

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

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

1.00 ADOPTION OF MINUTES

1. Adopt June 19, 2017 Regular Council meeting minutes and June 26, 2017 Committee of the Whole meeting minutes

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

1. Comox Valley Coalition to End Homelessness, Heather Ney, Leadership Team Member
- 1 2. Affordable Housing Considerations, Patricia Foster, RN MSN

4.00 STAFF REPORTS/PRESENTATIONS

(a) Development Services

- 3 1. Zoning Amendment Bylaw No. 2810 - 3300 Mission Road
- 27 2. Zoning Amendment Bylaw No. 2882 to allow a Carriage Suite - 525 Back Road
- 41 3. Estimated Time and Cost to Undertake an Urban Forest Strategy

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

- 55 1. Briefing Note – Parks and Recreation Master Plan Process
- 57 2. Briefing Note – Simms Millennium Park Enhancement Project
- 61 3. July 1st Commission Meeting Minutes May 29, 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 July 4th, 2017 at the conclusion of the Regular Council Meeting pursuant to the following sub-sections of the *Community Charter*:

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

9.00 UNFINISHED BUSINESS

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

12.00 BYLAWS

For First and Second Reading

- 65 1. "Zoning Amendment Bylaw No. 2810, 2017"
(from Residential One B (R-1B) Public Assembly Two (PA-2) 3300 Mission Road)
- 67 2. "Zoning Amendment Bylaw No. 2882, 2017"
(to allow for a Carriage Suite 525 Back Road)

13.00 ADJOURNMENT

Patricia Foster
1050 2nd Street,
Courtenay, B.C. V9N 1C4
Cell: (250) 897-2624
Email: patricia.foster365@gmail.com

June 23, 2017

SUBMISSION TO CITY OF COURTENAY, COUNCIL MEETING July 2017

OVERVIEW

- growing need on Vancouver Island and specifically Comox Valley, for affordable housing for frail seniors
- need review of council policies to support affordable housing for frail seniors
- focus of this submission is family generated housing vs large scale developer generated housing
- addition of 500 sq foot suite for 91 year old mother

BACKGROUND

- Zone R2A duplex
- building application in September 28, 2016
- lengthy delays due to parking regulations – 2 existing parking stalls with 3rd possible at 2.65 m width (nonconforming)
- variance application submitted September 28th / Board met in December
- construction began January 2017
- taxation a deterrent to development of family centred seniors' housing
 - \$960.60 increase from 2016 due to double charges for sewer, water and garbage
 - only 2 people living at 1050 2nd Street (both seniors)
 - allowed 1 can of garbage per household per week
 - together, only put out a partial garbage can every 2 or 3 weeks (AND only ½ full when we put it out)

FUTURE OPPORTUNITIES FOR CHANGE

- consider policies that support small initiatives for seniors' housing (i.e. flexible parking requirements for single person households including non-driving senior)
- when single senior's housing application consider
 - 1) taxation based on actual usage not assumptions, or
 - 2) taxation based on number of persons per household
- public education re family focused senior's housing that encourages independence but also maximizes support for frail elderly



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Zoning Amendment Bylaw 2810 – 3300 Mission Road

File No.: 3360-20-1411
Date: July 4, 2017

PURPOSE:

The purpose of this report is for Council to consider a Zoning Amendment to rezone the property legally described as Lot 1, District Lot 236, Comox District Plan VIP89215 (3300 Mission Road) from Residential One B (R-1B) to Residential One S (R-1S) and Public Assembly Two (PA-2).

CAO RECOMMENDATIONS:

That based on the July 4, 2017 staff report 'Zoning Amendment Bylaw 2810 – 3300 Mission Road' Council approve Option No. 1 and proceed to First and Second Readings of City of Courtenay Zoning Amendment Bylaw No. 2810, 2017; and

That Council direct staff to schedule and advertise a statutory public hearing with respect to Zoning Amendment Bylaw No. 2810, 2017 on July 17, 2017 at 5:00 p.m. in the City Hall Council Chambers.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The applicant is proposing to rezone a 4.05 hectare lot in northeast Courtenay from Residential One B (R-1B) to Residential One S (R-1S) to facilitate the subdivision of 34 single residential lots which permit secondary suites. The subject property is located east of Veteran's Memorial Parkway and north of Mission Road. As part of the project proposal, Mission Road and Klanawa Crescent will be extended to provide access to the development. Adjacent land uses include single residential to the west, Agricultural Land Reserve to the north, rural resource lands to the east, and undeveloped single residential land to the south.

The subject property is currently forested with a significant stand of second growth trees and intact understory. The development proposal includes tree retention areas on both private property and within the land along the northern and eastern edges of the site which will become park. Currently, a 10.0 m wide strip of land along the northern and eastern boundary is zoned as park (PA-2). The park will be increased in width along the northern boundary to provide a recreational trail and a vegetated buffer to the adjacent Agricultural Land Reserve. The widening of the park requires rezoning a small portion of the R-1B zoned land to PA-2 (**Attachment 4**).

While the applicant has proposed the subdivision plan included as **Attachment 1** as part of the zoning application, it is important to note that the subdivision plan has not been finalized. This would be done through the subdivision application process should the proposed zoning amendment be adopted by Council. Approval of the subdivision will be at the discretion of the Approving Officer.



Figure 1. Subject property is shown in red outline.

DISCUSSION:

Official Community Plan and Mission Road Local Area Plan Review

The subject property is designated as Urban Residential in the Official Community Plan (OCP) and is within the Mission Road Local Area Plan (MRLAP). The MRLAP was included as part of the OCP update in 2005 and incorporates the general development concept and policies from the original Mission Road Development Plan which was adopted in 1995. Together the OCP and the MRLAP provide guidance on appropriate land use in this neighbourhood with respect to development patterns, density, housing types, transportation, park space and the urban-agricultural interface.

The OCP provides broad residential policy objectives that apply across the city while the MRLAP provides more specific development guidance promoting a single residential neighbourhood that retains a forested and semi-rural character. While many of the MRLAP policies remain relevant, it is worth noting that the Mission-Lerwick area has seen significant change in the 22 years since the plan was adopted including the expansion of North Island College, and construction of Queneesh Elementary, the Aquatic Centre, the new hospital, Home Depot shopping centre, Costco, and the Crown Isle Shopping Centre.

Density and Housing Type

The development proposal is consistent with the Urban Residential designation in the OCP which supports single and duplex residential development on a variety of lot sizes. The applicants are applying to rezone the property to permit secondary suites in a new single residential subdivision with lot sizes between 650 m² and 1156 m². The inclusion of secondary suites aligns with the OCP and the City's Affordable Housing Strategy which promote secondary suites in single residential areas as a way of distributing affordable housing options across the city and as a means of increasing neighbourhood density and the variety of

available housing types without significantly altering the character of established single residential areas. The provision of secondary suites is also consistent with OCP policy objectives to increase housing options for seniors by providing another option to assist seniors to age in place.

The proposed development is also consistent with many of the policies contained in the MRLAP including the provision of an interconnected street pattern, a variety of lot sizes to encourage diverse building plans, and lots that are staggered across the street from each other to promote views between houses and increase privacy. However, the average lot size of 760m² in the proposed development is smaller than the suggested lot size of 830 m² outlined in the MRLAP. Larger lot sizes are encouraged in the MRLAP as a strategy for achieving the semi-rural character that reflected the neighbourhood interests at the time the plan was created.

While the proposed rezoning will result in greater density than is contemplated in the MRLAP, staff believe a modest increase in density is appropriate in this location as it is within the density range prescribed by the OCP urban residential designation, and has proximity to existing amenities, the college, and employment centres.

Transportation

As noted above, the Mission and Lerwick area has seen significant development in recent years and the development site is in close proximity to many civic amenities and commercial destinations. Locating residential uses in close proximity to existing amenities facilitates active transportation by making it more feasible for people to walk or ride their bike to daily destinations such as school, work, grocery stores and cafes. This reduces auto dependence and supports the City's climate change policy objectives. While the main transportation connection between the development site and local amenities is Lerwick Road, which is characterised by automobile focused development, there are a number of greenway connections which offer safer, more comfortable walking and cycling routes from residential areas to various destinations (Figure 3). The proposed development will expand this greenway network by extending the greenway along the northern and eastern property lines from current end of Klanawa Cres through to Mission Road (**Attachment 1**).



Figure 3. The subject property is close to schools, recreational facilities, commercial destinations and the new hospital location. The subject property is shown in red. Existing greenways are shown as solid green lines. Dashed green lines represent desired connections shown in the OCP. The yellow line represents a 1.0 km distance from the development site.

The proposed greenway will be in the area currently zoned as park. As noted above, the width of the linear park will be increased to serve several functions: a greenway corridor, a tree retention area, and a buffer between the proposed urban development and agricultural land. The recreational trail will be routed away from the ALR land and closer to the residential uses wherever feasible but the location of the path may vary to accommodate tree retention objectives.

Tree Retention

Tree retention is a critical aspect of the MRLAP and the applicant has proposed tree retention areas in the rear yards of many of the lots and within the parkland. To further enable tree retention, the proposed zoning amendment includes reducing the required front yard building setback in exchange for an increase in the rear yard setback to provide more space to accommodate mature trees. The tree retention areas are outlined in **Attachment 2** and will be managed through the new tree bylaw and a tree retention covenant which would be registered on the property title prior to adoption of the zoning amendment.

The MRLAP specifies a tree retention area along Mission Road to provide a buffer between the busy street and private back yards. There may be some opportunity to preserve trees along the Mission frontage which can be addressed through the tree cutting permit application but there will be a substantial grade difference between the road and the lots, as well as driveway accesses, which may limit the opportunity to retain the existing trees. If tree retention along the Mission Road frontage proves to be infeasible staff is satisfied that the proposed tree retention strategy addresses the intent of the MRLAP to protect the forested character and that increasing tree retention adjacent to the ALR, and with trees retained within the park, will provide a greater community benefit than tree retention along Mission Road.

Adjacent Agricultural Land Reserve

The MRLAP does not contain policy guidance for addressing the interface between the plan area and the agricultural land reserve (ALR), but the OCP does require fencing and buffering for non-agricultural uses adjacent to agricultural land and supports increasing setbacks from the ALR boundary.

The park along the northern boundary will serve as the ALR buffer in addition to extending the greenway. Although the park will be widened through this development proposal, it is less than the Ministry of Agriculture’s recommendation for buffers intended to mitigate the impact of urban development on agricultural practices. The minimum recommended vegetated buffer width in the Ministry’s Guide to Edge Planning¹ is 15 m with an additional 15 m building setback. The table below compares the Ministry recommendation with the proposed agricultural buffer and current City zoning requirements.

Table 1. Comparison of Ministry Buffer Guidelines, the proposed buffer and City zoning requirements

	<u>Ministry of Agriculture Recommendation</u>	<u>Development Proposal</u>	<u>City Zoning Regulations</u>
Buffer Width	15 m	12.3 – 15 m*	10 m
Building Setback	15 m	12 m	9 m
Total Distance from Back of House to Agricultural Land	30 m	24.3 m – 27 m	19 m

* this includes the 3.0 m wide recreational trail

In addition to the 12 – 15 m vegetated buffer, the lots will have a greater rear yard building setback than the current requirements of the R-1S or R-1B zones. The increased rear yard setback will allow greater tree retention and is more in keeping with the Ministry’s guidelines. Drawings showing the proposed vegetation buffer and greenway are included in **Attachment 3**.

Park Space

The OCP and the MRLAP identify the need to acquire neighbourhood park space in this area of the City. The applicant is proposing to dedicate 0.69 ha for park land. This is approximately 17% of the development site and exceeds the 5% required through the subdivision process. However this dedication is comprised entirely of greenway and agricultural buffer consistent with the OCP land use map but does not address the lack of active play space for residents in this neighbourhood.

The developer previously proposed a small lot (a portion of lot 6) as dedicated neighbourhood park space which would be in excess of the park land contribution requirements. Upon review, City staff determined this lot would have limited utility as a neighbourhood park due to the small size, topography, and location which is bordered on three sides by private property with no direct connection to the greenway. The City proposed alternative locations for the developer’s consideration but the developer elected not to proceed. It is anticipated that the need for neighbourhood parks in this area will be addressed through the parks master planning process which is currently underway.

Zoning Bylaw

This application is for a zoning amendment to change the zoning of the subject property from R-1B to R-1S and PA-2 and includes the modification of required building setbacks to facilitate the retention of mature trees.

¹ Ministry of Agriculture. (Undated). Guide to Edge Planning. Promoting Compatibility Along Agricultural – Urban Edges. Accessed from http://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/agricultural-land-and-environment/strengthening-farming/800-series/823100-3_edge_guide_2015.pdf

The R-1S zone has different development requirements than the existing R-1B zone as detailed in Table 2. The current development proposal results in approximately four more lots than what could be developed under the R-1B zone, and each lot would be permitted a secondary suite provided it met the remaining zoning and building code requirements including the provision of one additional parking space dedicated for the suite.

Table 2. Comparison of Zoning Requirements for the R-1B and R-1S Zones

Parameter	R-1B (existing)	R-1S (proposed)
Average Lot Size	850 m ²	Not applicable
Minimum Lot Size	750 m ² or 875m ² for corner lot	650 m ² or 725 m ² for corner lot
Minimum Lot Frontage	18.0 m or 19.5 m for corner lot	18.0 m or 19.5 m for corner lot
Minimum Lot Depth	32.0 m	30.0 m
Maximum Lot Coverage	40%	40%
Minimum Front Yard Building Setback	7.5 m	4.5 m*
Minimum Rear Yard Building Setback	9.0 m	12.0 m*
Minimum Internal Side Yard Building Setback	Total 4.5m with min of 1.5 m on one side	Total 4.5m with min of 1.5 m on one side
Minimum External Side Yard Building Setback	4.5 m	4.5 m
Maximum Building Height	9.0 m	8.0 m

* the 4.5 m front yard setback and the 12.0 m rear yard setback are specific to this development. The regular front and rear yard building setbacks for the R-1S zone are 7.5m and 9.0 m respectively.

The proposed zoning is consistent with the OCP policy objectives. While it will result in a modest increase in residential density, it fits within the broader neighbourhood context. The R-1S zone is already established in the neighbourhood in the eastern portion of Cascara Crescent and the average lot size in the Elderberry area is 630 m².

