

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

DATE: March 05, 2018
PLACE: City Hall Council Chambers
TIME: 4:00 p.m.

1.00 ADOPTION OF MINUTES

- 1 1. Adopt February 19th, 2018 Regular Council meeting minutes
- 7 2. Adopt February 26th, 2018 Committee of the Whole meeting minutes

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

- 1. Ron Taylor, Johan DeLaRey and Thomas Revie, Glacier Road Neighbourhood Petition

4.00 STAFF REPORTS/PRESENTATIONS

(a) Recreation and Cultural Services

- 9 1. Kumugwe Cultural Society Funding Request

(b) Development Services

- 15 2. Development Permit with Variances No. 1730 – 332 - 2nd Street
- 29 3. Change to Existing Liquor Licence (Comox Valley Curling Club)
4835 Headquarters Road

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

- 35 1. 810 Braidwood Road Project Update, M'akola Development Services

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

- 45 1. Parks and Recreation Advisory Commission Meeting Minutes February 15, 2018

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

8.00 RESOLUTIONS OF COUNCIL

**1. Councillor Lennox Motion – Late Submission to Association of Vancouver
Island and Coastal Communities (AVICC)**

WHEREAS the Province of British Columbia is pursuing regulations to restrict the transport of diluted bitumen until such time as adequate safeguards are in place to protect coastal communities and waterways from the harm caused by oil spills;

AND WHEREAS the impacts of oil spills on local communities are severe, including: costs relating to emergency response, clean-up and recovery, damage and loss of enjoyment of shoreline areas, damage to biological diversity of plant and animal species, reduced property values, public health impacts, and economic losses in tourism, fishing and other sectors;

THEREFORE BE IT RESOLVED that the Association of Vancouver Island and Coastal Communities (AVICC) endorses the efforts of the Province of British Columbia to introduce regulations that will safeguard coastal communities and waterways from harm caused by oil spills.

9.00 UNFINISHED BUSINESS

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

12.00 BYLAWS

13.00 ADJOURNMENT

R4/2018 – February 19, 2018

Minutes of a Regular Council Meeting held in the City Hall Council Chambers, Courtenay B.C., on Monday, February 19, 2018 at 4:00 p.m.

Attending:

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

Staff:

D. Allen, CAO
J. Ward, Director of Legislative and Corporate Services/Deputy CAO
W. Sorichta, Manager of Corporate Administrative Services
I. Buck, Director of Development Services
T. Kushner, Director of Public Works Services
R. O’Grady, Director of Engineering Services
B. Parschauer, Director of Financial Services
D. Snider, Director of Recreation and Cultural Services
Tim Walton, Inspector, Comox Valley RCMP
A. Guillo, Manager of Communications
E. Gavelin, Computer Technician

1.00 ADOPTION OF MINUTES

.01 Moved by Wells and seconded by Theos that the February 5th,
MINUTES 2018 Regular Council meeting minutes be adopted.
Carried

2.00 ADOPTION OF LATE ITEMS

3.00 DELEGATIONS

Dr. Norman Carruthers and Maggie Hodge-Kwan, Comox Valley Community Foundation, made a presentation to Council regarding the 2018 Vital Signs Report.

Jan Hesselting, Vice President, Affordable Housing Vancouver Island Society, made a presentation to Council regarding the Eden Concept affordable housing model.

The council meeting recessed at 4:51 p.m. to permit delegations to clear Council Chambers
The meeting reconvened at 4:53 p.m.

4.00 STAFF REPORTS/PRESENTATIONS

.01 Inspector Tim Walton, Comox Valley RCMP, made a presentation to Council regarding General Duty Staffing Analysis and a request for resources consisting of 4 additional General Duty members \$165,200 per position (90%) and 1 additional municipal support Clerk \$70,000 (100%).
INSPECTOR
TIM WALTON
RCMP GENERAL DUTY STAFFING ANALYSIS & RESOURCE REQUEST
1660-02/1700-01

**Mayor Jangula left Council Chambers at 5:49 p.m.; Acting Mayor Lennox took the chair
Mayor Jangula returned to Council Chambers and took his seat at 5:52 p.m.**

.02 Dan Huang, Urban Systems, made a presentation to Council regarding the Subdivision Development Servicing (SDS) Bylaw.
SUBDIVISION AND DEVELOPMENT SERVICING BYLAW
5220-02
Moved by Wells and seconded by Frisch that based on the February 19th, 2018 staff report “Subdivision and Development Servicing Bylaw”, Council approve a revised OPTION 1 and proceed to first and second reading of Subdivision and Development Servicing Bylaw No. 2919, 2018.
Carried

.03 Moved by Wells and seconded by Frisch that based on the February 19th, 2018 staff report “Development Application Approval and Process Review”, Council approve OPTION 1 and direct staff to prepare a terms of reference for a development review working group consisting of 3 development representatives, 3 City staff and 2 elected officials.
DEVELOPMENT APPLICATION APPROVAL AND PROCESS REVIEW
3030-00-1801
Carried with Councillor Hillian opposed

**Councillor Lennox left Council Chambers at 6:35 p.m.
Councillor Lennox returned to Council Chambers and took her seat at 6:37 p.m.**

.04 Moved by Wells and seconded by Hillian that based on the February 19th, 2018 staff report “Development Permit with Variances No. 1731 – 191 Willemar Avenue (Secondary residence with Environmental Development Permit)”, Council approve OPTION 1 and proceed with issuing Development Permit with Variances No. 1731.
DEVELOPMENT PERMIT WITH VARIANCES NO. 1731 191 WILLEMAR AVE. (SECONDARY RESIDENCE & ENVIRO. DEV. PERMIT)
3060-20-1731
Carried

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

.01 Moved by Frisch and seconded by Lennox that the February 7th,
LEWIS PARK – TREE 2018 Briefing Note, “Lewis Park – Tree Removal”, be received for
REMOVAL information.
6140-103 **Carried**

Councillor Eriksson left Council Chambers at 7:00 p.m.

Councillor Eriksson returned to Council Chambers and took his seat at 7:02 p.m.

7.00 REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES

COUNCILLOR Councillor Eriksson reviewed his attendance at the following events:
ERIKSSON

- Rotary “Have a Heart” Fundraiser event

COUNCILLOR Councillor Frisch reviewed his attendance at the following events:
FRISCH

- A New Kind of Fitness: Strengthening Social & Emotional Competence workshop, Mark R. Isfeld School
- How We Vote Town Hall event hosted by Ronna-Rae Leonard, MLA
- Back to School with Seniors tea
- Vancouver Island Mountain Sports Society fundraiser

COUNCILLOR Councillor Hillian reviewed his attendance at the following events:
HILLIAN

- Indigenous Women Sharing Society & Comox Valley Multicultural Society grand opening
- Lake Trail Middle School High Tea for community members
- Homeless Coalition meeting
- Drug Strategy Committee meeting
- 5th Street Complete Streets project open house

COUNCILLOR Councillor Theos reviewed his attendance at the following events:
THEOS

- CVRD Sewage Commission meeting
- CVRD Hospital Board meeting
- Comox Strathcona Waste Management meeting

COUNCILLOR Councillor Wells reviewed his attendance at the following events:
WELLS

- CVRD Water Committee meeting, re-elected as Chair
- 20 Under 40 Business & Community awards
- How We Vote Town Hall event hosted by Ronna-Rae Leonard, MLA

Councillor Wells mentioned:

- Courtenay has been selected as the host community for the 2018 BC Region Startup Canada awards; and
- Expressed condolences regarding the passing of Jude Schooner, Mayor of Tahsis

MAYOR
JANGULA

Mayor Jangula reviewed his attendance at the following events:

- CVRD 2018 Financial Plan/Budget meetings
- CVRD Sports Commission meeting
- CVRD Hospital Board meeting
- Comox Strathcona Waste Management meeting

8.00 RESOLUTIONS OF COUNCIL

.01
MAYOR JANGULA
FINANCE MOTION

Moved by Theos and seconded by Eriksson that
WHEREAS,

1. The City of Courtenay's annual population increase has averaged 1.25% per year or just over 6% since 2013.
2. Canada's inflation rate for the same period averaged just under 1.5% annually and totalled 7.2% during the same period.
3. City of Courtenay single family property assessments have risen 22% in 2017 alone.
4. City of Courtenay 2017 operating expenses are budgeted to be \$48.6 Million. That represents a \$10.4 Million or 27.3% increase over 2013 actual operating expenses, leaving our taxpayers with similar increases.
5. Residential utility rates for water, sewer and garbage have increased by 25.5%.
6. Valley residents, including Courtenay taxpayers are facing major infrastructure projects for water, sewer and solid waste that are currently significantly underfunded and could well total over \$250M to complete.
7. Many residents of the City of Courtenay are pensioners who are on fixed incomes and will suffer undue hardships if taxes continue to increase at the rates of previous years.
8. Courtenay taxpayers are telling us that these tax increases are simply not sustainable.

Given the significant property assessment increases and higher interest rates, there is widespread uncertainty and concern throughout our community whether many will be able to manage or survive yet another sizable tax increase this year; and

THEREFORE BE IT RESOLVED THAT Council direct staff to implement the following measures:

1. An immediate tax freeze at current 2017 rates for 2018; and
2. Commission a City of Courtenay Core Services Review to provide guidance in reducing costs, identifying tax saving measures and improving efficiencies going forward.

Defeated

In Favour: Mayor Jangula and Councillor Theos

Opposed: Councillors Eriksson, Frisch, Hillian, Lennox and Wells

**Mayor Jangula left Council Chambers at 7:37 p.m.; Acting Mayor Lennox took the chair
Mayor Jangula returned to Council Chambers and took his seat at 7:39 p.m.**

R4/2018 – February 19, 2018

.02
COUNCILLOR HILLIAN
SUPPORTIVE
HOUSING
RESOLUTION

Moved by Hillian and seconded by Wells that
WHEREAS supportive housing is a critical need in the Courtenay area
and the Provincial Government has indicated willingness to provide
funding contingent on the provision of City land; and

WHEREAS Council has been approached by the Homelessness Coalition
stressing the urgency of both the housing need and of initiating an
application for the limited available funding; and

WHEREAS the City has land that may be suitable for this purpose;

THEREFORE be it resolved that Council approve in principle the
provision of City land for a supportive housing project and direct staff to
initiate immediate discussion with BC Housing to facilitate the
implementation of a supportive housing project at the earliest practicable
date.

Carried

.03
IN CAMERA
MEETING

Moved by Hillian and seconded by Lennox that a Special In-
Camera meeting closed to the public will be held February 19th, 2018 at
the conclusion of the Regular Council Meeting pursuant to the following
sub-sections of the *Community Charter*:

- 90 1 (d) the security of the property of the municipality.

Carried

9.00 UNFINISHED BUSINESS

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

12.00 BYLAWS

.01
BYLAW NO. 2919,
2018
SUBDIVISION AND
DEVELOPMENT
SERVICING BYLAW

Moved by Wells and seconded by Frisch that “Subdivision and
Development Servicing Bylaw No. 2919, 2018” pass first and second
reading.

Carried

R4/2018 – February 19, 2018

.02
BYLAW NO. 2870,
2017
ZONING AMENDMENT
(TO REZONE
PROPERTIES
LOCATED ON CLIFFE
AVENUE NEAR 29TH
STREET)

Moved by Eriksson and seconded by Lennox that “Zoning Amendment Bylaw No. 2870, 2017” be finally adopted.
Carried

.03
BYLAW NO. 2876,
2017
ROAD CLOSURE (TO
CLOSE A PORTION OF
ROAD NEAR 29TH
STREET AND CLIFFE
AVENUE)

Moved by Frisch and seconded by Wells that “Road Closure Bylaw No. 2876, 2017” be finally adopted.
Carried

13.00 ADJOURNMENT

.01

Moved by Hillian and seconded by Wells that the meeting now adjourn at 7:49 p.m.
Carried

CERTIFIED CORRECT

Director of Legislative and Corporate Services

Adopted this 5th day of March, 2018

Mayor

Minutes of a Committee of the Whole meeting held Monday, February 26, 2018 at 4:00 p.m. in the City Hall Council Chambers.

