

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

*We respectfully acknowledge that the land on which we gather is the
unceded traditional territory of the K'ómoks First Nation*

DATE: July 03, 2018
PLACE: City Hall Council Chambers
TIME: 4:00 p.m.

K'OMOKS FIRST NATION ACKNOWLEDGEMENT

1.00 ADOPTION OF MINUTES

- 1 1. Adopt June 11th, 2018 Regular Council meeting minutes
9 2. Adopt June 18th, 2018 Regular Council meeting minutes
15 3. Adopt June 25th, 2018 Committee of the Whole meeting minutes

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

1. Citizen Taxation Concerns - Ken MacLeod, Jack Giorgianni, Terri Pierrero, and Betty Annand
2. Pamela Crowe, CVCDA Board Chairperson and Cale Lacasse, Lacasse Construction, Service Connections Re: Comox Valley Child Development Association site 237 - 3rd Street
- Retain the existing water service to the property's main building
 - Upgrade the existing service to the second building
 - Add a new 200 meter storm service in our courtyard
 - Retain existing storm service

4.00 STAFF REPORTS/PRESENTATIONS

(a) Development Services

- 19 1. Structural Change to the Liquor Licence (Match Eatery and Public House) - 361 Hunt Road
27 2. Development Variance Permit No.1803 - 2310 Arden Road

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

- 33 1. Letter of Support from MP Gord Johns, Re: Project Watershed Kus-kus-sum Project

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

- 35 1. Briefing Note - Downtown Courtenay Business Area Upgrades - 4th Street Project
- 41 2. Memorandum - 2019/2020 RCMP Municipal Policing Contract: Approval in Principle - Cost per member
- 43 3. Heritage Advisory Commission Meeting Minutes April 26, 2018
- 45 4. Heritage Advisory Commission Meeting Minutes May 23, 2018

7.00 REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES

8.00 RESOLUTIONS OF COUNCIL

1. In Camera Meeting

That notice is hereby given that a Special In-Camera meeting closed to the public will be held July 3rd, 2018 at the conclusion of the Regular Council Meeting pursuant to the following sub-sections of the *Community Charter*:

- 90 (1) (c) labour relations or other employee relations;
- 90 (1) (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- 90 (1) (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- 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.

9.00 UNFINISHED BUSINESS

1. UBCM Convention September 10 - 14, 2018 - Recommended Minister Meeting Requests
- Minister of Transportation and Infrastructure, Claire Trevena: Ryan Road; storm water conveyance (culvert) through the bypass (Highway 19-A); 17th Street right hand turn lane, east bound onto Comox Road (travelling towards Comox); and other transportation issues
 - Minister of Indigenous Services, City of Courtenay / Project Watershed / K'omoks First Nation Joint Submission Re: Provincial funding in relation to the Kus-kus-sum site
 - Minister of Public Safety, RCMP funding model discussion

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

- 53 1. Comox Valley Regional District - Representation on the Comox Valley Liquid Waste Management Plan Public Advisory Committee (PAC)

Council to appoint one representative and one alternate to the Public Advisory Committee (PAC) being formed to advise the Comox Valley Liquid Waste Management Plan (LWMP) Steering Committee.

12.00 BYLAWS

13.00 ADJOURNMENT

NOTE: There is a Public Hearing scheduled for 5:00 p.m. in relation to:

Bylaw No. 2933, Zoning Amendment (4659 Western Road) - to allow a secondary suite within a proposed addition to an existing single residential dwelling.

Bylaw No. 2935, Zoning Amendment Storefront Cannabis Retailers - to define the retail sale of cannabis as a use and restrict it within the City of Courtenay.

Minutes of a Regular Council Meeting held in the City Hall Council Chambers, Courtenay B.C., on Monday, June 11, 2018 at 4:00 p.m.

Attending:

Acting Mayor: M. Theos
Councillors: E. Eriksson
D. Frisch
D. Hillian
R. Lennox
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
D. Snider, Director of Recreation and Cultural Services
J. Nelson, Manager of Financial Planning
A. Guillo, Manager of Communications

1.00 ADOPTION OF MINUTES

.01 Moved by Wells and seconded by Frisch that the May 22nd, 2018
MINUTES Regular Council meeting minutes be adopted.
Carried

Moved by Wells and seconded by Frisch that the May 28th, 2018
Committee of the Whole meeting minutes be adopted.
Carried

2.00 ADOPTION OF LATE ITEMS

.01 Moved by Frisch and seconded by Hillian that the notice of motion
NOTICE OF MOTION presented by Councillor Frisch regarding a select committee for affordable
housing be added to the June 11, 2018 Regular Council agenda for
consideration.
Carried

Mayor Paul Ives, Town of Comox, presented the 2018 Mayor’s Cup trophy to Acting Mayor Theos in recognition of the City of Courtenay’s victory at the 8th Annual Mayor’s Cup hockey game fundraiser hosted in March between Courtenay and Comox.

3.00 DELEGATIONS

4.00 STAFF REPORTS/PRESENTATIONS

.01
FINANCIAL
INFORMATION ACT -
2017 STATEMENT OF
FINANCIAL
INFORMATION (SOFI)
1870-06 (2017)

Moved by Frisch and seconded by Lennox that based on the June 11, 2018 staff report “Financial Information Act - 2017 Statement of Financial Information”, Council approve OPTION 1 and approve the City of Courtenay Statement of Financial Information for the year ended December 31, 2017.

Carried

.02
PICKLEBALL COURT
OPTIONS
6120-02

Moved by Hillian and seconded by Frisch that based on the June 11, 2018 staff report “Pickleball Court Options”, the Council adopt OPTION 1 and direct staff to work with regional partners to establish the working group to evaluate regional strategies for outdoor pickleball courts; and,

That based on the outcome of the working group, Council consider allocating \$100,000 in the 2019 capital budget as the City of Courtenay contribution to a regional pickleball facility.

Carried

.03
TERMS OF
REFERENCE -
DEVELOPMENT
INDUSTRY WORKING
GROUP
0360-20

Moved by Frisch and seconded by Wells that based on the June 11, 2018 staff report “Terms of Reference for a Development Industry Working Group” Council approve OPTION 1 and approve the draft terms of reference for the working group and accept the industry representatives outlined in the report; and

That Council appoint two elected officials to the group.

Amending motion:

Moved by Frisch and seconded by Lennox that Council appoint Councillor Frisch and Councillor Wells to participate in the Development Industry Working Group for a 1 year term.

Moved by Frisch and seconded by Wells that the amending motion for Council to appoint Councillor Frisch and Councillor Wells to participate in the Development Industry Working Group for a 1 year term be withdrawn to permit debate on the main motion.

Carried

Returned to main motion discussion.

The main motion was Carried

New motion:

Moved by Frisch and seconded by Lennox that Council appoint Councillor Frisch and Councillor Wells to participate in the Development Industry Working Group for a 1 year term.

Subsidiary motion:

Moved by Eriksson and seconded by Wells that Council postpone the new motion to appoint Councillors Frisch and Wells to participate in the Development Industry Working Group for a term of 1 year until the next Council meeting June 25, 2018.

Defeated

In Favour: Acting Mayor Theos, Councillors Eriksson and Wells

Opposed: Councillors Frisch, Hillian and Lennox

Returned to Councillor Frisch new motion (above)

The main motion was Defeated

In Favour: Councillors Frisch, Hillian and Lennox

Opposed: Acting Mayor Theos, Councillors Eriksson and Wells

Acting Mayor Theos invoked *Reconsideration of Matter by Mayor* per Council procedure Bylaw No. 2730, Section 39 (1), to reconsider the vote for appointment of two Council members to participate in the Development Industry Working Group as identified in the working group Terms of Reference until the June 18th, 2018 Regular Council meeting.

The council meeting recessed at 5:00 p.m. for the Public Hearing regarding Bylaw No.'s 2921, 2923 and 2928.

The meeting reconvened at 5:12 p.m.

.04

STRUCTURAL
CHANGE TO LIQUOR
LICENCE (MATCH
EATERY & PUBLIC
HOUSE)
361 HUNT ROAD
4320-20

Moved by Lennox and seconded by Frisch that based on the June 11, 2018 staff report "Structural Change to Liquor Licence (Match Eatery and Public House) - 361 Hunt Road" Council approve OPTION 1 and direct staff to post notice on the City's website requesting public input on the proposed change to the liquor licence for Council consideration at the regular meeting scheduled for July 3, 2018.