In an effort to improve opportunities for tree retention in the rear yard, the applicant is pursuing reduced front yard building setbacks (4.5m) in exchange for larger rear yard setbacks (12.0 m) as part of this zoning amendment application. While the modified setback would allow a building face to be 4.5 m from the front property line, the zoning bylaw still requires a minimum of 6.0 m from the property line to the face of a garage and a minimum parking stall length of 5.5 m which would ensure adequate driveway length.

The proposed subdivision plan would also require variances to reduce the minimum lot depth for lots 4 and 6 and to reduce the required minimum frontage of lots 28 and 29. These variances are minor in nature and do not impede reasonable development of the lots. Should this rezoning application be successful, these proposed variances will be considered under a separate application for a Development Variance Permit in advance of subdivision approval. The remainder of the proposed development meets the requirements of the R-1S zone.

Lastly, the increase in the width of the park along the northern property line requires that a portion of the subject property currently zoned R-1B be rezoned to PA-2 as noted above (**Attachment 4**).

Servicing

The key servicing concern is stormwater management and the potential impact on the agricultural land which is immediately downslope of the development site. As part of the rezoning proposal, the developer has submitted a preliminary stormwater management plan including initial findings from the geotechnical engineering report which indicate that the soils on the subject property are very suitable for infiltration. The ability to infiltrate the runoff from the developed area including roofs, driveways, and roads will assist in maintaining the current hydrological regime and minimize the potential impact to the agricultural land however the stormwater management plan has not yet been accepted and will be finalized through the subdivision process.

FINANCIAL IMPLICATIONS:

There are no direct financial implications related to the processing of this rezoning application as the fees are designed to offset the administrative costs. The applicant will be contributing towards the affordable housing and the parks, recreation, cultural, and seniors amenity reserve funds for the additional lots created through the rezoning process.

Should the Zoning Amendment Bylaw be adopted, the applicant will be required to apply for subdivision approval and a Development Variance Permit. Subdivision fees are currently \$600 plus an additional \$150.00 per lot. The fee for a Development Variance Permit for single residential development is \$1,500.

Following subdivision, property owners would be required to apply for a Building Permit and subsequent inspections. Building permit fees are \$7.50 for every \$1,000.00 of construction value. The development will also be subject to development cost charges at a rate of \$16,624.07 per lot of which \$6,942.07 is the City's Development Cost Charge with the remaining \$9,682 going to the Comox Valley Regional District.

ADMINISTRATIVE IMPLICATIONS:

Processing zoning bylaw amendments is a statutory component of the corporate work plan. Staff have spent approximately 140 hours processing and reviewing this application since the application was received in 2014. Should the proposed zoning amendment receive First and Second Readings, staff will spend an additional 5 hours in preparation for the public hearing, preparation of the covenants to be registered on title, and processing the Zoning Amendment. If the Zoning Amendment is adopted, additional staff time will be required to process the Development Variance Permit and the Building Permit applications.

ASSET MANAGEMENT IMPLICATIONS:

The proposal includes the installation of new infrastructure including roads, trails, water, storm and sanitary systems including a proposed pump station. Installation of this infrastructure is funded by the developer however the City will assume ownership of these assets and is responsible for the ongoing maintenance and replacement costs. One exception is the vegetation buffer in the parkland. This will be installed and maintained by the developer for a two year period after which time, it will become the City's to maintain.

STRATEGIC PRIORITIES REFERENCE:

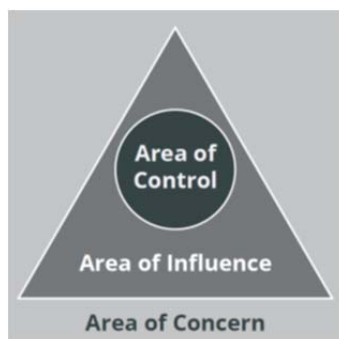
Development applications fall within Council's area of control and specifically align with the strategic priorities to support meeting the fundamental corporate and statutory obligations of the City and to support densification aligned with community input and the regional growth strategy.

We focus on organizational and governance excellence

- We support meeting the fundamental corporate and statutory obligations
- We responsibly provide services at a level which the people we serve are willing to pay

We support diversity in housing and reasoned land use planning

- Support densification aligned with community input and regional growth strategy
- ▲ Support initiatives and incentives to encourage lower cost housing
- Proactively pursue housing diversity and advocate for senior government support



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

OFFICIAL COMMUNITY PLAN REFERENCE:

Residential

Goals

- 4.4.2 (1) Optimize the use of existing lands in the City with long term consideration to expand boundaries and protect adjacent lands from further development to meet future needs of the City
- 4.4.2 (3) Support the development of housing options for seniors
- 4.4.2 (4) Ensure the provision and integration of special needs and affordable housing
- 4.4.2 (7) Preserve the integrity and character of existing residential areas with any redevelopment proposal
- 4.4.2 (8) Ensure all new development includes provision of amenities including buffer areas along major roads, neighbourhood parks, sidewalks, trails and public facilities

Policies

- 4.4.3 (1) Balance land uses to create vibrant and diverse neighbourhoods and community
- 4.4.3 (2) Create neighbourhoods that will offer a variety of transportation choices
- 4.4.3 (3) Preserve and enhance open spaces, greenways and Environmentally Sensitive Areas

4.4.3 (5) Create inclusive neighbourhoods for housing

Density

4.4.3 (4) Urban residential designation is for single and duplex residential development with a broad range of fully serviced subdivisions and provision of a variety of lot sizes

c) New development will take into account:

- neighbourhood interests
- pedestrian linkages
- urban standard municipal roads and services
- proximity to services, community facilities, schools, parks and shopping
- traffic pattern and overall site design
- form of housing

d) secondary suites will be considered as part of a principal single family residence building subject to zoning approval

Agriculture

4.5.3 (4) City will work towards reducing conflict between agricultural and other uses by ensuring

- fencing and buffering are required for non-agricultural uses adjacent to agricultural operations
- increasing setbacks from ALR boundaries

4.5.3 (7) City supports the protection of ground water sources and surface water supplies

Parks

4.6.4 (2) Council supports having parks designated within neighbourhoods in a manner that provides a highly visible presence from the public street system and connected to greenway and pedestrian routes. Areas that are a high priority for acquiring neighbourhood parks include areas north and south of Mission Road, east of Lerwick.

4.6.5 (1) City will require integration of greenways and inclusion of pedestrian walkways within any new subdivision and development

4.6.5 (6) Native vegetation should be preserved, protected, and retained within the greenway areas and replaced where feasible

Climate Change

Objective 1: 10.3 (1) City will encourage and support initiatives that reduce the number of passenger vehicle trips throughout the community

Objective 2: 2 (a) City will ensure all new neighbourhood processes will include strategies that prioritize walking and cycling in core and suburban settlement areas

Objective 2: 3 (b) Revisit secondary suite policy to encourage infill development in single residential neighbourhoods in the form of secondary suites and auxiliary buildings

Mission Road Local Area Plan (Section 9.1.2)

- streets that interconnect and cul de sacs with walkway connections to promote the concept of neighbourhood and to provide future residents opportunities to walk around the block
- a rational and simple street layout to promote a sense of the interconnectedness of the neighbourhood and for clear visual mapping
- a rigorous enforcement of the tree protection bylaw to promote the sense of an established neighbourhood and privacy
- lot width dimensions to vary within a prescribed range to promote diversity of house plans and discourage excessive repetition
- lots that are staggered across the street from each other to promote views between houses and to promote a sense of privacy

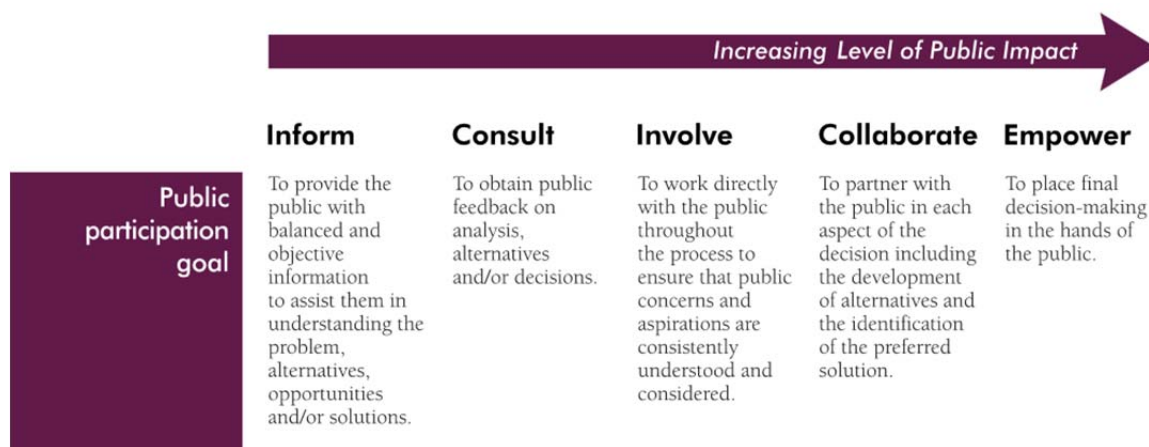
REGIONAL GROWTH STRATEGY REFERENCE:

The proposed development is consistent with the following Regional Growth Strategy policies: locating housing close to existing services, directing new residential development to Core Settlement Areas; developing and maintaining a diverse, flexible housing stock and the establishment of adequate buffers that ensure abutting farm and non-farm uses do not conflict and that non-farm uses do not impede agricultural activity within the ALR.

CITIZEN/PUBLIC ENGAGEMENT:

Staff will **consult** based on the public based on the IAP2 Spectrum of Public Participation:

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



Should Zoning Amendment Bylaw No. 2810, 2017 receive First and Second Readings, a statutory public hearing will be held to obtain public feedback in accordance with the *Local Government Act*.

Prior to this application proceeding to Council, the applicant held a public information meeting on February 24, 2017 at 6:30 pm at the CVRD Aquatic Centre. Property owners and occupiers within 100 metres of the

subject site were invited to attend the meeting. A summary of the public information meeting and public comments have been included as **Attachment 5**. According to the meeting summary report 15 people attended the meeting. Concerns included the provision of adequate parking related to secondary suites, the existing road geometry on Klanawa, and a lack of play space in the neighbourhood.

Concerns related to parking for the secondary suites and lack of play space were addressed in the discussion section above. With respect to concerns over the existing road geometry, the road was approved under a previous subdivision plan and was designed with the intent to connect through to the proposed subdivision. Staff do not anticipate issues at this location as there are similar road geometries in other areas of the city with few reported incidents.

OPTIONS:

OPTION 1: That based on the July 4, 2017 staff report 'Zoning Amendment Bylaw 2810 – 3300 Mission Road' Council approve Option No. 1 and proceed to First and Second Readings of City of Courtenay Zoning Amendment Bylaw No. 2810, 2017; and

That Council direct staff to schedule and advertise a statutory public hearing with respect to Zoning Amendment Bylaw No. 2810, 2017 on July 17, 2017 at 5:00 p.m. in the City Hall Council Chambers.
(Recommended)

OPTION 2: Postpone consideration of Bylaw 2810 with a request for more information.

OPTION 3: Not proceed with Bylaw 2810.

Prepared by:



Erin Ferguson, MCP
Land Use Planner

Approved by:



Ian Buck, MCIP, RPP
Director of Development Services

Attachments:

1. *Site Plan*
2. *Tree Retention Areas*
3. *Landscape Plan for Greenway & Agricultural Buffer*
4. *Proposed Zoning Plan*
5. *Public Information Meeting Summary Report & Public Correspondence*

Attachment 1
 Site Plan

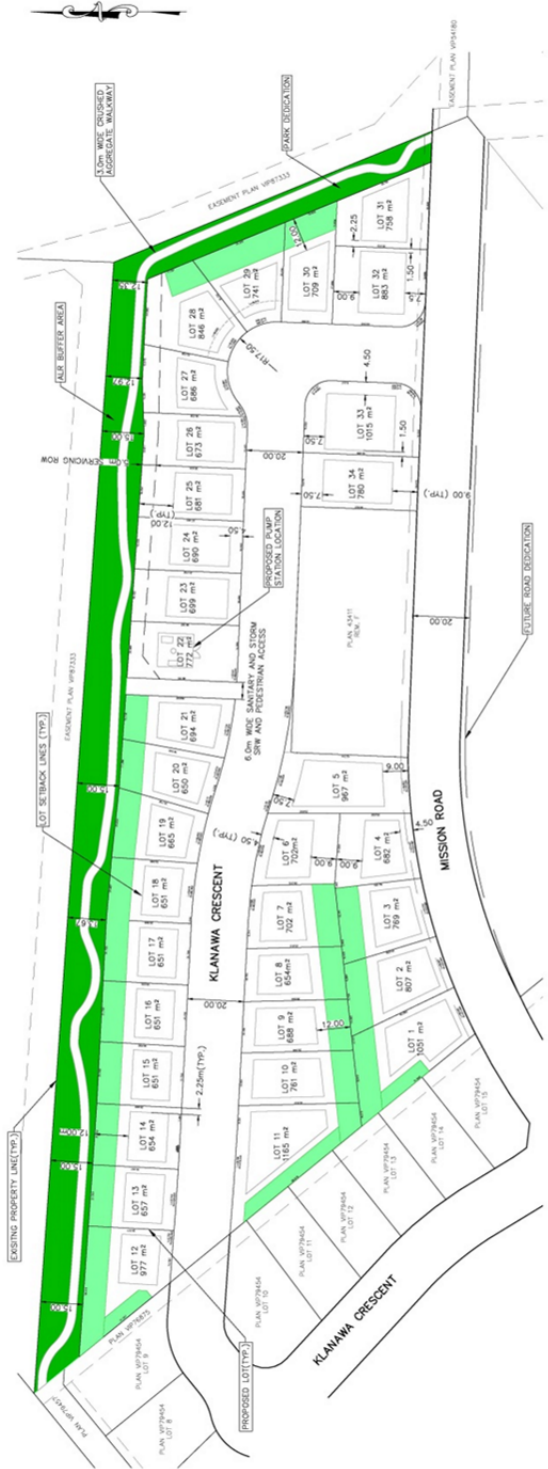
PROPOSED SUBDIVISION OF LOT 1, DISTRICT LOT 236,
 COMOX DISTRICT, PLAN VIP89215

- CIVIC ADDRESS:**
- 3300 MISSION ROAD
- LEGAL DESCRIPTION:**
- LOT 1, DL 236, COMOX DISTRICT, PLAN VIP 89215
- ZONING:**
- EXISTING ZONING R1-B
 - PROPOSED ZONING RI-S

SITE AREAS:

DESCRIPTION	AREA	PERCENTAGE TOTAL AREA
TOTAL AREA	4.05 ha.	100%
ROAD	0.77 ha.	19.02%
TREE RETENTION	0.42 ha.	10.02%
PARK	0.69 ha.	17.02%
PARK BREAKDOWN:		
ALR BUFFER	0.55 ha.	
WALKWAY	0.02 ha.	
REMAINDER	0.12 ha.	

