

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

**DATE:** March 19, 2018  
**PLACE:** City Hall Council Chambers  
**TIME:** 4:00 p.m.

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**1.00 ADOPTION OF MINUTES**

- 1 1. Adopt March 5<sup>th</sup>, 2018 Regular Council meeting minutes
- 7 2. Adopt March 13<sup>th</sup>, 2018 Special Council meeting minutes

**2.00 INTRODUCTION OF LATE ITEMS**

**3.00 DELEGATIONS**

- 1. Brian Goodwin, Principal, Arden Elementary School - Lake Trail Road Sidewalk Petition
- 9 2. Melanie Olson - Making Dementia Matter to All of Us, Seniors with Dementia

**4.00 STAFF REPORTS/PRESENTATIONS**

**(a) CAO and Legislative Services**

- 11 1. Harmston Avenue Road Closure and Property Disposition

**(b) Development Services**

- 19 2. Development Permit with Variances No. 1721 – 237, 243, 255 and 267 - 3<sup>rd</sup> Street
- 33 3. Development Permit with Variances No. 1722 – 361 Hunt Road
- 71 4. Development Variance Permit No. 1801 – 758 - 16<sup>th</sup> Street

**(d) Financial Services**

- 5. 2018 – 2022 General Fund Financial Presentation
- 81 6. 2018 – 2022 General Fund Financial Plan

**5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

- 101 1. YANA Letter of Appreciation

**6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

103 1. Heritage Advisory Commission Meeting Minutes January 24, 2018

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

**8.00 RESOLUTIONS OF COUNCIL**

**1. Councillor Frisch – Lake Trail Road Sidewalk Motion**

WHEREAS all Courtenay children should have safe access to school within the City of Courtenay boundaries by walking and by bike,

THEREFORE BE IT RESOLVED that the City of Courtenay designs and implements a safe pathway between Arden Elementary School and Lake Trail Middle School along Lake Trail Road, and furthermore,

BE IT RESOLVED that the 2018 budget include \$25,000 for surveying, concept design, and options analysis.

**2. Councillor Lennox – K'omoks First Nation Motion**

WHEREAS the City of Courtenay is on unceded territory of the K'omoks First Nation;

THEREFORE be it resolved that the City of Courtenay recognize such at the start of each meeting.

**9.00 UNFINISHED BUSINESS**

**1. Jan Heselling, Affordable Housing Vancouver Island Society, Eden Concept for Affordable Housing Delegation Presentation February 19<sup>th</sup>**

Request from the City of Courtenay for a building lot at least 1.2 acres in size to accommodate a minimum of 104 units, AHVIS will construct the housing and ensure housing is built. With capital coming from: 70% from BC Housing, private investors (small and large) & local credit unions.

**10.00 NOTICE OF MOTION**

**11.00 NEW BUSINESS**

**12.00 BYLAWS**

**For First, Second and Third Reading**

- 105 1. "Harmston Avenue Road Closure Bylaw No. 2920, 2018"  
(A bylaw to close a portion of a highway to traffic and remove the dedication of highway)

**13.00 ADJOURNMENT**





**Minutes of a Regular Council Meeting held in the City Hall Council Chambers, Courtenay B.C., on Monday, March 05, 2018 at 4:00 p.m.**

**Attending:**

**Acting Mayor: D. Hillian**

**Councillors: E. Eriksson**

**D. Frisch**

**R. Lennox via Teleconference**

**M. Theos**

**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**

**B. Parschauer, Director of Financial Services**

**D. Snider, Director of Recreation and Cultural Services**

**A. Guillo, Manager of Communications**

**N. Borecky, Manager of IT**

**1.00 ADOPTION OF MINUTES**

**.01**

MINUTES

Moved by Eriksson and seconded by Theos that the February 19<sup>th</sup>, 2018 Regular Council meeting minutes be adopted.

**Carried**

Moved by Frisch and seconded by Theos that February 26<sup>th</sup>, 2018 Committee of the Whole meeting minutes be adopted.

**Carried**

**2.00 ADOPTION OF LATE ITEMS**

**.01**

HIGH GROUND:

CENTRE FOR CIVIC

GOVERNANCE FORUM

MARCH 23 – 25, 2018

0390-01

Moved by Frisch and seconded by Theos that the information regarding the High Ground Centre for Civic Governance Forum March 23 – 25, 2018 be added to the March 05, 2018 Council agenda for consideration under section 11.00 New Business.

**Carried**

**3.00 DELEGATIONS**

Ron Taylor, Johan DeLaRey and Thomas Revie made a petition to Council seeking Council consideration for a zoning amendment in the Glacier Road and Chapman Road area to allow for secondary suites/granny flats.

Moved by Theos and seconded by Frisch that Council address the Glacier Road and Chapman Road rezoning request at tonight’s Council meeting.

**Carried**

Moved by Theos and seconded by Frisch that Council direct staff to investigate options and implications to amend the zoning as outlined in the Glacier Road and Chapman Road area neighbourhood petition to permit secondary suites/granny flats.

**Carried**

**4.00 STAFF REPORTS/PRESENTATIONS**

**.01** Moved by Frisch and seconded by Eriksson that based on the  
KUMUGWE March 5, 2018 staff report, “Kumugwe Cultural Society Funding Request  
CULTURAL SOCIETY for Potlatch 67-67,” Council approve OPTION 1 and grant the Society  
FUNDING REQUEST \$10,942 as a financial contribution to the event.  
FOR POTLATCH 67-67 **Carried**  
7800-20

**.02** Moved by Frisch and seconded by Eriksson that based on the  
DEVELOPMENT March 5, 2018 staff report “Development Permit with Variances No.  
VARIANCE PERMIT 1730 – 332 2nd Street”, Council approve OPTION 1 and proceed with  
NO. 1730 issuing Development Permit with Variances No. 1730.  
(332 - 2ND STREET) **Carried**  
3060-20-1730

**.03** Moved by Frisch and seconded by Eriksson that based on the  
CHANGE TO EXISTING March 5, 2018 staff report, “A Change to Existing Liquor Licence  
LIQUOR LICENCE (Comox Valley Curling Club)”, Council approve OPTION 1 and direct  
(COMOX VALLEY staff to post notice on the City’s website requesting public input on the  
CURLING CLUB) proposed change of liquor service hours for Council consideration at the  
4835 regular meeting scheduled for March 19, 2018.  
HEADQUARTERS RD. **Carried**  
4320-20

**5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

**.01** Moved by Frisch and seconded by Theos that the 810 Braidwood  
810 BRAIDWOOD Road Development Project report dated February 09, 2018 from M’akola  
ROAD DEVELOPMENT Development Services be received for information.  
PROJECT UPDATE **Carried**  
5040-20

**6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

**.01** Moved by Frisch and seconded by Eriksson that the Parks and Recreation Advisory Commission meeting minutes for February 15, 2018, be received for information.  
PARKS AND RECREATION ADVISORY COMMISSION MEETING MINUTES 0360-20  
**Carried**

**.02** Moved by Eriksson and seconded by Theos that further to the February 15, 2018 Parks and Recreation Advisory Commission meeting minutes, Council direct staff to investigate options and implications on how to best serve the facility demands of pickleball patrons.  
PICKLEBALL FACILITY OPTIONS 6140-01  
**Carried**

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

COUNCILLOR ERIKSSON Councillor Eriksson reviewed his attendance at the following events:  
➤ CVRD Sewage Commission meeting

COUNCILLOR FRISCH Councillor Frisch reviewed his attendance at the following events:  
➤ Comox Valley Community Health network Governance meeting and mentioned the upcoming Island Health Board of Director's Public Forum March 29<sup>th</sup>  
➤ Young Professionals of the Comox Valley Lunch and Learn  
➤ BC Cycling Coalition meeting

COUNCILLOR HILLIAN Councillor Hillian reviewed his attendance at the following events:  
➤ 2018 Provincial Budget meeting with Minister of Finance, Carole James (policing funding on provinces radar)  
➤ Cumberland Forest Society fundraiser for Kus Kus Sum project  
➤ Guest coach for Kidsport hockey Mayor's Cup fundraiser  
➤ Taipei Economic & Cultural Spring Festival Luncheon with Director of Taiwanese Consulate  
➤ Indigenous Women's Sharing Society All Nations Variety Show

COUNCILLOR THEOS Councillor Theos reviewed his attendance at the following event:  
➤ Vancouver Island Library Board meeting

Councillor Theos expressed his appreciation for the proactive approach taken by City staff to deploy flooding control measures during the recent February storm event

Councillor Theos praised the performance of the ultra violet water treatment system, with the recent heavy rainfall event, no boil water advisory was required

**8.00 RESOLUTIONS OF COUNCIL**

**.01**  
COUNCILLOR  
LENNOX OIL SPILL  
REGULATIONS  
MOTION  
LATE SUBMISSION TO  
ASSOCIATION OF  
VANCOUVER ISLAND  
AND COASTAL  
COMMUNITIES  
(AVICC)

Moved by Lennox and seconded by Frisch that 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.

**Carried**

**9.00 UNFINISHED BUSINESS**

**10.00 NOTICE OF MOTION**

**11.00 NEW BUSINESS**

**.01**  
HIGH GROUND:  
CENTRE FOR CIVIC  
GOVERNANCE FORUM  
MARCH 23 – 25, 2018  
0390-01

Moved by Frisch and seconded by Lennox that those Councillors attending the Columbia Institute High Ground Centre for Civic Governance conference in Vancouver, March 23 - 25, 2018 be approved for travel expenses, subject to budget availability as per Council policy.

**Carried**

**12.00 BYLAWS**

**13.00 ADJOURNMENT**

**.01**

Moved by Theos and seconded by Frisch that the meeting now adjourn at 5:26 p.m.

**Carried**

**R5/2018 – March 05, 2018**

**CERTIFIED CORRECT**

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**Director of Legislative and Corporate Services**

**Adopted this 19<sup>th</sup> day of March, 2018**

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**Mayor**



S2/18 – March 13, 2018

Minutes of a Special Council Meeting held in the City Hall Council Chambers, Courtenay BC, on Tuesday, March 13, 2018 at 11:30 a.m.

**Attending:**

**Mayor:** L. V. Jangula  
**Councillors:** E. Eriksson  
D. Frisch at 11:32 a.m.  
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

**1.00 RESOLUTIONS OF COUNCIL**

**.01**  
IN CAMERA  
MEETING

Moved by Wells and seconded by Theos that Council now adjourn to a Special In-Camera meeting closed to the public pursuant to the following sub-sections of the *Community Charter*:

- 90 (1) (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

**Carried**

**2.00 ADJOURNMENT**

**.01**  
ADJOURNMENT

Moved by Wells and seconded by Hillian that the meeting now adjourn at 11:32 a.m.

**CERTIFIED CORRECT**

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**Director of Legislative Services**

**Adopted this 19<sup>th</sup> day of March, 2018**

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**Mayor**





**Making Dementia Matter to All of Us**  
Background facts to support Council Presentation  
March 19, 2018

Presented by: Co-Chairs Melanie Olson and Ali Doi.

Committee members: Greta Judd, Jennifer White and Delores Broten

**Population of Comox Valley** (from Fanny Bay to Black Creek) 66,527  
(increase of 2,989 from 2011) [from 2016 population data from Statistics Canada Census]

Comox Valley has a **higher percentage of its population over the age of 65** at 26% than Victoria at 21% and both are higher than the provincial average of 18 %. [[decafination.net](http://decafination.net) 2018/01/18]

### **1. ADULT DAY PROGRAMS (ADP)**

Adult Day Programs are available Monday to Friday at Glacier View Lodge and Cumberland Lodge. The Handy Dart is available to pick up and deliver the attendees. This is a much loved and necessary program both for the person with dementia and for the Caregiver. It is social, stimulating and fun and allows the Caregiver some time to get the many jobs that fall to them done and/or to give them a break where they can take care of their own physical and mental health. Since 2015/16 there has been an 8% decrease in the number of funded Adult Day Programs offered and a 4% decrease in clients. (Seniors Advocate)

**Cumberland ADP** has room for 8 adults each day.

Wait list for 1 day a week 14 people  
for 2 days a week 13 people  
for 3 days a week 4 people

There are a few adults who attend 2 days a week. At this time no one is able to attend for 3 days per week. **The Handy Dart is only available for Cumberland and Courtenay residents.** Anyone living in Comox wanting to attend this program must have a caregiver who can drive them.

**Glacier View ADP** has just received funds to increase their program to 16 adults.

Their wait list as a result has decreased to about 2 months. They have a few adults who attend for 3 days per week.

### **2. RESPITE BEDS**

The purpose of a respite bed is to provide the Caregiver with a much needed break. It can be one or two weeks in length. There are 3 respite beds available in the Comox Valley. The bed in Cumberland Lodge and Glacier View Lodge are considered secure; the bed in The Views is not. This means for many patients with dementia The Views is not available for them.

Patients with dementia are allowed to access Respite 5 weeks per year. It is difficult to get these beds when needed.

### **3. HOME SUPPORT**

Current Home Support policy would allow a senior to have 120 hours per month but on average seniors are getting 20 hours per month of home support. [Office of the Seniors Advocate]

According to the Seniors Advocate report from September 2017, Caregiver stress is increasing from 7 to 31% and B.C. has one of the highest rates of caregiver distress in Canada. The supports are not keeping pace. The number of home support clients accessing Adult Day Programs decreased by 5% and the number of days delivered to these clients, decreased by 2%. The average hours of home support per day per client over 65 decreased by 5%. To see the full report go to [www.seniorsadvocatebc.ca](http://www.seniorsadvocatebc.ca) [Office of the Seniors Advocate]

#### **4. RESIDENTIAL CARE FACILITIES**

There are 4 residential care facilities in the Comox Valley with the following beds:

1. Comox Valley Seniors Village   **120 publicly funded** (short & long term) 16 private beds
2. Cumberland Lodge   **66 publicly funded** (short & long term) **1 bed is used for Respite**
3. Glacier View Lodge   **102 publicly funded** (short & long term) **1 bed is used for Respite**
4. The Views   **117 publicly funded** (short & long term) **1 bed is used for Respite**

For a total of **405 publicly funded beds (3 are used for Respite) + 16 private beds** [Office of the Seniors Advocate]

A **publicly funded bed costs** the Resident (as of Jan. 1, 2018) 80% of after taxes (a minimum of \$1130.60 to a maximum rate of \$3278.80 per month). [Mar. 2017 Residential Care Staffing Review Dr. Darryl Plecas Parliamentary Secretary for Minister of Health]

**Presently in our acute care hospital there are over 40 people awaiting placement in a Residential Care facility.** A bed in an acute care hospital costs the taxpayer from \$800 per day and up. A Residential Care bed costs \$200 per day. As well as the cost, this puts a terrible strain on the hospital which is running over capacity and is incredibly stressful for the families awaiting a better placement for their loved one. The daily cost to the tax payer is a minimum \$24,000. Using government policy it is estimated right now we are **short over 150 Residential Care beds in the Comox Valley.**

Some people are waiting up to 13 months for a placement in Residential Care. Wait times are growing for seniors looking for residential care. [CBC Dec. 13, 2016]

Residential Care homes need more staff. 80% are not staffed to the recommended level of 3.36 hours of individual care daily. Currently in our valley the 4 facilities provide between 3.11 to 3.14 funded direct care hours per resident per day. [Office of the Seniors Advocate]

For more information on Residential Care see [www.seniorsadvocatebc.ca](http://www.seniorsadvocatebc.ca)

#### **Funding Opportunities:**

In March 2017 the provincial Liberals pledged \$500 million to be distributed over the next 4 years for home and community care including direct care hours for seniors in residential care. The NDP have agreed to follow through with this.

Federally on June 22, 2017 Bill C-233 An Act respecting a national strategy for Alzheimer's disease and other dementias was passed. This means the Government of Canada will address the overwhelming scale, impact and cost of dementia. A national dementia strategy will enhance research efforts and ensure access to quality care and support to all Canadians with dementia so they can have the best quality of life. This will raise awareness, coordination of care, research funding and improve training for healthcare professionals and sharing of best practices.

The recent announcement of a Request For Proposals for development in the Comox Valley of 120 Residential Care beds is long awaited and an exciting breakthrough but it won't resolve the immediate critical issues.

We are already at a crisis point as the Baby Boomers are now entering the system. As critical as this situation is to us it will soon become a disaster if money already set aside by the government isn't soon used to expand all these services.

We look forward to speaking with you on March 19, 2018.



THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

**To:** Council

**File No.:** 950-20

**From:** Chief Administrative Officer

**Date:** March 19, 2018

**Subject:** Harmston Avenue Road Closure and Property Disposition

### PURPOSE:

The purpose of this report is to consider a request from the Comox Valley Regional District (CVRD) to close an approximately 4.4 metre wide portion of Harmston Avenue, and to subsequently dispose of a portion of the closed road to the CVRD.

### CAO RECOMMENDATIONS:

That based on the March 19, 2018 staff report "Harmston Avenue Road Closure and Property Disposition", Council approve OPTION 1 and approve in principle the closure of an approximately 4.4 metre wide portion of Harmston Avenue;

That subject to public input, Council approve the disposition of the portion of closed road adjacent to the Comox Valley Regional District (CVRD) property and current School District 71 property, 567 square metres in size, to the CVRD for the appraised value of \$130,640 less the cost of any road improvements performed by the CVRD not required by the development of the new CVRD administration building;

That "Harmston Avenue Road Closure Bylaw No. 2920, 2018" proceed to first, second, and third reading; and

That statutory notice for the road closure and property disposition be published pursuant to section 94 of the *Community Charter*.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

The City has been approached by the CVRD to close a portion of the east side of Harmston Avenue in conjunction with the development of the new CVRD administration building.

Details of this request are outlined in a letter from the previous CVRD CAO dated April 6, 2017 and attached to this report.

## **DISCUSSION:**

The CVRD requires the closed road to meet its obligations for the development regarding the provision of onsite parking. In exchange for the closed road property, the CVRD is proposing that the following improvements be made to Harmston Avenue:

- *New pavement markings to extend angle parking on Harmston Avenue to 5<sup>th</sup> Street, and to upgrade Harmston Avenue to the centreline in front of the CVRD and School District 71 property.*

Regardless of the road closure, as part of the proposed CVRD administration building development the CVRD is required to upgrade Harmston Avenue to the centreline in front of their property.

To ensure a consistent road alignment, it is recommended that a portion of Harmston Avenue be closed from Cumberland Road to 6<sup>th</sup> Street. This is reflected in the road closure bylaw. Only the portion of Harmston Avenue adjacent to the CVRD/School District property will be disposed of. This is shown on the reference plan attached to this report.

An agreement is in place for the CVRD to acquire the School District property in the near future.

## **FINANCIAL IMPLICATIONS:**

The value of the land is based on an appraised value determined for the parent CVRD property. The CVRD arranged at its expense the preparation of the necessary survey plans and property appraisals for the road closure and disposition.

Although CVRD staff requested to acquire the land in exchange for some road improvements, based on a preliminary assessment City staff believe that the value of these improvements (specifically those not required as part of the approval process) do not equal the value of the land. This value will need to be determined once additional details of the proposed development are better understood.

It is recommended that the property be sold to the CVRD for the appraised value of \$130,640, less the actual cost of any road improvements not required by the development.

## **ADMINISTRATIVE IMPLICATIONS:**

General administration of the road closure bylaw and land sale is not specifically included in the Legislative and Corporate Services work plan.

## **ASSET MANAGEMENT IMPLICATIONS:**

Staff have no concerns regarding the closure of this portion of Harmston Avenue. The current road profile is much wider than currently needed, and staff do not anticipate the additional width being required in the future.

## **STRATEGIC PRIORITIES REFERENCE:**

**We focus on organizational and governance excellence**

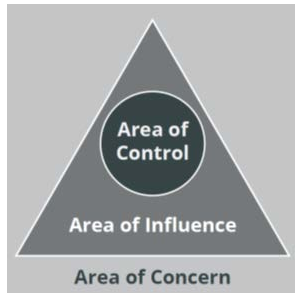
- We support meeting the fundamental corporate and statutory obligations



● Communication with our community is a priority, and is considered in all decisions we make

**We invest in our key relationships**

▲ 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:**

Statutory in nature.

**REGIONAL GROWTH STRATEGY REFERENCE:**

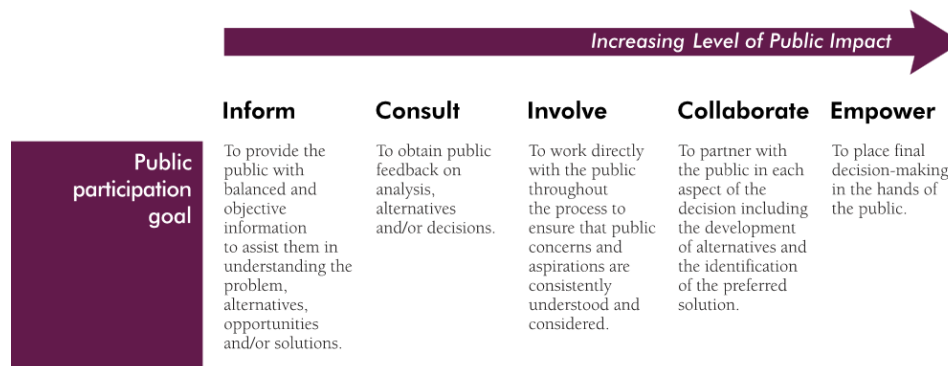
Statutory in nature.

**CITIZEN/PUBLIC ENGAGEMENT:**

Pursuant to sections 26 and 40 of the *Community Charter*, publication of notice is required for the road closure and the subsequent disposition of land. Notification will be published after third reading and before final adoption of Bylaw No. 2920 to allow public input regarding the road closure.

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)



**OPTIONS:**

OPTION 1: That Council approve in principle the closure of an approximately 4.4 metre wide portion of Harmston Avenue;

That subject to public input, Council approve the disposition of the portion of closed road adjacent to the Comox Valley Regional District (CVRD) property and current School District 71 property, 567 square metres in size, to the CVRD for the appraised value of \$130,640 less the cost of any road improvements performed by the CVRD not required by the development of the new CVRD administration building; and

That statutory notice for the road closure and property disposition be published pursuant to section 94 of the *Community Charter*. (Recommended)

OPTION 2: That Council not approve the road closure bylaw and sale of property.

OPTION 3: That Council refer the report back to staff to negotiate a different arrangement.

Prepared by:



John Ward, CMC  
Director of Legislative and Corporate Services

*Attachments:*

1. *Letter from CVRD dated April 6<sup>th</sup> 2017*
2. *Reference plan showing area of road disposition*

**Office of the Chief Administrative Officer**

600 Comox Road, Courtenay, BC V9N 3P6  
Tel: 250-334-6000 Fax: 250-334-4358  
Toll free: 1-800-331-6007  
www.comoxvalleyrd.ca



File: 890-20/IAB

April 6, 2017

Sent via email only: [dallen@courtenay.ca](mailto:dallen@courtenay.ca)

David Allen  
Chief Administrative Officer  
City of Courtenay  
830 Cliffe Avenue  
Courtenay, BC V9N 2J7

Dear David:

**Re: Disposition of Harmston Avenue right-of-way**

As you know Comox Valley Regional District (CVRD) is developing the design for the new Comox Valley Civic Centre – Regional Office Project on Harmston Ave. As part of the design process CVRD staff and consultants met with staff from City of Courtenay (City) to discuss the project. City staff identified parking as a concern in the neighbourhood and this is something CVRD have also heard as part of our neighbourhood engagement.

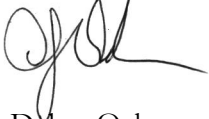
During the meeting City staff indicated a potential willingness to dispose of a five metre section of the Harmston Avenue right-of-way (ROW) adjacent to our property. While other roads in the area are constructed to a 20 metre width, this road was apparently constructed to a wider 25 metre standard, potentially to accommodate additional traffic and parking demand generated by the Courtenay Junior School which was located there previously. As this school no longer exists, the road width could be considered excessive and an asset management burden for the City.

City staff have also indicated that as part of this project, CVRD will be required to upgrade the Harmston Avenue ROW to the centreline in front of our property. A 20 metre road cross section has been provided to CVRD which includes new sidewalk, curb and gutter as well as paved parallel parking and road surfaces. CVRD's consultants have also identified the potential opportunity to extend the angle parking on Harmston Avenue all the way to 5<sup>th</sup> Street which would significantly increase public street parking in the area. Currently the angle parking street markings only exist on approximately half of Harmston Avenue between Cumberland Road to 6<sup>th</sup> Street.

The CVRD is willing to fund new pavement markings needed to extend angle parking and to upgrade Harmston Avenue to the centreline in front of our property and the existing School District No. 71 (SD71) property, which CVRD will own in approximately five years. This would greatly improve parking availability for neighbouring businesses and residents as well as those accessing the Comox Valley Civic Centre – Regional Office. In exchange CVRD would request that the City approve the disposition of five metres of Harmston Avenue ROW fronting our property and the SD71 property (approximately from Cumberland Road to 7<sup>th</sup> Avenue) to CVRD.

We would very much like to incorporate this space into the project's site design and look forward to hearing back from you on this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Debra Oakman', with a long horizontal flourish extending to the right.

