

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

**DATE:** January 15, 2018  
**PLACE:** City Hall Council Chambers  
**TIME:** 4:00 p.m.

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**1.00 ADOPTION OF MINUTES**

- 1 1. Adopt January 2<sup>nd</sup>, 2018 Regular Council meeting minutes

**2.00 INTRODUCTION OF LATE ITEMS**

**3.00 DELEGATIONS**

- 3 1. Rob and Lee Everson – Kumugwe Cultural Society – Request for Funding

**4.00 STAFF REPORTS/PRESENTATIONS**

**(a) CAO and Legislative Services**

- 5 1. Appointment of Election Officials

**(b) Development Services**

- 9 2. OCP Amendment Bylaw No. 2905 and Zoning Amendment Bylaw No. 2909  
907 and 919 2<sup>nd</sup> Street
- 59 3. Development Variance Permit No. 1706 - 3300 Mission Road

**5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

**6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

- 67 1. Briefing Note – Complete Streets and Pop-Up Intersection
- 83 2. Parks and Recreation Advisory Commission Meeting Minutes January 04, 2018

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

**8.00 RESOLUTIONS OF COUNCIL**

**85 1. Councillor Frisch Communities on the Move Motion**

THAT the City of Courtenay endorses the Communities on the Move declaration published on the BC Alliance for Healthy Living’s website;

THAT the City of Courtenay adds its name to the growing list of endorsers of the Communities on the Move declaration; and

THAT by February 13, 2018, the City of Courtenay submits a resolution to the Association of Vancouver Island and Coastal Communities (AVICC) Annual General Meeting and Convention asking the provincial government to implement the recommendations outlined in the Communities on the Move declaration.

**2. In Camera Meeting**

That notice is hereby given that a Special In-Camera meeting closed to the public will be held January 15<sup>th</sup>, 2018 at the conclusion of the Regular Council Meeting pursuant to the following sub-sections of the *Community Charter*:

- 90 (1)(g) litigation or potential litigation affecting the municipality.
- 90 (2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

**9.00 UNFINISHED BUSINESS**

**99 1. Association of Vancouver Island and Coastal Communities (AVICC) Funding for Local Government and Cannabis Resolution and; UBCM Submission to BC Cannabis and Legalization and Regulation Secretariat**

Council passed the following resolution on October 30, 2017:

That further to the BC Cannabis discussion paper and Town of Comox Staff Report communication;

That Council direct staff to investigate zoning potential for retail sale of cannabis, potential for regulations in relation to public consumption in the community and that we communicate with the provincial government that the municipality receive a significant share of revenue from sales generated from this area to support enforcement and other costs related.

**10.00 NOTICE OF MOTION**

**11.00 NEW BUSINESS**

**12.00 BYLAWS**

**For First and Second Reading**

- 113 1. "Official Community Plan Amendment Bylaw No. 2905, 2018"  
(A bylaw to amend the land use designations from Urban Residential to Multi Residential)
- 115 2. "Zoning Amendment Bylaw No. 2909, 2018"  
(A bylaw to rezone the land use designation from Residential Two Zone (R-2) to Residential Four B Zone (R-4B))

**13.00 ADJOURNMENT**

**NOTE:** There is a Public Hearing scheduled for 5:00 p.m. in relation to Official Community Plan Amendment Bylaw No. 2910 and Zoning Amendment Bylaw No. 2911 to allow a secondary suite at 468 3<sup>rd</sup> Street



Minutes of a Regular Council Meeting held in the City Hall Council Chambers, Courtenay B.C., on Tuesday, January 02, 2018 at 4:00 p.m.

**Attending:**

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

**Staff:**

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

**1.00 ADOPTION OF MINUTES**

**.01** Moved by Theos and seconded by Wells that the December 18<sup>th</sup>,  
MINUTES 2017 Regular Council meeting minutes be adopted.  
**Carried**

**2.00 RESOLUTIONS OF COUNCIL**

**.01** Moved by Wells and seconded by Frisch that a Special In-Camera  
IN CAMERA meeting closed to the public will be held January 2<sup>nd</sup>, 2018 at the  
MEETING conclusion of the Regular Council Meeting pursuant to the following sub-  
sections of the *Community Charter*:  
- 90 (1) (e) the acquisition, disposition or expropriation of land or  
improvements, if the council considers that disclosure could  
reasonably be expected to harm the interests of the municipality;  
and  
- 90 (1) (i) the receipt of advice that is subject to solicitor-client  
privilege, including communications necessary for that purpose.  
**Carried**

**3.00 BYLAWS**

**.01** Moved by Theos and seconded by Lennox that “City of  
BYLAW NO. 2914, Courtenay Fees and Charges Amendment Bylaw No. 2914, 2017” be  
2017 finally adopted.  
(FEES AND CHARGES **Carried**  
RECREATION  
FACILITY RENTAL  
& USER FEES)

**R1/2018 – January 02, 2018**

**4.00 ADJOURNMENT**

**.01**

Moved by Wells and seconded by Lennox that the meeting now adjourn at 4:06 p.m.

**Carried**

**CERTIFIED CORRECT**

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**Director of Legislative and Corporate Services**

**Adopted this 15<sup>th</sup> day of January, 2018**

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**Mayor**

Kumugwe Cultural Society  
Rob and Lee Everson  
3122 Sahtlout Crescent  
Comox BC  
V9M 4E4

January 2018

Dear Mayor Jangula and Council members,

On behalf of the Kumugwe Cultural Society we would like to request funding support for Potlatch 67-67, a public art exhibition that will be hosted at the Comox Valley Art Gallery (CVAG) in July of 2018.

The Anti Potlatch Law was first implemented April 19 of 1884 and lasted for 67 years. In 2018 it will be 67 years since the Ban was lifted. Potlatch 67-67 features an extensive presentation of new work by thirteen contemporary indigenous artists engaged with artistic research in relation to the cultural practice of the Potlatch, its' ban and reinstatement.

Potlatch 67-67 related programming will include: The Blanket Exercise, Film Screenings, Traditional Welcoming, an Art Opening, Artists' talks, demonstrations, editorial interviews with youth and elders, media articles, and a Cultural Gathering in the traditional Kumugwe Bighouse. The project will facilitate stronger cultural sharing and relations within the Comox Valley and surrounding areas.

It was Rob who envisioned 67-67 because he recognized that many Canadians do not understand the history of the Canadian Indigenous Peoples. The Showcase will be a powerful message to our fellow Canadians about our Indigenous History and it's impacts.

We understand the magnitude of Potlatch 67-67 and are dedicated to seeing it happen in a good way.

Thank you for your time and consideration, we look forward to hearing from you.

Gilakas'la,

Lee Everson  
67-67 Showcase Coordinator  
250-702-6740  
lee.everson@shaw.ca







## STAFF REPORT

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**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** Appointment of Election Officials

**File No.:** 4200-07  
**Date:** January 15<sup>th</sup>, 2018

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### PURPOSE:

The purpose of this report is to appoint the election officials for the 2018 General Local Election as required by section 58 (1) of the *Local Government Act*.

### CAO RECOMMENDATIONS:

That based on the January 15<sup>th</sup>, 2018 staff report "Appointment of Election Officials", Council approve OPTION 1 and make the following statutory appointments to conduct the 2018 General Local Election:

1. Chief Election Officer - John Ward, Director of Legislative and Corporate Services; and
2. Deputy Chief Election Officer - Wendy Sorichta, Manager of Corporate Administrative Services

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

Section 58 (1) of the *Local Government Act* requires that Council appoint a Chief Election Officer and Deputy Chief Election Officer to conduct the General Local Election.

Typically the statutory officer responsible for corporate administration (Corporate Officer) under the *Community Charter* also takes responsibility for local government elections. The recommended appointments should be made early in the year of the general local election in order to prepare for general voting day on October 20<sup>th</sup>, 2018 as well as other advance and special voting opportunities.

Once appointed, the Chief Election Officer is responsible for the entire administration of the election, and is a statutory official independent of Council.

The Chief Election Officer and Deputy Chief Election Officer hold important and responsible positions. The recommended staff members have significant experience and have proven to be very capable of conducting elections.

**FINANCIAL IMPLICATIONS:**

There are no financial implications to the City relating to these appointments.

**ADMINISTRATIVE IMPLICATIONS:**

Election administration is included in the Work Plan for the Legislative Services Department.

**ASSET MANAGEMENT IMPLICATIONS:**

None.

**STRATEGIC PRIORITIES REFERENCE:**

**We focus on organizational and governance excellence**

- We support and encourage initiatives to improve efficiencies
- We support meeting the fundamental corporate and statutory obligations
- We recognize staff capacity is a finite resource
- We responsibly provide services at a level which the people we serve are willing to pay



- **Area of Control**  
The policy, works and programming matters that fall within Council's jurisdictional authority to act.

**OFFICIAL COMMUNITY PLAN REFERENCE:**

Not referenced.

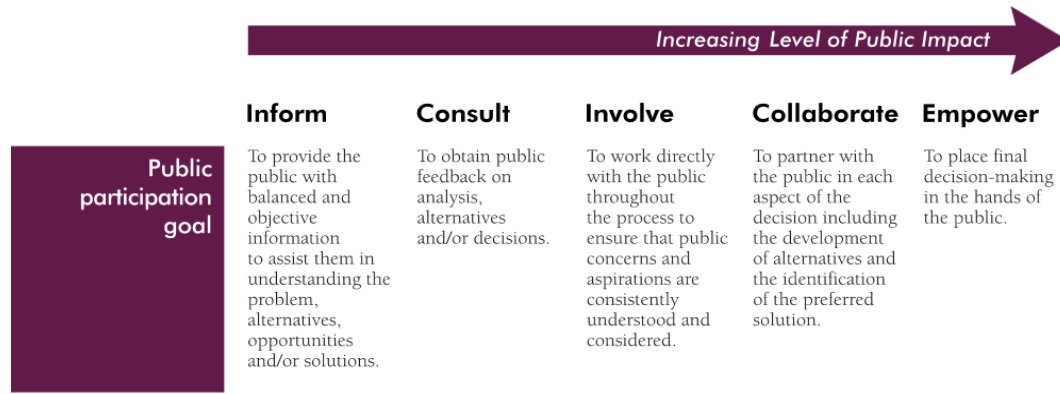
**REGIONAL GROWTH STRATEGY REFERENCE:**

Not referenced.

**CITIZEN/PUBLIC ENGAGEMENT:**

Staff would inform 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](http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf)



**OPTIONS:**

- OPTION #1- Appoint John Ward as Chief Election Officer and Wendy Sorichta as Deputy Chief Election Officer (recommended).
- OPTION #2 - Do not appoint John Ward as Chief Election Officer and Wendy Sorichta as Deputy Chief Election Officer.
- OPTION #3 - Refer back to staff for further options.





## STAFF REPORT

**To:** Council  
**From:** Chief Administrative Officer

**File No:** 3360-20-1713  
**Date:** January 15, 2018

**Subject:** OCP Amendment Bylaw No. 2905 and Zoning Amendment Bylaw No. 2909 – 907 and 919 2<sup>nd</sup> Street

### PURPOSE:

The purpose of this report is for Council to consider an OCP and Zoning Amendment application to change the land use designations and rezone the properties legally described as Lot 1, District Lot 127, Comox District, Plan 3982 and Lot 2, Block G, District Lot 127, Comox District, Plan 1447. The proposed amendments will change the land use designations from Urban Residential to Multi Residential and rezone the properties from Residential Two (R-2) to Residential Four B Zone (R-4B) to allow two multi-residential developments.

### CAO RECOMMENDATIONS:

That based on the January 15, 2018 staff report 'OCP Amendment Bylaw No. 2905 and Zoning Amendment Bylaw No. 2909 – 907 and 919 2nd Street' Council approve Option No. 1 and proceed to First and Second Readings of OCP Amendment Bylaw No. 2905, 2018 and Zoning Amendment Bylaw No. 2909, 2018;

That Council direct staff to schedule and advertise a statutory public hearing with respect to the above-referenced Bylaws on February 5<sup>th</sup> 2018 at 5:00 p.m. in City Hall Council Chambers; and

That the applicant be required to enter into a restrictive covenant prior to final adoption of the amendment bylaws that restricts the multi residential units from being rented as short term rentals.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

The subject properties are located northwest of the corner of Menzies Avenue and 2<sup>nd</sup> Street. Both properties are currently zoned Residential Two (R-2) and are developed with a single family dwelling that straddles the property line and an accessory building in the rear yard.

Land uses surrounding the properties are single family residential lands except for the E & N



Figure 1: Location of Subject Properties

railway corridor to the east of the property. The subject properties are approximately 411 m<sup>2</sup> in size.

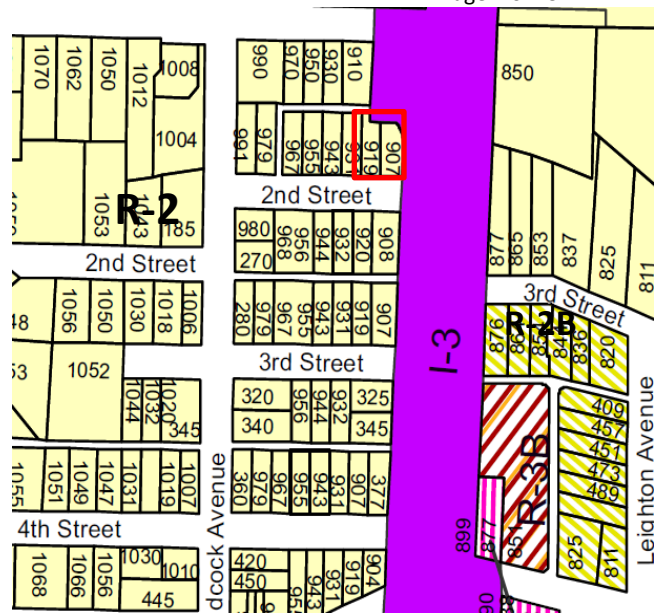
From the neighbourhood perspective, this development would be the first multi residential development in the neighbourhood immediately west of Menzies Avenue.

The owner is proposing to construct two multi residential housing developments on the properties. A total of eight two-bedroom units 69.5 m<sup>2</sup> (750 ft<sup>2</sup>) in size are being proposed (**Attachment No. 1**).

**DISCUSSION:**

**Official Community Plan Review**

The subject property is designated Urban Residential in the *Official Community Plan (OCP)*. The Urban Residential designation is for single family and duplex residential development with a broad range of fully serviced subdivisions and the provision for a variety of lot sizes in a neighbourhood. For the owner to carry out the proposed multi-family development project, the OCP’s land designation for these properties needs to be amended to the multi-residential designation.



**Figure 2. Adjacent Land Uses**

The OCP generally supports the multi-residential designation where the project is consistent with the supporting policies. In the case of the proposed development it provides housing diversity within an existing residential neighbourhood and is located within close proximity to Courtenay’s Downtown District, neighbourhood amenities including City parks, schools, shopping centres and grocery stores.

Further, the proposed development prioritizes active modes of transportation including cycling, walking and transit and incorporates newer technologies such as mini heat pump systems, ultra-low flow household shower heads and faucets and LED lighting fixtures to minimize energy consumption. Additionally, the proposal offers attainable market housing for both singles and couples who wish to live within proximity to Courtenay’s Downtown District.

**Zoning Review**

As noted, the owner proposes to rezone the properties to (R-4B). The future development of the site will be subject to all the regulations that are applicable for this zone.

The proposed development outlined in **Attachment No. 1** is generally consistent with the R-4B regulations and meets the intent of the zone. However, the owner is anticipating variances will need to be granted to accommodate the project. One relates to the setback requirements for the bicycle sheds in the side yards of the properties and the other variance relates to the landscaped areas extending along the frontages of the properties.

The attached development plan is still considered draft and the final layout and façade design may appear different from what is proposed in this application. Should the zoning be approved, final design and any required variances will be considered under a separate development permit application.

The applicant has proposed one parking space for each unit and meets the required parking for the R-4B zone. However, due to concerns from surrounding neighbours regarding increases in traffic on 2nd Street and the rear laneway, a lack of off-street parking proposed for the development and unsafe sight lines

along Menzies Avenue, the applicant hired a consultant to conduct a Traffic Impact Study (TIS) (**Attachment No. 6**). The applicant also provided a summary on parking and traffic to rationalize the development proposal.

The TIS concludes that the development will generate one additional vehicle trip every thirty minutes, if traffic is split between the laneway and 2nd street would result in one additional vehicle trip per hour. The TIS concludes this level of traffic would not be noticeable to the residents living in this neighbourhood.

The consultant suggests residential condos demand approximately 1.38 parking spaces on average per unit based on the *Parking Generation Manual, 4<sup>th</sup> Edition (2010)*. The development is designed to encourage cycling and is in close proximity to transit services therefore it is anticipated that some homeowners will be relying on a single vehicle.

The site lines on Menzies Avenue were examined from a safety perspective for vehicles, pedestrians and bicyclists. The consultant concluded that the industry standard stopping sight distance is met for both the laneway and Menzies Avenue. While the site distance is met at the laneway, due to the grade approaching the lane and the sharp angle at which the laneway intersects Menzies Avenue and the narrow width of the road, City staff support the consultant's recommendation to not allow left turns out of the laneway. There are two options available to restrict this turn. The first is by way of signage indicating left turns are prohibited, much like what is seen exiting the south parking lot at City hall. The other option is by way of a physical median barrier in Menzies Avenue. Staff will conduct further analysis of the viability of each option should the project proceed through zoning to development permit.

Based on the information provided, staff supports the zoning amendment.

#### **FINANCIAL IMPLICATIONS:**

The total application fees for the Zoning and OCP amendment was \$6,024 as per the *Fees and Charges Bylaw No. 2883*.

Development Cost Charges (DCC) are applicable to this development and will be paid at the time of building permit application. The City of Courtenay's DCC charges are 39.22 per m<sup>2</sup> of total floor area and the CVRD DCC charges are \$3,086 per unit (water) and \$4,984 (sewer) per unit.

Should the zoning amendment be approved amenity contributions to the "Parks, Recreation, Cultural and Seniors Facility Amenity Reserve Fund" and the "Affordable Housing Amenity Reserve Fund" will be required at the time of building application based on the increased density.

#### **ADMINISTRATIVE IMPLICATIONS:**

Processing OCP and zoning bylaw amendments is a statutory component of the corporate work plan. Staff have spent 20 hours processing and reviewing this application. Should the proposed bylaws receive First and Second Readings, staff will spend an additional 3 hours preparing for the public hearing, final readings, and updating the bylaws and maps.

#### **ASSET MANAGEMENT IMPLICATIONS:**

Street improvements along Menzies Avenue is part of a DCC eligible project (R17 – Menzies from First to Fifth Street). These improvements will be undertaken in by the City in the future.

**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 support diversity in housing and reasoned land use planning**

- Support densification aligned with community input and regional growth strategy



- **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 and Policy:**

4.4.2 (6) *Ensure new housing projects introduce innovative and creative design and streetscapes.*

4.4.2 (7) *Preserve the integrity and character of existing residential areas with any redevelopment proposal.*

4.4.3 (5) The City supports the designation of multi-residential housing in a variety of locations to avoid large concentrations of the same type of housing in one area to help provide housing diversity within neighbourhoods and inclusive neighbourhoods.

**Sustainability Policies:**

Proposed developments and their related OCP and Zoning amendments shall comply with the following criteria:

- 7.10.3(1) Land Use
- 7.10.3(2) Building Design
- 7.10.3(3) Transportation
- 7.10.3(4) Infrastructure
- 7.10.3(5) Character and Identity



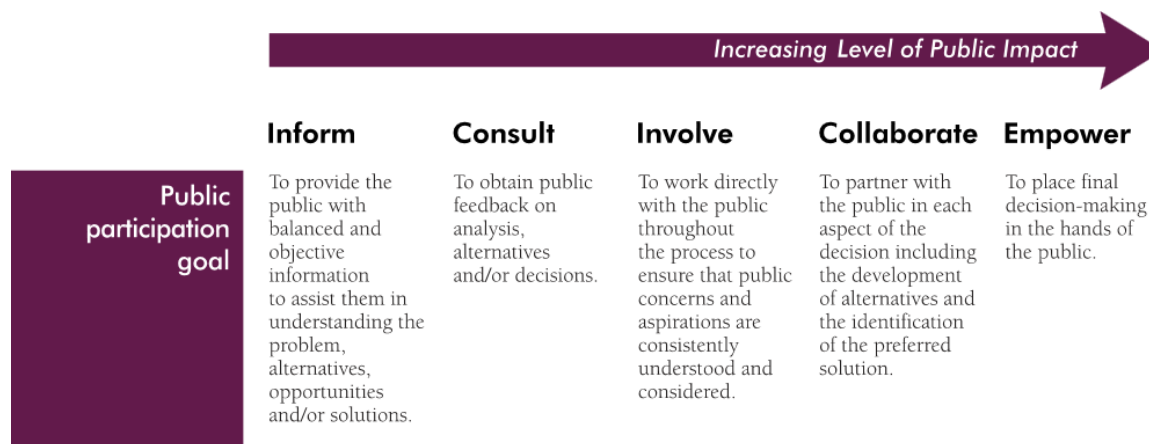
**REGIONAL GROWTH STRATEGY REFERENCE:**

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; directing higher density developments to Municipal Areas and increasing housing opportunities within existing residential areas in Core Settlement Areas by encouraging multi-family infill developments.

**CITIZEN/PUBLIC ENGAGEMENT:**

Staff would **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](http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf)



Should OCP Amendment Bylaw No. 2905, 2018 and Zoning Amendment Bylaw No. 2909, 2018 receive First and Second Readings, a statutory public hearing will be held to obtain public opinion in accordance with the *Local Government Act*.

Prior to this application proceeding to Council, the applicant held two public information meetings on October 23, 2017 at the Lewis Centre and on November 29, 2017 at the Courtenay library. Property owners and occupiers within 100 metres of the subject property were invited to attend both meetings. Summaries of the public information meetings and public comments have been included as **Attachment No. 5**. According to the applicant’s reports, 15 people attended the first meeting and 5 people attended the second meeting. During the second neighbourhood public meeting neighbours had concerns about housing tenure (i.e. rentals), the density of the development, unsafe sightlines on Menzies Avenue and increased traffic generated on 2<sup>nd</sup> Street and in the rear laneway. Concerns were also expressed by neighbours that the proposed units could be rented out as short term rentals. If the amendment bylaws are granted final adoption staff have recommended that the applicant be required to enter into a restrictive covenant that restricts the units from being rented as short term rentals.

**OPTIONS:**

**OPTION 1:** That based on the January 15, 2018 staff report ‘OCP Amendment Bylaw No. 2905 and Zoning Amendment Bylaw No. 2909 – 907 and 919 2nd Street’ Council approve Option No. 1 and proceed to First and Second Readings of OCP Amendment Bylaw No. 2905, 2018 and Zoning Amendment Bylaw No. 2909, 2018;

That Council direct staff to schedule and advertise a statutory public hearing with respect to the above-referenced Bylaws on February 5<sup>th</sup> 2018 at 5:00 p.m. in City Hall Council Chambers;

That the applicant be required to enter into a restrictive covenant prior to final adoption of the amendment bylaws that restricts the multi-residential units from being rented as short term rentals, (recommended).

**OPTION 2:** That Council postpone consideration of Bylaws No. 2905 and No.2909 with a request for more information.

**OPTION 3:** That Council not proceed with Bylaws No. 2905 and No. 2909.

Prepared by:



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Dana Beatson, MCIP, RPP  
Land Use Planner

Approved by:



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Ian Buck, MCIP, RPP  
Director of Development Services

*Attachments:*

1. *Applicant's Written Project Description and Submissions*
2. *Site Plans*
3. *Floor Plans and Building Elevations*
4. *Landscape Plans*
5. *Public Information Meeting Summaries & Public Correspondence*
6. *Traffic Impact Study*

## 4 PLEX DEVELOPMENT PROPOSALS 2<sup>ND</sup> AND MENZIES

Heritage Revival Homes Ltd. would like to propose the development of two high efficiency 4-plexes at the corner of 2<sup>nd</sup> Street and Menzies, Currently 919 2<sup>nd</sup> Street. We believe the nature of this project has the potential to be an asset to the immediate neighborhood and to the City of Courtenay.

Both buildings are high efficiency in design with an assessed EnerGuide rating of 83, far exceeding a home built to code with a rating of 70-76. The design incorporates a list of design and technology provisions to minimize energy consumption. Some of these include the use of demand electric hot water production. This alone offers hot water, electrical consumption savings of at least 30%. Each unit will also utilize super high efficiency mini heat pump systems, ultra low flow household shower heads and faucets, LED light fixtures throughout and extra high R value insulation for walls and ceilings. We're also assessing our options for rooftop solar electrical production to supplement some or all of the units for a further reduction of hydro costs. This could give us the ability to reduce utility costs to zero.

In regards to aesthetic design, our ultimate goal is to create something that could pass for one of the original homes that the neighborhood was built upon. The design is detailed in character, but not over-sized in scale, as many of the original neighborhood houses were modest in size. We also believe in the use of classic, high quality materials thus ensuring the highest longevity of sensitive resources.

The design is intended to encourage the use of bicycles for commuting or recreation. Each unit has a dry and secure bicycle garage attached to the main building, a provision often missing from dwellings of this size. If a vehicle is necessary, each unit will have an on site parking space, wired with electric car charging outlets as a green option. Each dwelling will have 2 bedrooms and be approximately 750 sq.ft.

Affordability has become a major issue in the Comox Valley with the rising cost of real estate over the past couple of years. With each unit priced at approximately \$260,000, we believe this will help address the city's affordability needs. Building to a high quality and operating at a lower annual utility cost, prospective owners will have further financial relief in both the short and long term. At this point we are consistently meeting people who are falling through the cracks in the attempt to own a quality affordable home. For this reason we feel the property would serve the community better than creating more unaffordable housing even in the form of a duplex which the property is currently zoned for. We believe this project will help people secure a basic life necessity, creating an inclusive community and help ensure our valley stays a great place to live and work at all income levels.

Thank you for your thoughtful consideration.

Glen Cross  
Heritage Revival Homes Ltd.