Attending:

Acting Mayor: R. Lennox
Councillors: E. Eriksson
D. Frisch
D. Hillian
M. Theos
B. Wells

Staff:

D. Allen, CAO
W. Sorichta, Manager of Corporate Administrative Services
R. O’Grady, Director of Engineering Services
A. Guillo, Manager of Communications
E. Gavelin, Computer Technician

1.00 STAFF REPORTS/PRESENTATIONS

.01
COURTENAY
TRANSPORTATION
PLAN UPDATE
8620-21; 16014

Moved by Wells and seconded by Theos that the February 26th, 2018 Briefing Note, “Courtenay Transportation Master Plan Update”, be received for information.
Carried

2.00 ADJOURNMENT

.01

Moved by Hillian and seconded by Frisch that the meeting now adjourn at 4:39 p.m.
Carried

CERTIFIED CORRECT

Director of Legislative Services

Adopted this 5th day of March, 2018

Mayor



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 07800-20

From: Chief Administrative Officer

Date: March 5, 2018

Subject: Kumugwe Cultural Society Funding Request for Potlatch 67-67

PURPOSE:

The purpose of the report is for Council to consider the request for partial funding of the Kumugwe Cultural Society Potlatch 67-67 Cultural Program.

CAO RECOMMENDATIONS:

Based on the March 5, 2018 staff report, "Kumugwe Cultural Society Funding Request for Potlatch 67-67," Council approve Option 1 and grant the Society \$10,942 as a financial contribution to the event.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

At the January 15, 2018 Council Meeting the Kumugwe Cultural Society (the Society) made a presentation to Council requesting funding support in the amount of a \$10,000 contribution for Potlatch 67-67. The Society also requested in-kind contributions such as the rental of City owned facilities such as the Native Sons Hall and Sid Williams Theatre.

On February 5th 2018, Council moved the following:

Moved by Frisch and seconded by Lennox that Council postpone the funding request from Kumugwe Cultural Society and direct staff to provide a report investigating the costs and implications of providing a donation to Potlatch 67-67 including costs and options related to providing in kind support and report back to Council at the February 19th, 2018 meeting.

Carried

DISCUSSION:

The Society has booked and paid the deposits for the Sid Williams Theatre and Native Sons Hall rentals for the Potlatch 67-67 events to be held on March 2, 2018 and June 14, 2018.

The current approach to in-kind facility contributions is to include the value of the rental in the grant amount. This allows the expense to be forgiven but places the responsibility on the proponent to book the facility and fulfil all of the typical obligations. The in-kind grant would not cover any additional janitorial charges that may be levied if additional clean-up is required over and above what is agreed upon at the time of rental. The cost of any losses or damaged caused as a result of the rentals is also separately billed.

The Sid Williams Theatre is owned by the City but the theatre is operated and managed by the Sid Williams Theatre Society. The City would not be able to waive the rental fee but could include the theatre rental fees in the grant to the Kumugwe Cultural Society.

FINANCIAL IMPLICATIONS:

Pending Council approval, the total financial contribution would be \$10,942 to cover the 10% of the Potlatch 67-67 budget, the Sid William Theatre and Native Sons Hall rental fees.

Through this grant, the City would be providing an in-kind contribution of \$354 for the Native Sons’ Hall facility rental and custodial service fee. The society will still rent the facility and provide insurance and other risk based documentation as required.

Request	Financial Contribution
10% of Total Event Budget	\$ 10,000
Sid Williams Theatre Rental – July 5 th , 2018	\$ 588
Native Sons Hall Facility Rental March 2, 2018	\$ 159
Native Sons Hall Facility Rental June 14, 2018	\$ 195
Total	\$ 10,942

This request was received after the annual intake of applications for the City’s 2018 Grant-in-Aid program. Contributions to organizations between program intakes may weaken the integrity of the program and open Council to similar funding requests outside of Council’s approved Grant in Aid Policy.

Staff will utilize Gaming Funds under the category of Council Initiatives should a decision be made to contribute to this initiative.

ADMINISTRATIVE IMPLICATIONS:

6 hours of staff time were used to support this initiative. This includes staff time to ascertain the needs of the organization develop the staff report and process the grant.

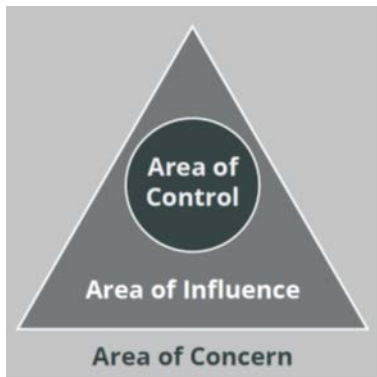
ASSET MANAGEMENT IMPLICATIONS:

None.

STRATEGIC PRIORITIES REFERENCE:

We invest in our key relationships

- We value and recognize the importance of our volunteers
- We will continue to engage and partner with service organizations for community benefit
- ▲ We actively engage with our K'ómoks First Nation neighbours on issues of mutual interest and concern
- ▲ We advocate and cooperate with other local governments and senior governments on regional issues affecting our city



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

OFFICIAL COMMUNITY PLAN REFERENCE:

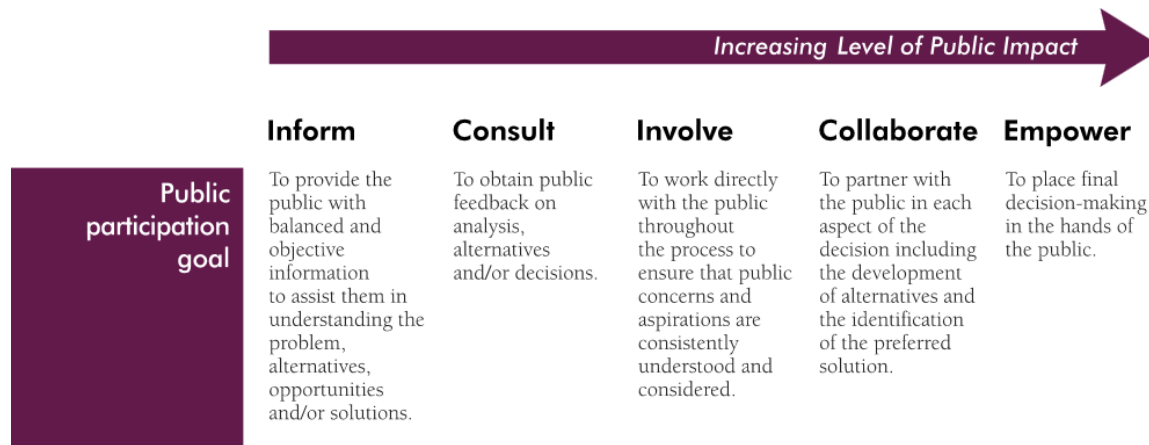
Not applicable

REGIONAL GROWTH STRATEGY REFERENCE:

Not applicable

CITIZEN/PUBLIC ENGAGEMENT:

Staff would **inform** the public based on the IAP2 Spectrum of Public Participation:



OPTIONS:

Option 1:

That Council approve a one-time financial commitment of \$10,942 to the Kumugwe Cultural Society for their Potlatch 67-67 event.

Option 2:

That Council not approve the Kumugwe Cultural Society's request for any financial or in-kind contributions for the Potlatch 67-67 event.

Option 3:

That Council approve a one-time financial commitment of \$10,000 to the Kumugwe Cultural Society for their Potlatch 67-67 event but deny any additional in-kind contributions in the form of rental of City owned facilities.

Prepared by:

Dave Snider BCCLA
Director of Recreation and Cultural Services

Brian Parschauer, BA, CPA, CMA
Director of Financial Services

Attachments:

- 1: Potlatch 67-67 Budget Detail

Attachment 1: Potlatch 67-67 Budget Detail

Budget Details		
POTLATCH 67-67 CULTURAL PROGRAM		
exhibition, public talks, ceremony, screening, gathering and feast		
EXPENSES		
ARTISTS, CURATORS, CULTURAL ADVISORS + PROJECT COORDINATION		
Artist Fees (\$500 x 15 exhibiting artists)	\$7,500	
Project Director	\$10,000	
Cultural knowledge carrier and advisor (Hereditary Chief)	\$2,000	
Learning and sharing coordinator (K'omoks elder)	\$2,000	
Project Coordination - CVAG artistic staff time allocated to the project includes Curator, Executive Director, staff and interns performing management, oversight, liaison work, administrative support, etc. CVAG Contribution.	\$6,000	
Film directors' screening fees	\$2,000	
Cultural advisor and Master of Ceremonies (Hereditary Chief)	\$4,000	
Other Artistic honoraria - consultation with K'omoks Elders	\$2,000	
Performance Fees. Kumugwe Dancers . Gift in kind.	\$2,000	
Administrative coordinator / community outreach facilitator	\$3,000	
Fees for artist presentations and workshops	\$4,580	
subtotal	\$45,080	
DOCUMENTATION + PROMOTION		
Photographer	\$3,000	
Two videographers	\$4,000	
Digital coordinator: digital production, website promotion, e-publication. Half (3,000) CVAG contribution.	\$6,000	
Project promotion -- invitations, press releases, social media. CVAG contribution.	\$1,500	
Project website construction - Update Company . Half (3,000) in-kind gift.	\$6,000	
Publicist/writer	\$2,000	
subtotal	\$22,500	
VENUE AND EQUIPMENT RENTAL		
Sid Williams Theatre -- Film Screening Venue	\$1,000	
Native Sons Hall -- Blanket exercise venue	\$500	
Comox Valley Art Gallery -- exhibition venue, edit suites, fabrication studio. CVAG contribution.	\$2,000	
Traditional Big House Welcoming Ceremony Feast Venue. Gift in kind.	\$1,000	
PA systems rental -- Comox Valley Community Arts Council. Gift in kind.	\$600	
Audio equipment rental-- Gift in kind.	\$800	
3 HD video projectors and video cameras. CVAG contribution.	\$1,800	
subtotal	\$7,700	
EXHIBITION PRODUCTION		
Exhibition installation and preparatory. CVAG contribution.	\$2,000	
subtotal	\$2,000	
TRAVEL / TRANSPORTATION / SHIPPING		
Artists' travel cost	\$4,000	
Accommodation + per diem	\$6,000	
Transportation for equipment and artwork	\$7,900	
Packing and crating. CVAG contribution.	\$2,000	
Transportations of students SD 71-72. Gift in kind.	\$3,000	
subtotal	\$22,900	
TOTAL EXPENSES	\$100,160	
REVENUES		
	Confirmed	Pending
Local business and organization sponsorship cash	\$32,000	
Local business and organization in-kind contributions	\$9,000	\$1,400
Comox Valley Art Gallery	\$18,300	
City of Courtenay		\$10,000
Town of Comox		\$8,000
Village of Cumberland		\$1,000
Merchandise sales		\$2,000
Provincial and federal arts grants		\$18,500
subtotal	\$59,300	\$40,900
TOTAL REVENUE	\$100,200	



STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Development Permit with Variances No. 1730 – 332 - 2nd Street

File No.: 3060-20-1730

Date: March 5, 2018

PURPOSE:

The purpose of this report is for Council to consider a Development Permit with Variances to permit façade improvements to a single family residential building as well as a variance to permit an addition to the existing building that would extend into the minimum front yard setback.