- DRAWING LIST:**
- PROPOSED REZONING AND LAYOUT PLAN
 - TREE SURVEY PLAN
 - SECTIONS
 - COA
 - STORMWATER MANAGEMENT PLAN



<p>CASCARA CONSULTING ENGINEERS LIMITED</p> <p>1000-1000 Street Victoria, BC V8W 2T8 Phone: 250.591.7348 Fax: 250.591.7349 Email: info@cascara.ca</p>		<p>Project: NORTHROSE SUBDIVISION - REZONING</p> <p>Sheet: 1236.mxd</p> <p>Drawn by: JLB</p> <p>Checked by: GMB</p> <p>Approved by: GMB</p> <p>Scale: 1:500</p> <p>Date: 2017-07-04</p>
<p>Drawn by: GMB</p> <p>Checked by: GMB</p> <p>Approved by: GMB</p>		<p>Sheet No. 1236</p> <p>Project No. 1236</p> <p>Drawing No. 001</p>

Attachment 3
 Agricultural Buffer Plan

AIR BUFFER PLANT LIST		SIZE	SPACING	QTY.	NOTES
SYMBOL	BOTANICAL COMMON NAME				
	PSEUDEUCOA WENDLERI DOUGLAS FIR	2.0m HIGH	6.0m D.C.	4	
	THUJA PLICATA WESTERN RED CEDAR	2.0m HIGH	6.0m D.C.	4	
	HOLODISCUS DISCOLOR DOUGLASSPRUCE	42 POT	1.0m D.C.	20	
	RUBUS SPECTABILIS RUBUS	42 POT	1.0m D.C.	20	
	VACCINIUM CORYMBOSUM SPOTTED GARLAND THIMBLEBERRY	42 POT	1.0m D.C.	20	
	MANKONIA ADIPOSUM MOUNTAIN SPURT	42 POT	1.0m D.C.	205	
	ROSA RUGOSA ROSE	42 POT	1.0m D.C.	205	

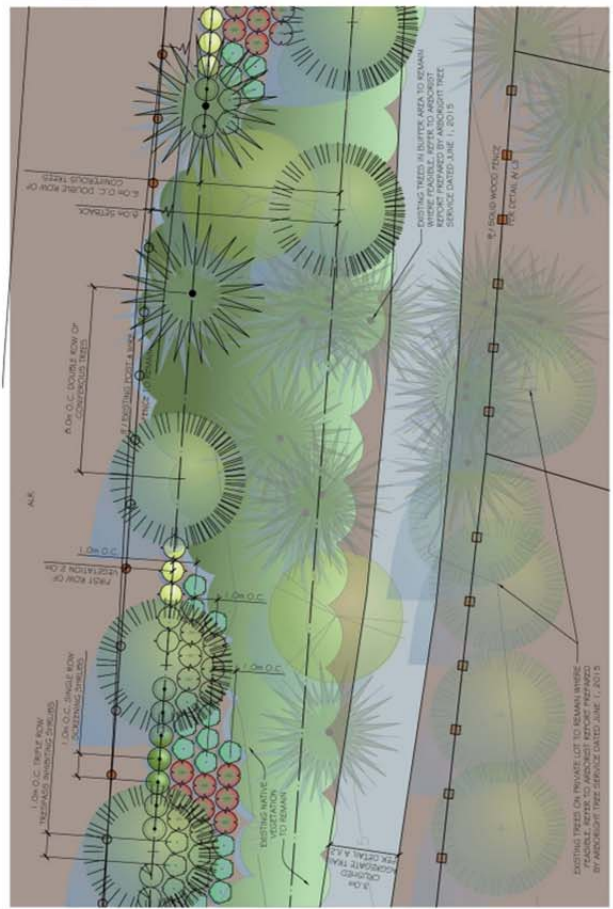
EXISTING AIR BUFFER PLANTS		SYMBOL	BOTANICAL COMMON NAME	EXISTING NATIVE TREES
	ALNUS INCANA RED ALDER		PSEUDEUCOA WENDLERI DOUGLAS FIR	
	THUJA PLICATA WESTERN RED CEDAR		HOLODISCUS DISCOLOR DOUGLASSPRUCE	
	MANKONIA ADIPOSUM MOUNTAIN SPURT		ROSA RUGOSA ROSE	
	GALTHIERA SHALLON SHALON		PTERIS CAUDATA SHRIMP TAIL	

PLANTING NOTES

1. ALL PLANTING INSTALLATION AND MAINTENANCE SHALL BE PER THE LATEST EDITION OF THE GUIDE TO CORP PLANTING PREPARED BY THE BRITISH COLUMBIA MINISTRY OF AGRICULTURE.
2. THE PLANTING SHALL BE PERFORMED BY A QUALIFIED CONTRACTOR WITH A MINIMUM LEVEL 2 URBAN SOIL MONITORING, DETRACK & BUFFER URBAN SIDE BUFFER C & D
3. PLANT QUANTITIES ASSUME THAT URBAN-SIDE BUFFERED WILL BE REQUIRED OVER 15% OF THE TOTAL BUFFERED BUFFER.

IRRIGATION NOTES

1. THE IRRIGATION SYSTEM SHALL BE INSTALLED ON THE SURFACE FOR TEMPORARY WATERING NOTARY NOTIFIED OR MICRO-DROP MISSION SERVICES.
2. THE IRRIGATION SYSTEM SHALL BE AUTOMATICALLY CONTROLLED WITH A BATTERY OPERATED CONTROLLER.
3. ONCE ESTABLISHMENT HAS BEEN APPROVED BY THE CITY OF COQUILA THE IRRIGATION EQUIPMENT SHALL BE REMOVED FROM THE SITE.

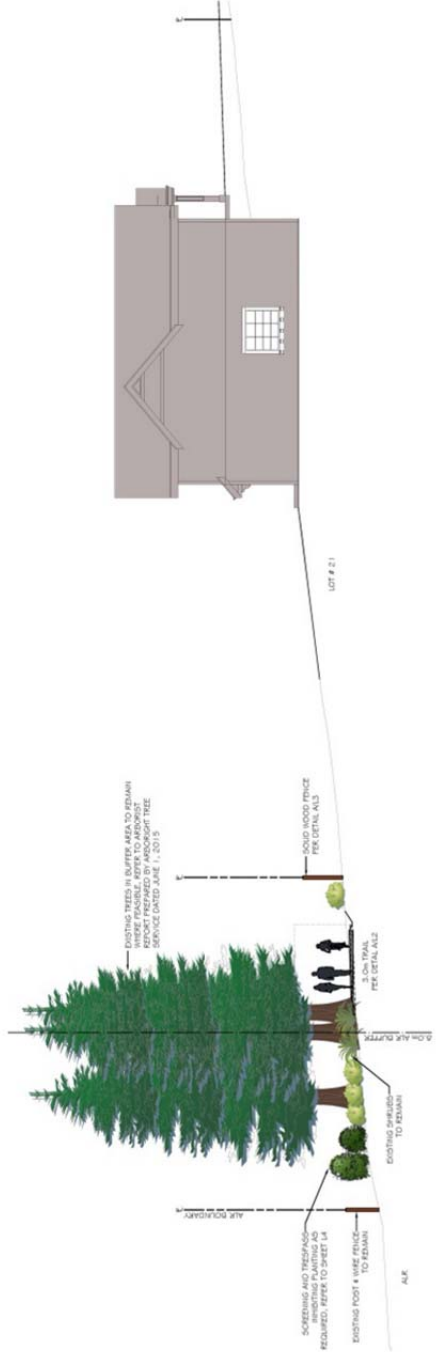
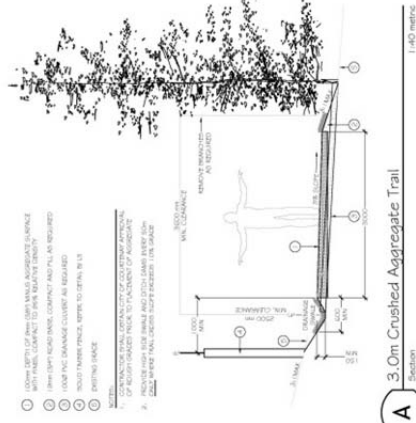
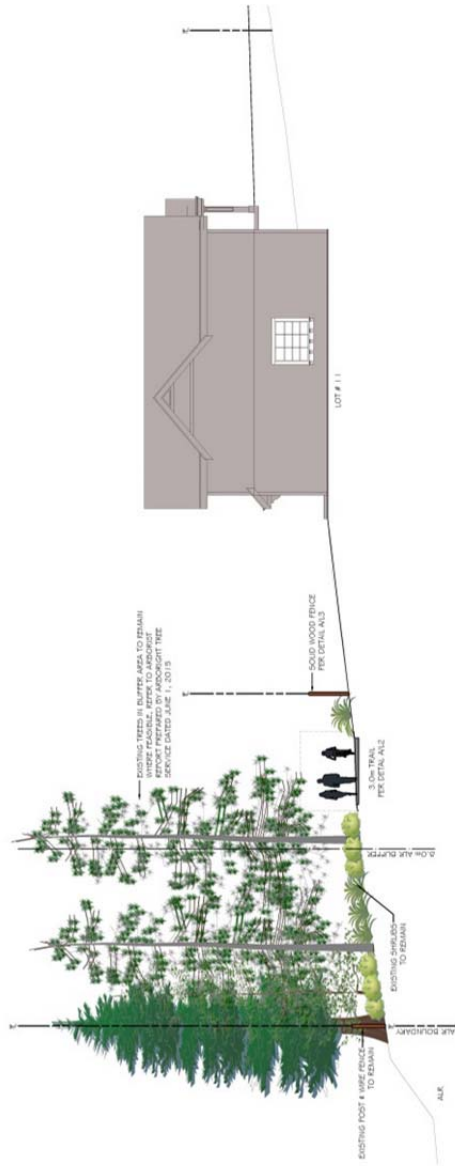


Typical AIR Buffer Planting Scheme
 1:100 METRIC



Existing AIR Buffer Condition
 Not to Scale

Photography



Appendix C – Fencing Specifications

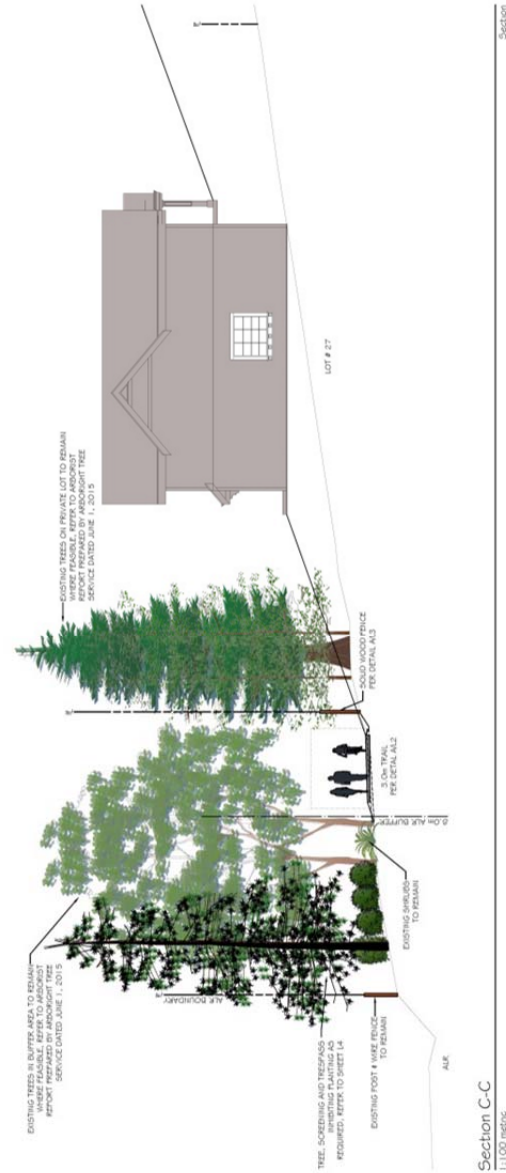
I: Solid Wood Fence

The following specifications are minimum recommendations. A local government can use its own specifications if they meet or exceed the following specifications.

- All posts and rails shall be rough sawn of "No. 1 Structural" grade, pressure treated with a wood preservative non-toxic to surrounding plant material, in accordance with CSA Standard (861.2 and compatible with staining requirements below).
- All fence boards and panels shall be rough sawn of "Quality Fencing" grade, finished with penetrating oil, in accordance with CSA Standard (861.2 and compatible with staining requirements below).
- Line posts shall be minimum 8.0 ft. in length and at least (standard) 4" x 4".
- Corner posts shall be minimum 8.0 ft. in length and at least (standard) 6" x 6".
- Prose rails (min. 3) shall be maximum 7.5 ft. in length and at least (standard) 2" x 6".
- Cup rails shall be at least (standard) 2" x 6".
- The finished height of opaque fencing shall be at least 6.0 ft.
- All nails used in fence construction shall meet the following specifications:

8.1 Minimum gauge of nails used - #8, common in post/rail connections
8.2 Minimum gauge of nails used - #11.5, common in rail/fence board connections
8.3 Galvanized - CSA D164
- Line posts shall be placed no more than 8.0 ft. O.C. and be firmly anchored in the soil to a depth of not less than 2.0 ft.
- The fence shall be constructed in accordance with these specifications and details provided in the drawings which forms part of these specifications.

A Solid Wood Fence - Guide to Edge Planning
 Section / Revision
 Next To Scale



Attachment 4
Rezoning to Increase
Park Width

The grey area shows
the area to be rezoned
from R-1B to PA-2



Attachment 5
Public Information
Meeting Summary

Blamire, Susan

From: Danny Milestone Contracting <danny@milestonecontracting.com>
Sent: March-13-17 3:22 PM
To: PlanningAlias
Subject: Re Zoning Amendment Application 3200 Mission Rd
Attachments: Northridge Public Meeting Minutes Feb 24th.pdf

Attention: Planning Services Department

Re Zoning Amendment Application 3200 Mission Rd for Northridge Properties

Please see attached minutes of our Public Information meeting held Feb 24th 2017 at 6:30 pm at the CVRD Aquatic Centre at 377 Lerwick Road.