ATTACHMENT No. 1 2/4  
Applicant's Submissions



Lot 1 Front



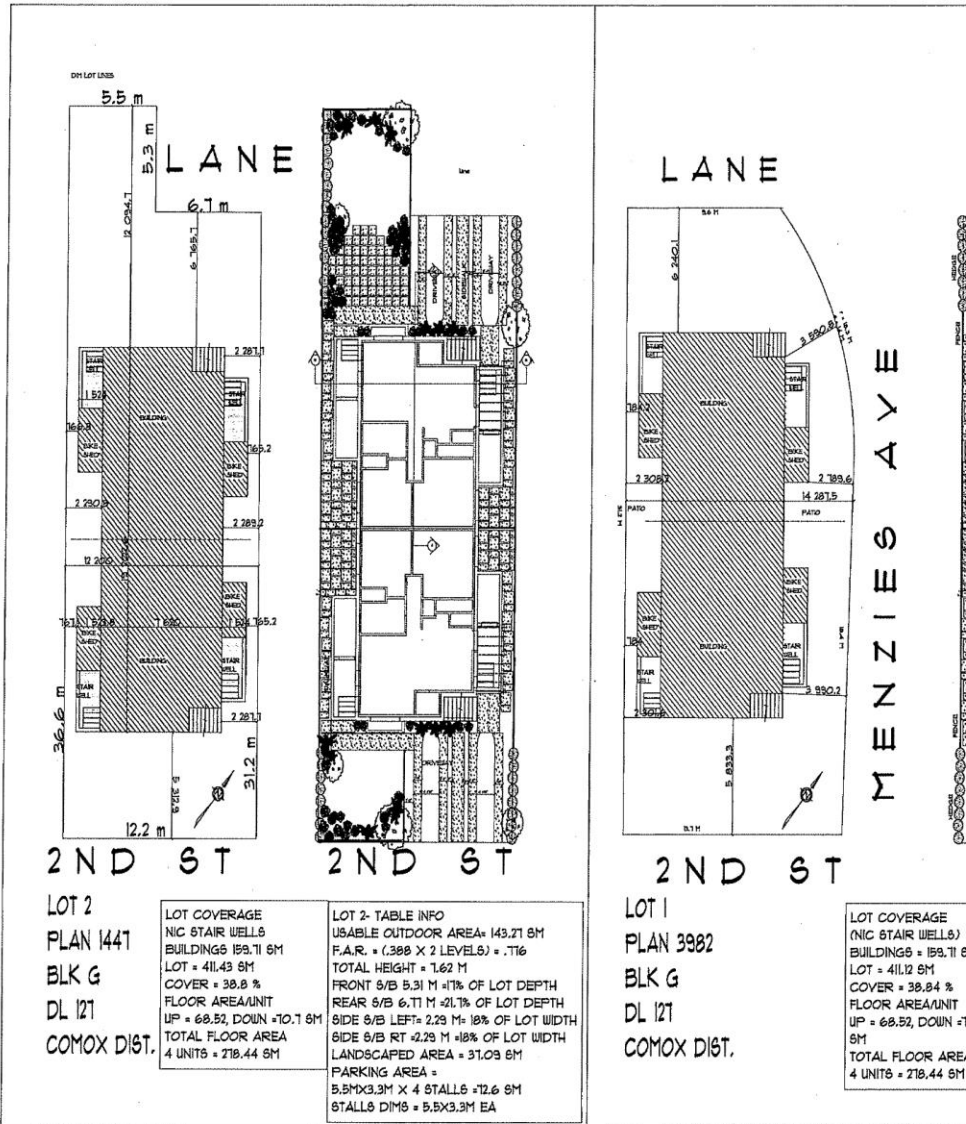
Lot 1 Rear



Lot 2 Front



Lot 2 Rear



Lot 2

Lot 1

ATTACHMENT No. 3 1/2  
Floor Plans and Elevation Drawings

LOWER FLOOR

LOWER FLOOR  
1522 TOTAL SF  
= 761 SF EACH UNIT

NOTE: FOUNDATION AND SLAB DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

PROJECT: HERITAGE REVIIVAL HOMES - 4 FLY  
ADDRESS: LOT 11 F. PLAN 3883 BLK G, CORTLAND

DATE: 9/25/17

SCALE: 1/4"

DWG # 2 OF 6

TITLE: FOUNDATION AND MAIN

NOTE: ALL DIMENSIONS UNLESS OTHERWISE NOTED ARE TO FACE UNLESS NOTED OTHERWISE.

DATE: 9/25/17

SCALE: 1/4"

DWG # 2 OF 6

TITLE: FOUNDATION AND MAIN

NOTE: ALL DIMENSIONS UNLESS OTHERWISE NOTED ARE TO FACE UNLESS NOTED OTHERWISE.

DATE: 9/25/17

SCALE: 1/4"

DWG # 2 OF 6

TITLE: FOUNDATION AND MAIN

NOTE: ALL DIMENSIONS UNLESS OTHERWISE NOTED ARE TO FACE UNLESS NOTED OTHERWISE.

DATE: 9/25/17

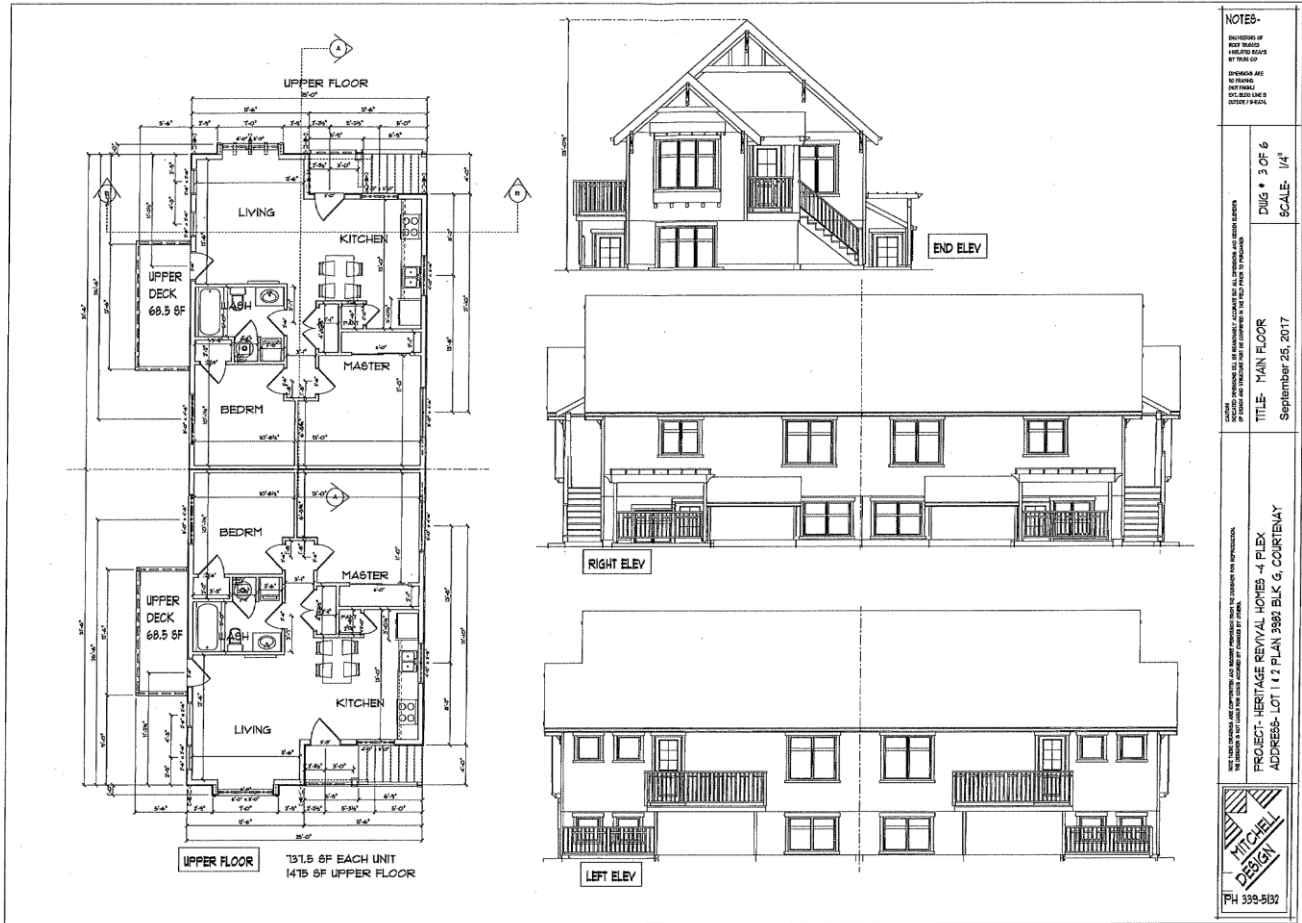
SCALE: 1/4"

DWG # 2 OF 6

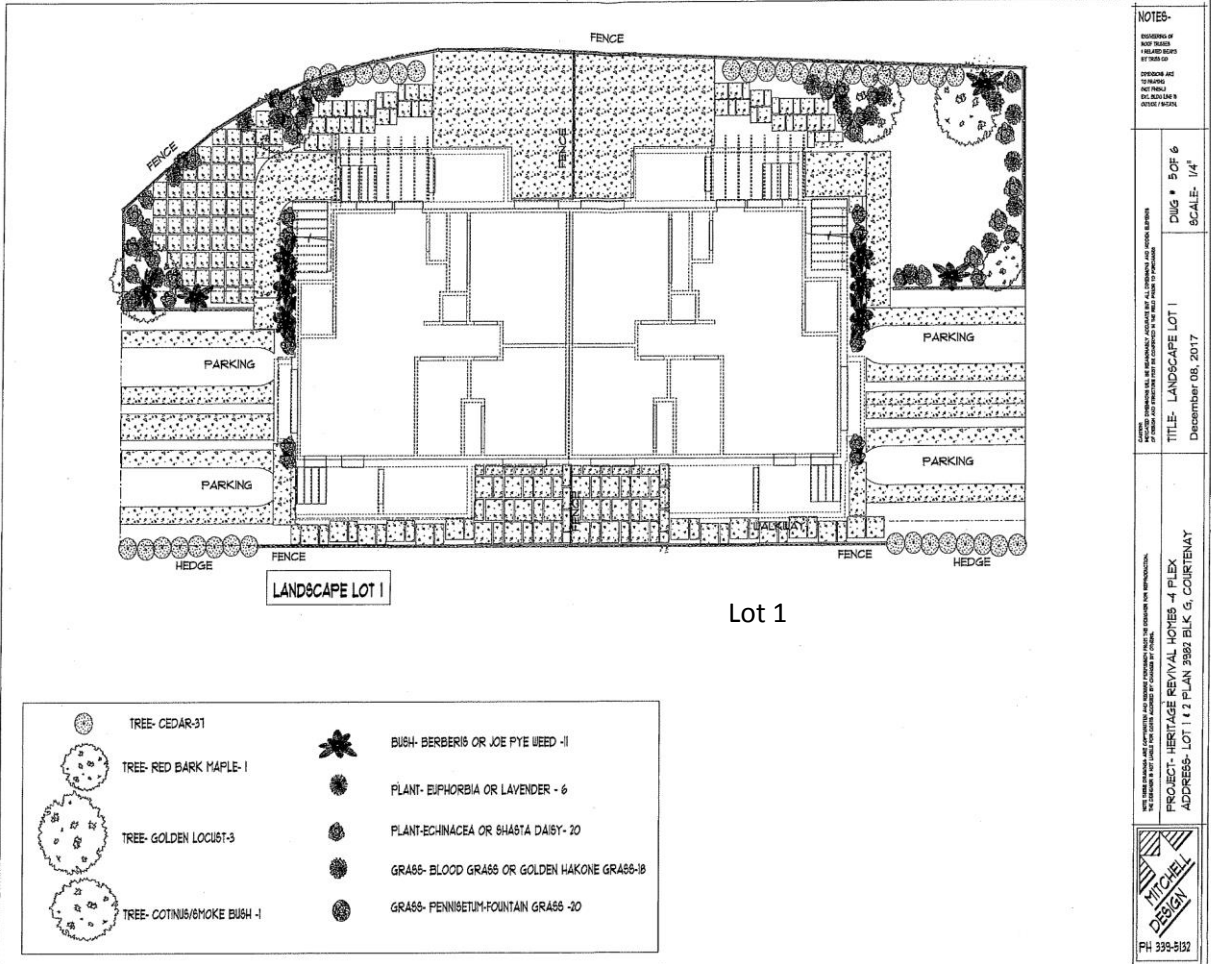
TITLE: FOUNDATION AND MAIN



ATTACHMENT No. 3 2/2  
 Floor Plans and Elevation Drawings

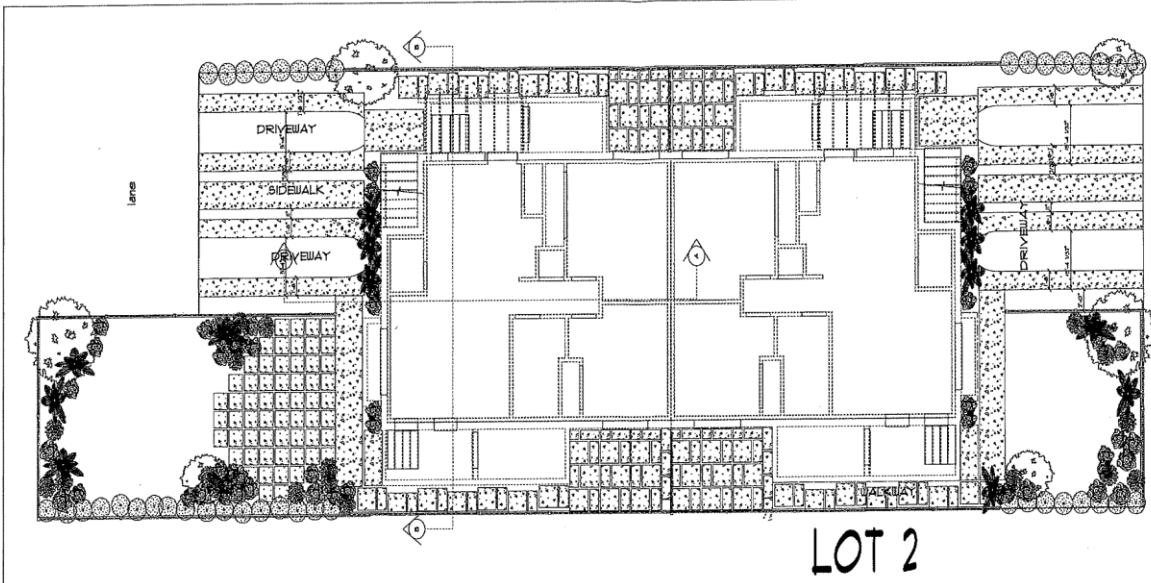


ATTACHMENT No. 4 1/2  
Proposed Landscape Plan for Lot 1












Lot 1

ATTACHMENT No. 4 2/2  
Proposed Landscape Plan for Lot 2



LOT 2

	TREE- CEDAR -40		BUSH- BERBERIS OR AZE PYE WEED - 13
	TREE- RED BARK MAPLE -3		PLANT- EUPHORBIA OR LAVENDER -5
	TREE- GOLDEN LOCUST -1		PLANT- ECHINACEA OR SHASTA DAISY- 20
	TREE- COTINUS/SMOKE BUSH - 2		GRASS- BLOOD GRASS OR GOLDEN HAKONE GRASS - 18
			GRASS- PENNSETUM-FOUNTAIN GRASS - 26

NOTES:  
REVISIONS OF  
THIS PLAN  
ARE THE PROPERTY  
OF THE DESIGNER  
AND SHALL REMAIN  
THE PROPERTY OF  
THE DESIGNER  
UNLESS OTHERWISE  
NOTED.

DATE: 12/08/2017  
DRAWN BY: J. B. BROWN  
CHECKED BY: J. B. BROWN  
SCALE: 1/4" = 1'-0"  
SHEET NO. 6 OF 6  
PROJECT: HERITAGE REVIVAL HOMES - 4 FLEX  
ADDRESS: LOT 1 & 2 PLAN 3982 BLK G, COURTENAY

PROJECT: HERITAGE REVIVAL HOMES - 4 FLEX  
ADDRESS: LOT 1 & 2 PLAN 3982 BLK G, COURTENAY  
DATE: 12/08/2017



ATTACHMENT No. 5 1/15  
Public Information Meeting  
Meeting Summaries

**Beatson, Dana**

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**From:** Glen & Patricia Cross <fastforest@hotmail.com>  
**Sent:** October-24-17 10:07 PM  
**To:** Beatson, Dana  
**Subject:** Re: public information meeting and timing of application

Hello Dana,

Here are the minutes from the neighborhood information meeting that was held at the Lewis Center on Monday evening Oct 23. for the proposed 4plexes at 2nd and Menzies.

The meeting was attended by approximately 15 people, mostly immediate neighbors from second street. The meeting was conducted by Glen Cross.

Prior to the meeting all invited residents had been provided with a detailed written description of the proposed 4plexes along with color renderings of the exterior elevations.

At the meeting all available renderings, construction drawings, landscape drawings, and site servicing report prepared by McElhanney was displayed for viewing. An explanation of the needed variances was also conducted.

The attendees had questions and concerns that primarily focused on parking provisions, street parking, potential occupancy size, neighbourhood density and an increase in local traffic.

There were also questions addressed in regards to the net zero aspect of the design which was positively supported by some. Other attendees did not show interest in this aspect.

The aesthetic detail, form and character of the design was positively supported with no concerns in this area.

Ultimately the majority of those attending expressed a preference for the zoning to remain R2, as they did not feel that any higher density was suitable for their street.

It was illustrated that because the development is at the intersection of Menzies, a main road, increased traffic would have very little need to travel thru the inner streets of the area to come and go, thus having a very low impact on traffic and noise levels.

The efforts to keep the scale of the buildings small compared to the heights that are permitted under the current and proposed zoning was illustrated. It was also discussed that the alternative of building two duplexes without a zoning change or neighborhood input would result in taller buildings, as they could not practically be designed with a sunshine basement.

The neighbour directly to the left of the subject property was not pleased to hear this.

An explanation was also given for the need for affordable living with the recent surge in real estate pricing and that the design would be very suitable for first time homeowners, beginning families and seniors.

Some attendees did not have any expressed concerns about the proposal.

**Beatson, Dana**

---

**From:** Glen & Patricia Cross <fastforest@hotmail.com>  
**Sent:** November-29-17 10:17 PM  
**To:** Beatson, Dana  
**Subject:** 2nd public info meeting minutes, 2nd and Menzies

Hi Dana,

We had a second public information meeting last night at the Courtenay library, Wednesday the 29th of November.

Meeting was attended by Bob Hudson and Randy Watson of McElhanney who were there to address concerns and questions regarding traffic and parking in regards to the proposed 4 plexes. The meeting was also attended by the developer Glen Cross. 5 people from the neighborhood attended the meeting. Minutes are as follows.

Concern was raised in regards to additional traffic in the laneway.

Tight turn in lane is difficult for larger vehicles to pass.

Safety concerns for children using the laneway.

Some people at the meeting did not agree with McElhanney's recommendation of one way traffic through the lane.

Developer explained that a design of two duplex's on the lots, conforming to the current zoning, would result in the same amount of parking spaces and traffic in the lane area as the proposed 4-plex.

Developer explained that with the limit of 4 parking stalls on the lane side of the development and with the addition of city "no parking" signs in the rest of the laneway, the additional cars and traffic would be limited to a maximum of only 4 cars.

McElhanney explained that the additional traffic that would result in the 4-plex design would be negligible, relative to the current traffic flows.

Neighbours agree that higher density is a good idea, but that they do not want it in their neighbourhood.

All of those at the meeting expressed that they thought the esthetic of the design suited the neighbourhood.

It was explained that the finished 4-plex design would attract a demographic of long-term homeowners with a lower vehicle ownership.

Some neighbours do not want the 4-plexes to be part of the rental market.

Developer reiterated that the goal of the project is for home ownership with a strata council in place, therefore rental ability can be limited. The kind of control could not be implemented with a duplex development.

ATTACHMENT No. 5 3/15  
Public Information Meeting  
Public Comments

### PUBLIC INFORMATION MEETING

(Enter Date of Meeting)

(Enter Application Information and Address of Subject Property)

#### COMMENT SHEET

Name: [Redacted] Email: [Redacted]  
Address: 910 B 1<sup>st</sup> Street Courtenay B.C. Phone: [Redacted]

(Insert Applicant Name) has applied to the City of Courtenay for an (INSERT APPLICATION TYPE ie. OCP/Zoning Amendment/Temporary Use Permit/Development Variance Permit). (Insert Project Description). 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?

[Redacted] am filling this out on the behalf of [Redacted] 910 B 1<sup>st</sup> Street he is also opposed to the re-zoning & building of 919 2<sup>nd</sup> Street he has many of the same concerns as the rest of us in the surrounding area he was unable to attend the meeting as he is away working and has asked me to speak for him and asked me to pass on his phone # if you have any question's [Redacted]

Oct 30<sup>th</sup>/17

**Please return your comments by:** Enter date (1 week after mtg)

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

1. Drop your comment sheet off at the Development Services Department, City of Courtenay 830 Cliffe Avenue
2. Email your comment sheet to [planning@courtenay.ca](mailto:planning@courtenay.ca)
3. Fax your comment sheet to 250-334-4241

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OCT 30 2017  
CITY OF COURTENAY

**PUBLIC INFORMATION MEETING**

(Enter Date of Meeting) 23-OCT-17

(Enter Application Information and Address of Subject Property) 919 2nd St.

**COMMENT SHEET**

Name: [REDACTED]

Email: [REDACTED]

Address: 931-2ND ST COURTENAY BC V9N 1C2

Phone: [REDACTED]

HERITAGE REVIVAL HOMES LTD.

(Insert Applicant Name) has applied to the City of Courtenay for an (INSERT APPLICATION TYPE) ie OCP/Zoning Amendment/Temporary Use Permit/Development Variance Permit. (Insert Project Description). This project is under review by staff in the Planning Department of the City. TWO 4-PLEXES

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

- WE PROTEST THE PROPOSED DEVELOPMENT AT 2ND AND MENZIES.  
WE LIVE RIGHT NEXT DOOR AND THE INCREASE IN NOISE AND TRAFFIC WOULD BE CONSIDERABLE, AS THERE IS THE POTENTIAL FOR SIXTEEN PEOPLE OR MORE TO BE LIVING THERE, MOST FAMILIES NOWADAYS HAVE MORE THAN ONE CAR. SINCE THERE WILL BE ONLY EIGHT PARKING SPACES, UP TO EIGHT CARS WILL BE PARKED IN FRONT OF OUR HOUSE.
- WE FEEL THE TWO LOTS IN QUESTION ARE NOT LARGE ENOUGH TO ACCOMMODATE THE BUILDINGS WITHOUT CROWDING.
- IF THE LOTS ARE REZONED, THIS WILL OPEN THE DOOR FOR OTHER DEVELOPERS, DESTROYING THE AMBIANCE OF OUR QUIET, LONG STANDING COMMUNITY, THIS STREET IS A GEM IN THE NEIGHBOURHOOD, ATTESTED BY THE NUMBER OF WALKERS TAKING PICTURES OF THE STREET.

**Please return your comments by:** Enter date (1 week after mtg) ~~NOV~~ OCT 30/17

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

1. Drop your comment sheet off at the Development Services Department, City of Courtenay  
830 Cliffe Avenue
2. Email your comment sheet to [planning@courtenay.ca](mailto:planning@courtenay.ca)
3. Fax your comment sheet to 250-334-4241

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OCT 31 2017  
CITY OF COURTENAY

ATTACHMENT No. 5 5/15  
Public Information Meeting  
Public Comments

October 23, 2017

Re: development of two 4-plex structures at 2nd St. and Menzies

To whom it may concern,

As residents of 2nd Street, we are writing to express our opposition to the proposed development of two 4-plex residences at 919 2nd St. at Menzies in Courtenay. Our reasons are as follow:

1. City planning determined current zoning to preserve the character of the neighborhood. This should be respected. Changing the zoning without good reason sets a bad precedent. A developer can easily build within the existing zoning restrictions. City planning and growth is encouraging density along 5th between Fitzgerald and Menzies. Many lots are available there for thus kind of development.
2. Two buildings of this size cannot fit on the lots and allow for yard space. This is out of character with the rest of the neighborhood.
3. Smaller units are ideal for short term residents: most likely renters and young families who will outgrow the spaces quickly. This will likely mean greater resident turnover. The neighborhood is primarily made up of residents who have lived there for 20+ years, or plan to do so.
4. The corner is unsafe with sight lines and traffic coming up the hill from 1st to Menzies. This will make it more so due to greater density. Adding bicycle traffic into that mix is not ideal.

Current zoning allows for two duplexes with appropriate setbacks and parking allowances. The development plans should be amended to respect both the zoning and the character of the neighborhood.

Sincerely,

[Redacted Signature]



979 2nd Street  
Courtenay, BC  
V9N 1C2

cc: City of Courtenay, Heritage Revival Homes Ltd



OCT. 23/17

THE PUBLIC INFORMATION MEETING:  
IS : OCP / ZONING AMENDMENT,  
APPLICANT : GLEN CROSS

IT IS ILL ADVISED TO ENDORSE THE  
DEVELOPMENT OF EIGHT NEW  
DOMICILES LOCATED ON THE  
CORNER OF AN ALREADY HIGHLY  
TRAFFICED HILL : MENZIES STREET

THE ABUTTING ALLEY ONTO MENZIES  
IS A TRAFFIC BLIND-SPOT!

CURRENTLY, THE ALLEY ITSELF  
ACCOMMODATES 10 VEHICLES THAT  
HAVE TO EXIT ONTO 2ND ST OR  
ONTO MENZIES.  
BOTH ~~EXIT~~ EXITS ARE PRECARIOUS  
SITES.

THE PROPOSED LAND SITE FOR TWO -  
FOUR PLEXES ON A LIMITED SPACE  
DEFINITELY PRESENTS TRAFFIC  
CONGESTION AND LIKELY HAZARDS  
REGARDING VEHICLE ACTIVITY  
TO OR FROM THE HILLSIDE.  
PEDESTRIANS COULD BE OR WOULD  
BE AT RISK.

REGARDING INFRASTRUCTURE :

IMPECCABLE OVERVIEW & EFFORT TO CONSOLIDATE RESOURCES  
& SAFETY MUST BE FULL-PROOF!

2.

THIS AREA REFERRED TO AS  
"THE OLD ORCHARD" HOSTS  
CONTINUOUS TRAFFIC.  
BUILDING SITES FROM 1ST TO 2ND  
STREET ARE LIMITED.  
OUR NEIGHBOURHOOD'S CURRENT  
DENSITY IS ALREADY MAXIMIZED.

THE "OLD ORCHARD" IS ONE OF  
THE LAST VESTIGES OF CALM  
AND BEAUTY, AND BELONGS TO  
"THE TERMINAL ADDITION."

THEREFORE, I CANNOT AND WILL NOT  
ENDORSE YOUR 2-4-PLEX  
PROPOSAL.