Debra Oakman, CPA, CMA  
Chief Administrative Officer

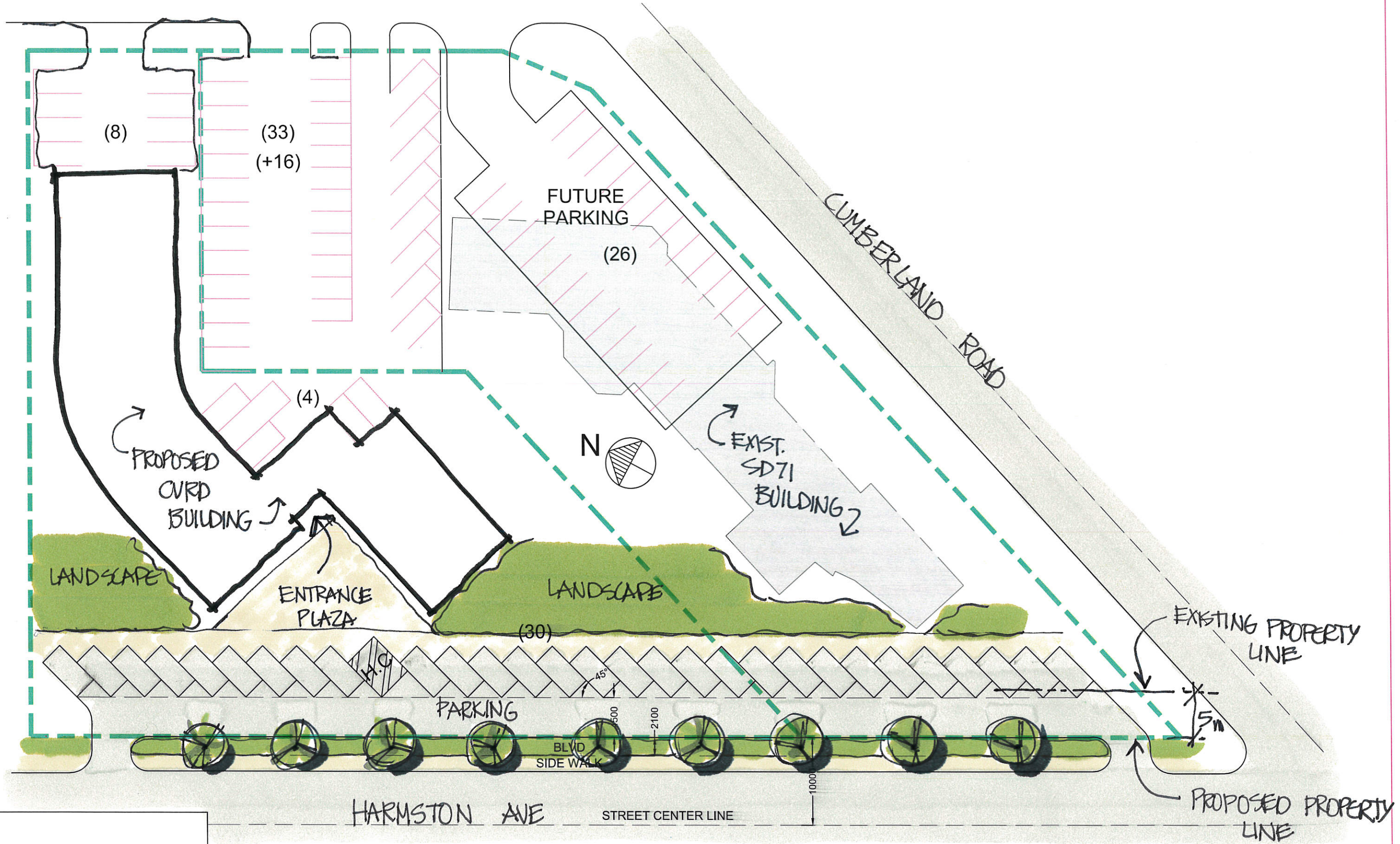
Enclosure: Harmston Avenue parking illustration

cc: Michael Zbarsky, Manager of Transit and Sustainability



COMOX VALLEY CIVIC CENTRE  
Regional Office Project

Site Plan



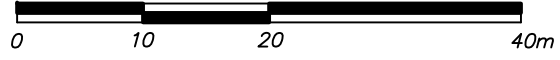


**PROPOSED ROAD CLOSURE OF PART OF SECTION 61,  
COMOX DISTRICT, SHOWN DEDICATED AS ROAD ON  
PLAN 472-B**

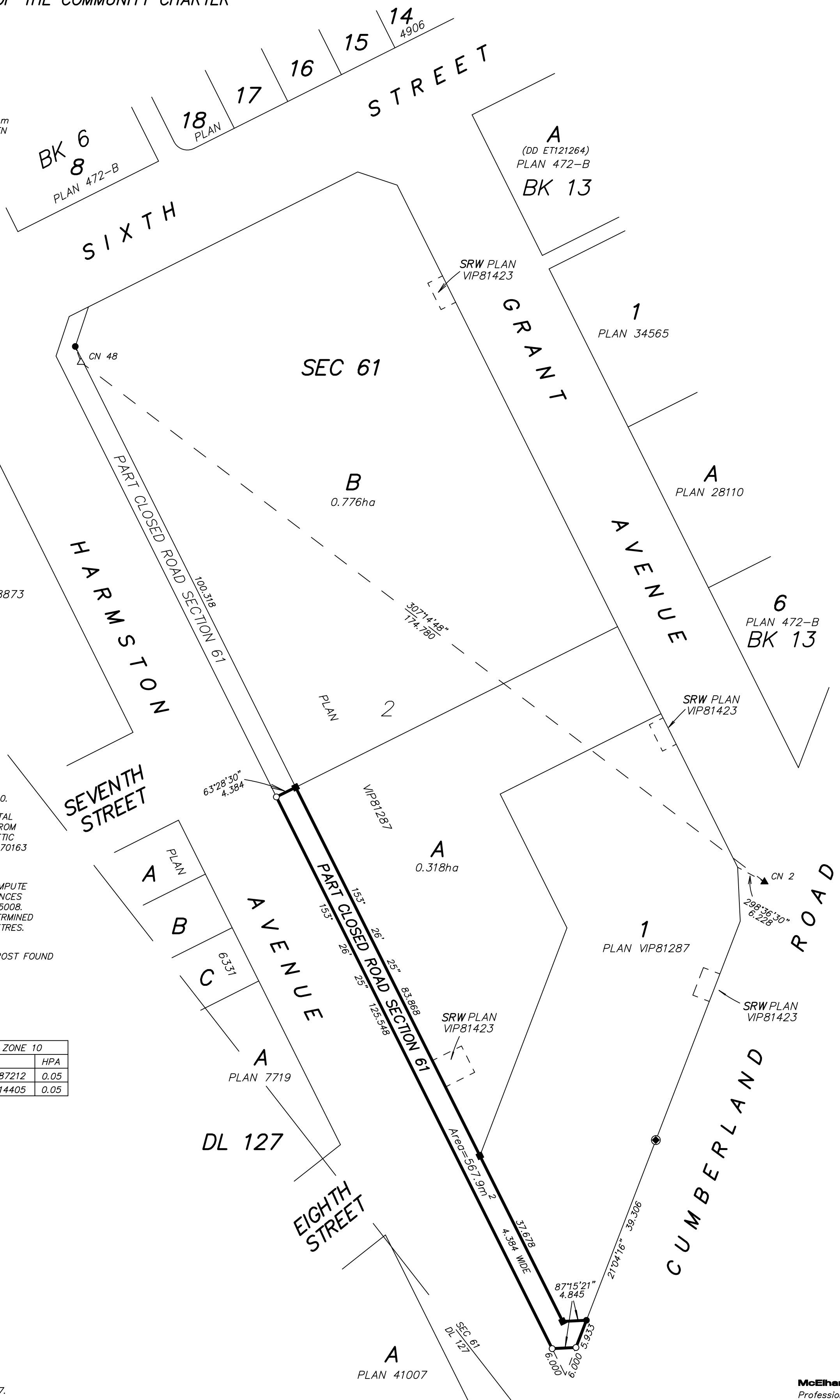
PURSUANT TO SECTION 120 OF THE LAND TITLE ACT  
PURSUANT TO SECTION 40 OF THE COMMUNITY CHARTER  
BCGS 92F 065

SCALE: 1:600

ALL DISTANCES ARE IN METRES.



THE INTENDED PLOT SIZE OF THIS PLAN IS 560mm  
IN HEIGHT BY 432mm IN WIDTH ( C SIZE ) WHEN  
PLOTTED AT A SCALE OF 1 : 600



**LEGEND**

GRID BEARINGS ARE DERIVED FROM DIFFERENTIAL  
CARRIER PHASE GNSS OBSERVATIONS AND ARE  
REFERRED TO THE CENTRAL MERIDIAN OF ZONE 10.

THE UTM COORDINATES AND ESTIMATED HORIZONTAL  
POSITIONAL ACCURACY ACHIEVED ARE DERIVED FROM  
DUAL FREQUENCY GNSS BASELINE TIES TO GEODETIC  
CONTROL MARKERS 496919 ( 90H6255 ) AND 370163  
( 90H6253 ).

THIS PLAN SHOWS HORIZONTAL GROUND-LEVEL  
DISTANCES UNLESS OTHERWISE SPECIFIED. TO COMPUTE  
GRID DISTANCES, MULTIPLY GROUND-LEVEL DISTANCES  
BY THE AVERAGE COMBINED FACTOR OF 0.999855008.  
THE AVERAGE COMBINED FACTOR HAS BEEN DETERMINED  
BASED ON AN ELLIPSOIDAL ELEVATION OF 6.7 METRES.

- - DENOTES STANDARD IRON POST FOUND
- ⊙ - DENOTES NON STANDARD ROUND IRON POST FOUND
- - DENOTES LEAD PLUG FOUND
- ▲ - DENOTES TRAVERSE HUB FOUND
- - DENOTES LEAD PLUG SET
- - DENOTES STANDARD IRON POST SET
- △ - DENOTES TRAVERSE HUB SET
- CN - DENOTES CONCRETE NAIL

NAD83 ( CSRS ) 3.0.0.BC.1.NVI, UTM ZONE 10				
TH	NORTHING	EASTING	CSF	HPA
CN 2	5505801.31	355684.44	0.99985487212	0.05
CN 48	5505907.08	355545.33	0.99985514405	0.05

**AUGUST 2, 2017**

THIS PLAN LIES WITHIN THE JURISDICTION OF  
THE APPROVING OFFICER FOR THE CITY  
OF COURTENAY

THE FIELD SURVEY REPRESENTED BY THIS PLAN  
WAS COMPLETED ON THE XTH DAY OF XXX, 2017.  
MICHAEL J. HANSEN, BCLS 815

THIS PLAN LIES WITHIN THE COMOX VALLEY  
REGIONAL DISTRICT AND THE CITY OF  
COURTENAY

**McElhanney Associates**  
Professional Land Surveyors  
495 - 6th Street  
Courtenay, B.C. V9N 6V4  
Tel. 338-5495  
File 05620 RD CLS CVRD



## STAFF REPORT

To: Council

File No.: 3060-20-1721

From: Chief Administrative Officer

Date: March 19, 2018

Subject: Development Permit with Variances No. 1721 – 237, 243, 255, 267 - 3rd Street

### PURPOSE:

The purpose of this report is for Council to consider a Development Permit with Variances to permit the construction of a building at 237, 243, 255, 267 3<sup>rd</sup> Street. A variance to the required side yard building setback is being sought to facilitate the development.

### CAO RECOMMENDATIONS:

That based on the March 19, 2018 staff report “Development Permit with Variances No. 1721 – 237, 243, 255, 267 – 3rd Street,” Council approve OPTION 1 and proceed with issuing Development Permit with Variances No. 1721.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

The subject site has been recently consolidated into two parcels and is located on the southeast corner of 3<sup>rd</sup> Street and Cliffe Avenue.

The properties are zoned Public Use and Assembly One Zone (PA-1) and the site is occupied by the Comox Valley Child Development Association (CVCDA). The CVCDA is proposing to demolish and replace one of their building' to create additional space for their autism program (**Figure No. 1**).

The site is accessed off of 3rd Street and is serviced by City water and sewer services.



**Figure No. 1**  
**Development Site (outlined in red)**  
**Location of new building (outlined in green)**

The site is located in the Old Orchard neighbourhood in close proximity to Courtenay’s Downtown District. The Old Orchard area is a mixed use neighbourhood and acts as a transition between the core commercial area Downtown and residential neighborhoods beyond the Downtown core. Single family residential uses surround the property to the north, east and west.

The CVFDA offers both individual and group programs including early intervention programs, infant development programs, preschool programs and autism programs for children. More recently, the CVFDA has received provincial funding and, as a result, is expanding their autism program.

The development involves the demolition of a 115 m<sup>2</sup> section of the existing one story building situated north side of the property and its replacement with a slightly larger building of 187.7 m<sup>2</sup>. A review of the site plan indicates an additional 72.7 m<sup>2</sup> of floor area is being constructed to accommodate the new autism program. The floor plan suggests that the building will contain office space, a gym, kitchen facilities, washroom facilities and meeting and treatment rooms.

With this development no changes are proposed to the existing parking area, fencing, or landscaping. The applicant has provided plans illustrating the building design, elevation and location (**Attachment No. 2**).

The purpose of the following is to evaluate the form and character of the proposed development based on the Official Community Plan (OCP) guidelines and to determine whether the requested variance is appropriate based on site conditions and community interests. With this project the applicant is requesting a variance to the side yard setback in the PA-1 zone. Table 1 compares the applicant’s proposal with the required side yard setback in the PA-1 zone and the current side yard setback of the section of building that is being demolished.

<b>Zone</b>	<b>PA-1 Zone</b>	<b>Existing Building Setback from Side Property Line</b>	<b>Current Proposal</b>
<u>Side Yard Setback</u>	9.0 m	0.30 m	0.23 m

**DISCUSSION:**

Official Community Plan Review

The subject property is designated Public Institutional in the Official Community Plan (OCP). Policies in the OCP focus on providing institutional uses close to Courtenay’s Downtown District and supporting community services that complement adjacent residential neighbourhoods. The proposed development is subject to the Old Orchard Development Permit guidelines.

Form and Character

The proposed building is contemporary in style and utilizes high quality durable building materials such as hardi cement siding, wood and glass. Limited amounts of metal will be used for roofing materials and vinyl will be used for window and door frames.

To reduce the bulk of the building, the roofline is articulated and transitions from a flat roofline to a large gable in the centre. Gabled roof lines are typical in the Old Orchard area as many of the adjacent buildings to the north, east and west have gabled roof lines.

Regarding the building's entryway, the principal entrance to the building addition has been located facing the courtyard and is defined by a recessed entryway. The development has multiple windows located at each elevation including multi-pane windows and windows that are rectangular and triangular in shape. All windows and doors have been articulated with a thick wood trim.

Perceived building mass is reduced by breaking up larger glazed areas into smaller components, varying the building's roof line and implementing glazing on all building facades. The building's northern facade is directly adjacent to residential uses and has been intentionally been left blank (void of windows) to ensure privacy is maintained for adjacent users and to comply with BC Building Code requirements.

The proposed development is generally consistent with the form and character development permit guidelines. The development compliments the heritage character of the neighbourhood, respects the rhythm and scale of the streetscape and provides a pleasant articulated front façade.

#### Siting, Landscape & Screening

The site is already landscaped with mature coniferous and deciduous trees, shrubs and groundcovers. Landscaping is established around the properties perimeter, including the parking area and inside the property lines facing 3<sup>rd</sup> Street and Cliffe Avenue.

The proposed development is located in the middle of the site in the property's side yard and requires some tree cutting to allow the contractor to access the building site. The site plan indicates that a total of six trees require removal and four trees are being replaced by the applicant. In accordance with the City Tree Bylaw, the applicant will require a tree cutting permit and will have to pay for the remaining two trees that are not being replaced. The applicant has been advised of this requirement and is currently working towards the submission of a tree cutting permit.

Staff believes the project meets the landscaping guidelines in that: trees are being retained where feasible; the landscaping is street-orientated with low lying ground-covers and shrubs varieties adjacent to all public sidewalks surrounding the site; onsite landscaping incorporates water conserving principles and consideration has been given to the driveway area and pedestrian access to the street which are fully landscaped. The applicant is retaining a majority of the landscaping with the exception of two cedar trees directly adjacent to the building site.

#### Lighting

Consistent with the guidelines, all new exterior lighting is full cut off and flat lens luminaries to prevent glare on neighbouring properties. For the safety of users on site, the site's courtyard will be well lit during periods of dark weather during CVCDA business hours.

#### Signage

The applicant indicates no new signage is being proposed with this development. If signage is to be placed on the property in the future, the applicant will be required to apply for a sign permit with the City. Signage will be evaluated under a separate application.

### Lot Consolidation Plan

The development site is comprised of six parcels, five of which have been consolidated (Lots 14, 17, 18, 21, and 22, Section 61, Comox District, Plan 1517 and become Parcel B. The remaining parcel, Lot 8, Plan 2834 will remain as a separately titled lot. The consolidation of these parcels it was recommended to avoid multiple variance applications.

### Zoning Review

The use is permitted in PA-1 zone. However, as mentioned earlier, the project requires a variance.

Zoning Bylaw No. 2500 requires buildings in the PA-1 zone to be setback 9.0 metres from the side property line. The existing building that is being demolished and replaced is legal non-conforming in terms of its siting and is located 0.30m away from the side property line. The proposed building contains a larger building footprint than the existing building and will be sited slightly closer to the side property line at 0.23m.



**Figure No. 2**  
**Lot Consolidation**

Staff consider the proposed variance to be minor in nature and will have minimal impact on adjacent properties for the following reasons: The proposed reduced setback will be adjacent to the residential properties rear yards and garages. The proposed building has been intentionally designed to reduce overlook onto neighbouring properties in that it is a single story building that is 5.0 metres in height and does not include windows or doorways on its northern elevation. This acts to maintain privacy for adjacent residential uses.

The proposed development meets other zoning regulations regarding building height, lot coverage, front and rear yard setbacks and the side yard setback along 3<sup>rd</sup> Street.

### Parking and Loading

The parking area is accessed off of 3<sup>rd</sup> Street and this access will remain. The applicant is providing 17 parking spaces and a review of the site plan indicates the applicant complies with all parking regulations for number of spaces, parking space aisle widths and lengths, minimum aisle widths and width of driveway access.

### Parking Covenant

A portion of the parking area occupies Lot 8, Plan 2834. As a result, a parking covenant is required in order ensure parking is being provided and secured in perpetuity for the development. A draft parking covenant has been submitted and reviewed by staff. The registration of the parking covenant is required prior to the issuance of a building 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 permit with variances for this specific development is \$4,000.

Should Development Permit with Variances No. 1721 be approved, the applicant will be required to pay Development Cost Charges at the time of building permit application if construction value exceeds \$50,000.

Building Permit application fees 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 as a statutory component in the current work plan. Staff has spent 17 hours reviewing the application, conducting a site visit and meeting with the applicant to request additional and revised application submissions.

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

**ASSET MANAGEMENT IMPLICATIONS:**

There are no direct asset management implications related to this application. This is an infill development that will utilize 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 falls within Council’s jurisdictional authority to act.

**OFFICIAL COMMUNITY PLAN REFERENCE:**

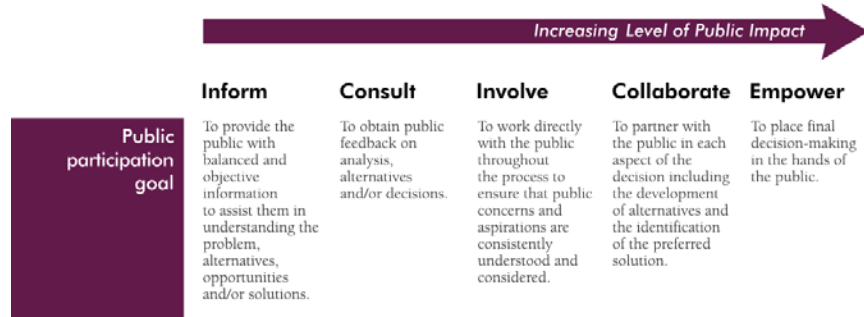
Policy 4.11.1 - The City of Courtenay supports the provision of high level of community services related to improving the quality of life for the area. These services include policing, fire and rescue, cultural and social program support, seniors care and educational centres.

**REGIONAL GROWTH STRATEGY REFERENCE:**

Goal 7: Public Health and Safety - Support a high quality of life through the protection and enhancement of community health, safety and well-being.

**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**”. In accordance with the *Local Government Act*, the City has notified property owners and occupants within 30m of the subject property with regard to the proposed amendment.



The applicant held a public information meeting on October 16, 2017 and no one attended. To date, 1 written response has been received (**Attachment No. 2**). This property owner does not oppose the development and stressed the importance of retaining the existing landscaping on the site.

In the fall of 2017 the applicant went door to door talking with property owners and occupiers within 30 metres of the development site. The applicant reported only receiving support for the project while speaking to these property owners.

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:** (Recommended): Approve Development Permit with Variances No. 1721.

**OPTION 2:** Defer issuance of Development Permit with Variances No. 1721 pending receipt of further information.

**OPTION 3:** Not approve Development Permit with Variances No. 1721.

Prepared by:

Dana Beatson, MCIP, RPP  
Land Use Planner

Reviewed by:

Ian Buck, MCIP, RPP  
Director of Development Services

*Attachments*

1. *Attachment No. 1: Draft Development Permit No. 1721*
2. *Attachment No. 2: Applicants Submissions*
3. *Attachment No. 3: Public Comments Submitted to the City*



**Attachment No. 1**

**Draft Permit**

**THE CORPORATION OF THE CITY OF COURTENAY**

**Permit No. 3060-20-1721**

**DEVELOPMENT PERMIT WITH VARIANCES**

March 19, 2018

**To issue a Development Permit with Variances**

**To:** Comox Valley Child Development Association  
237 3<sup>rd</sup> Street  
Courtenay BC  
V5N 1E1

**Property to which permit refers:**

Legal (s): Parcel B, Section 61, Comox District, Plan 1517  
Lot 8, Section 61, Comox District, Plan 2834

Civic (s): 237, 243, 255, 267 3<sup>rd</sup> Street

**Conditions of Permit:**

Permit issued to allow the construction of 187.7 m<sup>2</sup> building with the following variance to the City of Courtenay Zoning Bylaw No. 2500, 2007:

**8.26.5 (3) Setbacks**

Reduce the required side yard setback from 9.0 metres to 0.23 metres

Development Permit with Variances No. 1721 is subject to the following conditions:

1. That development shall be in conformance with the plans contained in **Schedule No.1**;
2. All new and upgraded street lighting in the existing and proposed development must use Full Cut Off/F lat Lens (FCO/FL) luminaries to light roads, parking, loading and pedestrian areas. Exterior building lighting must have FCO lighting fixtures;
3. A sign permit shall be obtained prior to any signage being installed on the property;
4. All parking lots must be developed in accordance with Zoning Bylaw No. 2500, 2007, Division 7, Off-Street Parking and Loading Spaces;
5. All parking lots that accommodate two or more vehicles must be surfaced with a bituminous or other dust free surface; and
6. In accordance with Zoning Bylaw No. 2500, 2007, Division 7, Off-Street Parking and Loading Spaces; a parking a covenant must be registered on Lot 8, Section 61, Comox District, Plan 2834 prior to the issuance of a building permit.

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

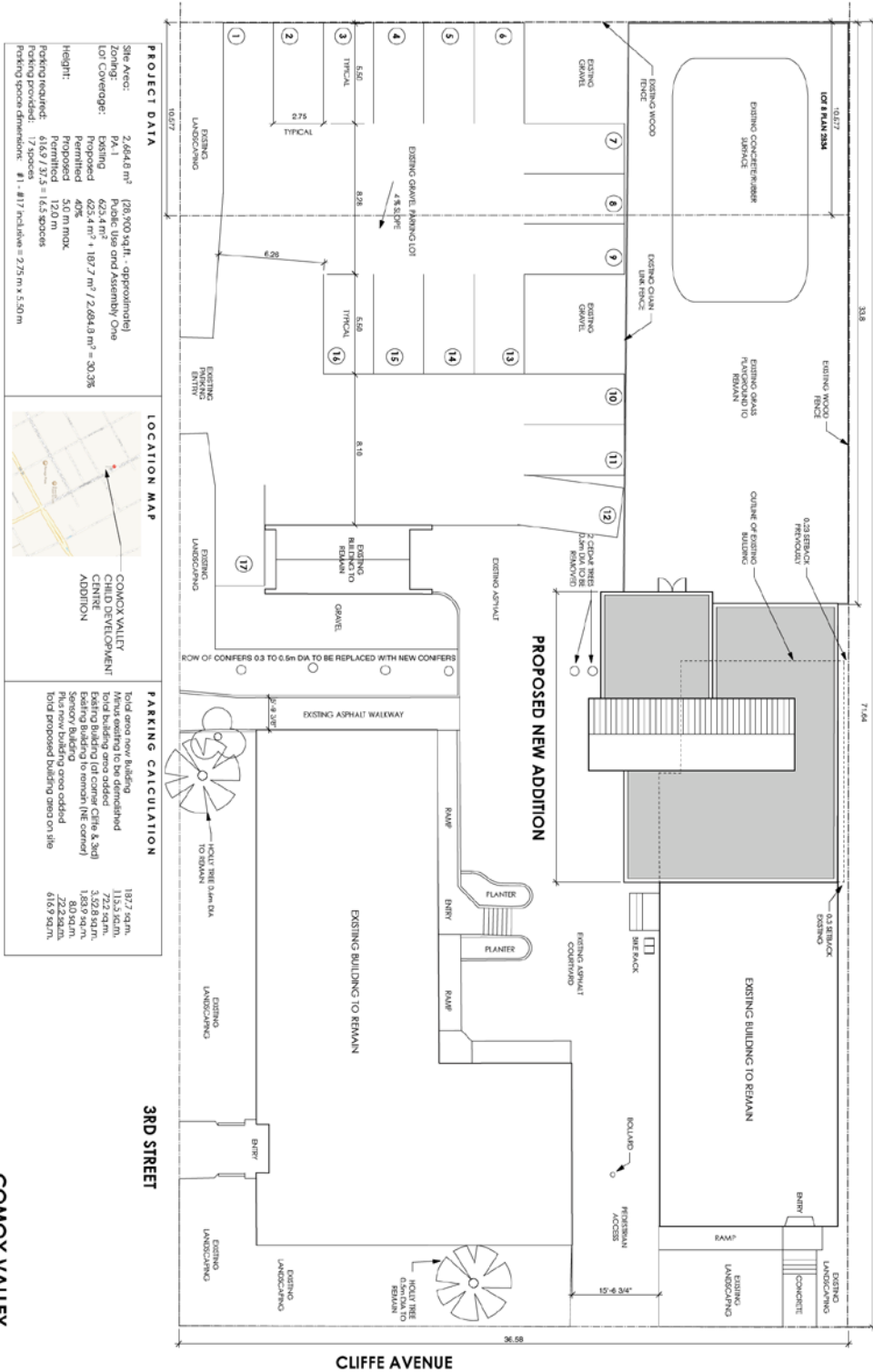
That if the permit holder has not substantially commenced the construction authorized by this permit within (12) months after the date it was issued, the permit lapses.

---

Date

---

Director of Legislative Services



**PROJECT DATA**

Site Area:	2,664.6 m <sup>2</sup> (26,700 sq ft. - approximate)
Zoning:	PA-1 Public Use and Assembly One
Lot Coverage:	Proposed 42.5% Permitted 47%
Height:	Proposed 5.0 m max Permitted 12.0 m
Building height:	12.0 m
Parking stalls:	17 stalls
Parking space dimensions:	#1 - 417 incl. aisle = 2.75 m x 5.50 m



**PARKING CALCULATION**

lot area new building	1877 sq.m.
lot area existing building	727 sq.m.
total building area outdoor	3,528 sq.m.
existing building (at corner Cliffe & 3rd)	1,889 sq.m.
plus new building area outdoor	2,222 sq.m.
total proposed building area on site	4,159 sq.m.

**PHILIPPA ATWOOD ARCHITECT**  
 phil@patawoodarchitect.ca  
 5 Little Bear Way, Royston BC  
 V2O 0X0 D4S3

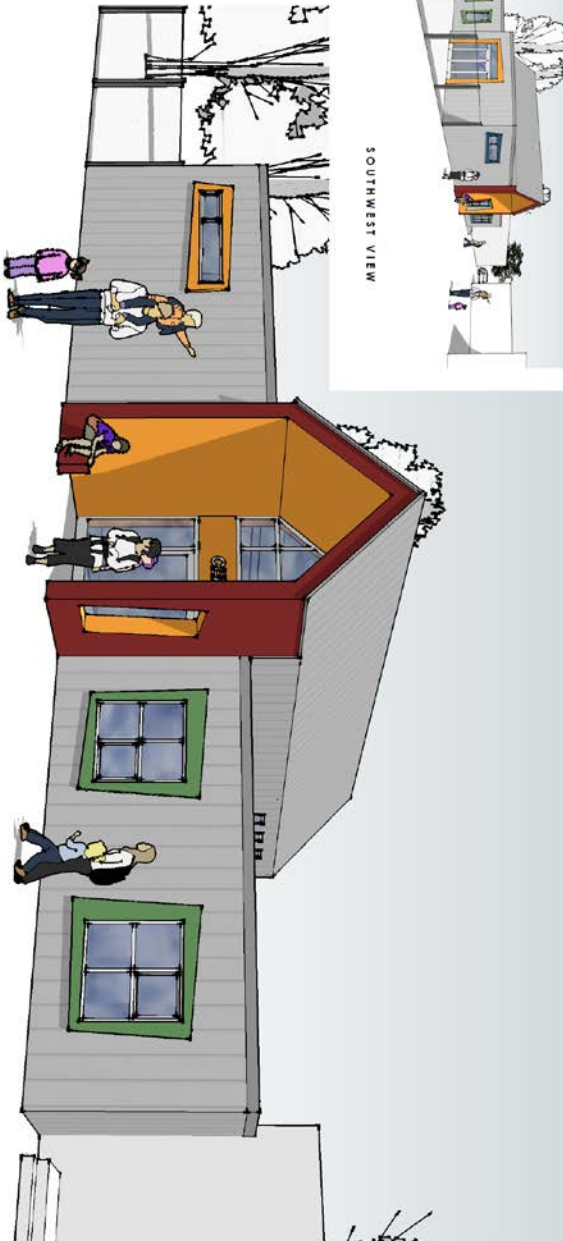
**COMOX VALLEY CHILD DEVELOPMENT ASSOCIATION**  
 237 THIRD STREET, COURTENAY BC  
 FEBRUARY 3, 2018

**PROPOSED AUTISM ADDITION**  
 SITE PLAN Rev. 02

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SOUTHWEST VIEW



**MATERIALS**

CLADDING	WALL - Hardboard Semo 8 - Painted BM 2121-40 Silver Hill Cedar
ENTRY	Hardboard - Painted BM 2004-110 Deep Roots and
ROOF	Hardboard - Painted BM 2004-110 Deep Roots and
TRIM	Hardboard - Painted BM 2124-30 Deep Sky
FLASHING	Combined Splice - Painted BM 2124-30 Deep Sky
SKYLIGHT	Pre-finished Metal - Grey
SKYLIGHT	Pre-finished Metal - Grey
SKYLIGHT	Pre-finished Metal - Grey
WINDOW TRIM	Painted BM 2004-30 Creamy Fields and entry colours.
DOORS	Vinyl/Door & Home - White

**PHILIPA ATWOOD ARCHITECT**  
 philipa@atwoodarchitect.ca  
 5 Little Beach Way, Port Moody BC  
 200.0004930

**PROPOSED AUTISM ADDITION**

**COMOX VALLEY  
 CHILD DEVELOPMENT ASSOCIATION**  
 237 THIRD STREET, COURTENAY BC  
 FEBRUARY 5, 2018

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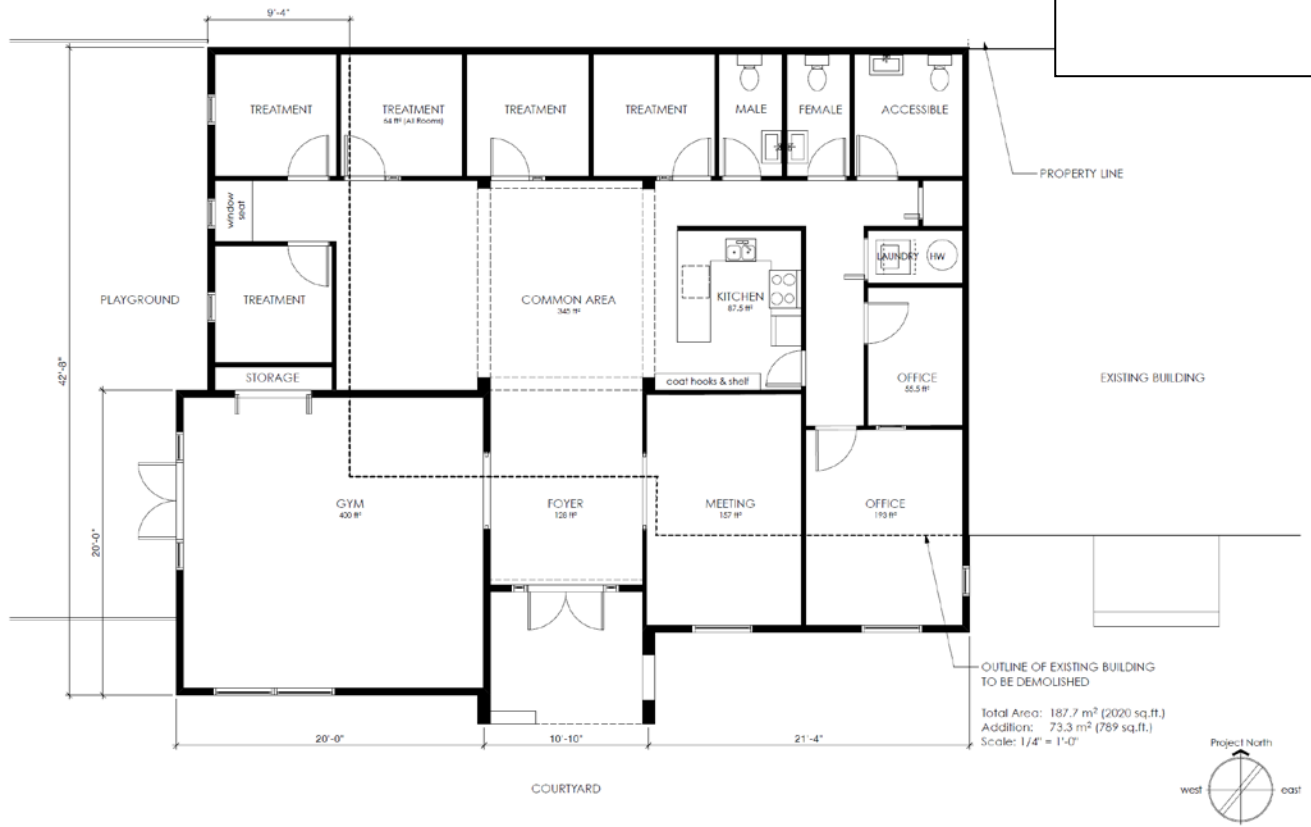
**PHILIPA ALWOOD ARCHITECT**  
PHILIPA ALWOOD ARCHITECT  
5 Little Bear Way, Rosslyn BC  
250.703.0433

**PROPOSED AUTISM ADDITION**

**COMOX VALLEY CHILD DEVELOPMENT ASSOCIATION**  
237 THIRD STREET, COURTENAY BC  
FEBRUARY 5, 2018

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**Attachment No. 2**



Total Area: 187.7 m<sup>2</sup> (2020 sq.ft.)  
 Addition: 73.3 m<sup>2</sup> (789 sq.ft.)  
 Scale: 1/4" = 1'-0"

**MAIN FLOOR PLAN**  
**PROPOSED AUTISM ADDITION**

**COMOX VALLEY CHILD DEVELOPMENT ASSOCIATION**

**PHILLIPA ATWOOD ARCHITECT**  
 plppa@patwoodarchitect.ca  
 5 Little Bear Way, Royston BC  
 250.703.0433

237 THIRD STREET, COURTENAY BC  
 JUNE 1, 2017

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**Attachment No. 3**  
**Public Comments**

**Blamire, Susan**

---

**From:** [REDACTED]  
**Sent:** September-27-17 10:12 AM  
**To:** PlanningAlias  
**Cc:** [REDACTED]  
**Subject:** RE: 3RD Street planning

Dear Dana Braxton

Thank you for the leaflet about the changes at Duncan and 3rd Street.

