located at the Courtenay Public Works Depot on Piercy Avenue. The inspection took place under the helpful guidance of Bernd Guderjahn who is the Purchasing Manager for Public Works.

Both clocks are stored in secure waterproof enclosures and have been suitably crated to avoid damage. For inspection the front faces of the plywood crates had been removed as shown in the attached photographs. Both the clocks appear to be 'double sided' and we have assumed at this stage that the unseen face is a 'mirror' of the exposed face and in comparable condition. We would consider that the current conditions of storage are suitable for maintaining condition of these heritage items.

Sid Williams Clock

Overall size – 60"wide, 60"high and 26" deep. The clock dial being 28" diameter.

Approximate weight – 400 to 500 lbs – to be confirmed

Description – 1950's style – two faced external clock – edge framed in aluminum with simple features at the outer two corners and centrally on the bottom edge – moulded perspex covers with 'domes' over the clock dials – painted surround to the clock dial is maroon and gold with two theatrical masks either side of the clock dial – infill in artistic vine pattern – The words 'CIVIC' above the clock dial and 'Theatre' below are painted in white with blue highlights.

Method of fixing/support – Two cast aluminum brackets extend through the aluminum edge frame to a steel channel – the steel channel would have been fixed to a suitable part of the building's façade structure. There are two brackets on top of the frame presumably for lifting purposes when positioning the clock – the brackets are steel which would lead one to conclude at this stage that the whole unit is built around a steel frame.

Power supply – A cast aluminum conduit elbow appears at the lower end of the inside frame near the lower support bracket – there is currently no wiring apparent. The unit would probably have power transformed down to suit the clock motor and also some form of backlit illumination – possibly neon.

General condition – the whole unit would appear to be in good condition for it's approximate 60 – 70 years of age. No critical parts appear to be missing. The unit is definitely capable of being brought back to good serviceable condition. The electric clock motor will need to be professionally inspected and test run.

City Hall Clock

Overall size – 54”wide, 57”high and 12”deep. The clock dial being 38” diameter.

Approximate weight – 400 to 500 lbs – to be confirmed

Description – 1950’s style – two faced external clock – edge framed in black painted ‘sawn finish’ 2” by 12” timber to match the timber panelling on the City Hall to which it was attached. Flat perspex sheeting covers the clock face and the words ‘City Hall’ written above the clock face – the perspex being held in place by a metal trim screwed into the timber surround. The background is painted in a very light grey with ‘City Hall’ in gold heraldic letters. The clock dial is in white with quarter numbers (3, 6, 9 & 12) in black and 5 minute stages in gold ‘diamond’ motifs. The clock hands (hour and minute) for both faces are laid in the bottom of the storage box with minor electrical items.

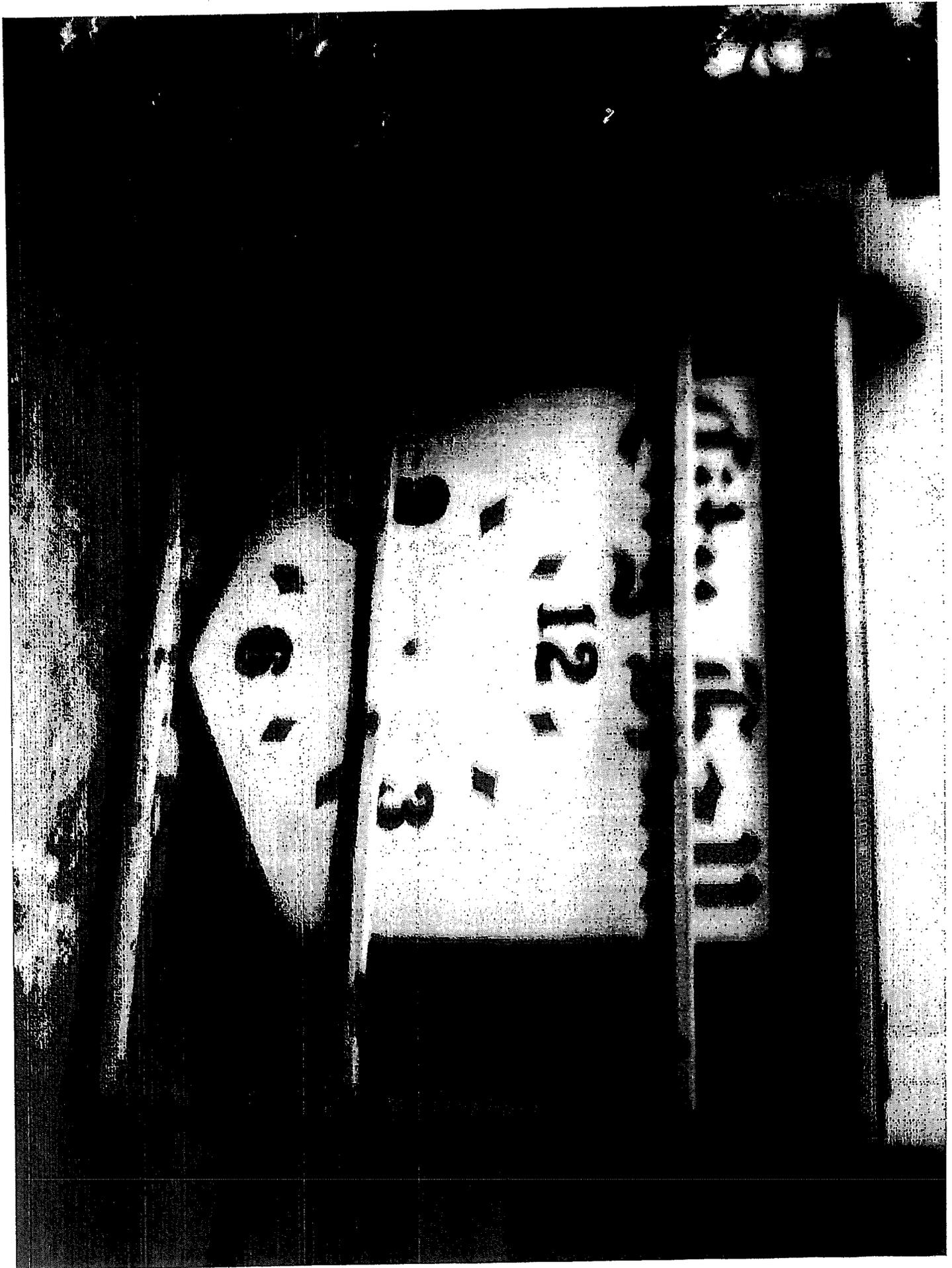
Method of fixing/support – There are two chains on the top rail of the timber frame approximately 12” long that were probably used to suspend the unit from a part of the building structure. Archival photographic research will assist in confirming this method of support.

Power supply – A cast aluminum conduit elbow appears at the upper end of the inner side timber frame – there is currently no wiring apparent. A paper label was found in the storage crate with the name Allanson who produce power packs / transformers. It is likely that the label refers to transformers for the electric clock motor and possibly some form of back lighting – maybe neon.

General condition – the whole unit would appear to be in good condition for it’s approximate 60 – 70 years of age. No critical parts appear to be missing. The unit is definitely capable of being brought back to good serviceable condition. The electric clock motor will need to be professionally inspected and test run.

Andrew Ireson 08Nov2016





From: Ray Saunders Timeworks@telus.net 
Subject: RE: Quote #181116, inspection of 2 public clocks
Date: November 19, 2016 at 3:20 PM
To: Andrew Iresor

Hello Andrew,

Please find attached quotation #181116 as requested.
I have also attached my biography for background information.

I have not included accommodations in this quote as I will be staying a Richard Roberts home.
We have been friends for over 50-years.
Richard has many years of practice restoring machinery and antique cars.
We are long time members of the Comox Valley Glacier Heritage Power & Equipment Association, and have enjoyed years of attending at our booth at the Comox Valley Fall Fare. His large work shop is a good local place to work on the clocks rather than paying for the two-way shipping to my Richmond shop.

I look forward to the possible opportunity to restore these two heritage clocks.

Regards,
Ray Saunders
LANDMARK CLOCKS INT.



Courtenay quote
#181116.docx



UNIT #112, 5910 NO. 6 ROAD,
 RICHMOND, B. C. CANADA, V6V 1Z1
 ☎ (604) 244 7555 CELL (604) 341 7666
 WEB SITE: WWW.LANDMARKCLOCKS.COM
 EMAIL: TIMEWORKS@TELUS.NET
 GST #138591037

Quotation #181116.

Nov. 18th, 2016.

Andrew Ireson
Courtenay Heritage Advisory Commission,
City of Courtenay,
830 Cliffe Ave,
Courtenay, BC
V9N 2J7

Regarding: The restoration of the two Heritage public clocks.