THANKYOU FOR YOUR CONSIDERATION.  
SINCERELY,



*Date of meeting: Oct 23, 2017*

**PUBLIC INFORMATION MEETING**

(Enter Date of Meeting)

(Enter Application Information and Address of Subject Property)

**COMMENT SHEET**

RE Name: Glen Cross - Heritage Revival Homes Ltd. Email: [Redacted]  
Address: (919-2nd ST.) Proposal of (2) 4-Plexes. Phone: [Redacted]

(Insert Applicant Name) has applied to the City of Courtenay for an (INSERT APPLICATION TYPE ie. OCP/Zoning Amendment/Temporary Use Permit/Development Variance Permit). (Insert Project Description). 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? - I am strongly opposed to the proposed development:

- 1e: This street cannot safely accommodate high density which comes with traffic issues and parking through the proposed development. The alley is already being used by 10 cars; a potential for 16 more is a huge concern!! Currently you cannot safely exit onto Mengies from the alley or from 2nd st onto Mengies, this proposal is moved right out on to this small piece of land for 8 dwelling, definitely not in keeping with our neighbourhood.
- This street is important because of its residential heritage, aesthetic significance (belonging to the terminal addition) this should have special consideration that should be respected. There is no other street like this in Courtenay... this proposal contradicts the nature of the neighbourhood!
- Please don't be fooled by the cute drawings and smart car plug ins etc. These buildings would have significant impact on this very busy corner. It's already crazy! Adding high density to a family oriented street is not in line with our neighbourhood. This proposal is the undoing of a heritage area within Courtenay. We would like to see the present home preserved not demolished.

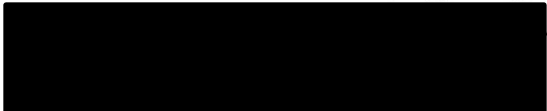
**Please return your comments by:** Enter date (1 week after mtg)

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

1. Drop your comment sheet off at the Development Services Department, City of Courtenay  
830 Cliffe Avenue
2. Email your comment sheet to [planning@courtenay.ca](mailto:planning@courtenay.ca)
3. Fax your comment sheet to 250-334-4241

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- The OCP and existing zoning should be respected. (why have a community plan?)



955-2nd ST. Courtenay, B.C.



### PUBLIC INFORMATION MEETING

(Enter Date of Meeting)

(Enter Application Information and Address of Subject Property)

#### COMMENT SHEET

Oct 30/17

Name: [REDACTED]

Email: [REDACTED]

Address: 930 1st Street Courtenay

Phone: [REDACTED]

(Insert Applicant Name) has applied to the City of Courtenay for an (INSERT APPLICATION TYPE ie. OCP/Zoning Amendment/Temporary Use Permit/Development Variance Permit). (Insert Project Description). 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?

I attended the information meeting regarding the two four plex building proposed on 919 2nd Street. I have so many concerns main one being traffic and parking 1st street (alley) is our only way in and out of our house and is so busy and so small, as it is now that the garbage truck can not even fit around the corner and has to back all the way up and it has two blind corners that you can not see on coming traffic. adding two large buildings and more traffic will be dangerous. There are so many lots for sale that are zoned for this type of building I do not give my consent to rezone that property he bought it duplex zoned it should remain the same as the properties surrounding it Thank you for your time

Please return your comments by: Enter date (1 week after mtg)

Oct 30/17

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

1. Drop your comment sheet off at the Development Services Department, City of Courtenay 830 Cliffe Avenue
2. Email your comment sheet to [planning@courtenay.ca](mailto:planning@courtenay.ca)
3. Fax your comment sheet to 250-334-4241

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OCT 31 2017

ATTACHMENT No. 5 9/15  
Public Information Meeting  
Public Comments

**PUBLIC INFORMATION MEETING**

(Enter Date of Meeting) <sup>1</sup> Re ~~9/11~~ 9/19 - 2<sup>nd</sup> St.

(Enter Application Information and Address of Subject Property)

**COMMENT SHEET**

Name: [Redacted] Email: [Redacted]  
Address: [Redacted] Phone: [Redacted]

Glen Cross  
(Insert Applicant Name) has applied to the City of Courtenay for an (INSERT APPLICATION TYPE ie. OCP/Zoning Amendment/Temporary Use Permit/Development Variance Permit). (Insert Project Description). 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?

We had an informative discussion with Mr. Cross - asking him many questions. While we support high-density, affordable housing (our son live in Vancouver!) we are concerned about the increased traffic that will inevitably result. We are far enough away not to be affected, but are concerned about the folks nearby - especially on 2<sup>nd</sup>. One car per unit might be bearable - but two or three? And the proximity of the hill...?

We also asked about green space and trees, it seems the design is incorporating as much as possible.

We do support this project, but with the caveat that the parking needs to be monitored.

**Please return your comments by:** Enter date (1 week after mtg)  
Comment sheets can be submitted by one of the following methods:  
1. Drop your comment sheet off at the Development Services Department, City of Courtenay  
830 Cliffe Avenue  
2. Email your comment sheet to [planning@courtenay.ca](mailto:planning@courtenay.ca)  
3. Fax your comment sheet to 250-334-4241



11/30/2017 13:52



ATTACHMENT No. 5 10/15  
Public Information Meeting  
Public Comments

### PUBLIC INFORMATION MEETING

(Enter Date of Meeting)

(Enter Application Information and Address of Subject Property)

#### COMMENT SHEET

Name:

Email:

Address: 825 3RD ST COURTENAY

Phone:

(Insert Applicant Name) has applied to the City of Courtenay for an (INSERT APPLICATION TYPE ie. OCP/Zoning Amendment/Temporary Use Permit/Development Variance Permit). (Insert Project Description). 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?

*I support this project wholeheartedly. The fact that the city needs more affordable housing options is undeniable. We are living in a house built by Glen Cross and I am sure that the finished product will only add to neighbourhood character and will be built to a very high standard of quality and workmanship. Glen is meticulous in every detail of the building process. Also of huge value here is the energy efficiency of the proposed homes which is not only for the homeowners but for the environment and global weather changes we are facing.*

**Please return your comments by:** Enter date (1 week after mtg)

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

1. Drop your comment sheet off at the Development Services Department, City of Courtenay  
830 Cliffe Avenue
2. Email your comment sheet to [planning@courtenay.ca](mailto:planning@courtenay.ca)
3. Fax your comment sheet to 250-334-4241

**Beatson, Dana**

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**From:** [REDACTED]@esart.com>  
**Sent:** December-07-17 10:11 AM  
**To:** Jangula, Larry; Eriksson, Erik; PlanningAlias  
**Cc:** Glen & Patricia Cross  
**Subject:** Heritage Revival Homes Application re: 919 2nd St.

To: Development Services Dept.  
City of Courtenay  
cc: Courtenay City Mayor & Council

I would like to respond to the zoning amendment proposal by Heritage Revival Homes Ltd., i.e. Mr. Glen Cross, at 919 2nd St. in Courtenay. I don't live on that particular street; I am just east of Menzies, at 877 3rd St. I think the buildings are tasteful, elegant, and in keeping with the heritage aspect of the neighbourhood. I have seen the other houses built by Heritage Revival Homes, and I am confident they will be of similar quality. I think visually, they would be an asset to this residential area.

As for the rezoning, I'm not sure if this request is just for the property in question, or for the whole neighbourhood? I think in an area this close to downtown, sooner or later, we are going to have to accommodate more density, whether bit by bit or all at once. So, in short, I have no objection to the new fourplexes.

However, as we move in this direction, I think the City needs to be proactive on one issue: to what use are such new units going to be put? After seeing the social disaster that is Vancouver today, the City must implement some oversight to see that the density is actually being accessed by residents and would-be residents of Courtenay, and not as money-makers for flippers, or for absentee landlords via short-term vacation rentals, ie Air b & b's.

Mr. Cross mentions affordability as a desirable feature of these units. Yes, it is. But will the City allow investors to snap up anything available, drive up prices, and drive out people?

The new City Manager of Vancouver, previously of San Francisco, has provided an analysis of that situation, i.e: it was not a shortage of housing that had driven people to despair. There was plenty of housing being built. But it was the ease with which it could be purchased by affluent non-residents in order to turn a profit, and so did nothing to alleviate the housing crisis. I believe steps are now being taken both in Victoria and Vancouver to discourage that kind of opportunism, but the horse is out of the barn in both cases.

I would urge this administration to think ahead and spare us that scenario. I hope Mr. Cross can build his houses, and that they will be purchased by people who really need them and intend to inhabit their homes.

Thank you,

[REDACTED]

**Beatson, Dana**

**From:** [REDACTED]  
**Sent:** December-05-17 6:41 PM  
**To:** PlanningAlias  
**Subject:** Comments on 4 Plex Proposal

[REDACTED]  
Name: [REDACTED]  
Address: A-910 1st Street  
[REDACTED]

To whom it may concern,

There are a number of concerns I have with the 4 Plex proposal.

One major thing is having so many people in such a condensed area. The main street is very busy and more traffic turning onto that road would inevitably cause accidents. Having a more dense population on such a small lot will disturb the peace of our quiet little neighbourhood as well.

I am concerned about the lane behind 2nd street becoming more congested as well. It is a one way lane that cannot withstand more traffic. Just today I almost ran into my neighbor while I was pulling into the lane. It cannot withstand any more traffic pulling into it or anywhere near it. I believe that the best place of entrance would be 2nd street on the main street should a duplex (not a fourplex!!!) be put in place.

I am concerned as to how the garbage and recycling will be handled with such a dense population of people living in one area. As it is the garbage truck has to back into the lane and can barely fit!

I am worried about children's safety in the neighborhood as well. There are a lot of kids on our lane and in the surrounding area that play outside. With up to 16 people driving around in that area it greatly affects the safety of play for those kids.

I am also very concerned that putting two fourplexes would greatly decrease the value of home. 2 duplexes is another story. That would increase the value but fourplexes create a mini apartment style community which is entirely undesirable for our neighborhood.

I realize that more housing needs to be created for people living in the Comox Valley but I do not think that this lot is the best place to do it. It is an unsafe busy road that cannot withstand the amount of people that would live there should two fourplexes go into place. This is literally an accident waiting to happen.

These places will easily be rented out with a high turnover of tenants. This causes a greater uncertainty for safety in our neighborhood as well as decreasing the value of our homes in this area.

I am completely against any construction of two fourplexes going into this lot. 2 duplexes would be acceptable if they were sold not rented.

Thank you for your time,  
[REDACTED]



**Beatson, Dana**

---

**From:** Gothard, Nancy  
**Sent:** December-11-17 9:10 AM  
**To:** Beatson, Dana  
**Subject:** FW: 4 Plex Proposal

Hi Dana,

This one got put in with my folder. I'm sharing it with you this way rather than hiding it in your tempest folder.

Thx,

[REDACTED]

**To:** PlanningAlias  
**Subject:** 4 Plex Proposal

Good Morning--

I am a nearby neighbour to the proposed 4 Plex on 2nd st in Courtenay.  
I am worried about the steep increase in the number of families and vehicles on 2nd St. and in the lane concerned.  
I also worry about the traffic turning onto and off of the blind hill connecting Menzies and 1st.  
I am close enough to be impacted by the construction, which could last a long time and be quite loud and disruptive.  
Storm sewer impacts could also affect the street.  
Lastly, I hate to see fruit and nut trees removed.

On the plus side, the design is attractive, and an interesting concept.

[REDACTED]

### PUBLIC INFORMATION MEETING

(Enter Date of Meeting)

(Enter Application Information and Address of Subject Property)

#### COMMENT SHEET

Name: [Redacted] Email: [Redacted]  
Address: 980 2nd St, Cour BC V9N 1C3 Phone: [Redacted]

(Insert Applicant Name) has applied to the City of Courtenay for an (INSERT APPLICATION TYPE ie. OCP/Zoning Amendment/Temporary Use Permit/Development Variance Permit). (Insert Project Description). 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?

*The proposal to develop the high efficiency 7plexes @ the corner of 2nd St + Menzies is an innovative idea and would be a well fitted residential addition to the neighbourhood. I support the development for the reasons as follows:*

- 1- The aesthetic design ties in with the homes on the street*
- 2- The assessed Kner Guide is well above code ratings*
- 3- On site parking will not congest the already narrow streets*
- 4- The affordability of the units meets the needs of the residents of the Comox Valley that are interested in continuing to stay here but cannot afford to purchase, whether it be cost or availability of homes for sale.*

**Please return your comments by:** Enter date (1 week after mtg)

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

1. Drop your comment sheet off at the Development Services Department, City of Courtenay  
830 Cliffe Avenue
2. Email your comment sheet to [planning@courtenay.ca](mailto:planning@courtenay.ca)
3. Fax your comment sheet to 250-334-4241

## PUBLIC INFORMATION MEETING

Nov 29 2017

Heritage Revival Homes 4 plex application at 919 2nd

### COMMENT SHEET

Name: [REDACTED] Email: [REDACTED]  
Address: 853 3<sup>rd</sup> ST COURTENAY Phone: [REDACTED]

Glen Cross has applied to the City of Courtenay for an zoning amendment . 4 plex. 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?

I believe that these units are a perfect fit for the neighbourhood. We have 3 houses built by Mr. Cross on our single block of 3<sup>rd</sup> St. and they are all attractive homes in a style befitting the Old Orchard area.

The energy efficient features of the homes from the on-demand hot water and the high efficiency heat pumps to the extra R value in the walls and ceilings combined with the spaces for bicycle storage and the parking spaces with electrical access are very impressive and a fine example of where all construction should be heading for the future.

The cost, at \$260,000 per unit, offers affordability which the city is in desperate need of.

This project has my full support.

[REDACTED]  
853 3<sup>rd</sup>. St.

Courtenay, B.C.

**Please return your comments by:** Dec 6

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

1. Drop your comment sheet off at the Development Services Department, City of Courtenay  
830 Cliffe Avenue
2. Email your comment sheet to [planning@courtenay.ca](mailto:planning@courtenay.ca)
3. Fax your comment sheet to 250-334-4241

ATTACHMENT No. 6	1/18
Traffic Impact Study	

November 27, 2017  
 Our File: 2211-47492-00  
 Heritage Revival Homes Ltd.  
 1589 Cedar Avenue  
 Comox, BC V9M 2V6

Attention: Glen & Patricia Cross  
 Owners

## Re: Lot 1 & 2 Plan 3982 Block G Traffic Impact Study

McElhanney Consulting Services Ltd. (MCSL) is pleased to provide this traffic analysis in support of the proposed Heritage Homes development in the northwest corner of the 2nd Street / Menzies Avenue intersection, in Courtenay, BC.

### INTRODUCTION AND PROJECT UNDERSTANDING

Heritage Revival Homes intends on building two new fourplexes on the subject lots. The proposed site is fronted by 2<sup>nd</sup> Street and adjacent to Menzies Avenue. In support of the development application for the new building, McElhanney prepared a site servicing report and site servicing plan for the proposed development in September 2017.

A public information meeting was held in October 2017, and there were several concerns the residents had related to the development, as summarized below:

- Density increase is too dense and out of character for the neighbourhood
- The smaller units will bring renters into the neighbourhood, where as most residents have lived in the area for 20+ years
- This will set a precedent for increased density
- *There will be an increase in noise and traffic with the new development*
- *Pedestrian safety may be compromised with increases in traffic*
- *The laneway is very small and cannot accommodate increases in local traffic and parking*
- *Sight lines on Menzies are unsafe and the increase in traffic and bicycles will add to the safety situation*
- *Parking will be an issue as there is not enough on-site parking; most homes have two vehicles*

The intent of this letter is to address the traffic related comments (*italicized above*).

### STUDY AREA

The proposed site is located north of 2<sup>nd</sup> Street and west of Menzies Avenue (*Attachment A*).

2<sup>nd</sup> Street is a two-lane local roadway with sidewalks and parking on both sides. In the study area, it extends between Menzies Avenue and Pidcock Avenue.



McElhanney Consulting Services Ltd.  
 Suite 2300 Central City Tower,  
 13450 - 102 Avenue, Surrey BC, V3T 5X3  
[mcelhanney.com](http://mcelhanney.com)

Menzies Avenue is a two-lane collector with sidewalk on the west side. The Rotary Trail extends south from 5<sup>th</sup> Street along the east side of Menzies Avenue, with future plans to extend that north. In the study area, Menzies Avenue extends between 1<sup>st</sup> Street and 8<sup>th</sup> Street. Approaching 2<sup>nd</sup> Street from the north and south Menzies Avenue has less than a 1% grade. At the laneway, Menzies Avenue has a 3% downgrade from the south and 6% upgrade from the north (see *Attachment A*). The posted speed limit is 50 km/h, with an advisory speed limit of 30 km/h SB at the curve north of 2<sup>nd</sup> Street (where 1<sup>st</sup> Street transitions to Menzies Avenue).

The laneway (north of 2<sup>nd</sup> Street) is very narrow (approximately 2.5m wide), and while likely allows for two-way travel, this is not possible without vehicles travelling off the road. It provides access to a few homes, and would provide access to the back-side of the proposed development.

## SITE PLAN

The current Official Community Plan (OCP) zoning for this property is Residential Two Zone (R2), which allows such uses as single residential dwelling, duplex, home occupation, secondary suite, or carriage house. The proposed site would be Residential Four B Zone (R-4B), which also allows uses such as multi-residential dwellings.

The proposed plans for the site are attached (*Attachment B*). Access to site parking would be via the laneway (4 spaces) and 2<sup>nd</sup> Street (4 spaces).

The developer describes the site as a net zero development, in that rooftop solar panels will be used to take advantage of BC Hydro's net metering program that allows each unit to sell excess power and purchase power when it does not generate enough. The design will also include design and technology to minimize consumption, including demand electric hot water, heat pumps, low flow shower heads and faucets, LED lights, above code R value insulation, and the units will not use gas as an energy source.

The goal of the design is to create a building that incorporates design characteristics of some of the original homes in the neighbourhood, which is detailed in character but not oversized in scale. The building material will also be of high quality, thus ensuring the highest longevity of sensitive resources.

The building design, technology, and quality is intended to appeal to a broad market of homeowners, but not necessarily geared to a rental market.

## TRAFFIC VOLUMES

Traffic volume counts were collected at Menzies Avenue / 2<sup>nd</sup> Street and Menzies Avenue / laneway on Wednesday November 8, 2017 and Tuesday November 21, 2017, respectively during the AM (7-9AM) and PM (3-6PM) peaks. The counts include personal vehicles, light and heavy trucks, pedestrians, and bicycles.

The counts (*Attachment C*) show that volumes on Menzies Avenue range from a two-way peak hour volume of around 300 vehicles (AM) to 400 vehicles (PM). For a two-lane facility, this level of traffic is low compared to the capacity of the roadway.

Vehicle volumes along 2<sup>nd</sup> Street and the laneway (to the north) are very low, with a maximum two-way volume of 5 vehicles and 1 vehicle, respectively.

Pedestrian and bicycle volumes were low as well, consisting of a maximum pedestrian activity of 14 per hour (north / south along the sidewalks) and a maximum bicycle volume of 4 per hour.

**TRIP GENERATION**

Project trip generation refers to the process for estimating the amount of vehicular traffic a development would add to the surrounding roadway system. For the proposed development, the total number of vehicles entering and exiting the road system will be calculated for the daily and weekday AM and PM peak hours.

The development is proposed to consist of two buildings with four units each. Each unit will have two bedrooms and be approximately 750 sq. ft. Trip generation estimates for the development will be calculated using the Trip Generation Manual, 9th Edition, Institute of Transportation Engineering (ITE), 2012. While there is not an exact ITE code for this type of unit, the one that most closely resembles the unit type is Residential Condo / Townhouse (230).

A summary of the estimated trips generated by the proposed developments is provided in *Table 1*. Additionally, concerns were raised that the units would act more like rentals. The trip rate for apartments is also included as a comparison to the owner-occupied unit (i.e. condo / townhouse).

*Table 1: Trip Generation Summary*

Type <sup>(1)</sup>	# of Units	Period	Trip Rate	In/Out Ratio		Trips		
				IN %	OUT %	In	Out	Total
Residential Condo / Townhouse (230)	8	AM	0.44	17	83	1	3	4
		PM	0.52	67	33	3	1	4
		Daily	5.81	50	50	23	23	46
Apartment (220)	8	AM	0.51	20	80	1	3	4
		PM	0.62	65	35	3	2	5
		Daily	6.65	50	50	27	27	54
Single Family Home (210)	2	AM	0.75	25	75	0	2	2
		PM	1.00	63	27	2	0	2
		Daily	9.52	50	50	10	10	20

Note:

- (###) = ITE Land Use Code, 9<sup>th</sup> Edition Trip Generation Manual.

As shown in the table, the proposed development is estimated to generate 4 peak hour trips during the AM and PM peak hours, which is roughly one trip every 15 minutes. Daily, the development is estimated to generate 46 trips (23 inbound and 23 outbound). During the day (assuming 6AM-9PM for 15 hours), this equates to approximately 3 trips per hour. Assuming the higher generating apartment use, the AM and PM peak hour trips would be roughly the same (one additional PM peak hour trip), while there would be 8 more daily round trips (3-4 trips per hour). Therefore, while there would be slightly more daily trips generated as a rental, the peak hour trips would be approximately the same.

It should also be noted that the development site is comprised of two lots (i.e. there could be two single family homes). As shown in *Table 1*, if two single family homes were developed, rather than the proposed eight units, the site would still generate two peak hour trips (i.e. only two more peak hour trips than the proposed).

When taken in the context of the existing roadways (2<sup>nd</sup> Street and the laneway), the proposed development would add an additional 2 vehicles per roadway during the AM and PM peak hours, resulting in a total of one vehicle every 5-10 minutes (including the existing volume).

### Alternative Modes

The analysis above assumes all trips by the development would be made via a personal vehicle. However, due to the proximity to downtown (within 1km), a bus stop within 50-60m of the site, and the design of the site intended to encourage the use of bicycle, it is likely that the vehicle trips would be less than presented. Based on the 25 Year Vision for Multi-Modal Transportation plan (April 2014) for the City of Courtenay, alternative modes comprise 13% of the total work trips (2% transit, 8% walk, 3% bike), with a goal of reaching 30% (5% transit, 15% walk, 10% bike). It should be noted that this is likely higher for non-work-related trips (i.e. shopping, recreational, etc.). Applying the existing mode share to the trips above would result in one peak hour trip and six daily trips being an alternative mode trip.

When considering existing pedestrian activity, the additional of one peak hour trip would not be noticeable.

### SITE ACCESS

Access to the proposed development will be via 2<sup>nd</sup> Street and the laneway.

The ability to see objects (other vehicles, bicyclists, hazards, etc.) on the road and to avoid a collision with them is of critical importance for the safe operation of a vehicle. In the case of turning on / off a roadway, and depending on the set of circumstances, one or both of the following should be met (where possible); stopping sight distance (SSD) and turning sight distance (TSD). Stopping sight distance is critical to avoid a collision, while turning sight distance is more of a comfort level distance.

SSD is calculated by summing the distance travelled during the perception reaction time and the braking distance. Calculations for SSD were performed based on information in Section 2.5 of the *Geometric Design Guide for Canadian Roads*, TAC (2017). Based on Table 2.5.2 and 2.5.3 in TAC, the SSD for a design speed of 50km/h ranges between 60-75m depending on grade. At 2<sup>nd</sup> Street where the grade is relatively flat, the SSD would be 65m. At the laneway, the maximum upgrade is 6%, resulting in a SSD of 60m, while the maximum downgrade is 3%, resulting in a SSD of 70m.

The SSD was calculated for both the horizontal and vertical alignment at only the laneway, as 2<sup>nd</sup> Street is at a set location and presumably SSD was checked when the roadway was designed. Since the full roadway profile is not available, the SSD is a combination of plan, profile, aerial, and street view. As shown in *Attachment A*, the horizontal SSD is just met on Menzies Avenue SB at the laneway (60m), and also met NB. The vertical SSD, was also checked to ensure sufficient sight distances are provided. A driver eye height of 1.08m was assumed while the height above the pavement for an object in the road was assumed to be 0.60m (recommended object height in TAC for SSD). Based on these assumptions, the vertical SSD would also be satisfied at the laneway both NB and SB.

While providing sufficient SSD is important to reduce the potential for collisions, the ability of a vehicle to exit the side-street without being overtaken by a vehicle travelling on the main road is also an important check (TSD). However, in the case of the laneway, this was not checked as this distance is typically longer than SSD (upwards of twice the distance) and the SSD SB was only just met. While TSD is desirable, it often

cannot be met due to topography. Additionally, the laneway is an existing access and the development is only adding vehicle trips to it, not proposing a new one.

While SSD is met at the laneway, due to the grades approaching, the sharp angle at which the laneway intersects Menzies Avenue, and the narrow road, improvements should be considered. These could include:

- Do not allow left turns out of the laneway. This movement could instead use 2<sup>nd</sup> Street to turn left, which has much better sight lines to / from Menzies Avenue.
- Convert the laneway to one way, with the entrance from Menzies Avenue and the exit onto 2<sup>nd</sup> Street. This would require additional signage to ensure drivers do not go the wrong way.

## PARKING

The development is proposing to provide eight off-street parking spaces (i.e. one per unit), four off the laneway and four off 2<sup>nd</sup> Street. Based on the City's Zoning Bylaw No. 2500 (2007), Section 8.4.29 (off-street parking for Residential R-4B), multi-residential uses require 1 space per unit. Based on these requirements, the development would need to provide 8 spaces. According to the *Parking Generation Manual*, 4th Edition, ITE (2010), residential condo / townhouse uses generate a parking demand of approximately 1.38 per unit, on average, during the weekday, resulting in a demand for 11 spaces for the development. While the manual does not provide parking generation for apartment use, it does provide information on rental townhouse (LU code 224), which has a slightly higher rate of 1.62 (13 spaces).

While the development provides a sufficient number of spaces to meet the Bylaw requirement, there is a likelihood that there could be additional demand (3 to 5 spaces based on ITE uses for townhouse / condo and apartment, respectively) that would need to use on-street parking. However, the neighbours have expressed concern with using on-street parking for the additional spaces. While the development meets the Bylaw requirement, and the design is intended to encourage bicycle use for commuting or recreation, the inclination is for people to still drive. As such, beyond encouraging biking, the development should also consider other programs to encourage homeowners to rely only on a single vehicle (incentives for single or no vehicle use, transit pass, free membership in car sharing program, etc.).



## SUMMARY AND RECOMMENDATIONS

The current Official Community Plan (OCP) zoning for this property is Residential Two Zone (R2), which allows such uses as single residential dwelling, duplex, home occupation, secondary suite, or carriage house. The proposed site would be Residential Four B Zone (R-4B), which also allows uses such as multi-residential dwellings.

Access to site parking would be via the laneway (4 spaces) and 2<sup>nd</sup> Street (4 spaces).

Vehicle volumes along 2<sup>nd</sup> Street and the laneway (to the north) are very low, with a maximum two-way volume of 5 vehicles and 1 vehicle, respectively during the AM and PM peak hours.

Pedestrian and bicycle volumes are low as well, consisting of a maximum pedestrian activity of 14 per hour (north / south along the sidewalks) and a maximum bicycle volume of 4 per hour.

A public information meeting was held in October 2017 and residents had several concerns with the proposed development: the density increase is too dense and out of character for the neighbourhood, the smaller units will bring renters into the neighbourhood, there will be an increase in noise and traffic with the new development, pedestrian safety may be compromised with increases in traffic, the laneway is very small and cannot accommodate increases in local traffic and parking, sight lines on Menzies are unsafe and the increase in traffic and bicycles will add to the safety situation, and parking will be an issue as there is not enough on-site parking.