I work across the way at 318 B Duncan Avenue.

I think that landscaping and greenery is important for a healthy down town. Trees and shrubs clean the air and help with noise pollution.

I don't like the idea of less landscaping space.

I won't be attending meetings on this issue.

Good luck. A new building will look nice on the block but keep the area green please!

Respectfully,

[REDACTED]

Sent from my Samsung Galaxy smartphone.







## STAFF REPORT

**To:** Council

**File No.:** 3060-20-1722

**From:** Chief Administrative Officer

**Date:** March 19, 2018

**Subject:** Development Permit with Variances No. 1722 – 361 Hunt Road

### PURPOSE:

The purpose of this report is for Council to consider a Development Permit with Variances to permit a patio addition to the Playtime Gaming Facility at 361 Hunt Road. Variances to the required rear and side yard building setbacks are being sought to facilitate the development.

### CAO RECOMMENDATIONS:

That based on the March 19, 2018 staff report “Development Permit with Variances No. 1722 – 361 Hunt Road,” Council approve OPTION 1 and proceed with issuing Development Permit with Variances No. 1722.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

The subject properties are located at 361 Hunt Road, legally described as Lots 1 and 2, Section 14, Comox District, Plan EPP23850, as shown in **Figure No. 1**. The site is split zoned with both Commercial 4 Zone (C-4) and Multiple Use Two Zone (MU-2) zoning (**Figure No. 2**).

The site is currently accessed off of Hunt Road and is serviced by City water and sewer services. The Chances Playtime gaming facility (i.e. the Casino) occupies the southeast portion of the site.

The site is located in a mixed use area with commercial and residential uses. Commercial uses to the north include financial institutions, a post office and a funeral home. To the south there is vacant parkland along with residential uses and Hunt Road lies to the east.

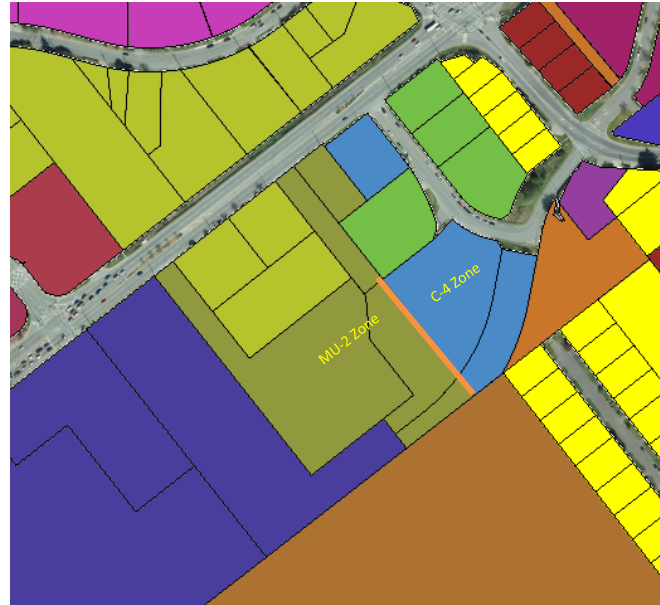


*Figure No. 1 Location Map*

Immediately to the west of the development site, there is a residential apartment operated by BC Housing. Further to the west there is a shopping mall (i.e. the Superstore) and a restaurant with an outdoor patio (the Mex Pub).

In the fall of 2017 Gateway Casinos and Entertainment applied for a development permit for a new patio space which is associated with the introduction of their signature restaurant (MATCH).

As part of the overall re-development plan for the casino and restaurant is the construction of a 175 m<sup>2</sup> (1,890 ft<sup>2</sup>) 111 seat outdoor patio proposed adjacent to the west façade of the building. The applicant has indicated the patio is expected to be used seasonally (i.e. 40% of the year) and will open from 11 am to midnight seven days per week. In addition to the patio, a stage for a live band is being installed inside the restaurant.



**Figure No. 2 Zoning Map**  
 (zoning boundary highlighted in orange)

The intent of this development is to create a more modern and inviting atmosphere for patrons including families.

The development will involve a partial demolition of the western building façade including the removal and replacement of exterior building walls, doorways, sidewalk, curbing, and boulders. No changes are proposed to the existing parking area, loading area or waste receptacle area.

The applicant has provided conceptual plans illustrating the patio design, location and proposed landscaping treatments (*Schedules No 1 and 2 of the draft permit*).

The following sections are to evaluate the form and character of the proposed re-development based on the Official Community Plan (OCP) guidelines and to determine whether the requested variances are appropriate to the site conditions. The applicant is requesting variances to the rear yard setback in the C-4 zone and the side yard setback in the MU-2 zone. Table 1 compares the applicant’s proposal with the relevant required setbacks in the C-4 and MU-2 zones. Of note the City’s zoning bylaw specifies that for split zoned parcels the zone boundaries are considered as lot boundaries for interpretation of setback requirements, however, the addition is well within the minimum setback requirements to the legal lot boundaries. Therefore in the absence of the split zone boundary the development would comply with zoning setback provisions.

Table No. 1: Summary of Zoning Criteria and the Proposal

Zone	Zoning Criteria	Proposal
<u>C-4</u> Rear Yard Setback	6.0 m	0 m
<u>MU-2</u> Side Yard Setback	4.5 m	0 m

## **DISCUSSION:**

### Official Community Plan Review

The subject properties are designated Commercial Shopping Centre in the Official Community Plan (OCP). Policies in the Shopping Centre designation focus on the provision of retail, office, personal service and restaurant use. The proposed re-development is subject to the Commercial Development Permit guidelines which act to ensure developments have quality architectural designs and aesthetically pleasing landscapes.

### Form and Character

The proposed building design generally meets the guidelines. The design of patio addition is contemporary with clean lines, substantial glazing, and a palette of high quality, durable materials. Cladding materials include aluminum composite material, standing seam metal (galvalume) glass, concrete and cedar. The colour palette is neutral.

The development provides weather protection for patrons through a permanent fixed glazed canopy located at the midpoint of the patio along with two adjacent large heavy fabric retractable solar shades.

Building articulation is achieved through the use of varying building materials (aluminum, steel, cedar and glass) and colors (brown, black, grey, red). Visual interest is achieved through the custom fireplace feature with embedded signage located on the south side facade of the addition and the retention of the mountain-scape mural on the western façade of the existing building. Perceived building mass is reduced by breaking up larger glazed areas into smaller components, the use of glazed doorways and the use of differing building materials.

Staff believes that the scale and height of development is compatible with the scale of developments on surrounding parcels. Given that the patio is intended to be used seasonally it offers some weather protection if bad weather occurs as portions of the patio are permanently covered.

The architectural design creates visual interest through variations in building height and color and through the use of varying building materials all of which are high quality. All walls of the patio addition are finished to the same standard.

### Siting, Landscape & Screening

The applicant retained PMG Landscape Architects to prepare a landscape plan for the development. Landscaping efforts are focused along the north, western and southern perimeter of the patio. A combination of new trees, shrubs, grasses and ground covers in both deciduous and coniferous varieties are proposed in these areas to soften the adjacent sidewalk and parking area and to complement the new patio design. New decorative river rock has also been integrated into the landscape plan.

The landscape plan is generally consistent with the guidelines. Sidewalks are provided along the full length of building facades and building facades abutting the parking area. Internal pedestrian walkways have been distinguished from adjacent driving surfaces through the use of durable materials (i.e. concrete) to enhance pedestrian safety and comfort and all undeveloped areas of the site will remain in its natural state. All landscape areas are serviced by an irrigation system.

The garbage and recycling enclosure is existing and is screened from public view, is gated and is accompanied by a lean-to roof and fencing.

From an aesthetic point of view, the proposed landscaping enhances the project by adding visual texture to the building facades and acts to soften the transition between the parking areas and the building. From a functional perspective, the landscape plan aids in providing a visual noise buffer for the development, provides shade for patrons using the patio and assists in promoting water conservation through the use of water-efficient landscaping.

#### Lighting

Lighting is limited to the interior patio only, with no direct lights being introduced to the building's exterior.

#### Parking and Loading

Parking and loading is existing with no additional parking required for this development. The required parking for the development is 188 spaces and the applicant is providing 228 spaces.

#### Noise Impact Assessment

Staff requested that the applicant undertake a noise impact assessment (NIA) to address noise concerns for residential uses in close proximity to the site. The applicant retained BKL Consultants in Acoustics to conduct an assessment. After its initial review of the NIA, staff requested a revision of the patio design and these revisions were provided to the City in January 2018. Noise was mitigated through: the removal of wall mounted speakers on the west wall of the patio facing the adjacent apartment building and increasing the height of the glazing surrounding the patio to ensure that both the patio and internal noise levels meet noise criteria. The NIA is referenced in **Attachment No. 2**.

From a physical design perspective, staff feels that the applicant has alleviated some noise concerns for adjacent residences through physical design changes to the patio including: the removal of wall mounted speakers on the west wall of the patio, increasing the height of the glazing surrounding the patio and ensuring the patio windows are closed after 10:00 pm.

Additionally, the applicant has complied with internal noise levels of no more than 85 dBA and exterior noise levels of no more than 65 dBA. These noise levels are consistent with levels in the following documents:

- *World Health Organization (WHO) - Guidelines for Community Noise - 1999*
- *City of Vancouver - Vancouver Noise Bylaw 6555 - 2015*
- *Guidance for Evaluating Human Health Impacts in Environmental Assessment: Noise (Health Canada Guideline), issued by Health Canada in July 2016 (Health Canada 2016)*

From land compatibility perspective, staff believes that the expected noise levels from the patio addition will remain a concern among adjacent residential users, particularly those residents occupying the Washington Apartments. This is not limited to but includes noise stemming from patrons leaving the patio after hours and the potential increases in both pedestrian and vehicular traffic associated with the development.

If approvals are granted for this application, it should be noted that Bylaw No. 2804 is the only regulatory tool the City can utilize to address potential noise concerns. The City does not currently have an outdoor patio bylaw or any zoning regulation besides building setbacks in the C-4 or MU-2 zones to regulate accessory outdoor patios.

### Zoning Review

The use is permitted in the C-4 and MU-2 zones. However, as mentioned earlier, the project requires two variances. Below are the evaluations of the variance.

#### Rear Yard and Side Yard Setbacks

As noted in the background section, for properties with multiple zoning, the City's zoning bylaw considers the zoning boundary as a parcel boundary or property line for the purpose of interpreting setbacks. The Zoning Bylaw requires that the patio addition be set back 6.0 metres from the rear property line in the C-4 zone and 4.5 metres from the side yard property line in the MU-2 zone. The applicant is proposing that the rear and side yard setbacks be 0 metres.

The applicant's rationale relates to the split-zoning on the properties. Smaller split-zoned properties are often challenging to develop particularly for commercial businesses who wish to expand or re-develop as they do not often have the parcel size to accommodate their plans. Multiple zoning can also be restrictive because it requires building setbacks to be met in two separate zones rather than a single zone.

As the proposed addition is well within the minimum setback requirements to the legal property boundaries **staff consider the variances to the administrative zoning boundaries minor and support the request.**

### Liquor Licence Amendment

Should the development permit with variances be granted, the applicant will apply to the Provincial Liquor Control and Licensing Branch (LCLB) for a change of existing liquor licence extending liquor service area to the new patio. Council will consider this application separately in the future. City's standard process is that Council direct staff to advertise application and gather public comment through City's home page for two weeks. Then at the following meeting, Council provide a resolution or comment for the LCLB with considerations of location, capacity, hours of services, impact of noise on nearby residents, and the view of the residents.

### **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 permit with variances for this specific development is \$4,000.

Should Development Variance Permit No. 1722 be approved, the applicant will be required to pay Development Cost Charges at the time of building permit application if construction value exceeds \$50,000.

Building Permit application fees 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 40 hours reviewing the application, conducting a site visit and meeting with the applicant to request additional and revised application submissions.

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

**ASSET MANAGEMENT IMPLICATIONS:**

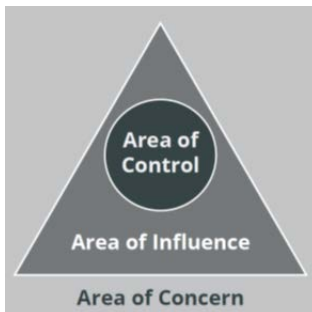
There are no direct asset management implications related to this application. This is an infill development that will utilize existing City infrastructure.

**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 falls within Council’s jurisdictional authority to act.

▲ **Area of Influence**

Matters that fall within shared or agreed jurisdiction between Council and another government or party.

■ **Area of Concern**

Matters of interest outside Council’s jurisdictional authority to act.

**OFFICIAL COMMUNITY PLAN REFERENCE:**

Policy 4.2.3 - In designated commercial areas, Council supports a wide range of retail areas, limited office, and person services areas including restaurants.

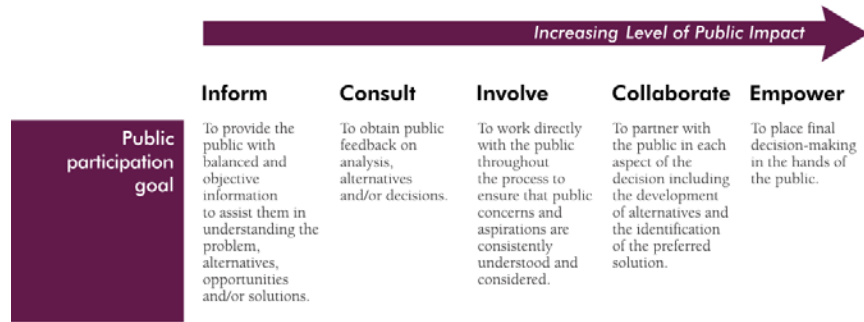
**REGIONAL GROWTH STRATEGY REFERENCE:**

3B-1 - Support the intensification of mixed-use office, retail and other commercial employment activities in Town Centres located within Core Settlement Areas.

3D-2 - Retain and attract new businesses, investment and employment in designated Town Centres located within Core Settlement Areas.

**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**”. In accordance with the *Local Government Act*, the City has notified property owners and occupants within 30m of the subject property with regard to the proposed amendment.



The applicant held a public information meeting on November 9, 2017 and two people attended. The applicant made a presentation on the proposal. To date, a total of 1 written response has been received (**Attachment No. 3**). Concerns were expressed by BC Housing over daytime and evening noise levels for the 11 tenants whose apartments are directly affected by the outdoor patio. The comments were based on the April 2017 NIA which has since been amended to address anticipated noise levels.

BC Housing was provided with the amended NIA dated January 12, 2018 and feedback was sought from BC housing on February 8<sup>th</sup> and February 20<sup>th</sup>, 2018. On March 1, 2018 BC Housing provided additional comments on the proposal reiterating their concerns with the proposed development. These concerns are referenced in **Attachment No. 3**

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 one response from BC Housing.

**OPTIONS:**

**OPTION 1:** (Recommended): Approve Development Permit with Variances No. 1722.

**OPTION 2:** Defer issuance of Development Permit with Variances No. 1722 pending receipt of further information.

**OPTION 3:** Not approve Development Permit with Variances No. 1722.

Prepared by:

Reviewed by:

Dana Beatson, MCIP, RPP  
Land Use Planner

Ian Buck, MCIP, RPP  
Director of Development Services

**Attachments:**

1. *Attachment No. 1: Draft Development Permit No. 1722*
2. *Attachment No. 2: Noise Impact Assessment*
3. *Attachment No. 3: Public Information Meeting Summary and Public Comments*

**Attachment No. 1**  
**Draft Permit**

**THE CORPORATION OF THE CITY OF COURTENAY**

**Permit No. 3060-20-1722**

**DEVELOPMENT PERMIT WITH VARIANCES**

March 19, 2018

**To issue a Development Permit**

**To:** Playtime Gaming Group Inc, Inc. No. BC1062383  
4331 Dominion Street  
Burnaby BC  
V5G 1C7

**Property to which permit refers:**

Legal (s): Lot 1, Section 14, Comox District Plan EPP23850  
Lot 2, Section 14, Comox District Plan EPP23850

Civic: 361 Hunt Road, Courtenay BC

**Conditions of Permit:**

Permit issued to permit the construction of a patio addition with the following variances to the City of Courtenay Zoning Bylaw No. 2500, 2007:

**8.14.5(3) Setbacks**

Reduce the required side yard setback from 4.5 metres to 0 metres; and

**8.21.5(2) Setbacks**

Reduce the required rear yard setback from 6.0 metres to 0 metres.

Development with Variance Permit No. 1722 is subject to the following conditions:

1. That development shall be in conformance with the plans contained in **Schedule No.1**;
2. That Landscaping be in general conformance with the plans and specifications contained in **Schedule No. 2**;
3. Submission of landscape security in the amount of \$22,290.00 (\$17,832.29 x 125%);
4. Landscaping must be completed within one year of the date of issuance of the occupancy permit by the City;
5. The minimum depth of topsoil or amended organic soil on all landscaped areas to be as follows:



shrubs – 450 mm, groundcover and grass - 300 mm and trees 300 mm around and below the rootball;

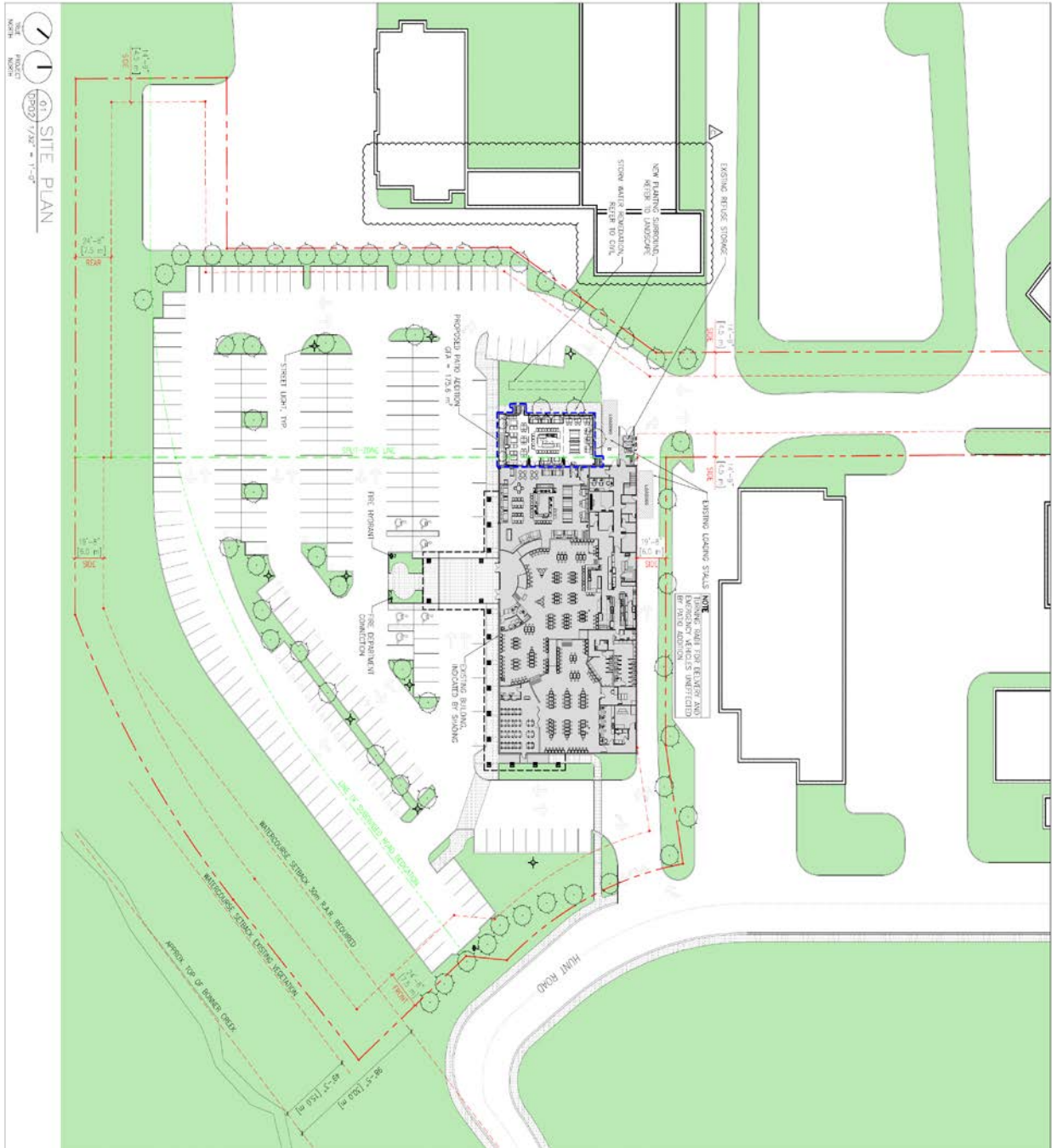
6. All new and upgraded street lighting in the existing and proposed development must use Full Cut Off/F lat Lens (FCO/FL) luminaries to light roads, parking, loading and pedestrian areas. Exterior building lighting must have FCO lighting fixtures;
7. A sign permit shall be obtained prior to any signage being installed on the property; and
8. All parking lots must be developed in accordance with Zoning Bylaw No. 2500, 2007, Division 7, Off-Street Parking and Loading Spaces.