Item	Description	Price
To perform the following scope of work, including:		
1.	Travel to & from Richmond, B. C., to attend on site at the Courtenay Works Depot,	
2.	To dismantle each clock as required, take documentation pictures, and inspect the movements in order to determine the required restorations work,	
3.	To supply a written report outlining the work to be carried out for each clock, including recommendations,	
4.	To supply a written quotation for the refurbishment of each clock,	
5.	Sub-Total cost of items 1 to 4,	\$ 1,280.00
6.	GST 5% on item 5,	\$64.00
7.	Total of this quotation #181116,	<u>\$1,344.00</u>

I await your instructions, and remain,

Yours truly,

Landmark Clocks International

rs.lci. Courtenay clock quote #181116.



#112, 5910 No. 6 Road,
RICHMOND, B. C.
CANADA V6V 1Z1
OFFICE. (604) 244 7555
CELL (604) 341 7666
GST #13859037

Biography

Raymond L. Saunders

Profession. Designer, Artist, Horologist, Collector, and Appraiser.

Career Steps.

During his school years at Vancouver Technical High School, Ray served five years as a scoutmaster after spending four years as a cub master. After scouting he served five years in The Royal Canadian Air Cadets, earning the rank of Sergeant, and a scholarship earning him a private pilots license.

After apprenticing as a watch and clock technician, Ray worked for Woodward's Stores Ltd. for ten years as a jeweler, watch & clock repair man, and estimator. He received honors in the Companies management-training course. He opened his own business in 1970 building sculptured clocks where he received a City of Vancouver commission to design and build the worlds' first steam clock in 'Gastown', Vancouver, B. C. (As seen in National Geographic magazine, Oct. 1978.) Over the past 40 years has built more than 200 public clocks, including seven different steam clocks. The latest steam clock, #7 was installed in March 2014 as an entrance attraction for Scenic World Co., in Katoomba, Australia, and has thirteen whistles playing "Waltzing Matilda."

Family.

Ray was born in Vancouver, Feb. 7th, 1940, lived on a farm in Courtney, B. C. for five years. Is the proud father of four well-adjusted children and five beautiful granddaughters.

Associations.

Member of the Comox Valley Glacier Heritage Power & Equipment Association. A star Fellow of the National Association of Watch and Clock Collectors and past president of the B. C. Chapter number 121. Teaches antique clock and watch repairing to Club members as a free service. Has served 24 years in The Vancouver Gastown Lions Club, receiving the highest level of achievement, 'The Melvin Jones Fellow' award in 1997, during his post as President of the Club.

Hobbies and interests.

Collecting wrist & pocket watches and miniature clocks. Enjoys creating sculptured timepieces incorporating restored antique movements from clocks and watches. For fun Ray enjoys camping, cycling, computer e-commerce, teaching horology and appraising timepieces.

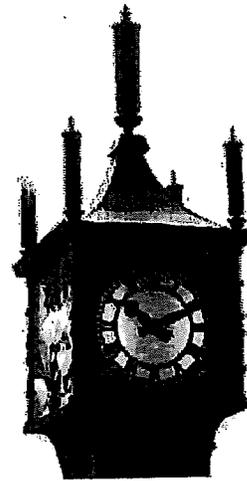
Business Information.

Owns a large collection of watches & clocks and has provided watch and clock appraisal service for clients for the past 45 years. Has participated as an expert appraiser on many CBC TV Antique Road shows. A guest speaker at various Museums and conventions over the past few years. Currently consults, designs, and build public clocks.

President of Landmark Clocks International

Owner of the Gastown Steam Clock Company Ltd.

[Home](#) [Antique Time Pieces](#) [Services](#) [Public Clockwork](#) [Contact](#)

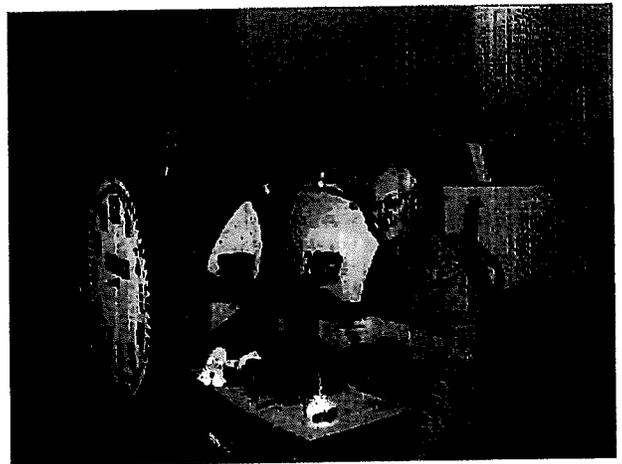


Design, Building, Restorations & Appraisals of All Timepieces

Landmark Clocks International is a Vancouver based design group that specializes in the development of all types of public clocks and unique time sculptures. Our most well known public clock being the Gastown Steam Clock, as shown in National Geographic Magazine, October 1978.

We have developed technology that is in the forefront of present day design. Examples are the Intrawest Resort carillon chiming clock at Blackcomb, Whistler, BC, which features a unique 'steam cloud' strike effect from a 24-inch copper ball finial on the roof peak.

Over the past 45 years, our company has developed a list of clients that include various architectural firms, local and international real estate developers, and Government agencies. Landmark's staff has acquired experience in a variety of countries and environments, and in this regard, is qualified to provide expert opinion in the design and development of a unique clock for your site needs. Chime systems, industrial mechanisms, custom dials, scented cold fog effects, and synchronized illumination, are just some of our option specialities.

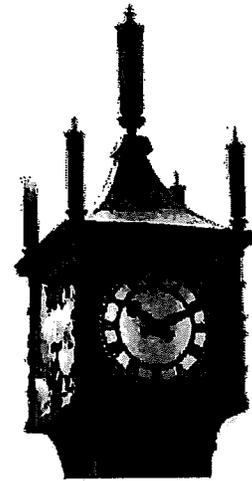


We're currently working on a unique steam clock for Australia with 12-whistles playing the tune "Waltzing Matilda."

If you have any enquiries or require specific information, please [contact us](#).

(604) 244 7555
Timeworks@telus.net

Home Antique Time Pieces Services Public Clockwork Contact



Products and Services

A. Public clocks

Consult, design, supply and install all types and sizes of reliable public clocks. We supply the materials, mechanisms, hands, dials, chimes, lighting and special effects systems for public clocks. Remote controls, synchronized chimes, steam, fog, and lighting effects are a few options we offer.

1. Tower clocks from a single 24" dial to giant clocks with 16-foot dials
2. Steam clocks custom made from 16 feet high
3. Sculptured clocks to create a visitor attraction
4. Street clocks to include custom signage and Club logos.

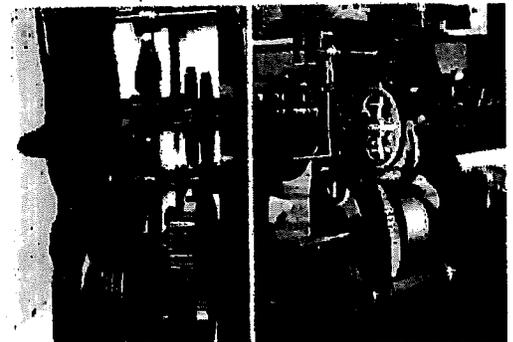
B. Materials

1. Industrial mechanisms with 5-year warranties
2. A variety of stock and custom patterned hands
3. Professional indexing of translucent or opaque clock faces
4. Traditional and custom built chime systems
5. Shadow-less rear dial illumination
6. Steam whistles used as chimes
7. Fog systems to signal the time
8. Custom lighting to create visual time signals

C. Restorations

Public clocks

1. Restoration of public timepieces.
2. Overhaul or refit a new clock system into old town clocks
3. Scheduled maintenance and resetting services for daylight saving time.
4. Replacing or restoration of damaged clock faces.





TO: Mayors and Councils, Chairs and Boards
Chief Administrative Officers, Corporate Officers

FROM: President Mary Marcotte

DATE: November 17, 2017

RE: **RESOLUTIONS NOTICE AND GUIDELINES;
NOMINATIONS FOR AVICC EXECUTIVE COMMITTEE**

Attached is the Resolutions Notice and the Call for Nominations for the AVICC Executive. Please note that this year's resolution and nomination deadline is **Wednesday, February 14, 2018**.

Both AVICC and UBCM members strongly believe in the value of resolutions debate and continually seeks ways to improve the process. AVICC strives to mirror and complement UBCM's processes in order to develop efficiency and ease of understanding for delegates.

We have asked for members' assistance in bringing forward resolutions for consideration at the Area Association as opposed to submitting them directly to UBCM.

Members are concerned that some of the resolutions being considered are too general or focus on topics that are not local government responsibilities. Another concern is that bringing forward too many resolutions detracts from debate on the most important issues.

Please continue to ensure that resolutions that are being brought forward are specific and focus on new issues of provincial or AVICC-wide interest (refer to the UBCM Resolutions database at www.ubcm.ca). Resolutions that already support existing UBCM policy will normally be included in the resolutions block where they are not debated separately.

Included with the Resolutions Notice are guidelines for preparing and submitting resolutions. We appreciate all efforts to expedite and facilitate the debate among members.