### *Issue #1: Increase in Traffic*

While the proposed development is estimated to generate additional trips during the AM and PM peak hours (roughly one trip every 15 minutes), the development site is comprised of two lots (i.e. there could be two single family homes). If two single-family homes were developed, rather than the proposed eight units, the site would still generate two peak hour trips (i.e. only two more peak hour trips than the proposed).

### *Recommendation #1:*

This level of additional traffic would not be noticeable, as it is only one additional trip every 30 minutes above the current zoned use (i.e. single-family home), and if split between the laneway and 2<sup>nd</sup> Street, would be one additional trip per hour.

### *Issue #2: Sight lines on Menzies Avenue are unsafe*

The ability to see objects (other vehicles, bicyclists, hazards, etc.) on the road and to avoid a collision with them is of critical importance for the safe operation of a vehicle. Therefore, the stopping sight distance (SSD) was calculated for both the horizontal and vertical alignment at the laneway. All SSD were met for the laneway, with the horizontal SSD just met for Menzies Avenue SB (60m).

### *Recommendation #2:*

While SSD is met at the laneway, due to the grades approaching, the sharp angle at which the laneway intersects Menzies Avenue, and the narrow road, improvements should be considered:

- Not allowing left turns out of the laneway
- Convert the laneway to one way (entrance from Menzies Avenue and the exit onto 2<sup>nd</sup> Street).

*Issue #3: Not enough on-site parking*

Based on the City's Zoning Bylaw, Residential R-4B multi-residential uses require 1 space per unit. The development provides 8 spaces, meeting the City's Bylaw. However, according to the *Parking Generation Manual*, 4th Edition, ITE (2010), residential condo / townhouse uses generate a parking demand of approximately 1.38 per unit, on average, during the weekday, resulting in a demand for 11 spaces for the development.

*Recommendation #3:*

While the development provides the Bylaw required number of spaces, the estimated number of spaces based on ITE would require the use of on-street parking (3 to 5 additional spaces needed). However, to address the concerns of the neighbours with using on-street parking for the additional spaces, the design of the development is such to encourage bicycle use for commuting or recreation. Beyond encouraging biking, the development should also consider other programs to encourage homeowners to rely only on a single vehicle or less (incentives for single or no vehicle use, transit pass, free membership in car sharing program, etc.).

We thank you for the opportunity of presenting this terms of reference, and look forward to working with you on this project.

Sincerely,

McELHANNEY CONSULTING SERVICES LTD.

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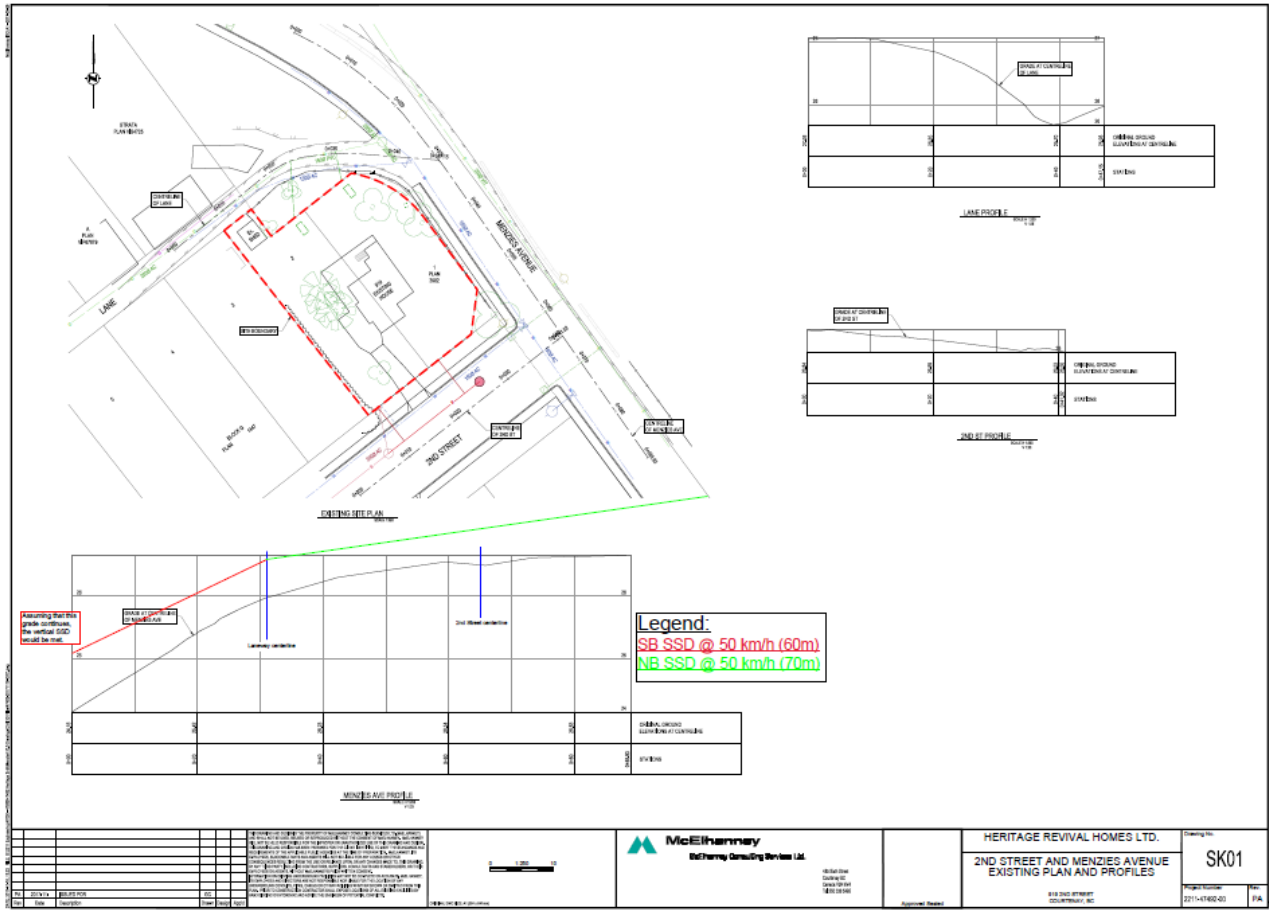
cc: Randy Watson, MCSL

Attachment A – Existing Plan and Profiles

Attachment B – Proposed Plans

Attachment C – Intersection Counts

ATTACHMENT No. 6 8/18  
Traffic Impact Study



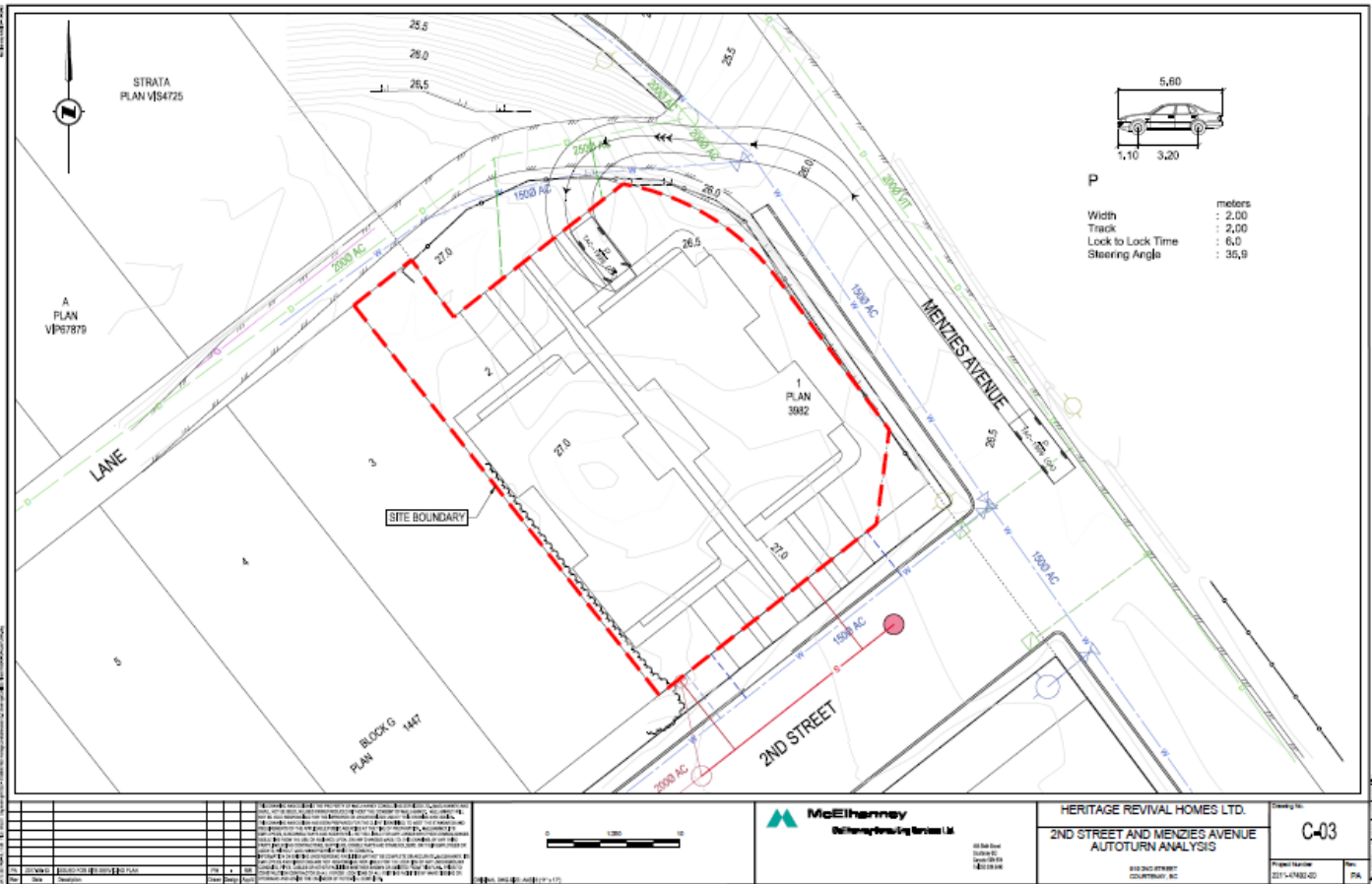
ATTACHMENT No. 6 9/18  
Traffic Impact Study



ATTACHMENT No. 6 10/18  
Traffic Impact Study



**ATTACHMENT No. 6    11/18**  
**Traffic Impact Study**



ATTACHMENT No. 6 12/18  
Traffic Impact Study

TRAFFIC COUNT SHEET														Location											
Millberry Consulting Services Ltd. Tel: 604.396.0361, Fax: 604.334.3230  <b>All Vehicles</b> Passenger Cars + Light Trucks + Heavy Trucks														N/S Street E/W Street Courtenay, BC		Job # 2211-47492-00									
																Date: Wednesday Day Date: November 8, 2017									
														Weather: AM: Mid: PM:											
Time	Northbound			Southbound			Westbound			Eastbound			15min Totals	1 hour Totals											
	Left	Through	Right	Left	Through	Right	Left	Through	Right	Left	Through	Right													
<b>AM</b>																									
6:00 - 6:15	0	0	0	0	0	0	0	0	0	0	0	0	0	0											
- 6:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0											
- 6:45	0	0	0	0	0	0	0	0	0	0	0	0	0	0											
- 7:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0											
7:00 - 7:15	0	10	0	0	27	0	0	0	0	0	0	0	0	37											
- 7:30	0	14	0	0	39	0	0	0	0	0	0	0	0	53											
- 7:45	0	6	0	0	34	0	0	0	0	0	0	0	0	40											
- 8:00	2	19	0	0	55	0	0	0	0	0	0	0	0	76											
8:00 - 8:15	0	9	0	0	47	1	0	0	0	0	0	0	1	58											
- 8:30	1	15	0	0	51	0	0	0	0	0	0	0	0	67											
- 8:45	1	24	0	0	44	0	0	0	0	0	0	0	1	70											
- 9:00	0	22	0	0	55	0	0	0	0	0	0	0	0	77											
<b>Midday</b>																									
11:00 - 11:15	0	0	0	0	0	0	0	0	0	0	0	0	0	0											
- 11:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0											
- 11:45	0	0	0	0	0	0	0	0	0	0	0	0	0	0											
- 12:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0											
12:00 - 12:15	0	0	0	0	0	0	0	0	0	0	0	0	0	0											
- 12:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0											
- 12:45	0	0	0	0	0	0	0	0	0	0	0	0	0	0											
- 1:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0											
<b>PM</b>																									
3:00 - 3:15	0	37	0	0	25	0	0	0	0	0	0	0	0	62											
- 3:30	2	50	0	0	21	1	0	0	0	0	0	0	0	74											
- 3:45	1	51	0	0	30	0	0	0	0	0	0	0	0	82											
- 4:00	0	52	0	0	35	0	0	0	0	0	0	0	0	87											
4:00 - 4:15	1	43	0	0	32	0	0	0	0	0	0	0	0	76											
- 4:30	0	40	0	0	28	0	0	0	0	0	0	0	0	68											
- 4:45	0	67	0	0	45	0	0	0	0	0	0	0	0	112											
- 5:00	2	65	0	0	42	0	0	0	0	0	0	0	0	109											
5:00 - 5:15	0	63	0	0	23	0	0	0	0	0	0	0	0	86											
- 5:30	0	54	0	0	21	0	0	0	0	0	0	0	0	75											
- 5:45	1	42	0	0	30	0	0	0	0	0	0	0	0	73											
- 6:00	1	42	0	0	34	0	0	0	0	0	0	0	0	77											
<b>PEAK HOUR SUMMARY</b>																									
AM peak hour	2	70	0	0	197	1	0	0	0	0	0	0	2	272	%PC %LT %HV Total										
MD peak hour	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0% 0.0% 0.0% 0.0%										
PM peak hour	3	215	0	0	147	0	0	0	0	0	0	0	3	365	8.8% 1.7% 0.5% 13%										

ATTACHMENT No. 6 13/18  
Traffic Impact Study

<b>TRAFFIC COUNT SHEET</b>															
<b>Passenger Cars</b> <small>Milkenney Consulting Services Ltd.                      Tel: 604.596.0397, Fax: 604.594.9320</small>				Location: <b>N/S Street                      E/W Street                      Courtenay, BC</b>				Job # 2211-47482-00 From: Wednesday Date: November 8, 2017 Weather: AM: Mid: PM:							
				Time	Northbound			Southbound			Westbound			Eastbound	
	Left	Through	Right	Left	Through	Right	Left	Through	Right	Left	Through	Right	Totals	Totals	
<b>AM</b>															
6:00 - 6:15														0	
6:15 - 6:30														0	
6:30 - 6:45														0	
6:45 - 7:00														0	0
7:00 - 7:15		9			26									35	35
7:15 - 7:30		14			39									53	88
7:30 - 7:45		6			33									39	127
7:45 - 8:00	2	16			54									72	199
8:00 - 8:15		9			47	1							1	58	222
8:15 - 8:30	1	15			51									67	236
8:30 - 8:45	1	24			43								1	69	266
8:45 - 9:00		21			32									78	270
<b>Midday</b>															
11:00 - 11:15														0	
11:15 - 11:30														0	
11:30 - 11:45														0	
11:45 - 12:00														0	0
12:00 - 12:15														0	0
12:15 - 12:30														0	0
12:30 - 12:45														0	0
12:45 - 1:00														0	0
<b>PM</b>															
3:00 - 3:15		37			24									61	
3:15 - 3:30	2	48			21	1								72	
3:30 - 3:45	1	48			29									78	
3:45 - 4:00		51			34									85	266
4:00 - 4:15	1	43			31									75	310
4:15 - 4:30		40			28									68	304
4:30 - 4:45		67			44									111	337
4:45 - 5:00	2	65			42									109	361
5:00 - 5:15		63			22									85	371
5:15 - 5:30		54			21									75	380
5:30 - 5:45	1	42			30									73	342
5:45 - 6:00	1	45			34									75	308
<b>PEAK HOUR SUMMARY <sup>1</sup></b>															
AM peak hour	2	89	0	0	196	1	0	0	0	0	0	0	2	270	Hourly Traffic
MD peak hour	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PM peak hour	3	215	0	0	143	0	0	0	0	0	0	0	0	361	

<sup>1</sup> Peak hour volume based on peak hour of All Vehicles



ATTACHMENT No. 6 14/18  
Traffic Impact Study

<b>TRAFFIC COUNT SHEET</b>																	
M&B Survey Consulting Services Ltd. Tel: 404.396.0399, Fax: 404.394.5200  <b>Light Trucks</b>				Location:  <b>N/S Street</b> <b>Merzies Ave</b> <b>EW Street</b> <b>2nd Street</b>  <b>Courtenay, BC</b>				Job #      2211-47482-00  Day      Wednesday Date      November 8, 2017  Weather: AM: Mid: PM:									
Time	Northbound			Southbound			Westbound			Eastbound			15min Totals	1 hour Totals			
	Left	Through	Right	Left	Through	Right	Left	Through	Right	Left	Through	Right					
<b>AM</b>																	
6:00 - 6:15													0				
- 6:30													0				
- 6:45													0				
- 7:00													0	0			
7:00 - 7:15		1			1								2	2			
- 7:30													0	2			
- 7:45					1								1	3			
- 8:00		3			1								4	7			
8:00 - 8:15													0	5			
- 8:30					1								0	5			
- 8:45													1	5			
- 9:00		1											1	7			
<b>Midday</b>																	
11:00 - 11:15													0				
- 11:30													0				
- 11:45													0				
- 12:00													0	0			
12:00 - 12:15													0	0			
- 12:30													0	0			
- 12:45													0	0			
- 1:00													0	0			
<b>PM</b>																	
3:00 - 3:15					1								1				
- 3:30		2											2				
- 3:45		3			1								4				
- 4:00		1			1								2	9			
4:00 - 4:15					1								1	9			
- 4:30					2								2	9			
- 4:45					1								1	8			
- 5:00													0	4			
5:00 - 5:15					1								1	4			
- 5:30													0	2			
- 5:45													0	1			
- 6:00		2											2	3			
<b>PEAK HOUR SUMMARY <sup>1</sup></b>																	
AM peak hour	0	1	0	0	1	0	0	0	0	0	0	0	0	2			
MD peak hour	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
PM peak hour	0	0	0	0	4	0	0	0	0	0	0	0	0	4			

<sup>1</sup> Peak hour volume based on peak hour of All Vehicles

ATTACHMENT No. 6 15/18  
Traffic Impact Study

<b>TRAFFIC COUNT SHEET</b>															
McGillivray Consulting Services Ltd. Tel: 604.596-0397, Fax: 604.584-3030  <b>Heavy Trucks</b>			Location:			Job #			Date						
			N/S Street E/W Street Courtenay, BC			Merzlie Ave 2nd Street			Day: Wednesday Date: November 8, 2017  Week: AM: Mid: PM:						
Time	Northbound			Southbound			Westbound			Eastbound			15min	1 hour	
	Left	Through	Right	Left	Through	Right	Left	Through	Right	Left	Through	Right	Totals	Totals	
<b>AM</b>															
6:00 - 6:15													0		
- 6:30													0		
- 6:45													0		
- 7:00													0	0	
7:00 - 7:15													0	0	
- 7:30													0	0	
- 7:45													0	0	
- 8:00													0	0	
8:00 - 8:15													0	0	
- 8:30													0	0	
- 8:45													0	0	
- 9:00													0	0	
<b>Midday</b>															
11:00 - 11:15													0		
- 11:30													0		
- 11:45													0		
- 12:00													0	0	
12:00 - 12:15													0	0	
- 12:30													0	0	
- 12:45													0	0	
- 1:00													0	0	
<b>PM</b>															
3:00 - 3:15													0		
- 3:30													0		
- 3:45													0		
- 4:00													0	0	
4:00 - 4:15													0	0	
- 4:30													0	0	
- 4:45													0	0	
- 5:00													0	0	
5:00 - 5:15													0	0	
- 5:30													0	0	
- 5:45													0	0	
- 6:00													0	0	
<b>PEAK HOUR SUMMARY <sup>1</sup></b>															
AM peak hour	0	0	0	0	0	0	0	0	0	0	0	0	Hourly Traffic		
MD peak hour	0	0	0	0	0	0	0	0	0	0	0	0	0		
PM peak hour	0	0	0	0	0	0	0	0	0	0	0	0	0		

<sup>1</sup> Peak hour volume based on peak hour of All Vehicles

ATTACHMENT No. 6 16/18  
Traffic Impact Study

TRAFFIC COUNT SHEET		Location		Job #		Date		Time		Diagram		15min		1 hour				
WILSONY Counting Services Ltd. Tel: 404.394.0211, Fax: 404.394.1033		NIS Streets/Corles Ave EW Sires 2nd Street Courtenay, BC		2011-478240		Wednesday November		AM: Mid: PM:				Totals		Totals				
Time	Child	South Leg			North Leg				East Leg				West Leg				15min	1 hour
		AC	Senior	Disabled	Child	AC	Senior	Disabled	Child	AC	Senior	Disabled	Child	AC	Senior	Disabled		
<b>AM</b>																		
6:00 - 6:15																	0	
- 6:30																	0	
- 6:45																	0	
- 7:00																	0	
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<b>Midday</b>																		
11:00 - 11:15																	0	
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- 6:00																	0	
<b>PEAK HOUR SUMMARY <sup>1</sup></b>																		
AM peak hour	0	4	0	0	0	1	0	0	0	0	0	0	0	0	0	0	5	
MD peak hour	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
PM peak hour	0	2	0	0	0	2	0	0	0	2	1	0	0	0	0	0	5	

<sup>1</sup> Peak hour volume based on peak hour of All Vehicles

ATTACHMENT No. 6    17/18  
Traffic Impact Study

<b>TRAFFIC COUNT SHEET</b>															
Millberry Consulting Services Ltd. Tel: 604.296.0291, Fax: 604.296.9292  <div style="text-align: center; color: red; font-weight: bold; font-size: 1.2em;">Bicyclist</div>				Location: <b>N/S Street E/W Street Courtenay, BC</b>				Job #: 2211-47482-00 Date: Day: Wednesday Date: November 8, 2017 Weather: AM: Mid: PM:							
Time	Northbound			Southbound			Westbound			Eastbound			15min	1 hour	
	Left	Through	Right	Left	Through	Right	Left	Through	Right	Left	Through	Right	Totals	Totals	
<b>AM</b>															
6:00 - 6:15													0		
- 6:30													0		
- 6:45													0		
- 7:00													0	0	
7:00 - 7:15													0	0	
- 7:30						1							1	1	
- 7:45													0	1	
- 8:00													0	1	
8:00 - 8:15													0	1	
- 8:30													0	0	
- 8:45													0	0	
- 9:00						1							1	1	
<b>Midday</b>															
11:00 - 11:15													0		
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- 1:00													0	0	
<b>PM</b>															
3:00 - 3:15													0		
- 3:30													0		
- 3:45													0		
- 4:00						2							2	2	
4:00 - 4:15													0	2	
- 4:30			1			1							2	4	
- 4:45													0	4	
- 5:00													0	2	
5:00 - 5:15													0	2	
- 5:30			3										3	3	
- 5:45			1										1	4	
- 6:00													0	4	
<b>PEAK HOUR SUMMARY <sup>1</sup></b>															
AM peak hour	0	0	0	0	0	1	0	0	0	0	0	0	0	1	
MD peak hour	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
PM peak hour	0	1	0	0	0	1	0	0	0	0	0	0	0	2	

<sup>1</sup> Peak hour volume based on peak hour of All Vehicles

## 919 2<sup>nd</sup> St 4-Plex Proposal Parking and Traffic Summary

**A primary concern is that the proposed 4-plexes will introduce unwanted additional traffic and parking, in particular to the lane side of the development.**

- As detailed in McElhanney's traffic study the increase in vehicle traffic would not be noticeable with a minimal increase relative to existing traffic.
- The proposed development is on two existing lots that were part of the original neighbourhood subdivision with the intent to accommodate vehicle traffic via the existing lane to access the back of the two lots.
- The 4-plex design has limited the on-site stalls on the lane side of the development to only 2 stalls per lot for a total of 4 parking stalls at the lane. These stalls would provide parking for 4 of the units. The addition of "no parking" signage within the city's portion of the laneway would ensure that the lane would not see additional traffic or parking beyond 4 vehicles due to the 4-plexes.
- Irregardless of the development type, the parking configuration would be the same at the lane. If two single family dwellings were built on the two lots the design would take advantage of the lane and place a minimum of two stalls per home for a total of the same 4 stalls. This is typical of most homes utilizing this lane.
- The 2<sup>nd</sup> St side of the development would have the same 4 on-site parking stalls that would provide the balance of the required parking for the units. By splitting the parking between the front and back of the properties the traffic loads are spread, reducing concentration.
- Any additional parking needed by the development could easily be serviced by 2<sup>nd</sup> St. Street parking on 2<sup>nd</sup> St has been observed as largely vacant with only an range of 2-4 vehicles parked on the entire block in the evening hours. This wide block is serviced by lanes on both sides of the street. The ample available street parking would be due to the fact that all houses on the street have on-site parking accessed via 2<sup>nd</sup> St and the lanes.
- As part of McElhanney's site servicing report, they determined in their modeling that the lane was wide enough to allow vehicles to turn comfortably into the on-site parking stalls.

### **Laneway and 2<sup>nd</sup> St. traffic safety.**

- Any traffic safety concerns are pre-existing and would not be caused by the proposed development. By assessing the existing traffic, the development has brought to light a number of suggestions that would leave the neighbourhood safer than it's current state.
- McElhanney has determined that access to Menzies via 2<sup>nd</sup> or the laneway meets the required stopping sight distance for safe use with suggestions for traffic modifications to achieve additional safety if determined to be necessary.
- There is pre-existing concern that the 90 degree turn at the west end of the lane has a blind corner sight line. This could easily have improvements made yet none are currently in place on private or city property or requested of the city by the residents. Some of those improvements could be the placement of caution signage, a blind corner mirror or the lowering of the tall fence that is impeding the line of sight and appears to be in violation of the City's bylaw in this lane, corner application.

Summary prepared by Glen Cross, Heritage Revival Homes.





THE CORPORATION OF THE CITY OF COURTENAY  
**STAFF REPORT**

**To:** Council  
**From:** Chief Administrative Officer

**File No.:** 3090-20-1706  
**Date:** January 15, 2018

**Subject: Development Variance Permit No. 1706 - 3300 Mission Road**

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**PURPOSE:**

The purpose of this report is for Council to consider a Development Variance Permit (DVP) to reduce the required frontages for proposed lots 28 and 29 and to reduce the required lot depths for proposed lots 4 and 6 to facilitate a 34 lot residential subdivision on the above referenced property. The related rezoning application was recently approved by Council.

**CAO RECOMMENDATIONS:**

That based on the January 15, 2018 staff report "Development Variance Permit No. 1706 – 3300 Mission Road" Council approve Option 1 and Development Permit with Variances No. 1706.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

**BACKGROUND:**

The rezoning application for the subject property was approved by Council on December 4, 2017 (Bylaw No. 2810). The intent was to rezone the property from Residential One B (R-1B) to Residential One S (R-1S) to accommodate a 34 lot single residential subdivision which permits the construction of secondary suites.