The meeting concluded at 8:30 pm.

There were 15 guests that attended the meeting.

Notification was mailed on February 10th 2017 to list of residents (27) supplied by the City Of Courtenay Planning Department.

A presentation was given by Josh Fayerman of Northridge Properties and Keith Davies of Cascara Engineering with all the plans displayed on the wall .

See attached summation of questions, comment sheet and sign in sheet.

Email me if any questions.

Thanks

Danny Marfisi
General Manager

City of Courtenay
Development Services Department
planning@courtenay.ca

Notes – Public Meeting – February 24, 2017 6:35 PM

In attendance: 15 Guests (please see attached sign in forms)

Presenters:

Josh Fayerman – Northridge Properties
Keith Davis – Cascara Engineering
Danny Marfisi – Milestone Equipment Contracting

1. Q. Are the homes being built to be up to 4000 Square Feet?
 - A. Likely they would be 2500 – 3000 square feet. If owner decided to build a suite there will be a requirement to have a 3rd parking spot. The developer has not finalized design standards but they will be similar to Cascara Sub Division
2. Q. That would be 3 cars per residence (34) so could add 102 more cars in the area parking than there are now correct?
 - A. A building could be up to 4000 square feet but must meet parking requirements?
 - B. Owner will be required to follow by-laws on design and parking requirements as per the City bylaws and parking requirements.
3. Q. Building could go on for how long? Not one Builder?
 - A. Yes the lots are sold to whoever can and wants to purchase a lot. The owner would have the option to build a legal suite with the proposed zoning change. Timeframe is unknown.
4. Q. Will there be an area for parks, swings, or playground?
 - A. There will be no park with swings.
5. Q. Cars on Mission Road? I live on a corner and this could bring 120 more cars on Mission Road We want speed enforcement as kids play around the street.
 - A. Mission is an arterial road already
One owner suggests a playground to solve kids playing near busy streets.
6. Q. What about the location of the Pump House? Could it accommodate a play ground
 - A. Pump station consumes the whole lot and couldn't permit a play structure
7. Q. Blind spot on Klanawa Crescent, Problem vehicles coming around curve, getting out of driveway is a problem.
 - A. Hopefully there is another option for an alternate means of egress by having the Road extended.

A traffic study is being done.
It will be a Crescent because city didn't want a cul de sac

8. Q. What are disadvantages and advantages to having an additional suite?
 - A. Lots will be more marketable.
 - B. Fits the city's plans for the future

9. Q. What about pathways? Do they just end at Mission?
Klanawa
 - A. Trail is on this property ending at the property line and Mission Road

10. Q. What is start date?
 - A. We are in the re-zoning stage. The projected start time is spring with completion fall 2018.

11. Q. Why do you want to re-zone it to suite?
 - A. Fits current zoning in the area

12. Q. Who is responsible for Storm water?
 - A. Ditch drain Klanawa to accommodate storm water.
 - B. Storm winter eroding adjacent property.
 - C. Mission has wide ditches for Storm Water Management.
 - D. Our Storm Water Management plan was designed to maximize water retention so as to contain, detain water as much as possible.
 - E. Our key objective is for water to be used to recharge natural aquifers.
 - F. We are using rock pits on each property.
 - G. Infiltration rates are addressed.
 - H. Accounts for 100 years weather cycle.
 - I. Called storm tech chambers.

13. Q. Parking Concerns?
 - A. Front set back 7.5M
 - B. Side set back 4.5M Total
 - C. By having a suite it forces owner to accommodate an extra parking space.

14. Q. What can you do for us?
 - A. Pink area on drawings is for aesthetic reasons and not a requirement
 - B. Traditionally, developers do not require to address traffic as the development has to meet city standards.
 - C. The park space adjacent to the ALR zoned property is larger than required.
 - D. By not manipulating grades to keep trees, it helps minimize the amount of water we must account for


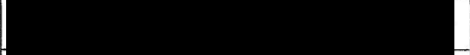
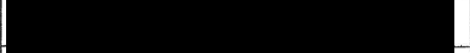
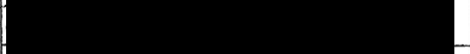
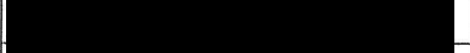
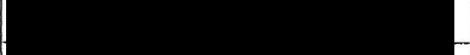

15. Q. Can wood burning Fireplaces be restricted?
 - A. Lots will be serviced with gas.

- 16. Q. Owner must meet building codes of city
 - A. Developer will place covenants on properties regarding trees

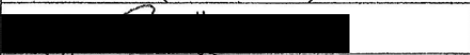

- 17. Q. Who makes the decision on Zoning?
 - A. Council
 - B. City is encouraging higher density
 - C. DCC will be higher
 - D. Taxes will be higher
 - E. Home Value will be higher

- 18. Q. What is the lot value?
 - A. Lots will be valued at about \$200,000.00 - \$250,000.00 Per lot

PUBLIC INFORMATION MEETING
 Friday, February 24th, 2017 6:30 pm
SIGN IN SHEET
 FOR
 Zoning Amendment Application- 3200 Mission Rd, Courtenay

NAME (Please Print)	ADDRESS
	3101 Klanawa Cres
	4671 SAHAK PL
	3131 KLANAWA CRES
	3111 Klanawa Cres.
	3100 Klanawa Cres
	3170 KLANAWA CRES.
	1163 CI Blvd.

PUBLIC INFORMATION MEETING
 Friday, February 24th, 2017 6:30 pm
SIGN IN SHEET
 FOR
 Zoning Amendment Application- 3200 Mission Rd, Courtenay

NAME (Please Print)	ADDRESS
	821 Anderson Rd.
	3201 Mission Road

Location: CVRD Aquatic Centre -Wave Room 377 Lerwick Rd (beside N.I College)

PUBLIC INFORMATION MEETING

Friday, February 24th, 2017 6:30 pm

(Zoning Amendment Application - 3300 Mission Road, Courtenay)

COMMENT SHEET

Name

Address: 3170 Klanawa Cres Phone: [REDACTED]

Northridge Properties has applied to the City of Courtenay for a Zoning Amendment. The city of Courtenay requests your comments on this application to rezone the property to Residential One D (R-1S) to allow for secondary suites within a proposed 34 lot subdivision.

The subject property is currently zoned Residential One B 9R-1B) pursuant to City of Courtenay Zoning Bylaw No.2500, 2007 (available on City of Courtenay website at www.courtenay.ca).

A map showing the subject property is attached. This project is under review by staff in the Planning Department of the City. Given the information you have received regarding this project do you have any comments or questions?

- Please send any information you get regarding the blind corner (curve) on Klanawa.
Thanks

- Please prohibit wood burning stove/fireplace

- time frame from excavation to completion

- extra parking on property for homes with suites

Please return your comments by Wed, March 1st 2017

Comment sheets can be submitted by one of the following methods:

1. Hand your comment sheet in tonight.
2. Mail your comment sheet to PO Box 300 Cedar BC V9X1W1
3. Email your comment sheet to info@milestonecontracting.com



STAFF REPORT

To: Council

File No.: 3360-20-1706

From: Chief Administrative Officer

Date: July 4, 2017

Subject: Zoning Amendment Bylaw No. 2882 to allow a Carriage House at 525 Back Road

PURPOSE:

The purpose of this report is for Council to consider an application to rezone the subject property from Residential One zone (R-1) to Residential Two zone (R-2) to lawfully allow for an existing Carriage House.

CAO RECOMMENDATIONS:

THAT based on the July 4, 2017 Staff report, "Zoning Amendment to allow a Carriage House at 525 Back Road", Council support approving OPTION 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 2882, 2017; and

THAT Council direct staff to schedule and advertise a statutory public hearing with respect to Zoning Amendment Bylaw No. 2882, 2017 on July 17, 2017 at 5:00 pm in City Hall Council Chambers.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The subject property (Figure 1. Location Map) is an approximately 3,200 m² residential lot located near the intersection of Tunner Drive and Back Road in East Courtenay, legally described as Lot 2, Section 15, Comox District, Plan 48973. The property is a panhandle lot with access on to Back Rd. and is currently developed with a single residential dwelling and an occupied illegal carriage house.

Surrounding properties are larger residential lots many of which are



Figure 1: Location Map

zoned R-1. In terms of similar land use to what is proposed, the property immediately south is zoned R-2 and there are three other properties zoned Residential One S (R-1S) within the same residential neighbourhood block, in which secondary suites are permitted.

The carriage house on the subject property was built in 1996 by the previous owner. When the Building Permit was issued, it was meant to be a garage, not a dwelling. In fact, at the time the Building Permit was issued, the permit explicitly noted that the building shall not be used as a dwelling. According to the applicants, the carriage house has been used as a residential dwelling and rented to a tenant before they purchased the property in 2008. They assumed that the carriage house was legal.

The applicants are requesting to rezone the property from Residential One zone (R-1) to Residential Two zone (R-2) to lawfully permit the carriage house. The application was made because the current owner is trying to sell the property and wants to ensure it is lawful.

No siting or form and character changes are proposed with the exception of possible building renovations to achieve current building code standards.

There are no downstream servicing concerns related to adding an additional dwelling unit at this address.

DISCUSSION:

OCP Review

The proposed application represents infill development within an established neighbourhood. The Official Community Plan (OCP) and the Affordable Housing Policy support infill development within existing urban residential areas provided it is in keeping with the character and scale of the surrounding neighbourhood. Infill housing provides more rental housing stock, diversity of housing types, and promotes more efficient use of land that is already serviced.

The location of this proposal is in close proximity to a wide range of community services and amenities including major transportation routes (for personal vehicles and transit), convenience and major shopping centres including groceries, recreational facilities, parks and trails, and the new hospital. Two elementary schools are within 1.5km of the property. Sidewalks are available to the major shopping routes. The property is not within a Local Area Plan area.

Zoning Review and Analysis

The R-2 zone is one of the few zones that permits a carriage house on a property. A summary of the zone requirements and the proposal's achievement of these requirements is included below.

	<u>Required</u>	<u>Proposal</u>
Total Floor Area	Not more than 75 m ²	71.3m ²
Minimum lot size	Over 1,250m ²	approximately 3,200m ²
Lot coverage	Maximum 40%	11%
Parking Spaces	Three (<i>2 for the principal dwelling unit and 1 for the secondary residence</i>)	Carports are provided for both dwelling units and there is ample driveway provision.
Setbacks:	<ul style="list-style-type: none">• Front yard: 7.5m• Rear yard: 4.0m• Side yard: 3.0m each side	<ul style="list-style-type: none">• Front yard: 11.8m• Rear yard: 16.9• Side yard: 3.8m and 19.7m

	<u>Required</u>	<u>Proposal</u>
Height	6.5m	6.4m

Other Policy Implications

Affordable Housing Policy

The City's Affordable Housing Policy sets out a number of strategies that support increasing the provision of affordable housing, including carriage homes, within the community. Council's practice to-date has been to consider secondary residence rezoning applications on a case-by-case basis taking into account land use planning policy, design and neighbourhood interests.

Evaluations

Although the subject structure exists illegally, no significant land-use issues have been identified. The applicant's intent for this application is to legalize the carriage house through rezoning and appropriate permit process and continue to provide an affordable housing opportunity within the property. Staff review of the application suggests that the proposed development aligns with OCP policy supporting infill development in areas with existing amenities and services. It also creates no substantial environmental or land use impacts on neighbouring properties and negligible impact to existing services.

FINANCIAL IMPLICATIONS:

Application fees have been collected in order to process the rezoning application. Should the proposed Zoning Amendment Bylaw be adopted Building Permit application fees will apply. A Building Permit is required to ensure the carriage house meets the current BC Building Code for residential use.

Properties with a secondary residence are charged a second utility fee (sewer, water, garbage) for the additional dwelling unit. Should the rezoning application be approved, the additional utility fees will be charged to the property at the time of occupancy permit. Secondary residences are exempt from paying Development Cost Charges to the City and the Regional District.

ADMINISTRATIVE IMPLICATIONS:

Processing zoning bylaw amendments is a statutory component of the work plan. Staff has spent approximately 20 hours processing this application to date. Should the proposed zoning amendment proceed to public hearing, an additional 2 hours of staff time will be required to prepare notification for public hearing and to process the bylaw. Additional staff time will be required to process the subsequent Building Permit applications including application administration and building inspections.

ASSET MANAGEMENT IMPLICATIONS:

The proposed development utilizes existing infrastructure and is connected to City Water and City Sewer. There are no direct asset management implications associated with this application.

STRATEGIC PRIORITIES REFERENCE:

Development applications fall within Council's area of control and specifically align with the strategic priority to support meeting the fundamental corporate and statutory obligations of the City. This application also meets the goal to support densification aligned with the regional growth strategy.

We support diversity in housing and reasoned land use planning

- Support densification aligned with community input and 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 fall within Council’s jurisdictional authority to act.

OFFICIAL COMMUNITY PLAN REFERENCE:

The proposed zoning amendment is consistent with the urban residential land use designation, and many other policies of the Official Community Plan. It represents infill residential development near existing amenities and services. Also, the proposed rezoning application fulfils the intent and the purpose of section 4.4.3 4 a) of the OCP - limited infill will be considered only in keeping with the character and scale of an existing neighbourhood.