Amending motion

Moved by Lennox and seconded by Frisch that Council direct staff to provide direct notification of the proposed change to the liquor licence at 361 Hunt Road area residents and tenants of the Washington Inn prior to the proposed change to the liquor licence for Council consideration at the Regular Council meeting scheduled July 3, 2018.

Carried

The main motion was Carried as amended

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

.01 Moved by Frisch and seconded by Wells that the correspondence from the City of Langley dated May 17, 2018 regarding the Province’s announcement that it will be eliminating Medical Services Plan (MSP) premiums that individuals currently pay and funding this change through the implementation of an employer health tax (EHT) effective January 1, 2019, be received for information.

CITY OF LANGLEY
RESOLUTION -
PROVINCIAL
EMPLOYER HEALTH
TAX IMPACT ON
LOCAL GOVERNMENT
0400-20

Amending motion:

Moved by Wells and seconded by Lennox that Council direct staff to write a letter to the provincial government expressing the City of Courtenay’s concern regarding the impact of transferring the burden of the employer health tax (EHT) to Courtenay taxpayers as a result of the province’s elimination of the Medical Services Plan (MSP).

Carried

The main motion was Carried as amended

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

.01 Moved by Wells and seconded by Frisch that the Heritage Advisory Commission meeting minutes for March 28, 2018, be received for information.

HERITAGE ADVISORY
COMMISSION
MEETING MINUTES
0360-20

Carried

.02 Moved by Wells and seconded by Lennox that the June 11, 2018 Briefing Note, “Downtown Courtenay Transit Exchange Expansion”, be received for information.

DOWNTOWN
COURTENAY TRANSIT
EXCHANGE
EXPANSION
8500-04

Carried

.03 Moved by Lennox and seconded by Frisch that the June 7, 2018 Briefing Note, “Urban Forest Strategy Update”, be received for information.

URBAN FOREST
STRATEGY UPDATE
1845-20

Carried

Councillor Lennox left Council Chambers at 5:51 p.m.

Councillor Lennox returned to Council Chambers and took her seat at 5:52 p.m.

7.00 REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES

ACTING MAYOR THEOS Acting Mayor Theos reviewed his attendance at the following events:

- 2018 FCM Annual Conference and Trade Show
- K’omoks First Nations Intergovernmental Engagement Meeting

R11/2018 – June 11, 2018

COUNCILLOR
ERIKSSON

Councillor Eriksson reviewed his attendance at the following events:

- Comox Valley Economic Development AGM
- Comox Strathcona Regional Hospital Board meeting
- Comox Strathcona Waste Management meeting
- K’omoks First Nations Intergovernmental Engagement Meeting

COUNCILLOR
FRISCH

Councillor Frisch reviewed his attendance at the following events:

- Comox Valley Economic Development AGM
- Potlach 67-67 “The Blanket Exercise” history of Indigenous Peoples
- The Council of Canadians Comox Valley Sustainability Forum
- Comox Valley MS Walk fundraiser event for Multiple Sclerosis
- 2018 FCM Annual Conference and Trade Show
- K’omoks First Nations Intergovernmental Engagement Meeting

Councillor Frisch thanked Public Works Services, Kyle Shaw, Manager of Transportation and Utilities Maintenance and Mike Kearns, Manager of Parks Maintenance on behalf of the DCBIA for their efforts to implement improvements to the intersection at 5th Street and Cliffe Avenue

COUNCILLOR
HILLIAN

Councillor Hillian reviewed his attendance at the following events:

- Annual Mile of Flowers planting
- Comox Valley Bike to Work Week
- Access Awareness Day
- Wachiay Friendship Centre Society celebration and blessing of their new building
- Comox Valley Social Planning Society meeting
- Comox Valley Coalition to End Homeless meeting
- Comox Valley Pride “Elevate the Intersection” celebration
- July 1st Committee Meeting
- K’omoks First Nations Intergovernmental Engagement Meeting

Councillor Hillian invited members of Council, staff and the public to participate as a volunteer for the dunk tank fund raising event at the July 1st Canada Day celebration in support of the Comox Valley Child Development Centre

COUNCILLOR
LENNOX

Councillor Lennox reviewed her attendance at the following events:

- K’omoks First Nations Intergovernmental Engagement Meeting
- Comox Valley Relay for Life

Councillor Lennox complimented the recent improvements to the track at Georges P. Vanier Secondary School

COUNCILLOR
WELLS

Councillor Wells reviewed his attendance at the following events:

- CVRD Solar Panel and Energy Efficiency open house
- 2018 FCM Annual Conference and Trade Show
- Comox Valley Economic Development AGM
- K’omoks First Nations Intergovernmental Engagement Meeting

Councillor Wells Mentioned the North Island 9-1-1 abandoned calls education campaign

8.00 RESOLUTIONS OF COUNCIL

.01
IN CAMERA
MEETING

Moved by Hillian and seconded by Lennox that a Special In-Camera meeting closed to the public will be held June 11th, 2018 at the conclusion of the Committee of the Whole Meeting 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

Councillor Hillian left Council Chambers at 6:19 p.m.

Councillor Hillian returned to Council Chambers and took his seat at 6:21 p.m.

9.00 UNFINISHED BUSINESS

.01
MAY 22ND
DELEGATION
YOUTH &
ECOLOGICAL
RESTORATION (YER)
REQUEST FOR
FUNDING

Moved by Hillian and seconded by Wells that the request received from Wendy Kotilla, Program Coordinator, Youth & Ecological Restoration (YER) Watershed Restoration Program for funding support to assist with costs for the production of a promotional video in support of the YER program be postponed and considered in the 2019 Grants-in-Aid application process.

Defeated

In Favour: Councillors Eriksson, Hillian and Wells

Opposed: Councillors Frisch, Lennox and Acting Mayor Theos

Moved by Hillian and seconded by Wells that the request received from Wendy Kotilla, Program Coordinator, Youth & Ecological Restoration (YER) Watershed Restoration Program for funding support to assist with costs for the production of a promotional video in support of the YER program be considered in the 2019 Grants-in-Aid application process; and,

That staff draft a response to the Youth & Ecological Restoration (YER) Program Coordinator advising the applicant to utilize the Grant-In Aid process as outlined in City Policy #1850.00.04 - Provision of Grant-in-Aid and other Forms of Financial Support and submit their application for funding before the grant application deadline of August 01, 2018.

Carried

R11/2018 – June 11, 2018

.02
FEDERATION OF
CANADIAN
MUNICIPALITIES
(FCM) REQUEST FOR
CONTRIBUTION TO
2-YEAR SPECIAL
ADVOCACY FUND

Moved by Wells and seconded by Frisch that the correspondence dated May 16, 2018 from the Federation of Canadian Municipalities (FCM) request for a voluntary financial contribution to the 2-Year Special Advocacy Fund to promote municipal priorities and strategies for the 2019 Federal election, be received for information.

Carried with Councillor Theos opposed

Moved by Wells and seconded by Frisch that Council support the Federation of Canadian Municipalities (FCM) request for a contribution to the 2-Year Special Advocacy Fund to promote municipal priorities and strategies for the 2019 Federal election; and,

That the contribution to the Federation of Canadian Municipalities (FCM) 2-Year Special Advocacy Fund to be funded from gaming funds; and,

That Council direct staff write a letter to the Federation of Canadian Municipalities (FCM) to incorporate funding requests for campaigns and special advocacy funds into the annual request for membership dues as part of the City of Courtenay’s regular contribution to FCM.

Carried with Councillor Theos opposed

10.00 NOTICE OF MOTION

.01
FRISCH NOTICE OF
MOTION
SELECT COMMITTEE
FOR AFFORDABLE
HOUSING

Councillor Frisch provided the following notice of motion:

WHEREAS vacancy rates in the Comox Valley are extremely low and monthly rental rates are rising significantly faster than wages;

WHEREAS the number of people who are homeless and at risk of being homeless has reached unprecedented levels;

WHEREAS the lack of affordable rental housing affects the health and wellness of our community, our families, as well as the economic viability of our businesses;

THEREFORE BE IT RESOLVED THAT Courtenay Council create a select committee to identify and recommend policy and procedural changes that will increase the availability and retention of rental housing in our community; and, furthermore

THAT staff prepare a recommended committee structure for Council's consideration for the July 3rd, 2018 Council meeting.

Carried

11.00 NEW BUSINESS

12.00 BYLAWS

.01
BYLAW NO. 2932,
2018
A BYLAW TO REZONE
PROPERTY (988 – 8TH
STREET)

Moved by Wells and seconded by Lennox that “Zoning Amendment Bylaw No. 2932, 2018” pass third reading.