CAO RECOMMENDATIONS:

That based on the March 5, 2018 staff report “Development Permit with Variances No. 1730 – 332 2nd Street”, Council approve OPTION 1 and proceed with issuing Development Permit with Variances No. 1730.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The subject property is an approximately 669m² residential lot located on 2nd Street midblock between Duncan Avenue and England Avenue in the Old Orchard neighbourhood (Figure 1). It is legally described as Lot B, Section 61, Comox District, Plan 6420. The property is zoned Residential Two B (R-2B) and is currently developed with a one-storey single residential dwelling and two accessory buildings.

The applicant is applying for a variance to the minimum front yard setback in order to accommodate an addition to the front of the residence. Siding upgrades are also proposed to the both sides of the building. The applicant is required to apply for a Development Permit as all development within the Old Orchard neighbourhood is subject to the Old Orchard and Area Development Permit Guidelines in the *Official Community Plan (OCP)*.



Figure 1: Location Map. Property shown in yellow.

The applicant proposes to build the addition in order to improve the aesthetics, safety and functionality of the home. The applicant has indicated in the written rationale for the variance that the existing entrance is unsafe due to the portico roof structure and unconventional stair construction which makes it easy to hit one's head or lose footing. The existing entrance opens directly to the living room, lacks any entry closet space and easily loses heat whenever the door is opened. The addition will help alleviate these concerns and includes additional floor area to the interior of the home and a covered porch.

DISCUSSION:

OCP Old Orchard and Area Development Permit Guidelines

Specific form and character guidelines are in place in the Old Orchard neighbourhood in order to ensure that redevelopment respects historic patterns of development and contributes positively to the heritage character and strong sense of neighbourhood.

The proposed ground floor addition is total 13.9m² in size and includes a new 5.3m² covered porch. Floorplans, elevation drawings, landscaping plan and full colour renderings of the proposed dwelling are attached in the drafted Development Variance Permit contained in **Attachment No. 1**. Figure 2 shows the overall site plan, location of the proposed addition and requested front yard variance setback, described further below. Figure 3 shows the view of the existing building from 2nd Street. Figures 4 and 5 show the existing façade compared to a rendering of the proposed addition and improvements.

Visual observation suggests that the addition represents a significant improvement to the overall character of the residence. The addition would also create a front façade with varied massing and articulated rooflines, consistent with the Old Orchard character. The principal entrance will remain at the front of the house, although will be oriented to the side yard, and is defined by the covered post and beam porch with gabled roofline.

Further architectural design features include multi-paned windows with detailed trim finishings, high quality hardiplank façade cladding, and hardie shingles on the existing roof dormer. These are considered significant improvements from the existing building.

The property is already landscaped and fenced. The existing front yard fence does not conform to the maximum height allowances of 1.25 meters. The applicant has agreed to conform to the current standard by reducing the height of the fence. A number of trees in the front yard will be removed. The remaining property contains mature vegetation, including two fruit trees, therefore no tree replacements are required.

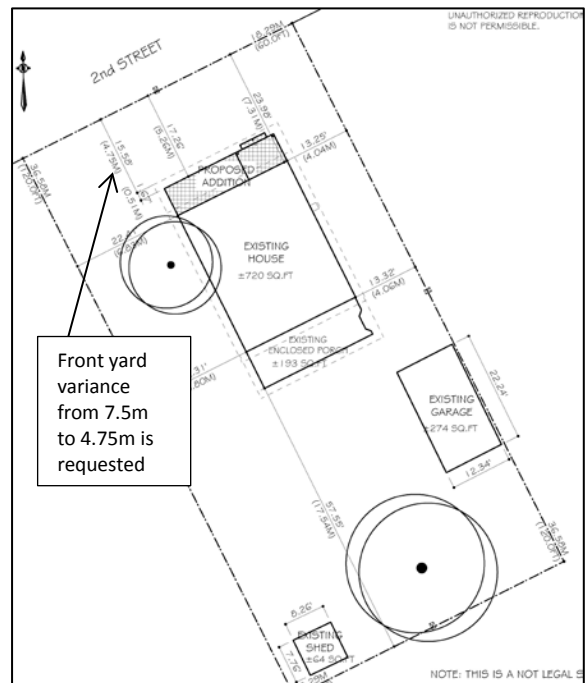


Figure 2. Site plan showing structures on the property and proposed addition to the front façade of the residence.



Figure 3. View of the property from 2nd Street.

Parking is consistent with the Development Permit guidelines, which stipulate that it shall be provided beside the house and where present, a garage shall be recessed behind the front façade. The property contains a garage in the rear yard. It is accessed through the side yard driveway from 2nd Street.



Figure 4. View of existing building front yard façade.

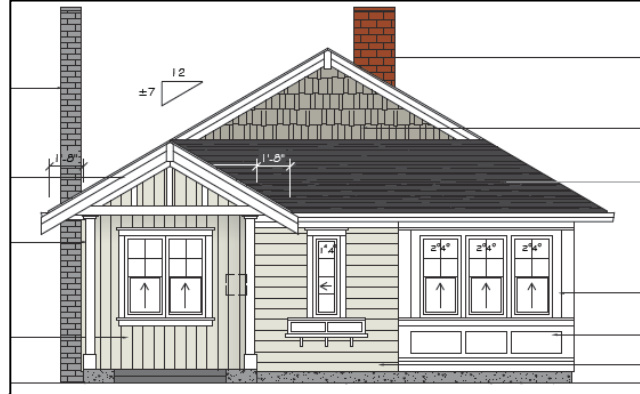


Figure 5. Rendering of façade improvement, including addition.

Zoning Bylaw Review

The building conforms to the R-2B zoning requirements with the exception of the front yard setback and the fence height along front yard as mentioned previously.

Table 1: Proposal’s achievement of relevant zone requirements		
	<u>Required</u>	<u>Existing (or Proposed)</u>
Yard setbacks (minimum)	Front: 7.5m Side: 1.5m Rear: 7.5m	Front: 4.75m Side: 4.06m and 6.80m Rear: 17.54m
Height of principal residence (maximum)	8.0m	3.71m
Lot coverage (maximum)	40%	19.5%
Parking Spaces (minimum)	Two	More than two is possible
Driveway width (maximum)	6m	3.5m

Staff note that there are two accessory buildings on the property, the siting of which are legally non-confirming and may continue to exist in their current location.

The intent of a 7.5m front yard setback in this zone is to reduce the presence of building massing to the street and to establish uniform and cohesive character with adjacent properties. However, given the age and character of the neighbourhood, many homes along 2nd Street still have narrower front yard setbacks which range between 6.7m and 2.0m. **Staff assess the variance request to be minor and supportable.** Staff also agree that the proposal will greatly enhance the character of the home and improve the desired functionality described in the written rationale by the applicant (**Attachment No. 2**). Staff evaluation of this application is that reducing the front yard setback of the subject property from 7.5m to 4.75m is well

within the range of the existing structures on the street and would not have negative impacts on the character of the street.

FINANCIAL IMPLICATIONS:

Application fees have been collected in order to process the Development Permit with Variances application. Should the proposed Development Permit with Variances be approved, a Building Permit and associated application fees will apply.

ADMINISTRATIVE IMPLICATIONS:

The processing of development applications is included in the current work plan as a statutory component. Staff have spent 10 hours reviewing the application, conducting review of the plans, coordinating with the applicant to request additional information and writing the report.

If approved, there will be an additional hour of staff time required to prepare the notice of permit, have it registered on title, and close the file. Additional staff time will be required for processing and issuing a building permit and related inspections.

ASSET MANAGEMENT IMPLICATIONS:

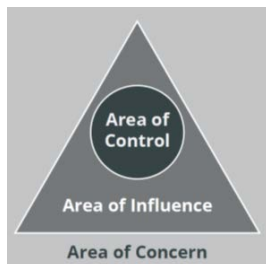
There are no direct asset management implications related to this application. This is an addition to an existing single family house that is connected to existing City infrastructure.

STRATEGIC PRIORITIES REFERENCE:

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

We focus on organizational and governance excellence

- We support meeting the fundamental corporate and statutory obligations



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

OFFICIAL COMMUNITY PLAN REFERENCE:

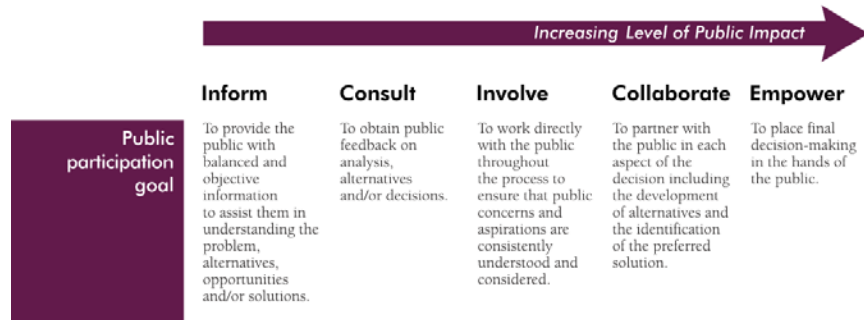
The proposed home addition meets the form and character guidelines of the Old Orchard Development Permit Area Guidelines. It also supports the general intent of the Old Orchard Local Area Plan regarding enhancing the heritage character of the neighbourhood.

REGIONAL GROWTH STRATEGY REFERENCE:

Not applicable.

CITIZEN/PUBLIC ENGAGEMENT:

As per Council’s direction, under the IAP2 Spectrum of Public Participation the level of public input that has been undertaken is “**Consult**”.



Property owners and occupants within 30 meters of the property were advised of the variance request and invited to a Public Information Meeting held by the applicant on January 4, 2018. A review of the comments from that meeting indicates no public concerns regarding the variance request (**Attachment No. 3**).

Public notice was also sent to property owners and occupants who reside within 30 meters of the property lines as part of statutory public notice requirements for variance applications. To date, Development Services has not received any responses or inquiries from this notice.

OPTIONS:

OPTION 1: (Recommended): Approve Development Permit with Variances No. 1730

OPTION 2: Defer issuance of Development Permit with Variances No. 1730 pending receipt of further information.

OPTION 3: Not approve Development Permit with Variances No. 1730.

Prepared by:

Nancy Gothard, MCIP, RPP
Policy Planner

Approved by:

Ian Buck, MCIP, RPP
Director of Development Services

Attachments:

1. Attachment No. 1: Draft Development Permit No. 1730
2. Attachment No. 2: Applicant’s rationale for variance request
3. Attachment No. 3: Public Information Meeting documentation

THE CORPORATION OF THE CITY OF COURTENAY

Permit No. DPwV 1730

DEVELOPMENT PERMIT with VARIANCES

March 6, 2018

To issue a Development Permit with Variances

To:

Name: Manna Wescott
Address: 332 2nd St.
Courtenay, B.C. V9N 1B8

Property to which permit refers:

Legal: Lot B Section 61 Comox District Plan 6420
Civic: 332 2nd Street

Conditions of Permit:

Permit issued to allow the construction of a detached secondary dwelling including the following variance to the *City of Courtenay Zoning Bylaw No. 2500, 2007*:

- Section 8.2.27(1) - Notwithstanding the setback requirement in this Section, the minimum setback of principal dwelling from 2nd Street may be reduced from 7.5m to 4.75m.

Development Permit with Variance No. 1730 is subject to the following conditions:

- a) Development must be in general conformance with the plans and elevations contained in *Schedule No. 1*;
- b) Landscaping must be in general conformance with *Schedule No. 2*;
- c) Fencing in the front yard must be reduced to a maximum of 1.25m height as indicated in *Schedule No. 2*;
- d) No alterations or amendments shall be made without the City's permission. If any amendments are required the applicant shall apply for either an amendment to the development permit or a new development permit.