Sincerely,

Director Mary Marcotte
President, AVICC



2018 AGM & CONVENTION

RESOLUTIONS NOTICE

REQUEST FOR SUBMISSIONS

DEADLINE FOR RESOLUTIONS

All resolutions must be received in the AVICC office by: **FEBRUARY 14, 2018**

SUBMISSION REQUIREMENTS

Resolutions submitted to the AVICC for consideration shall be received as follows:

1. One copy of the resolution by regular mail to:
AVICC
525 Government Street
Victoria, BC
V8V 0A8

AND

2. One copy submitted as a Word document by email to avicc@ubcm.ca
 - The resolution should not contain more than two "whereas" clauses; and
 - Separate background documentation **must** accompany each resolution submitted, and will be shared with the membership on the AVICC website.

Sponsors should be prepared to introduce their resolutions on the Convention floor.

LATE RESOLUTIONS

- a. Resolutions submitted following the expiry of the regular deadline shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution must be forwarded to the AVICC by the Wednesday noon preceding the date of the Annual General Meeting. This year's late resolution deadline is **April 11, 2018**.
- b. Late resolutions shall be available for discussion after all resolutions printed in the Resolutions Book have been debated.
- c. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.
- d. In the event that a late resolution is recommended to be admitted for discussion AVICC shall produce sufficient copies for distribution to the Convention.

UBCM ASKS FOR RESOLUTIONS TO BE CONSIDERED BY THE AREA ASSOCIATIONS FIRST

UBCM urges members to submit resolutions first to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

A resolution should be submitted directly to UBCM *only* if the resolution addresses an issue that arises after the Area Association annual meeting. In this case, local governments may submit council- or board-endorsed resolutions to UBCM prior to June 30 each year. Should this be necessary, detailed instructions are available under the Resolutions tab on <http://www.ubcm.ca>.

UBCM RESOLUTIONS PROCESS

1. Members submit their resolutions to their Area Association for debate.
2. The Area Association submits the endorsed resolutions to UBCM.
3. The UBCM Resolution Committee reviews the resolutions for submission to the UBCM Convention.
4. Endorsed resolutions at the UBCM Convention are submitted to the appropriate level of government for responses.
5. Once the provincial responses have been conveyed to the UBCM they are forwarded to the sponsor for their review.

GUIDELINES FOR PREPARING RESOLUTIONS FROM THE UBCM

The Construction of a Resolution:

All resolutions contain a preamble and enactment clause. The preamble describes *the issue and* the enactment clause outlines *the action being requested*. A resolution should answer the following three questions:

- What is the problem?
- What is causing the problem?
- What is the best way to solve the problem?

Preamble:

The preamble commences with a recital, or "WHEREAS", clause. This is a concise paragraph about the nature of the problem or the reason for the request. It should clearly and briefly outline the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two preliminary clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

Enactment Clause:

The enactment clause begins with the words "THEREFORE BE IT RESOLVED". It must convey the resolution's intent, and should propose a specific action by AVICC and UBCM.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

How to Draft a Resolution:

1. *Address one specific subject in the text of the resolution.*

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if the issues it addresses are too complex for them to understand quickly.

2. Use simple, action-oriented language and avoid ambiguous terms.

Explain the background briefly and state the desired action clearly. Delegates can then consider the resolution without having to parse complicated text or vague concepts.

3. Provide factual background information.

Even a carefully constructed resolution may not clearly indicate the problem or the action being requested. Where possible, provide factual background information to ensure that the "intent" of the resolution is understood.

Two types of background information help to clarify the "intent" of a resolution:

i **Supplementary Memo:**

A brief, one-page memo from the author, that outlines the background that led to the presentation and adoption of the resolution by the local government.

ii **Council/Board Report:**

A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

Resolutions submitted without adequate background information will not be considered until the sponsor has been consulted and has provided documentation outlining the intent of the resolution. This could result in the resolution being returned and having to be resubmitted as a late resolution.

4. Construct a brief, descriptive title.

A title assists to identify the intent of the resolution and eliminates the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution.

For ease of printing in the Annual Report and Resolutions Book and for clarity of intent, a title should be no more than three or four words.

5. Check legislative references for accuracy.

Where necessary, identify:

- The correct jurisdictional responsibility (e.g., ministry or department within the provincial or federal government); and
- The correct legislation, including the name of the Act.

6. For resolutions that will be debated at UBCM, focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across the province. This will support proper debate on the issue and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts.

7. Avoid repeat resolutions.

In the past, Resolutions have often come back year after year on the same topic. Members and staff are encouraged to search the UBCM Resolutions database available through the website at www.ubcm.ca. Click on the Resolutions and Policy tab at the top of the page. It will be possible to locate any Resolutions on the same topic that have been considered in the past and what the response has been.

8. Ensure that your own local government's process for handling/approving of resolutions to AVICC/UBCM is followed.

UBCM GOLD STAR AND HONOURABLE MENTION RESOLUTIONS

The UBCM Gold Star and Honourable Mention resolution recognition initiative was launched at the 2003 UBCM Convention, and is intended to encourage excellence in resolutions drafting and to assist UBCM members in refining their resolutions in preparation for submission to the annual UBCM Convention.

To be awarded the UBCM Gold Star or Honourable Mention recognition, a resolution must meet the standards of excellence established in the following Gold Star Resolutions Criteria, which are based on the resolution:

1. Resolution must be properly titled.
2. Resolution must employ clear, simple language.
3. Resolution must clearly identify problem, reason and solution.
4. Resolution must have two or fewer recital (WHEREAS) clauses.
5. Resolution must have a short, clear, stand-alone enactment (THEREFORE) clause.
6. Resolution must focus on a single subject, must be of local government concern province-wide and must address an issue that constitutes new policy for UBCM.
7. Resolution must include appropriate references to policy, legislation and regulation.
8. Resolution must be submitted to relevant Area Association prior to UBCM.

If you have any questions, please contact Reiko Tagami by email at rtagami@ubcm.ca or by calling 604-270-8226 (extension 115).

MODEL RESOLUTION

SHORT TITLE: _____

Sponsor's Name _____

WHEREAS _____

AND WHEREAS _____

THEREFORE BE IT RESOLVED that _____

(Note: A second resolve clause if it is absolutely required should start as follows:)

AND BE IT FURTHER RESOLVED that _____

AVICC
525 Government Street
Victoria, BC V8V 0A8
Telephone: 250-356-5122
email: avicc@ubcm.ca



2018 AGM & CONVENTION

CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC is the collective voice for local government on Vancouver Island, the Sunshine Coast, Powell River, the Central Coast and the North Coast. The membership elects directors during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides the direction for the Association between Conventions.

This circular is notice of the AVICC Executive positions open for nomination, the process and the procedures for nomination.

1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

The candidate must be an elected official of an AVICC member and must be nominated by two elected officials of an AVICC local government member.

Background information that defines the key responsibilities and commitments of an AVICC Executive member is available on request from the AVICC Office and is published on the website at www.avicc.ca

A nomination and consent form should be used for all nominations (attached or on the website).

The Chair of the 2018 Nominating Committee will be Past President Barbara Price, Councillor, Town of Comox.

3. NEXT STEPS

It is part of the duties of the Nominating Committee to review the credentials of each candidate. A Report on Nominations including, at the candidate's option, a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed in the AVICC Convention Newsletter.

**To Be Included In *The Report on Nominations*,
Nominations Must Be Received By
FEBRUARY 14, 2018**

4. AT CONVENTION

The nomination process outlined above does not change the process whereby candidates can be nominated off the floor at the Convention. It does allow those that are interested in seeking office to be nominated in advance of the Convention with the "sanction" of a Nominating Committee and to have their biographical information published in the AVICC Convention Newsletter.

5. FURTHER INFORMATION

Background information on responsibilities and meeting dates are available from the AVICC office or on the website.

All other inquiries should be directed to:

**Past President Barbara Price, Chair
2017 Nominating Committee
c/o AVICC
525 Government Street
Victoria, BC V8V 0A8**

Phone: (250) 356-5122

Email: avicc@ubcm.ca

NOMINATIONS FOR THE 2018-19 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate¹ a candidate and we nominate:

Candidate Name: _____

Current Local Gov't Position (Mayor/Councillor/Director): _____

Local Government Represented: _____

AVICC Executive Office Nominated For: _____

MEMBERS NOMINATING THE CANDIDATE:

Printed Name: _____ Printed Name: _____

Position: _____ Position: _____

Muni/RD: _____ Muni/RD: _____

Signature: _____ Signature: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the AVICC Constitution. I also agree to provide the following information to avicc@ubcm.ca by **Wednesday, February 14, 2018**.

- Photo in digital format
- Biographical information of approximately 300 words

Printed Name: _____

Current Position: _____

Muni/RD: _____

Signature: _____

Date: _____

¹ Nominations require two elected officials of members of the Association.

² All nominees of the Executive shall be elected representatives of a member of the Association. Nominees for electoral area representative must hold the appropriate office.

**Return To: Past President Barbara Price, Chair, Nominating Committee, AVICC
525 Government Street, Victoria, BC V8V 0A8
or scan and email to avicc@ubcm.ca**



BACKGROUND INFORMATION FOR CANDIDATES TO THE AVICC EXECUTIVE

1. RESPONSIBILITY OF AVICC EXECUTIVE

Under the AVICC Bylaws:

“The directors may exercise all the powers and do all the acts and things that the Society may exercise and do...”