Carried

Moved by Wells and seconded by Hillian that “Zoning Amendment Bylaw No. 2932, 2018” be finally adopted.

Carried

R11/2018 – June 11, 2018

13.00 ADJOURNMENT

.01

Moved by Frisch and seconded by Hillian that the meeting now adjourn at 6:58 p.m.

Carried

CERTIFIED CORRECT

Director of Legislative and Corporate Services

Adopted this 18th day of June, 2018

Mayor

Minutes of a Regular Council Meeting held in the City Hall Council Chambers, Courtenay B.C., on Monday, June 18, 2018 at 4:00 p.m.

Attending:

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

Staff:

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

1.00 ADOPTION OF MINUTES

.01 Moved by Hillian and seconded by Frisch that adoption of the June
MINUTES 11th, 2018 Regular Council meeting minutes be deferred until the July 3rd,
2018 Regular Council meeting.
Carried

2.00 ADOPTION OF LATE ITEMS

3.00 DELEGATIONS

4.00 STAFF REPORTS/PRESENTATIONS

.01 Moved by Wells and seconded by Hillian that based on the June
BC HOUSING 18th, 2018 staff report “BC Housing Management Commission Lease - 988
MANAGEMENT - 8th Street”, Council approve OPTION 1 and the ground lease between the
COMMISSION LEASE BC Housing Management Commission and the City of Courtenay for the
988 - 8TH STREET property located at 988 - 8th Street;
0870-30 (BCHC)

That statutory notice for the property disposition and financial assistance be published pursuant to sections 24, 26 and 94 of the Community Charter; and,

That subsequent to the publication of notice, the Mayor and Corporate Officer be authorized to execute the lease on behalf of the City.

Carried

R12/2018 – June 18, 2018

.02
ZONING AMENDMENT
BYLAW 2933
SECONDARY SUITE
(4659 WESTERN
ROAD)
3360-20-1810

Moved by Frisch and seconded by Wells that based on the June 18th, 2018 Staff report, “Zoning Amendment Bylaw No. 2933 to allow for a secondary suite at 4659 Western Road” Council approve OPTION 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 2933, 2018; and

That Council direct staff to schedule and advertise a statutory public hearing with respect to Zoning Amendment Bylaw No. 2933, 2018 on July 3rd, 2018 at 5:00 p.m. in the City Hall Council Chambers.

Carried

.03
ZONING AMENDMENT
BYLAW 2935
STOREFRONT
CANNABIS
RETAILERS
3360-20-1811

Moved by Wells and seconded by Frisch that based on the June 18th, 2018 staff report “Zoning Amendment Bylaw No. 2935 (Storefront Cannabis Retailers)” Council approve OPTION 3 and proceed to First and Second Readings; and

That Council direct staff to schedule and advertise a statutory public hearing with respect to Zoning Amendment Bylaw No. 2935, 2018 on July 3, 2018 at 5:00 p.m. in the City Hall Council Chambers; and

That Council direct staff to conduct an Open House on the proposed Storefront Cannabis Retailers Policy outlined in Attachment No.2 prior to bringing it back to Council for consideration.

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

The council meeting recessed at 5:04 p.m.
The meeting reconvened at 5:09 p.m.

.04
2019/2020 RCMP
MUNICIPAL POLICING
CONTRACT:
APPROVAL IN
PRINCIPLE
1660-20

Moved by Frisch and seconded by Wells that based on the June 18, 2018 staff report “2019/2020 RCMP Municipal Policing Contract: Approval in Principle”, Council approve OPTION 1 which provides approval in principle for an expenditure of \$6,315,290 of which Courtenay is responsible for 90% (\$5,683,761).

Carried

.05
WOODLANDS
VIS6154 STRATA
UTILITY BILLING
OPTIONS
1830-02

Moved by Frisch and seconded by Wells that based on the June 18th, 2018 staff report “Woodlands VIS6154 Strata Utility Billing Options”, Council approve OPTION 1 and continue to bill utility user fees to strata corporations until the matter is considered at the 2018 UBCM Convention and/or the Province has provided some indication of its support for the requested legislative changes to the *Community Charter* and *Strata Property Act*.

Carried

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

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

**Mayor Jangula left Council Chambers at 5:54 p.m.; Acting Mayor Theos took the chair
Mayor Jangula returned to Council Chambers and took his seat at 5:56 p.m.**

7.00 REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES

COUNCILLOR FRISCH Councillor Frisch reviewed his attendance at the following events:
➤ 2018 Camp Boomer Fundraising event
➤ Boys and Girls Club Teen Entrepreneur Network - Teen Tycoon Challenge event
➤ LIFT Summer Social event

Councillor Frisch expressed appreciation on behalf of constituent acknowledging the friendly helpful Reception staff at City Hall

COUNCILLOR HILLIAN Councillor Hillian reviewed his attendance at the following event:
➤ Welcome and Reception at City Hall for the Delegation from Suphanburi Thailand, Courtenay’s sister City

Councillor Hillian expressed appreciation to Wendy Sorichta, Manager of Corporate Administrative Services, for her efforts organizing the welcome reception.

COUNCILLOR LENNOX Councillor Lennox reviewed her attendance at the following events:
➤ NIDES Bursary Awards ceremony

COUNCILLOR THEOS Councillor Theos reviewed his attendance at the following events:
➤ K’omoks First Nations Intergovernmental Engagement Meeting
➤ Mark R. Isfeld Secondary School Bursary Awards ceremony

COUNCILLOR WELLS Councillor Wells reviewed his attendance at the following events:
➤ K’omoks First Nations Intergovernmental Engagement Meeting and future flag raising Ceremony
➤ CVRD Sewer Commission meeting
➤ NIDES 7842 Navigators Robotics team meeting
➤ LIFT Summer Social event
➤ 2018 Camp Boomer Fundraising event
➤ Courtenay and District Fish and Game Annual BC Family Fishing weekend

MAYOR
JANGULA

Mayor Jangula reviewed his attendance at the following events:

- Canadian Scottish Regiment (Princess Mary's) Royal Canadian Army Cadet Corps - 78th Annual Ceremonial Review
- Mark R. Isfeld Secondary School Bursary Awards ceremony
- Georges P. Vanier School Bursary Awards ceremony
- St John's Ambulance Cadet and Adult Brigades BC Council Awards
- L'Arche Comox Valley "I Belong" Bowl-a-thon Dinner and Fundraiser event

8.00 RESOLUTIONS OF COUNCIL

.01
COUNCILLOR FRISCH
RESOLUTION - SELECT
COMMITTEE
FOR AFFORDABLE
HOUSING

Moved by Frisch and seconded by Lennox that
WHEREAS vacancy rates in the Comox Valley are extremely low and monthly rental rates are rising significantly faster than wages;

WHEREAS the number of people who are homeless and at risk of being homeless has reached unprecedented levels;

WHEREAS the lack of affordable rental housing affects the health and wellness of our community, our families, as well as the economic viability of our businesses;

THEREFORE BE IT RESOLVED THAT Courtenay Council create a select committee to identify and recommend policy and procedural changes that will increase the availability and retention of rental housing in our community; and, furthermore

THAT staff prepare a recommended committee structure for Council's consideration for the July 3rd Council meeting.

Moved by Hillian and seconded by Wells that Council postpone the resolution to develop a Select Committee for affordable rental housing and recommendations for policy and procedural changes that will increase the availability of rental housing in our community, until such time that staff bring forward a report on the Downtown Revitalization Bylaw for consideration at a future Council meeting.

Carried with Councillor Frisch opposed

.02
IN CAMERA
MEETING

Moved by Hillian and seconded by Wells that a Special In-Camera meeting closed to the public will be held June 18th, 2018 at the conclusion of the Committee of the Whole Meeting pursuant to the following sub-sections of the *Community Charter*:

- 90 (2) (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;
- 90 (1) (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

Carried

R12/2018 – June 18, 2018

Councillor Hleft Council Chambers at 6:21 p.m.

Councillor Hillian returned to Council Chambers and took his seat at 6:24 p.m.

9.00 UNFINISHED BUSINESS

.01

DEVELOPMENT
INDUSTRY WORKING
GROUP TOR -
COUNCIL
APPOINTMENT OF
TWO ELECTED
OFFICIALS

Moved by Frisch and seconded by Lennox that Council appoint Councillor Frisch and Councillor Wells to participate in the Development Industry Working Group for a 1 year term.