REGIONAL GROWTH STRATEGY REFERENCE:

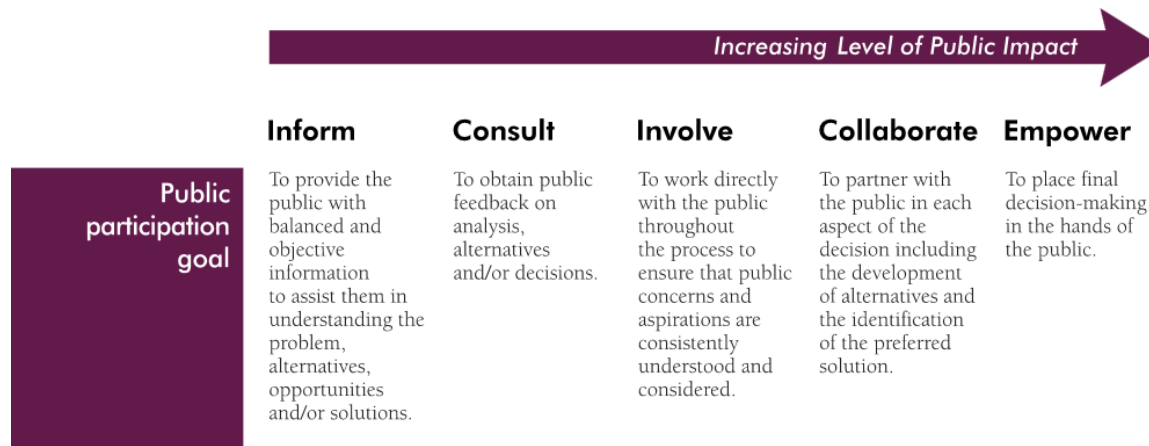
The development proposal is consistent with the RGS Housing Goal to “ensure a diversity of affordable housing options to meet evolving regional demographics and needs” including:

- Objective 1-A: Locate housing close to existing services; and
- Objective 1-C: Develop and maintain a diverse, flexible housing stock.

CITIZEN/PUBLIC ENGAGEMENT:

Staff will “Consult” the public based on the IAP2 Spectrum of Public Participation:

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



Should Zoning Amendment Bylaw No. 2882, 2017 receive First and Second Readings, a statutory public hearing will be held to obtain public feedback in accordance with the *Local Government Act*.

Prior to this application proceeding to Council, the applicant held a public information meeting on June 5, 2017 at the subject property. A summary of the public information meeting has been included as **Attachment No. 3**. According to the meeting summary three people attended the meeting. The attendees did not have any concerns pertaining to the legalization of the carriage house and two of the attendees demonstrated support. No comment sheets were submitted by the meeting attendees.

OPTIONS:

OPTION 1: THAT based on the July 4, 2017 Staff report, "Zoning Amendment to allow a Carriage House at 525 Back Road", Council support approving OPTION 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 2882, 2017; and

THAT Council direct staff to schedule and advertise a statutory public hearing with respect to Zoning Amendment Bylaw No. 2882, 2017 on July 17, 2017 at 5:00 pm in City Hall Council Chambers (recommended).

OPTION 2: Defer consideration of Bylaw No. 2882 with a request for more information.

OPTION 3: Defeat Bylaw No. 2882.

Prepared by:

Nancy Gothard, MCIP, RPP
Environmental Planner

Approved by:

Ian Buck, MCIP, RPP
Director of Development Services

Attachments:

1. *Attachment No. 1 : Applicant's Rationale and Written Submissions*
2. *Attachment No. 2: Site Plan, Floor Plans and Photos*
3. *Attachment No. 3: Public Information Meeting Summary*

S:\PLANNING\Development Applications\Zoning\2017\RZ1706-525 Back Rd (Crerar)\Report to Council\SR-DDS-2017-06-19-RZ1706 Carriage Suite for 525 Back Rd.docx

Sustainability Evaluation Checklist for Rezoning of 525 Back Road

Land Use:

525 Back Road is a panhandle lot with the home and Shop/Carriage House located on the lower side of the property. None of the buildings can be seen from Back Road providing a private location. There are a number of lots in the vicinity that have recently been rezoned for a secondary suite or Carriage House including the adjacent property that is accessed from Chaster Road. The property is within walking distance of North Island College, The Comox Valley Aquatic Centre, Lewis Park, the new Hospital location and Superstore. The suite is a one bedroom 768 square foot area that would be affordable to a single individual or couple.

Building Design:

The design of this building was approved by the City of Courtenay in 1996. We, the current owners believe construction was completed in 1998. When the home was purchased by Robert Duncan Crerar and Lana Michelle Riva-Crerar in 2008, the suite had been completed and was occupied by the current occupant. It was our belief that the building as it was upon our purchase, had been approved by the city but rezoning had not been done.

Transportation:

525 Back Road is a short walk to four bus stops providing transportation options to destinations throughout the Comox Valley. It is a short drive to Home Depot, Thrifty's Grocery Store, Costco, Crown Isle Golf Resort, Downtown Courtenay, The Comox Valley Curling Club and Vanier High School.

Infrastructure:

Infrastructure for this property was approved by the city in 1996. No changes have been made by current owners.

Character and Identity:

The Home and Shop/Carriage House are not visible from its entrance on Back Road. The lot contains a large and diverse variety of mature tree and plant life providing privacy to occupants and neighbouring properties. The property contains off street parking there is no impact on neighbouring properties.

Environmental Protection and Enhancement:

Rezoning this property will have no Environmental impact as the building has been in place, as is, for 18 years. No additional changes to property are required.

Affordable Housing Policy 525 Back Road

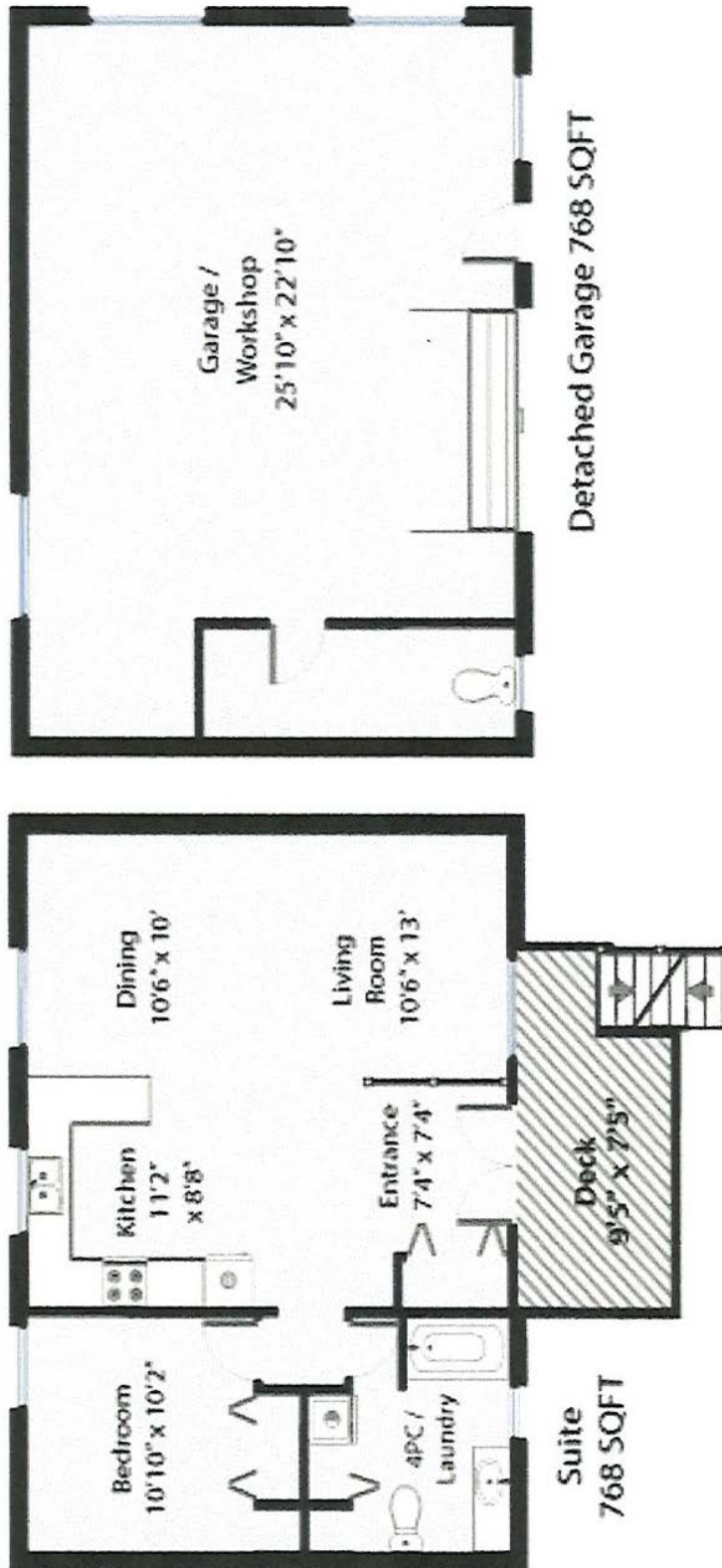
Rezoning 525 Back Road fits in well with the City of Courtenay's Affordable Housing policy. It provides affordable accommodation for an individual or couple that is close to schools, parks, shopping and public transportation. It is an existing developed residential property that would be rezoned to allow for a secondary suite.★The rent is set at \$660 per month including all utilities and cable TV. It has vaulted ceilings, hot water in-floor heating, in-suite laundry, its own private deck and off street parking with room for three vehicles.

★ Staff clarify that the application is for a Carriage House, not a secondary suite. The zoning amendment would permit a secondary suite OR a Carriage House, but not both, as properties within the R-2 zone may only have one secondary residence.

Carriage house floor plan

525 Back Road

Total Square Footage 768 SQFT





View of Shop/Suite showing south side of building



Front view of Shop/Suite showing Suite parking

View of Shop/Suite showing back (east) of building



View of north side of building and space between building and adjacent property



Front view of Shop/Suite showing proximity to Main House



Front view of Shop/Suite showing proximity to yard and Main Home

From: [Duncan, Crerar](#)
To: [Gothard, Nancy](#)
Subject: Re: Information for rezoning
Date: June-19-17 2:51:10 PM

I've cut and pasted it below. Please tell me you got it. :)

Minutes for Public Information Meeting

June 5, 2017

for 525 Back Road Secondary Suite [★] Rezoning Application

Location of Meeting : 525 Back Road

Time of Meeting: 5:30 - 6:15 (approx)

Information provided : Building Floor Plan and Site Survey. Attendees were able to see completed building
Letters informing invitees of meeting and intention of rezoning were hand delivered to all addresses in vicinity and mailed to addresses not within walking distance.

Attended by :

██████████ - 1288 Tunner Dr.

██████████ - 475 Back Road

██████████ - 769 Chaster Road (accompanied by ██████████)

██████████ voiced his support for the rezoning. His only question referred to the cost of application. We told him the cost was \$3000

██████████ said she came to the meeting to find out the process as she was considering applying for rezoning at her property. We explained the process we were currently going through. She also voiced support of the rezoning.

██████████ asked if we could build another house on the property if it was rezoned. We told her that was not an option. She was happy with that. All her other questions and concerns did not pertain to our property but to property adjacent to ours and hers. We could not answer those questions and they were not relevant to our rezoning.

★ Staff clarify that the application is for a Carriage House, not a secondary suite. The applicants confirmed they are using the term 'secondary' in the general sense to describe the residence and that they presented a Carriage House concept at the Public Information Meeting.



STAFF REPORT

To: Council

File No.: 4530-01

From: Chief Administrative Officer

Date: July 4, 2017

Subject: Estimated time and cost to undertake an Urban Forest Strategy

PURPOSE:

The purpose of this report is to inform Council of the estimated time and cost associated with drafting an Urban Forest Strategy (UFS) and obtain direction to proceed with preparation of the strategy in response to the September 19, 2016 Council motion:

“That Council direct staff to report back on the estimated time and cost of drafting an Urban Forest Strategy”.

CAO RECOMMENDATIONS:

That based on the July 4th, 2017 staff report “Estimated time and cost to undertake an Urban Forest Strategy”, Council support OPTION 1 and direct staff to proceed to issue a Request for Proposal (RFP) and implement an Urban Forest Strategy as described in the Request for Expression of Interest No.R16-34 document.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The feasibility of conducting an UFS was explored as a strategic urban forest management tool in conjunction with the recently adopted Tree Protection and Management Bylaw. A UFS is a tool that outlines the extent and general condition/composition of a community’s tree resources on private and public lands; identifies target locations for replanting; provides information to the public and Council on the value of the urban forest, including economic and green infrastructure value; can identify areas of wildfire risk and fire smart guidelines; and explicitly endeavours to engage the public and partner organizations in each contributing to the success of the urban forest.

In addition to standard items of an UFS, the following specific items that were raised during the tree bylaw consultation are anticipated to be addressed through the UFS project: creation of a heritage tree list, the establishment of a city-wide tree canopy target, and a better understanding of the distribution and rarity of coastal Douglas-fir trees as part of the rare Coastal Douglas-fir ecological Biogeoclimatic Zone.

In order to understand the estimated time and cost of conducting the project, staff solicited for Expression of Interests from vending providers to conduct an UFS in three distinct phases: Inventory; Community visioning and goal setting; and Action planning.

The information was posted on the City's website between January 9th to January 31st and the BC Bid website. Six submissions were received. The Expression of Interest document is available in **Attachment No. 1**.

DISCUSSION:

The submissions range in cost, estimated timeline, and methodologies to achieve the scope of work. These differences are due to the fact that some consultants focused on highly technical aspects of the work including more traditional arboriculture type assessments, while others emphasised their ability to deliver public consultation outcomes and their familiarity with Best Management Practice in this topic area. Time frames to completion ranged between 3 months and 1 year. The lowest cost estimate provided is \$47,000, while the highest cost estimate provided is \$210,000. However, majority of submissions ranged between \$60,000 and \$80,000.

Based on the information provided, staff believe that it is reasonable to budget \$75,000 for the completion of all three phases of the Urban Forest Strategy. Estimated timeline of project completion is to be finalized when an official contract is made. Staff anticipate that the Urban Forest Strategy to be completed within 12 months. Given staff demands and work plan priorities staff expect that the Urban Forest Strategy could be started later this summer (subject to consultant availability) which is a good time to conduct the ground-truthing inventory components of the work.

FINANCIAL IMPLICATIONS:

Based on the Expressions of Interest received, staff estimate that all phases of the Urban Forest Strategy as presented in **Attachment No. 1** can be conducted within a \$75,000 budget and with the support of dedicated staff members to assist in all public engagement activities. Sufficient consulting funds are available in the 2017 Development Services Department contracting planning budget.