See <http://avicc.ca/about-the-avicc/constitution-bylaws/> for a complete copy of the AVICC Constitution and Bylaws.

2. AVICC EXECUTIVE STRUCTURE

- President
- First Vice-President
- Second Vice-President
- Director at Large (three positions)
- Electoral Area Representative

COMMITTEES

The President may appoint Executive members to adhoc sub-committees as required. The Nominating Committee is currently the only standing committee and is typically comprised of the Past President and the Executive Coordinator.

OVERSEEING OF ASSOCIATION’S REGULAR ACTIVITIES AND GUIDANCE TO CONTRACTED EMPLOYEE

The Association contracts with UBCM for the provision of key services that support the Association. An Executive Coordinator based in Victoria’s Local Government House provides the key functions. The President or their delegate is responsible for overseeing the regular activities of the Association and providing direction to the Executive Coordinator.

3. EXECUTIVE MEETINGS

The full Executive meets in person five times a year, following this general pattern:

- During the last day of the annual Convention (less than 15 minutes)
- Mid June
- End of October
- Mid January
- Thursday preceding the Annual Convention (afternoon)

Executive meetings (other than those in conjunction with the Convention) are generally held on a Friday from 10:00 am to 3:00 pm and are typically held in Nanaimo. Meetings via teleconference typically occur 2-3 times per year on an as needed basis (60-90 minutes).

Travel expenses and a per diem for meals and incidentals are provided for in-person Executive Meetings. For the meeting preceding the annual Convention, reimbursement is only for the added expenses that would not normally be incurred for attending the annual Convention.



Administration
Box 3333 | 6250 Hammond Bay Road
Nanaimo, BC Canada V9R 5N3
t: 250.758.4697 f: 250.758.2482
e: info@virl.bc.ca w: www.virl.bc.ca

November 1, 2017

Original sent via email

Mayor Larry Jangula
City of Courtenay
830 Cliffe Ave.
Courtenay, BC V9N 2J7

Dear Mayor Jangula,

Re: Appointment to the 2018 Vancouver Island Regional Library Board

As the new year approaches, it is time to consider your representation on the Board of Trustees of Vancouver Island Regional Library – the fifth largest library system in British Columbia serving more than 410,000 residents on Vancouver Island, Haida Gwaii, and Bella Coola on the Central Coast. Vancouver Island Regional Library enhances lives through universal access to knowledge, lifelong learning, and literacy in the communities we serve.

As per the *British Columbia Library Act*: "Each municipality and/or regional district that is party to the regional library district must, by resolution, appoint a representative and an alternate representative each December at the first meeting of the municipal council or regional district board. A member of the library board holds office for a term of one year: January 1 - December 31, or for the remainder of the year for which the appointment is made. A member is eligible for reappointment, but no member may serve for more than eight consecutive years. Reappointment of sitting members is encouraged in the interest of continuity..."

The *Library Act* also stipulates that "...members of a library board are not entitled to be paid by the library board for their services but may be reimbursed by it for reasonable travelling and out of pocket expenses, including child care expenses, necessarily incurred by them in performing their duties under this Act. (2) A library board may not reimburse a member for any expenses if another body reimburses the member for the expenses or pays the expenses."

Provincial legislation requires certified resolutions be submitted to Vancouver Island Regional Library by December 15, 2017. VIRL Board of Trustees also requires its members to complete a *Statement of Financial Disclosure* on an annual basis (a copy of the form on file with your municipality/district is acceptable). Thus, please find enclosed both a 2018 Appointment form and statement of financial disclosure form for your appointed Board member and Alternate member.

Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen Charlotte Sandspit Sayward Sidney/North Saanich Sointula Sooke South Cowichan Tahsis Tofino Ucluelet Union Bay Woss



Administration
Box 3333 | 6250 Hammond Bay Road
Nanaimo, BC Canada V9R 5N3
t: 250.758.4697 f: 250.758.2482
e: info@virl.bc.ca w: www.virl.bc.ca

Please complete the enclosed forms and return with a copy of the certified resolution by December 15, 2017 to the attention of Heather Mink Zuvich, Executive Assistant, by mail, email: hminkzuvich@virl.bc.ca or fax: 250.758.2482.

If you require additional information, please contact Ms. Mink Zuvich by phone: 250-729-2310 or email. Thank you for your continued support of Vancouver Island Regional Library!

Sincerely,

A handwritten signature in black ink that reads "Rosemary Bonanno". The signature is fluid and cursive.

Rosemary Bonanno, BA MLS
Executive Director

CC: David Allen, CAO, City of Courtenay

RB/hmz

Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen Charlotte Sandspit Sayward Sidney/North Saanich Sointula Sooke South Cowichan Tahsis Tofino Ucluelet Union Bay Woss

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2900

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. 2900, 2017”**.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
 - (a) by amending Section 8.2.1(6) by adding “(h) notwithstanding the required lot size stated in (e), a secondary residence is permitted on Lot D, Section 79, Comox District, Plan 18822 (191 Willemar Avenue)”.
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 6th day of November, 2017

Read a second time this 6th day of November, 2017

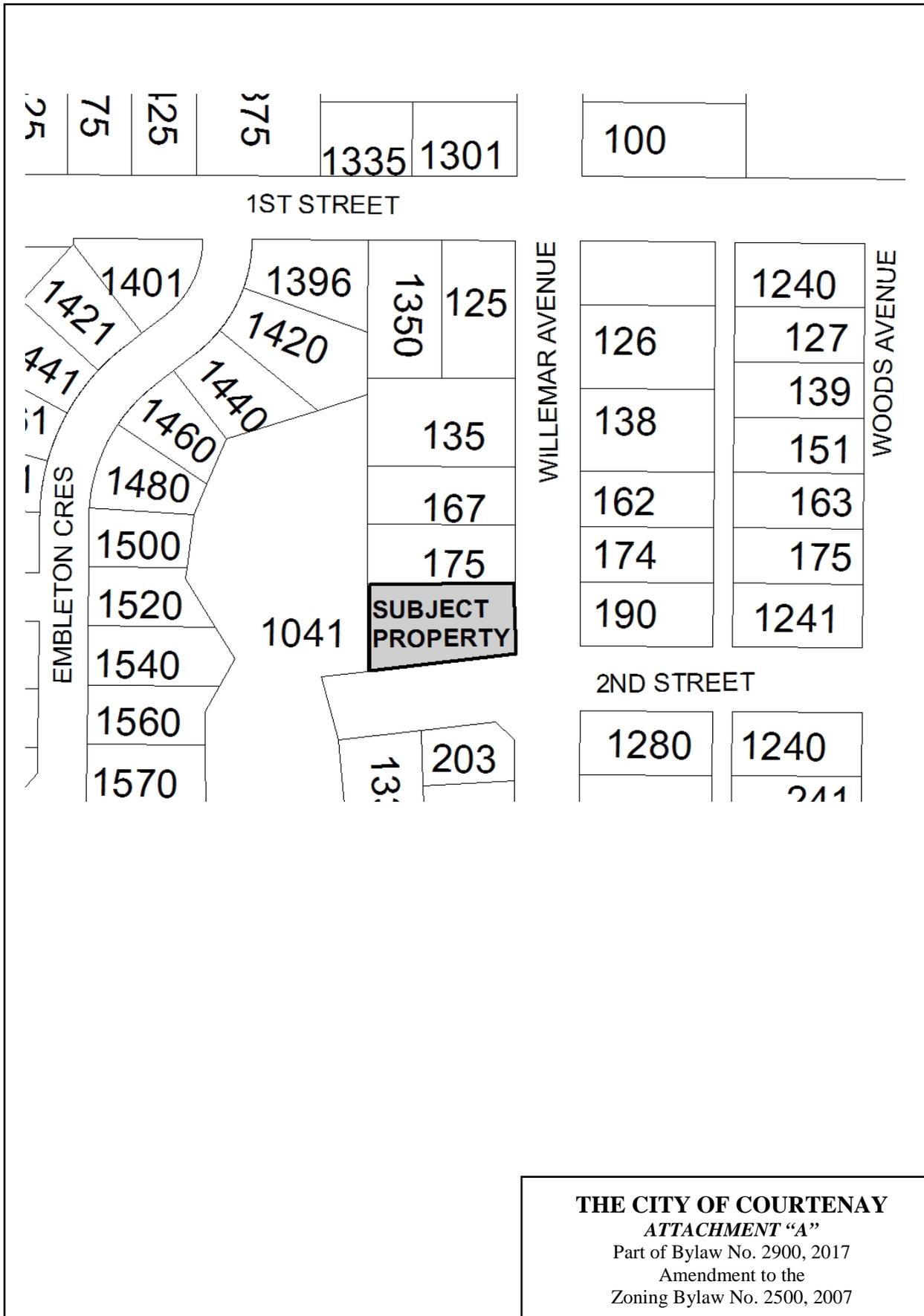
Considered at a Public Hearing this 20th day of November, 2017

Read a third time this day of , 2017

Finally passed and adopted this day of , 2017

Mayor

Director of Legislative Services



THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2868

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. 2868, 2017**”.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
3. (a) By adding Part 53 - Comprehensive Development Twenty-Six Zone (CD- 26) as follows and renumbering the remainder of the bylaw accordingly:

<p>Part 53 - Comprehensive Development Twenty-Six Zone (CD- 26) (3040 & 3070 Kilpatrick Ave)</p>

8.53.1 Intent

The CD-26 Zone is intended to accommodate a use mixed commercial and residential development on the properties legally described as Lot B, Section 67, Comox District, Plan VIP81460 and Lot 3, Section 67, Comox District, Plan VIP35438. These properties shall be developed substantially in accordance with Schedules A, B, C, and D which form part of this zone.