Defeated

In Favour: Councillors Frisch, Hillian and Lennox

Opposed: Mayor Jangula and Councillors Eriksson, Theos and Wells

Amending motion:

Moved by Lennox and seconded by Hillian that Council appoint Mayor Jangula and Councillor Frisch to participate in the Development Industry Working Group for a 1 year term.

Carried

In Favour: Mayor Jangula and Councillors Frisch, Hillian, Lennox and Theos

Opposed: Councillors Eriksson and Wells

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

12.00 BYLAWS

.01

BYLAW NO. 2933,
2018
REZONE PROPERTY
TO ALLOW FOR
SECONDARY SUITE
(4659 WESTERN
ROAD)

Moved by Hillian and seconded by Wells that “Zoning Amendment Bylaw No. 2933, 2018” pass first and second reading.

Carried

.02

BYLAW NO. 2935,
2018
CREATE ZONING
REGULATIONS FOR
RETAIL SALE OF
CANNABIS

Moved by Hillian and seconded by Wells that “Zoning Amendment Bylaw No. 2935, 2018” pass first and second reading.

Carried

R12/2018 – June 18, 2018

.03 Moved by Frisch and seconded by Hillian that “Zoning
BYLAW NO. 2921, Amendment Bylaw No. 2921, 2018” pass third reading.
2018 **Carried**

ZONING AMENDMENT Moved by Theos and seconded by Hillian that “Zoning
(765 MCPHEE Amendment Bylaw No. 2921, 2018” be finally adopted.
AVENUE) **Carried**

.04 Moved by Frisch and seconded by Hillian that “Zoning
BYLAW NO. 2923, Amendment Bylaw No. 2923, 2018” pass third reading.
2018 **Carried**

ZONING AMENDMENT Moved by Hillian and seconded by Wells that “Zoning Amendment
(2310 ARDEN ROAD) Bylaw No. 2923, 2018” be finally adopted.
Carried

.05 Moved by Wells and seconded by Frisch that “Zoning Amendment
BYLAW NO. 2928, Bylaw No. 2928, 2018” pass third reading.
2018 **Carried**

ZONING AMENDMENT Moved by Eriksson and seconded by Frisch that “Zoning
(570 WASHINGTON Amendment Bylaw No. 2928, 2018” be finally adopted.
CRESCENT) **Carried**

13.00 ADJOURNMENT

.01 Moved by Frisch and seconded by Wells that the meeting now
adjourn at 6:40 p.m.
Carried

CERTIFIED CORRECT

Director of Legislative and Corporate Services

Adopted this 3rd day of July, 2018

Mayor

Minutes of a Committee of the Whole meeting held Monday, June 25, 2018 at 4:00 p.m. in the City Hall Council Chambers.

Attending:

Mayor: L. V. Jangula

Councillors: E. Eriksson

D. Frisch

D. Hillian

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

A. Guillo, Manager of Communications

N. Borecky, Manager of IT

1.00 STAFF REPORTS/PRESENTATIONS

.01

URBAN FOREST
STRATEGY
PRESENTATION
1845-20

Amelia Needoba and Trevor Cox, Diamond Head Consulting, made a presentation to Council regarding Courtenay's Urban Forest Strategy. The Urban Forest strategy will be used to establish baseline information about Courtenay's urban forest, facilitate community engagement and development of management and protection policies, strategies and actions in alignment with Council's Strategic Priorities and the Official Community Plan.

Public engagement workshops will be hosted June 25th and 26th, 2018 and an online survey for public input will be posted on the City of Courtenay website www.courtenay.ca/urbanforest until the end of summer 2018.

Moved by Wells and seconded by Frisch that the Urban Forest Strategy presentation facilitated by Diamond Head Consulting, be received for information.

Carried

.02
2017 ANNUAL
MUNICIPAL REPORT
0645-01

Moved by Wells and seconded by Frisch that the 2017 Annual Municipal Report be received for information.

Carried

Moved by Frisch and seconded by Wells that Council consider the 2017 Annual Municipal Report.

Carried

John Ward, Director of Legislative and Corporate Services/Deputy CAO acknowledged Anne Guillo, Manager of Communications and Lisa Zervakis, Marketing and Communications Specialist and expressed his thanks for their efforts in preparing the 2017 annual report with support from other staff.

Councillor Hillian expressed his appreciation to staff for the excellent preparation and layout of the 2017 annual report.

.03
KUS KUS SUM
MEMORANDUM OF
UNDERSTANDING
(MOU)
3200-00

Moved by Wells and seconded by Hillian that based on the June 18, 2018 staff report “Kus Kus Sum Memorandum of Understanding (MOU)”, Council proceed with OPTION 1, and approve the City signing the MOU between the City, Project Watershed, and K’ómoks First Nation.

Carried

2.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

.01
2018 UNION OF BC
MUNICIPALITIES
(UBCM) CONVENTION
SEPTEMBER 10 – 14,
2018

Moved by Wells and seconded by Frisch that the correspondence received from Civic Info regarding the Union of BC Municipalities (UBCM) Convention September 10 – 14, 2018, Provincial Appointment Book and Meeting Request process with Provincial Government Ministries, Agencies, Commissions and Corporations, be received for information.

Carried

3.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

.01
SUPERVISORY
CONTROL AND DATA
ACQUISITION
(SCADA) PROJECT
UPDATE AND
DEMONSTRATION

Moved by Wells and seconded by Frisch that the June 19, 2018 Briefing Note, “SCADA Project - Supervisory Control and Data Acquisition Project Update”, be received for information.

Carried

Trevor Kushner, Director of Public Works Services, made a presentation to Council demonstrating the water and sewer utility data analysis capabilities of the Supervisory Control and Data Acquisition (SCADA) software operating system.

Trevor Kushner, Director of Public Works Services, expressed his thanks to Neil Borecky, Manager of IT and Rodney Armstrong, Manager of Asset Management Technical Services, for their contributions to the success of this project and stated their expertise and technical ability in managing and procuring the SCADA technology ensured it came in significantly under budget.

3.00 RESOLUTIONS OF COUNCIL

.01
IN CAMERA
MEETING

Moved by Hillian and seconded by Theos that a Special In-Camera meeting closed to the public will be held June 25th, 2018 at the conclusion of the Committee of the Whole Meeting pursuant to the following subsections of the *Community Charter*:

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

4.00 UNFINISHED BUSINESS

.01
PREVENTION OF
PUBLIC NUISANCES
BYLAW (NOISE)
DECIBEL LEVEL
MEASUREMENT

Council continued the discussion from the June 11th, 2018 Regular Council meeting regarding the costs and implications to consider the implementation of decibel level measurement guidelines in the existing Prevention of Public Nuisance Bylaw No. 2804, 2014.

Moved by Frisch and seconded by Wells that the August 18, 2014 Staff Report, "Public Nuisance Bylaw No. 1798", be received for information.

Carried

5.00 ADJOURNMENT

.01

Moved by Frisch and seconded by Theos that the meeting now adjourn at 5:27 p.m.

Carried

CERTIFIED CORRECT

Corporate Officer

Adopted this 3rd day of July, 2018

Mayor



STAFF REPORT

To: Council

File No.: 4320-20

From: Chief Administrative Officer

Date: July 3rd, 2018

Subject: Structural Change to the Liquor Licence (Match Eatery and Public House) – 361 Hunt Road

PURPOSE:

The purpose of the report is to provide Council with the results of public notification of the Playtime Gaming Group's application made to the LCLB for structural change to their liquor licence at the above referenced location.

CAO RECOMMENDATIONS:

That based on the July 3rd, 2018 staff report, 'Structural Change to the Licence (Match Eatery and Public House) – 361 Hunt Road', Council approve OPTION 1 as follows:

- 1) The Council of the City of Courtenay recommends the LCLB approve the Playtime Gaming Group's Structural Change Application.
- 2) Council's comments on the prescribed considerations are as follows:
 - (a) If the amendment application is approved there is a potential of increased noise in the area. To mitigate this noise Council's approval is subject to:
 - The construction of a sound attenuation wall designed by an acoustical engineer to the satisfaction of the City between the patio area and the adjacent Washington Inn; and
 - The closing hours of the patio are limited to 10 p.m. Sunday to Thursday and 12:00 a.m. on Friday and Saturday;
 - (b) If the application is approved, it would not negatively impact the community based on the submissions received from the public and the conditions outlined in item 2(a); and
 - (c) In order to gather the views of residents, the City of Courtenay posted a notice on the City's website outlining the application. Additionally, notice of the application was sent to all residents of the Washington Inn building, neighbouring businesses, a few residents of Williams Road and the RCMP. No comments were provided.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM

Chief Administrative Officer

BACKGROUND:

Playtime Gaming Group Inc. is applying to the the Liquor Control and Licencing Branch (LCLB) for a structural change to the liquor licence issued for 'Match Eatery and Public House'. The application under current consideration is to include the proposed outdoor patio as a licenced area. Council passed a resolution in support of a new licence for the interior service area at the May 22nd regular Council meeting. The Province granted approval in principle for that application on June 21, 2018.