ADMINISTRATIVE IMPLICATIONS:

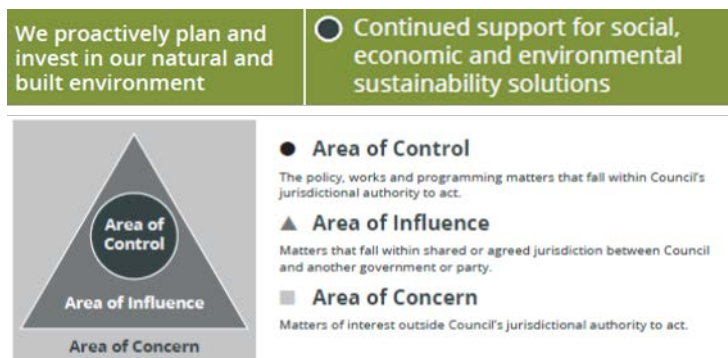
Approximately 12 hours of staff time have been dedicated to preparing the Expression of Interest document and reviewing the submissions. Should Council direct staff to conduct an Urban Forest Strategy, staff time will be required to administrate the Request for Proposal, manage the project including contract management and project initiation and closure. Additional planning staff capacity (policy planner) will assist in project implementation.

ASSET MANAGEMENT IMPLICATIONS:

There is no immediate asset management implications associated with the creation of an Urban Forest Strategy. However, subsequent action plan items may contain asset management implications, especially as they relate to the value of natural assets to secure sustainable service delivery. Details are unknown at this point.

STRATEGIC PRIORITIES REFERENCE:

Effective tree management and protection is consistent with Council's Strategic Priority theme "We proactively plan and invest in our Natural and built environment", and specifically "Continued support for social, economic and environmental sustainability solutions" (area of control).



OFFICIAL COMMUNITY PLAN REFERENCE:

The OCP contains numerous references to the objective of preserving trees and ensuring tree replanting as a mechanism of beautification, parks and boulevard development and environmental restoration. The following policies are included:

"Review and update the tree management bylaw to protect wildlife habitat and undertake a tree planting program" (page 13: the Vision chapter).

"The City will increase the absorption opportunities for carbon throughout the municipality through the conservation and restoration of forested areas and stands of trees and other urban ecological systems throughout the municipality" (page 145: the Planning for Climate Change chapter).

REGIONAL GROWTH STRATEGY REFERENCE:

The Regional Growth Strategy (RGS) also contains numerous references to the objective of preserving trees and ensuring tree replanting. For example:

Objective 2-B: *"Frame environmental protection and policies around the principles of precaution, connectivity and restoration where cost effective, consider the restoration or creation of natural systems to provide sustainable environmental services (e.g. stormwater ponds for improving water quality; tree cover for capturing carbon and reducing GHG emission)"* (page 36: RGS).

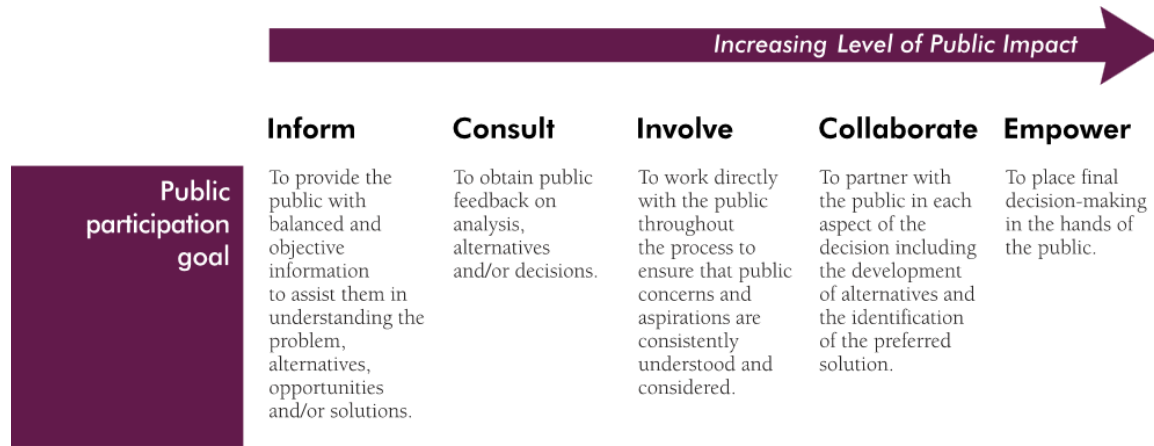
CITIZEN/PUBLIC ENGAGEMENT:

In the consultation of the recently adopted Tree Bylaw, staff **"involved"** the public and stakeholder organizations based on the IAP2 Spectrum of Public Participation, in the form of public open houses, an online questionnaire, input from the two key identified stakeholder organizations and dialogue through participation in the Select Committee established to discuss the Tree Bylaw.

One of the questions posed in the online questionnaire was whether respondents support the creation of an Urban Forest Strategy, to which 87% of respondents indicated support (number of respondents = 602). Both stakeholder organizations also submitted their support for an Urban Forest Strategy.

Should Council direct staff to conduct an Urban Forest Strategy, staff would again **"involve"** the public in creation of the strategy.

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



OPTIONS:

OPTION 1: That Council direct staff to conduct an Urban Forest Strategy as described in the Request for Expression of Interest No.R16-34 document (**Attachment No. 1**).

OPTION 2: That Council postpone consideration of the Urban Forest Strategy with a request for more information.

OPTION 3: That Council direct staff not to conduct an Urban Forest Strategy.

Prepared by:

Nancy Gothard, MCIP, RPP
Environmental Planner

Approved by:

Ian Buck, MCIP, RPP
Director of Development Services

Attachments:

1. Request for Expression of Interest No. R16-34 – Urban Forest Strategy

CITY OF COURTENAY



REQUEST FOR EXPRESSION OF INTEREST NO. R16-34

URBAN FOREST STRATEGY

Closing Date: Tuesday January 31, 2017

City of Courtenay
830 Cliffe Avenue
Courtenay, B.C. V9N 2J7
Attn: Purchasing Division

SECTION I TERMS OF REFERENCE

Introduction

The City of Courtenay is seeking expressions of interest from qualified firms with expertise in urban forest inventory and strategy development to, develop an Urban Forest Strategy that establishes baseline information about the community's urban forest, and establishes guidelines and actions to preserve and enhance its urban forest. The RFEI is to gather high-level costs and timelines to conduct such an inventory and strategy, including the costs and timelines for individual sections in order to accommodate potential phasing of the project.

Background

The City of Courtenay is in the process of reviewing its Tree Management and Protection Bylaw. In the course of the review it has been determined that more information about the community wide urban forest is of value. Courtenay City Council has directed staff to determine the estimated time and cost of drafting an urban forest strategy as described in the Deliverables below.

The City defines an Urban Forest Strategy as a tool that:

- outlines the extent and general condition/composition of a community's tree resources on private and public lands and identifies target locations for replanting;
- provides information to the public and Council on the value of the urban forest, including economic and green infrastructure value;
- identifies areas of wildfire risk and fire smart guidelines;
- provides guidance on corporate policies to support the urban forest on public lands, including a street tree inventory;
- provides guidance on the City's development related policies, guidelines and other regulations for incorporating trees as part of civil infrastructure;
- explicitly endeavours to engage the public and partner organizations in each contributing to the success of the urban forest.

Current information to date on the City's urban forest includes:

- High level canopy cover assessment based on aerial photo sampling techniques from 2012 air photos;
- Public street trees are inventoried in an excel sheet (location, size, species, frequency of maintenance, replacement, special comments). Another consultant is conducting a more detailed street tree inventory including management prescriptions and protocol.

The Deliverables

Phase 1: Inventory

- a. Establish a high-level urban forest inventory of forest extent and condition based on aerial photos and supportive canopy cover analytical software programs as well as selective ground truthing locations.
 - i. Data to be stratified by watershed, land use and neighbourhood.
 - ii. Extent and condition of the rare variant of Coastal Douglas Fir to be included.

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R16-34 Request for Expression of Interest
Urban Forest Strategy

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- iii. Areas of concentration of protected species to be included (Garry oak, pacific dogwood, arbutus, western white pine, pacific yew, trembling aspen).

Phase 2: Community visioning and goal setting

- a. Develop, with community input, a vision for the urban forest for the City of Courtenay including a tree canopy cover target based on the information in Phase 1.
- b. Establish short (1-3 year), medium (3-10 year) and long-term (10 year and longer) strategic management objectives that include a monitoring plan with clear measurables, and which correspond with the City's leaf-on aerial photography cycles.

Phase 3: Action planning

- a. Conduct a review of current urban forest management practices in Courtenay and other municipalities in similar geographical locations including, but not limited to: documents, resources, priorities, successes, service gaps and capital program.
- b. Review and identify corporate policies to support the urban forest including level of service expectations, budgeting considerations and maintenance protocols.
- c. Develop a monitoring program for the Tree Management and Protection Bylaw to determine if it is contributing to community goals as defined in Phase 2.
- d. Identify the framework for a protected Heritage Tree program, to be included in the Tree Management and Protection Bylaw.
- e. Develop policies, bylaws and programs that are suitable for the community, environment and economy.
- f. Align the policies and guidelines in the current OCP and applicable bylaws as well as standards and guidelines
- g. Identify funding opportunities, financing methods, timeline (short-long term) and resource requirements for plan implementation.

An electronic version of your submission in .pdf format must be submitted to purchasing@courtenay.ca no later than 2:00pm, Tuesday January 31, 2017. The email subject line must be marked R16-34 "Urban Forest Strategy."

Your submission must be signed by an authorized company representative and include his/her business card.

All inquiries shall be directed to:

Anthony Jeffery, Buyer
City of Courtenay
830 Cliffe Avenue
Courtenay, BC V9N 2J7
Email: purchasing@courtenay.ca

Project Background

The City was incorporated in 1915 with a population of 700 and has grown to include an area of over 3,200 hectares. As of March 18, 2013, Courtenay's population was 24,099 (2011 Census Canada) which makes it the largest municipality of the Comox Valley. Growth in the last three years has increased by 9.4%. The City of Courtenay has approximately 8,279 tax parcels in 2016. As a result of urban growth in the recent years, the City requires an effective management plan to better manage urban forest.

Service Delivery Context

Vision and Strategic Goals

The City's vision, as articulated in its Courtenay Strategic Priorities 2016 – 2018, provides that we:

- Actively pursue vibrant economic growth
- Proactively plan and invest in our natural and built environment
- Value multi-modal transportation in our community
- Support diversity in housing and reasoned land use planning
- Focus on organizational and governance excellence
- Invest in our key relationships

Information Resources

The service delivery context is explained in further detail within local bylaws, policies, standards, legislative documents, application forms and service descriptions, most of which are available online at www.courtenay.ca. Proponents are invited to become familiar with our website while preparing their submissions.

Approach to Project Management and Effectiveness

1. Provide a description of the proponent's project management approach and team organization during all three phases of the project.
2. Describe systems used for planning, scheduling, estimating and managing design and construction services.
3. Describe the proponent's experience with quality assurance and control (QA/QC) of projects.
4. Describe the proponent's experience with dispute resolution.
5. Describe the proponent's experience in delivering services on time in a manner that suits the needs of the City.
6. Describe experiences or methods that confirm the quality and value of work.
7. Identify data availability and data needed from the City to undertake proposed task
8. Provide statement regarding your assurance that this engagement will not result in any conflicts of interest.

Submission Format and Deliverables

Please include descriptions and references that support the proponent's capabilities in providing consulting services by covering the following categories in 15 pages or less, not including appended materials such as full project descriptions, resumes and legal documentation.

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Urban Forest Strategy

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Cover Letter

Cover letter (1-page) containing company name, contact name, address, phone number, fax number and email address are the minimum requirements, and which branch of the company the primary contact is located at.

General Information

- Description of firm and sub-consultants (if any)
- Legal company organization
- List of applicable licenses

Relevant Experience

- Firm's overall reputation, service capabilities and quality as it relates to this RFEI.
- A list of at least three projects undertaken for similar work.
- A minimum of three references from other municipalities. The references should be for the above listed projects.
- Firm's capacity and intent to proceed without delay to provide a detailed 2 hour demonstration/interview of capabilities if selected. State your availability and list your expectations, if any, of Courtenay for the provision of the demonstration/interview.

Core Team Experience and Qualifications

- Describe each core team member's position within the firm. Provide resumes of each proposed core team member. List professional credentials and affiliations.
- Briefly describe each core team member's roles and responsibilities.
- Provide core team's experience working together on similar types of projects.
- Identify core team members' capacity (percent of time) available over the next year or that can be made available to service the City over the next year.
- Identify hourly rates for core team members.
- Identify proposed sub-consultants, if any.

Project Understanding and Approach

- Describe the firm's understanding of this type of project work.
- Describe a typical Urban Forest Strategy project.
- Estimate project cost and duration for all phases.

Evaluation

Respondents will be evaluated based on a variety of factors, with various weighting, as outlined in Table A below. Respondents' qualifications will be based in part on their track record, recent experience with providing local government with an Urban Forest Strategy, demonstrated ability to complete projects within an approved schedule and budget, as well as any other factors the City deems to be relevant to the project success.

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 R16-34 Request for Expression of Interest
 Urban Forest Strategy

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Evaluation Criteria

Table A

Evaluation Criteria	Wt.	Score Per Evaluation Criteria					Weighted Total
		Poor (.3)	Marg (.5)	Fair (.7)	Good (.9)	Exc. (1.0)	
Quality of Submission	15						
Relevant experience	20						
Project Understanding, Approach & Availability	20						
Team Qualifications	15						
References	10						

Demonstration

Upon request by the City, qualified proponents may be required to provide a demonstration and or interview of their capabilities. The demonstration(s) will be scored out of a weighted score of 20 points and the scores combined with the above scoring of the response to the RFEI will determine which, if any will be asked to negotiate a contract with the City.

Agreement

The successful proponent will be required to enter into a formal agreement with the City prior to their initial project assignment.

SECTION II – INSTRUCTIONS TO PROPONENTS

1. Not a Tender Call

This RFEI is not a tender call, and the submission of any response to this RFEI does not create a tender process. This RFEI is not an invitation for an offer to contract, and it is not an offer to contract made by the City. Proposals will not be opened in public.

2. No Obligation to Proceed

a) Though the City fully intends at this time to proceed through the RFEI process in order to select the goods or services, the City is under no obligation to proceed to the purchase, or any other stage. The receipt by the City of any information (including any submissions, ideas, plans, drawings, models or other materials communicated or exhibited by any intended Proponent, or on its behalf) shall not impose any obligations on the City. There is no guarantee by the City, its officers, employees or agents, that the process initiated by the issuance of this RFEI will continue, or that this RFEI process or any RFEI process will result in a contract with the City for the purchase of the product, service or project.

b) The City reserves the right to accept or reject all or part of the proposal, however the City is not precluded from negotiating with the successful Proponent to modify its proposal to best suit the needs of the City.

c) The City reserves the right to reject, at the City's sole discretion, any or all proposals if the proposal is incomplete, obscure, irregular or unrealistic.

d) A proposal may be rejected on the basis of the Proponents past performance, financial capabilities, completion schedule and non-compliance with Federal, Provincial and Municipal legislation.

e) The City reserves the right to accept or reject a proposal where only one proposal is received.