8.53.2 Permitted Uses

The following uses are permitted and all other uses are prohibited except as otherwise noted in this bylaw:

1. *General Service*
2. *Medical Clinic*
3. *Financial Institution*
4. *Office*
5. *Restaurant*
6. *Personal Service*
7. *Retail*
8. *Fitness Facility*
9. *Studio*
10. *Community Service*
11. *Liquor Store*
12. *Multi Residential*
13. *Home Occupation*

8.53.3 Lot Coverage

A *lot* shall not be covered by buildings to a greater extent than 40% of the total area of the *lot*.

8.53.4 Floor Area Ratio

The maximum *floor area ratio* shall not exceed 1.2.

8.53.5 Minimum Lot Size

A *lot* shall have an area of not less than 1.0 hectare.

8.53.6 Minimum Lot Frontage

A *lot* shall have a *frontage* of not less than 30.0 m

8.53.7 Setbacks

Except where otherwise specified in this bylaw the following minimum *building setbacks* shall apply:

- (1) *Front Yard* 7.5 m for that portion of a building with a height less than 9.0 m
 11.5 m for that portion of a building with a height greater than 9.0 m
- (3) *Rear Yard* 7.5 m except for underground parking structures which shall be a
 minimum of 0.6 m.

Notwithstanding the required *rear yard setback* specified above, the minimum *rear yard setback* can be reduced to 4.5 m for a building including balconies or to 3.2 m for a staircase for that portion of Building 1 shown in Schedule A.

- (2) *Side Yard* 4.5 m except where a building greater than 4 *storeys* abuts a
 residential use, in which case the minimum distance shall be 6.5 m
 for the 5th storey

Notwithstanding the required *side yard setback* specified above, balconies may extend up to 1.2 m into the *side yard setback* along the north property line and up to 0.8 m along the southern property line.

Notwithstanding the required front, rear, and side yard setbacks specified above, roof overhangs may extend up to 0.76 m into the required setback.

8.53.8 Height of Building

Maximum *building height* shall be in accordance with Schedule B and includes the elevator and roof top mechanical systems. For clarity, the curb height is determined as the average curb height along the lot frontage. For Buildings 1 and 2, Lot 3 of Plan VIP35438 and for Building 3, Lot B of Plan VIP81460.

- (1) Building 1 – 10.5 m to roof parapet, 12.5 m to top of elevator
- (2) Building 2 – 12.5 m to roof parapet, 14.5 m to top of elevator
- (3) Building 3 – 8.5 m

8.53.9 Useable Open Space

- (1) A minimum of 1,930 m² of *useable open space* must be provided as shown in Schedule B. For clarity this includes common outdoor areas and private balconies or patios.
- (2) A walkway connection must be provided on the site between Cliffe Avenue Greenway and Kilpatrick Avenue as shown in Schedule A.

8.53.10 Accessory Structures

- (1) Shall not be permitted except for waste and recycling facilities
- (2) Shall not be permitted in the *front or rear yard*
- (2) Shall not be located within 1.5 m of the *side lot line* abutting a commercial use or within 4.5 m of a *side lot line* abutting a residential use or *street*, except for underground garbage and recycling structures which shall be located a minimum of 0.6 m from the *side lot line*.

8.53.11 Off-Street Parking and Loading

Off-street parking shall be provided and maintained in accordance with the requirements of Division 7 of this bylaw except:

- (1) For multi residential uses parking shall be provided at a rate of 1.3 *parking spaces* per *dwelling unit* inclusive of visitor parking;
- (2) For general commercial uses parking shall be provided at a rate of 1.0 *parking spaces* for every 30 m² of *floor area*;
- (3) For restaurants with a drive-thru facility parking shall be provided at a rate of 1.0 *parking spaces* for every 10 m² of *floor area*.
- (4) Minimum parking stall dimensions are 2.6 m in width and 5.5 m in length for standard stalls
- (5) Minimum aisle width in the underground parking structure can be reduced to 6.7 m in accordance with Schedule C
- (6) No more than 25% of parking spaces can be designated as small car parking spaces

8.53.12 Landscaping and Screening

In addition to the Landscape Requirements identified in Part 14 of this bylaw, the following landscape requirements shall be met:

- (1) A landscaped area of not less than 4.0 m in width shall be provided inside all property lines adjoining residential use and public parkland except reduced widths shown in Schedule A.
- (2) A landscaped area of not less than 3.0 m in width shall be provided inside all side lot lines adjacent to commercial uses.
- (3) Where a *lot* in this zone adjoins a *street*, a landscaped area of at least 7.5 m in width extending along the entire frontage of the property shall be provided inside the property line.
- (4) Storage areas, garbage and recycling containers shall be screened and gated to a minimum *height* of 2 m by a *landscaping* screen or solid decorative *fence* or a combination thereof.

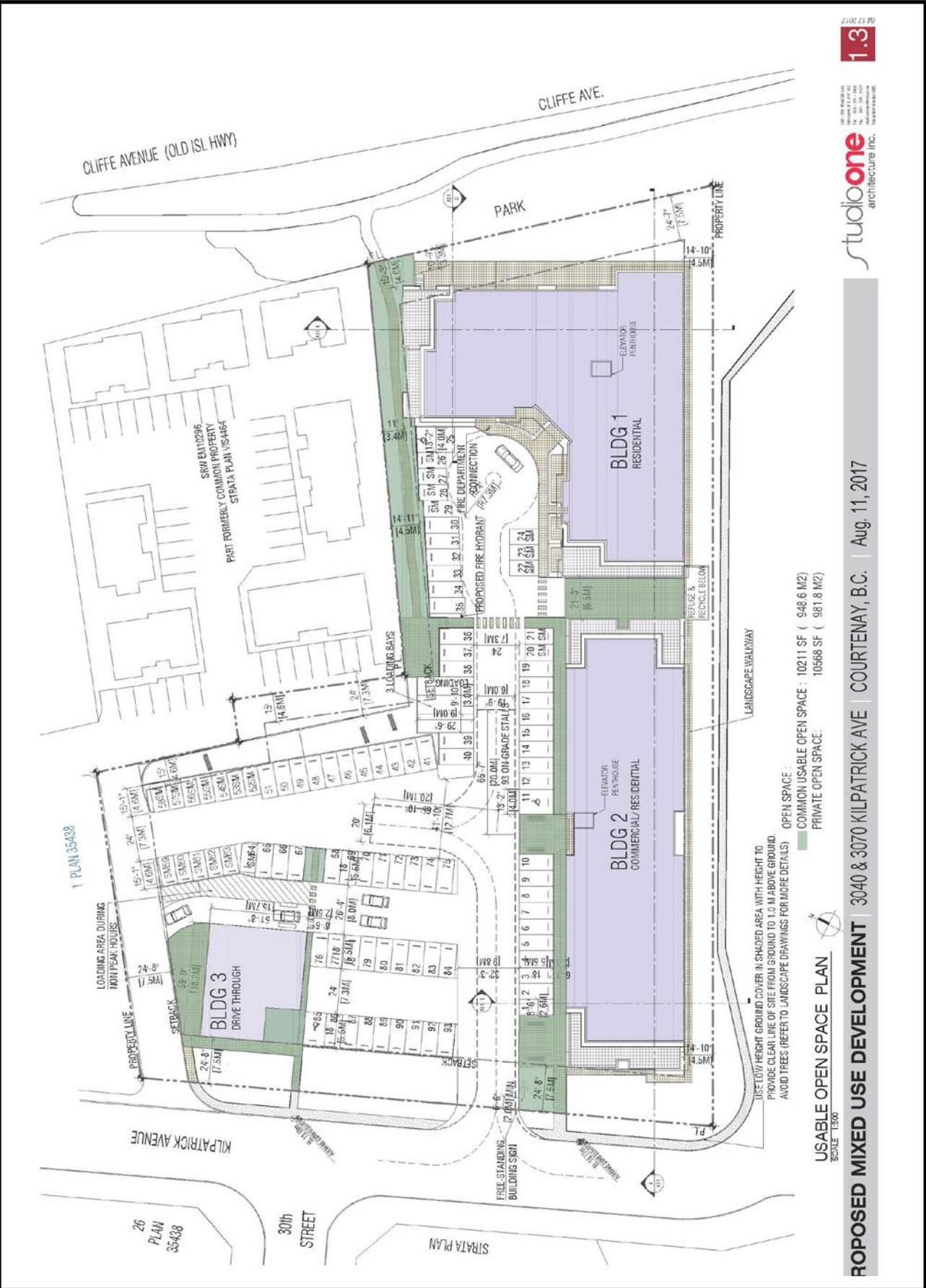


SITE PLAN
 SCALE 1:500

USE LOW HEIGHT GROUND COVER IN SHADED AREA WITH HEIGHT TO PROVIDE CLEAR LINE OF SITE FROM GROUND TO 1.0 M ABOVE GROUND. AVOID TREES (REFER TO LANDSCAPE DRAWINGS FOR MORE DETAILS)