A related development permit with variances for the patio was also approved by Council at the March 19th, 2018 Council meeting (File No. DPwV 1722). Council considered the development permit with variance application only from a form and character perspective related to the City's development permit guidelines. Council was also advised at the time that there would be an opportunity to discuss potential noise issue at the time of liquor licence application.

DISCUSSION:

The Use

The use intended is permitted in this zone and meets all the zoning requirements. A related development permit application has been approved. The Comox Valley RCMP was referred and has no concern with the application.

Noise

Anticipated noise from the patio has been a major concern for the residents as well as the on-site manager of the Washington Inn, which is owned by BC Housing. According to recent information provided by the applicant, both the applicant representative and the on-site manager of the BC housing had met and discussed the noise mitigation issue. Subsequently, they mutually have agreed to build sound attenuation wall along property line and split the cost. The on-site manager has applied for funding to BC Housing. Staff have included the construction of a sound attenuation wall as a condition of their approval.

Service Hours

The application submitted to the province and the City proposes hours of operation until 2 a.m. weekdays and 2:30 a.m. on weekends. The applicant has indicated they only plan to keep the patio open until midnight 7 days a week. Staff suggest Council provide the LCLB with a definitive closing hour for the license. The LCLB has advised they would follow Council direction in this regard. Staff have drafted the resolution with a closing hour of 10 p.m. during the week and midnight on weekends. Council is free to change these hours should it feel other hours are more appropriate.

FINANCIAL IMPLICATIONS:

There is no direct financial implication related to this application.

ADMINISTRATIVE IMPLICATIONS:

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

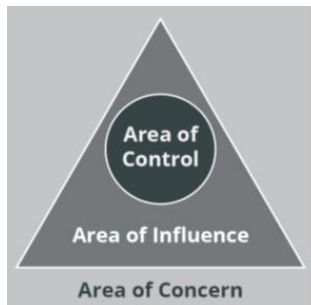
ASSET MANAGEMENT IMPLICATIONS:

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

STRATEGIC PRIORITIES REFERENCE:

We focus on organizational and governance excellence

- We support meeting the fundamental corporate and statutory obligations



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

OFFICIAL COMMUNITY PLAN REFERENCE:

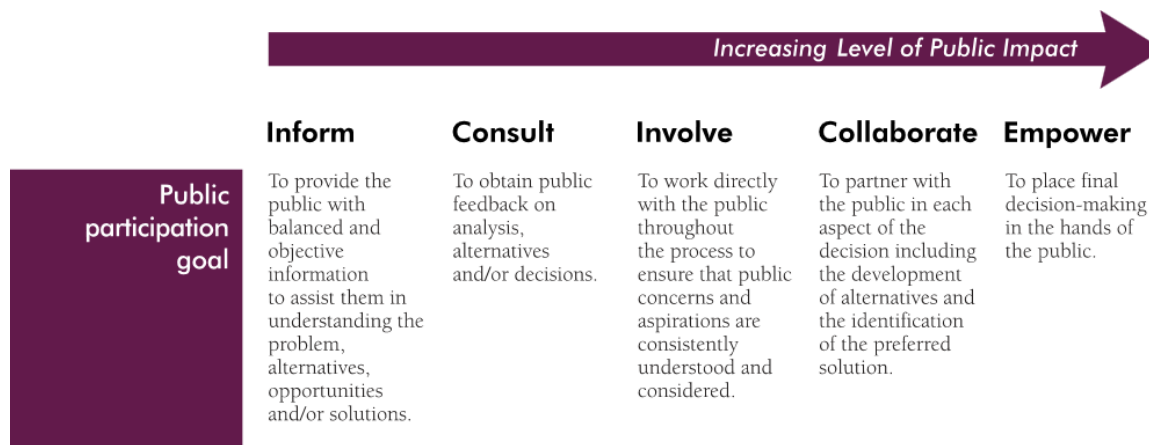
There is no direct reference related to this application.

REGIONAL GROWTH STRATEGY REFERENCE:

There is no direct reference related to this application.

CITIZEN/PUBLIC ENGAGEMENT:

Staff will consult members of the public based on the IAP2 Spectrum of Public Participation:
http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf



Pursuant to the Liquor Control and Licensing Act, the City posted a notice of the application on the City's main website after the June 11 regular Council meeting. Additionally notice of the application was sent to all residents of the Washington Inn building, property owners and occupants who reside 30 meters from the subject property and the RCMP. The City has received a phone call from a resident not supporting the proposal. To date, no public comments have been provided to the City.

OPTIONS:

Option 1: 1) The Council of the City of Courtenay recommends the LCLB approve the Playtime Gaming Group's application made to the LCLB for their new liquor licence.

2) Council's comments on the prescribed considerations are as follows:

(a) If the amendment application is approved there is a potential of increased noise in the area. To mitigate this noise Council's approval is subject to:

- The construction of a sound attenuation wall designed by an acoustical engineer to the satisfaction of the City between the patio area and the adjacent Washington Inn; and
- The closing hours of the patio are limited to 10 p.m. Sunday to Thursday and 12:00 a.m. on Friday and Saturday;

(b) If the application is approved, it would not negatively impact the community based on the submissions received from the public and the conditions outlined in item 2(a); and

(c) In order to gather the views of residents, the City of Courtenay posted a notice on the City's website outlining the application. Additionally, notice of the application was sent to all residents of the Washington Inn building, neighbouring businesses, a few residents of Williams Road and the RCMP. No comments were provided.

(Recommended)

Option 2: That Council not recommend approval of the application.

Prepared by:



Tatsuyuki Setta, MCIP, RPP
Manager of Planning

Approved by:



Ian Buck, MCIP, RPP
Director of Development Services

Attachments

- Attachment No.1 Letter from BC Housing
- Attachment No. 2: Letter from the Applicant

Attachment No. 1



BC Housing

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

Tel 250-475-7550
Toll 1-800-787-2807
Fax 250-475-7551
www.bchousing.org

June 25, 2018

Tatsuyuki Setta, Manager of Planning
City of Courtenay
830 Cliffe Avenue
Courtenay, BC V9N 2J7

RE: GATEWAY CASINOS & ENTERTAINMENT LTD.
Structural Change to Liquor Licence – 310 Hunt Road

On behalf of the tenants of The Washington Apts. on Ryan Road, BC Housing would like to submit a request to amend the hours of operation for *the new patio area only* at Gateway Casinos & Entertainment Ltd., 310 Hunt Road.

The current liquor licence applies to the interior service area and designates the hours of operation as 10 a.m. to 2 a.m. (2:30 a.m. on weekends). Gateway's structural change liquor licence application is a formality that requests the new outdoor patio be included in their service area.

The Casino has assured BC Housing that they will reduce the hours of operation of the outdoor patio, and we believe they carry out this plan in good faith. However, there is no guarantee that a new Casino Manager or Director, (or any future owners) would adhere to said plan.

We would like to propose the hours of operation *for the outdoor patio only* be aligned with what the Acoustic Consultants (hired by the Casino) suggested they should be for what "would mostly be considered a Quiet Zone". The specialists identified hours of operation for an outdoor patio of this type, in a Zone of this type, be from 7 a.m. to 10 p.m. Monday to Saturday and 10 a.m. to 10 p.m. on Sunday or public holidays. (Appendix B – Criteria Discussion)

As such, BC Housing would like to request that City Council provide resolution with a specific condition reflecting hours of operation (for the outdoor patio only) to the LCLB and that this condition be attached to the liquor licence.

We trust the Courtenay City Council will address this hours of operation issue with the same diligence and consideration it would give to any conflict between the needs of local commerce and the commerce of local needs.

Sincerely,

Wes Zacharias, Property Portfolio Manager
BC Housing 250-978-2931
wzacharias@bchousing.org



Attachment No. 2 (1/2)



June 25, 2018

Tatsuyuki Setta RPP, MCIP, AICP
Manager of Planning - Development Services
City of Courtenay, City Hall - 830 Cliffe Avenue
Courtenay, BC, V9N 2J7

RE: Match Eatery & Public House Patio Hours & Fence

Dear Tatsuyuki,

I. Match Eatery & Public House – Patio Hours

Gateway Casinos & Entertainment Limited (“Gateway”) wishes to confirm with the City of Courtenay that the Match Eatery & Public House patio’s operating times would be seasonal and, when open, the patio’s operating hours will be 10am to midnight.