As noted in the staff report for the rezoning application, the proposed subdivision requires minor variances to the minimum frontage and lot depth requirements for four of the proposed lots as shown in the subdivision plan (**Attachment No. 3**).

Should Development Variance Permit No. 1706 be approved, the current application would continue through the subdivision approval process. If Development Variance Permit No. 1706 is not approved, the applicant would be required to amend the subdivision plan to meet zoning regulations prior to proceeding with the subdivision approval process.



**Figure 1.** Subject property outlined in red.

**DISCUSSION:**

As noted above, this variance application relates to a proposed 34 lot subdivision which is being considered concurrently with the development variance permit application. In order to proceed with the proposed subdivision, the applicant is applying to reduce the minimum frontage requirements for proposed lots 28 and 29 and to reduce the minimum lot depth requirements for proposed Lots 4 and 6 (**Attachment No. 3**). All other provisions of the R-1S zone related to subdivision have been met.

Lots 28 and 29 are located on a bulb-out section of Klanawa Crescent. The applicant is applying to reduce the frontage requirements from 18.0 m to 12.6 m for Lot 28 and from 18.0 m to 12.8 m for Lot 29. Several single residential zones, including R-1S, have a special frontage provision for cul-de-sacs where the frontage can be measured at the front building setback line rather than at the front property line. The intent of this provision is to provide more flexibility for developing certain lots, because wedge shape lots are typically created at the ends of cul-de-sacs and these lots have narrower frontages and wider rear yards. Although Klanawa Crescent will not be constructed as a cul-de-sac, the road will bulb out adjacent to Lots 27 to 29 creating similar lot geometries to cul-de-sac lots. If frontage was measured at the front building setback line, both lots would meet the minimum frontage requirements.

The applicant is also requesting to reduce the minimum required lot depth from 30.0 m to 27.6 m for Lot 4 and from 30.0 m to 28.0 m for Lot 6. Lot 4 and Lot 6 have adjoining rear yards. Granting the minor variance to reduction in lot depth would allow the creation of two lots, each of which meets the minimum lot area and frontage requirements, and results in a more efficient use of land.

Staff evaluation is that both variance requests will have minimal impact on the character of the area while increasing future opportunities to build on these lots. Staff has no objection to the proposed Development Variance Permit.

**FINANCIAL IMPLICATIONS:**

There are no direct financial implications related to the processing of this development variance permit application as the fees are designed to offset the administrative costs. The fee for a development variance permit for single residential dwellings is \$1,000.00.

Should Development Variance Permit No. 1706 be approved, the applicant will be required to pay Development Cost Charges at the time of subdivision approval. Building Permit application fee will also be collected at a rate of \$7.50 for every \$1,000 of construction value.

**ADMINISTRATIVE IMPLICATIONS:**

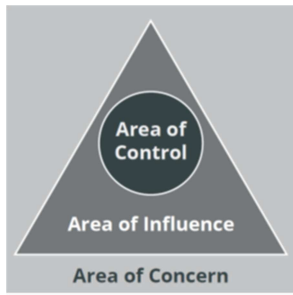
The processing of development applications is included in the current work plan as a statutory component. Staff has spent 10 hours processing this application. Should this application be approved, there will be approximately one additional hour of staff time required to prepare the notice of permit, have it registered on title and close the file.

**ASSET MANAGEMENT IMPLICATIONS:**

There are no direct asset management implications related to this application for a development variance permit. There are asset management implications related to the proposed subdivision including new roadways, trails and sanitary, storm and water services.



**STRATEGIC PRIORITIES REFERENCE:**



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

**We focus on organizational and governance excellence**

- We support meeting the fundamental corporate and statutory obligations

**OFFICIAL COMMUNITY PLAN REFERENCE:**

There is no direct OCP reference related to this application.

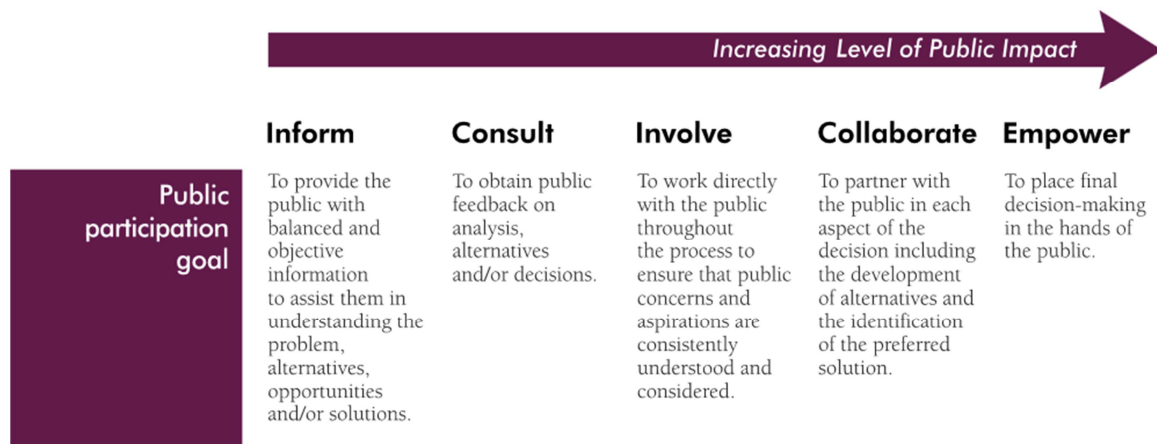
**REGIONAL GROWTH STRATEGY REFERENCE:**

There is no direct Regional Growth Strategy policy reference related to this application.

**CITIZEN/PUBLIC ENGAGEMENT:**

Staff have **consulted** 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](http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf)



The applicant was not required to hold an additional public information meeting related to the proposed development variance permit. The applicant previously held a public information meeting in relation to the rezoning application which included preliminary subdivision plans. The concerns raised at the meeting related to the provision of adequate parking for secondary suites, the existing road geometry on Klanawa, traffic in the area, and a lack of play space in the neighbourhood.

In accordance with the *Local Government Act*, the City has notified property owners and occupants within 30 metres of the subject property of the requested variances and provided the opportunity to submit written feedback. To date, staff has received no responses.

**OPTIONS:**

- OPTION 1:** That Council approve Development Variance Permit No. 1706 (recommended).
- OPTION 2:** That Council postpone consideration of Development Variance Permit No. 1706 with a request for further information.
- OPTION 3:** That Council not approve Development Variance Permit No. 1706.

Prepared by:



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Dana Beatson, RPP, MCIP  
Land Use Planner



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Ian Buck, MCIP, RPP  
Director of Development Services

*Attachments:*

1. *Draft Development Variance Permit No. 1706 with Associated Schedule*
2. *Applicant's Written Project Description*
3. *Proposed Subdivision Plan*

THE CORPORATION OF THE CITY OF COURTENAY

Permit No. 3090-20-1706

DEVELOPMENT VARIANCE PERMIT

To issue a Development Permit

To:

Name: 0953484 B.C. LTD., INC. NO. BC 0953484  
Address: C/0 1553 SEAVIEW ROAD  
BLACK CREEK, BC  
V9J 1J6

Property to which permit refers:

Legal: LOT 1, DISTRICT LOT 236, COMOX DISTRICT, PLAN VIP89215  
Civic: 3300 Mission Road

Conditions of Permit:

Permit issued to allow a thirty-four lot subdivision with the following variances to the *City of Courtenay Zoning Bylaw No. 2500, 2007*:

**8.1.48 Minimum Lot Frontage**

1. Reduce the minimum lot frontage requirement on Lot 28 from 18.0 metres to 12.6 metres; and
2. Reduce the minimum lot frontage requirement on Lot 29 from 18.0 metres to 12.8 metres.

**8.1.49 Minimum Lot Depth**

3. Reduce the minimum lot depth requirement on Lot 4 from 30.0 metres to 27.6 metres; and
4. Reducing the minimum lot depth requirement on Lot 6 from 30.0 metres to 28.0 metres.

**Time Schedule of Development and Lapse of Permit**

That if the permit holder has not substantially commenced the construction authorized by this permit within (12) months after the date it was issued, the permit lapses.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Legislative Services

LOT 1, DE 250, CORNER DISTRICT, PLAN VP 03210

**ZONING:**

- EXISTING ZONING R1-B
- PROPOSED ZONING R1-S



DESIGNED BY: <u>EMD</u> DRAWN BY: <u>RDE</u> CHECKED BY: APPROVED BY: P.M.D. Eng.	SEAL:	CLIENT: <b>NORTHRIDGE PROPERTIES</b>	<p><b>CASCARA</b> CONSULTING ENGINEERS LIMITED #206-335 Westley Street Nanaimo, BC V9R 2T5 TEL: 250.591.7364 Email: info@cascara.ca</p>	SCALE: HORIZONTAL VERT: 1:50 DATE: 03/02/2017 SHEET: OF ENCL FILE NUMBER: PROJECT NUMBER: 1003-001	Project: <b>NORTHRIDGE SUBDIVISION</b> COURTENAY, BC For: <b>ZONING VARIANCES</b>
	REVISIONS:	PLAN:		SHEET:	
	DATE:	DRAWN:		CHECKED:	
	APPROVED:	PLAN:		SHEET:	
	REVISIONS:	PLAN:		SHEET:	

**Attachment No. 2**  
*Applicant's Written Project Description*



August 15, 2017

1003-001/02

Northridge Properties  
#101 - 1930 Island Diesel Way  
Nanaimo, BC V9S 5W8

Attn: Josh Fayerman

**Re: 3300 Mission Road – 34 Lot Subdivision  
Summary of Variances**

Dear Mr. Fayerman:

The following is a summary of the required variances for your project located at 3300 Mission Road in Courtenay BC. Please refer to the attached sketch (SK5) for the referenced lot locations.

**Bylaw 2500 Section 8.1.49 Minimum Lot Depth**  
*"A lot shall have a depth of not less than 30.0m"*

Lots 4 and 6 will require a variance in lot depth of 1.96m and 2.38m respectively. This variance will allow the creation of 2 lots which are above the minimum lot size (650m<sup>2</sup>) for the R1-S zoning, and thereby avoid one large lot with an area over double the size of surrounding lots.

Lot	Lot Depth Required	Proposed	Difference
4	30m	28.04m	1.96m
6	30m	27.63m	2.37m

**Bylaw 2500 Section 8.1.48 Minimum Lot Frontage**

*"A lot shall have a frontage of not less than 18.0 m except for a corner lot where the frontage shall be not less than 19.5 m. In the case of a lot fronting the bulb of a cul-de-sac, the frontage is measured at the front yard setback line"*

Lots 28 and 29 will require a variance of 5.4m and 5.17m respectively for lot frontage width. Although the lots do not front a cul-de-sac, they are located on a bulb-out (wider section of road) so one could argue that their frontage width should be measured at the typical front yard setback. If this logic is applied, both lots do meet the minimum frontage length of 18m.

Lot	Lot Frontage Required	Proposed	Difference
28	18m	12.59m	5.41m
29	18m	12.82m	5.18m

Please contact the undersigned should you have any questions regarding this matter or require additional information.

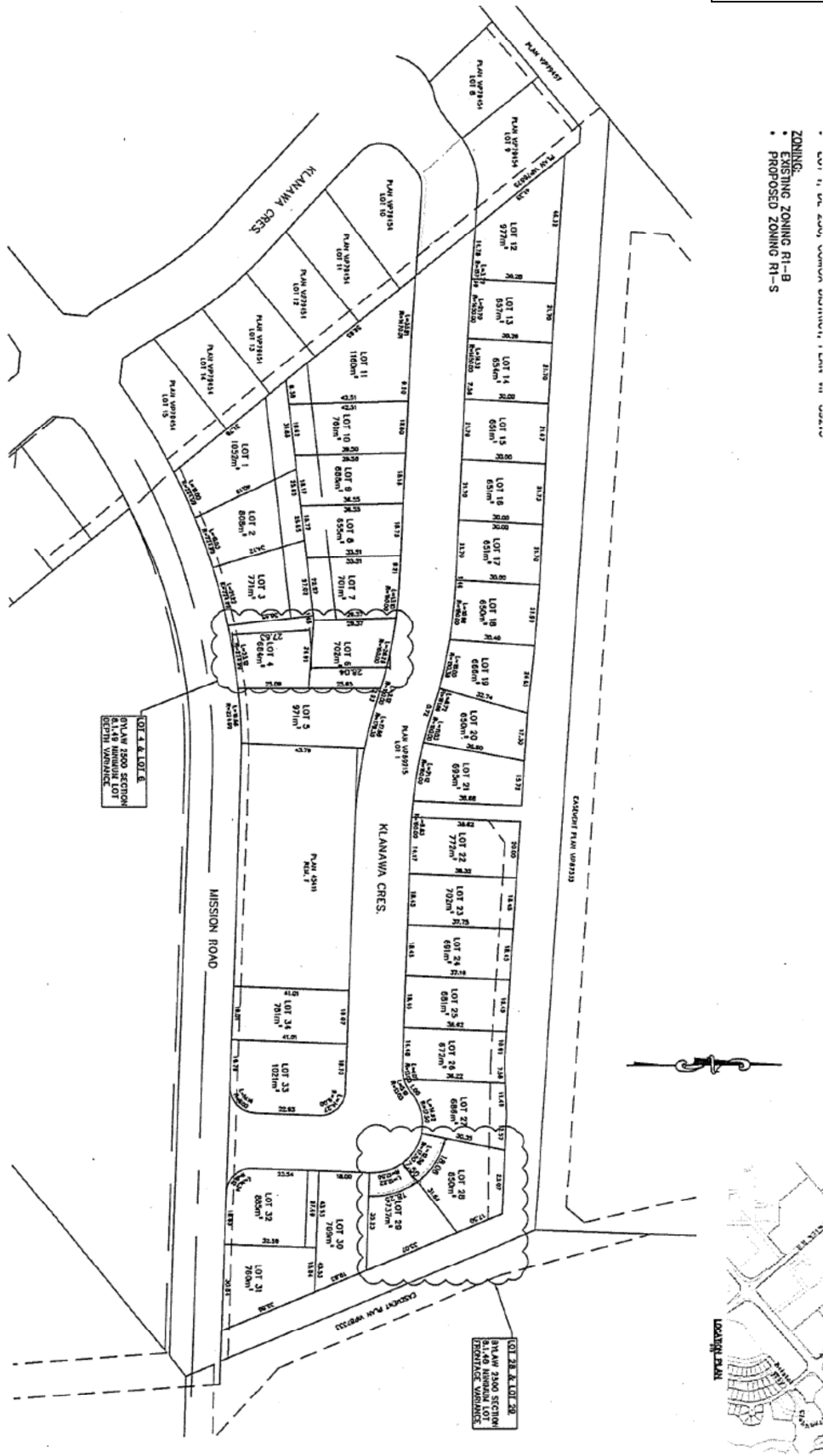
**CASCARA CONSULTING ENGINEERS LIMITED**

Keith Davies, P.Eng.  
Project Engineer

kmd

Enclosure

**Attachment No. 3**  
 Proposed Subdivision Plan



- LOT 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30
- ZONING:
  - EXISTING ZONING R1-B
  - PROPOSED ZONING R1-S

DESIGNER: NORTHBRIDGE PROPERTIES PROJECT: NORTHBRIDGE SUBDIVISION SHEET: ZONING VARIANCES	
DATE: 2018-01-15 DRAWN BY: [Name] CHECKED BY: [Name]	SCALE: AS SHOWN PROJECT NUMBER: [Number]
PROJECT LOCATION: 3300 MISSION ROAD, VANCOUVER, BC V6M 2T5	
CONSULTING ENGINEER: CASCARA CONSULTING ENGINEERS LIMITED REG. NO. 250-353-1521, 250-353-1522, 250-353-1523, 250-353-1524, 250-353-1525, 250-353-1526, 250-353-1527, 250-353-1528, 250-353-1529, 250-353-1530, 250-353-1531, 250-353-1532, 250-353-1533, 250-353-1534, 250-353-1535, 250-353-1536, 250-353-1537, 250-353-1538, 250-353-1539, 250-353-1540, 250-353-1541, 250-353-1542, 250-353-1543, 250-353-1544, 250-353-1545, 250-353-1546, 250-353-1547, 250-353-1548, 250-353-1549, 250-353-1550, 250-353-1551, 250-353-1552, 250-353-1553, 250-353-1554, 250-353-1555, 250-353-1556, 250-353-1557, 250-353-1558, 250-353-1559, 250-353-1560, 250-353-1561, 250-353-1562, 250-353-1563, 250-353-1564, 250-353-1565, 250-353-1566, 250-353-1567, 250-353-1568, 250-353-1569, 250-353-1570, 250-353-1571, 250-353-1572, 250-353-1573, 250-353-1574, 250-353-1575, 250-353-1576, 250-353-1577, 250-353-1578, 250-353-1579, 250-353-1580, 250-353-1581, 250-353-1582, 250-353-1583, 250-353-1584, 250-353-1585, 250-353-1586, 250-353-1587, 250-353-1588, 250-353-1589, 250-353-1590, 250-353-1591, 250-353-1592, 250-353-1593, 250-353-1594, 250-353-1595, 250-353-1596, 250-353-1597, 250-353-1598, 250-353-1599, 250-353-1600	



# BRIEFING NOTE

**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** Update on 5<sup>th</sup> Street Complete Streets Pilot Project

**File No.:** 8620-01; 16009  
**Date:** January 15, 2018

## ISSUE:


This briefing note is to present an update on the 5<sup>th</sup> Street Complete Streets Pilot Project to Council.

## STRATEGIC PRIORITIES REFERENCE:

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

**We value multi-modal transportation in our community**

- We support developing multi-modal transportation network plans
- As we build new or replace existing transportation infrastructure, we are consistent with what we learn from our Complete Streets Pilot Project
- △ Support our regional transit service while balancing service improvements with costs



- **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.

## BACKGROUND:

On December 5, 2016, based on the staff report entitled "Street Complete Streets Pilot Project– Presentation by Urban Systems and Concept Options Selection," Council approved Option 1 and directed staff to proceed to detailed design based on the Option 4 (raised) cross section, with parking provided between Fitzgerald and Harmston Avenues, and alternating parking and raingardens provided throughout the remainder of the corridor.

Since Council approval, the project has proceeded through the appropriate project planning phases and a number of key steps have been completed. Construction will commence this spring.

**We are here:**



Over recent months a number of key activities to prepare for construction have occurred. A “pop-up” intersection study was undertaken to assess potential traffic changes, the approved option proceeded through detailed design, tender documents are being prepared, and communications planning to support effective two-way information sharing has commenced.

An open house is planned for Thursday, January 25, 2018, to provide an opportunity to update neighbours and stakeholders about the final project design and timeline for construction in 2018.

In February, the City of Courtenay will issue a Tender for Construction of the 5<sup>th</sup> Street Complete Streets Project which includes new surfacing for two vehicle travel lanes, on-street parking, new dedicated bike lanes, new rain gardens and an improved pedestrian streetscape over a half a kilometre of 5th Street, from Fitzgerald Avenue to Menzies Avenue. After examination of the costs, it was determined that the existing power lines would remain above ground. Upon completion, 5<sup>th</sup> Street will be more comfortable for people of all ages to walk and bike the area, will more effectively manage stormwater on-site using vegetation, and will support economic development in Downtown Courtenay. The design was informed by extensive public input from neighbours and a variety of stakeholders.

Construction will commence in April 2018 and will be completed in the fall. Per the funding requirements, the project must be completed by December 31, 2018. Concepts are attached as Appendix A.

## **KEY CONSIDERATIONS:**

### Results of Pop-Up Intersection study

To assess traffic patterns and to inform the detailed design, a “pop up” intersection was installed from April to October 2017 as directed by Council (see Appendix B). The City of Courtenay installed removable pylons and barriers to assess the proposed design and ensure there were no unforeseen consequences due to the new intersection alignment. The temporary installation reduced the pedestrian crossing distance at the intersection by repurposing the northbound and westbound auxiliary lanes, as well as reducing pavement width along the southbound and eastbound approaches.

The City performed a traffic count in March and July 2016, prior to the installation of the “pop-up” and Urban Systems Ltd. conducted traffic counts in the late spring and mid-summer 2017 at 5th Street / Fitzgerald Avenue and neighbouring intersections to assess the impact of the pop-up configuration on traffic volumes and vehicle performance. Morning (7 a.m. – 9 a.m.), midday (11 a.m. – 1 p.m.) and afternoon (3 p.m. – 6 p.m.) traffic counts were conducted to ensure all traffic conditions were evaluated. Public feedback was invited and expected throughout the study period, with most feedback being received when the pop-up was first introduced. Feedback was both positive and negative in terms of perceived travelling experience, and additional feedback was received about the aesthetic of the pop-up materials. Respondents were reminded that the pop-up intersection was a temporary installation and permanent changes will be made with quality materials and infrastructure for both aesthetic and durability.

### Key observations:

- Traffic volumes were significantly higher in the PM peak than they were in the AM peak. The northbound left, westbound through, and eastbound through movements carried the highest traffic volumes in the PM peak.



- The pop-up configuration did not result in noticeable differences in traffic volume in the PM peak hour. Motorists did not avoid the altered configuration at 5th Street / Fitzgerald Avenue in any appreciable manner.
- Traffic volumes in May and July 2017 were very similar. No seasonal effects were observed at the 5th Street / Fitzgerald Avenue intersection.
- No degradation in vehicle performance was observed as a result of the altered configuration at 5th Street / Fitzgerald Avenue. In the PM peak hour, over 60 and 75 pedestrians were observed crossing 5th Street or Fitzgerald Avenue at the study intersection in May and July, respectively. The pop-up configuration improved crossing conditions for pedestrians by reducing crossing distance.
- The pop-up configuration increased the level of service of the intersection by reducing the wait time associated with vehicles travelling through the intersection.
- PM peak hour level of service at the intersection improved from level of service D in the original configuration to level of service C for the pop-up configuration in both May and July, 2017 scenarios. This level of service increase is directly related to a reduced delay time in vehicle movements with the pop up configuration.

In conclusion, although the pedestrian crossing distance was shortened at the 5th Street/Fitzgerald Avenue intersection by eliminating the designated and de facto auxiliary lanes, it did not adversely affect vehicle performance at the intersection. In fact, while improving the pedestrian crossing experience the pop-up installation reduced vehicle delay times in the afternoon for vehicles.

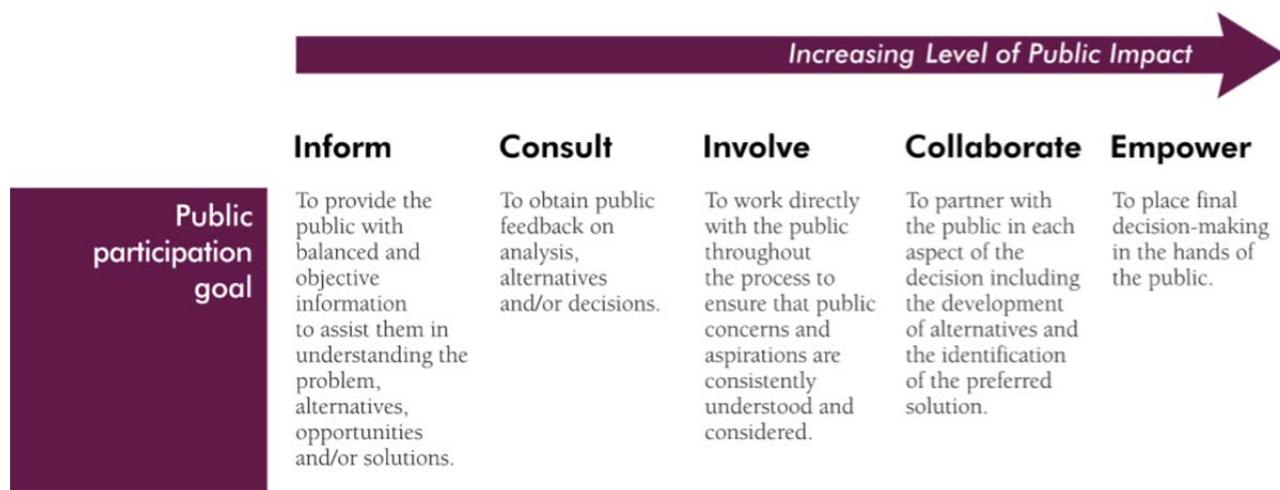
**Public impact and interest:**

The investment of \$3.253 million in Federal Gas tax funding to construct a Complete Streets Pilot Project on 5<sup>th</sup> Street presents a considerable opportunity to improve critical infrastructure, advance sustainability commitments and work with the community to mitigate impacts and increase understanding of the needs of people of all ages, abilities, and modes of travel.

The thoughtful nature of complete streets design garners heightened public interest and involvement from design phase, through construction, to project completion. As a pilot project this is even more important for the City of Courtenay as it facilitates opportunities for greater community engagement overall and the ability to inform the planning and delivery of future infrastructure and construction projects.

The community has been engaged throughout the design process that began in February 2016. Broad awareness-raising strategies have been utilized resulting in direct outreach to over 250 properties in the immediate neighbourhood, and over 100 people attending interactive public events in 2016. Two surveys have been conducted, with 640 responses in total. An attached timeline, Appendix C, outlines the decision-making and community engagement process followed to date.

Effective communications and public engagement will continue to be a critical component of this pilot project and will be supported through quality public information and two-way relationships to support high awareness of the project benefits and progress and to mitigate construction impacts. Public engagement efforts will continue to be informed by the International Association of Public Participation (IAP2) values and public participation spectrum.



As construction will occur on one of the main routes to downtown and through a residential neighbourhood, area residents and 5<sup>th</sup> Street users will require “early and often” information about the project and the project team and contractor will need to understand the needs of the community to best mitigate impacts such as property access, parking, noise, traffic and transit routes, and water service. Staff are already consulting the Courtenay Canada Day Commission about the alternate parade route planned for 2018.

Public engagement objectives per IAP2 Continuum:

1. Involve neighbours and stakeholders early in process to identify opportunities and concerns that can be supported or mitigated throughout construction.
2. Foster two-way relationships that support open information sharing between the project and the community.
3. Provide quality and timely information about the project throughout construction.
4. Demonstrate how the project supports the Regional Growth Strategy, the City of Courtenay’s Official Community Plan and the vision for the transportation network to prioritize connectivity and access to daily destinations and, through a balanced approach to transportation planning, provides all road users safe choices in their mode of transportation.
5. Create opportunities for the project to educate and engage with individuals and groups that are interested in or affected by the project, and those who may not have been involved in past.
6. Demonstrate to the City Council, neighbourhood, and stakeholders what public feedback has been heard and what efforts have been made to respond to concerns through the process and during construction.