Time Schedule of Development and Lapse of Permit

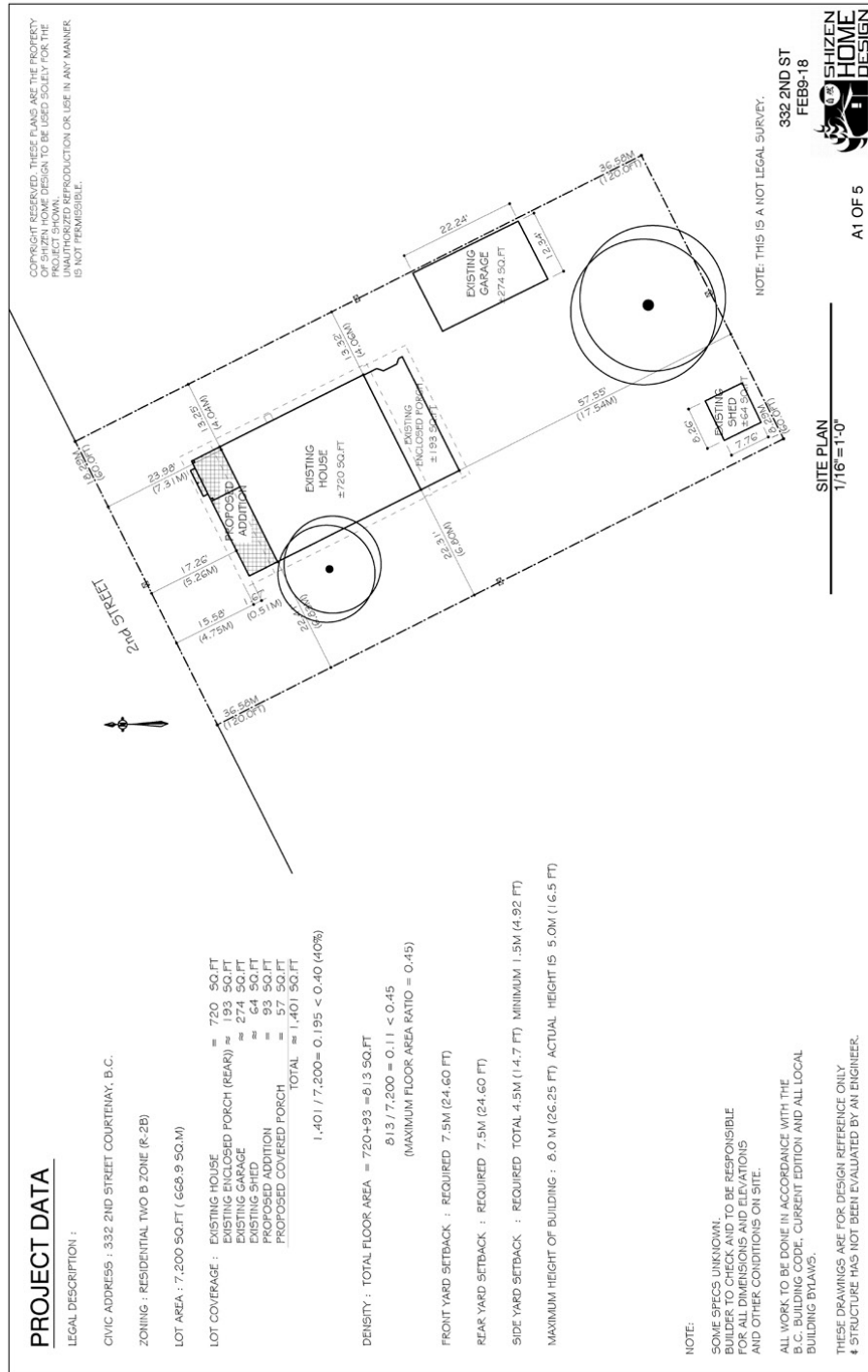
That if the permit holder has not substantially commenced the construction authorized by this permit within (12) months after the date it was issued, the permit lapses.