II. Fence between Match Eatery & Public House & BC Housing Apartments

Gateway wishes to confirm with the City of Courtenay that Gateway and the BC Housing apartment representatives have been discussing and addressing existing and possible future noise issues. At present, Gateway and the BC Housing Representative have agreed to split the cost of a fence between their and our property. It will be built as soon as the BC Housing Representative has received the funding details from BC Housing. Below is an email from the BC Housing Representative, Wes Zacharias, to Kent Hockley, Gateway’s Regional Manager.

From: Wesley Zacharias [<mailto:wzacharias@bchousing.org>]
Sent: June-04-18 3:58 PM
To: Kent Hockley
Cc: Steve Shorrock; Bill Stewart
Subject: RE: fence height options and quotes

Hi Kent, thanks again for our meeting last week at the Washington. I look forward to the next steps with respect to “the fence” ... what are those steps, would you and your development department be taking steps to gathering some quotes from qualified local contractors? Let me know how I can help.

As discussed, we should look at 3 quotes, then make the decision. With those in hand, I will be able to take the ask forward for funding. We are looking for a 50/50 cost-sharing agreement on this project.

Wes Zacharias

Property Portfolio Manager
Vancouver Island Region

Attachment No. 2 (2/2)

Thank you for your time and don't hesitate to reach out if you have any questions.

Regards,



Glenn Atchison, CPA, CGA
Manager of Compliance
Gateway Casinos & Entertainment Limited
4331 Dominion Street
Burnaby, BC V5G 1C7
604-296-5020
gatchison@gatewaycasinos.com



STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Development Variance Permit No.1803 – 2310 Arden Road

File No.: 3090-20-1803
Date: July 3rd, 2018

PURPOSE:

The purpose of this report is for Council to consider a Development Variance Permit (DVP) to reduce the minimum lot depth and minimum cul-de-sac radius for a new development consisting of 10 single family lots at 2310 Arden Road.

CAO RECOMMENDATIONS:

That based on the July 3rd, 2018 staff report 'Development Variance Permit No.1803 – 2310 Arden Road', Council support approving OPTION 1 and direct staff to proceed with issuing Development Variance Permit No. 1803.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The subject property is 0.81 ha in size located along the east side of Arden Road between Cumberland Road and Comox Valley Parkway, legally described as Lot 1, District Lot 230, Comox District, Plan VIP60484 and its civic address is 2310 Arden Road.

Council adopted zoning amendment bylaw 2923 to rezone this property from R-1A zone to R-1D zone at the June 18th regular Council meeting. The development plan is to create 10 new single family lots accessed by a cul-de-sac off Lambert Drive. The R-1D zone permits a single detached dwelling with a secondary suite on a minimum lot size of 500m².

To facilitate the development the applicants are seeking a variance to reduce the minimum lot depth



Figure 1: Location of the site

requirement for some of the lots within the development site from 30.0 meters to 27.2 meters at the shortest. In addition, the applicants are seeking a variance to the minimum cul-de-sac radius defined in the Subdivision and Development Servicing Bylaw. The requested variance is to reduce the minimum radius from 17.5m to 14.0m (**Attachment No. 1**).

DISCUSSION:

Official Community Plan (OCP)

The subject property is designated as Urban Residential in the OCP and within the Arden Road Corridor Local Area Plan. The proposed application generally meets the policies of these plans. A development permit is not required for the proposed development.

Zoning Review

The proposal indicates the plan meets all zoning bylaw requirements with the exception of the minimum lot depth and the minimum cul-de-sac radius requirements. The table below outlines these variances.

Applicable Bylaws and Sections	Required	Variance Requested
Zoning Bylaw 2500, 2007 Section 8.1.40 Minimum Lot Depth	30.0 meters	27.3 meters between Lot 3 & 4 29.0 meters between Lot 5 & 6 27.4 meters between Lot 7 & 8
Subdivision and Development Servicing Bylaw 2919, 2018 Supplementary Standard Detail Drawing Number CSSD R3 ' Cul-de-sac '	17.5 meter radius	14.0 meter radius

The requested variances are to support the proposed cul-de-sac configuration. For safety reasons the City limits direct access to collector and arterial roads where alternatives exist. In this regard Arden Road is designated as a residential collector and the cul-de-sac option off Lambert Road provides a safer alternative to multiple driveways accessing from Arden Road. While a minor variance is required to facilitate this configuration the proposed 14 meter radius maintains adequate vehicle manoeuvrability.

FINANCIAL IMPLICATIONS:

The application fee for a Development Variance Permit is \$1,000. This fee covers the administrative costs of processing the application including staff time, advertising and materials. Should the development proceed to subdivision approval development cost charges will be applicable at the time of final subdivision approval.

ADMINISTRATIVE IMPLICATIONS:

The processing of development applications is included in the current work plan as a statutory component. Staff has spent 8 hours reviewing the application, conducting meeting with the applicant to request additional information, and preparing a staff report.

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 building permit as well as subdivision applications.

ASSET MANAGEMENT IMPLICATIONS:

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

STRATEGIC PRIORITIES REFERENCE:

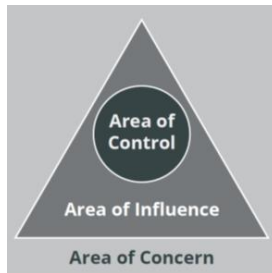
Development applications fall within Council’s area of control and specifically align with the following priorities:

We focus on organizational and governance excellence

- We support meeting the fundamental corporate and statutory obligations

We support diversity in housing and reasoned land use planning

- Support densification aligned with community input and regional growth strategy



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

OFFICIAL COMMUNITY PLAN REFERENCE:

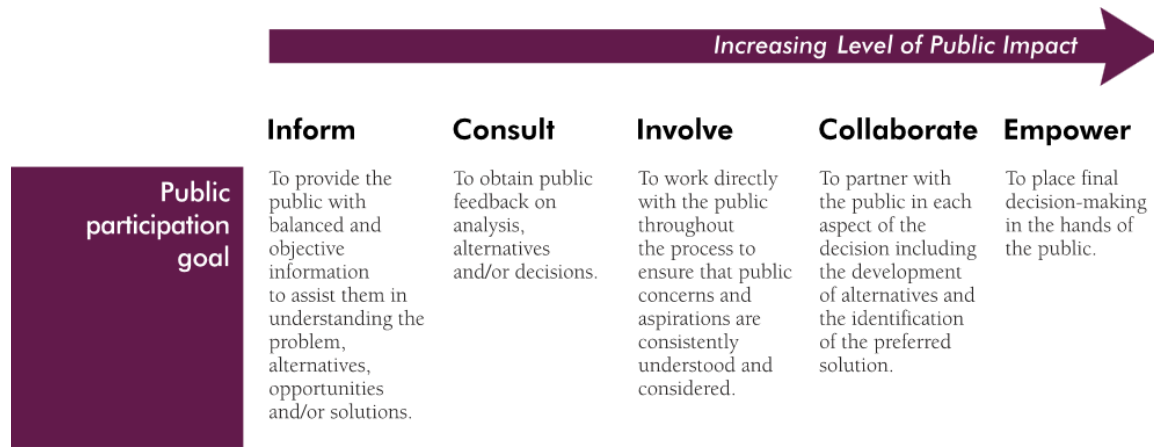
The proposed development is consistent with the OCP policies. The proposed Development Variance Permit to relax the minimum distance of lot depth and cul-de-sac radius in order to configure an optimal lot layout would permit new residential development near existing amenities and services. The R-1D zone allows development of single family homes with suites. It enables an increase in density without compromising the existing form and character of the neighbourhood.

REGIONAL GROWTH STRATEGY REFERENCE:

Approving this Development Variance Permit will allow infill development which is consistent with the RGS policy to densify existing Municipal Areas through infill and redevelopment.

CITIZEN/PUBLIC ENGAGEMENT:

The level of public input staff is **Consult**. In accordance with the Local Government Act and Council policy, the City notified 11 property owners and occupants within 30m of the property with regard to the proposed variances. At the time of the writing of this report, staff has not received any public comments regarding this application. During the neighbourhood information meeting for the rezoning application, a few residents expressed their concern with respect to the anticipated traffic volume increase from the new development in addition from the new development to the south. A resident who resides across from the entrance point of the subject development raised a concern regarding vehicle headlight potentially shining into their home.