**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.

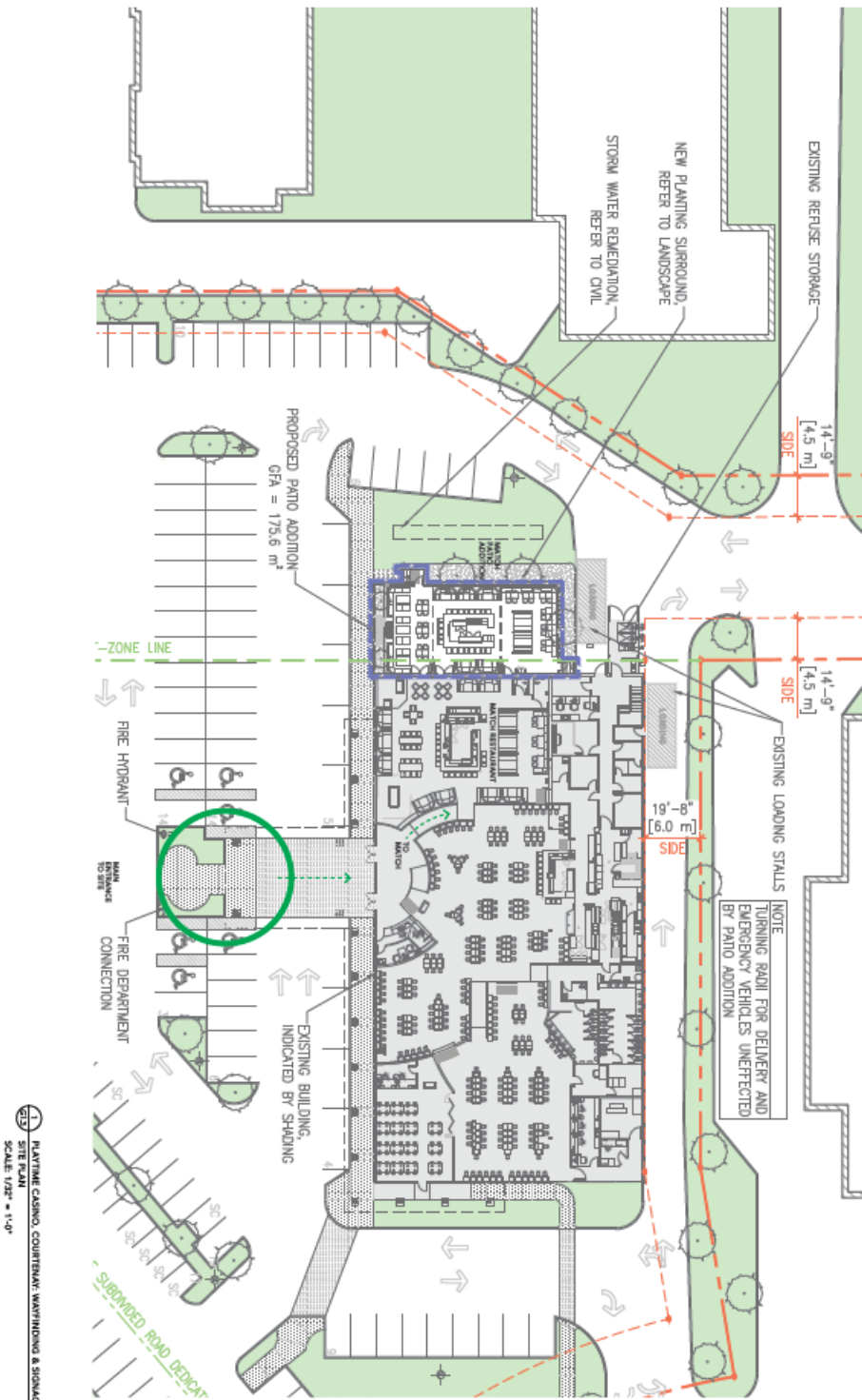
\_\_\_\_\_  
Date

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



Schedule No. 1

gsw design



TITLE SHEET PLAN  
 CLIENT: GARDEN CASINO  
 PROJECT: GARDEN CASINO, COURTROOMS, MAINTENANCE & SIGNAGE  
 PHASE: DESIGN AND CONCEPT  
 DATE: DECEMBER 2017

PLAYING CASINO, COURTROOMS, MAINTENANCE & SIGNAGE  
 SITE PLAN  
 SCALE: 1/8" = 1'-0"

G1.3

Schedule No. 1

gsw design



TITLE: EXTERIOR SIGNAGE PLAN  
 CLIENT: PLAYTIME CASINO COURTROOM  
 PROJECT: PLAYTIME CASINO COURTROOM, WATSONVILLE & SPANISH  
 DRAWN BY: GSW DESIGN  
 CHECKED BY: GSW DESIGN  
 DATE: DECEMBER 2017

**PLAYTIME CASINO COURTROOM WATSONVILLE & SPANISH**  
 EXTERIOR SIGN PLAN  
 SCALE: 1/2" = 1'-0"

G1.4

Schedule No. 1

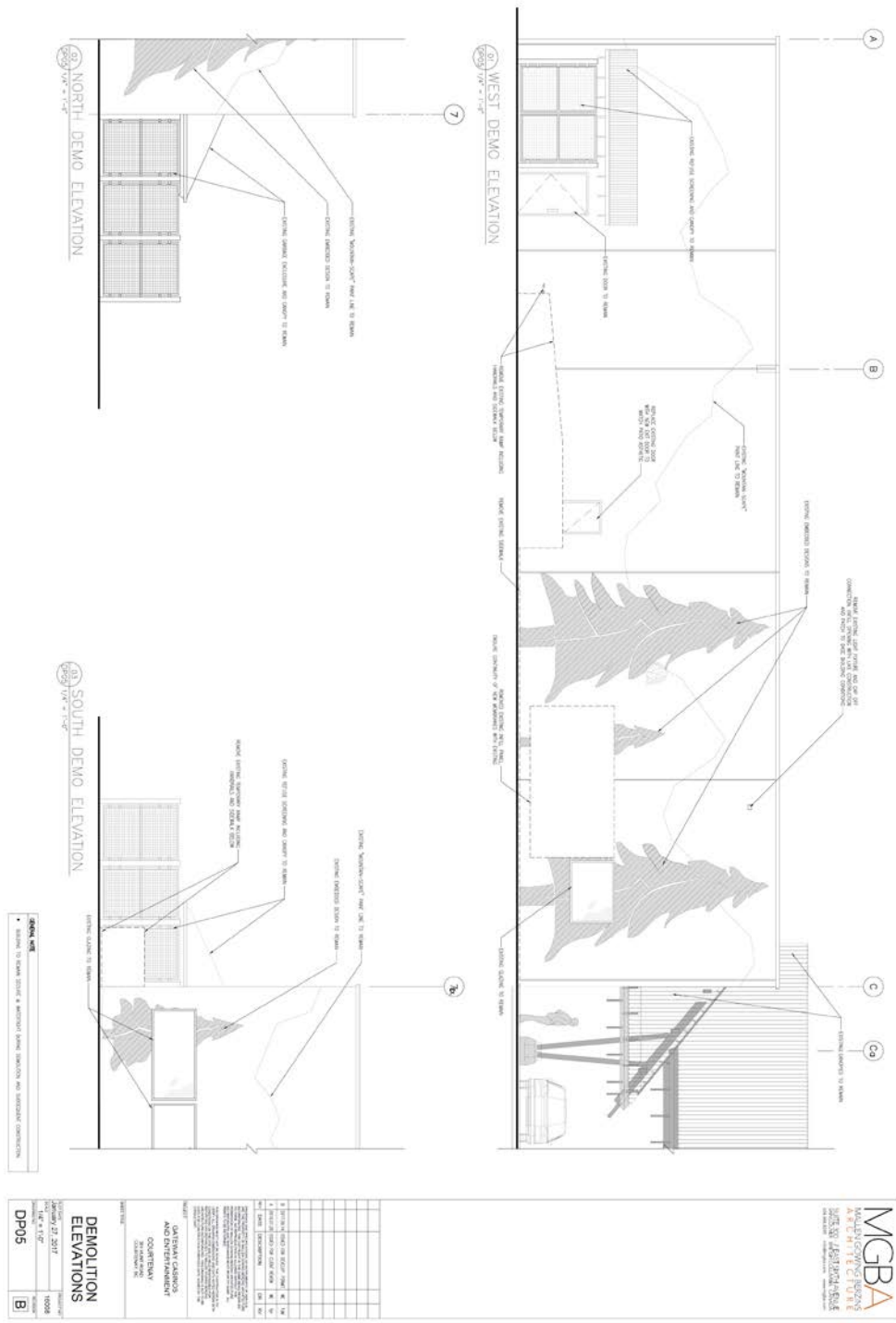


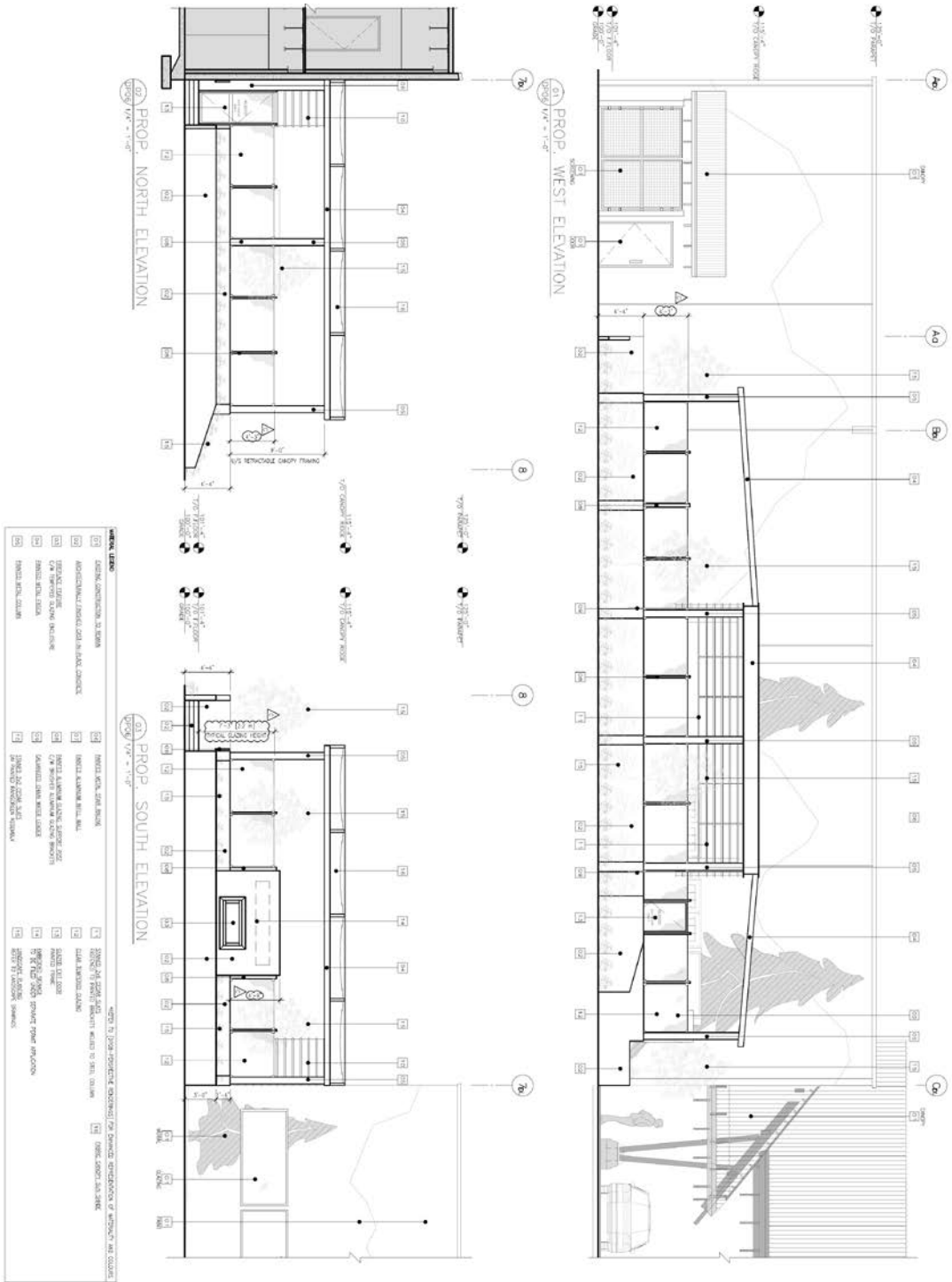
**MGBA**  
 MALDEN-CROWNE-BURNS  
 ARCHITECTURE  
 1000 WEST 10TH AVENUE  
 DENVER, CO 80202  
 TEL: 303.733.1111  
 WWW.MGBA.COM

**DEMOLITION & CONSTRUCTION PLANS**

DATE: 03/19/2018  
 DRAWN BY: [Name]  
 CHECKED BY: [Name]  
 PROJECT NO: 1722-361 HUNT RD  
 SHEET NO: DP03







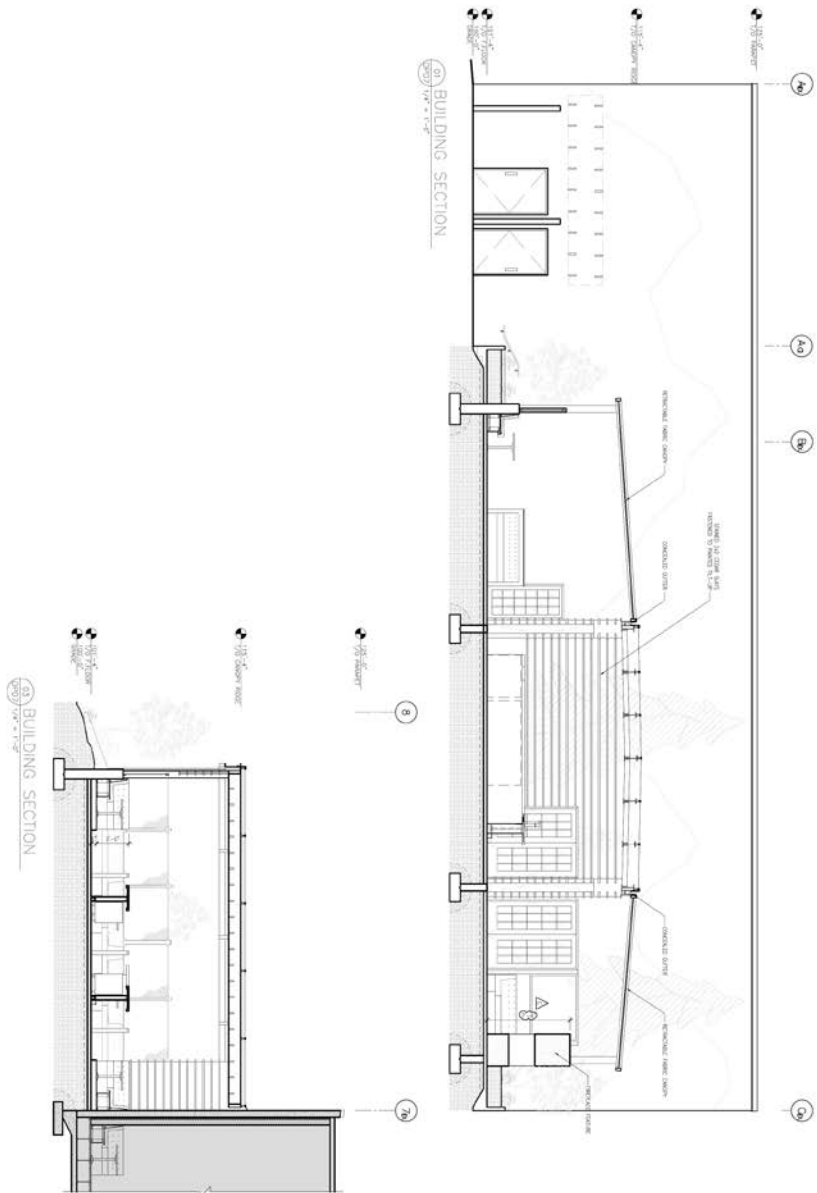
**MGBA**  
 MULTISOLUTIONS  
 ARCHITECTURE

**PROPOSED ELEVATIONS**

DATE: 03/22/2017  
 PROJECT: 10009

DP06

C



MGBA MULTISERVICING ARCHITECTURE ENGINEERING INTERIORS LANDSCAPE ARCHITECTURE	
PROJECT: GALINAY CANNES AND ENTERTAINMENT CENTER ADDRESS: 361 HUNT ROAD, VANCOUVER, BC V6L 2K1	
DRAWING NO: 2018-03-01 DATE: 2018.03.01	
SHEET NO: 16 OF 18 TITLE: BUILDING SECTIONS	
PROJECT NO: 16008	
DRAWING NO: DP07	
SCALE: AS SHOWN	
PROJECT NO: 16008	
DRAWING NO: C	



EXTERIOR SIGN TYPE 1:  
 RESTAURANT IDENTIFICATION SIGN  
 (WALL-MOUNTED – FIREPLACE) MATCH EATERY & PUBLIC HOUSE  
 Internally illuminated backlit aluminum constructed cabinet.  
 Flush mounted to base; face and edges of display cabinet:  
 satin black finish with CNC cut copy, no sharp edges.  
 Sign back finish with CNC cut copy, no sharp edges.  
 Sign back finish with CNC cut copy, no sharp edges.  
 NOTE: FINAL SPECIFICATION DETAILS TO BE DETERMINED.



SIGN TYPE 1B-1  
 MATCH  
 6'-0" X 3'-6"  
 (SEE PLAN)

1722-361 HUNT ROAD, COURTESY, WASHINGTON & SPANGLER  
 SOUTH ELEVATION - MATCH RESTAURANT INFO  
 SCALE: 1/4" = 1'-0"

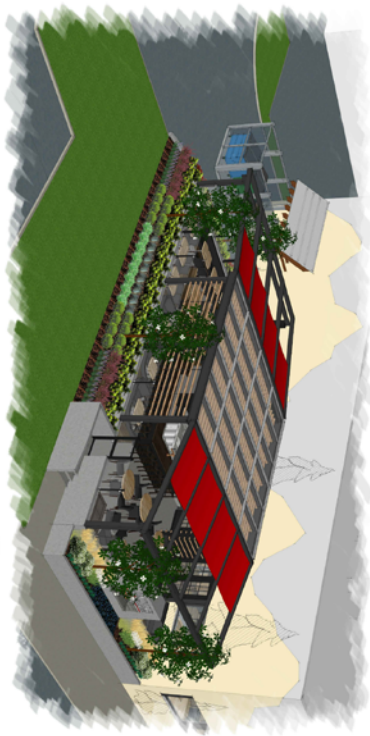
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 CLIENT: GSW DESIGN  
 PROJECT: MATCH RESTAURANT, COURTESY, WASHINGTON & SPANGLER  
 DRAWING: EXTERIOR ARCHITECTURE  
 DATE: 12/15/2017

gsww design

G1.6

**GATEWAY COURTENAY - PATIO ADDITION**

JANUARY 15, 2018  
 REISSUED FOR DEVELOPMENT PERMIT



**DRAWING LIST**

- ARCHITECTURAL**  
 DP01 PROJECT INDEX  
 DP02 SITE PLAN  
 DP03 DEMO & CONST. PLAN  
 DP04 EXTERIOR ELEVATIONS  
 DP05 PROPOSED ELEVATIONS  
 DP06 BUILDING SECTIONS  
 DP07 FLOORING REQUIREMENTS

- LANDSCAPE**  
 L1 LANDSCAPE PLAN  
 L2 LANDSCAPE SPECIFICATIONS  
 C-01 STORM WATER MANAGEMENT PLAN

**CLIENT**  
 Gateway Casinos & Entertainment Limited  
 4331 Dominion Street  
 Burnaby, BC V9G 1C7  
 Barbara Jukic  
 604.484.8285  
 mjukic@gatewaycasinos.com

**ARCHITECTURAL**  
 Malen Gaming Berzins Architecture Inc.  
 300 - 7 East 6th Avenue  
 Vancouver, BC V5T 1J3  
 Will Esau  
 604.484.8285  
 wesaw@mgba.com

**CIVIC ADDRESS:**  
 361 Hunt Road  
 Courtenay, BC V9N 3R6

**LEGAL ADDRESS:**  
 Lot A, Section 14, Comox District,  
 VIP 83482

**ACOUSTICAL**  
 BKL Consultants Ltd.  
 308 - 1200 Lynn Valley Road,  
 North Vancouver, BC V7J 2N2  
 Brian McKeown  
 604.988.2508  
 martin@bkl.ca

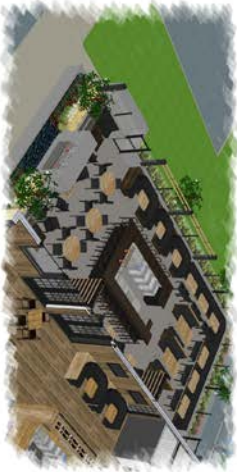
**GEOTECHNICAL**  
 WSP Canada Inc.  
 1825 Bollinger Road  
 Nanaimo, BC V9S 5W0  
 Jennifer  
 250.753.1077  
 darryl.lurey@wspgroup.com

**CIVIL**  
 McElhannay Consulting Services Ltd.  
 495 Sixth Street  
 Courtenay, BC V9N 6V4  
 Chris Durup  
 250.338.5555  
 cdurup@mcelhannay.com

**LANDSCAPE**  
 FMG Landscape Architects  
 Suite C100 - 4195 Still Creek Drive  
 Burnaby, BC V5C 6G9  
 Marlene Messer  
 604.294.0011  
 mmr@fmglandscape.com



31 PERSPECTIVE RENDER  
 10' 0" x 15' 0" SCALE



32 PERSPECTIVE RENDER SECTION  
 10' 0" x 15' 0" SCALE



33 PERSPECTIVE RENDER SECTION  
 10' 0" x 15' 0" SCALE



**MGBA**  
 MARY GUYTON BROWN  
 ARCHITECTURE INC.  
 1000 WEST 10TH AVENUE  
 SUITE 1000  
 DENVER, CO 80202  
 TEL: 303.733.8888  
 WWW.MGBAARCHITECTS.COM

**PERSPECTIVE RENDERINGS**  
 PROJECT NO. 1722  
 DATE: 03/15/18  
 DRAWING NO. 16000  
 SHEET NO. 51

**CLIENT:**  
 361 HUNT ROAD  
 1722

**DESIGNED BY:**  
 MARY GUYTON BROWN

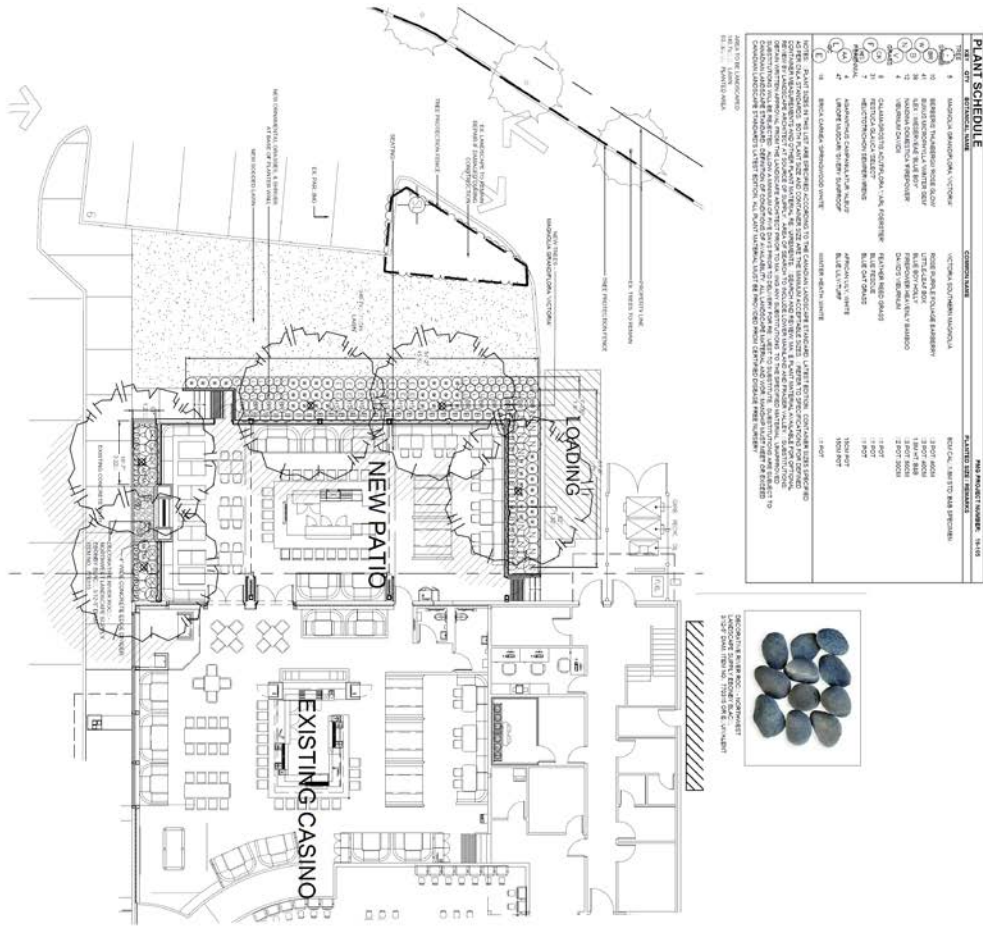
**DATE:**  
 03/15/18

**SCALE:**  
 1/8" = 1'-0"

**PROJECT NO.:**  
 1722

**DRAWING NO.:**  
 16000

**SHEET NO.:**  
 51



NO.	SYMBOL	DESCRIPTION	COMMON NAME	PLANTING SIZE / SPECIES
1	(Symbol)	LANDSCAPE PLANTING	LANDSCAPE PLANTING	1.5M
2	(Symbol)	REBERGIA SPERMATOPHYTES	REBERGIA SPERMATOPHYTES	1.5M
3	(Symbol)	REBERGIA SPERMATOPHYTES	REBERGIA SPERMATOPHYTES	1.5M
4	(Symbol)	REBERGIA SPERMATOPHYTES	REBERGIA SPERMATOPHYTES	1.5M
5	(Symbol)	REBERGIA SPERMATOPHYTES	REBERGIA SPERMATOPHYTES	1.5M
6	(Symbol)	REBERGIA SPERMATOPHYTES	REBERGIA SPERMATOPHYTES	1.5M
7	(Symbol)	REBERGIA SPERMATOPHYTES	REBERGIA SPERMATOPHYTES	1.5M
8	(Symbol)	REBERGIA SPERMATOPHYTES	REBERGIA SPERMATOPHYTES	1.5M
9	(Symbol)	REBERGIA SPERMATOPHYTES	REBERGIA SPERMATOPHYTES	1.5M
10	(Symbol)	REBERGIA SPERMATOPHYTES	REBERGIA SPERMATOPHYTES	1.5M
11	(Symbol)	REBERGIA SPERMATOPHYTES	REBERGIA SPERMATOPHYTES	1.5M
12	(Symbol)	REBERGIA SPERMATOPHYTES	REBERGIA SPERMATOPHYTES	1.5M
13	(Symbol)	REBERGIA SPERMATOPHYTES	REBERGIA SPERMATOPHYTES	1.5M
14	(Symbol)	REBERGIA SPERMATOPHYTES	REBERGIA SPERMATOPHYTES	1.5M
15	(Symbol)	REBERGIA SPERMATOPHYTES	REBERGIA SPERMATOPHYTES	1.5M
16	(Symbol)	REBERGIA SPERMATOPHYTES	REBERGIA SPERMATOPHYTES	1.5M
17	(Symbol)	REBERGIA SPERMATOPHYTES	REBERGIA SPERMATOPHYTES	1.5M
18	(Symbol)	REBERGIA SPERMATOPHYTES	REBERGIA SPERMATOPHYTES	1.5M
19	(Symbol)	REBERGIA SPERMATOPHYTES	REBERGIA SPERMATOPHYTES	1.5M
20	(Symbol)	REBERGIA SPERMATOPHYTES	REBERGIA SPERMATOPHYTES	1.5M



DATE: 14.03.18  
 SCALE: 1/8" = 1'-0"  
 DRAWING NUMBER: L1  
 SHEET: 20 OF 2  
 PROJECT: GATEWAY CASINO  
 861 HUNT RD.  
 COURTENAY, B.C.  
 DRAWING TITLE: NEW PATIO LANDSCAPE PLAN  
 PROJECT NUMBER: 18-105



DATE	REVISION	DESCRIPTION
01/11/18	1	Initial Design
02/01/18	2	Revised Design
03/15/18	3	Final Design

DATE	REVISION	DESCRIPTION
01/11/18	1	Initial Design
02/01/18	2	Revised Design
03/15/18	3	Final Design

DATE	REVISION	DESCRIPTION
01/11/18	1	Initial Design
02/01/18	2	Revised Design
03/15/18	3	Final Design

DATE	REVISION	DESCRIPTION
01/11/18	1	Initial Design
02/01/18	2	Revised Design
03/15/18	3	Final Design


  
 PROJECT: GATEWAY CASINO  
 881 HUNTING COURTWAY, B.C.  
 DRAWING TITLE: LANDSCAPE SPECIFICATIONS  
 DATE: 03/15/18  
 DRAWING NUMBER: L2  
 SHEET: 04 OF 1  
 PROJECT NUMBER: 18-001



November 28, 2017  
 GATEWAY CASINO & ENTERTAINMENT LIMITED  
 4331 Dominion Street  
 Burnaby, B.C.  
 Fax: (604) 412.0117

Attention: Donna Ichikawa

Re: PMG File No.: 16105  
 PLAYTIME COMMUNITY GAMING CENTRE - PATIO DESIGN

The following cost estimate for bonding purposes was based on our Landscape Plans dated August 24, 2017

	Size	Approximate Quantity	Unit Price	Total Price
1 Earthwork:				
a) Topsoil (installed cost per yd <sup>3</sup> )		25	\$ 23.00	575.00
2 Lawn (installed cost per ft <sup>2</sup> )		1514	\$ 0.86	1,302.04
a) Sodded				
3 Hard Surfacing (installed cost per ft <sup>2</sup> )		4	\$ 50.00	200.00
a) Boulders		1	\$ 100.00	100.00
b) Decorative Stones				
4 Plant Material:				
a) Trees	8 cm cal.	5	\$ 280.00	1,400.00
1)				
b) Shrubs / Groundcovers				
1) 15 cm pot	51	\$ 4.50	229.50	
2) #1 pot	62	\$ 5.00	310.00	
3) #2 pot	43	\$ 15.00	645.00	
4) #3 pot	63	\$ 18.00	1,134.00	
5) 1.8 m ht.	38	\$ 65.00	2,470.00	
6) Installation			90%	2,181.75
5 Mulch (installed cost per yd <sup>3</sup> )		5	\$ 40.00	200.00
a) Bark mulch				
6 Monitoring (lump sum)		1	\$ 450.00	450.00
7 Site review and report		1	\$ 1,300.00	1,300.00
8 Landscape maintenance (1yr)				
9 Totals			\$ 5,300.00	5,300.00
	Total for 1			575.00
	Total for 2			1,302.04
	Total for 3			300.00
	Total for 4			8,405.25
	Total for 5			200.00
	Total for 6			450.00
	Total for 7			1,300.00
	Total for 8			5,300.00
	<b>TOTAL</b>			<b>17,832.29</b>

Please note that this is only an estimate, and is subject to change due to economic conditions, availability of materials, and actual site conditions at the time of construction.

Yours truly,

*Martine Messer*

Martine Messer, MBCSLA  
 PMG Landscape Architects Ltd.

Reviewed By: MCX

**Attachment No. 2**  
**Noise Impact Assessment**



January 12, 2018

File: 2553-16A

Gateway Casinos & Entertainment Limited  
4331 Dominion Street  
Burnaby, BC  
V5G 1C7

Attention: Tony Bellano

Dear Tony:

**Re: Match, Courtenay - Noise Impact Assessment**

We understand that Gateway Casinos & Entertainment Limited (Gateway) have recently acquired the Chances Playtime gaming facility, located at 361 Hunt Road in Courtenay, BC. Gateway plans to undertake renovations at the site which will include an 111 seat outdoor patio and a performance stage in the restaurant area. The City of Courtenay has requested a noise impact assessment relating to the redevelopment of the site, which was issued in 2016. In response to comments from the City of Courtenay, the assessment has been updated to reflect the increase patio capacity and new speaker layout developed since the 2016 assessment. This letter presents a discussion of relevant noise criteria for the outdoor patio and band related noise and the predicted noise level at relevant noise sensitive receivers.