3. Cost of Preparation

Any cost incurred by the Proponent in the preparation of the proposal will be solely at the expense of the Proponent.

4. Confidentiality and Freedom of Information and Protection of Privacy Act

The proposal should clearly identify any information that is considered to be confidential or proprietary information (the "Confidential Information"). However, the City is subject to the Freedom of Information and Protection of Privacy Act. As a result, while the Act offers some protection for third party business interests, the City can't guarantee that any Confidential Information provided to the City can be held in confidence if a request for access is made under the Freedom of Information and Protection of Privacy Act.

5. Sub-Contracting

Under no circumstances may the provision of goods or services, or any part thereof be sub-contracted, transferred, or assigned to another company, person, or other without the prior written approval of the City.

6. Limitation of Damages

The Proponent, by submitting a proposal, waives any claim for loss of profits if no contract is made with the Proponent. By submitting a response the Proponent agrees to all terms and conditions of this RFEI. Proponents who have obtained the RFEI electronically must not alter any portion of the document, with the exception of adding the information requested. To do so will invalidate the proposal. The Proponent is responsible to ensure that they have obtained and considered all information necessary to understand the requirements of the RFEI and to prepare and submit their proposal.

7. Cancellation of RFEI

The City reserves the right to cancel this RFEI at any time.

8. Accuracy of Information

The City makes no representation or warranty; either express or implied, with respect to the accuracy or completeness of any information contained or referred to in this RFEI.

9. Cancellation of Contract

The City reserves the right to terminate the Contract, at its sole and absolute discretion, on giving 30 days written notice to the successful Proponent of such termination and the successful Proponent will have no rights or claims against the City with respect to such termination. Cancellation would not, in any manner whatsoever, limit the City's right to bring action against the successful Proponent for damages for breach of contract.

10. Default

- a) The City may, by notice of default to the Contractor, terminate the whole or any part of this Contract if the Contractor fails to make delivery of the Services within the time specified, or to perform any other provisions of this Contract.
- b) In the event the City terminates this Contract in whole or in part as provided in clause 15(a), the City may procure goods or services similar to those so terminated, and the Contractor shall be liable to the City for any excess costs for such similar goods or services.
- c) The Contractor shall not be liable for any excess costs under clause 15(b) if failure to perform the Contract arises by reason of Force Majeure or acts of the City.

11. Misrepresentation or Solicitation

If any director, officer or employee or agent of a Proponent makes any representation or solicitation to any Councillor, officer, employee or agent of the City of Courtenay with respect to the RFEI, whether before or after the submission of the proposal, the City shall be entitled to reject or not accept the proposal.

12. Business License and Permits

The successful Proponent shall be responsible for acquiring and payment for all required licenses, permits and approvals from authorities having jurisdiction, for the performance of the work.

The successful Proponent shall be responsible to acquire and maintain a valid City of Courtenay or Inter-Community Business License for the term of the contract if the successful Proponent is to conduct work on City property.

13. Payment Terms

The successful Proponent shall invoice the City in an acceptable format and will be paid as per the City's standard payment terms, net 30 days from date of invoice.

14. Applicable Laws and Agreements

The laws of the Province of B.C. shall govern this request for proposal and any subsequent contract resulting from the proposal.

15. Insurance

As a minimum, the successful Proponent shall procure and maintain through the term of the Contract, at its own expense and cost, the following insurance policies:

- a) Professional Liability Insurance policy covering errors and omissions with coverage of not less than \$500,000 per claim and a minimum \$1,000,000 aggregate per year.
- b) Commercial General Liability Insurance in an inclusive amount of not less than \$2,000,000 for each occurrence or accident. Minimum coverage must include Personal Injury, Contractual Liability, Non-Owned Automobile Liability, Products/Completed Operations, Contingent Employers Liability, Cross Liability and Severability of Interest, City of Courtenay named as an additional insured and a 30 day written notice of insurance cancellation clause.
- c) Motor Vehicle Insurance including Bodily Injury and Property Damage in an inclusive amount of not less than \$2,000,000 per accident per licensed motor vehicle used to carry out the work.
- d) Proof of WorkSafe BC registration, including proof of up to date assessment payments in the form of a WorkSafe BC Certificate of Compliance letter.

16. Ownership of Material and Copyright

- a) Any drawings, audio-visual materials, plans, models, designs, specifications, software, reports and other similar documents or products produced by the Respondent for the benefit of the City as a result of the provision of the Services (the "Material") may be used by the City as part of its operations associated with the Materials provided.
- b) All Material shall be transferred and delivered by the Respondent to the City following the expiration or sooner termination of this Agreement, provided that the City may, at any time or times prior to the expiration or sooner termination of this Agreement, give written notice to the Respondent requesting delivery by the Respondent to the City of all or any part of the Material in which event the Respondent shall forthwith comply with such request. All materials created electronically must be provided in electronic format, in a format and in a medium acceptable to the City.
- c) The Respondent agrees that the City will own all of the Material and the Respondent irrevocably assigns to the City all of the Respondent's title in the Material. The Respondent retains ownership of the "Embedded IP". The Material does not include intellectual property or confidential information that is proprietary to the Respondent and (a) used by the Respondent to prepare, produce or supply the Material, or (b) that is otherwise embedded within the Material ("Embedded IP").
- d) The Respondent hereby represents and warrants that any portion of the Material produced by the Respondent will not infringe any patent or copyright or any other industrial or intellectual property rights including trade secrets.



BRIEFING NOTE

To: Council
From: Director of Recreation and Cultural Services
Subject: Parks and Recreation Master Plan Process

File No.: 6120-02
Date: July 4, 2017

ISSUE:

Staff will be consulting with the public in the creation of a parks and recreation master plan. The project will be executed throughout the remainder of 2017. Through the work of staff and Urban Systems, council and the public will be invited to offer input in the creation of this 10 year master plan. The consultation phase will be commencing in the summer and fall of 2017.

BACKGROUND:

In 2016 staff hired Urban Systems to begin a process that will lead to the creation of a parks and recreation master plan. The process began with a thorough evaluation of the condition of the City assets. Thousands of data points were collected along with the condition of trails, parks, furnishings, buildings, sports fields, and playgrounds. This work was then used as a foundation for the next phases.

The inventory and analysis phase included the identification of trail gaps, the quantity of parks in various classifications, as well as recreation programs and services. The recommendations from this report serve as a starting point in the public consultation that will inform the final master plan.

KEY CONSIDERATIONS:

During the summer and fall of 2017, Urban Systems will be hosting focus groups, event booths, online surveys and various other consultation methods to solicit input from the community on parks and recreation services.

The first focus group sessions will be held in late September. A session will not be dedicated to council input but rather, council will be invited to attend any of the public sessions and focus groups and will be encouraged to attend based on their topic of interest.

The resulting master plan will be a tool for staff and council decision making, and will set the stage for Council's consideration of levels of service, and the public's willingness to pay. It will be presented to council for adoption when the process is complete.

Respectfully submitted,

Dave Snider MBCSLA
Director of Recreation and Cultural Services



BRIEFING NOTE

To: Council
From: Chief Administrative Officer
Subject: Simms Millennium Park Enhancement Project

File No.: 6140-210
Date: June 27, 2017

ISSUE:

The purpose of this briefing note is to update Council on the Simms Millennium Park Enhancement Project and provide a schedule.

The channel restoration and enhancement project is taking place from July 5th – 7th, and July 31st - August 31st, 2017.

BACKGROUND:

Project Watershed approached and received support from Mayor and Council in October 2016 to undertake a project to enhance habitat and increase fish survival in the off-channel habitat at Simms Millennium Park.

This channel, which was originally constructed in late 2000, is not functioning as effectively as it could due to poor accessibility and connectivity to the Courtenay River. The primary issue being the current culverts were installed at the wrong elevation therefore limiting water movement in and out of the main channel, resulting in a 'dead end' pond during low flows. The pond's high water temperatures and low oxygen levels that subsequently develop during summer months, have a negative impact on fish mortality.

The restoration plan addresses this problem and others through the installation of two large (fish friendly) culverts placed at the entry and exit points of the pond, and at lower elevations to allow increased water flow in and through the channel. Additional riparian restoration work will also be completed as part of the project, including removal of invasive plant species, re-planting with native species, thinning of small alders that are shading other vegetation, and replanting with native conifers.

The end result of this project will be an improved habitat for a number of salmon species, as well as trout, and improved riparian habitat and diversity.

STAFF INVOLVEMENT:

Public Works Services continues to meet with Project Watershed representatives; Staff Biologist, Jennifer Suthert and Technical Director, Dan Bowen to coordinate project specifics.

FINANCIAL IMPLICATIONS:

Project Watershed has secured funding to complete this work through a number of organizations, including: Recreational Fisheries Conservation Program (RFCPP), Habitat Conservation Trust Fund (HCTF), and the Fish and Wildlife Compensation Program (FWCP). The City of Courtenay is contributing to the project through in kind support for coordination. Public Works is also currently housing the two large culverts that are to be installed as part of the project.

PUBLIC ENGAGEMENT

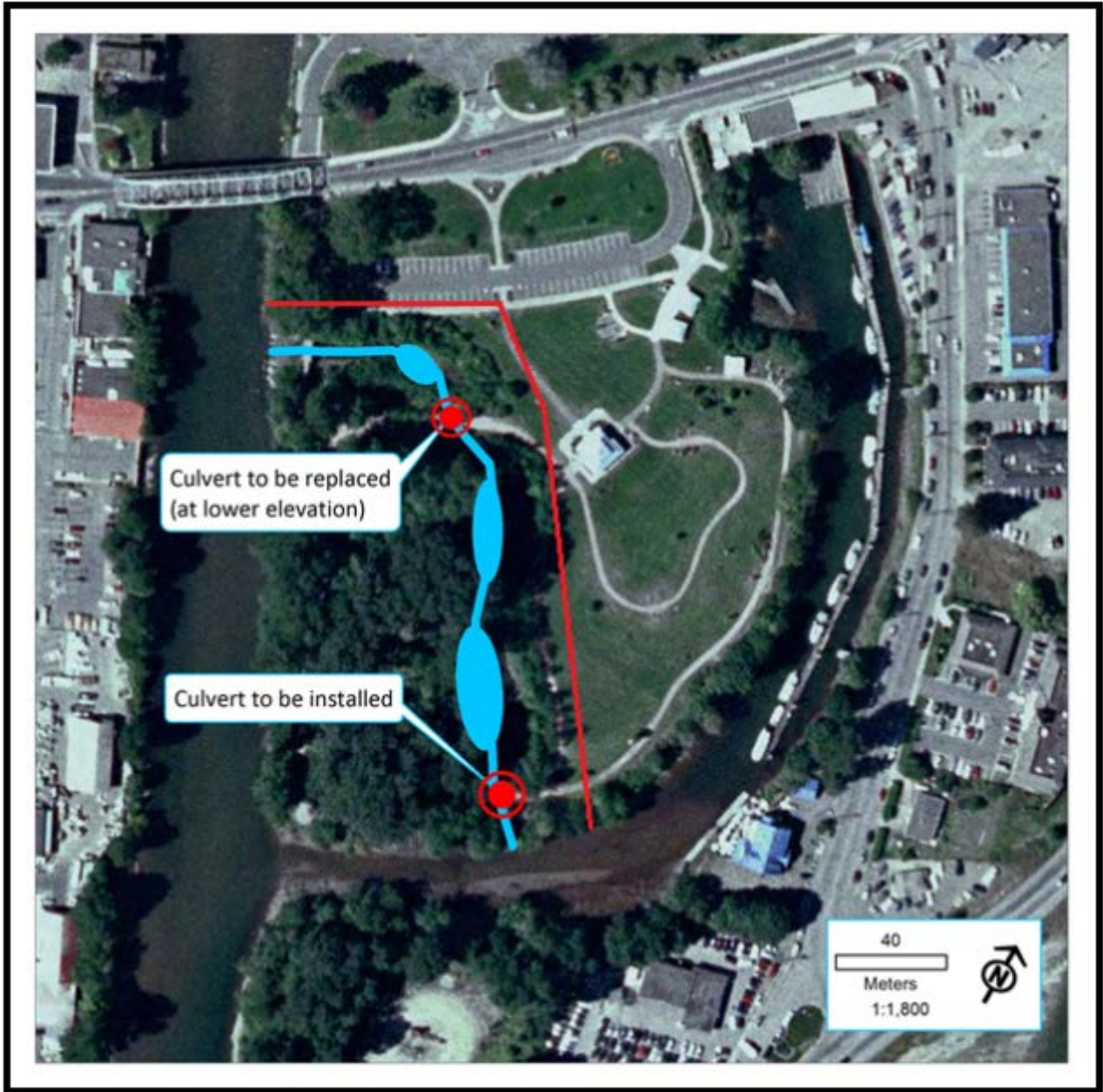
Public notification signs have been developed and a press release issued.

Public access to this area of the park will be impacted throughout the process. Due to the heavy equipment at work, the trails in the park will be closed off. The Rotary Pavilion, BBQ area, washrooms and grassy areas will remain available for use by the public. There may be some disruption to parking at times and Project Watershed volunteers will be on-site to help explain the restoration activities to park users.