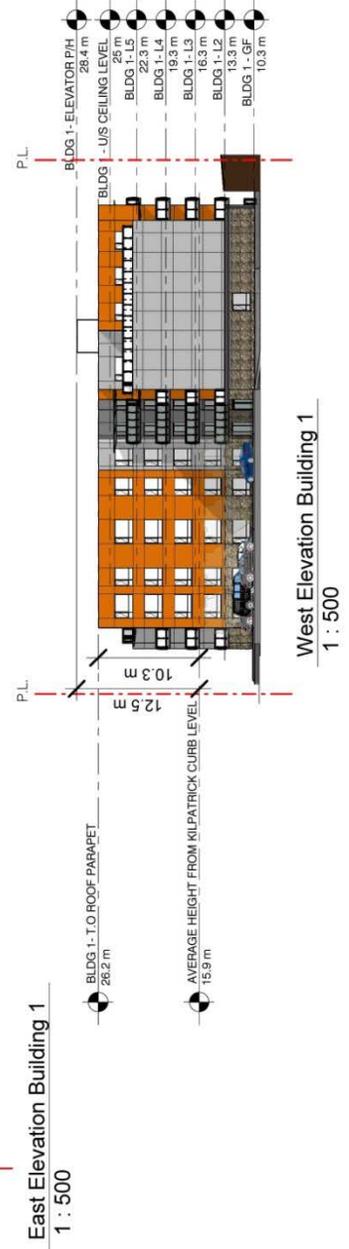
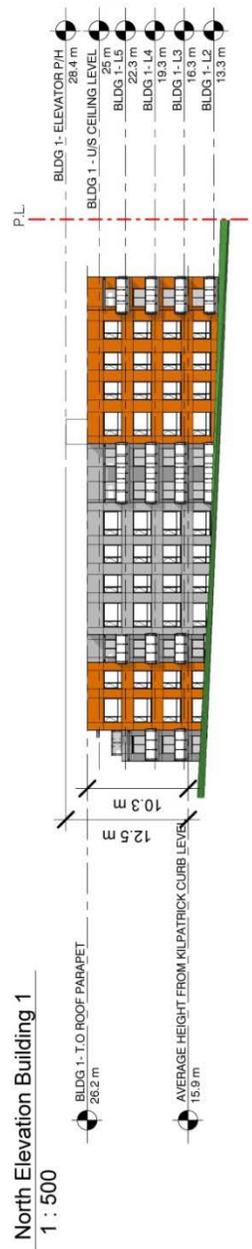
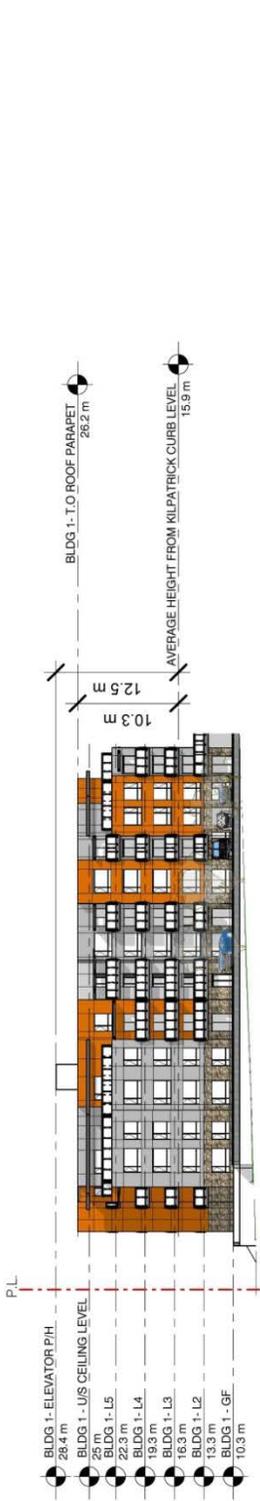
SCHEDULE A

Note: Please refer to full size drawings in file 3360-20-1611



SCHEDULE B

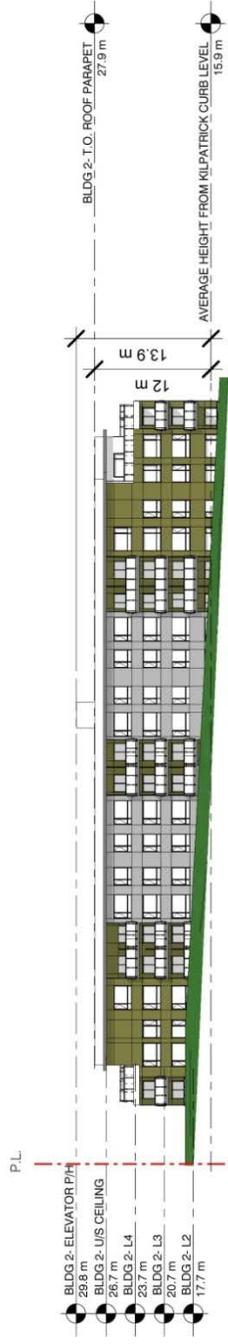
Note: Please refer to full size drawings in file 3360-20-1611



SCHEDULE C

Note: Please refer to full size drawings in file 3360-20-1611

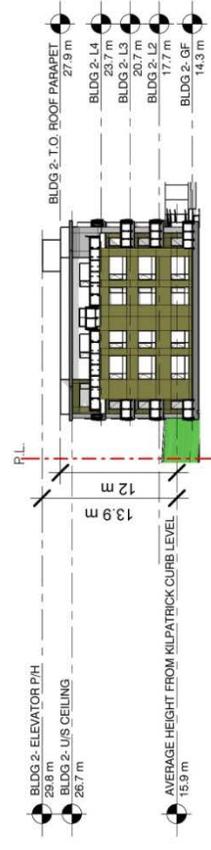
- 1- CEMENT
COLOR: C
- 2- CEMENT
COLOR: C
- 3- CEMENT
COLOR: C
- 4- CEMENT
COLOR: C
- 5- ARCHITEC
COLOR: C
- 6- CULTURE
ASPEN CC
- 7- VINYL DO
COLOR: V
- 8- ALUMINU
COLOR: V
- 9- METAL BF
COLOR: B



South Elevation Building 2
1 : 500



North Elevation Building 2
1 : 500



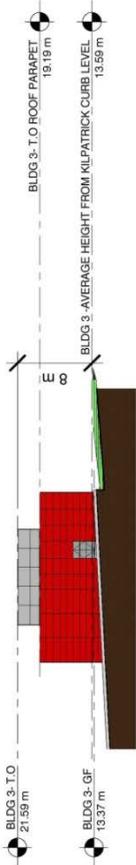
East Elevation Building 2
1 : 500



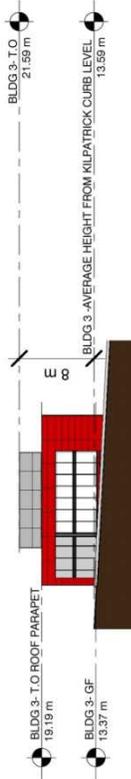
West Elevation Building 2
1 : 500

SCHEDULE C

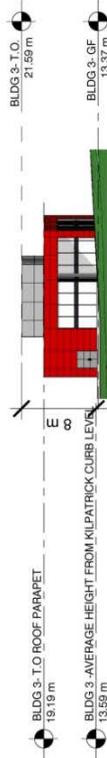
Note: Please refer to full size drawings in file 3360-20-1611