**Site Description**

Chances Playtime, a gaming facility and restaurant, currently operates at 361 Hunt Road in Courtenay. It is proposed that the existing Chances Playtime building will be refurbished with Match Eatery and Public House venue that will include an 111 seat outdoor patio area on the southwest side of the existing building. The subject site is zoned Commercial Four (C4). The closest dwelling is an apartment block, the Washington Apartments, located west of the site. There are also single family residences to the north, east and south of the site. In response to comments from the City, we have reviewed the noise levels at a number of receiver locations at the Washington Apartments to represent the different receiver heights at the building. Figure 1 shows the view from the proposed patio area of the closest receivers at the east facade of the Washington Apartments. Table 1 outlines the details for each receiver and Figure 2 below shows the location of the site, the closest dwellings, and the receiver locations. We note there is an existing bar and restaurant to the west of the Washington Apartments. The setbacks between the Washington Apartments buildings and the patio were provided to BKL by MGBA via email January 2018; the site plan is provided in Appendix A.

**BKL CONSULTANTS LTD** acoustics • noise • vibration  
#308 - 1200 Lynn Valley Road, North Vancouver, BC V7J 2A2

E: Martin@bkl.ca | W: www.bkl.ca  
T: 604-988-2508 | F: 604-988-7457

Tony Bellano

January 12, 2018

The outdoor patio is proposed for the southwest section of the site. The patio will have enough seating for 111 patrons and a total of 12 loudspeakers installed in the space. Operating times for the patio will be seasonal. It is expected that the patio will be open approximately 40% of the year from 11 am to midnight, 7 days a week. In addition to the patio, a stage is being installed inside the restaurant. The band will primarily provide background music for patrons on Friday and Saturday nights between 8 pm and midnight. It is expected that the stage will be used for a 3-piece band. Figure 3 below shows the site layout.



**Figure 1:** View of Washington Apartments East Facade from Proposed Patio

**Table 1:** Detailed Description of Washington Apartments Receivers

Receiver	Location Description	Receiver Height	Distance to Patio
R1a	East facade of 1 storey residential building	1.5 m	26 m
R1b	South facade of the north tower, a 3 storey residential building, facing into courtyard area	7.5 m	40m
R1c	East facade of 2 storey residential building at window	4.5 m	38 m
R1d	East facade of south tower, a 3 storey residential building, facing the proposed patio	7.5 m	40 m



Tony Bellano

January 12, 2018

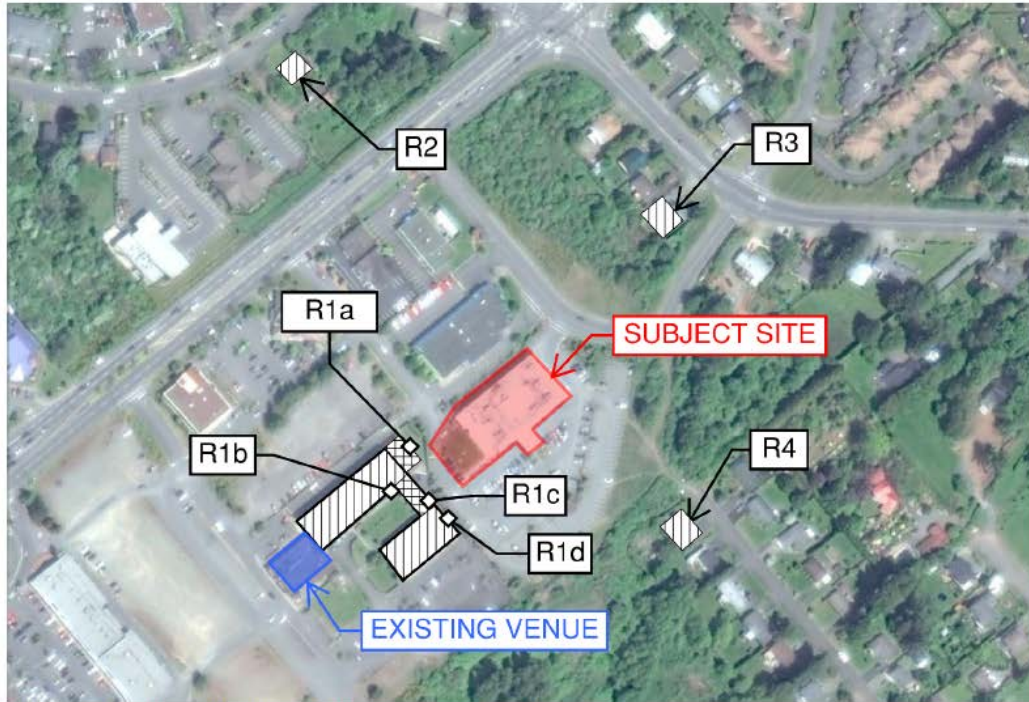


Figure 2: Site and Closest Noise Sensitive Receivers

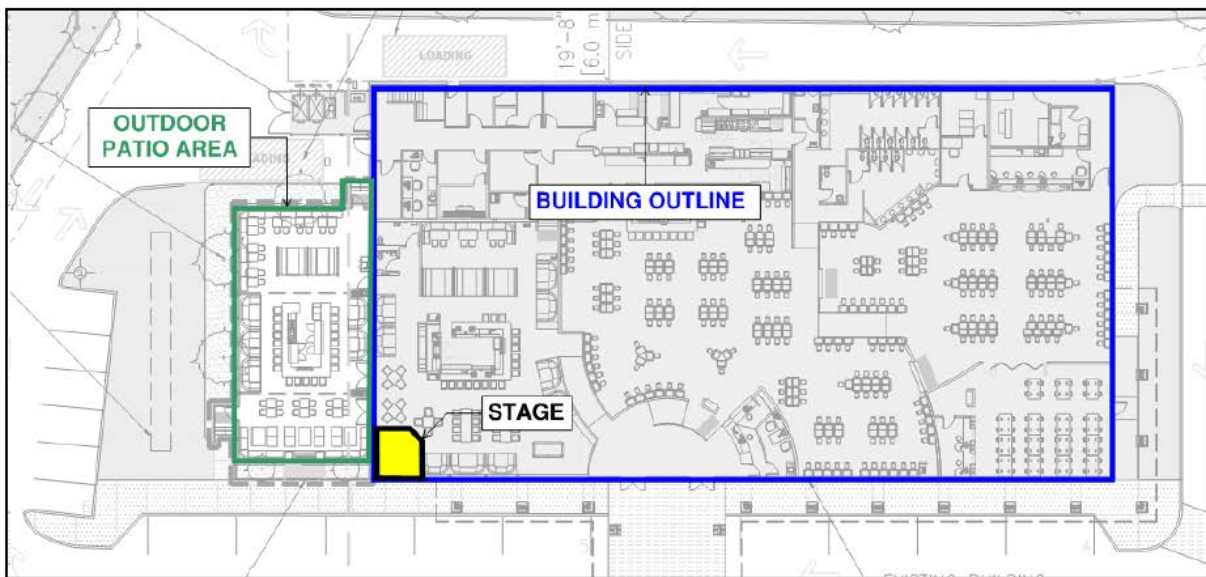


Figure 3: Subject Site Layout

Tony Bellano

January 12, 2018

### Noise Criteria

There are no quantitative noise level criteria that legally apply within the City of Courtenay, including Bylaw 2804 which discusses noise nuisance. Therefore, we have considered other guidance documents to determine appropriate noise criteria for the outdoor patio area and band related noise. Specifically, we have reviewed the guidance of the following documents:

- *World Health Organization (WHO) - Guidelines for Community Noise - 1999*
- *City of Vancouver - Vancouver Noise Bylaw 6555 - 2015*
- *Guidance for Evaluating Human Health Impacts in Environmental Assessment: Noise (Health Canada Guideline), issued by Health Canada in July 2016 (Health Canada 2016)*

Based on these documents, we developed criteria for the daytime and nighttime periods as summarized in Table 2 below.

For the daytime period, we have set the criteria to be appropriate for use of outdoor living areas. For the nighttime period, the WHO Guideline suggests average internal noise levels should not exceed 30 dBA. We have used information provided in the Health Canada Guideline, which states that an outdoor-to-indoor transmission loss of 15 dBA for an open window.

Please refer to Appendix B for further details on the selected criteria.

**Table 2:** Proposed Noise Criteria

Time period	Hours	Level
Daytime	7 am to 10 pm	55 dB L <sub>Aeq</sub>
Nighttime - windows open	10 pm to 7 am	45 dB L <sub>Aeq</sub>

### Noise Predictions

BKL was provided with architectural drawings of the development, provided via email on December 1, 2017, show that a total of 13 loudspeakers and three subwoofers are proposed for the outdoor patio. Based on a capacity of 111 patrons, noise from 50 patrons talking simultaneously was included in the model. In addition to noise from the patio area, we have predicted the break-out noise from the interior restaurant while the band is playing.

Based on other Gateway projects, we estimate that the music volume in the patio areas is expected to be approximately 65 dB L<sub>Aeq</sub>. Performance bands typically generate an interior reverberant noise level between 95 and 105 dB L<sub>Aeq</sub> but, as the band will only be providing background music for the restaurant, we estimate the interior noise level will be closer to 85 dB L<sub>Aeq</sub>. We have assumed an internal reverberant level of 85 dB L<sub>Aeq</sub> for the assessment. The primary path of the sound transmission will be through the windows on the west and south sides of the building.

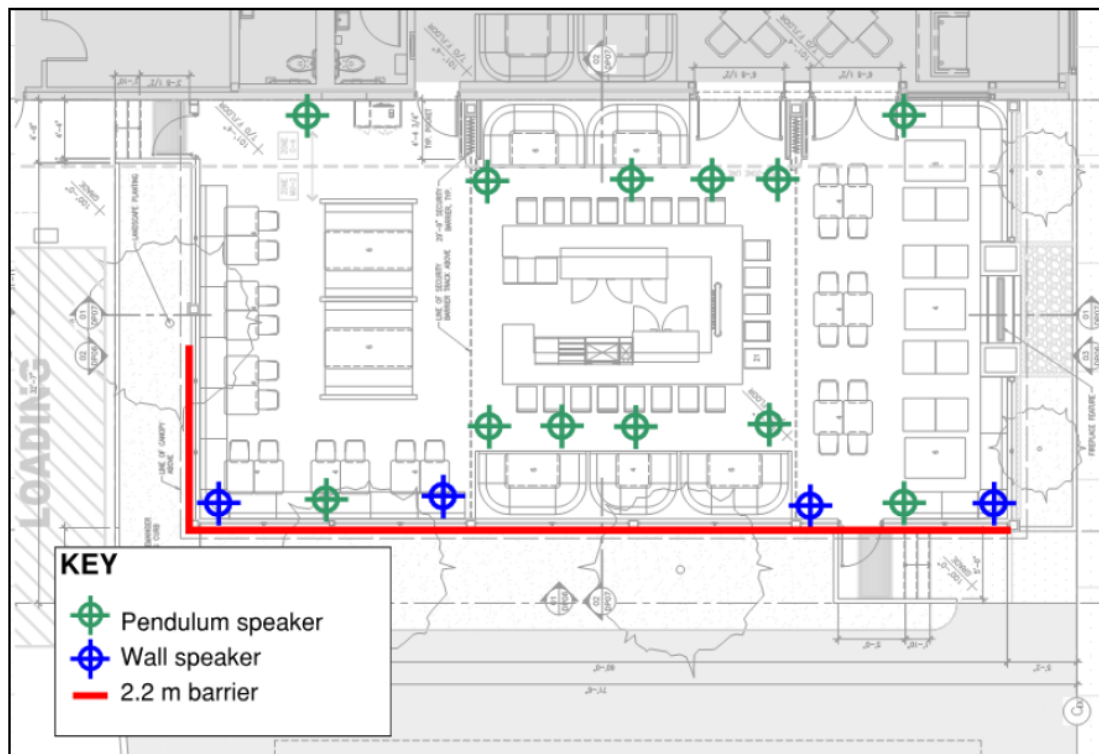
Tony Bellano

January 12, 2018

Initial calculations indicated the noise criteria would be exceeded at the Washington Apartments. To mitigation noise from the site, the following adjustments were incorporated into the design:

- The four wall mounted speakers on the west wall of the patio facing the Washington Apartments were removed.
- The existing glazing surrounding the patio was increased to a height of 2.2 metres in some areas (see Figure 4 below). The barrier height has been determined based on patron seated height of 1.2 metres.
- The restaurant windows and doors are closed after 10 pm.

Figure 4 shows the distribution of the speakers throughout the patio area and the location of the proposed barrier. We have also modelled noise from 50 patrons talking in a raised voice in the patio area.



**Figure 4:** Speaker and Barrier Location for Patio Area

Table 3 below shows the predicted combined noise level from the outdoor patio area as well as the band break-out noise. For the daytime scenario, we have assumed the west window of the restaurant

Tony Bellano

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is open and for the night-time it is closed.

**Table 3:** Predicted Noise Levels and Noise Criteria Compliance

Receiver	Predicted Noise Level (dB L <sub>Aeq</sub> )		Compliance achieved?	
	Daytime	Night-time	Daytime (55 dB L <sub>Aeq</sub> )	Night-time (45 dB L <sub>Aeq</sub> )
1a	47	44	Yes	Yes
1b	48	42	Yes	Yes
1c	48	42	Yes	Yes
1d	49	43	Yes	Yes
2	37	34	Yes	Yes
3	39	36	Yes	Yes
4	43	40	Yes	Yes

Provided the source level estimates are reasonable, the predicted noise levels comply with the relevant noise criteria.

The significance of the noise impact at the apartment receivers will depend on the current noise levels at the apartments including noise from the existing venue located next to the west facade of the building. We note this venue has an existing patio area as well.

**Recommendations**

As stated in section above, to comply with the noise criteria the following noise mitigation must be implemented:

- Internal noise level of no more than 85 dBA;
- Patio exterior noise level of no more than 65 dBA;
- The four wall mounted speakers on the west wall of the patio facing the Washington Apartments be removed;
- The existing glazing surrounding the patio was increased to a height of 2.2 metres in some areas (see Figure 4); and
- The restaurant windows are closed after 10 pm.

The assessment assumes that the music speakers have a relatively flat frequency response, i.e., that the



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bass is not louder than the rest of the spectrum. To ensure this occurs on site, we recommend avoiding the use of subwoofers outdoors and that the sound systems are commissioned prior to use and equalized to ensure a flat frequency response over the full frequency spectrum.

### **Conclusions**

Predicted noise levels from the proposed outdoor patio and break-out noise from the restaurant are expected to be below both the daytime and nighttime project noise criterion at all receivers, provided noise source levels are strictly kept within the expected range and the recommended noise mitigation is implemented at the site.

The significance of the noise impact at the apartment receivers will depend on the current noise levels that they are exposed to, including noise from the existing venue to the west of the apartment building. We note this venue has an existing patio area.

We trust this information is satisfactory. Please feel free to contact us if you have any queries regarding this document.

Regards

**BKL Consultants Ltd.**

per:



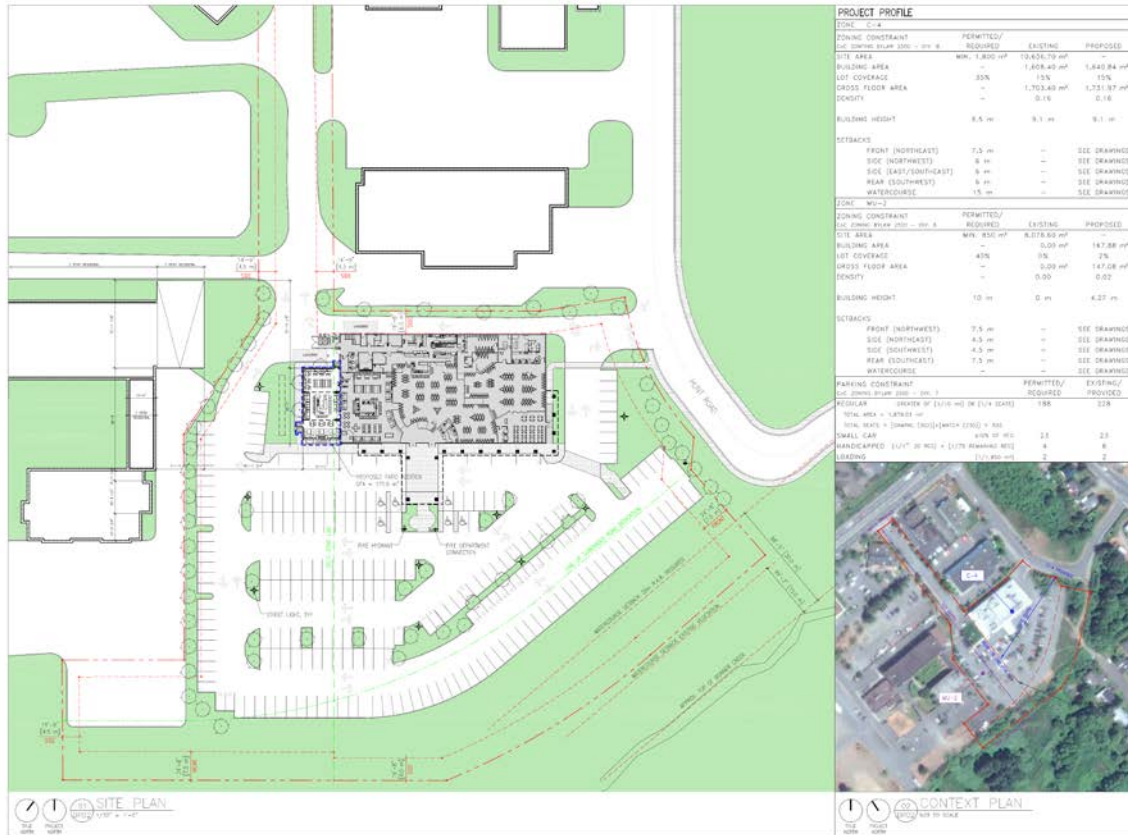
Brigette Martin, EIT

Tony Bellano

January 12, 2018

**Appendix A - Project Site Plan**

(See following page)



**MGBA**  
 MALLEN GOWING BIRDSONG & ASSOCIATES  
 1000 WEST 10TH AVENUE  
 SUITE 200  
 VANCOUVER, BC V6H 2G6  
 TEL: 604.681.1111  
 FAX: 604.681.1112  
 WWW.MGBA.CA

**ISSUED FOR CLIENT REVIEW**

**GATEWAY CASINO AND ENTERTAINMENT COURTYARD**  
 361 HUNT ROAD  
 VANCOUVER, BC

**SITE PLAN & PROJECT PROFILE**

DATE: January 27, 2017  
 DRAWING NO: 16008  
 AS NOTED  
 SHEET NO: 31 OF 37  
 DP02

Tony Bellano

January 12, 2018

**Appendix B - Criteria Discussion**

World Health Organization(WHO) - Guidelines for Community Noise

The WHO issued the Guidelines for Community Noise document in 1999. This document outlines guideline values at the level of the lowest adverse health effect. Specifically, the guidelines consider the noise exposure levels that could result in annoyance, speech intelligibility interference, sleep disturbance or hearing impairment. The relevant values for this study relate to the guideline values provided for outdoor living areas and outside bedrooms provided in Table 4.1, extract provided in Table A1 below.

**Table A1:** Extract from WHO Guidelines (Table 4.1)

Specific Environment	Critical Health Effect	LAeq [dB]	LAm <sub>ax</sub> , fast [dB]
Outdoor living area	Serious annoyance	55 dB L <sub>Aeq(16 hrs)</sub>	N/A
Outdoor living area	Moderate annoyance	50 dB L <sub>Aeq(16hrs)</sub>	N/A
Inside bedrooms, nighttime	Sleep disturbance	30 dB L <sub>Aeq(8hrs)</sub>	45

Review of Relevant Municipality Noise Bylaws

We reviewed the noise bylaws for a number of municipalities near the City of Courtenay on Vancouver Island and the Lower Mainland. For the majority of the municipalities on Vancouver Island, the noise bylaw is similar to the City of Courtenay bylaw and does not provide a quantitative noise limit. The municipalities that do specify a bylaw limit are similar to the City of Vancouver Bylaw, which we have summarized below.

*City of Vancouver - Vancouver Noise Bylaw 6555*

The City of Vancouver Noise Bylaw provides quantitative noise criteria based on how the subject site and noise sensitive receiver are zoned. The bylaw allows less stringent criteria for the Activity, Event and Intermediate Zones of the City. Given our understanding of the City of Courtenay, we believe that area near the site would mostly be considered a Quiet Zone. Quiet Zones are defined as the portion of the City not defined as Activity, Event or Intermediate Zones.

The noise criteria for noise coming from and being received in a Quiet Zone is 55 dBA during the daytime period and 45 dBA during the nighttime period, where daytime is defined as 7 am to 10 pm, Monday to Saturday and from 10 am to 10 pm on Sunday or public holidays.



**Attachment No. 3  
 Public Information Meeting  
 Minutes and Comments**



**MEETING MINUTES**

Meeting:	<b>Public Information Meeting - File 3060-20-1722</b>
Meeting Date:	November 9, 2017
Project:	Chances Playtime Casino

Location:	361 Hunt Road, Courtenay, BC
Next Meeting:	n/a

ATTENDEES

Name	Company	Contact	Email
Owen David	Jones Lang LaSalle (JLL)	604-762-2037	<a href="mailto:Owen.David@am.jll.com">Owen.David@am.jll.com</a>
Natasha James	Jones Lang LaSalle (JLL)	604-787-0645	<a href="mailto:Natasha.James@am.jll.com">Natasha.James@am.jll.com</a>
Will Esaw	MGBA Architecture + Interior Design	604-484-8285	<a href="mailto:wesaw@mgba.com">wesaw@mgba.com</a>
Kent Hockley	Regional Manager	250-898-7764	<a href="mailto:khockley@playtimegaming.com">khockley@playtimegaming.com</a>

Item #	Notes	Action By	F/U Date
1	Will Esaw from MGBA Architecture + Interior Design lead this meeting. 5 presentation boards and copies of the DP drawings, Acoustical Report, and Geotechnical Report on display.	Info only	n/a
2	Mark Beebe, Site Representative, Washington Apartments, BC Housing, arrived shortly after 6pm. Bev Miller, Tenant Support Worker, Washington Apartments, BC Housing, arrived shortly after 6pm. Names and addresses noted on Sign In Sheet.	Info only	n/a
3	Above attendees concerned with potential noise. Will walked attendees through drawings, and were also provided with Acoustical reports. Noise levels within the Acoustical report were discussed. Mark Beebe confirmed he <u>cannot</u> hear live music within Casino.	Info only	n/a
4	It was noted 9 out of 120 Washington Apartments face the Casino.	Info only	n/a
5	Attendees very concerned with current noise causing stress; in particular: <ul style="list-style-type: none"> <li>• Traffic entering and exiting on the road between the Casino and Washington Apartments, causing excess noise (as further noted below)</li> <li>• Traffic driving over speed bumps and loose drainage grating</li> <li>• Canada Post truck receiving/delivery at 3:30am</li> </ul>	Info only	n/a
6	All meeting attendees discussed possible mitigation strategies to the above, such as Signage directing traffic to Hunt Road.	Info only	n/a
7	Attendees also concerned with exterior garbage area. Kent Hockley stated that signage will be placed near bins to instruct staff to close bins quietly.	Info only	n/a
8	Bev Miller advised her Supervisor, Wes Zacharias, was contacted by BCLC, who informed him of the Casino expansion. Bev Miller suggested a fence to be installed.	Info only	n/a
9	Kent Hockley noted that Mex Pub, which is attached to Washington Apartments, is operational until 2am.	Info only	n/a

## PUBLIC INFORMATION MEETING

Thursday, November 9<sup>th</sup>, 2017

Chances Playtime Casino, 361 Hunt Road  
Courtenay, BC V9N 9B8

### COMMENT SHEET

**Name:** Wes Zacharias, Property Portfolio Manager, BC Housing Management Corp.,  
**Address:** 201-3440 Douglas Street, Victoria, BC V8Z 3L5  
**Email:** [wzacharias@bchousing.org](mailto:wzacharias@bchousing.org)  
**Phone:** 250-978-2931 (Office) 250-514-3508 (Cell Phone)

**Gateway Casinos & Entertainment Limited** has applied to the City of Courtenay for an **Application for Development Permit with Variance No. DPV00005**. 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?

Between the information we received at the Public Information meeting and our review of the Noise Impact Assessment, BC Housing has cause for concerns regarding the increased level of both daytime and evening noise for the 11 tenants whose apartments are directly affected by the proposed outdoor patio development. For your reference, we are identified in the Noise Impact Assessment as *"the closest dwelling... located approximately 20m west" of the patio* (Pg. 1).

As it was the City of Courtenay who requested the Noise Impact Assessment, we appreciate that you share our concerns regarding the potential disturbance the outdoor patio may cause if constructed alongside our residential development.

Below, we raise the following specific concerns:

1. The Assessment identifies the outdoor patio as an *"85 seat outdoor patio area*, (Pg 1). At the Public Information Meeting it was stated that the maximum capacity for the patio was 112. Perhaps the larger number includes standing patrons; nevertheless, if it were that busy, the noise level would exceed that which has been predicted in the assessment.
2. The hours of operations for the outdoor patio will be 7 days a week, from 11 a.m. to midnight weekdays and on Friday and Saturday nights from 8 to midnight. Notwithstanding the fact that this noise will be constant when the patio is open, we believe their prediction *"it is expected that the patio will be open approximately 40% of the year"* to be under-estimated.
3. That the outdoor patio is going to be fitted with *"13 loudspeakers and three subwoofers"*, (Pg. 3) is cause for concern.

4. In Figure 1, (Page 2) please note that the Assessment identified two residential receiver locations, R1(N) and R1(E). We find it interesting that no additional receiver zone along the R1(E) side of our building is identified. There are 4 apartments, or “receivers” located in the specific R1(E) location, but an additional 5 receivers live along the entire south-east side of the building. (When looking at Figure 1, these 5 tenant apartments are located within the skinny, connecting structure between the front and back buildings. Access to these units is from the east side). Therefore, there are 9 tenants living on the ground level as “receivers” of the identified noise from the patio, as well as one unit located on the second floor and one on the third floor to be considered “receivers” of the outdoor patio noise.  
Given that the Assessment states *“The primary path of the sound will be through the windows on the west and south side of the building.”* (Pg. 5), meaning that from our tenants point of view, the sound will be coming from the east and south windows of the outdoor patio, or right at their front door.
5. The Noise Assessment identifies an *“Existing Venue”* (in Figure 1). On paper, this venue is very similar to that which the development applicant is proposing. It includes a bar and an outdoor patio. However, this outdoor patio is set back and lies behind the front of our apartment building, and behind any tenant apartment windows or sliding patio doors on the R1(N) side. Of note, as well, this Existing Venue houses two businesses. The business directly connected to our building is a liquor store, the other business is the bar and outdoor patio. That aspect of the Existing Venue as viewed in Figure 1, that juts out into or toward the courtyard of our apartment complex, which appears that it might produce some noise aspect, is simply the storage area of the liquor store. The Existing Venue generates no public activity in this area at all, meaning there is no residual noise for any “receivers” in our courtyard area or along the entire R1(N) side of the complex, nor has there ever been a noise complaint from our tenants with regard to the “Existing Venue”.
6. Noise Criteria, Page 3. In this section of the Assessment, the assessors have *“determined the noise criteria by calculating the corresponding outdoor levels for two scenarios: with windows open and with windows closed”*. The fact is that there are no closing windows planned for the outdoor patio. There will be a three foot glass wall, set atop the concrete foundation, but the space above this is completely open. Therefore, when reviewing Table 3 (Page 5), you will see that it is not possible for this development application to comply with the World Health Organizations Guidelines for Community Noise. Without windows to close, receivers located in the R1(E) area, formerly identified as R1(E), along the east of our resident complex, will be disturbed.
7. Interesting to note as well – see Page 5, the final paragraph in the Noise Predictions section states *“The significance of the noise impact at the apartment receivers will depend on the current noise levels at the apartments including noise from the existing venue located next to the west facade of the building. We note this venue has an existing patio area”*. Why would the noise impact depend on the current noise levels at the apartments? Is there a presumption imbedded here that suggests our tenants might be immune due to their accepting another noisy venue near them or is the presumption that our tenants might have an increased level of annoyance because of the added noise from the new development? It is hard to tell the implied significance here is.
8. Recommendations, Page 5. *“(W)e recommend restaurant windows are closed after 10 pm”*. There are no restaurant windows to close in the proposed development.
9. Table A1, Page 7. World Health Organization (WHO) – Guidelines for Community Noise offers a clear picture of what the health effects to our tenants will be. The WHO guidelines suggests the

predicted level of noise would create a health effect of “*Serious annoyance*” as well as a potential health effect on our tenants of “*Sleep disturbance*”.