OPTIONS:

OPTION 1: (Recommended) That based on the July 3rd, 2018 staff report 'Development Variance Permit No.1803 – 2310 Arden Road', Council support OPTION 1 and proceed with issuing Development Variance Permit No. 1803.

OPTION 2: Defer consideration of Development Variance Permit No. 1803 pending receipt of further information.

OPTION 3: Not approve Development Variance Permit No. 1803.

Prepared by:

Tatsuyuki Setta, MCIP, RPP
Manager of Planning

Reviewed by:

Ian Buck, MCIP, RPP
Director of Development Services

Attachments:

1. Attachment No.1: Draft Development Variance Permit No. 1803

Attachment No. 1: Draft Development Variance Permit No. 1803

THE CORPORATION OF THE CITY OF COURTENAY

Permit No. DVP 1803

DEVELOPMENT VARIANCE PERMIT

July 3rd, 2018

To issue a Development Variance Permit

To: Name: Leighton Contracting (2009) Ltd., Inc. No. 0845535
Address: 1830 Lake Trail Road, Courtenay, BC V9N 9C7

Property to which permit refers:

Legal: Lot 1, District Lot 230, Comox District, Plan VIP60484
Civic: 2310 Arden Road

Conditions of Permit:

Permit issued to allow for the following variances to the *City of Courtenay Zoning Bylaw No. 2500, 2007 and the City of Courtenay Subdivision and Servicing Bylaw No. 2919, 2018:*

Bylaw 2500 section 8.1.40 - Minimum Lot Depth

- Reduce the minimum lot depth from 30.0 meters to:
27.3 meters between Lot 3 & 4
29.0 meters between Lot 5 & 6
27.4 meters between Lot 7 & 8

Bylaw No. 2919 Schedule 3 – CUL-DE-SAC (drawing number CSSD R3)

- *Reduce the minimum cul-de-sac radius from 17.5 meters to 14.0 meters.*

Development Variance Permit No. 1803 is subject to the following conditions:

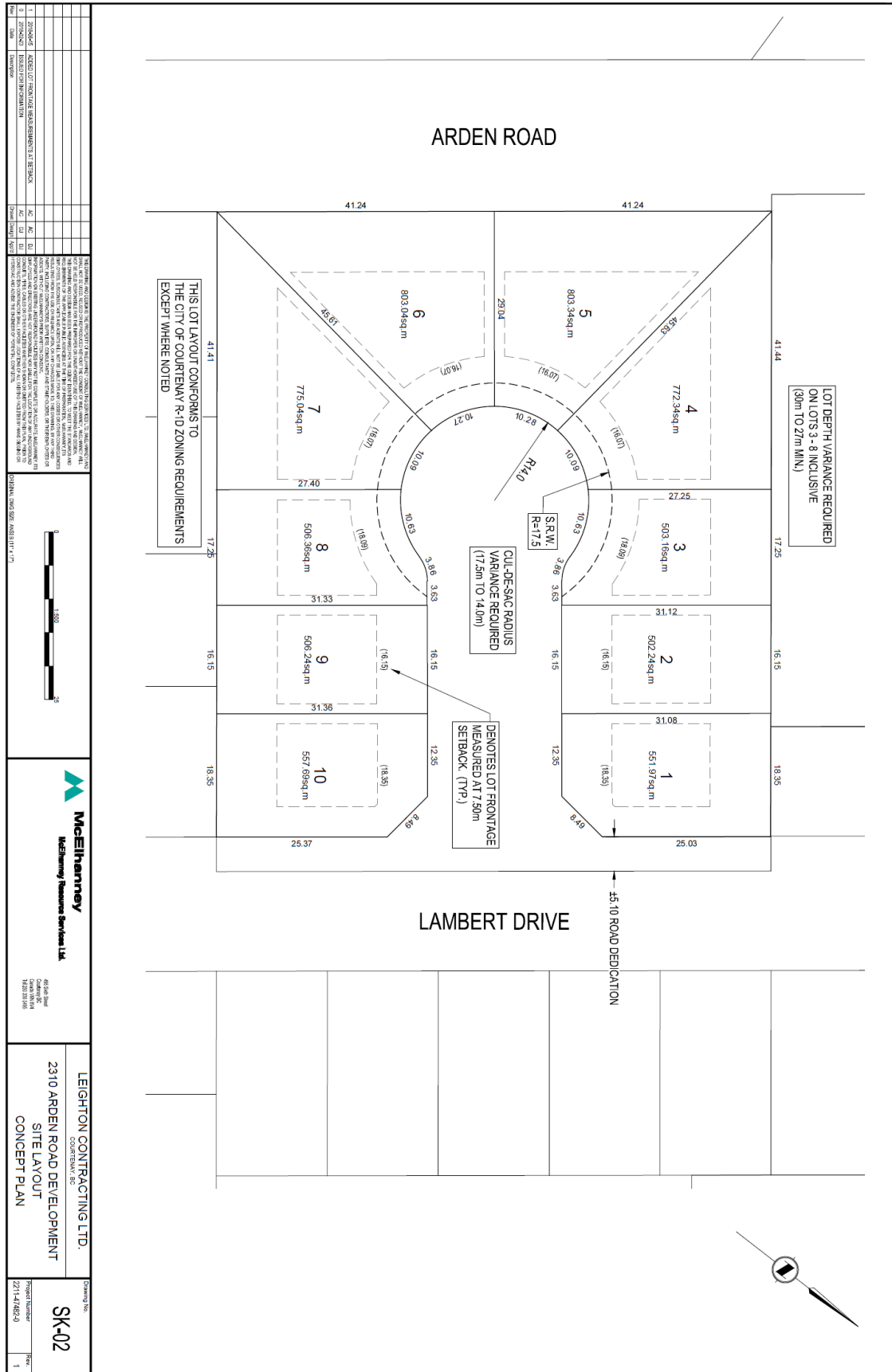
- That the subdivision plan shall conform to the plan as shown in Schedule No. 1 (revision date June 15th, 2018).
- That the subdivision approval shall include a covenant that restricts direct accesses from the subject property to Arden Road.

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 Service





HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Ottawa

Room 319
Confederation Building
Ottawa, Ontario
K1A 0A6
Tel.: 613-992-0903
Fax.: 613-992-0913

Parksville

Main Community Office
1209 East Island Hwy,
Suite 12
Parksville, BC
V9P 1R5
Tel.: 250-947-2140
Fax.: 250-947-2144



Gord Johns

Member of
Parliament
Courtenay—Alberni

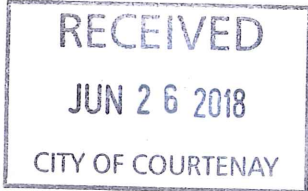
Gord.Johns@parl.gc.ca
<http://gordjohns.ca/>

Port Alberni

Satellite Community Office
4841 A Johnston Rd.,
Port Alberni, BC
V9Y 5M2

Courtenay

Satellite Community Office
Unit E, 367 4th St.,
Courtenay, BC
V9N 1G8



Honourable Doug Donaldson
Minister of Forests, Lands, Natural Resource Operations and Rural
Development
PO Box 9049 Stn Prov Govt
Victoria, BC
V8W 9E2

June 11th, 2018

Re: Support for Project Watershed’s Nomadic Tempest Show and the acquisition of the old Fields Sawmill site known as Kus-kus-sum.

The purpose of this letter is to provide my support for the request by Project Watershed to moor a replica tall ship, Nomadic Tempest, in front of the Kus-kus-sum site in Courtenay for nine days from June 24, 2018 to July 2, 2018.

As you are aware, Project Watershed is a partnership between the City of Courtenay, Comox Valley Regional District and the K’omoks First Nation. The ship will be used by the project to raise funds and awareness concerning its campaign to complete their purchase of a derelict industrial site and restore the estuary of the Courtenay River to its natural state.

Project Watershed has reviewed the impacts of mooring the ship along the steel wall of the site and have concluded they will be minimal and short-lived. For these reasons, and because of the enormous public support for this very worthwhile endeavor, I urge that your Ministry give favourable consideration to the request by Project Watershed for permission to proceed.

Please don’t hesitate to contact me if you wish further information or clarification concerning this letter of supports.