Date

Director of Legislative Services

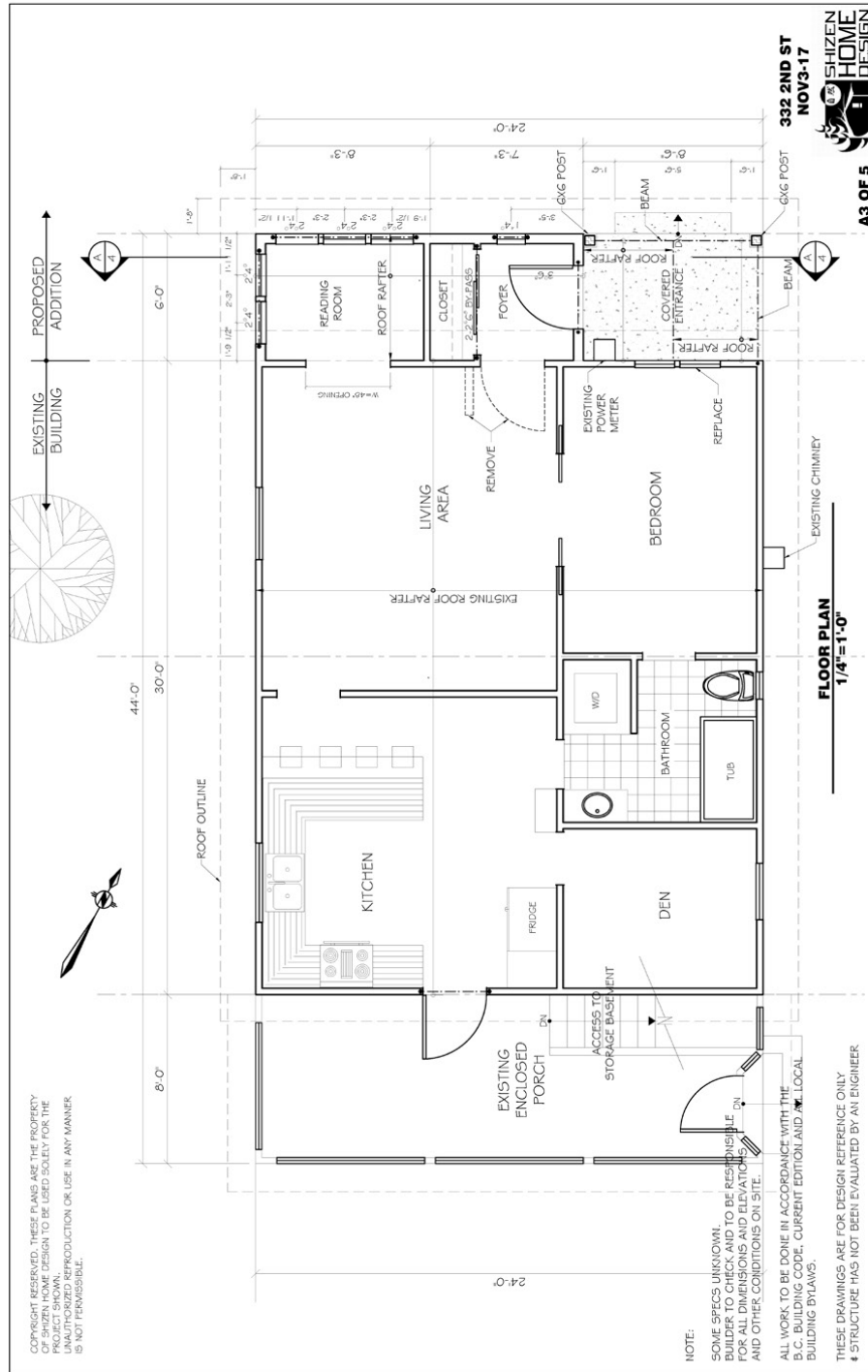
DPwV1730

Schedule No. 1: Plans and Elevations
 Page 1 of 5



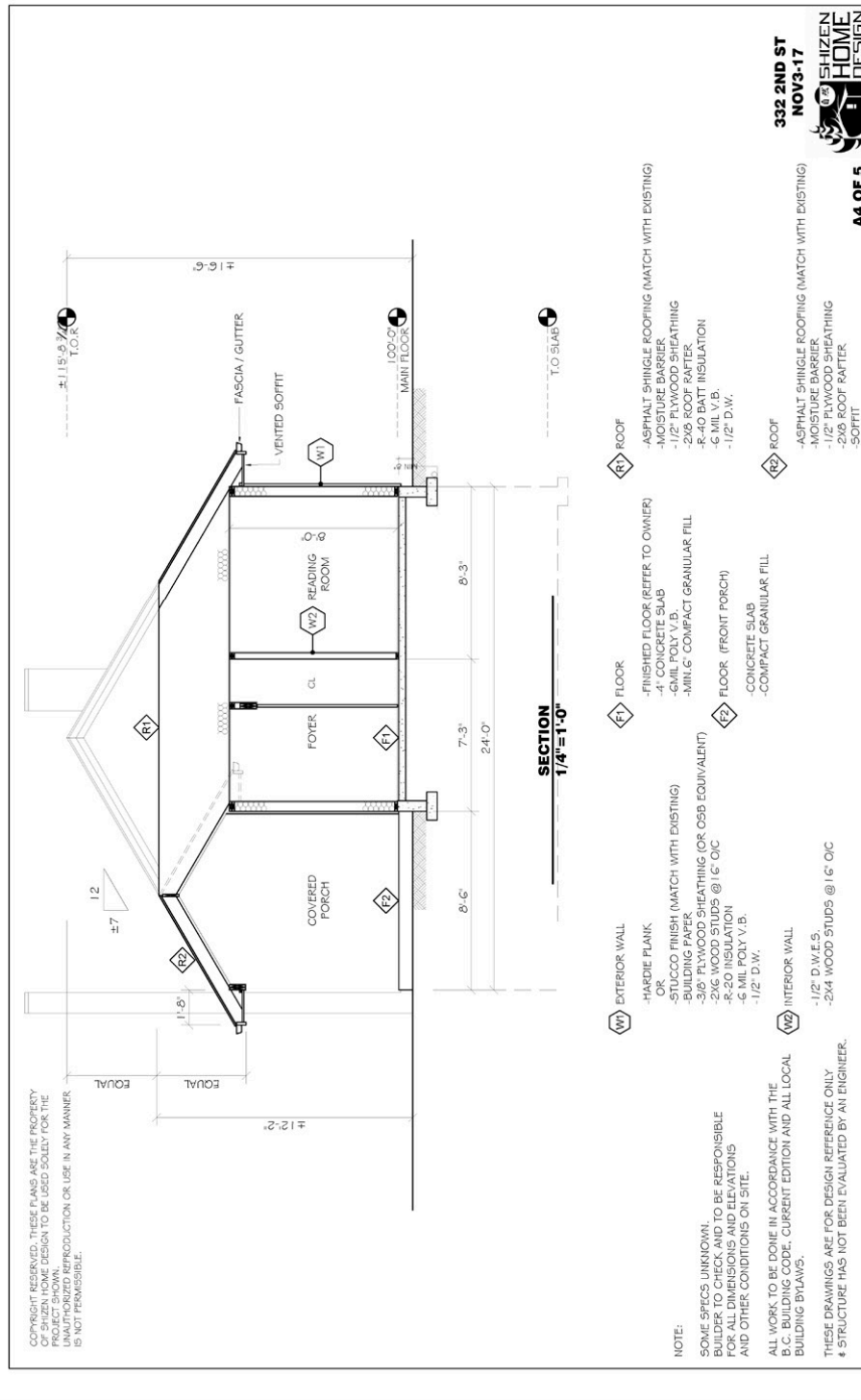
DPwV1730

Schedule No. 1: Plans and Elevations
 Page 2 of 5



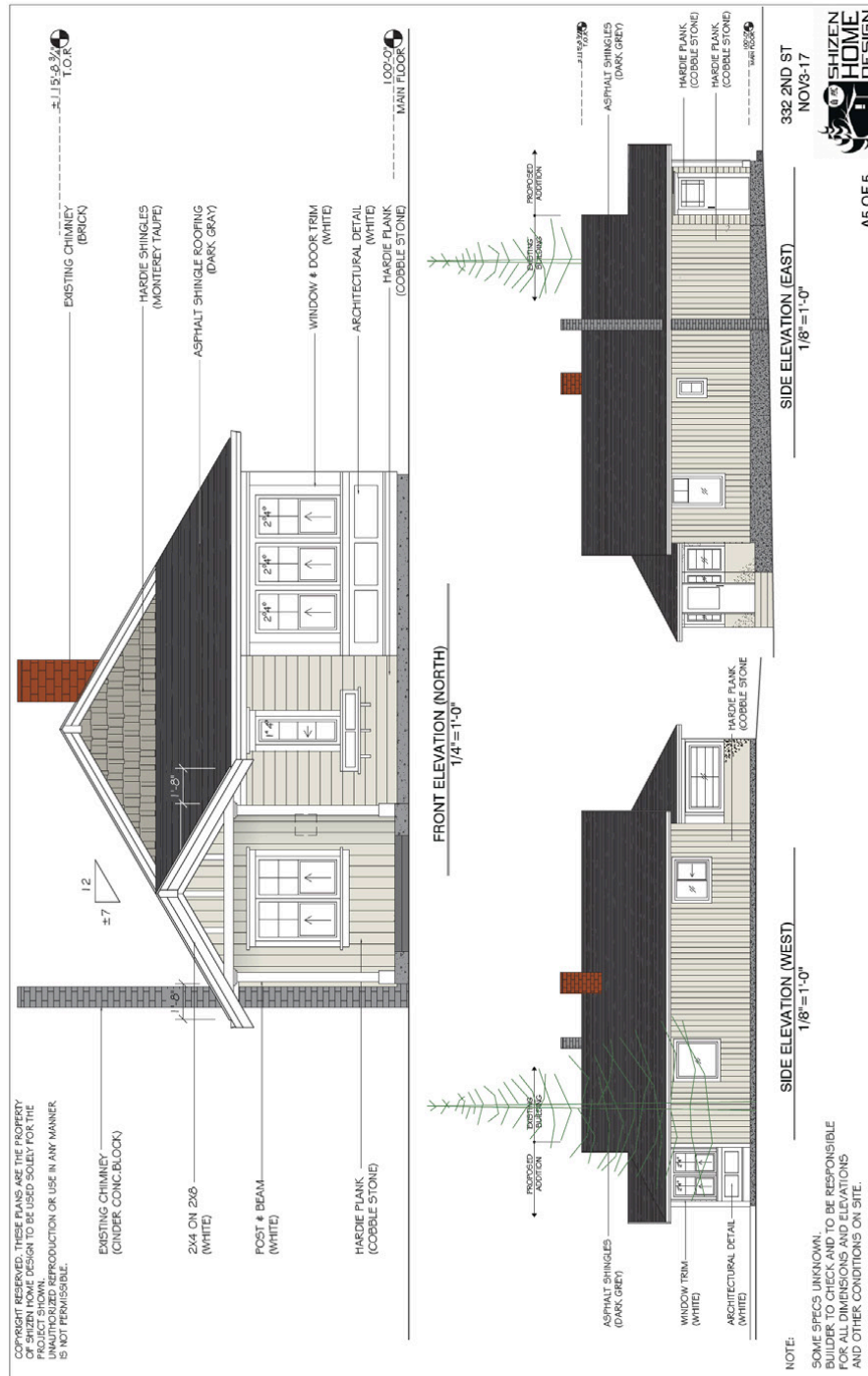
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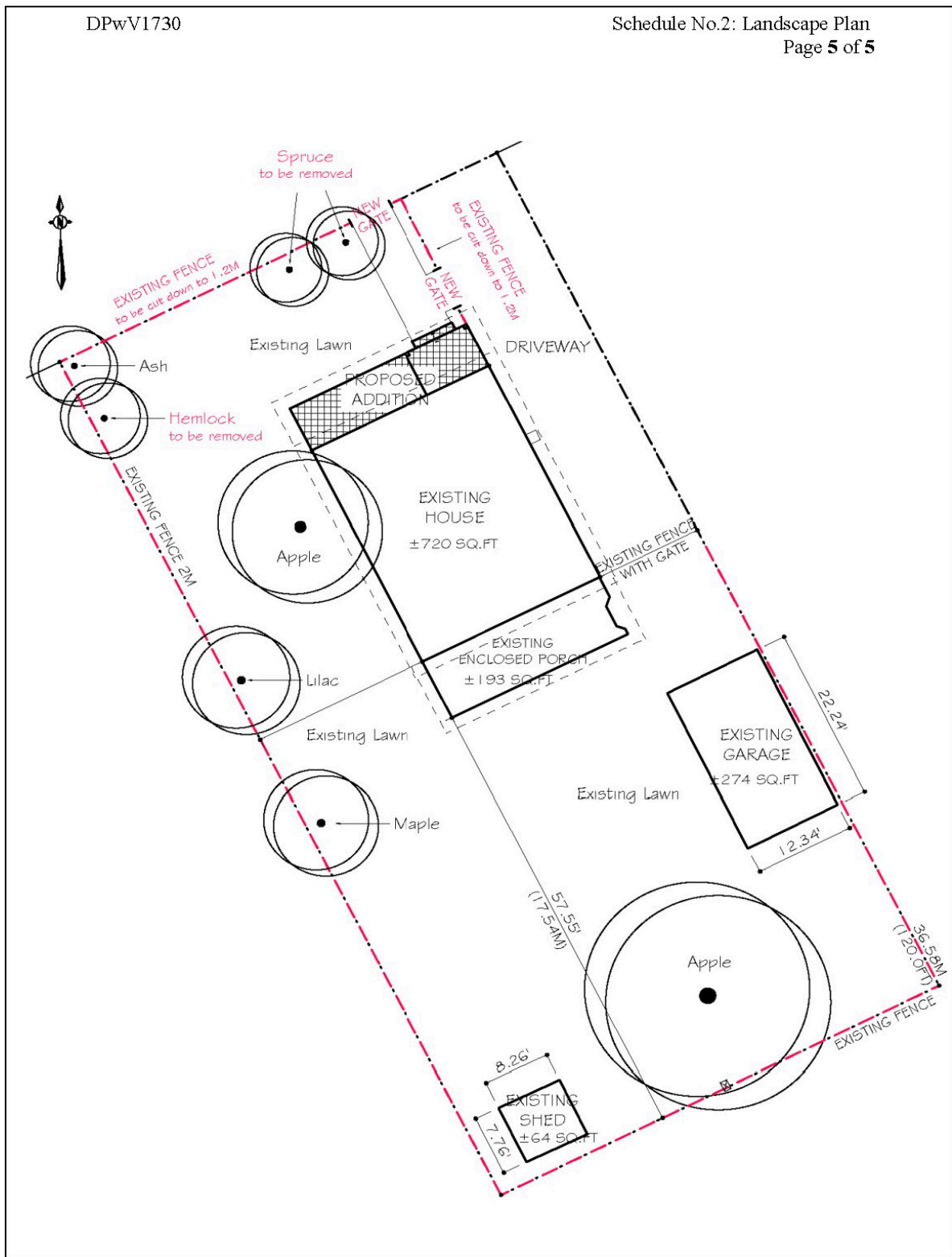
Schedule No. 1: Plans and Elevations
 Page 3 of 5



DPwV1730

Schedule No. 1: Plans and Elevations
 Page 4 of 5





During the review process for this application, the applicant requested the variance be for a 4.75m front yard setback, which would change the numbers cited here to: "the proposed addition is 2.56m (including eaves)".

Project Description: 332 2nd Street, Courtenay

My home is currently built to a setback of 7.31 metres (excluding eaves). It has a small stoop with a portico that further encroaches on the 7.5M required setback. The proposed addition is 1.8288M (6 feet) and would encroach on the setback by 2.53M (including eaves).

The existing stairs are a safety hazard as they're an odd shape, uneven in riser height and the tread is too narrow. The portico provides little protection from the elements and the beams are too low so it's easy to hit your head. The front door opens directly into the living room so heat is quick to escape when the door is open. The house also lacks an entry closet for coats and shoes.

The proposed addition would remedy all of these issues, vastly improving the functionality and appearance of the house. The design reflects the form and character identified in the OCP by visually breaking the larger mass into smaller individual components, removing the stucco from the front of the house and adding architectural features such as a post-and-beam front porch with gable roof and heritage-style windows articulated with trim. I also plan to have the main roof, soffits and gutters redone with the addition.

Once the addition project is complete, I plan to lower the height of the front fence and remove the two small spruce trees from the front yard so the house will interact with the streetscape and appear more neighbourly. Further to that, possibly at a later date, I intend to remove the remaining stucco from the sides of the house and replace it with hardie plank siding.

I've spoken to all of my immediate neighbours (who's homes also happen to be non-conforming) and they are in support of the plan so I'm optimistic that the greater neighbourhood will feel the same.

Manna Wescott	332 2 nd Street, Courtenay, BC V9N 1B8 Phone: 604 313 6954 E-Mail: manawescott@gmail.com
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January 5, 2018

Public Information Meeting Summary Report

Date meeting was held: January 4, 2018

Location: 332 2nd Street, Courtenay, BC V9N 1B8

Attendees: 2

Duration: 1 hour (7 pm – 8 pm)

Documents provided:

- Sign-in sheet
- Comment sheets
- Site plan
- Floor plans and elevations
- Landscape plan

Topics of discussion:

- What the addition would look like including siding products
- How long it would take to be built
- Plan for landscaping and fence

PUBLIC INFORMATION MEETING
January 4, 2018
SIGN IN SHEET
FOR
332 2nd Street, Courtenay BC V9N 1B8

NAME (Please Print)	ADDRESS
[REDACTED]	320 2nd St. Courtenay
[REDACTED]	368 1st St Courtenay

From: [REDACTED]
To: [PlanningAlias](#)
Subject: Development Variance Permit for 332 2nd Street, Courtenay
Date: January-09-18 1:35:19 PM

I am writing in support of MANNA WESCOTT's application to build an addition to the front of her house, encroaching on the front setback.

It will very much improve the appearance and functionality of the house.

As a next door neighbour, I am encouraged that Manna is also planning to reduce the height of her front fence, which at a solid 5 feet, is neither necessary nor in keeping with the Old Orchard ambiance. It was constructed about five years ago to contain the then renters' two Alsatians.

Yours sincerely - [REDACTED] 320 2nd Street Courtenay V9N 1B8 [REDACTED]



STAFF REPORT

To: Council

File No.: 4320-20

From: Chief Administrative Officer

Date: March 5, 2018

Subject: A Change to Existing Liquor Licence (Comox Valley Curling Club) – 4835 Headquarters Road

PURPOSE:

The purpose of the report is to provide Council with information for a resolution to the Liquor Control and Licencing Board (LCLB) with respect to the Comox Valley Curling Club’s application for change of hours of liquor service at the club facility.