North Elevation Building 3
1 : 500

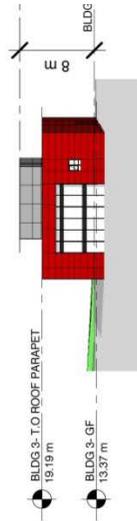


South Elevation Building 3
1 : 500



West Elevation Building 3
1 : 500

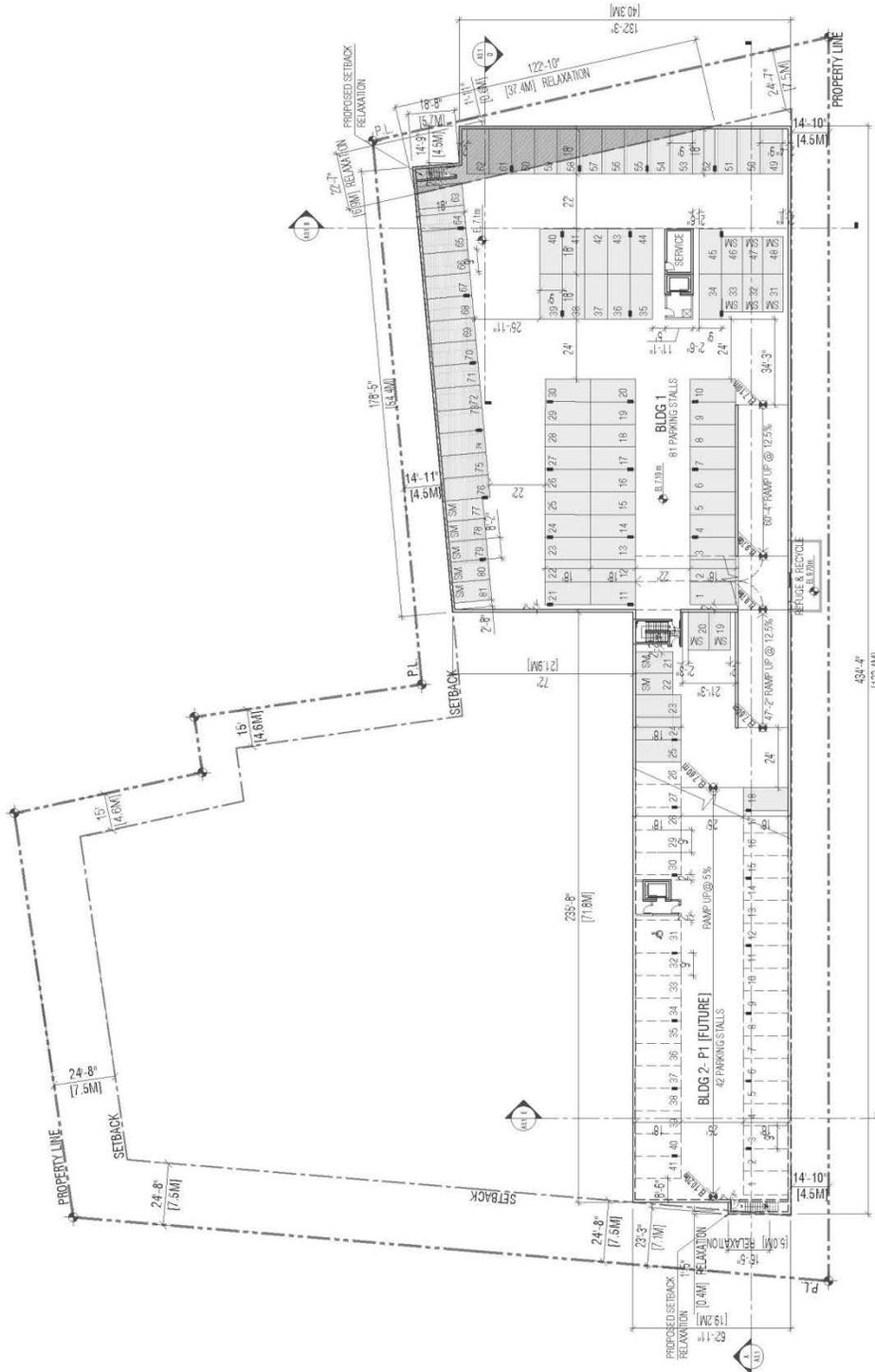
- 1- CEMENTITIOUS SIDING PANELS PAINTED
COLOR: CLV 11411N OR SIMILAR
- 2- CEMENTITIOUS SIDING PANELS PAINTED
COLOR: CL 1656N OR SIMILAR
- 3- CEMENTITIOUS SIDING BOARDS OR PANELS PAINTED
COLOR: CL 2932W OR SIMILAR
- 4- CEMENTITIOUS SIDING PANELS PAINTED
COLOR: CLC 1288N OR SIMILAR
- 5- ARCHITECTURAL FINISH EXPOSED CONCRETE PAINT
COLOR: CL 3214M OR SIMILAR
- 6- CULTURED STONE CLADDING
ASPEN COUNTRY OR SIMILAR
- 7- VINYL DOUBLE GALZED WINDOWS
COLOR: WHITE FRAME
- 8- ALUMINUM STOREFRONT WINDOWS AND DOORS
- 9- METAL BALCONIES
COLOR: BLACK



East Elevation Building 3
1 : 500

SCHEDULE C

Note: Please refer to full size drawings in file 3360-20-1611



U/G PARKING PLAN
SCALE 1:500

PROPOSED MIXED USE DEVELOPMENT | 3040 & 3070 KILPATRICK AVE | COURTENAY, B.C. | Aug. 11, 2017

SCHEDULE D

Note: Please refer to full size drawings in file 3360-20-1611

(b) By rezoning Lot B, Section 67, Comox District, Plan VIP81460 and Lot 3, Section 67, Comox District, Plan 35438 (3040 & 3070 Kilpatrick Avenue), as shown in bold outline on **Attachment A** which is attached hereto and forms part of this bylaw, from Commercial Two Zone (C-2) to Comprehensive Development Twenty Six Zone (CD-26).

(b) That Schedule No. 8, Zoning Map be amended accordingly.

4. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 5th day of September, 2017

Read a second time this 5th day of September, 2017

Considered at a Public Hearing this 18th day of September, 2017

Read a third time this 2nd day of October, 2017

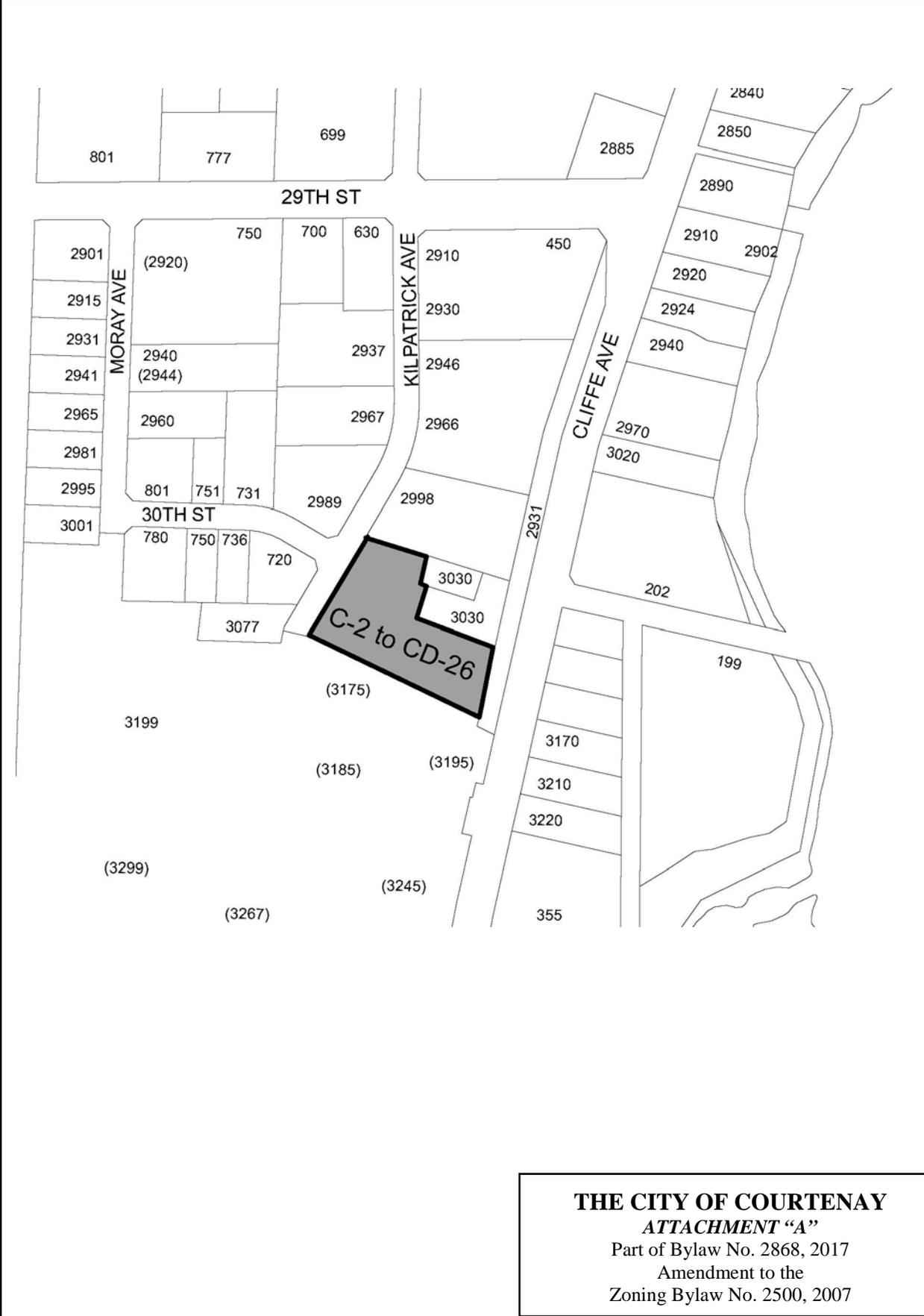
Finally passed and adopted this day of , 2017

Mayor

Director of Legislative Services

Approved under S.52(3)(a) of the *Transportation Act*

Brendan Kelly
Development Technician
Ministry of Transportation and Infrastructure



THE CITY OF COURTENAY
ATTACHMENT "A"
 Part of Bylaw No. 2868, 2017
 Amendment to the
 Zoning Bylaw No. 2500, 2007

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2913

A bylaw to designate and to establish the powers, duties, and responsibilities of Officers for the City of Courtenay

The Municipal Council of the Corporation of the City of Courtenay, in open meeting assembled enacts as follows:

1. CITATION

This Bylaw may be cited for all purposes as “**Officer’s Designation and Establishment of Powers, Duties, and Responsibilities Bylaw No. 2913, 2017**”.