10. Appendix A – Criteria Discussion (Page 7). Final paragraph states “(W)e believe that area near the site would mostly be considered a Quiet Zone. Quiet Zones are defined as the portion of the City not defined as Activity, Event or Intermediate Zones. The noise criteria for noise coming from and being received in a Quiet Zone is 55 dBA during the daytime period and 45 dBA during the night time period, where daytime is defined as 7 am to 10 pm, Monday to Saturday and from 10 am to 10 pm on Sunday or public holidays. The patio has already been identified as delivering a 55 dBA noise level during the night time to receivers on the east side of our apartment development.

BC Housing has additional concerns with regard to this development at Chances Playtime facility.

- (a) There are some existing medium sized trees along the property line between our two properties. In the development proposal, there appears to be many more trees than actually exist. Therefore, we believe the noise levels may be higher than the assessors are aware of.
- (b) BC Housing staff and housing residents have long witnessed patrons of the Casino driving over the meridian (ie: property line) from the Casino and onto our site’s parking lot, and also in reverse. This damages the concrete meridian and grass/plants and would be mitigated by installation of a robust fence along the entire length of the property line.
- (c) The heavily used entrance lane that runs along the southeast side of our development is actually the rear entrance to the gaming development. That being said, however, it is used as the main driveway to enter this facility. Between the large delivery trucks accessing the rear entrance for loading and unloading purposes and the patrons of Chances Playtime, the existing noise level from all traffic coming and going from the Gaming facility is a growing problem and concern for our tenants living on that side of our apartment complex.
- (d) There is a large speed bump between the proposed site of the patio and our apartment building, which when crossed by vehicles going too fast creates a loud sound. As well, there is a metal grate that all vehicles must run over to enter or leave the gaming property, and this grate also makes a very loud noise.
- (e) To date, there is absolutely no signage for Chances Playtime directing patrons to the main entrance at the actual Hunt Street address. If there were signage for Chances Playtime, then we believe this would discourage the continued (and increasing) use of the rear entrance past the BC Housing residential complex and encourage folks to use the actual front entrance to the Gaming facility.

BC Housing appreciates the opportunity to provide comments and feedback in accordance with the City development procedures in place. We hope the City of Courtenay will seriously consider our comments, and take a closer look at the facility and the proposed development before approving of this project.

Sincerely,

Wes Zacharias  
Property Portfolio Manager  
BC Housing



Vancouver Island Region  
#201 - 3440 Douglas Street  
Victoria, BC V8Z 3L5

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Toll 1-800-787-2807  
Fax 250-475-7551  
www.bchousing.org

March 1, 2018

Dana Beatson, MCIP, RPP  
Land Use Planner  
Development Services  
City of Courtenay, BC

RECEIVED  
MAR 05 2018  
CITY OF COURTENAY

RE: GATEWAY CASINOS & ENTERTAINMENT LTD.  
Application for Development Permit with Variance No. DPV00005

Thank you for notifying BC Housing of when the Variance proposal will go to Council. We have received the updated Noise Impact Assessment and have taken opportunity to review it.

We appreciate the consultants agreeing with us that the *"initial calculations indicated the noise-criteria would be exceeded at the Washington Apartments"*. That being said, we remain unconvinced that the efforts outlined will truly address our tenant concerns.

Even with the statistics and hypothesis about decibel levels and distance from the noise with or without the windows and doors being open, break-out noise, equalizing of sound systems to ensure a flat frequency, limiting the base levels, we are still left with the obvious fact that the proposed patio would most likely cause *"serious annoyance"* (Appendix B, Table A1) to those tenants living directly in *"the primary path of the sound transmission from the patio along the west and south sides of the building."* (Page 4, Final Paragraph).

The tenants in question are the only tenants in our development who have outdoor living garden space. Yes, the proposed patio would only be operating 40% of the year, however that 40% represents the warmest months of the year when everyone who has an outdoor garden will be enjoying it, and when all windows are usually kept open to admit the cooler night air. As the patio operating hours are set to be seven days a week from 11 a.m. to midnight – this leaves little time for enjoying a peaceful cup of tea with the grandchildren in the garden.

For BC Housing, *"even though there are no quantitative noise level criteria that legally apply within the City of Courtenay"* (Pg. 4, Noise Criteria), from the consultants point of view *"(they) believe the area near the site would mostly be considered a Quiet Zone. Quiet Zones are defined as the portion of the City not defined as Activity, Event or Intermediate Zones."* (Appendix B – Criteria Discussion). This statement leads us to ask why the City of Courtenay might consider approving a development proposal for a 111 seat outdoor patio with 12 loud speakers and a performance stage so near a Quiet Zone?

.../2





## STAFF REPORT

**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** Development Variance Permit No. 1801 – 758 - 16<sup>th</sup> Street

**File No.:** 3090-20-1801  
**Date:** March 19, 2018

### PURPOSE:

The purpose of this report is for Council to consider a Development Variance Permit to permit an existing carport to extend into the required minimum rear and side yard setbacks.

### CAO RECOMMENDATIONS:

That based on the March 19, 2018 staff report “Development Variance Permit No. 1801 – 758 16<sup>th</sup> Street”, Council approve OPTION 1 and proceed with issuing Development Variance Permit No. 1801.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

The subject property is an approximately 791m<sup>2</sup> residential lot located on 16<sup>th</sup> Street near the intersection with McPhee Avenue (Figure 1). The lot includes rear yard laneway access and is legally described as Lot 3, Section 41, Comox District, Plan 10725. The property is zoned Residential Two (R-2) and is currently developed with a one-storey plus basement single residential dwelling with attached carport.

The applicant is applying for a variance to the minimum rear and side yard setbacks in order to legalize the siting of an existing carport attached to the rear façade of the residence. The carport and a deck structure were constructed in the past without Building Permits and both structures do not conform to the Zoning Bylaw setback requirements.



Figure 1: Location Map. Property shown in yellow.





Figure 2. View of the carport from the rear yard lane.

Upon further review, it was determined that the deck could not be modified to meet Building Code requirements and therefore has to be removed. The DVP application before Council is for the carport structure only.

The non conforming setbacks were identified when the homeowner applied for a building permit to construct a secondary suite which is permitted under the R-2 zone.

**DISCUSSION:**

**Zoning Bylaw Review**

The building conforms to the R-2 zoning requirements with the exception of the rear and side yard setbacks.

The carport is considered part of the principal residential structure because it is attached to the residence. Therefore it must conform to the 9m rear yard setback as well as the minimum side yard setback of 1.5m for both principal and accessory structures.

Table 1: Proposal's achievement of relevant zone requirements		
	<u>Required</u>	<u>Existing and Requested</u>
Yard setbacks (minimum)	Front: 7.5m Side: 1.5m for a total of 4.5m on both sides Rear: 9.0m	Front: 9.16m Side: 10.43m and <b>0.45m (requested)</b> Rear: <b>5.80m (requested)</b>
Lot coverage (maximum)	40%	13%

The intent of a 9m rear yard setback for the principal structure in this zone is to reduce the presence of building massing in the rear yards, and to establish uniform and cohesive character with adjacent properties. Extending the principal structure into minimum yard setbacks can have privacy implications as single family residential properties generally use the rear yard for personal open space use. In this instance, the yard encroachment of the principal structure is for covered parking only, which has fewer privacy concerns.

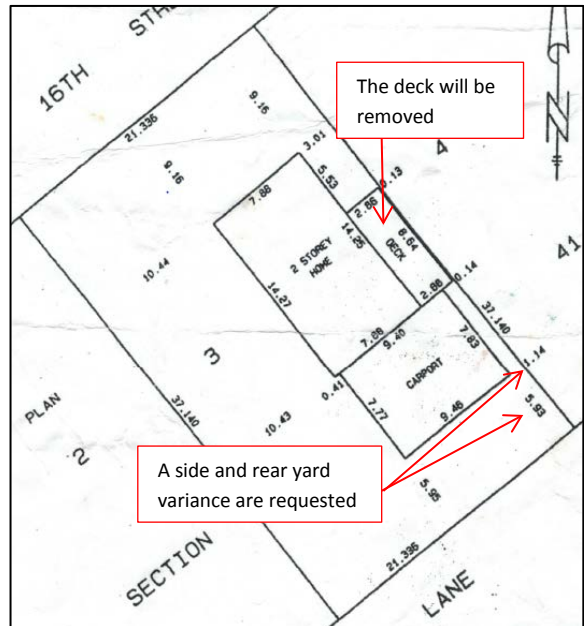


Figure 3. Site plan showing structures on the property. Note that the home is actually one storey with a basement. The requested setbacks are 5.80m from rear yard property line and 0.45m from side yard property line to include the soffits not shown in the image above.



The intent of minimum side yard setbacks of 1.5m is to also minimize massing to adjacent properties and to ensure that there is sufficient space to maneuver around the structure within the subject property. In this instance, the side yard encroachment is to accommodate an open air carport and extending soffits. The carport posts are located 1.14m from the side property line, and the soffits are estimated to project to within 0.69m of the property line. The applicant has requested the minimum BC Building Code setback requirement of 0.45m be granted in order to account for any measurement errors on the part of the applicant. A retroactive Building Permit must be issued for the carport following the issuance of the DVP, at which time a BC Land Surveyor will confirm definitively the setback of the carport soffits.

Overall, staff assess the presence of the carport massing to be minimal and note there is sufficient maneuvering space within the side yard. **Staff assess the requested variances are minor and supportable.**

#### **FINANCIAL IMPLICATIONS:**

Application fees have been collected in order to process the Development Variance Permit application. Should the proposed Development Variance Permit 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 meeting with the applicant, 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 retroactive Building Permit and related inspections.

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

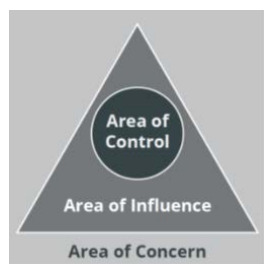
There are no direct asset management implications related to this application.

#### **STRATEGIC PRIORITIES REFERENCE:**

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

#### **We focus on organizational and governance excellence**

- We support meeting the fundamental corporate and statutory obligations



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

#### **OFFICIAL COMMUNITY PLAN REFERENCE:**

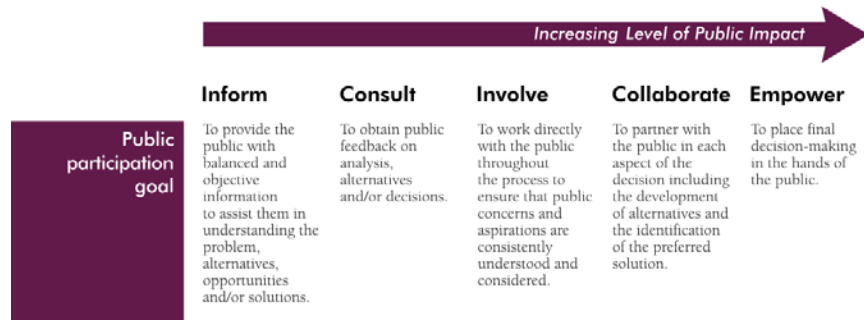
Not applicable.

**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 29, 2018. A summary of the meeting is provided by the applicant in **Attachment No. 3**. The applicant indicates no public concerns and staff did not receive any Public Information Meeting comment sheets for this application.

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 Variance Permit No. 1801.

**OPTION 2:** Defer issuance of Development Variance Permit No. 1801 pending receipt of further information.

**OPTION 3:** Not approve Development Permit with Variances No. 1801.

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 Variance Permit No. 1801
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. DVP 1801**

**DEVELOPMENT VARIANCE PERMIT**

March 20, 2018

**To issue a Development Variance Permit**

**To:**

Name: Corae Bracken and Roy Piper  
Address: 758 16<sup>th</sup> St.  
Courtenay, B.C. V9N 1X7

**Property to which permit refers:**

Legal: Lot 3 Section 41 Comox District Plan 10725  
Civic: 758 16<sup>th</sup> Street

**Conditions of Permit:**

Permit issued to allow an existing carport attached to the principal dwelling including the following variances to the *City of Courtenay Zoning Bylaw No. 2500, 2007*:

- Section 8.2.7(a)(2) - Notwithstanding the setback requirement in this Section, the minimum setback of the attached carport from the rear yard property line may be reduced from 9.0m to 5.8m; and
- Section 8.2.7(a)(3) – Notwithstanding the setback requirement in this Section, the minimum setback of the attached carport from the side yard property line may be reduced from 1.5m to 0.45m.

Development Variance Permit No. 1801 is subject to the following conditions:

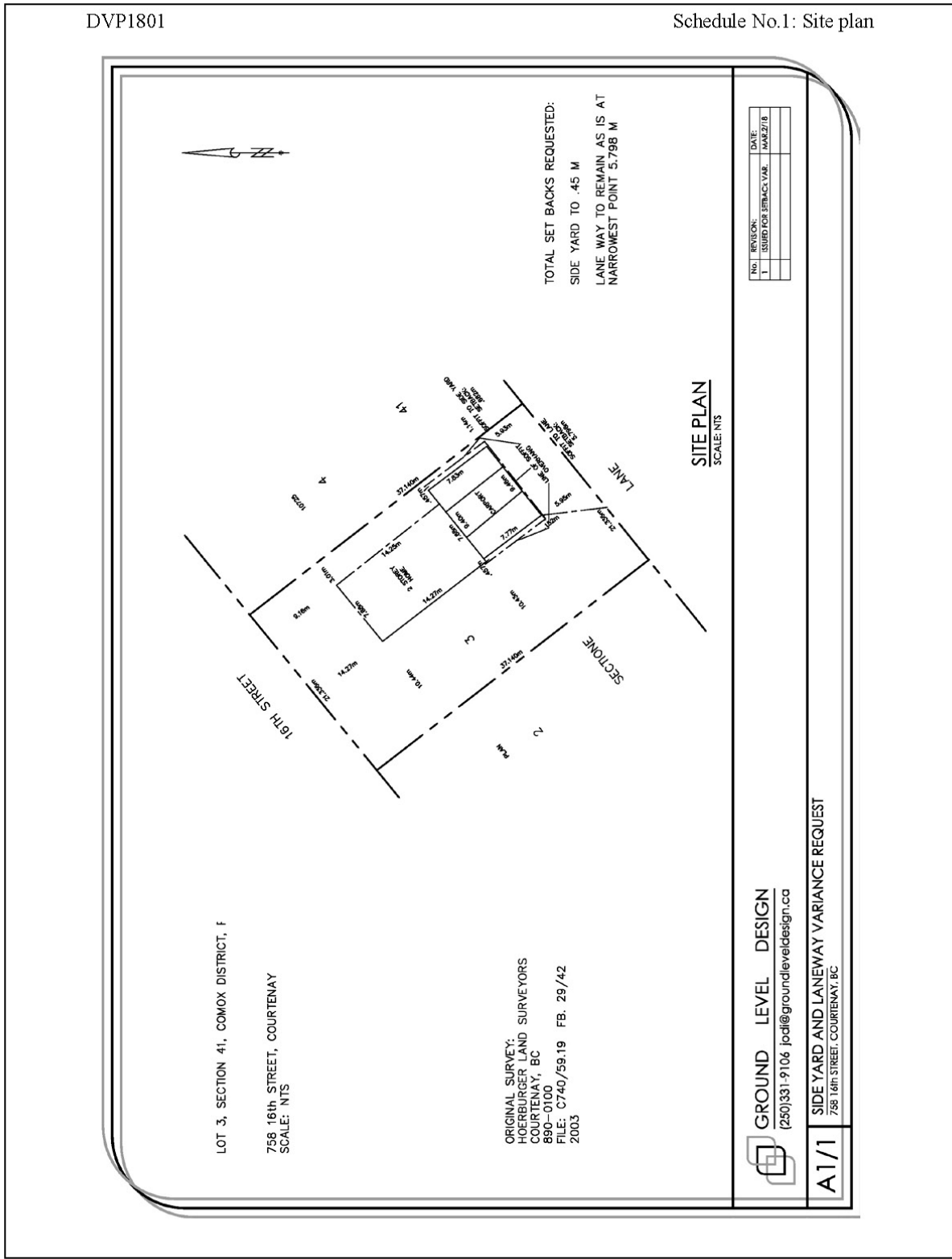
- a) Development must be in general conformance with the plans and elevations contained in *Schedule No.1*;
- b) The deck shown in *Schedule No.2* must be removed;
- c) No alterations or amendments shall be made without the City's permission. If any amendments are required the applicant shall apply for 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.

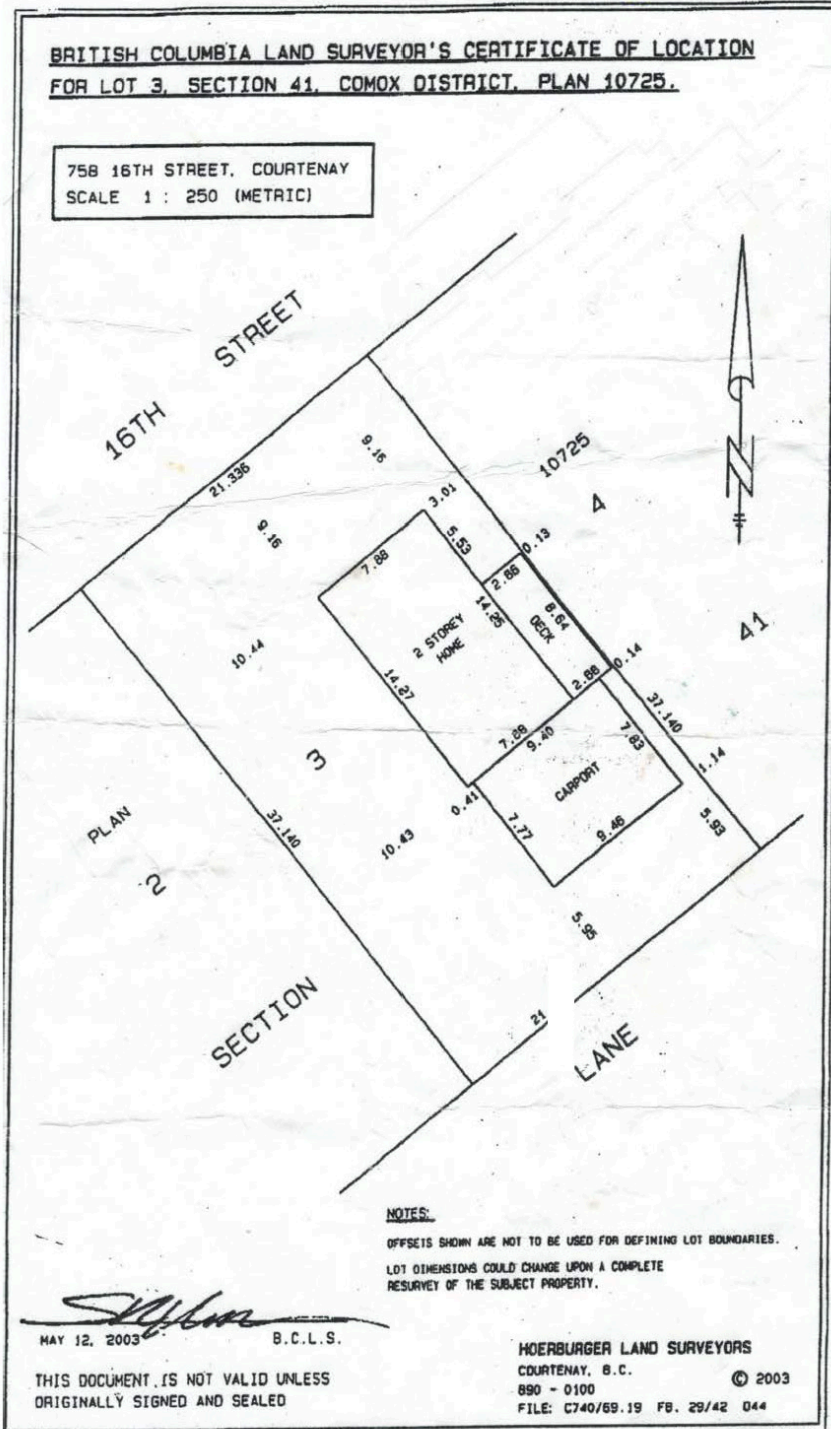
\_\_\_\_\_  
Date

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



DVP1801

Schedule No.2: Site plan showing deck structure



758 16<sup>th</sup> Street, Courtenay

Variance Application  
Written Statement

Staff clarify that the referenced in-law suite has been decommissioned.

I (Corae Bracken) purchased the home in 2006 – 12 years ago. The carport and deck existed at that time.

At the time of purchase, I was supplied with a professional survey that was conducted in 2003 – 15 years ago. I have supplied you with this survey, but am attaching it again for your reference.

I was told by Realtors the carport and deck were non-conforming. It was indicated to me that this would not be an issue it would be 'grandfathered' as the deck and carport were built before it was required to submit permits and before the property line rules came into existence.

Karen Girard, whose father built this house in the 50s, has stated to me that the carport was built in 1970 and deck was built in 1971.

As per the survey, the deck is .135 metres off of the property line and the carport is 1.14 metres off of the property line. Please note that the fencing is not on the property line.

The house has an in-law suite. With the goal to be 'in compliance', we hired a contractor and made plans to convert the in-law suite to a legal suite as per City of Courtenay specifications. When we applied for the building permit to convert / upgrade this suite we were denied due to the non-conforming deck and carport that has been there for 47 years.

Therefore, we are applying for a variance permit for the non-conforming side set backs of the deck and carport.

As requested by the city staff, we hired a professional to create elevation plans (these have been submitted in electronic and paper form), we have filled in the application and paid the fee of \$1000. We are ready to have a public meeting and take any steps required to move through this process. We can also provide you with letters from our neighbours who have indicated to us they will not dispute with a variance permit.

Even though this is an older home, the deck and carport, as well as our house are in good structural condition and maintained. Photos are attached for your reference.

Thank you,

Corae Bracken  
758 16<sup>th</sup> Street  
Courtenay BC V9N 1X7  
250-334-8108  
coraeb@gmail.com



**From:** [Corae Bracken](#)  
**To:** [Gothard, Nancy](#)  
**Subject:** Summary of Public Information Meeting  
**Date:** January-31-18 2:59:20 PM  
**Attachments:** [North East Side of Deck.ipq](#)  
[20180129 120118.ipq](#)  
[North East Side of Carport.ipq](#)  
[Sue Script.pdf](#)  
[Property Survey 2003.pdf](#)  
[Deck Drawings-Rezoning Application.pdf](#)

Variance Application #3090-20-1801, DVP00007

a) Location and duration of the meeting;  
Courtenay Elementary School, 1540 McPhee Ave, Courtenay  
January 29, 2018  
5:30 to 6:00pm

b) Number of attendees  
1) [REDACTED] Owner / Applicant  
2) [REDACTED] Owner / Applicant  
3) [REDACTED] 3rd Party Facilitator  
4) [REDACTED] of 780 16th Street  
5) [REDACTED] of 741 17th Street

c) How the meeting was advertised and how surrounding property owners were notified;

This meeting was not advertised. A mail list was provided by the city and all on that list were mailed the attached invitation as well as a comment form on Jan. 18, 2018. In addition to the mail out, the invitation and comment form was also hand-delivered to:

- 780 16th St
- 742 16th St (2x)
- 757 17th St
- 741 17th St
- 1688 McPhee

d) Information provided at the meeting

- Photos of the deck (1) and carport (2) were scrolling on a laptop
- The legal survey was laid out
- The elevation plans were laid out
- The Facilitators script was pre-written and followed (attached)

e) A summation of questions raised and major discussion points.

- There was some discussion about set back measurements and questions to confirm the current city setback requirements and what the structures were at
- There was some discussion as to when the deck and carport were built
- There were comments made that many other homes in the area have sheds, garages and even their houses closer than the current allowed setbacks
- At the end of the meeting all were encouraged to submit a comment form to the city

PUBLIC INFORMATION MEETING JAN 29TH

NAME	SIGNATURE	780 16TH ST.
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	741 17TH ST.







## STAFF REPORT

**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** 2018–2022 Draft General Fund Financial Plan

**File No.:** 1705-20  
**Date:** March 19, 2018

### PURPOSE:

The purpose of this report is for Council to consider the 2018–2022 Draft General Fund Financial Plan.

### POLICY ANALYSIS:

Section 165 of the *Community Charter* requires a municipality to have a five year financial plan. The 2018–2022 Draft General Fund Budget is the largest and final document to be incorporated into the City's 2018–2022 Consolidated Financial Plan due by May 15, 2018.

The City's 2016-2018 Strategic Priorities were an important policy guide in the preparation of its annual budget. The two themes of greatest influence were:

We proactively plan and invest in our natural and built environment

We focus on organizational and governance excellence

The 2018-2022 Draft General Fund budget has also been guided by Council's Asset Management Policy, which was adopted in June 2015. Sound Asset Management practices enable Sustainable Service Delivery by integrating community values, priorities and an informed understanding of the trade-offs between risks, costs and services. This focus is summarized by the following excerpt from the Asset Management Policy adopted in June of 2015:

The City's Sustainable Service Delivery needs will be met by ensuring adequate provision is made for the long-term planning, financing, operation, maintenance, repair, renewal, upgrade, replacement and disposal of capital assets by:

- a) Ensuring that Courtenay's capital assets are provided in a manner that respects socio/cultural, economic and environmental sustainability;
- b) Meeting all relevant legislative and regulatory requirements;
- c) Demonstrating transparent and responsible Asset Management processes that align with demonstrable best-practices;
- d) Implementing sound Asset Management plans and strategies and providing sufficient financial resources to accomplish them;
- e) Ensuring necessary capacity and other operational capabilities are provided and Asset Management responsibilities are effectively allocated;
- f) Creating a corporate culture where all employees play a part in overall care for City assets by providing awareness, training and professional development; and
- g) Providing those we serve with services and levels of service for which they are willing to pay.

**EXECUTIVE SUMMARY:**

The Draft 2018 General Fund budget proposes an increase of 2.5% in municipal property taxation for general operations and capital infrastructure renewal. It includes \$33.304 million for General Fund Operating expenditures, \$11.166 million for Capital expenditures funded from a variety of reserves, donations and a Transfer from Operations to Capital in the amount of \$2.811 million. The Draft General Fund budget also includes a contribution of \$2.704M to various Reserves for future utilization. No new debt is required in 2018, but several large capital projects will require debt financing as early as 2019.

2018 BC Assessment information states that the average Assessed Value of a residential property in Courtenay is \$440,000. The impact of a 2.5% property tax increase to the property owner of this home will be approximately \$36.00.

**CAO RECOMMENDATIONS:**

That based on the March 19, 2018 Staff Report “2018–2022 Draft General Fund Financial Plan”, Council approve a 2.5% property tax increase for the 2018–2022 Draft General Fund Financial Plan which includes a 1% contribution to the Asset Management Reserve.

Respectfully submitted,



David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

## **BACKGROUND:**

The 2018–2022 General Fund Budget identifies the service priorities of the City and is an operating guide for departments. Its purpose is to provide Council with the proposed 2018–2022 General Fund operating and capital budgets in order to identify the service priorities of departments. It serves as a communications device and makes the City’s operations transparent to public officials and the general public. It provides information for the current year and projections for the next four years.

Once the General Fund receives Council’s approval, all budget documents for the Water, Sewer and General Fund are incorporated into the City’s 2018–2022 Consolidated Financial Plan. The 5 year Consolidated Financial Plan will be presented to Council on March 19<sup>th</sup> to provide an opportunity for the public to review it as required by Section 166 of the *Community Charter*. The 2018–2022 Consolidated Financial Plan and Bylaw will be presented at the April 3<sup>rd</sup> regular open council meeting.

## **DISCUSSION**

### **2018 General Fund Operating Budget Overview:**

Similar to the Water and Sewer funds, the 2018 General Fund budget was prepared from departmental submissions as well as from consideration of multiple external sources and cost drivers. The City’s Asset Management plan continues to be the primary source of information guiding the sustainable operation, maintenance and long-term infrastructure renewal needs of the City. Staff examined past spending patterns, anticipated costs for 2018 through to 2022, and whether those expenditures supported the City of Courtenay’s 2016-2018 Strategic Priorities. General Fund revenues and expenditures were critiqued on the basis of public acceptance, sustainable delivery, corporate risk, financial risk and staff capacity.

## **EXPENDITURES, RESERVES, GRANTS AND SURPLUS FUNDS**

### ***2018 Cost Drivers and Changes in Budgeted Expenditures***

The 2018 General Fund operating budget numbers considered the impact of:

1. a 2.1% increase to the CPI (Consumer Price Index) for BC;
2. Union and exempt staff salary increases;
3. the Medical Services Plan (MSP) provincial rate reduction;
4. Employer provided health care benefit cost increases;
5. Staffing increases as approved by Council in 2017;
6. Sustainable service delivery; and
7. Public requests for services and ability to pay.