CAO RECOMMENDATIONS:

THAT, based on the March 5, 2018 staff report, “A Change to Existing Liquor Licence (Comox Valley Curling Club)”, Council approve OPTION 1 and direct staff to post notice on the City’s website requesting public input on the proposed change of liquor service hours for Council consideration at the regular meeting scheduled for March 19, 2018.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

Comox Valley Curling Club, the applicant, has applied to the the Liquor Control and Licencing Branch (LCLB) for a permanent change to their current liquor license. The Club is requesting a change to their weekend hours of service as outlined in the following table. The Monday to Friday hours will remain the same.

Current Hours of Service:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Open	Noon	Noon	Noon	Noon	Noon	Noon	11AM
Close	1 AM	1 AM	1 AM	1 AM	1 AM	1 AM	Midnight

Proposed Hours of Service:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Open	Noon	Noon	Noon	Noon	Noon	9 AM	9 AM
Close	1 AM	1 AM	1 AM	1 AM	1 AM	1 AM	Midnight

Pursuant to section 11.1 (2)(c) of the *Liquor Control and Licensing Act*, the local government must gather the views of residents when a licensee wishes to amend the existing approved licence. In order to gather the views of residents, the City will post notice of the application on the City's main website for two weeks. Then, Council sends a resolution in writing to the LCLB Victoria Head Office for their final decision.

DISCUSSION:

The applicant has been licenced to provide liquor service within their facility. The lounge is created to serve their members and guests who are spectators of events held in the facility. The lounge is not meant to be open for the general public, although this is not entirely restricted. According to the applicant, there has been a history of requests from members and visitors for extended hours. Late in 2017, the Central Executive and Board of Directors supported the notion and decided to apply for the extended hours to the LCLB.

The application to the City was referred to both internal departments and external agencies including the Comox Valley School District, the Regional District, the Agricultural Land Commission (ALC), and RCMP for comment. The School District and RCMP questioned the need to begin service at 9am and requested the applicant provide further explanation of why a service hour extension is needed. RCMP is currently further evaluating the application. The applicant has indicated that the intent is to meet the ongoing requests from the members. The ALC responded they have no major concerns with respect to the application.

Section 71 (9) of the *Liquor Control and Licensing Regulation* states that a local government or first nation that wishes to provide comments and recommendations for the LCLB under section 38 (3) of the Act must do so in accordance with the following requirements:

- (a) the comments and recommendations must be in writing;
- (b) the comments must include the views of the local government or first nation on
 - (i) the impact of noise on the community in the immediate vicinity of the establishment unless subparagraph (ii) or (iii) apply,
 - (ii) in the case of an application that involves a temporary use area endorsement, the impact of noise on the community in the immediate vicinity of the proposed locations of event sites under corresponding temporary use area authorizations,
 - (iii) in the case of an application that involves a lounge or special event area endorsement, the impact of noise on the community in the immediate vicinity of the location of the service area under the endorsement,
 - (iv) the general impact on the community, and
- (c) if the local government or first nation has gathered the views of residents under section 38 (3) (c) of the Act, the comments must include
 - (i) the views of the residents, and
 - (ii) a description of the method used to gather those views;
- (d) the recommendations must include whether the application should be approved or rejected;

With respect to the requirement in section 11.1 (2) (c) of the *Liquor Control and Licensing Act*, staff is of the opinion that a notice on the City's website will satisfy the requirements of the LCLB for a simple application like this and this has been normal practice in previous years. Once Council receives public input on the application, a resolution addressing these points will be forwarded to the LCLB for final consideration. A

proposed resolution in the correct format will be presented to Council for consideration at the regular Council meeting scheduled on March 19, 2018.

FINANCIAL IMPLICATIONS:

There is no direct financial implication related to this application.

ADMINISTRATIVE IMPLICATIONS:

Administration of liquor licencing is included in the City’s general statutory duties. To date, staff has spent four hours to process the application.

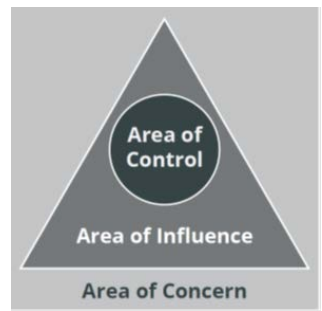
ASSET MANAGEMENT IMPLICATIONS:

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

STRATEGIC PRIORITIES REFERENCE:

We focus on organizational and governance excellence

- We support meeting the fundamental corporate and statutory obligations



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

OFFICIAL COMMUNITY PLAN REFERENCE:

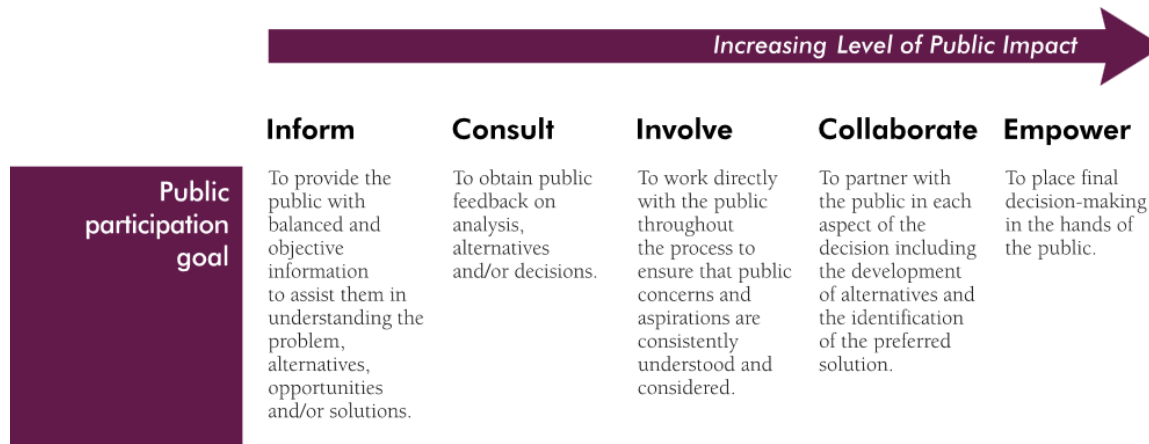
There is no direct reference related to this application.

REGIONAL GROWTH STRATEGY REFERENCE:

There is no direct reference related to this application.

CITIZEN/PUBLIC ENGAGEMENT:

Staff will consult members of 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



Public comment gathering period is open between March 6 and March 19, 2018 on the City’s main website. Any comments received from the public will be forwarded to Council prior to the Council meeting on March 19, 2018.

OPTIONS:

- Option 1: Direct staff to publish notice on the City’s website requesting public input on the proposed change of liquor service hours for Council consideration at the regular meeting scheduled for March 19, 2018. (Recommended)
- Option 2: Direct staff to obtain public input through an alternative method
- Option 3: Direct staff not to proceed with the application and advise the LCLB that the City does not support the request

Prepared by:

Tatsuyuki Setta, MCIP, RPP
 Manager of Planning

Approved by:

Ian Buck, MCIP, RPP
 Director of Development Services

ATTACHMENTS:

Attachment No. 1: The applicant’s written rationale

November 27, 2017

To: The City of Courtenay
Attention Tatsuyuki Setta

The Comox Valley Curling Club is a long serving (since 1972) not for profit society promoting the sport of curling and other community events at a CVRD controlled facility (the Comox Valley Curling Center).

We host regular weekend leagues, as well as bonspiels (tournaments) where participants travel from as far away as Saskatchewan and the United States to curl and watch curling. Members and guests of the club have requested that our lounge be open the hours that we are open and hosting events. That is the reason for our application to extend our weekend lounge service hours to 9 AM. We are a private facility and are not looking to serve the general public; this is purely for the benefit of our curling members and signed in guests who are spectators of curling events. It makes sense that our lounge bar service hours correspond to when we have leagues and events occurring. While I have only been the General Manager since April 2017, I understand there has been a history of requests from membership and visitors going back several years, for these extended hours.

The Comox Valley Curling Club is governed by an elected Central Executive comprised of President Patrick Duffy Simpson, Vice President Kim Jonsson, 2nd Vice President Steve Thurber, Treasurer Sharon Meeres, & Secretary Sharon Walker. They are supported by a Board of Directors with a series of elected representatives for each league (Men's, Ladies, Mixed, Seniors, Juniors)

This issue has been discussed by the Central Executive and Board of Directors, who have supported the extended hours application, and given me direction to pursue it. Monthly meetings from September 5, 2017 & October 15, 2017 directly reference the approval of the application for extended lounge service hours.

Should the application be approved, I confirm that our service staff are all Serving It Right certified. We are under full compliance with all terms and conditions of our Liquor Primary license and accept our responsibility for controlling the behaviors of our patrons. We will continue to take all reasonable measures to ensure that we do not operate contrary to the public interest and do not disturb people near the Curling Club. We keep a daily Incident Log book as required by our license. All of our staff are trained to not overserve, nor to serve minors, and are aware of our capacity limitations.

We respectfully submit this application for extended service hours, and take seriously our role as a sports facility promoting a healthy and active lifestyle, while being an inclusive and positive community partner of the Comox Valley.

Please do not hesitate to contact me should you require further information.
Sincerely,



Keith Parry, General Manager

Comox Valley Curling Club
4835 Headquarters Road
Courtenay, BC, V9J 1P2



**COMOX VALLEY
CURLING CENTRE**

CITY OF COURTENAY - BRAIDWOOD PROJECT UPDATE

PROJECT:	810 BRAIDWOOD ROAD
Date:	February 9, 2018
To:	Ian Buck, City of Courtenay David Allen, City of Courtenay Kaela Schramm, MDS
From:	Lee Melnyk

FINAL PROJECT APPROVAL

BC Housing approved the funding for the project in January and the project is proceeding with full construction with an anticipated occupancy date of December 2018. A construction schedule is included as Appendix A.

GROUND BREAKING CEREMONY

The Ground-Breaking Ceremony and official announcement is yet to be determined by BC Housing, however, we are anticipating it will occur in March.

TREE REMOVAL – CITY PROPERTY

An Arborist report was prepared that identified the need to remove 3 of the City of Courtenay's trees that are impacting the development as identified in Table 1 of the report attached as Appendix B which was previously submitted to Nancy Gothard. The report has been forwarded to public works who is confirming how the tree removal can be addressed. The trees are currently impacting the construction schedule so an expeditious resolution will not impact construction timelines.