2. OFFICERS

Pursuant to Section 146 of the *Community Charter*, the Officers of the City of Courtenay shall be those persons holding the following positions:

- (a) Chief Administrative Officer (CAO)
- (b) Director of Legislative and Corporate Services/Deputy CAO
- (c) Director of Financial Services
- (d) Director of Recreation and Cultural Services
- (e) Director of Development Services
- (f) Director of Public Works Services
- (g) Director of Engineering Services

3. POWERS, DUTIES AND RESPONSIBILITIES OF OFFICERS

3.1 CHIEF ADMINISTRATIVE OFFICER (CAO)

The Chief Administrative Officer is hereby assigned the chief administrative responsibility for the Municipality and the statutory powers, duties and functions specified in Section 147 of the *Community Charter*, and the powers, duties, and responsibilities established by Council in the Chief Administrative Officer Position Description, including the duties of Deputy Corporate Officer.

3.2 DIRECTOR OF LEGISLATIVE AND CORPORATE SERVICES/DEPUTY CHIEF ADMINISTRATIVE OFFICER

The Director of Legislative and Corporate Services/Deputy CAO is hereby assigned the responsibility of corporate administration for the Municipality including the statutory powers, duties, and functions specified in Section 148 of the *Community Charter (Corporate Officer)*, and the powers, duties, and responsibilities established in the Director of Legislative and Corporate Services/Deputy CAO Position Description, including the duties of the City Clerk.

3.3 DIRECTOR OF FINANCIAL SERVICES

The Director of Financial Services is hereby assigned the responsibility of financial administration for the municipality, which includes the statutory powers, duties, and functions specified in Section 149 of the *Community Charter (Financial Officer)*, and the powers, duties, and responsibilities established in the Director of Financial Services Position Description.

3.4 DIRECTOR OF RECREATION AND CULTURAL SERVICES

The Director of Recreation and Cultural Services is hereby assigned the powers, duties, and responsibilities established in the Director of Recreation and Cultural Services Position Description.

3.5 DIRECTOR OF DEVELOPMENT SERVICES

The Director of Development Services is hereby assigned the powers, duties, and responsibilities established in the Director of Development Services Position Description.

3.6 DIRECTOR OF PUBLIC WORKS SERVICES

The Director of Public Works Services is hereby assigned the powers, duties, and responsibilities established in the Director of Public Works Services Position Description.

3.7 DIRECTOR OF ENGINEERING SERVICES

The Director of Engineering Services is hereby assigned the powers, duties, and responsibilities established in the Director of Engineering Services Position Description.

4. FINANCIAL DISCLOSURE

All persons employed in the positions identified in section 2 of this bylaw are hereby designated as “municipal employees” for the purposes of the *Financial Disclosure Act*.

5. REPEAL

“Officer’s Designation and Establishment of Powers, Duties, and Responsibilities Bylaw No. 2823, 2015” is hereby repealed.

Read a first time this 20th day of November, 2017

Read a second time this 20th day of November, 2017

Read a third time this 20th day of November, 2017

Finally passed this day of

Mayor

Director of Legislative Services

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2810

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. 2810, 2017”**.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
 - (a) By rezoning that portion of Lot 1, District Lot 236, Comox District, Plan VIP89215 as shown in hatching on Attachment A which is attached hereto and forms part of this bylaw, from Residential One B (R-1B) to Public Assembly Two (PA-2);
 - (b) By rezoning that portion of Lot 1, District Lot 236, Comox District, Plan VIP89215 as shown in solid grey on Attachment A which is attached hereto and forms part of this bylaw, from Residential One B (R-1B) to Residential One S (R-1S);
 - (c) By amending Section 8.1.51 by adding “b) Notwithstanding the *setback* requirements above, the following minimum *building setbacks* shall apply on Lot 1, District Lot 236, Comox District, Plan VIP89215:
 - (1) *Front yard:* 4.5 m
 - (2) *Rear yard:* 12.0 m”; and
 - (d) That Schedule No. 8, Zoning Map be amended accordingly.
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 4th day of July, 2017

Read a second time this 4th day of July, 2017

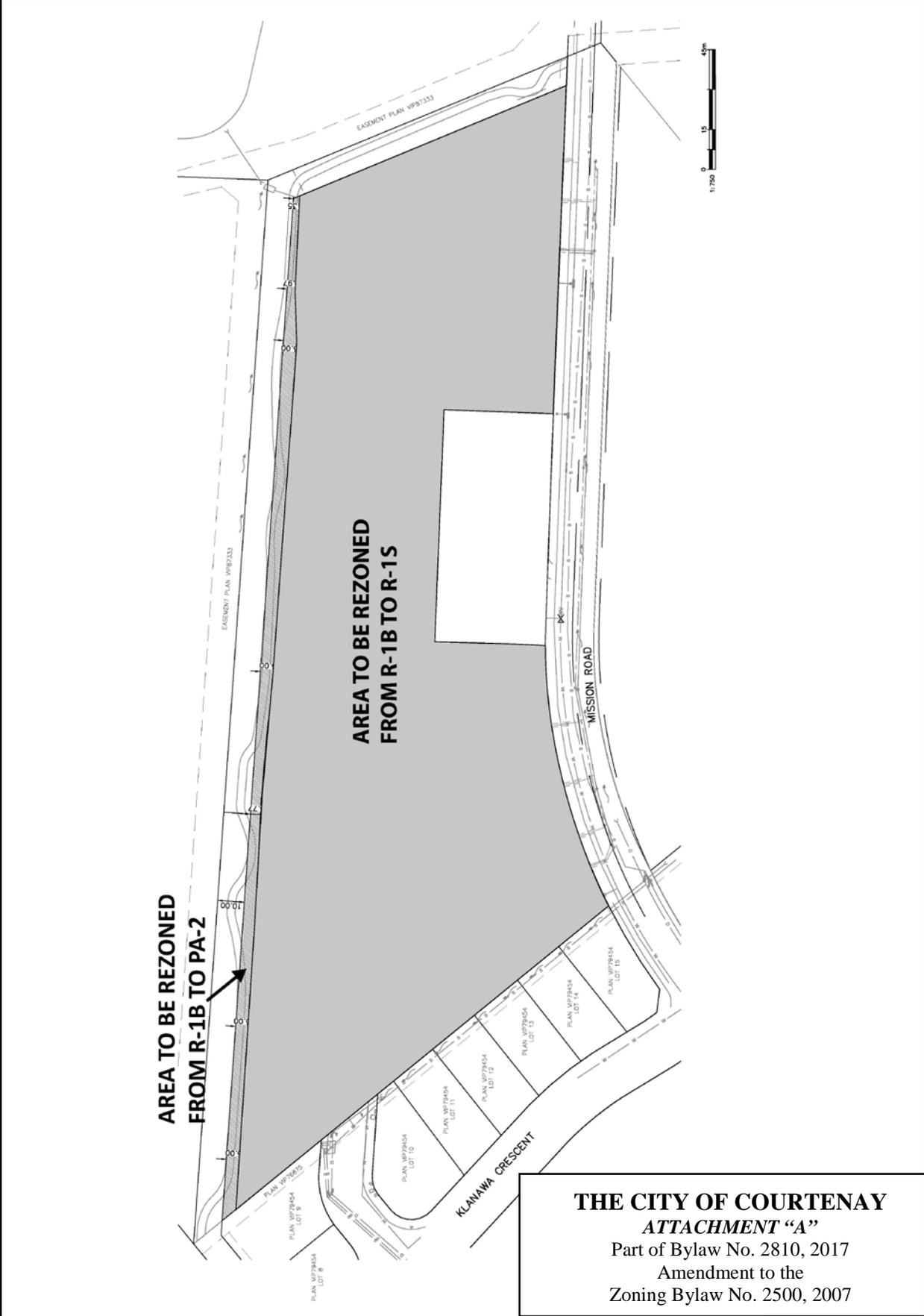
Considered at a Public Hearing this 17th day of July, 2017

Read a third time this 8th day of August, 2017

Finally passed and adopted this day of , 2017

Mayor

Director of Legislative Services



THE CITY OF COURTENAY
ATTACHMENT "A"
 Part of Bylaw No. 2810, 2017
 Amendment to the
 Zoning Bylaw No. 2500, 2007