**NEXT STEPS:**

KEY PROJECT PHASES	INFORMATION ACTIVITIES	TIMELINE
Early engagement planning and tender preparation	<ul style="list-style-type: none"> <li>Engagement approach and timeline including engagement objectives, key messaging, stakeholder identification and mapping, communication and engagement tools, etc.</li> <li>Planning for community events in January 2018</li> </ul>	December 2017
Project launch and call for tenders	<ul style="list-style-type: none"> <li>Update to City Council</li> <li>Tender issued for construction drawing package and contract specifications</li> <li>Community awareness activities to provide update on project for 2018 (open house, website, media, neighbourhood outreach etc.)</li> <li>Open house January 25, 2018</li> <li>Meet with key stakeholders to identify early concerns and refine engagement approach to meet community needs</li> <li>Detailed communications plan to support project to completion</li> <li>Develop project FAQs</li> <li>Review Strategic Priorities Funding Agreement to confirm reporting and funding communications protocols</li> <li>Contract award</li> </ul>	January – March 2018
Active construction and on-going project communications	<ul style="list-style-type: none"> <li>Refine and communicate detailed construction schedule</li> <li>Provide routine, and as needed, updates to all stakeholders</li> <li>Create opportunities for project to educate and engage community and stakeholders (e.g. local students, college, accessibility, businesses, etc.)</li> </ul>	April – December 2018
Project completion		December 31, 2018

Prepared by:



Craig Perry, P.Eng.  
 Manager of Engineering Projects



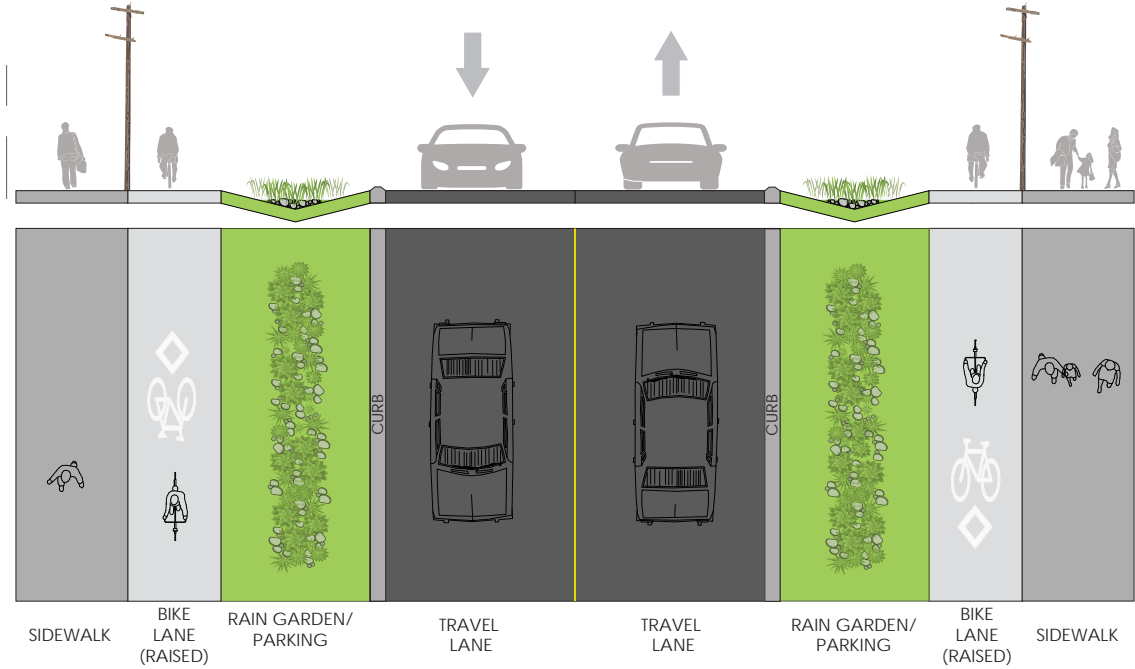
Ryan O'Grady, P.Ag., P.Eng.  
 Director of Engineering Services

**APPENDIX A: Final Concept**

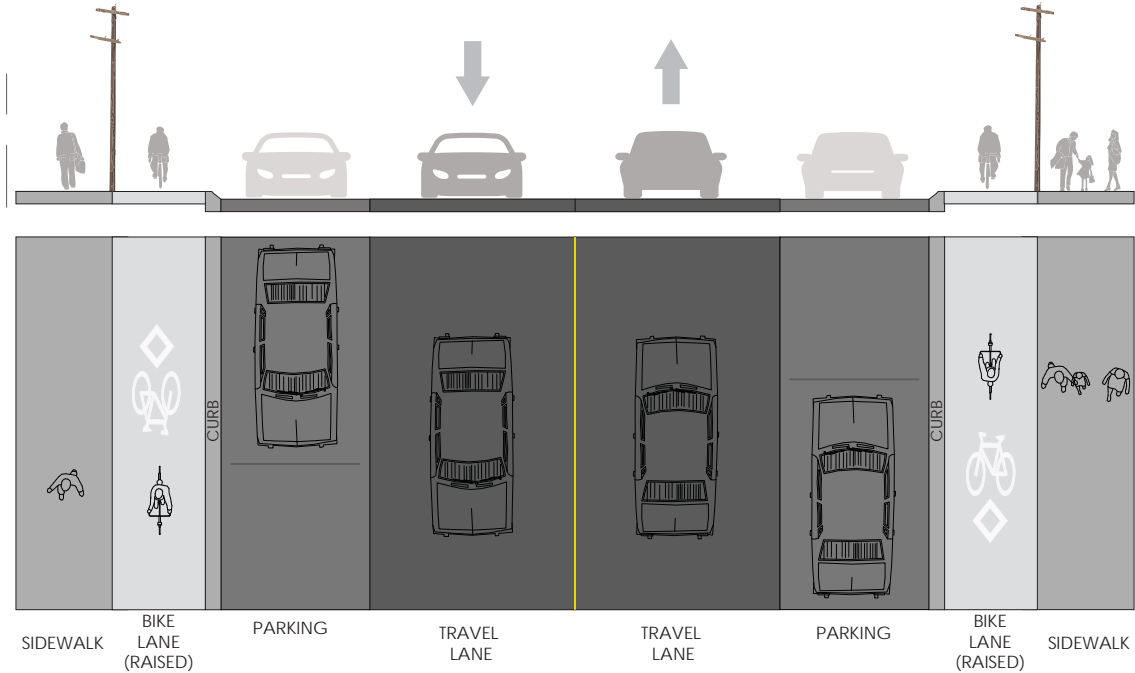
# 5th Street Complete Streets Pilot Project

## Cross Sections

Street cross section with rain gardens (Menzies to Hamston)

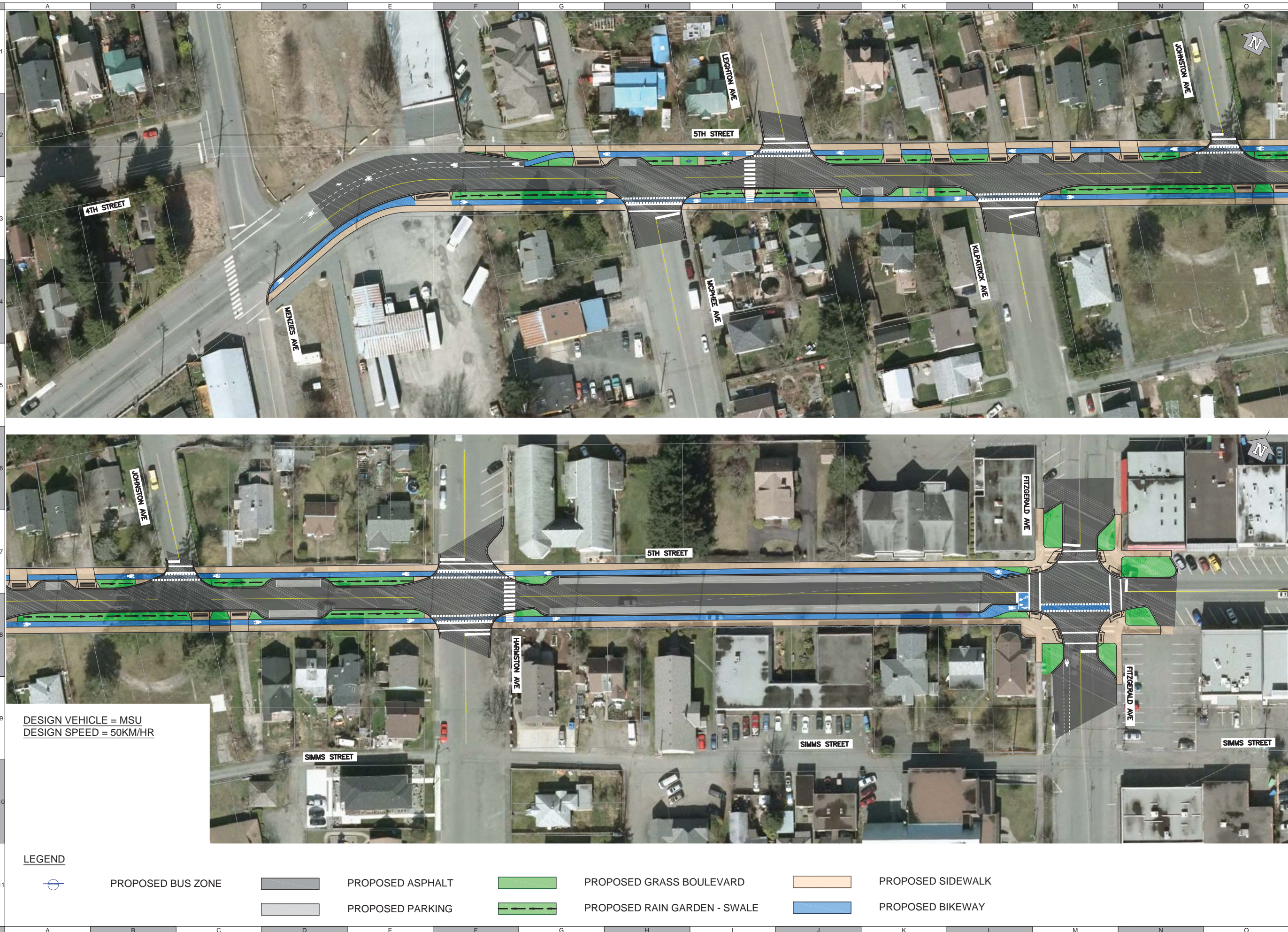


Street cross section with parallel parking (Hamston to Fitzgerald)



SAMPLE PHOTO (NOT EXACTLY AS SHOWN)

U:\Projects\_VAN\3222\0014\02\0-Drafting-Design-Analysis\CAD\PROD\PRESENTATION\3222\001402-PRESENTATION-Preferred.dwg - Overall - With Image, 2018-01-09 07:21 am Mnikolich



DESIGN VEHICLE = MSU  
DESIGN SPEED = 50KM/HR

**LEGEND**

- PROPOSED BUS ZONE
- PROPOSED ASPHALT
- PROPOSED GRASS BOULEVARD
- PROPOSED SIDEWALK
- PROPOSED BIKEWAY
- PROPOSED PARKING
- PROPOSED RAIN GARDEN - SWALE

**ATTENTION**  
This drawing is prepared for the sole use of City of Courtenay. No representations of any kind are made by Urban Systems Ltd. or its employees to any party with whom Urban Systems Ltd. does not have a contract.

**WARNING**  
Utilities or structures shown on this drawing were compiled from information supplied by various parties and may not be complete or accurate. Expose and conclusively confirm the location in the field all underground utilities and structures indicated on this drawing, all underground utilities in the area of the proposed work and any utilities or structures reasonably apparent from an inspection of the proposed work. Urban Systems Ltd. assumes no responsibility for loss or damage caused by third party negligence or failure to comply with the above.

**SURVEY INFORMATION**  
Prepared by: -  
Coordinate System: -  
Compilation Date: -

Professional Seals

#	Date	Issue / Revision	App

City of Courtenay



Scale #m 0 # ## ###

Quality Control by U. Systems  
Designed by U. Systems  
Drawn by U. Systems

5th Street Complete Streets  
Overall - With Image

Sheet Number # of 10  
Project Number Drawing Number Revision  
3222.0014.02 74

NOT FOR CONSTRUCTION

**Appendix B: Complete Streets Pilot Project – 5<sup>th</sup> Street and Fitzgerald Avenue Pop-Up Intersection Staff Report and Council Resolution**



## STAFF REPORT

**To:** Council

**File No.:** 8620-01; 16009

**From:** Chief Administrative Officer

**Date:** October 3, 2016

**Subject:** Complete Streets Pilot Project - 5<sup>th</sup> Street and Fitzgerald Avenue Pop-Up Intersection

---

### PURPOSE:

The purpose of this report is to review with Council the opportunity to install a temporary (“pop-up”) intersection at 5<sup>th</sup> Street and Fitzgerald Avenue in order to better inform the design process for the 5<sup>th</sup> Street Complete Streets Pilot Project.

### CAO RECOMMENDATIONS:

That, based on the October 3, 2016 staff report entitled “*Complete Streets Pilot Project - 5<sup>th</sup> Street and Fitzgerald Avenue Pop-Up Intersection*”, Council approve Option 1 and direct staff to proceed with installation of the temporary (“pop-up”) intersection at 5<sup>th</sup> Street and Fitzgerald Avenue in 2017.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

In February 2016, the City of Courtenay was awarded \$3.253 million to construct a Complete Streets Pilot Project on 5<sup>th</sup> Street between Fitzgerald Avenue and Menzies Avenue, a distance of approximately 530 metres. The community was involved in the conceptual design process in May of this year, with options to be presented to Council in October 2016.

As part of the project development and conceptual design process, the intersection of 5<sup>th</sup> Street and Fitzgerald Avenue was identified as an important gateway to Downtown Courtenay, and a transition point between the Complete Streets Pilot Project and the Downtown core. Although full intersection improvements were not specifically included in the grant application there may be opportunities to make some improvements to this intersection as part of the overall project.

### DISCUSSION:

The intersection of 5<sup>th</sup> Street and Fitzgerald Avenue is a multi-lane all-way stop. This configuration permits up to eight vehicles to arrive at the intersection simultaneously, which can be confusing to motorists, particularly when coupled with a high volume of pedestrian crossings. Currently pedestrians are not prioritized appropriately at the intersection. The crossing distance is great, exposing pedestrians to vehicles for longer than necessary, and with multiple lanes in each direction it is difficult for pedestrians to be seen by motorists. The retrofit of 5<sup>th</sup> Street on the west leg of the intersection will likely introduce



dedicated cycling infrastructure to encourage more multi-modal travel, which will further complicate the intersection operations.

The purpose of the proposed “pop-up” intersection is to understand the impacts to traffic when a shift is made from prioritizing vehicle movements to providing space for bike lanes and improved crossings for pedestrians. The intersection re-configuration would reduce the travel lanes approaches from two to one lane in each direction. While this geometry is more typical of an all-way stop intersection configuration, it may lead to traffic back-ups along both 5<sup>th</sup> Street and Fitzgerald Avenue. The “pop-up” intersection will give staff some indication of how traffic will react to a change at the intersection geometry and where traffic will re-route to avoid the queues. This information will assist staff in designing the transition back to the existing roadway, better understanding the future design requirements of the intersection, as well as determining what improvements may need to be made at surrounding intersections to accommodate possible traffic volume increases.

As part of this approach, staff has undertaken the following:

- Performed traffic counts at 5<sup>th</sup> and Fitzgerald
- Performed additional traffic counts on adjacent intersections – 4<sup>th</sup> and Fitzgerald, 5<sup>th</sup> and Fitzgerald, 5<sup>th</sup> and Harmston, and 6<sup>th</sup> and Fitzgerald – in order to assess the “before” traffic conditions.
- Commissioned Urban Systems to review and provide a recommended temporary intersection design and cost estimate for installation.

Urban Systems has prepared a design for a one lane, 4-leg temporary intersection (provided as Attachment A), which will accommodate all traffic movements as well as all vehicle types, including the Fire Department’s ladder truck. The estimated budget to construct the temporary installation will be approximately \$30,000 - \$50,000, which will include the set-up, take-down, material purchases, and internal staff time and labour costs. Public Works staff, under the direction of Urban Systems, will set-up and take-down the temporary intersection, each of which will take the Roads Crew approximately two days.

Staff is proposing the “pop-up” intersection be installed in spring 2017, and run for approximately three to six months. During this trial period, staff would conduct repeat traffic counts at the key intersections listed above, to determine if traffic patterns change as a result of the modifications to the intersection. A spring installation will give staff time to assess the area while school is in and out of session, during warmer months when pedestrian and cyclist volumes will likely be higher, and ensures that the temporary materials would not be in place during the winter months when they may complicate snow clearing. This time frame also fits with the detailed design phase of the project, enabling staff to use the information collected towards the final design of the intersection.

#### **FINANCIAL IMPLICATIONS:**

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

The budget for the temporary intersection installation is estimated at \$30,000 - \$50,000 and may need to be funded outside of the grant project. With Council’s support, staff would add this project to the 2017 capital budget for Council’s endorsement.

**ADMINISTRATIVE IMPLICATIONS:**

This project will inform the overall 5<sup>th</sup> Street Complete Streets Pilot Project which is part of Staff’s 2016 work plan and as such, the project work is already accounted for.

**ASSET MANAGEMENT IMPLICATIONS:**


The use of a temporary installation of the 5<sup>th</sup> / Fitzgerald intersection will provide the supporting data, analysis and community feedback for the final design of the 5<sup>th</sup> Street Complete Streets Pilot Project. Investing a relatively small amount of budget in advance of the final design will ensure that we build the appropriate infrastructure assets that balance all modes of transportation, consistent with the City’s transportation policies and strategic priorities.

**STRATEGIC PRIORITIES REFERENCE:**

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

**We value multi-modal transportation in our community**

- We support developing multi-modal transportation network plans
- As we build new or replace existing transportation infrastructure, we are consistent with what we learn from our Complete Streets Pilot Project
- △ Support our regional transit service while balancing service improvements with costs



- **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:**

*The Downtown*

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

*Transportation*

5.2 Goals

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

**REGIONAL GROWTH STRATEGY REFERENCE:**

Goal 4 – Transportation (pg 49, 50)

Objective 4-B:

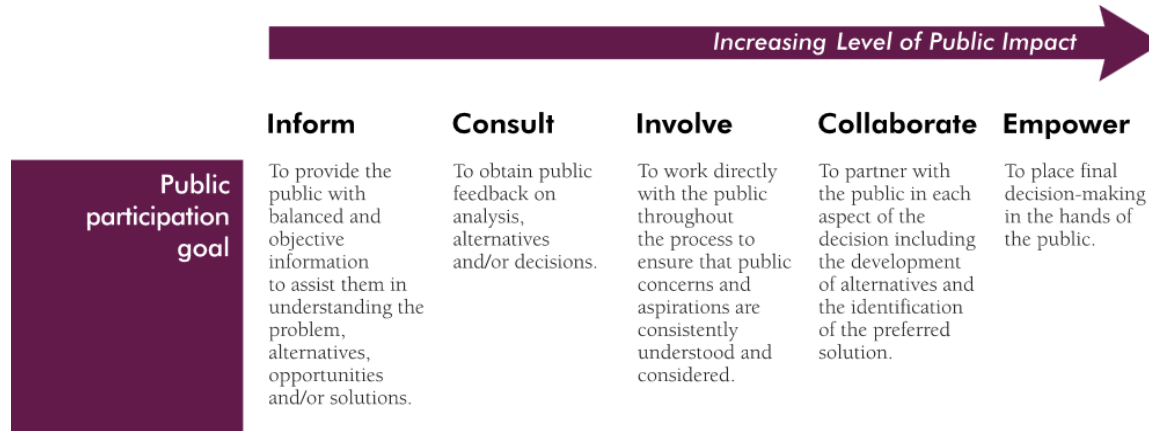
Improve bicycle and pedestrian infrastructure to increase the use of active transportation options.

Targets: 20% bicycle and pedestrian commuters by 2030

**CITIZEN/PUBLIC ENGAGEMENT:**

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

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



Changes to traffic patterns are not typically well received and staff anticipates some negative feedback especially at the initial stage of the installation. Staff will work to engage with the public by placing project information signage at the intersection to speak to nature of the project and the benefits of the knowledge gained by this undertaking; preparing media releases and newspaper and radio advertising will be prepared well in advance of the installation.

Staff will then monitor traffic patterns over a three to six month period following the installation, in order to compare the “before and after” traffic impacts. The City will also seek feedback from key stakeholders and the community throughout the process. At the end of the temporary installation, Urban Systems Ltd will review the traffic data and community feedback, and incorporate it into the final design of the 5<sup>th</sup> Street Complete Streets Pilot Project.

**OPTIONS:**

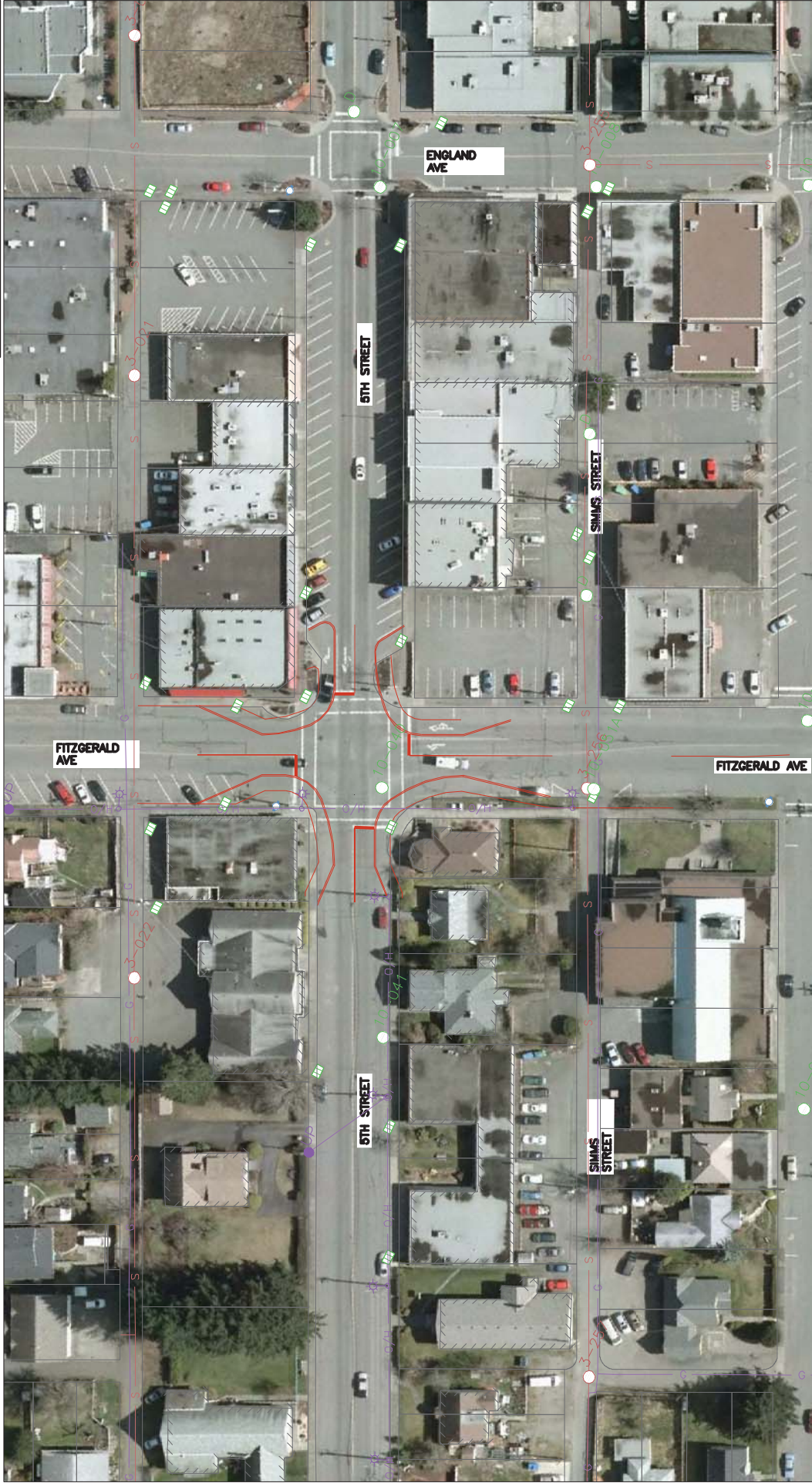
- Option 1: Council directs staff to proceed with the installation of a temporary intersection at 5<sup>th</sup> and include this in the 2017 City budget.
- Option 2: That Council does not support with the installation of a temporary “pop-up” intersection at 5<sup>th</sup> Street and Fitzgerald Avenue.

Prepared by:

Lesley Hatch, P.Eng.  
 Director of Engineering Services

**ATTACHMENT A - Temporary Intersection Design Option 1 (4-Leg)**

5th ST- FITZGERALD AVE INTERSECTION

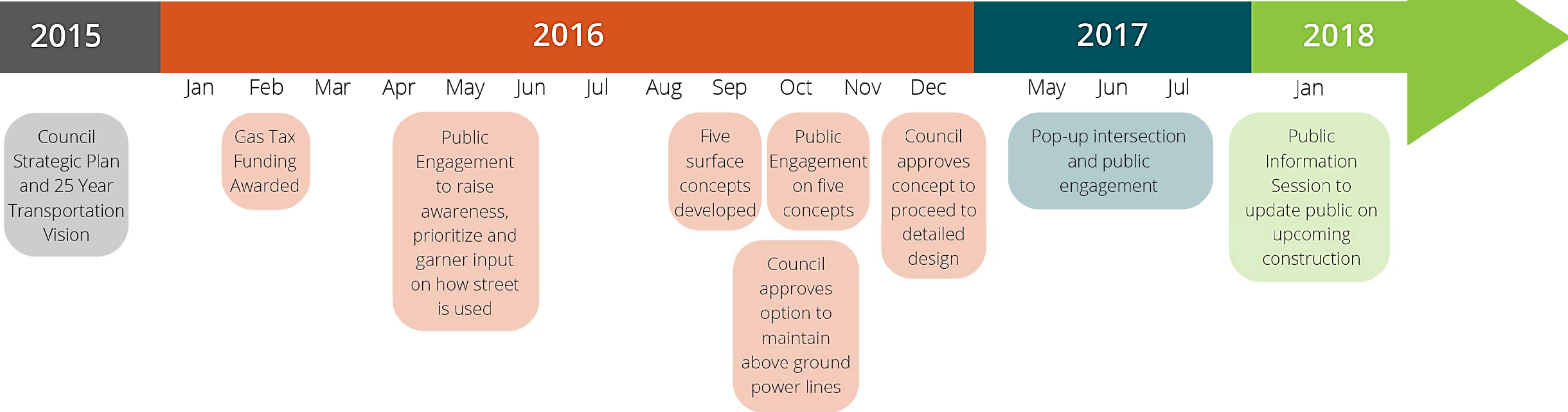


ISSUED FOR DISCUSSION ONLY  
 Aug 04 2016  
[urban-systems.ca](http://urban-systems.ca)

Client/Project	CITY OF COURTENAY
Scale	1:750
Date	2016-08-04
Figure	SK-02
Title	INTERSECTION DESIGN
	3.222.001.4.01

**APPENDIX C: Timeline of decisions and public engagement to date**

# 5th Street Complete Streets Pilot Project - Project Timeline to Date



# Parks and Recreation Advisory Commission

January 4, 2018 6:30 pm

**In attendance:** Iris Churchill, Mary Crowley, Carolyn Janes, Sebastien Braconnier  
Dave Snider (Ex Officio), Erik Eriksson (Council Representative)

**Absent:** Wayne King, Allan Douglas

## Meeting Minutes

Called to order at 6:40pm

1. Review of the Terms of Reference  
Dave Snider reviewed the terms of reference as approved by Council. The commission members asked questions in order to understand their roles.
2. Review of topic areas that will come to the Commission  
Dave summarized the type of topics that will be brought to the commission for advice. The topics were organized into 3 categories: time sensitive, ongoing and projects.
3. Election of Chair and Secretary  
The commission members felt that they would like to review the terms of reference and consider if they would like to serve in one of these roles.  
They were asked to email Sandy Hewer if they would like to nominate someone or let their name stand for a position in advance of the next meeting.
4. Meeting Schedule  
The meetings will be on the first Thursday of each month at 6:30pm. The location will be announced in advance. The location will vary based on available rooms with the intention of seeing and being visible in the parks and recreation facilities.