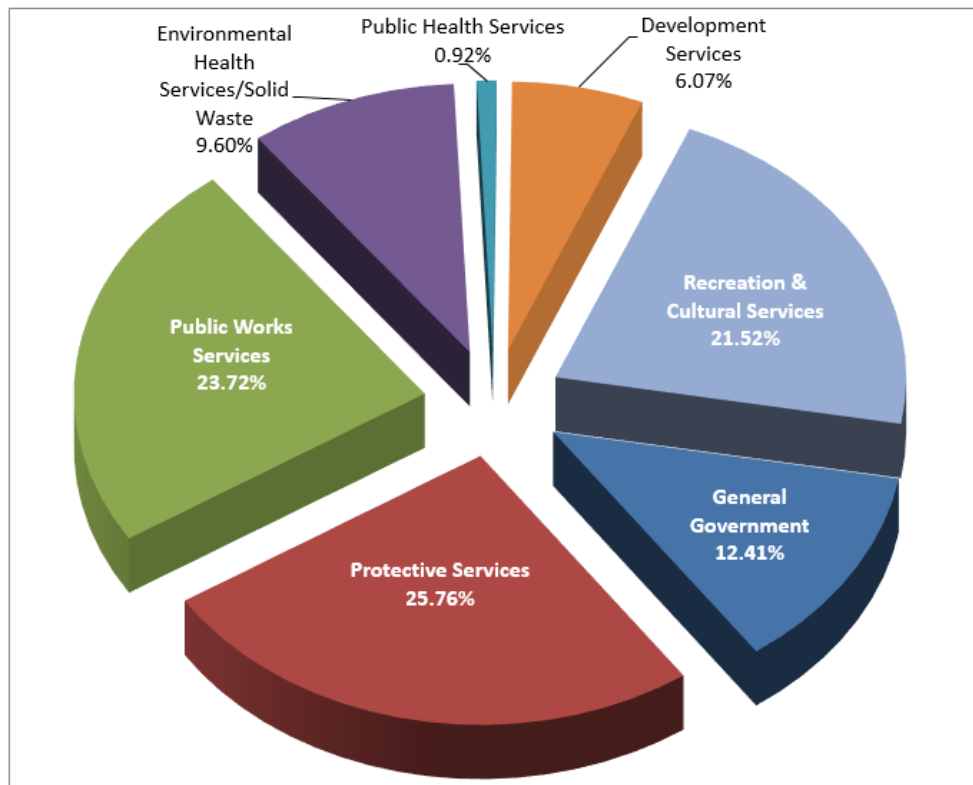
The Draft General Fund Operating budget was created based on the above criteria. Table #1 identifies the Operating Budget expenditures by department – a total of \$33,303,700.

**Table # 1: General Fund Operating Expenditures by Department**

<b>General Fund Summary</b>	<b>Final Budget</b>	<b>Budget</b>	<b>Budget Increase</b>
	<b>2017</b>	<b>2018</b>	<b>(decrease)</b>
<b><u>EXPENDITURES</u></b>			
<b>Operating Expenditures</b>			
General Government	\$ 4,052,100	\$ 4,132,200	\$ 80,100
Protective Services	8,500,000	8,579,100	\$ 79,100
Public Works Services	8,061,200	7,900,000	\$ (161,200)
Environmental Health Services	3,102,000	3,197,400	\$ 95,400
Public Health Services	232,200	305,600	\$ 73,400
Development Services	1,717,600	2,021,600	\$ 304,000
Recreation & Cultural Services	6,495,900	7,167,800	\$ 671,900
<b>Total Operating Expenses</b>	<b>32,161,000</b>	<b>33,303,700</b>	<b>\$ 1,142,700</b>

Graphically, the above information appears as follows:

**Chart # 1**

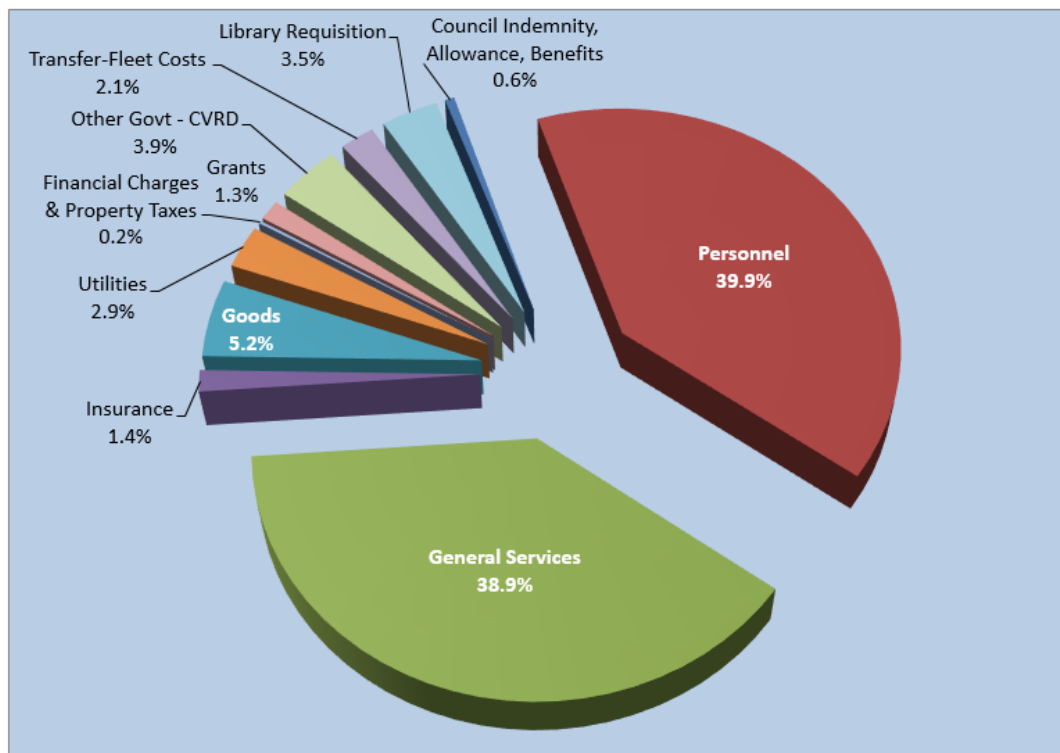


The Operating Budget broken down by segments is reflected as follows:

**Table # 2: Expenditures by Economic Segment:**

General Operating Fund	2017 Final	2018 Final	Dollar Change	% of Total
	Budget	Budget	2017-2018 Budget	2018 Budget
<b>Total Operating Expenses by Segments</b>				
Council Indemnity, Allowance, Benefits	210,100	208,400	(1,700)	0.58%
Personnel	13,195,400	14,313,900	1,118,500	39.93%
General Services	13,685,600	13,948,600	263,000	38.91%
Insurance	470,000	509,900	39,900	1.42%
Goods	1,778,400	1,857,600	79,200	5.18%
Utilities	954,900	1,029,500	74,600	2.87%
Financial Charges	47,500	48,500	1,000	0.14%
Grants	465,300	483,200	17,900	1.35%
Other Government - CVRD	1,374,100	1,408,200	34,100	3.93%
Library Requisition	1,230,400	1,255,000	24,600	3.50%
Property Taxes	21,500	19,000	(2,500)	0.05%
Transfer-Fleet Costs	955,700	767,700	(188,000)	2.14%
<b>Sub-Total</b>	<b>34,388,900</b>	<b>35,849,500</b>	<b>1,460,600</b>	<b>100.00%</b>
Inter-Fund Charges	(2,227,900)	(2,545,800)	(317,900)	
<b>Total</b>	<b>32,161,000</b>	<b>33,303,700</b>	<b>1,142,700</b>	<b>3.55%</b>

**Chart # 2 – Segment Breakdown**



The two largest 2018 Cost Segment increases are:

1. Personnel budget cost increases:
  - CUPE Collective Agreement increases and exempt staff salary market adjustments;
  - Implementation of 12 new staff approved by Council in 2017 – approved in 2017 by Council to be funded by Prior Year’s surplus for 2017 and 2018;
  - Recognition of a full year’s budget for the City Engineer position previously vacant for six months;
  - Partial year costing for temporary (2-3 year) Project Management staff to assist with engineering projects with short deadlines; and
  - Additional funding for a casual Training Assistant/Volunteer Firefighting position working at the Fire Station.
  
2. General Services budget cost increases, by Department are:
  - General Government increase of \$178,800:
    - Funding for bargaining with CUPE (one time);
    - Additional corporate advertising;
    - Finance Process review by MNP and assistance with Year-end Audit (one-time);
    - Licensing costs for software as well as Ortho Photos for GIS mapping; and
    - Funding for Election costs (one-time).
  
  - Protective Services decrease of \$71,600:
    - Higher costs for the nine Public Service Alliance of Canada staff working at the local RCMP detachment;
    - Budget reduction to the RCMP contract due to staff vacancies; and
    - Budget increase for additional traffic control in residential areas.
  
  - Public Works increase of \$117,800:
    - Various Master Plans and Design plans for Engineering funded primarily from Gas Tax – example: Transportation Master Plan and Storm Water Master plan (one-time);
    - Condition Assessments – largest being the Parks buildings inventory and assessment (one-time);
    - Increases to crack-sealing, sidewalk trip and fall maintenance programs and street signs, centre and fog lines painting program due to the growth of the City;
    - Reduction of budget dollars for creek crossing repairs;
    - Increase for parks–landscaping services; and
    - Demolition of a building at 656 Arden Road (one-time).
  
  - Environmental Health Services increase of \$60,500:
    - Enhanced advertising relative to recycling (funded by MMBC grant); and
    - Higher contracted service costs due to CPI increases identified in solid waste contract.
  
  - Development Services decrease of \$36,500:
    - Increases for Urban Forest Management Plan, Initiation work for Official Community Plan (OCP), Developer Capital Contribution (DCC) review (one-time);
    - Increases to legal fees for development, planning, zoning specific issues; and
    - Hotel Tax collections no longer flowing through the City to CVEDS resulting in a budget decrease.

- *Recreation and Culture* increase of \$7,600:
  - Service costs relative to two new programs (Adapted Programs and Summer Camp programs) previously administered by the Courtenay Recreation Association now administered by the City; and
  - Budget reduction for projects such as the Parks and Rec Master Plan concluding in 2018.

**2018 Revenue Sources**

Table # 3 identifies the nine primary revenue sources for the General Fund. The annual property tax levy is the largest source of revenue used for funding operating and capital expenditures. The other remaining sources are:

1. Revenue from New Construction;
2. Grants-in-Lieu payments from federal and provincial governments for their properties located within the municipality;
3. 1% Revenue from Class 2 Utilities Taxes from BC Hydro, Telus, Shaw and Fortis;
4. Departmental Revenues generated from the sale of services or programming;
5. Investment, Penalties and General Revenue;
6. Transfers from Other Governments (such as the CVRD, BC Provincial Government, and Federal Government);
7. Transfers from Reserves; and
8. Transfers from Surplus.

**Table # 3**

PROPERTY TAXES	23,836,300	61.18%
PROPERTY TAXES - New Construction	400,000	1.03%
GRANTS IN LIEU	462,400	1.19%
1% REVENUE TAX	399,500	1.03%
DEPARTMENTAL REVENUES	7,435,300	19.08%
INVESTMENT, PENALTIES	1,050,100	2.70%
TRANSFER FROM OTHER GOVTS	1,880,900	4.83%
TRANSFER FROM RESERVES	1,706,600	4.38%
TRANSFERS FROM SURPLUS	1,791,700	4.60%
<b>Total Revenue Sources</b>	<b>38,962,800</b>	<b>100.00%</b>



These sources and related percentages are identified in the Chart below:

**Chart # 3:**

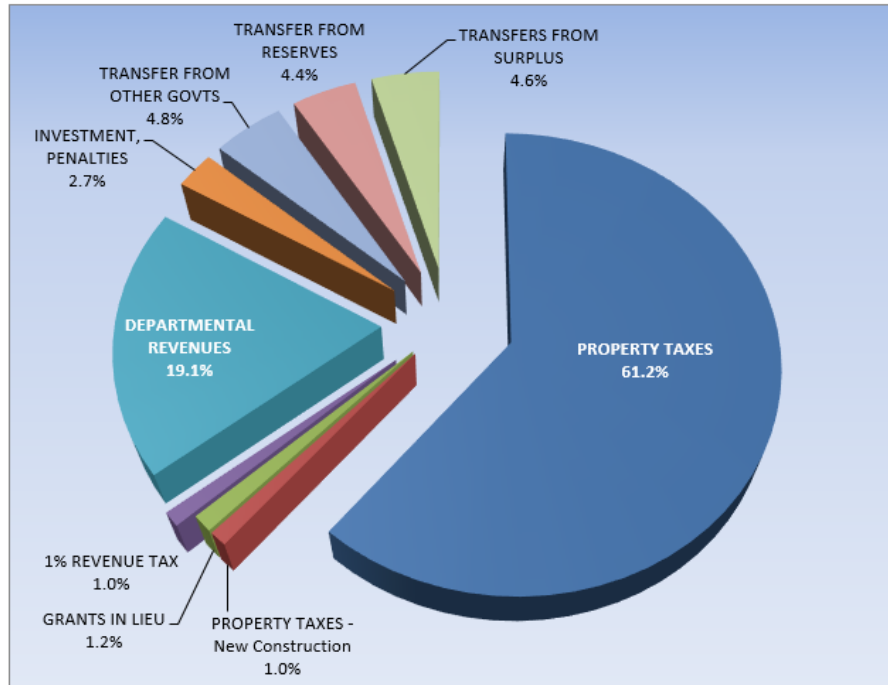
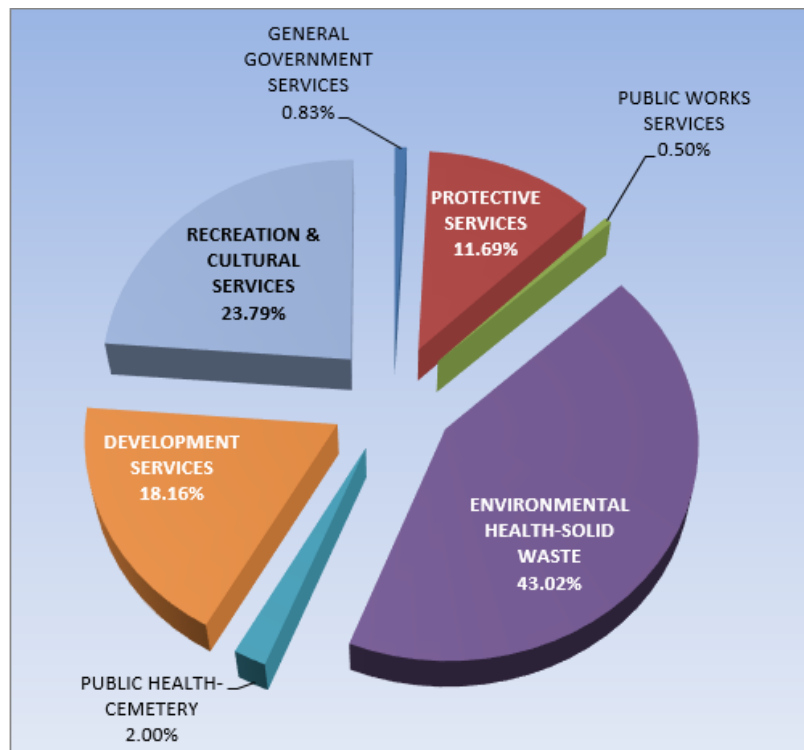


Table #4 and Chart #4 identify the revenue contributions budgeted by each Department.

**Table # 4:**

GENERAL GOVERNMENT SERVICES	62,000	0.83%
PROTECTIVE SERVICES	869,500	11.69%
PUBLIC WORKS SERVICES	37,300	0.50%
ENVIRONMENTAL HEALTH-SOLID WASTE	3,198,600	43.02%
PUBLIC HEALTH-CEMETERY	149,000	2.00%
DEVELOPMENT SERVICES	1,350,100	18.16%
RECREATION & CULTURAL SERVICES	1,768,800	23.79%
<b>Total Departmental Revenues</b>	<b>7,435,300</b>	<b>100.00%</b>

**Chart # 4**



Staff continues to explore all opportunities to utilize external funding sources such as grants, donations or government funded programs. Department fees are analysed on the basis of industry best practices and changes implemented as Council approves. Program and service fees are reviewed on the basis of public participation and the public’s ability and willingness to pay.

Environmental Health Services is more commonly known as the Solid Waste, Recycling and Yard Waste service. The Solid Waste budget was presented to Council on November 6, 2017 and Council approved a 3.75% increase to Solid Waste User Fees. As a result of the fee increase, the Solid Waste service is self-funding and does not require any monetary subsidization from other General Fund revenue streams.

**2018 General Fund Capital Program:**

Table #5 is a categorized summary of the 2018 General Fund capital program.

**Table # 5:**

2018 Final Budget	Total
Buildings	1,858,500
Equipment	1,703,300
Land and improvements	493,900
New	110,000
Other Tangible Assets	275,000
Renewal	5,333,100
Debt	1,391,900
Grand Total	<b>11,165,700</b>

Capital projects by category sum to \$9,773,800. 2018 capital debt payments total \$1,391,900. Combining both items results in the total 2018 Capital budget equalling \$11,165,700. Attachment # 1 itemizes the 2018 prioritized capital projects with respective funding sources.

Attachment # 2 identifies the proposed 5 year capital program for the General Fund. Council should note that the 5 year capital plan is based on the current information available and may change based on the further maturity of the City's Asset Management Program.

**Long-Term Debt:**

2018 long-term principal and interest debt payments total \$1,391,900. The balance of outstanding long-term debt at the end of 2018 will be \$11,458,119. The City utilizes approximately **12.0%** of its total allowable debt payment servicing limit.

The 2018 budget identifies no new long-term borrowing however, the 2019-2023 budgets will use long term debt to facilitate the completion of large capital projects with lengthy lifecycles as noted below.

- New Public Works facility
- Satellite Fire Hall facility in East Courtenay
- Roof Repairs and Elevator Replacements
- Infrastructure development, renewal and replacement in areas such as:
  - Street and Road Renewals, and
  - Storm drainage.

**General Fund Reserves and Surplus Balances:**

Table # 6 identifies the projected totals of the General Fund Reserves and Surpluses. The unaudited projected balance for operating surpluses at the end of 2017 is \$7,122,000. The balances in the various capital reserves are noted below. Until the City's annual audit is complete, Council should be aware that the projected surplus and reserve balances are subject to change.

**Table # 6:**

2018 - 2022 Five Year Financial Plan		Unaudited balance
General Reserves and Surplus		Dec.31, 2017
<b>Operating Surplus</b>		
Surplus		4,965,300
Surplus Reserve for Future Expenditures		225,300
Sid William Theatre		224,900
Gaming Fund		1,706,500
<b>Total</b>		<b>7,122,000</b>
<b>Capital and Operating Reserves</b>		
MACHINERY AND EQUIPMENT		1,552,000
LAND SALE		150,600
NEW WORKS AND EQUIPMENT		3,412,200
NEW WORKS - COMMUNITY GAS TAX FUNDS		3,517,400
INFRASTRUCTURE RESERVE		654,300
RISK RESERVE		101,000
HOUSING AMENITY		492,400
AMENITY		299,500
PUBLIC PARKING		48,800
PARKLAND ACQUISITION		210,300
TREES		4,500
ASSESSMENT APPEALS - New		50,000
POLICE CONTINGENCY - New		417,600
<b>Total</b>		<b>10,910,600</b>
<b>DCC</b>		
Highways Facilities		2,663,000
Storm Drain Facilities		1,082,900
Park Land Acquisition		103,500
<b>Total</b>		<b>3,849,400</b>

**FINANCIAL IMPLICATIONS:**

The 2018 Draft General Fund budget is presented earlier for two key reasons:

1. To provide staff with more time to accomplish the various tasks and projects identified with the current year’s budget; and
2. To provide staff with greater opportunities to obtain better supplier pricing and commitments for capital projects and operating services.

Attachment # 3 is an overview of the 2018 General Fund budget. In order to balance the 2018 General Fund budget and make a contribution to the Asset Management Reserve, an additional \$531,500 of tax revenue is required. This is a 2.50% property tax increase.

Based on 2018 information from BC Assessment, the average residential property in Courtenay is valued at \$440,000 and paid \$1,431 in municipal property taxes. Should Council approve the 2.5% increase, this property would have a \$36 increase to their municipal property taxes.

The impact of all rates, fees and tax increases for the average Courtenay resident is identified in Table # 7 below. The impact of CVRD service delivery decisions has a direct impact on the City’s rates and fees.

**Table # 7:**

<b>Total of All Increases:</b>	
General Fund Property Tax Increase	\$ 36.33
Water Fund User Fee Increase	\$ 42.50
Water Fund Frontage Increase	
21.83 metres @ \$1.16/m	\$ 25.32
Sewer Fund User Fee Increase	\$ 29.47
Sewer Fund Frontage Increase	\$ -
Solid Waste Utility Fee Increase	\$ 5.84
<b>Impact of All City Increases</b>	<b>\$ 139.46</b>
<b>Proportional Amounts Payable to CVRD</b>	
Water User Fee	\$ 25.50
60% of User Fee for bulk water increase	
Sewer User Fee	
70% of User Fee for sewer treatment	\$ 20.63
<b>Total to CVRD</b>	<b>\$ 46.13</b>
<b>Total Increases For City Uses</b>	<b>\$ 93.33</b>

One-third of all increases to City rates and fees is paid directly to the CVRD.

Attachment # 4 is an overview of the 2018–2022 Draft General Fund budget. The next four years are balanced utilizing new debt, reserves and an annual property tax increase of 2.5% for 2019–2022.

**ADMINISTRATIVE IMPLICATIONS:**

Once the General Fund budget is approved, the next step will be the consolidation of all budgets (general, water, sewer and solid waste) into the Consolidated Financial Plan. Council will be presented with the Financial Plan, have a period of time to review the document, and on April 3<sup>rd</sup> have an opportunity to give it three readings, with final adoption to occur on April 16<sup>th</sup>. Following these dates, the next scheduled event is the presentation of tax rate bylaws on April 30<sup>th</sup> with a request for final reading on May 7<sup>th</sup>, 2018. An additional 30 hours will be required to prepare the necessary reports, tax bylaws and policies.

The Consolidated Financial Plan, Property Tax Rates and Bylaws must be finalized and adopted no later than Monday, May 14, 2018. Any delay past this date will have an impact on the Municipality’s ability to generate current year tax notices.

### ASSET MANAGEMENT IMPLICATIONS:

The Draft 2018 General Fund budget is developed based on the concepts and principles of the City’s Asset Management Policy, and Asset Management for Sustainable Service Delivery: A BC Framework which relies on addressing technical, financial, legal, social and environmental risk factors coupled with service provision in a cost effective manner. The Draft Capital and Operating budgets also include consideration of condition assessments, avoiding in-service failures, life cycle analysis information, public expectations and willingness to pay.

### STRATEGIC PRIORITIES REFERENCE:

Council’s strategic priorities and the ability of staff to deliver services and projects in a timely manner within current constraints and the limits of the public’s ability to pay for services were considered when creating the 2018 General Fund budget.

#### We proactively plan and invest in our natural and built environment

- Continued focus on asset management for sustainable service delivery
- Focus on infrastructure renewal rather than upgrades
- Continued support for social, economic and environmental sustainability solutions
- ▲ We look for regional infrastructure solutions for shared services to our community

#### 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
- Communication with our community is a priority, and is considered in all decisions we make
- 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.
- ▲ **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 2018–2022 General Fund touches several of the OCP Goals including:

- ❖ Balanced growth
- ❖ Parks and publicly accessible natural open spaces
- ❖ Sustainable development
- ❖ Provision of community services including fire/rescue and policing
- ❖ An effective transportation system

**REGIONAL GROWTH STRATEGY REFERENCE:**

The 2018–2022 General Fund Budget is presented to encourage sound financial management of City assets in order to provide services to all residents within the municipality and region. It touches on:

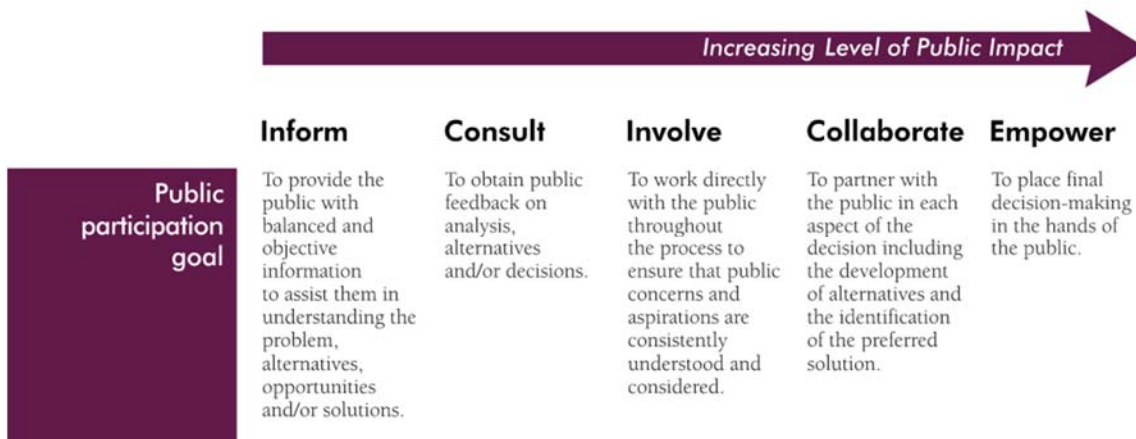
- ❖ Ecosystems, Natural Areas and Parks
- ❖ Transportation and Infrastructure
- ❖ Local Economic Development
- ❖ Climate Change

**CITIZEN/PUBLIC ENGAGEMENT:**

As per the requirements of Section 166 of the *Community Charter*, Staff undertook the ‘consult’ level of public participation as per the IAP2 Spectrum of Public Participation with the circulation of the Citizen Budget last fall. The results of the Citizen Budget were presented to Council on February 5, 2018.

The public will be further Consulted on the 2018–2022 Consolidated Five-Year Financial Plan prior to its being presented three readings on April 3, 2018.

[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: That Council approve a 2.5% property tax increase for the 2018–2022 Draft General Fund Financial Plan which includes a 1% contribution to the Asset Management Reserve. (Recommended)

Option 2: That Council approve an amended 2018–2022 Draft General Fund Financial Plan with an amended percentage increase to property taxes, which includes a contribution to the Asset Management Reserve.

Option 3: That Council approve an amended 2018–2022 General Fund Financial Plan with no property tax increase.