Prepared by:



Trevor Kushner,
Director of Public Works Services





May 30, 2017

Minutes of Regular July 1st Commission Meeting held at the Florence Filberg Centre Soroptimist Lounge, Courtenay, BC on Monday, May 29, 2017 at 7:03 pm

Attending: Edwin Grieve, Chair
Brian Morissette, Vice-Chair
Penny Leslie, Treasurer
Wendy Harris, Member
Ken Hansen, Member
Mike Gould, Member

Staff: Scott Mossing, Special Events Coordinator

Regrets: Marian Holland, Secretary
Doug Hillian, City Councillor

1.0 ADOPTION OF MINUTES

.01 Moved by Ken Hansen and seconded by Brian Morissette that the April 17, 2017 minutes be adopted.
Carried

2.0 DELEGATIONS IN ATTENDANCE

.01 Bob Farthing, Citizens on Patrol Society
.02 Rob Van Haarlem, Comox Valley Rotary Club
.03 Alice Hansen, Event Volunteer
.04 Joanne Wiens, Volunteer Comox Valley
.05 Marlene Lally, Comox Valley Monarch Lions Club
.06 Doris Weislein, Aboriginal Heads Start Association of B.C.
.07 Lauren Dean, New Leaf Marketing
.08 Jin Lin, Comox Valley Multicultural Society

3.0 STAFF REPORTS/PRESENTATIONS

.01 Simms Park Stage Build

Staff brought forward the request for Commission approval to proceed with the development, purchase, build and removal of the Simms Park Stage at a cost of \$5,000.00 quote received from Eric Jernslet, Manager of Civic Properties Maintenance. Moved by Brian Morissette and seconded by Wendy Harris

that based on Staff presentation a stage will be built at Simms Park at a cost of no more than \$5,000.00. Exploration by July 1st Commission members will include finding possible storage options for the stage for possible future use.

Carried

.02 Security

Staff brought forward the request for Commission approval to proceed with booking 1 Static Security Guard for the Canada Day Celebrations as follows:

Monday, June 26th, 2017 at 4:30 pm to 8:30 am

Tuesday, June 27th, 2017 at 4:30 pm to 8:30 am

Wednesday, June 28th, to Monday, July 2 at 10:00 pm to 7:00 am

Total Coverage = 86 hours

There was a request made by the Comox Rotary delegate Rob Van Haarlem that additional security be provided to the Ducky 500 race by the July 1st Commission to prevent spectators from interfering with the Ducks in the race to prevent any future or current licensing issues. It was requested to be 3 hours of Static Security located by the 5th street bridge section of the race on the Lewis Park side of the Puntledge River from 12:30 pm to 3:30 pm

Total Coverage = 89 hours

Moved by Brian Morissette and seconded by Ken Holland that Staff move forward with obtaining security coverage for the above noted hours.

Carried

4.0 REPORTS/UPDATES FROM COMMISSION AND DELEGATIONS

Edwin Grieve, Chair discussed a number of topics:

- Relay Rentals charges for tents, tables and chairs increased almost \$1,000.00 from 2016
- Discussion about the need for volunteers to provide parade security – 32 different locations
- There is a need for city to provide high visibility vest and STOP signs to volunteers and to meet with the volunteers to provide some instruction on what is expected prior to July 1st
- Need for a Distribution box for the RV's parked at Simms Park
- Recruiting buskers needed prior to Parade
- Rehearsal for Night Before show will be on Wednesday and Thursday before around 5 pm

Brian Morissette, Vice Chair reported on Battle of the Bands

- No entries yet for Battle of the Bands

- No Judges yet for Battle of the Bands

Wendy Harris discussed concerns regarding:

- Issues with finding a costume to play Queen Elizabeth

Ken Hansen discussed a number of topics:

- Without having Rick Rasmussen involvement in the event requested to meet with staff that will replace him
- Requested Staff deliver 4 x 8 sheet of 5/8 plywood to Head Baker at Costco, Danielle, prior to June 13th, 2017
- Cake will be delivered to Lewis Centre at 2:30 pm on June 30th stored in Craft Room and delivered using cities ATV. Require a tent with 2 tables set up by stage
- Golf cart pickup will now be a concern along with a number of other areas

Mike Gould discussed the Bike Giveaway:

- 6 bikes have been donated
- Loss of City purchased Canada Flag with stand and post – need to purchase new one
- June 19th they will be displayed in the Driftwood Mall until June 30th
- Children must be 5 to 12 years of age to be eligible to win a bike only 1 entry per child

Bob Farthing discussed the Parade Security need:

- There may be some difficulty obtaining volunteers but he will try to coordinate
- Need to have professional coverage at Lake Trail Middle School
- The city provides 6 Certified TCP

Rob Van Haarlem discussed the Ducky 500:

- Tickets on sale now
- \$1,500.00 will be donated to the July 1st Commission
- Rotary will have a classic car, float as well as a Regional Rotary dignitary.
- They have ordered a PA system with 2 speakers for Ducky 500 announcement
- They have received an approved Special Event Liquor Permit for their VIP tent for the Ducky 500
- Sea Search and Rescue will be in the river helping to move the stuck ducks along
- Cadets will bring the cannon in before 9 am
- Request for city to block off Trailer parking with tent and generator use as per normal
- Would like to request additional Garbage cans and pick up from City
- Ask that all of the railings be covered with snow fence along Puntledge River on Lewis Park Side

Joanne Wiens discussed a few key points:

- Will be responsible for cake cutting and distribution

- Will look to recruit the requested volunteers for a number of areas, road closure, cake, water carts, etc...

Marlene Lally discussed the Monarch Loins Beverage Gardens:

- Expressed a need for the provision of Garbage and recycling bins for the Beverage Gardens and the whole event grounds.
- The need for seating outside the Beverage Gardens for public use

Doris Weislein discussed a number of topics:

- Pow Wow Dancers, Metis Jiggers and Fiddlers cost to be approximately \$2,500.00 plus some travel, food, accommodation costs for the Pow Wow Dancers.
- Trying to find someone to do a First Nations welcome at the opening ceremonies on the 30th of June
- Will need an extra party rental tent to be used for dressing room on 30th (\$150.00 + GST)

Lauren Dean discussed some marketing questions:

- Met with Andrew Gower of Goat FM to discuss advertising Battle of the Bands, Night Before Event, Canada Day events on Radio
- Will create laminated call lists for everyone with committee & volunteers cell #'s
- Sourcing advertising in print and radio from past to see what was done

Jin Lin discussed Night Before events

- Will provide food service night before with Doris
- Japanese Dancers are available for July 1st Opening Ceremonies at \$1,250.00 + GST

5.0 ADJOURMENT

Moved by Edwin Grieve and Seconded by Penny Leslie that the meeting adjourn at 9:03 pm

Carried

Submitted by:



Special Events Coordinator, City of Courtenay

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 day of , 2017

Read a second time this day of , 2017

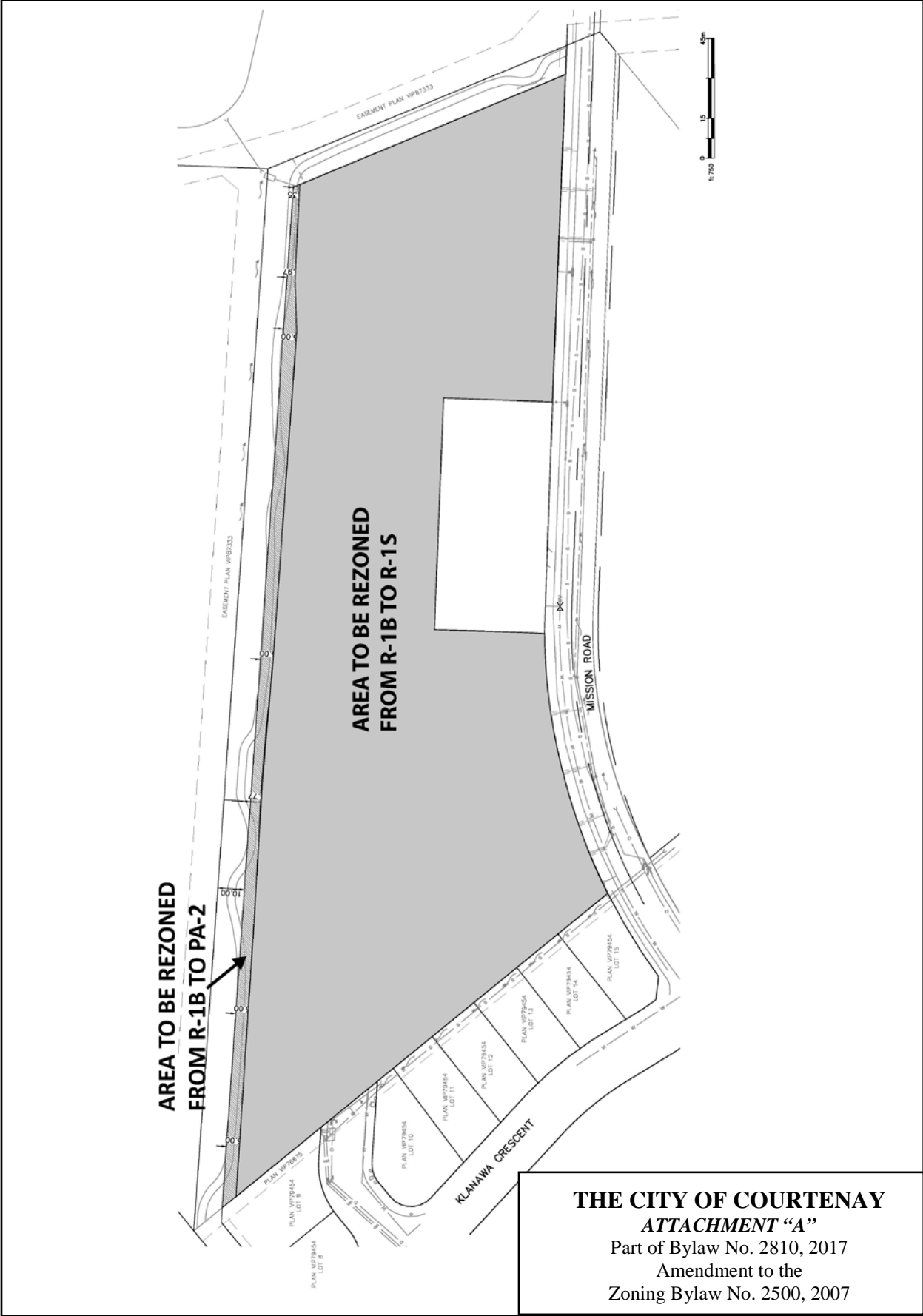
Considered at a Public Hearing this day of , 2017

Read a third time this day of , 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

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2882

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. 2882, 2017**”.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
 - (a) by rezoning Lot 2, Section 15, Comox District, Plan 48973 (525 Back Road), as shown in bold outline on **Attachment A** which is attached hereto and forms part of this bylaw, from Residential One Zone (R-1) to Residential Two Zone (R-2); and
 - (b) 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 day of , 2017

Read a second time this day of , 2017

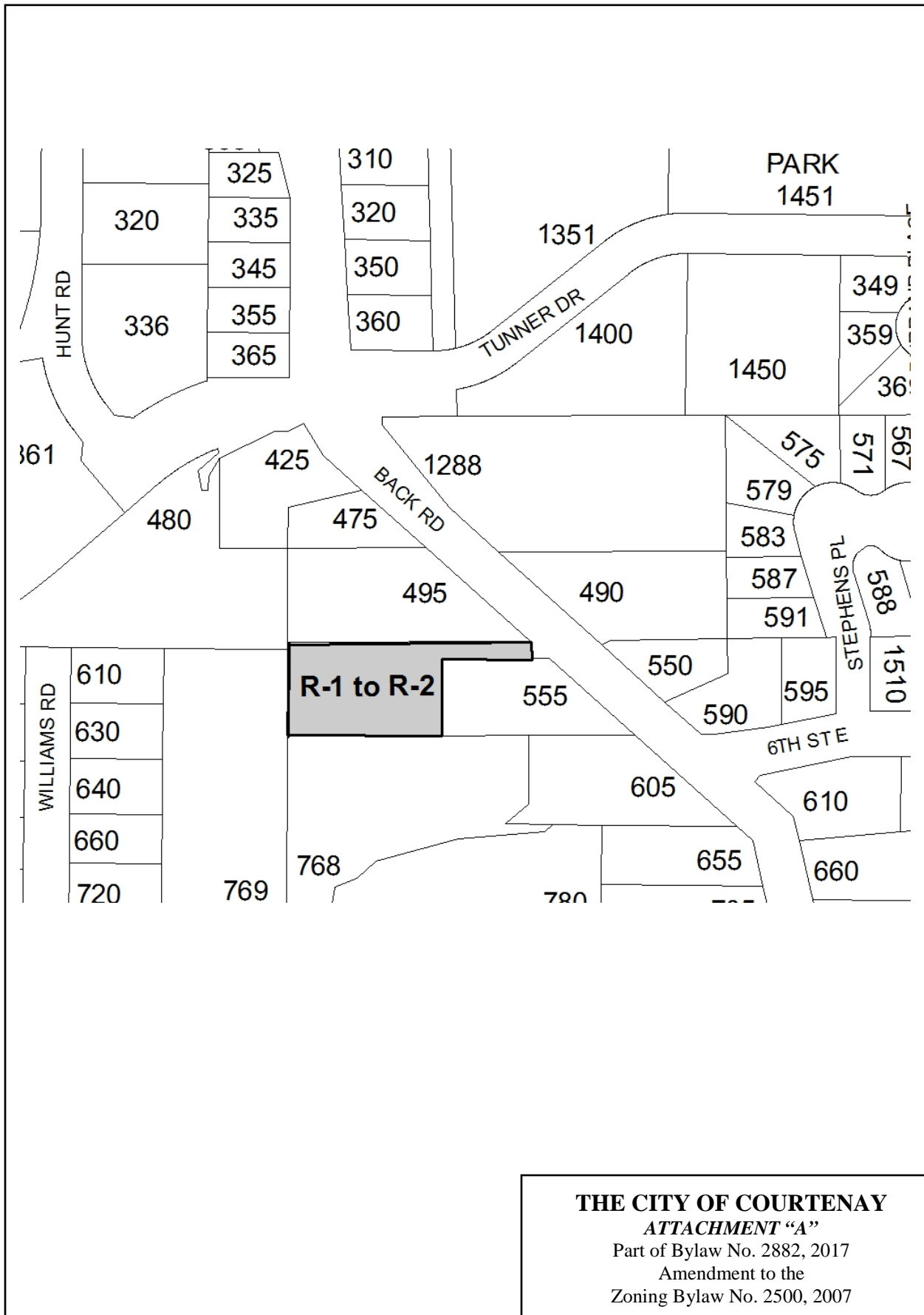
Considered at a Public Hearing this day of , 2017

Read a third time this day of , 2017

Finally passed and adopted this day of , 2017

Mayor

Director of Legislative Services



THE CITY OF COURTENAY

ATTACHMENT "A"

Part of Bylaw No. 2882, 2017

Amendment to the

Zoning Bylaw No. 2500, 2007