Meeting closed at 8:25pm

Next meeting is scheduled for February 1<sup>st</sup> at 6:30pm at the Lewis Centre preschool room.





## ***Communities on the Move Initiative:***

### **How the City of Courtenay could be involved and how this would benefit the City**

#### **What is Communities on the Move?**

The [Communities on the Move declaration](#) brings forward a comprehensive and cohesive set of recommendations for how the provincial government could accelerate the development of world-class transportation systems in communities throughout BC. It outlines the need for increased provincial investments and supportive public policies to support active, healthy, and complete communities.

The [Communities on the Move declaration](#) sends a positive message. The recommendations put forward in the declaration address multiple issues related to community livability.

The Communities on the Move *vision* is that, in 10 years--in communities small and large--it will be easy, safe and enjoyable to get around, whether by walking, biking, public transit, driving, ride-sharing or in a wheelchair.

A diversity and growing number of BC municipalities and high-profile organizations have already endorsed the Communities on the Move declaration, including:

- The BC Healthy Living Alliance
- The Heart & Stroke Foundation
- The Canadian Cancer Society
- The Public Health Association of BC
- The BC Recreation and Parks Association
- The Trails Society of British Columbia
- Walk on BC
- The BC Cycling Coalition
- The [Disability Alliance BC](#)
- The Surrey Board of Trade
- The [Hastings Crossing Business Improvement Association](#)
- The Sechelt Downtown Business Association
- The City of North Vancouver; the City of Victoria; the Village of Cumberland; the District of Tofino; the Village of Tahsis; the City of Parksville; the City of Penticton; the Village of Keremeos; the City of Dawson Creek, the Village of Queen Charlotte; the Town of Creston; the Town of Gibsons; the [Squamish-Lillooet Regional District](#), etc.

#### **What does Communities on the Move ask for?**

- Investment in a Provincial Active Transportation Strategy to support the development of local cycling and walking infrastructure.
- Investment in innovative transportation systems for rural communities.
- Increased support and long-term funding for transit.
- Development of Winter City Guidelines.
- Commitment to equitable transportation for all.
- Commitment to road safety.

To review the entire Communities on the Move Declaration (two-page-long), see attached [PDF](#).

### **How can the City of Courtenay get involved in Communities on the Move?**

There are two ways the City of Courtenay can become part of the Communities on the Move initiative:

- 1) By endorsing the Communities on the Move Declaration.
- 2) By submitting a resolution in support of Communities on the Move to the [Association of Vancouver Island and Coastal Communities](#) for consideration at the 2018 AVICC Annual General Meeting and Convention.

### **How can Communities on the Move benefit the City of Courtenay?**

This initiative provides a cost-effective way for the City of Courtenay to voice how the provincial government could further support municipal leadership in creating more livable, healthy communities.

By endorsing this initiative and by submitting a resolution to AVICC, we'd be joining scores of BC municipalities in providing the Province with a clear, unified, and broadly-supported direction to enhance transportation options in BC communities.

Implementation of the recommendations outlined in the Communities on the Move declaration would provide the City of Courtenay with funding to implement our new Transportation Plan. It would also support the achievement of our downtown revitalization goals, help to create infrastructure for cycling tourism on Vancouver Island, and facilitate achievement of the City of Courtenay's objectives related to: building a safer and age-friendly community; reducing GH emissions, and creating diverse recreation options for residents and visitors of Courtenay.

### **Proposed Council Resolutions for the January 15, 2018 Council Meeting**

That the City of Courtenay endorses the Communities on the Move declaration published on the BC Alliance for Healthy Living's website.

That the City of Courtenay adds its name to the growing list of endorsers of the Communities on the Move declaration.

That, by February 13, 2018, the City of Courtenay submits a resolution to the [Association of Vancouver Island and Coastal Communities](#) (AVICC) Annual General Meeting and Convention asking the provincial government to implement the recommendations outlined in the Communities on the Move declaration.

### **Follow-Up**

To get assistance with following-up on the above resolutions, City of Courtenay Staff and officials can contact: Alice Miro at: [alice.miro@heartandstroke.ca](mailto:alice.miro@heartandstroke.ca) or: 778-372-8007



## Communities on the Move Social Media Toolkit

Hashtag: #MoveBC

### Where to find us:

BCHLA Facebook	BC Healthy Living Alliance
BCHLA Twitter	@bchealthyliving

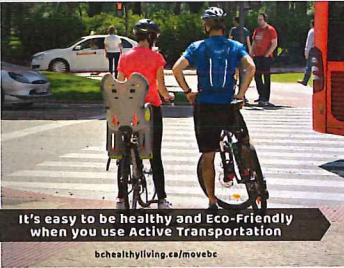

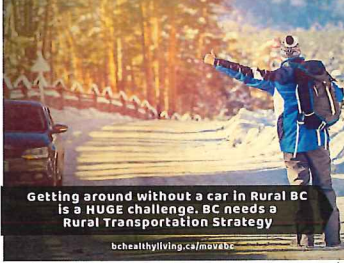
How to use social media to promote Communities on the Move:

1. FOLLOW US	Follow us on Facebook and Twitter and LIKE, SHARE, and COMMENT on our posts tagged with #MoveBC
2. CREATE POSTS	Create posts on social media using the hashtag #MoveBC and/or mentioning us. Please remember to direct people to the declaration and endorsement page using the link: <a href="http://ow.ly/dGeg3oaDGM2">http://ow.ly/dGeg3oaDGM2</a>
3. USE OUR POSTS	Feel free to use any of these sample posts that we made for you. If you have any questions about these, please e-mail or call your BCHLA contact for support.

### Sample Twitter Posts:

Communities on the Move Posts:	Image:	Name of Image:	Link:
<p><b>General Messages</b></p> <p>You can use your voice to #MoveBC. Endorse Communities on the Move and help build a better BC: <a href="http://ow.ly/dGeg3oaDGM2">http://ow.ly/dGeg3oaDGM2</a></p>		<p>Help Us</p>	<p><a href="http://ow.ly/dGeg3oaDGM2">http://ow.ly/dGeg3oaDGM2</a></p>

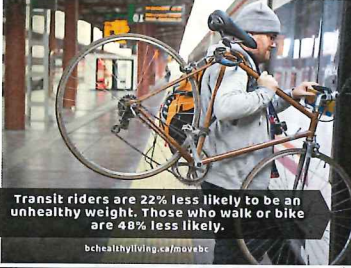


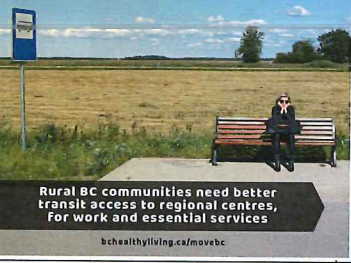


<p>Want to promote a healthier BC? Ask @BCGovnews to invest in #ActiveTransportation. Here's how:  <a href="http://ow.ly/dGeg3oaDGM2">http://ow.ly/dGeg3oaDGM2</a>  #MoveBC #BCPoli</p>	 <p>We urge The BC Government to invest in Active Transportation to create a healthier BC.  <small>bchealthyliving.ca/movebc</small></p>	<p><a href="#">Invest</a></p>	<p><a href="http://ow.ly/dGeg3oaDGM2">http://ow.ly/dGeg3oaDGM2</a></p>
<p><b>Health Messages</b></p> <p>Tell your government official you want support for better health, through #ActiveTransportation. Learn more:  <a href="http://ow.ly/LfWW3oaDJ2V">http://ow.ly/LfWW3oaDJ2V</a>  #MoveBC</p>	 <p>Decrease your risk of chronic disease, by using active transportation  <small>bchealthyliving.ca/movebc</small></p>	<p><a href="#">Decrease</a></p>	<p><a href="http://ow.ly/LfWW3oaDJ2V">http://ow.ly/LfWW3oaDJ2V</a></p>
<p>Make roads safe for all British Columbians. Endorse Communities on the Move and make them a safer place:  <a href="http://ow.ly/dGeg3oaDGM2">http://ow.ly/dGeg3oaDGM2</a>  #MoveBC</p>	 <p>Road safety is important for both pedestrians and cyclists. Let's invest in IIfe  <small>bchealthyliving.ca/movebc</small></p>	<p><a href="#">Road Safety</a></p>	<p><a href="http://ow.ly/dGeg3oaDGM2">http://ow.ly/dGeg3oaDGM2</a></p>
<p>Want improved health and economic growth? Be a part of improving BC communities:  <a href="http://ow.ly/dGeg3oaDGM2">http://ow.ly/dGeg3oaDGM2</a>  #MoveBC #BCPoli</p>	 <p>Active communities contribute to economic growth  <small>bchealthyliving.ca/movebc</small></p>	<p><a href="#">Economic Growth</a></p>	<p><a href="http://ow.ly/dGeg3oaDGM2">http://ow.ly/dGeg3oaDGM2</a></p>
<p>Help make sure BC kids are #HealthyKids. Learn more:  <a href="http://ow.ly/dGeg3oaDGM2">http://ow.ly/dGeg3oaDGM2</a>  #MoveBC #Walk2School</p>	 <p>Only 40% of children get the recommended amount of daily activity. Help support active kids  <small>bchealthyliving.ca/movebc</small></p>	<p><a href="#">Kids</a></p>	<p><a href="http://ow.ly/dGeg3oaDGM2">http://ow.ly/dGeg3oaDGM2</a></p>

<p><b>Environmental Messages</b></p> <p>Make BC residents healthier, while protecting your environment. Show your support and #MoveBC:  <a href="http://ow.ly/jeKD3oaDEpZ">http://ow.ly/jeKD3oaDEpZ</a></p>	 <p><a href="#">Easy</a></p>	<p><a href="http://ow.ly/jeKD3oaDEpZ">http://ow.ly/jeKD3oaDEpZ</a></p>
<p>Protect the environment, improve transportation choices and more. Get involved and #MoveBC:  <a href="http://ow.ly/dGeg3oaDGM2">http://ow.ly/dGeg3oaDGM2</a></p>	 <p><a href="#">Footprint</a></p>	<p><a href="http://ow.ly/dGeg3oaDGM2">http://ow.ly/dGeg3oaDGM2</a></p>
<p>Help rural BC grow jobs and access to important services. You can #MoveBC towards a brighter future:  <a href="http://ow.ly/dGeg3oaDGM2">http://ow.ly/dGeg3oaDGM2</a></p>	 <p><a href="#">Rural 2</a></p>	<p><a href="http://ow.ly/dGeg3oaDGM2">http://ow.ly/dGeg3oaDGM2</a></p>
<p>Tell @bcgovnews we need a Rural Transportation Strategy. Get involved in making BC more accessible:  <a href="http://ow.ly/dGeg3oaDGM2">http://ow.ly/dGeg3oaDGM2</a>  #MoveBC</p>	 <p><a href="#">Rural Challenge</a></p>	<p><a href="http://ow.ly/dGeg3oaDGM2">http://ow.ly/dGeg3oaDGM2</a></p>

Economic Messages			
<p>Tell the <a href="#">@BCGovNews</a> you believe in investing in #ActiveTransportation. @TranBC can make a difference:  <a href="http://ow.ly/PndF3oaDKxo">http://ow.ly/PndF3oaDKxo</a></p>		<p><a href="#">Spend</a></p>	<p><a href="http://ow.ly/PndF3oaDKxo">http://ow.ly/PndF3oaDKxo</a></p>
<p>Cycling tourism creates jobs and builds the economy. Support #BCTourism and job growth in BC:  <a href="http://ow.ly/1jOO3oaDFdc">http://ow.ly/1jOO3oaDFdc</a>  #BCPoli #MoveBC</p>		<p><a href="#">Tourism</a></p>	<p><a href="http://ow.ly/1jOO3oaDFdc">http://ow.ly/1jOO3oaDFdc</a></p>
<p>Show your support for improving transit across British Columbia. Join Communities on the Move:  <a href="http://ow.ly/pSMY3oaDFmG">http://ow.ly/pSMY3oaDFmG</a></p>		<p><a href="#">Increase</a></p>	<p><a href="http://ow.ly/pSMY3oaDFmG">http://ow.ly/pSMY3oaDFmG</a></p>
<p>Show <a href="#">@BCGovNews</a> you understand the importance of safe bike ways and #activetransportation:  <a href="http://ow.ly/uNAE3oaDEWd">http://ow.ly/uNAE3oaDEWd</a>  #MoveBC</p>		<p><a href="#">Survey Bikes</a></p>	<p><a href="http://ow.ly/uNAE3oaDEWd">http://ow.ly/uNAE3oaDEWd</a></p>

Sample Facebook Posts (remember to remove hanging link, after embedding):

Communities on the Move Posts:	Image:	Name of Image:	Link:
<p>You can use your voice to #MoveBC.</p> <p>Endorse Communities on the Move and help build a better BC.</p>	 <p>Help us make BC Communities active, connected, and healthy!</p> <p>bchealthyliving.ca/movebc</p>	<p><a href="#">Help Us</a></p>	<p><a href="http://ow.ly/dGeg3oaDGM2">http://ow.ly/dGeg3oaDGM2</a></p>
<p>Want to promote a healthier BC? Tell the <a href="#">Government of British Columbia</a> to invest in active transportation</p> <p>Here's how to #MoveBC.</p>	 <p>We urge The BC Government to Invest in Active Transportation to create a healthier BC.</p> <p>bchealthyliving.ca/movebc</p>	<p><a href="#">Invest</a></p>	<p><a href="http://ow.ly/dGeg3oaDGM2">http://ow.ly/dGeg3oaDGM2</a></p>
<p>Tell your government official you want support for better health, through #ActiveTransportation</p> <p>Learn more about how we can #MoveBC together.</p>	 <p>Decrease your risk of chronic disease, by using active transportation</p> <p>bchealthyliving.ca/movebc</p>	<p><a href="#">Decrease</a></p>	<p><a href="http://ow.ly/LfWW3oaDJ2V">http://ow.ly/LfWW3oaDJ2V</a></p>
<p>Make roads safe for all British Columbians.</p> <p>Endorse Communities on the Move and #MoveBC to become a safer place.</p>	 <p>Road safety is important for both pedestrians and cyclists. Let's invest in life</p> <p>bchealthyliving.ca/movebc</p>	<p><a href="#">Road Safety</a></p>	<p><a href="http://ow.ly/dGeg3oaDGM2">http://ow.ly/dGeg3oaDGM2</a></p>
<p>Improved health and economic growth?</p> <p>Be a part of improving BC communities and #MoveBC.</p>	 <p>Active communities contribute to economic growth</p> <p>bchealthyliving.ca/movebc</p>	<p><a href="#">Economic Growth</a></p>	<p><a href="http://ow.ly/dGeg3oaDGM2">http://ow.ly/dGeg3oaDGM2</a></p>

<p>Smart transportation makes communities healthier.</p> <p>Tell the <a href="#">Government of British Columbia</a> you believe in supporting public and active transportation.</p>	 <p>Transit riders are 22% less likely to be an unhealthy weight. Those who walk or bike are 48% less likely.</p> <p>bchealthyliving.ca/movebc</p>	<p><a href="#">Transit</a></p>	<p><a href="http://ow.ly/dGeg30aDGM2">http://ow.ly/dGeg30aDGM2</a></p>
<p>Make BC residents healthier, while protecting your environment.</p> <p><a href="#">British Columbia Cycling Coalition (BCCC)</a> explores the importance of funding for quality bike infrastructure.</p>	 <p>It's easy to be healthy and Eco-Friendly when you use Active Transportation</p> <p>bchealthyliving.ca/movebc</p>	<p><a href="#">Easy</a></p>	<p><a href="http://ow.ly/jeKD30aDEpZ">http://ow.ly/jeKD30aDEpZ</a></p>
<p>You don't have to put up with poor service - you can tell the government to make transit safer/more convenient.</p> <p>Learn more about how you can #MoveBC</p>	 <p>We need safer and more convenient transportation options for rural BC communities.</p> <p>bchealthyliving.ca/movebc</p>	<p><a href="#">Rural</a></p>	<p><a href="http://ow.ly/dGeg30aDGM2">http://ow.ly/dGeg30aDGM2</a></p>
<p>Help rural BC improve access to work and important services.</p> <p>You can #MoveBC towards a brighter future.</p>	 <p>Rural BC communities need better transit access to regional centres, for work and essential services</p> <p>bchealthyliving.ca/movebc</p>	<p><a href="#">Rural 2</a></p>	<p><a href="http://ow.ly/dGeg30aDGM2">http://ow.ly/dGeg30aDGM2</a></p>
<p>Tell the <a href="#">Government of British Columbia</a> we need a Rural Transportation Strategy.</p> <p>Get involved in making BC more accessible.</p> <p>#MoveBC</p>	 <p>Getting around without a car in Rural BC is a HUGE challenge. BC needs a Rural Transportation Strategy</p> <p>bchealthyliving.ca/movebc</p>	<p><a href="#">Rural Challenge</a></p>	<p><a href="http://ow.ly/dGeg30aDGM2">http://ow.ly/dGeg30aDGM2</a></p>
<p>Tell the <a href="#">Government of British Columbia</a> you believe in improved access to active transportation.</p> <p>You can #MoveBC to make a difference.</p>	 <p>Leading countries annually spend \$27-\$40 per citizen on active transportation. Let's #MoveBC together</p> <p>bchealthyliving.ca/movebc</p>	<p><a href="#">Spend</a></p>	<p><a href="http://ow.ly/PndF30aDKxo">http://ow.ly/PndF30aDKxo</a></p>



<p>Join the <a href="#">World Health Organization (WHO)</a> in calling for improved transportation and you can help #MoveBC.</p>	 <p><a href="#">Who</a></p>	<p><a href="http://ow.ly/dGe93oaDGM2">http://ow.ly/dGe93oaDGM2</a></p>
<p>Cycling tourism creates jobs and builds the economy.</p> <p>Join <a href="#">British Columbia Cycling Coalition (BCCC)</a> in supporting cycling and walking for everyone.</p>	 <p><a href="#">Tourism</a></p>	<p><a href="http://ow.ly/1jOO3oaDFdc">http://ow.ly/1jOO3oaDFdc</a></p>
<p>Show the Government of British Columbia you understand the importance of safe cycling options and active transportation.</p> <p>#MoveBC</p>	 <p><a href="#">Survey Bikes</a></p>	<p><a href="http://ow.ly/uNAE3oaDEWd">http://ow.ly/uNAE3oaDEWd</a></p>



## **COMMUNITIES ON THE MOVE DECLARATION: CREATING SMART, FAIR AND HEALTHY TRANSPORTATION OPTIONS FOR ALL BC COMMUNITIES**

### **VISION**

We envision that in 10 years, across BC - in communities small and large, it will be easy, safe and enjoyable to get around, whether by walking, biking, ride-sharing, by public transit or in a wheelchair. We want to see the provincial government making progressive investments that support active, connected and healthy communities.

### **This vision is guided by the following VALUES:**

- **Healthy Communities:** Safe biking and walking routes, good street design and regular transit should be available to all British Columbians so that it's easy to be active and healthy. This can also make it easier for people to be socially connected which is important for good mental health.
- **Mobility for All:** A range of transportation options should be available to all British Columbians – including those who live in smaller communities, and vulnerable groups such as children, older adults and those with disabilities or low incomes, as well as non-drivers – so that everyone can have access to education, employment, shopping, healthcare, recreation, cultural events and social connections.
- **Clean Air and Environment:** Public transit and active modes of transportation should be available to all British Columbians as these can reduce local air pollution and carbon emissions that contribute to climate change.
- **Economic Opportunities and Cost Savings:** Active and public transportation facilities are smart investments as they can stimulate local business and tourism in communities of all sizes. These investments can also control rising healthcare costs because regular physical activity keeps people healthier and out of the healthcare system.
- **Consideration of Community Needs:** All BC communities should have a range of convenient, affordable transportation options that are tailored to their context – whether urban or remote, dense or dispersed, small or suburban.
- **Safety for All Road Users:** The design and rules of the road should ensure that all British Columbians can arrive at their destination safely.

## How do we get there?

- **A Provincial Active Transportation Strategy**

- Invest \$100M per year over the next 10 years to support the development of local cycling and walking infrastructure within a larger provincial network. Prioritize the completion of connected cycling and walking transportation networks.
- Develop an Active Transportation unit within the Ministry of Transportation and Infrastructure to provide professional planning and policy expertise at the provincial level.
- Invest in Active School Travel Planning and standardized cycling education for healthy, active children.

- **Investment in Transit**

- Invest in the full implementation of the BC Transit Strategic Plan 2030 and local governments' 'Transit Future Plans' to grow transit service and meet local needs.
- Ensure a fair share of capital funding and secure, predictable revenue tools for the full implementation of the TransLink Mayors' Council 10-Year Vision.
- Continue and expand the universal bus pass (UPASS) program to students and employees of post-secondary institutions.
- Invest in public transportation systems that serve small, rural, remote and isolated communities such as the use of school buses and bus services that feed into regional centres.

- **Commitment to Equity**

- Ensure transit accessibility for people on disability assistance by increasing the affordability of transit passes.
- Improve handyDART service to meet demand and to expand accessibility to evenings, Sundays and holidays.
- Ensure funding is allocated geographically and equitably across the province. Recognize infrastructure deficits for pedestrian, cycling and transit modes as well as limitations faced by rural, remote, geographically isolated and small communities as part of funding criteria.

- **Consideration of Regional Needs**

- Work with local governments to establish a Rural Transportation Strategy. Develop and invest in innovative community transportation systems, ride-sharing, tele-services and telecommuting options that can serve rural and remote British Columbians.
- Develop and support the implementation of Winter City Guidelines that give residents the opportunity to be active all year long. This should include operational measures such as snow-clearing for active transportation networks and improved winter road maintenance.
- Support the Metro Vancouver Mayor's Council to pursue alternative funding mechanisms.

- **Commitment to Safety**

- Support the BC Road Safety Strategy Vision Zero: work with partners to create safer streets and to eliminate fatalities and serious injuries on the roads of BC. Speed limits should be reduced and strictly enforced, including through the use of cameras and other proven safety measures.
- Prioritize safety measures for vulnerable road users such as pedestrians, cyclists and those in wheelchairs and mobility devices.



## FAQ Sheet

### 1) What is *Communities on the Move*?

The *Communities on the Move* declaration is a statement about the need for more provincial investments to support active, connected, and healthy communities.

We want to see the provincial government making progressive investments that support active, connected and healthy communities.

### 2) Who is behind *Communities on the Move*?

Since its launch less than three months ago, in January 2017, the *Communities on the Move* declaration has already secured over 80 organizational endorsers, and the list is growing!

*Communities on the Move* is led by the BC Healthy Living Alliance, which brings together BC's top health charities in advocating for policies and programs that promote healthy living and chronic disease prevention in BC.

### 3) How can I find out more?

If you "google," "BC Healthy Living Alliance" or "BCHLA" + "Communities on the Move," you can find the initiative website: <https://www.bchealthyliving.ca/movebc/>

The Twitter hash tag is: #MoveBC

### 4) How was the *Communities on the Move* declaration developed?

The BC Healthy Living Alliance brought together and consulted with close to 20 organizations from across sectors to draft the *Communities on the Move* declaration.

As a result, the *Communities on the Move* declaration unifies transportation recommendations from multiple organizations under one shared vision and cohesive policy recommendation for BC.

## 5) Why are you recommending investing \$100M/year to support safe biking and walking?

Other global leaders are spending between \$27 and \$40 per person, per year to promote walking and cycling. If you account for BC's population, this would amount to approximately \$100M/year in BC.

This might seem like a lot but it's only 0.2% of the total annual Provincial budget (which was \$47 billions in 2016).

Also, to put it into perspective with other provincial investments: a typical highway interchange costs \$80-\$100M, and that's one project for one neighbourhood.

So, spending \$100 M for the entire province—in order to make BC a world leader for walking and cycling, has a good return on investment and broad benefits, province-wide. It's very cost-effective.

## 6) Do British Columbians want this?

A recent poll by the Heart and Stroke Foundation and the BC Healthy Living Alliance found that almost 80% of British Columbians would like to see the provincial government investing in making it easier and safer for people to walk or bike.

The same poll showed that 71% of British Columbians would walk or cycle more often if they had access to improved walking and biking routes and infrastructure.

Also economically this makes a lot of sense:

- 1.5 MILLION British Columbians are classified as inactive (not active enough to keep healthy)
  - Physical inactivity costs \$335M in direct healthcare costs annually in British Columbia
  - Building world-class communities for walking and cycling helps to attract tech sector companies and tourists
  - Bike tourism could bring significant dollars to BC:
- Studies found that tourists cycling tourism in Oregon "generated approximately \$400 million in 2012."
  - Another study estimated the amount spent annually by users of the provincial Route Verte bike path at \$134 million. This magnitude of cycling tourism spending generates over \$38 million in provincial government revenues and help supports 2,861 jobs (person years):  
[http://www.routeverte.com/e/retombees\\_e](http://www.routeverte.com/e/retombees_e)



November 30, 2017

The Honourable Mike Farnworth  
Minister of Public Safety and Solicitor General  
Parliament Buildings  
Victoria, B.C. V8V 1X4

**Re: Cannabis Legalization and Regulation in BC**

Dear Minister Farnworth,

We write to you today, as members of the Joint Provincial-Local Government Committee on Cannabis Regulation (JCCR) and representatives of the Union of BC Municipalities (UBCM) Executive, to convey local government input regarding the legalization and regulation of non-medical cannabis in British Columbia. This feedback is in response to specific questions posed to the JCCR by the provincial Cannabis Legalization and Regulation Secretariat (attached), and has been endorsed by the local government members of the JCCR and the UBCM Executive.