TREE REMOVAL – 840 BRAIDWOOD

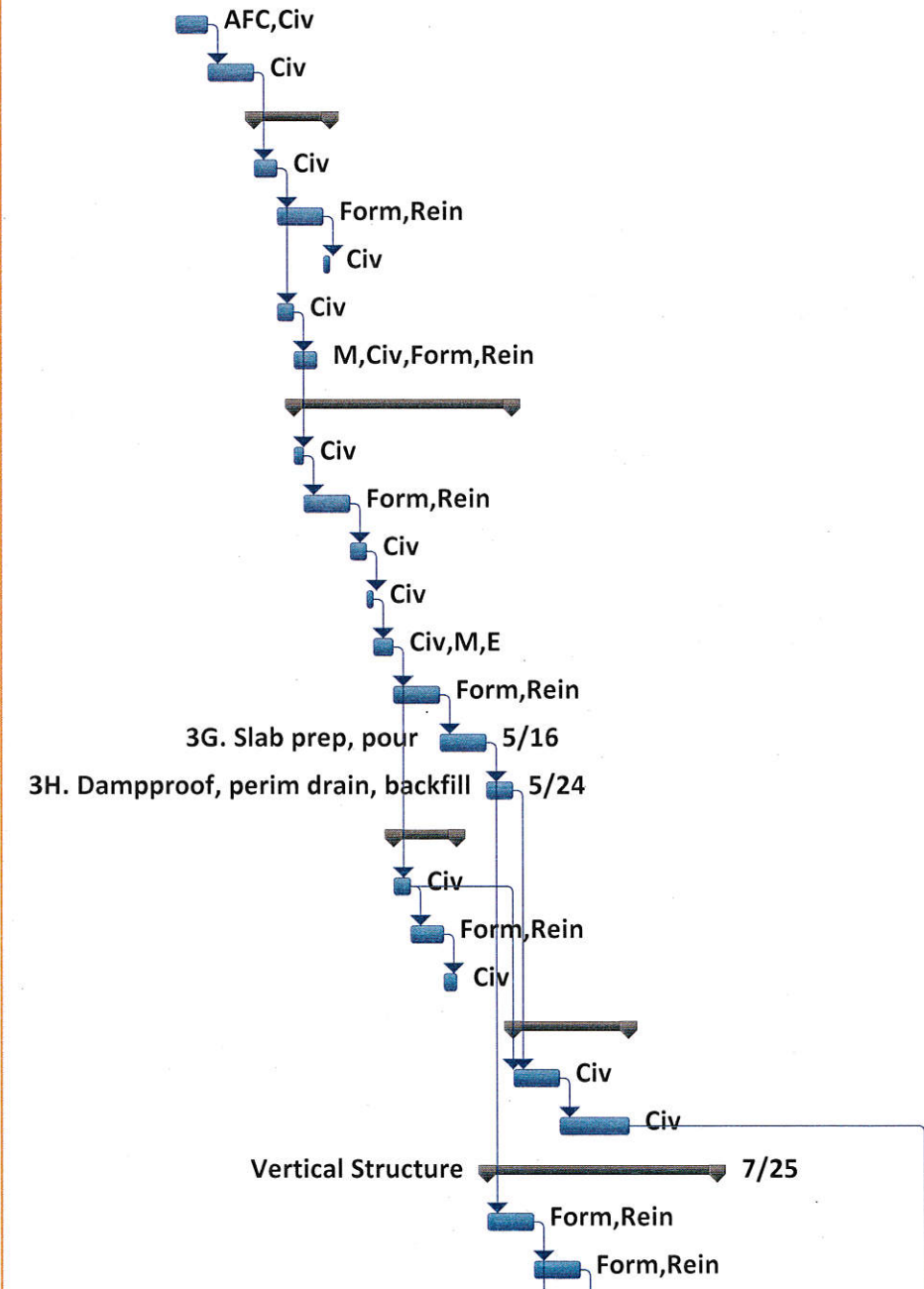
The Arborist report has also identified the neighbouring strata's trees are impacting the development and are required to be removed. MDS is currently in discussions with the strata to meaningfully consult and identify the steps to proceed with the removal in a timely manner so the construction schedule is not impacted. We are aiming for resolution by the end of February, at the latest.

PROJECT KICK OFF

The kick off meeting was held in Courtenay on February 7 and preliminary construction including civil work has begun and site prep have begun.

810 Braidwood BASELINE SCHEDULE

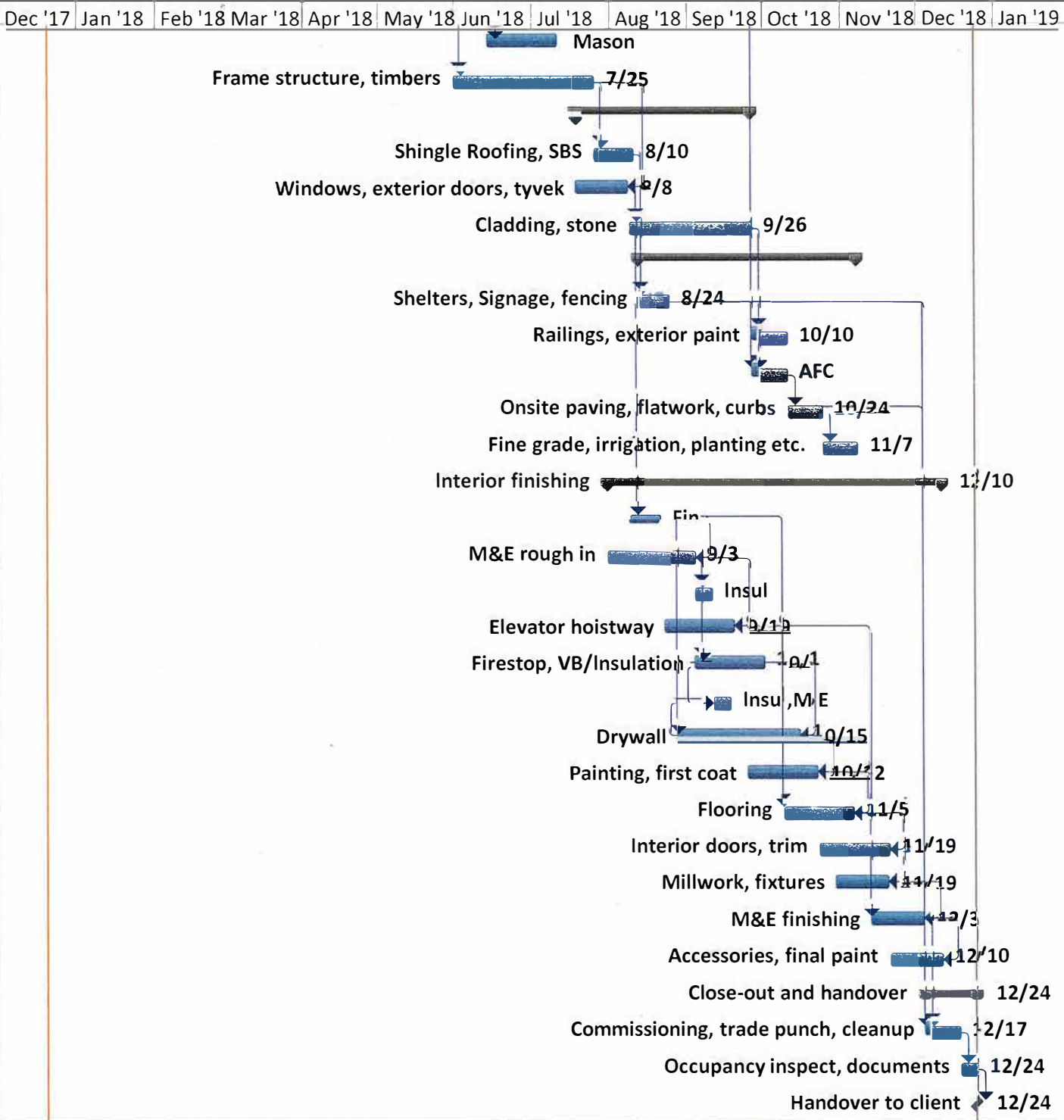
ID	Task Name	Duration	Start	Finish	Dec '17	Jan '18	Feb '18	Mar '18	Apr '18	May '18	Jun '18	Jul '18	Aug '18	Sep '18	Oct '18	Nov '18	Dec '18	Jan '19
1	Pre-construction	83 days	Thu 9/28/17	Wed 1/31/18	1/31													
6	CONSTRUCTION	226 days	Mon 2/12/18	Mon 12/24/18														
7	Ground work, concrete to grade	99 days	Mon 2/12/18	Thu 6/28/18														
8	1. SITE PREP	18 days	Mon 2/12/18	Wed 3/7/18														
9	1A. MOBILIZE, erosion control	8 days	Mon 2/12/18	Wed 2/21/18														
10	1B. Bulk Excavation, base grade	10 days	Thu 2/22/18	Wed 3/7/18														
11	2. NORTH EAST CORNER	17 days	Thu 3/8/18	Fri 3/30/18														
12	2A. Detailed excavation, slope stab.	5 days	Thu 3/8/18	Wed 3/14/18														
13	2B. Form and pour NE corner walls	10 days	Thu 3/15/18	Wed 3/28/18														
14	2C. Backfill and drainage	2 days	Thu 3/29/18	Fri 3/30/18														
15	2D. Elevator pit excavation	3 days	Thu 3/15/18	Mon 3/19/18														
16	2E. Elevator pit mech and concrete form	5 days	Tue 3/20/18	Mon 3/26/18														
17	3. NORTH AND WEST LOT	48 days	Tue 3/20/18	Thu 5/24/18														
18	3A. Detailed excavation north and west wall	3 days	Tue 3/20/18	Thu 3/22/18														
19	3B. Form and pour north and west walls	10 days	Fri 3/23/18	Thu 4/5/18														
20	3C. Backfill and drainage	3 days	Fri 4/6/18	Tue 4/10/18														
21	3D. Detailed excavation building footprint	2 days	Wed 4/11/18	Thu 4/12/18														
22	3E. Import fill, trenches, and grading	4 days	Fri 4/13/18	Wed 4/18/18														
23	3F. Form and pour building footings	10 days	Thu 4/19/18	Wed 5/2/18														
24	3G. Slab prep, pour	10 days	Thu 5/3/18	Wed 5/16/18														
25	3H. Dampproof, perim drain, backfill	6 days	Thu 5/17/18	Thu 5/24/18														
26	4. EAST LOT	13 days	Thu 4/19/18	Mon 5/7/18														
27	4A. Detailed excavation of east wall	3 days	Thu 4/19/18	Mon 4/23/18														
28	4B. Form and pour east wall	8 days	Tue 4/24/18	Thu 5/3/18														
29	4C. Backfill and drainage	2 days	Fri 5/4/18	Mon 5/7/18														
30	5. SOUTH LOT	25 days	Fri 5/25/18	Thu 6/28/18														
31	5A. On-site services, sediment tanks	10 days	Fri 5/25/18	Thu 6/7/18														
32	5C. Off-site services, road and sidewalks	15 days	Fri 6/8/18	Thu 6/28/18														
33	Vertical Structure	50 days	Thu 5/17/18	Wed 7/25/18														
34	Above grade concrete walls, columns	10 days	Thu 5/17/18	Wed 5/30/18														
35	Suspended slab form and pour	10 days	Thu 5/31/18	Wed 6/13/18														



Project: Proposed delayed start sc
Date: Thu 12/21/17

Task		Project Summary		Inactive Milestone		Manual Summary Rollup		Deadline	
Split		External Tasks		Inactive Summary		Manual Summary		Progress	
Milestone		External Milestone		Manual Task		Start-only			
Summary		Inactive Task		Duration-only		Finish-only			