Prepared by:



Brian Parschauer, BA, CPA-CMA

Director of Finance

*Attachments:*

1. *2018–2022 General Fund Capital Budget*
2. *2018 General Fund Capital Budget with Funding Sources*
3. *2018 General Fund Budget Overview*
4. *2018–2022 General Fund Budget Overview*

Area	Department	Project description	Values										
			2018 Final Budget	2018FB General Revenues	2018FB New Works Reserve	2018FB Reserve for Future Exp.	2018FB Unexpended Funds	2018FB DCC Reserve	2018FB Building Canada Fund	2018FB Gas Tax Fed Grant	2018FB CVRD Grant	2018FB Donation	
Cemetery	Cemetery	CEMETERY - CEMETERY GENERAL WORK	35 000									35 000	
		CEMETERY - LAWN CRYPTS	27 000									27 000	
		CEMETERY - NEW PLANTINGS	12 000									12 000	
		CEMETERY - NICHE DESIGN/DEVELOPMENT	72 000									72 000	
<b>Cemetery Total</b>			<b>146 000</b>									<b>146 000</b>	
Corporate Services	IT	Asset Management GIS/Tables	5 000		5 000								
		COUNCIL CHAMBERS AUDIO/VISUAL REPLACE	77 300		77 300								
		Disaster Recovery Plan - Phase 1	15 000		15 000								
		ERP IMPROVEMENTS	30 000		30 000								
		FIREWALL REPLACEMENT	10 000		10 000								
		GIS Mapping	25 000		25 000								
		IT security (PEN Test)	25 000		25 000								
		MIS PC REPLACEMENT	60 000		60 000								
		New softwares	25 000		25 000								
		OFFSITE BACKUP DEVELOPMENT	10 000		10 000								
		PHOTOCOPIERS	36 000		36 000								
		Recreation Software	120 000		120 000								
		SERVER REPLACEMENT	50 000		50 000								
		WIRELESS NETWORK UPGRADE	15 000		15 000								
<b>Corporate Services Total</b>			<b>503 300</b>		<b>503 300</b>								
Fire Services	Fire	FIRE DEPT LIGHT VEHICLES	65 000		65 000								
<b>Fire Services Total</b>			<b>65 000</b>		<b>65 000</b>								
Fleet	Fleet	FLEET MANAGEMENT - PARKS SERV- LIGHT VEHICLES	295 000		295 000								
		FLEET MANAGEMENT - PW SERV - HEAVY VEHICLES	650 000		650 000								
		FLEET MANAGEMENT - PW SERV - LIGHT VEHICLES	400 000		400 000								
<b>Fleet Total</b>			<b>1 345 000</b>		<b>1 345 000</b>								
Infrastructure	Road Paving	MAJOR ROAD CONS - 13 th Street - Willemar to Burgess	25 000	25 000									
		ROAD PAVING - 17th St - Cliffe to Railway Crossing	810 000					200 500		609 500			
		ROAD PAVING - Cumberland Rd - Swanson to City Limits	300 000					70 500		229 500			
	Storm Drainage	Braidwood Affordable Housing - Storm & Road Servicing	110 000		110 000								
		Braidwood Road Design - Storm & Road	130 500	130 500									
		STORM DRAINAGE - 13 St - Burgess to Willemar Road and Storm Reconstruction	25 000	25 000									
		STORM DRAINAGE - 200 Back Rd Storm Culvert improvement	75 000	12 500						62 500			
		STORM DRAINAGE - Glacier View Plaza Drainage improvements	162 500	12 500						150 000			
		STORM DRAINAGE - WOODS PARK STORM OUTFALL	70 000	12 500	57 500								
		STORM DRAINAGE - Old Island Highway Storm System	75 000	10 000						65 000			
		Major Road Constr MAJOR ROAD CONS - 5th Street - Fitzgerald to Mezies COMPLETE STREETS PROJECT	3 065 300	87 500						2 977 800			
		MAJOR ROAD CONS - MJR-09 5TH ST BRIDGE UPGRADE Deck renewal & Painting	252 500	230 900					21 600				
	DCC Projects	Road, Storm, Parks DCC Projects	342 300	212 200					130 100				
<b>Infrastructure Total</b>			<b>5 443 100</b>	<b>758 600</b>	<b>167 500</b>	-		<b>422 700</b>	<b>2 977 800</b>	<b>1 116 500</b>			
Parks	Parks	Lewis Park Ball Diamond Backstop Replacement	25 000	15 000		10 000							
		PARKS - Lewis Park Stairs design & Railing	109 500			109 500							
		Puntledge Park Playground replacement and Bridge improvement	120 000	113 000		7 000							
		Simms Culvert Fencing	15 000	15 000									
	Walkways & Bikes	Silver Sand Park Trails Phase 2 - B	78 400		39 600				38 800				
<b>Parks Total</b>			<b>347 900</b>	<b>143 000</b>	<b>39 600</b>	<b>126 500</b>		<b>38 800</b>					

Area	Department	Project description	Values									
			2018 Final Budget	2018FB General Revenues	2018FB New Works Reserve	2018FB Reserve for Future Exp.	2018FB Unexpended Funds	2018FB DCC Reserve	2018FB Building Canada Fund	2018FB Gas Tax Fed Grant	2018FB CVRD Grant	2018FB Donation
Property Services	City Hall	CITY HALL - Building Energy Reduction (roof ventilation)	180 000		180 000							
		CITY HALL - Roof Replacement	210 000		210 000							
	Rental Properties	Renovation of City Hall	280 000	30 000	250 000							
<b>Property Services Total</b>			<b>670 000</b>	<b>30 000</b>	<b>640 000</b>							
Public Works	Public Works	CARPENTRY SHOP - Carpenter / Electrician Bay	300 000	300 000								
		PUBLIC WORKS - New Public Works Building	150 000	76 200		73 800						
<b>Public Works Total</b>			<b>450 000</b>	<b>376 200</b>		<b>73 800</b>						
Rec & Culture	Art Gallery	ART GALLERY - Building Energy Reduction	13 000		13 000							
		ART GALLERY - SIGNAGE	25 000			25 000						
	Filberg Centre	FILBERG CENTRE - Building Energy Reduction	45 000		45 000							
		Lewis Centre	LEWIS CENTRE - Equipments > 5k	65 000		65 000						
	LEWIS CENTRE - New AC system		280 000		70 000		160 000					50 000
	Library	LIBRARY - Building Energy Reduction	14 000		14 000							
		Memorial Pool	MEMORIAL POOL - MECH/ELEC UPGRADES HEAT/CHEMICAL	30 000								30 000
	MEMORIAL POOL - New Pool Covers		17 500								17 500	
	MEMORIAL POOL - REPAIR CRACKS MAIN POOL		16 000								16 000	
	Native Sons Hall	NATIVE SONS HALL - Building Energy Reduction	10 000		10 000							
		NATIVE SONS HALL - Shingles replacement	90 000	41 300			48 700					
	Sid Theatre	SID THEATRE - Building Energy Reduction	88 000		88 000							
		SID THEATRE - LIGHTING UPGRADE - LED THEATRE LIGHTS	25 000		25 000							
		SID THEATRE - THEATRE CAPITAL EQUIPMENT	15 000		15 000							
Youth Centre	YOUTH CENTRE - Heating System Replacement	70 000	70 000									
<b>Rec &amp; Culture Total</b>			<b>803 500</b>	<b>111 300</b>	<b>345 000</b>	<b>25 000</b>	<b>208 700</b>				<b>63 500</b>	<b>50 000</b>
Debt	Debt Interest	Existing Debt Interest	535 400	535 400								
	Debt Principal	Existing Debt Principal	856 500	856 500								
<b>Debt Total</b>			<b>1 391 900</b>	<b>1 391 900</b>								
<b>Grand Total</b>			<b>11 165 700</b>	<b>2 811 000</b>	<b>3 105 400</b>	<b>225 300</b>	<b>208 700</b>	<b>461 500</b>	<b>2 977 800</b>	<b>1 116 500</b>	<b>209 500</b>	<b>50 000</b>

Asset type	Area	Department	2018 Final Budget	2019	2020	2021	2022	
Capital Assets	Cemetery		146 000	124 000	122 000	92 000	127 000	
	Corporate Services		503 300	241 000	231 000	206 000	206 000	
	Fire Services		65 000	65 000	-	-	1 500 000	
	Fleet		1 345 000	916 000	608 000	515 000	515 000	
	Infrastructure	Road Paving		1 135 000	1 270 000	1 100 000	1 100 000	1 300 000
		Storm Drainage		648 000	1 190 000	547 500	300 000	300 000
		Traffic Projects			380 000	295 000	100 000	100 000
		Major Road Construction		3 317 800	3 693 800	3 243 500	1 500 000	1 500 000
		DCC Projects		342 300	342 300	342 300	342 300	342 300
	<b>Infrastructure Total</b>		<b>5 443 100</b>	<b>6 876 100</b>	<b>5 528 300</b>	<b>3 342 300</b>	<b>3 542 300</b>	
	Parks		347 900	265 000	547 000	705 000	885 000	
	Property Services		670 000	75 000	60 000	5 500 000	250 000	
Public Works		450 000	-	5 700 000	-	150 000		
Rec & Culture		803 500	874 300	892 100	425 700	705 800		
<b>Capital Assets Total</b>		<b>9 773 800</b>	<b>9 436 400</b>	<b>13 688 400</b>	<b>10 786 000</b>	<b>7 881 100</b>		
<b>Debt</b>		<b>1 391 900</b>	<b>1 518 600</b>	<b>2 321 900</b>	<b>2 892 000</b>	<b>3 068 700</b>		
<b>Grand Total</b>		<b>11 165 700</b>	<b>10 955 000</b>	<b>16 010 300</b>	<b>13 678 000</b>	<b>10 949 800</b>		

### 2018 General Fund Budget Overview

**Expenses**

General Government		4,132,200	
Protective Services			
Police	6,439,900		
Fire	1,836,300		
Other Protective Services	<u>302,900</u>	8,579,100	
Public Works		7,900,000	
Environmental Health (Solid Waste)		3,197,400	
Public Health (Cemetery)		305,600	
Development Services		2,021,600	
Recreation and Culture		7,167,800	
Fiscal Services			
Transfer to Capital	2,811,000		
Transfer to Reserves	<u>2,704,400</u>	5,515,400	

**Total Expenses** **38,819,100**

**Revenues**

Sales of Services		7,435,300	
Revenue from Own Sources		1,050,100	
Transfers from Other Governments		1,880,900	
Transfers from Reserves		1,706,600	
Transfers from Prior Years Surplus		1,791,700	
Taxation			
Grants	318,700		
1% Revenue	399,500		
New Construction	400,000		
BIA/Library/Debt	2,587,500		
2017 Tax Dollars	<u>20,717,300</u>	24,423,000	

**Total Revenues** **38,287,600**

1% - Asset Mgmt Levy	211,900
Additional Tax Dollars required	<u>319,600</u>
	<b><u>531,500</u></b>
Tax Increase: 1% = \$211,900	<b>2.5%</b>

General Fund Summary	Final Budget		Budget			
	2017	2018	2019	2020	2021	2022
<b>REVENUES</b>						
<b>Taxes</b>						
General Municipal Taxes	\$ 22,931,400	\$ 23,836,300	\$ 24,993,000	\$ 26,348,600	\$ 27,844,800	\$ 30,732,200
General Municipal Taxes - New Const	\$ 435,400	\$ 400,000	\$ 410,000	\$ 420,300	\$ 430,800	\$ 441,500
Collections for Other Governments	20,574,100	21,021,800	21,931,200	22,448,300	22,950,100	23,333,900
<b>Total Taxes Collected</b>	<b>43,940,900</b>	<b>45,258,100</b>	<b>47,334,200</b>	<b>49,217,200</b>	<b>51,225,700</b>	<b>54,507,600</b>
<b>Less:</b>						
Property Taxes for Other Gover	(20,574,100)	(21,021,800)	(21,931,200)	(22,448,300)	(22,950,100)	(23,333,900)
Portion of Grants in Place of Ta:	(129,000)	(143,700)	(146,100)	(148,300)	(150,800)	(153,200)
	(20,703,100)	(21,165,500)	(22,077,300)	(22,596,600)	(23,100,900)	(23,487,100)
<b>Net Municipal Taxes</b>	<b>23,237,800</b>	<b>24,092,600</b>	<b>25,256,900</b>	<b>26,620,600</b>	<b>28,124,800</b>	<b>31,020,500</b>
Grants in Lieu of Taxes	415,100	462,400	469,900	477,100	484,800	492,700
% of Revenue Tax	403,400	399,500	407,500	415,700	423,900	432,400
<b>Taxes for Municipal Purposes</b>	<b>24,056,300</b>	<b>24,954,500</b>	<b>26,134,300</b>	<b>27,513,400</b>	<b>29,033,500</b>	<b>31,945,600</b>
<b>Fees and Charges</b>	<b>7,398,900</b>	<b>7,435,300</b>	<b>7,585,800</b>	<b>7,706,500</b>	<b>7,831,600</b>	<b>7,957,900</b>
<b>Revenue from Other Sources</b>	<b>1,951,300</b>	<b>1,050,100</b>	<b>1,066,800</b>	<b>1,083,700</b>	<b>1,181,000</b>	<b>1,200,300</b>
<b>Transfers from Other Govt &amp; Agencies</b>	<b>1,873,300</b>	<b>1,880,900</b>	<b>1,914,600</b>	<b>1,952,600</b>	<b>1,991,300</b>	<b>2,031,100</b>
<b>Transfers-Reserves</b>	<b>1,603,500</b>	<b>1,706,600</b>	<b>1,238,000</b>	<b>1,238,000</b>	<b>1,238,000</b>	<b>1,238,000</b>
<b>Transfers-Surplus</b>	<b>1,397,200</b>	<b>1,791,700</b>	<b>777,100</b>	<b>575,200</b>	<b>510,000</b>	<b>-</b>
<b>Equity in Capital Assets</b>	<b>4,000,000</b>	<b>4,000,000</b>	<b>4,000,000</b>	<b>4,000,000</b>	<b>4,000,000</b>	<b>4,000,000</b>
	<b>\$ 42,280,500</b>	<b>\$ 42,819,100</b>	<b>\$ 42,716,600</b>	<b>\$ 44,069,400</b>	<b>\$ 45,785,400</b>	<b>\$ 48,372,900</b>
<b>EXPENDITURES</b>						
<b>Operating Expenditures</b>						
General Government	\$ 4,052,100	\$ 4,132,200	\$ 4,266,200	\$ 4,371,900	\$ 4,449,800	\$ 4,582,500
Protective Services	8,500,000	8,579,100	8,739,400	8,912,700	9,090,700	9,272,000
Public Works Services	8,061,200	7,900,000	8,005,800	7,933,700	8,037,200	8,189,400
Environmental Health Services	3,102,000	3,197,400	3,261,400	3,291,300	3,357,100	3,423,800
Public Health Services	232,200	305,600	311,600	317,900	324,200	330,900
Development Services	1,717,600	2,021,600	1,882,000	1,867,000	1,901,500	1,937,300
Recreation & Cultural Services	6,495,900	7,167,800	7,170,600	7,314,800	7,463,500	7,613,900
<b>Total Operating Expenses</b>	<b>32,161,000</b>	<b>33,303,700</b>	<b>33,637,000</b>	<b>34,009,300</b>	<b>34,624,000</b>	<b>35,349,800</b>
<b>Amortization</b>	<b>4,000,000</b>	<b>4,000,000</b>	<b>4,000,000</b>	<b>4,000,000</b>	<b>4,000,000</b>	<b>4,000,000</b>
<b>Total Expenses</b>	<b>36,161,000</b>	<b>37,303,700</b>	<b>37,637,000</b>	<b>38,009,300</b>	<b>38,624,000</b>	<b>39,349,800</b>
<b>Transfer to Capital Fund</b>	<b>3,035,900</b>	<b>2,811,000</b>	<b>2,308,100</b>	<b>3,106,600</b>	<b>3,957,600</b>	<b>5,164,400</b>
<b>Transfer to Reserve Funds</b>	<b>3,083,600</b>	<b>2,704,400</b>	<b>2,771,500</b>	<b>2,953,500</b>	<b>3,203,800</b>	<b>3,764,200</b>
<b>Transfer to Surplus</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>94,500</b>
	<b>6,119,500</b>	<b>5,515,400</b>	<b>5,079,600</b>	<b>6,060,100</b>	<b>7,161,400</b>	<b>9,023,100</b>
	<b>\$ 42,280,500</b>	<b>\$ 42,819,100</b>	<b>\$ 42,716,600</b>	<b>\$ 44,069,400</b>	<b>\$ 45,785,400</b>	<b>\$ 48,372,900</b>



102 - 2456 Rosewall Cres Courtenay BC V9N 8R9  
250.871.0343 info@yanacomoxvalley.com  
Charitable Registration # 11930 5449 RR0001

**yanacomoxvalley.com**



20 February, 2018

The Corporation of the City of Courtenay  
Financial Services Department  
830 Cliffe Ave,  
Courtenay, B.C. V9N 2J7

Re: 2018 Grant Application Receipt of Payment & Thank-you

It is with sincere thanks that we send this letter acknowledging receipt of a grant-in-aid valued at \$7,000. These funds will go toward new furniture and necessary maintenance at our four YANA apartments located at 3300 Oak Street in Vancouver, and will help YANA fulfill its mission of keeping families together during out-of-town medical treatment.

Many Comox Valley families have to travel from their homes for medical care for their children, and having a home away from home is a burden we can assist with. Providing a comfortable, updated space that is well-maintained is our objective, and we appreciate your assistance in making this possible.

On behalf of the YANA board of directors and staff, we would like to say thank-you for your generosity.

Sincerely,

A handwritten signature in blue ink that reads 'Marcie Dumais'.

Marcie Dumais  
Executive Director





**CITY OF COURTENAY HERITAGE ADVISORY COMMISSION  
MINUTES**

Meeting of the City of Courtenay Heritage Advisory Commission meeting held on January 24, 2018 at 10:00 a.m. in the Council Chambers of City Hall.

**Present:**

L. Burns	C. Piercy	J. Fortin	A. Ireson
R. Dingwall	L. Grant		
T. Setta, (staff)			

**Absent:**

J. Hagen	D. Griffiths	R. Smith
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**1. Minutes from Last Meeting**

Moved by L. Grant and seconded by R. Dingwall that the November 22, 2017 minutes be adopted as circulated.

*Carried*

**2. Old Business**

- |                          |   |
|--------------------------|---|
| HERITAGE CLOCKS          | <ul style="list-style-type: none"><li>• Members agreed to take a further action seeking possible locations for clock installation.</li><li>• T.Setta to contact the Manager of Civic Properties Maintenance</li></ul>   |
| PIONEER GRAVES TREE      | <ul style="list-style-type: none"><li>• No progress at this time. R.Dingwall to follow up for the next meeting.</li></ul>   |
| RESIDENTIAL INVENTORY    | <ul style="list-style-type: none"><li>• Member's individual work in progress</li><li>• Sending of appreciation card tabled</li><li>• Inventory of information to be compiled</li></ul>  |
| HERITAGE ARCHIVE STORAGE | <ul style="list-style-type: none"><li>• Archive documents stored in the City Hall upstairs have been relocated to old Co-operators Insurance Company building on Cliffe Avenue</li><li>• Staff to follow up and secure temporary storage at this location</li></ul>       |
| TRAIN STATION            | <ul style="list-style-type: none"><li>• A.Ireson reported to members regarding the meeting with the Mayor and CEO of Island Corridor Foundation held on January 9<sup>th</sup> 2018</li><li>• The meeting memo to be included in the minutes for Council agenda</li></ul> |
| CUMBERLAND HERITAGE FAIR | <ul style="list-style-type: none"><li>• Preparation for the Fair is in progress</li><li>• Members to review the contents prior to workshop</li><li>• Workshop is scheduled on January 31 at 10 a.m. R. Dingwall to coordinate the event</li></ul>                         |

**3. New Business**

- |               |  |
|---------------|--|
| MUSEUM REPORT | <ul style="list-style-type: none"><li>• None</li></ul>                           |
| IN KIND HOURS | <ul style="list-style-type: none"><li>• Fourteen (14) hours in January</li></ul> |

- Thirty-seven (37) hours in December 2017
  - Nine (9) hours in November 2017
- BUDGET
- The Committee requested 2017 remaining budget to carry over to 2018
- CITY'S HERITAGE WEBSITE
- No detailed statistic result is available
  - The Committee will pick one or two featured items each month and promote through City's social media site as well as homepage
- REZONING APPLICATION ON 2<sup>ND</sup> STREET
- Development pressure in established neighborhoods is a concern from heritage preservation perspective
  - New policy may be required for areas outside of the Old Orchard Local Area Plan
- ELECTION OF NEW CHAIR
- Members review and discussed the past election process
  - Members feel candidates' vision and plan should be presented prior to vote
  - Staff to reach out all the members and ask nomination or self-nomination along with short statement of vision and plan

### 3. Correspondence

- L. Burns provided a suggested working for on "40 Houses" information board
- Members to review

### 4 For Your Information


- L. Burns to speak at Watershed Project meeting
- The Museum requested information on:
  - Royal Auto Service –1930
  - M & M Street – 1928
  - Three Way Services

### 5. Meeting Adjournment

Meeting Adjourned at 12:10 p.m.

### 6. Next Meeting February 27, 2018

*Lawrence J. Burns*  
Chair



**THE CORPORATION OF THE CITY OF COURTENAY**

**HARMSTON AVENUE ROAD CLOSURE BYLAW NO. 2920, 2018**

WHEREAS, pursuant to Section 40 of the *Community Charter*, Council may, by bylaw, close a portion of a highway to traffic and remove the dedication of the highway, if prior to adopting the bylaw, Council publishes notices of its intention in a newspaper and provides an opportunity for persons who consider they are affected by the bylaw to make representations to Council;

AND WHEREAS the Council of the City of Courtenay deems it expedient to close to traffic and remove the dedication of highway of that portion of highway comprising of .103 hectares in size legally described as Part of Section 61, Comox District dedicated as road at the Victoria Land Title Office by Plan 472-B, outlined in bold black on the draft Reference Plan prepared by J. Hansen, BCLS 815 on the 17<sup>th</sup> day of July, 2017 a reduced copy of which is attached hereto as Schedule “A”;

AND WHEREAS notices of Council’s intention to close this portion of highway to traffic, to remove its dedication as highway, and to dispose of it were published in a newspaper and posted in the public notice posting place, and Council has provided an opportunity for persons who consider they are affected by the closure and disposition to make representations to Council;

AND WHEREAS the Council does not consider that the closure of that portion of highway will affect the transmission or distribution facilities or works of utility operators;

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

1. That portion of highway comprising of .103 hectares in size legally described as Part of Section 61, Comox District dedicated as road at the Victoria Land Title Office by Plan 472-B, outlined in bold black on the draft Reference Plan prepared by J. Hansen, BCLS 815 on the 17<sup>th</sup> day of July, 2017 a reduced copy of which is attached hereto as Schedule “A” (the Closed Road), is closed to all types of traffic, and its dedication as highway is removed.
2. On deposit of the reference plan attached hereto as Schedule “A” and all other documentation for the closure of the Closed Road in the Victoria Land Title Office, the Closed Road is closed to traffic, it shall cease to be public highway, and its dedication as highway is cancelled.
3. The Mayor and Corporate Officer are hereby authorized to execute and deliver such transfers, deeds of land, plans and other documentation as may be necessary for the purposes aforesaid.
4. This Bylaw may be cited as “**Harmston Avenue Road Closure Bylaw No. 2920, 2018**”.

Read a first time this 19<sup>th</sup> day of March, 2018

Read a second time this 19<sup>th</sup> day of March, 2018

Read a third time this 19<sup>th</sup> day of March, 2018

Published in two editions of the Comox Valley Record on the \_\_\_\_\_ day of \_\_\_\_\_, 2018 and  
on the \_\_\_\_\_ day of \_\_\_\_\_, 2018

Finally passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

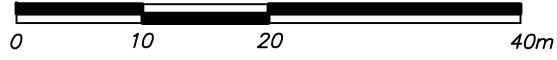
**PROPOSED ROAD CLOSURE OF PART OF SECTION 61,  
COMOX DISTRICT, SHOWN DEDICATED AS ROAD ON  
PLAN 472-B**

Schedule A to Bylaw No. 2920, 2018

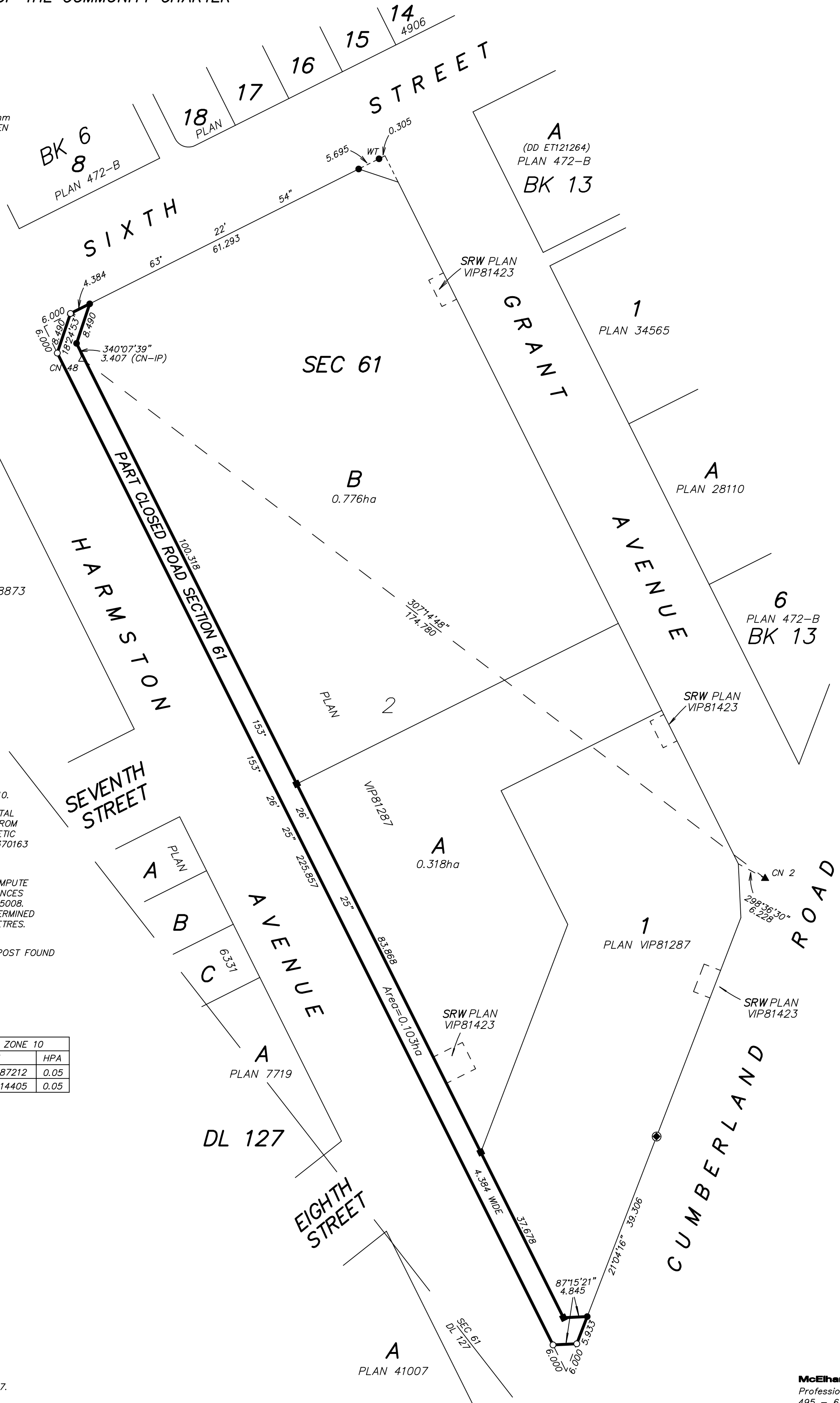
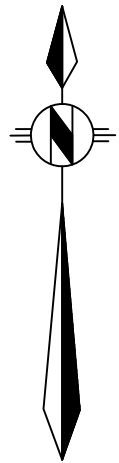
PURSUANT TO SECTION 120 OF THE LAND TITLE ACT  
PURSUANT TO SECTION 40 OF THE COMMUNITY CHARTER  
BCGS 92F 065

SCALE: 1:600

ALL DISTANCES ARE IN METRES.



THE INTENDED PLOT SIZE OF THIS PLAN IS 560mm  
IN HEIGHT BY 432mm IN WIDTH ( C SIZE ) WHEN  
PLOTTED AT A SCALE OF 1 : 600



**LEGEND**

GRID BEARINGS ARE DERIVED FROM DIFFERENTIAL  
CARRIER PHASE GNSS OBSERVATIONS AND ARE  
REFERRED TO THE CENTRAL MERIDIAN OF ZONE 10.

THE UTM COORDINATES AND ESTIMATED HORIZONTAL  
POSITIONAL ACCURACY ACHIEVED ARE DERIVED FROM  
DUAL FREQUENCY GNSS BASELINE TIES TO GEODETIC  
CONTROL MARKERS 496919 ( 90H6255 ) AND 370163  
( 90H6253 ).

THIS PLAN SHOWS HORIZONTAL GROUND-LEVEL  
DISTANCES UNLESS OTHERWISE SPECIFIED. TO COMPUTE  
GRID DISTANCES, MULTIPLY GROUND-LEVEL DISTANCES  
BY THE AVERAGE COMBINED FACTOR OF 0.999855008.  
THE AVERAGE COMBINED FACTOR HAS BEEN DETERMINED  
BASED ON AN ELLIPSOIDAL ELEVATION OF 6.7 METRES.

- - DENOTES STANDARD IRON POST FOUND
- ⊙ - DENOTES NON STANDARD ROUND IRON POST FOUND
- - DENOTES LEAD PLUG FOUND
- ▲ - DENOTES TRAVERSE HUB FOUND
- - DENOTES LEAD PLUG SET
- - DENOTES STANDARD IRON POST SET
- △ - DENOTES TRAVERSE HUB SET
- CN - DENOTES CONCRETE NAIL

NAD83 ( CSRS ) 3.0.0.BC.1.NVI, UTM ZONE 10				
TH	NORTHING	EASTING	CSF	HPA
CN 2	5505801.31	355684.44	0.99985487212	0.05
CN 48	5505907.08	355545.33	0.99985514405	0.05

JULY 27, 2017

THIS PLAN LIES WITHIN THE JURISDICTION OF  
THE APPROVING OFFICER FOR THE CITY  
OF COURTENAY

THE FIELD SURVEY REPRESENTED BY THIS PLAN  
WAS COMPLETED ON THE XTH DAY OF XXX, 2017.  
MICHAEL J. HANSEN, BCLS 815

THIS PLAN LIES WITHIN THE COMOX VALLEY  
REGIONAL DISTRICT AND THE CITY OF  
COURTENAY

**McElhaney Associates**  
Professional Land Surveyors  
495 - 6th Street  
Courtenay, B.C. V9N 6V4  
Tel. 338-5495  
File 05620 RD CLS draft