The attached submission should be considered the official position of UBCM. We expect this document will be forwarded to Cabinet for consideration as the provincial government strives to make key policy decisions regarding BC's framework for legalized cannabis. Additionally, we anticipate addressing other local government issues and concerns (e.g. distribution of taxation revenue, regulation of edibles) through the JCCR over the coming months.

We would like to thank the provincial government, and in particular yourself and members of the Cannabis Legalization and Regulation Secretariat, for thoroughly engaging UBCM and local governments over the past two months. We appreciate the engagement process thus far, and look forward to continued engagement with the provincial government leading up to the date of legalization and beyond.

Sincerely,



Councillor Kerry Jang  
Co-Chair, Joint Provincial-Local  
Government Committee on Cannabis  
Regulation



Director Wendy Booth  
President, UBCM

**CC:** *The Honourable Selina Robinson, Minister of Municipal Affairs and Housing*

*Lisa Anderson, Co-Chair, Joint Provincial-Local Government Committee on Cannabis Regulation, and Executive Director, Cannabis Legalization and Regulation Secretariat.*

## **Union of BC Municipalities**

On behalf of the Joint Provincial-Local Government  
Committee on Cannabis Regulation

### **Submission to the British Columbia Cannabis Legalization and Regulation Secretariat**

**Re: Local Government Feedback Towards the  
Development of a BC Regulatory Framework  
for Non-Medical Cannabis**

Submitted November 30, 2017



## 1. Introduction

The Union of British Columbia Municipalities (UBCM) represents 100% of the local governments in British Columbia (BC), as well as eight First Nations members, and has advocated for policy and programs that support its membership's needs since 1905. The UBCM Executive Board is comprised of 21 elected officials from all regions of the Province, who represent diverse communities of all sizes, from rural areas to urban centres.

UBCM and its members have been significantly involved in the process to engage and provide local government input to the provincial government regarding the development of a BC regulatory framework for legalized cannabis. At the 2017 UBCM Annual Convention, local governments endorsed Special Resolution 1, a set of principles to guide UBCM's work and provincial advocacy related to the legalization of cannabis. These principles include:

- Fulsome and meaningful provincial consultation with local governments;
- Provision of adequate provincial funding to cover any responsibilities and increase in administrative burden of any provincial framework that requires local government participation;
- Equitable sharing of tax revenues from cannabis between all orders of government; and,
- Respect for local choice, jurisdiction and authority, including but not limited to land use and zoning decisions.

These principles, in addition to other established UBCM policy requesting that the provincial and federal governments directly involve local governments in the legalization process (2016-A2); and, that cannabis taxation revenue be shared with local governments (2016-A3), provided direction prior to the tabling of federal legislation (Bills C-45 and C-46) in April 2017.

Days prior to the tabling of federal legislation, UBCM launched a survey on cannabis legalization and regulation, seeking input on a range of topics, including taxation and revenue sharing; federal and provincial consultation with local governments; potential burden on local government departments and services resulting from cannabis legalization; and, local attitudes towards cannabis retail operations, regulatory oversight and enforcement. At the conclusion of the survey period (March 29 – April 28, 2017), local government responses identified three prevalent issues:

- a) Lack of communication and consultation with other orders of government;
- b) Concerns with potential downloads to local governments without adequate corresponding funding; and,

- c) The need for other orders of government to respect local government jurisdiction and authority, and provide flexibility to local governments.<sup>1</sup>

## 2. Joint Provincial-Local Government Committee on Cannabis Regulation (JCCR)

On September 15, 2017, UBCM President Murry Krause and First Vice President Wendy Booth spoke with Premier John Horgan regarding a number of key issues, including the need for local government engagement prior to the development of a provincial regulatory framework for legalized cannabis.

Soon after, UBCM received an invitation from Minister of Public Safety and Solicitor General, Mike Farnworth, to form a standing committee on cannabis legalization. In addition to the broader provincial engagement strategy to support the development of the provincial regulatory framework for legalized cannabis, the standing committee would provide a forum for local governments to share their experiences and knowledge and discuss issues of interest or concern with the Cannabis Legalization and Regulation Secretariat. The Committee would also be used to assist in required statutory consultation if changes to local government legislation were considered.

Local government members of the Joint Provincial-Local Government Committee on Cannabis Regulation (JCCR) were officially announced on October 19, 2017:

- Councillor Kerry Jang, City of Vancouver (Co-Chair);
- Director Wendy Booth, Regional District of East Kootenay (UBCM President)<sup>2</sup>;
- Mayor Maja Tait, District of Sooke;
- Councillor Brian Frenkel, District of Vanderhoof;
- Chris Coates, City Clerk, City of Victoria;
- Kevin Cormack, Chief Administrative Officer, City of Nelson;
- Kathryn Holm, Chief Licence Inspector, City of Vancouver;
- Dave Jones, Business Licence Inspector, City of Kamloops;
- Gary MacIsaac, Executive Director, Union of BC Municipalities;
- Peter Monteith, Chief Administrative Officer, City of Chilliwack;
- Terry Waterhouse, Director of Public Safety, City of Surrey; and,
- Ian Wells, General Manager of Planning and Development, City of Prince George.

The twelve JCCR members include a mix of local government elected officials,

<sup>1</sup> Please note that many respondents completed the survey prior to the introduction of federal legislation (Bills C-45 and C-46).

<sup>2</sup> Director Wendy Booth was acclaimed as UBCM President on September 29, 2017.

<sup>3</sup> How marijuana is sold could vary from city to city (2017, September 25), *Times Colonist*. Retrieved from <http://www.timescolonist.com/news/local/how-marijuana-is-sold-could-vary-from-city-to-city-1.23003994>.

senior staff members, and staff members with specialized skill sets and experience in planning, building inspection, bylaw enforcement and/or public safety. The provincial government also appointed several members to the JCCR, including Co-Chair Lisa Anderson, Executive Director, Cannabis Legalization and Regulation Secretariat.

With the understanding that policy decisions may be considered by Cabinet prior to the end of 2017, the JCCR undertook an intensive two-month engagement process. Members met every two weeks to consider expert opinions (including those expressed at the 2017 UBCM Convention), analyze high priority policy issues, and determine appropriate recommendations, with the objective of using this information to form a submission. JCCR members agreed to table other local government issues and concerns (e.g. distribution of taxation revenue, regulation of edibles) following the completion of this initial time-sensitive submission.

### **3. Submission Overview**

Since the federal government announced its intention to legalize cannabis, UBCM's members have placed a high priority on this policy issue. Local governments are arguably the most affected order of government, with numerous potential impacts on all communities large and small, rural and urban.

The following report addresses specific questions posed to the Joint Provincial-Local Government Committee on Cannabis Regulation by the BC Cannabis Legalization and Regulation Secretariat. The questions are related to the issues addressed in the provincial government discussion paper, *Cannabis Legalization and Regulation in British Columbia*:

- Minimum age to buy, grow and possess non-medical cannabis;
- Personal possession limits for adults and youth;
- Public consumption (e.g. smoking, vaping);
- Drug-impaired driving regulations;
- Personal cultivation (number of plants, location, security, etc.);
- Distribution model; and,
- Retail model.

The local government JCCR members' responses to these questions have informed the recommendations made by UBCM in this submission.

### **4. Local Government Responses**

This section contains the responses and recommendations made by the local government members of the JCCR, as endorsed by UBCM's Executive.

## 4.1 Minimum Age

*Q1: Does UBCM support setting the minimum age to possess, purchase, and consume non-medical cannabis in British Columbia to 19 (to correspond with British Columbia's age of majority)?*

- There was overall support among local government JCCR members that the minimum age for purchase, possession and consumption of cannabis should be 19.

### Federal Legislation

- Proposed federal Bill C-45 establishes a minimum age of 18 to possess, purchase and consume non-medical cannabis in Canada.
- Provinces and territories have the authority to establish a higher minimum age limit.

### Key Considerations

- While many health experts recommend the minimum age should be 21+, the JCCR discussed how setting the minimum age that high would potentially allow the illegal market to flourish, or push youth towards the medical market.
- The provincial Cannabis Legalization and Regulation Secretariat has expressed to the JCCR that it wishes to avoid regulations that unnecessarily push individuals towards the medical regime.
- Other provinces that have announced their frameworks (as of November 23, 2017) have aligned minimum age with the age of majority for alcohol and tobacco.

## 4.2 Personal Possession

*Q1: Does UBCM support the federal 30g possession limit for non-medical cannabis?*

- There was overall support among local government JCCR members that the Province should adopt a 30 gram adult public possession limit for non-medical cannabis.

*Q2: Does UBCM support establishing a zero limit for persons under the minimum age in British Columbia to possess non-medical cannabis?*

- There was overall support among local government JCCR members that the Province should establish a zero limit for persons under the minimum age (youth) to possess non-medical cannabis.

### **Federal Legislation**

- Proposed federal Bill C-45 places a maximum possession limit of 30 grams for adults, and 5 grams for youth (age 12-18).
- Provinces and territories have the authority to establish lower limits for adult and youth possession.

### **Key Considerations**

- The adult limit in most US jurisdictions that have legalized non-medical cannabis is one ounce (28.3 grams).
- The Cannabis Legalization and Regulation Secretariat notes that they are unaware of any other provinces or territories that are considering lowering the proposed adult possession limit (30 grams).
- The Cannabis Legalization and Regulation Secretariat indicated a ban on youth possession would be similar to the current policy for alcohol possession.

## **4.3 Public Consumption**

*Q1: Does UBCM support extending existing restrictions on public tobacco smoking/vaping to non-medical cannabis?*

- There was general support among local government JCCR members that existing public tobacco restrictions should be extended to smoking or vaping non-medical cannabis.
- There was also general support among local government JCCR members to place additional restrictions on smoking cannabis in vehicles.
- Many local government JCCR members felt that a strong provincial framework for restricting cannabis smoking/vaping would be preferred.

*Q2: Does UBCM support the development of licensed establishments where individuals can consume cannabis?*

- There was considerable support among local government JCCR members to develop dedicated places of use (licensed establishments) where individuals can consume cannabis.

## Federal Legislation

- Proposed federal Bill C-45 seeks to amend the *Non-smokers' Health Act* to prohibit public consumption of non-medical cannabis in federally regulated areas.
- Otherwise, proposed federal Bill C-45 does not address public consumption; authority to regulate lies with provinces and territories that may transfer these responsibilities to local governments.

## Key Considerations

- The JCCR local government members were mindful of potentially pushing cannabis users to the medical system based on how public consumption of non-medical cannabis was regulated. For example, restricting public consumption could potentially require medical users to obtain exemptions, and push non-medical users who wish to consume cannabis in public to also attempt to obtain these medical exemptions.
- There was also consideration towards how the regulation of public consumption could impact the use of law enforcement resources.

## 4.4 Drug-Impaired Driving

*Q1: Does UBCM support the creation of additional provincial measures to deter drug-impaired driving?*

- There was overall support among local government JCCR members that additional provincial measures to deter drug-impaired driving should be similar to those for alcohol-impaired driving (e.g. administrative penalties).

*Q2: If so, what type of measures*

- There was general support among local government JCCR members for a zero tolerance policy when it comes to youth drug-impaired driving.
- UBCM members recently endorsed a resolution (2017-B88) that requests funding for police agencies to increase the number of certified drug recognition experts.

## Federal Legislation

- The *Criminal Code* prohibits drug-impaired driving.
- Proposed federal Bill C-46 addresses penalties for cannabis-impaired driving.

## Key Considerations/Discussion

- With respect to cannabis use in the workplace, existing WorkSafe legislation already addresses impairment at work. The JCCR may look to re-visit WorkSafe and workplace cannabis use issues in future meetings.
- In addition to laying criminal charges, law enforcement also have the ability to issue administrative penalties for alcohol-impaired driving (e.g. an Immediate Roadside Prohibition or Administrative Driving Prohibition).

## 4.5 Personal Cultivation

*Q1: Does UBCM have a position on whether the Province should establish additional restrictions on personal cultivation? And if so, what type of restrictions?*

- There was overall support among local government JCCR members that the Province of BC follows the plant restrictions for personal cultivation proposed by Bill C-45 (i.e., 4 plant limit).
- There was considerable support among local government JCCR members that the Province prohibit cultivation of non-medical cannabis in buildings/homes used for commercial children’s activities (e.g. daycares).
- Local government JCCR members indicated support for provincial resources and strong administrative penalties to act as a deterrent for those who violate restrictions on personal cultivation (e.g. growing more than the legal limit results in a prohibition to grow in the future or significant monetary penalty).
- There was overall support among local government JCCR members that the Province does not establish a registration requirement.
- Some local government JCCR members also indicated support for provincial regulations to limit visibility of outdoor personal cultivation.

*Q2: What, if any, type of restrictions are best established at the local level? Do local governments feel they have the authority necessary to establish those restrictions?*

- There was overall support among local government JCCR members that local governments do not have the capacity to create, maintain or enforce a personal cultivation registry.

## Federal Legislation

- Proposed federal Bill C-45 allows personal cultivation of up to 4 plants per household, with no restrictions on where plants can be grown (e.g. indoor or outdoor).

- Provinces and territories have the authority to establish lower limits for personal cultivation.

### **Key Considerations**

- Most local government JCCR members did not believe there would be any major fire, safety or building code issues associated with allowing personal cultivation of up to 4 plants per household.
- The Cannabis Legalization and Regulation Secretariat noted that individuals might seek medical cannabis cultivation permits if they are severely restricted or prohibited to legally grow non-medical cannabis. This could allow some individuals to potentially obtain authorization to grow more than 4 plants.
- As cited by the Cannabis Legalization and Regulation Secretariat, two common restrictions in the United States of America are that a) cannabis cannot be visible to the naked eye from off private property and, b) individuals take reasonable precautions to secure their personal plants against theft.
- Several local government JCCR members indicated that smell was a challenge/issue in their communities.

### **4.6 Distribution Model**

*Q1: Does UBCM support a public distribution model for non-medical cannabis, similar to that currently in place for liquor?*

- There was overall support among local government JCCR members for a public distribution model for non-medical cannabis.

### **Federal Legislation**

- Proposed federal Bill C-45 provides provinces and territories the authority to decide how cannabis will be distributed (e.g. public, private or direct distribution).

### **Key Considerations**

- Some local government JCCR members indicated concern for sufficient variety of cannabis and cannabis-related products through a public model.
- Local government JCCR members were cognisant of the fact that there may not be sufficient time to set up anything other than a public distribution regime in BC prior to July 2018.



## 4.7 Retail Model

*Q1: Does UBCM have a position on where non-medical cannabis should be sold?*

- There was general support among local government JCCR members for a hybrid retail model (including public and private retailers) that resembles the hybrid provincial liquor retail framework. This proposed model would include:
  - Swift and strong provincial enforcement to ensure compliance from private retailers.
  - Provisions to allow for local government input and some measure of control over retail operations (e.g. through bylaws, zoning, business licensing, etc.).
- There was overall support among local government JCCR members against co-location of non-medical cannabis and alcohol or tobacco retail operations.
  - Several local government JCCR members agreed that in special circumstances, smaller communities, as well as rural and remote areas, should be able to grant an exemption, given that some smaller jurisdictions lack the capacity or demand (i.e. small population) to warrant a separate location for both liquor and non-medical cannabis. Co-location may be the only feasible option for these communities.
- There was general support among local government JCCR members to authorize local governments to place additional restrictions on the number of non-medical cannabis retail operations to meet community standards.
- In general, local government JCCR members, through their discussions, strongly agreed that “one size does not fit all”<sup>3</sup>, echoing comments previously made by Minister Mike Farnworth.

### Federal Legislation

- Proposed federal Bill C-45 provides provinces and territories the authority to determine their own non-medical cannabis retail models.
- There are provisions in place that will allow for non-medical cannabis to be sold online in provinces and territories that do not establish a retail model prior to the date of legalization.

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<sup>3</sup> How marijuana is sold could vary from city to city (2017, September 25), *Times Colonist*. Retrieved from <http://www.timescolonist.com/news/local/how-marijuana-is-sold-could-vary-from-city-to-city-1.23003994>.

## Key Considerations

- As part of its research on this issue, the JCCR met with representatives from the BC Liquor Control and Licensing Branch, who provided a presentation on local government involvement in liquor licensing.
- The current provincial liquor model for distribution and retail includes strong provincial enforcement (i.e. penalties), which will also be required to appropriately manage cannabis retail and personal cultivation operations.
- The federal Task Force on Cannabis Legalization and Regulation recommended against co-location of cannabis with liquor or tobacco.
- A potential challenge with online sales in rural and remote areas is that some areas of the Province do not have sufficient internet access to access these services.
- The Cannabis Legalization and Regulation Secretariat noted that if co-location (between non-medical cannabis and liquor and/or tobacco) were to occur, federal regulations would ensure that non-medical cannabis was sold in a separate secure area.
- The Cannabis Legalization and Regulation Secretariat noted that federal advertising and promotion rules would require retailers sell cannabis in fully enclosed areas. As such, children will not be permitted in those areas, regardless of the retail model implemented in BC.
- In its discussions, the JCCR spent significant time considering the unique situation for regional districts, especially relating to the need to address zoning and business licensing challenges. The JCCR recognizes the need to address this issue once the decision is made regarding a provincial retail model for non-medical cannabis.
- Ultimately, the type of model and enforcement scheme that is adopted by the Province will have an impact on the revenues required to support it.

## 5. Conclusion

UBCM would like to thank the members of the JCCR for their service and commitment over the past two months. Additionally, the provincial government, and in particular the Cannabis Legalization and Regulation Secretariat, are to be commended for engaging in thorough and meaningful consultation with local governments. This submission is reflective of discussion and analysis that took place during JCCR meetings, and is consistent with established UBCM policy relating to the legalization and regulation of cannabis.

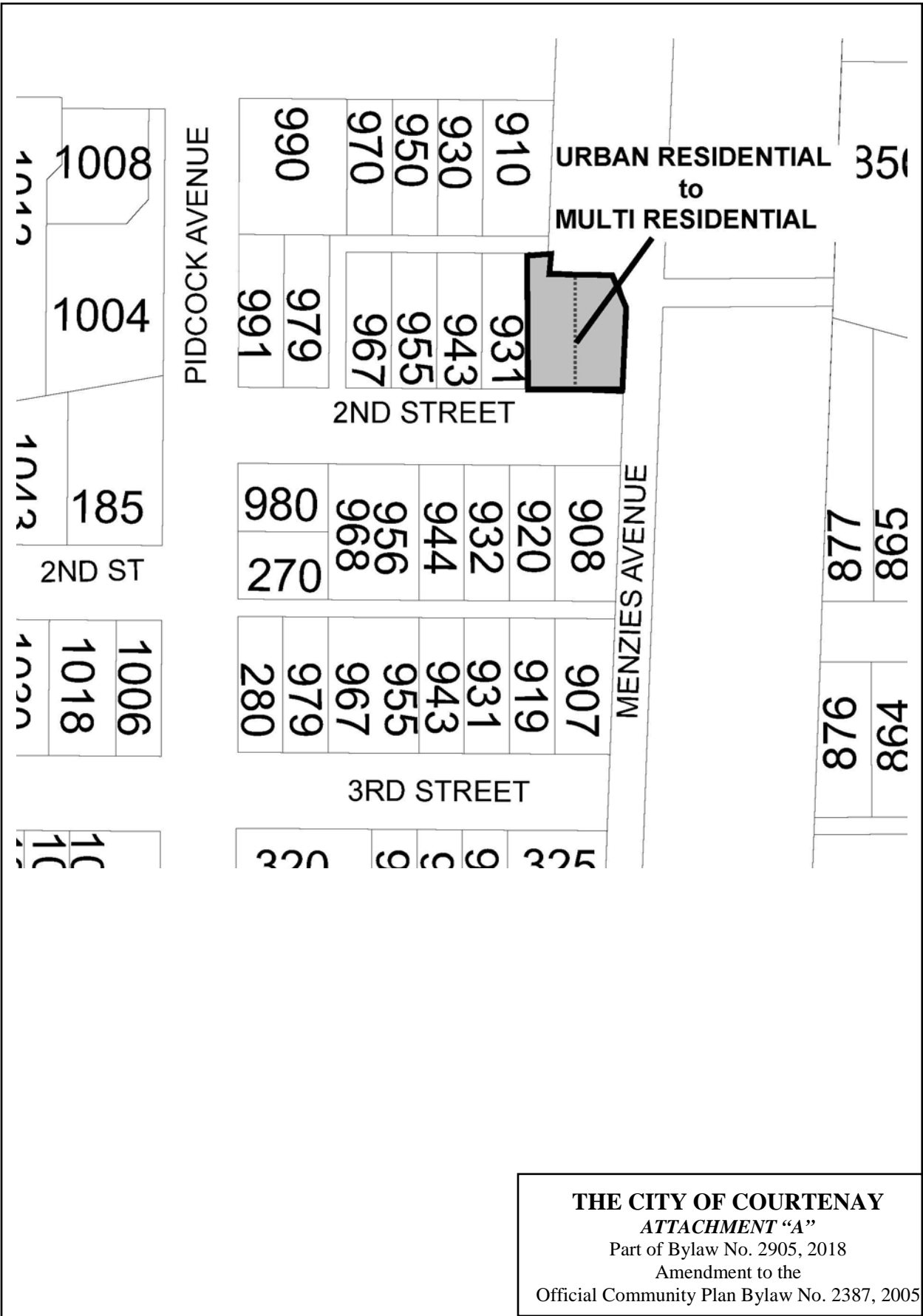
UBCM, and the local government members of the JCCR, appreciate the provincial government's consideration of the recommendations made in this submission, and look forward to continued engagement with the provincial Cannabis Legalization and Regulation Secretariat leading up to the date of legalization and beyond.

Joint Provincial-Local Government Committee  
 On Cannabis Regulation  
 KEY POLICY ISSUES – QUESTIONS

Policy Issue	Question
Minimum Age	Does UBCM support setting the minimum age to possess, purchase, and consume non-medical cannabis in British Columbia to 19 (to correspond with British Columbia’s age of majority)?
Personal Possession	Does UBCM support the federal 30g possession limit for non-medical cannabis?  Does UBCM support establishing a zero limit for persons under the minimum age in British Columbia to possess non-medical cannabis?
Public Consumption	Does UBCM support extending existing restrictions on public tobacco smoking/vaping to non-medical cannabis?  Does UBCM support the development of licensed establishments where individuals can consume cannabis?
Drug-Impaired Driving	Does UBCM support the creation of additional provincial measures to deter drug-impaired driving?  If so, what type of measures?
Personal Cultivation	Does UBCM have a position on whether the Province should establish additional restrictions on personal cultivation? And if so, what type of restrictions?  What, if any, type of restrictions are best established at the local level? Do local governments feel they have the authority necessary to establish those restrictions?
Distribution Model	Does UBCM support a public distribution model for non-medical cannabis, similar to that currently in place for liquor?
Retail Model	Does UBCM have a position on where non-medical cannabis should be sold?

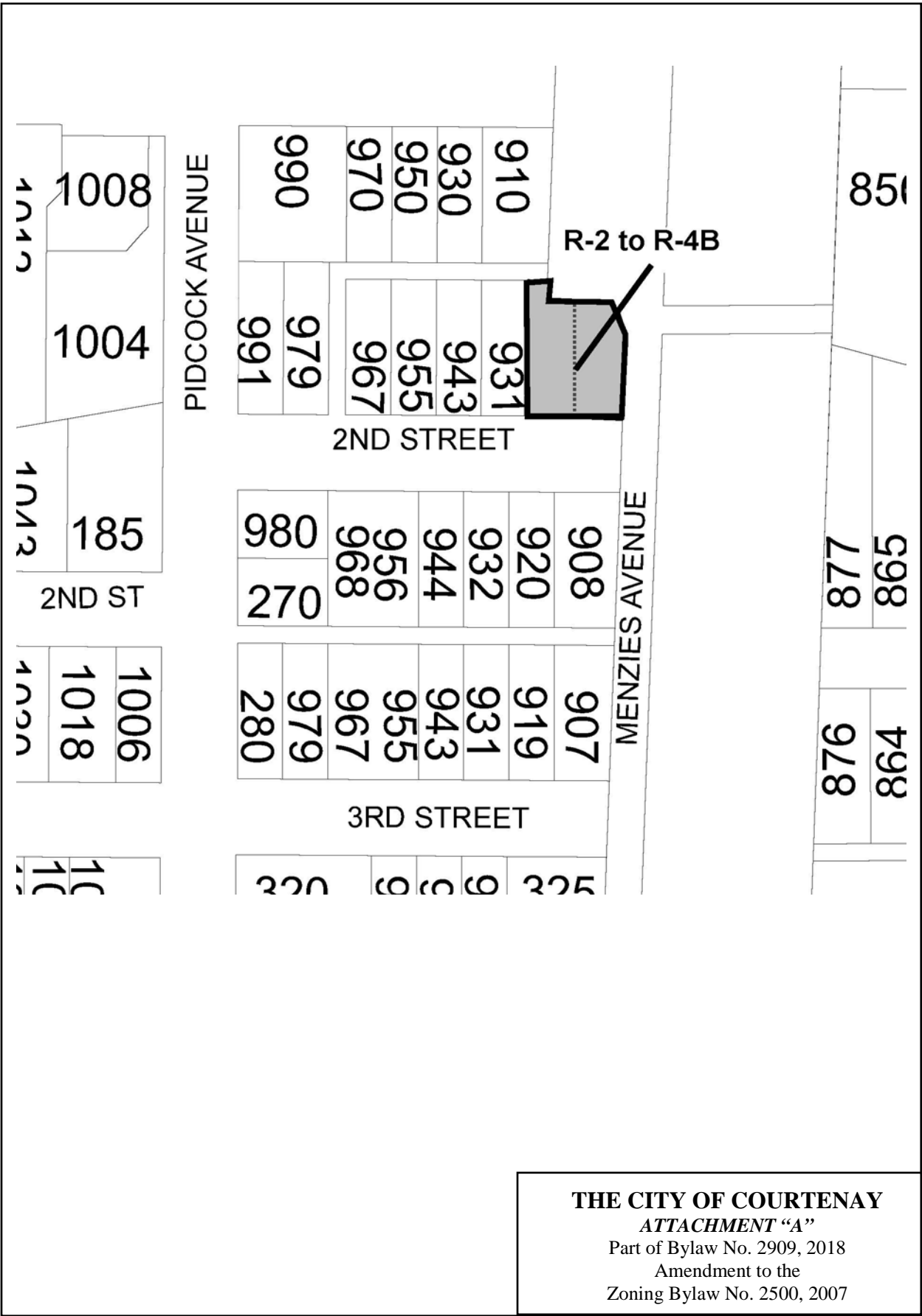






**THE CITY OF COURTENAY**  
**ATTACHMENT "A"**  
 Part of Bylaw No. 2905, 2018  
 Amendment to the  
 Official Community Plan Bylaw No. 2387, 2005





**THE CITY OF COURTENAY**  
**ATTACHMENT "A"**  
 Part of Bylaw No. 2909, 2018  
 Amendment to the  
 Zoning Bylaw No. 2500, 2007