ID	Task Name	Duration	Start	Finish	Dec '17	Jan '18	Feb '18	Mar '18	Apr '18	May '18	Jun '18	Jul '18	Aug '18	Sep '18	Oct '18	Nov '18	Dec '18	Jan '19
36	Masonry walls	20 days	Thu 6/14/18	Wed 7/11/18														
37	Frame structure, timbers	40 days	Thu 5/31/18	Wed 7/25/18														
38	Building Envelope	50 days	Thu 7/19/18	Wed 9/26/18														
39	Shingle Roofing, SBS	12 days	Thu 7/26/18	Fri 8/10/18														
40	Windows, exterior doors, tyvek	15 days	Thu 7/19/18	Wed 8/8/18														
41	Cladding, stone	35 days	Thu 8/9/18	Wed 9/26/18														
42	Exterior Finishing	63 days	Mon 8/13/18	Wed 11/7/18														
43	Shelters, Signage, fencing	10 days	Mon 8/13/18	Fri 8/24/18														
44	Railings, exterior paint	10 days	Thu 9/27/18	Wed 10/10/18														
45	Landscape stair, parking backfill	10 days	Thu 9/27/18	Wed 10/10/18														
46	Onsite paving, flatwork, curbs	10 days	Thu 10/11/18	Wed 10/24/18														
47	Fine grade, irrigation, planting etc.	10 days	Thu 10/25/18	Wed 11/7/18														
48	Interior finishing	95 days	Tue 7/31/18	Mon 12/10/18														
49	Concrete topping	8 days	Thu 8/9/18	Mon 8/20/18														
50	M&E rough in	25 days	Tue 7/31/18	Mon 9/3/18														
51	Spray insulation, fireproofing	5 days	Tue 9/4/18	Mon 9/10/18														
52	Elevator hoistway	20 days	Thu 8/23/18	Wed 9/19/18														
53	Firestop, VB/Insulation	20 days	Tue 9/4/18	Mon 10/1/18														
54	AIR LEAK TESTING, remedial work	5 days	Tue 9/11/18	Mon 9/17/18														
55	Drywall	35 days	Tue 8/28/18	Mon 10/15/18														
56	Painting, first coat	20 days	Tue 9/25/18	Mon 10/22/18														
57	Flooring	20 days	Tue 10/9/18	Mon 11/5/18														
58	Interior doors, trim	20 days	Tue 10/23/18	Mon 11/19/18														
59	Millwork, fixtures	15 days	Tue 10/30/18	Mon 11/19/18														
60	M&E finishing	15 days	Tue 11/13/18	Mon 12/3/18														
61	Accessories, final paint	15 days	Tue 11/20/18	Mon 12/10/18														
62	Close-out and handover	15 days	Tue 12/4/18	Mon 12/24/18														
63	Commissioning, trade punch, cleanup	10 days	Tue 12/4/18	Mon 12/17/18														
64	Occupancy inspect, documents	5 days	Tue 12/18/18	Mon 12/24/18														
65	Handover to client	0 days	Mon 12/24/18	Mon 12/24/18														



Project: Proposed delayed start sc Date: Thu 12/21/17	Task		Project Summary		Inactive Milestone		Manual Summary Rollup		Deadline	
	Split		External Tasks		Inactive Summary		Manual Summary		Progress	
	Milestone		External Milestone		Manual Task		Start-only			
	Summary		Inactive Task		Duration-only		Finish-only			

APPENDIX B

To:

City of Courtenay
Planning Services
830 Cliff Avenue
Courtenay, BC
250-703-4839
planning@courtenay.ca

**Application for Tree Removal - Arborist Report
810 Braidwood Road Development Project, Courtenay**

This arborist report is intended to accompany a Tree Cutting Permit Application required by the City of Courtenay.

Field Assessment Date: February 3rd, 2018

Discussion:

On February 3rd 2018 Shane Harris (ISA Certified Arborist) met with Site Superintendent David Epp of AFC Construction to discuss the potential impacts construction activities at a proposed housing development site could have on trees in adjacent properties. A site tree assessment was then performed to determine these possible impacts and provide recommendations for mitigation/management to assist in the tree removal application process. All trees with potential to be impacted are included in this report.

Location:

The majority of trees mentioned are located along the west side of 840 Braidwood Road (Five Oaks Villa) bordering the 810 Braidwood Road housing development area, spanning from Braidwood Road to the rear of the property. Cottonwood tree is located on north project boundary (see tree location map). One Cypress tree requested for removal, at the south west corner of 840 Braidwood, is located on the city owned right-of-way boulevard.

Scope of Proposed Work:

Permission is being requested to remove 3 Cypress, 2 Douglas-fir, 1 wild cherry, and 1 cottonwood tree. These trees all appear to be 15 to 20 years old ranging 25 – 60 ft. in height. (See Table 1 for specific tree details.)

General Observations:

No indication of recent nesting or significant wildlife use was observed during the site assessment. No protected trees or trees of significance located in potential impact area. No running or standing water courses on project site or near the potential tree removal impact zone.

Proposed tree work does not conflict with safe limits of approach to energized lines.

The following table (Table 1) provides a summary of all trees observed and proposed treatment.

Table 1.

Tree No.	Common Name	Scientific Name	DBH (cm)	Potential Impacts/Issues	Proposed Treatment	Additional Notes
1	Cypress	<i>Cupressus</i>	21.5	Blocks line of site for vehicles exiting from proposed driveway. In direct conflict with development activities (excavation/installation of sidewalk.)	Remove tree. Replace with western red cedar hedge. Grind stump to allow for new plantings.	Multi-stem tree, dbh based on average of 2 stems. Located in south/east corner of proposed development area.
2	Cypress	<i>Cupressus</i>	16.6	In direct conflict with development activities. In path of proposed continuation of retaining wall.	Remove tree. Replace with western red cedar hedge. Grind stump to allow for new plantings.	Multi-stem tree, dbh based on average of 5 stems.
3	Cypress	<i>Cupressus</i>	15.1	Branches and roots extend into the proposed development area.	Remove tree. Replace with western red cedar hedge. Grind stump to allow for new plantings.	Multi-stem tree, dbh based on average of 9 stems.
4	Cherry	<i>Prunus</i>	19, 22	Butt of tree against existing retaining wall. Will eventually cause damage to existing retaining wall and possibly cause cracking in paved drive of apartment complex.	Remove tree. Leave stump low and treat to prevent regrowth. Work with caution to prevent damage to small shrubs adjacent	Multi-stem (2)
5	Douglas-fir	<i>Pseudotsuga menziessi</i>	16, 16	Butt of tree against existing retaining wall and approximately 2 feet from paved drive of apartment complex. Tree is currently causing large cracks to develop in retaining wall, will most likely cause cracking/lifting of paved drive.	Remove tree. Leave stump low to ground level.	Multi-stem (2)
6	Douglas-fir	<i>Pseudotsuga menziessi</i>	53	Tree has defective top (multiple tops forming due to previous injury or infection.) Possibility of extensive root damage from proposed excavation activities/installation of retaining wall.	Remove tree to mitigate future liability and to protect proposed retaining wall. Will release adjacent Douglas-fir from competition; encourage growth.	
7	Douglas-fir	<i>Pseudotsuga menziessi</i>	29	None.	Retain tree. Tree protection fencing to be placed at or outside of dripline to prevent accidental damage or scarring.	Located in north/east corner of proposed development area.
8	Cottonwood	<i>Populus trichocarpa</i>	35	Tree conflicts with site development activities.	Remove tree. Leave stump to maintain stability in small bank.	

810 Braidwood Road Development Project - Tree Management Locational Map



Trees #1 – 4 from right to left.



Tree #5



Tree #6 – 7 from right to left.



Tree #8.



Summary:

Current tree stem count before proposed removals at 840 Braidwood Road has been counted at 30 trees, required stems by the City of Courtenay for this property equals 22 trees.

All work related to tree removal will be performed by a professional tree care provider utilizing approved arborist techniques to ensure safety to public and surrounding environment. All tree debris will be promptly disposed of at an approved disposal facility. Tree care provider will leave all tree work zones outside of the project boundary clean of debris with no damage to surrounding vegetation or structures.

All stumps excluding the 3 Cypress (#1, 2 and 3) to be left intact reasonably close to ground level to prevent further damage to existing retaining wall and prevent disturbance of subsurface soils on the property of 840 Braidwood Road.

Cypress trees 1, 2, and 3 to be replaced with 10 western red cedar trees in order to establish hedge.

Tree protection fencing to be placed as a barrier between construction activities and tree number 7. TPF will be installed following the guidelines provided in the Schedule B Tree Protection and Management Bylaw No. 2850, 2016. See *Appendix A*. Fencing to be placed at or outside of tree dripline until construction activities are completed or a permanent protection boundary is put in place.

Treatment of cherry stump to prevent shoots and root regrowth to be performed by a professional tree care company abiding by any applicable laws and regulations regarding treatment used.

Retained trees will be assessed for health and impacts after construction by an ISA Certified Arborist after and a memo will be provided to regarding results of this assessment upon request.

Any questions or concerns regarding this report please contact Shane Harris or a representative at The Davey Tree Expert Company of Canada LTD.

Report prepared by:

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SCHEDULE B TREE PROTECTION AND MANAGEMENT BYLAW NO. 2850, 2016

TREE PROTECTION BARRIER AND SIGNAGE SPECIFICATIONS

Barrier structure and material:

Tree protection barriers should generally be a minimum of 1.2 meters high, and consist of snow fencing or an equivalent, supported by poles at sufficiently close intervals to ensure the integrity of the fence, or supported by wooden frames.

In instances where development is not expected to occur near the root protection area, poles strung with multiple bands of flagging tape may be sufficient, subject to approval by an Arborist and/or the Director.

Barrier distance from tree(s):

Tree protection barriers must be of a sufficient size to protect the root protection area of the tree. The root protection area refers to the area of land surrounding the trunk of the tree that contains the bulk of the critical root system of the tree, as defined on a plan prepared by an Arborist that the Director reasonably approves.

Barrier protection sign:

Where retained trees require protection barriers, a tree protection informational sign in the format provided in this Schedule, must be affixed to the barrier at intervals of every 30 metres unless waived as a requirement by the Director. The sign must be able to withstand weather conditions for prolonged periods of time.

Barrier duration:

The barrier must be in place throughout the entire duration of the development activities that are taking place around the tree and until written approval of its removal is obtained from the City.

Minutes of a Parks & Recreation Advisory Commission Meeting
Held in the Lewis Centre, Craft Room A - Thursday, February 15, 2018 at 6:30 p.m.

Attending: Sébastien Braconnier
Iris Churchill
Allan Douglas
Wayne King
Carolyn Janes
Dave Snider (Ex Officio)

Regrets: Mary Crowley
Erik Eriksson (Council Representative)

Call to Order

The meeting was called to order at 6:35 p.m.

Adoption of Previous Meeting Minutes

MINUTES Minutes of the Parks & Recreation Advisory Commission inaugural meeting on Thursday, January 4, 2018, were received by Council at a January 15, 2018 meeting.

Election of Chair & Secretary

ELECTION These positions were voted in by acclamation, and are:
Chair – Allan Douglas
Secretary – Carolyn Janes
Note: it was determined that the Secretary shall act as Deputy Chairperson, in the absence of the Chair.

Updates

CANADA DAY STRUCTURE Former commission are now advisors to the City on the coordination of the event. Existing volunteers will remain.

MASTER PLAN PROGRESS Drafts have been received of the focus group comments, survey comments and draft goals and objectives. A completed draft will be available for distribution mid-March.

CRA TRANSITION Regional Special Needs Recreation is now managed by the City as Adapted programming. Summer camps will be managed by the City this summer. A management agreement is in draft form and will be negotiated soon.

FEES & CHARGES Fees & charges were recently adopted by Council and embedded in the Fees and Charges bylaw. 2018 fees are the same as 2017, with no increase.
Motion: Moved by C. Janes that staff investigate a comparison of fees for youth sport bookings verses fees to play youth sports among other jurisdictions. All in favor. CARRIED

FACILITY SECURITY Dave Snider and Carol Millar met with the Drug Strategy Committee to get advice. Security issues have improved since change room locks were installed. Recent risk assessment done for front line staff. A broader risk review will be completed in 2018.

Upcoming Reports

PICKLEBALL

The Commission has expressed concern that Courtenay is not taking leadership in tennis and pickleball facility development.

BENCH PROGRAM

Dave Snider described the status of our existing bench program and some of the challenges that other municipalities are facing.

Potential Donation

Existing donation proposals were highlighted.

Review of Rotary Proposals

Dave highlighted some current proposals from the various Rotary Clubs.

Recreation Directors

Meeting with area Directors has been held. This includes: Courtenay, Comox, Cumberland, CVRD, CFB Comox & Black Creek. These quarterly meetings will be ongoing.

Next Meeting

Thursday, March 1, 2018 at 6:30 p.m.

Adjournment

The meeting was adjourned at 8:30 p.m.