Sincerely,

Gord Johns, MP

- CC. Tim Ennis, Project Watershed
- Mayor Jangula, City of Courtenay
- Bruce Jolliffe, Chair, Comox Valley Regional District
- Nicole Rempel, Chief Councillor, K’omoks First Nation
- Ronna Rae Leonard, MLA Courtenay-Comox
- Honourable Scott Fraser, MLA Mid Island-Pacific Rim



BRIEFING NOTE

To: Council

File No.: 0250-20/5400-01

From: Chief Administrative Officer

Date: July 3, 2018

Subject: Downtown Courtenay Business Area Upgrades - 4th Street Project

ISSUE:

The purpose of this briefing note is to update Council on the upcoming 4th Street Improvement Project. This operational project is scheduled to begin July 9th, 2018 and will include sections of new sidewalks along Cliffe Avenue and 4th Street and a new 4-way stop at the intersection of 4th Street and Cliffe Avenue.

BACKGROUND:

The City of Courtenay has a distinct and vibrant downtown core. The most recent beautification project was completed in the late 1980's and focused primarily on 5th and 6th Streets. Since that time, the infrastructure has begun to show its age and there has been a desire among 4th Street Merchants to increase aesthetics and pedestrian connectivity/safety particularly within the 4th Street and Cliffe Avenue corridor.

Historically, the main point of contact with City staff for the Downtown Courtenay Business Improvement Association (DCBIA) has been through the Recreation and Cultural Services Department (formerly Community Services). While this has been (and continues to be) an effective relationship in many ways, staff capacity challenges have restricted the City's ability to respond to some of the aspirations for improvements to the downtown.

Through discussion with administration and senior staff it became clear that many of the proposed improvements to the City's downtown could be expedited through the direct involvement of senior staff at Public Works Services. Over the last 18 months this has resulted in numerous meetings with the DCBIA in an attempt to build a proactive relationship and hear the concerns of Downtown Merchants. A "walkabout" was held in April 2018 and was attended by City staff, Downtown Merchants and DCBIA Executive Director Haley Campbell. The meeting produced many excellent concepts on how to improve the walkability, safety and aesthetics of 4th Street and a consensus was reached on 2018 upgrades that would be the beginning of developing an annual operational program to enhance the Downtown Core.

These planned 4th Street improvements align with the recent Downtown Playbook initiative:

Public Realm Design Guidelines (2017)

Creating a standard design direction for the public realm should set downtown apart from other areas of the City. Development of these guidelines will take into consideration street design, street furniture, public art, signage, lane design, and landscaping.

Wayfinding (2017-2018)

Improving wayfinding signage that both directs people to downtown from key gateway locations and makes it easy to navigate downtown is critical. Working with the DCBIA, the City will develop a wayfinding strategy that includes thematic branding to make downtown stand out in the community.

The improvements include:

- New pedestrian refuges and 4-way stop at 4th and Cliffe.
- Complete 4th and Cliffe intersection paving with new reflective thermoplastic road markings.
- New Downtown Core specific street blades with City and DCBIA branding.
- New Downtown Core specific black ornamental sign posts.
- New Downtown Core specific litter baskets with DCBIA branding.

FINANCIAL IMPLICATIONS:

Public Works Services budgets \$100,000 annually for Downtown Core sidewalks, signage and litter basket improvements. The cost of the 4th Street project is \$80,000. Additionally, ICBC supported the concept of the 4-way stop at Cliffe Avenue and 4th Street and has contributed \$13,500 to this project as part of their Community Road Safety Improvement Program.

PUBLIC ENGAGEMENT

Public notifications have been hand delivered to affected businesses and press release issued.

Business access will remain fully open and every effort has been made to accommodate the needs of the Merchants.

ASSET MANAGEMENT IMPLICATIONS

These minor improvements have been vetted through the Asset Management Working Group and do not conflict with any future upgrades to utilities.

Prepared by:



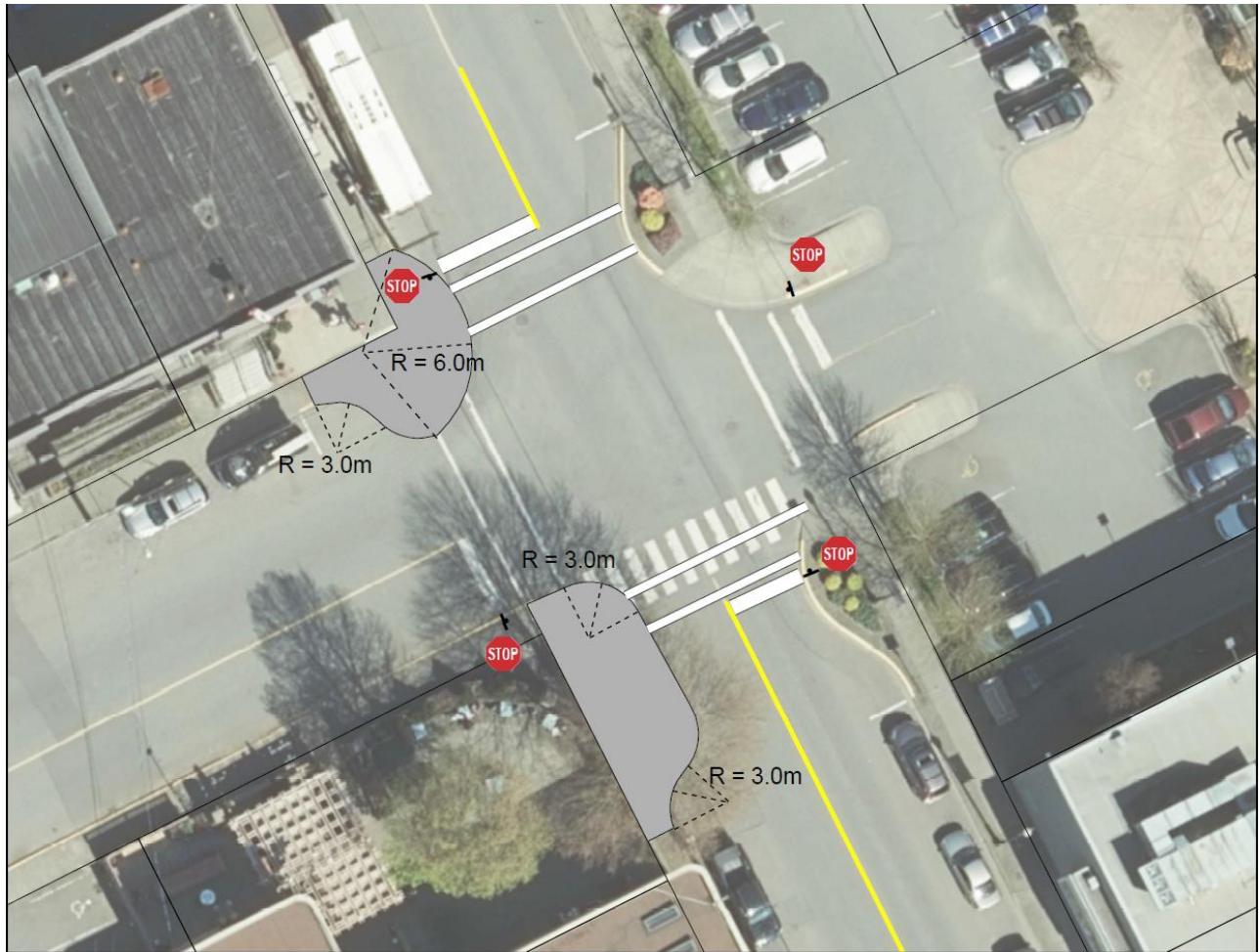
Trevor Kushner,

Director of Public Works Services

Attachments:

1. *New 4th and Cliffe 4-way stop with pedestrian refuges*
2. *Existing sign @ 4th and Duncan*
3. *New sign to be installed at 4th and Duncan*

New 4th and Cliffe 4-way stop with pedestrian refuges:



Existing sign @ 4th and Duncan:



New sign to be installed at 4th and Duncan:





MEMORANDUM

To: Council **File No.:** 1660-20
From: Chief Administrative Officer **Date:** June 19, 2018
Subject: 2019/2020 RCMP Municipal Policing Contract: Approval in Principle – Cost per member

ISSUE:

To provide information to Council with respect to the cost for an additional member using 2019 / 2020 municipal policing contract information.

BACKGROUND:

At the June 18, 2018 Council meeting, Council was asked to Approve in Principle the 2019/2020 RCMP municipal policing contract. One of the cost drivers for the Contract was the addition of another full-time employee (FTE), increasing the City's complement from 30.4 to 31.4 FTE. Staff was asked to identify the budget impact for one additional full-time regular member.

The 2019/2020 Municipal Policing Contract identifies the City's portion as \$5,683,761 for 31.4 members. This equates to a value of \$181,000 per member. The City's 2018 – 2022 Financial Plan identified funding of \$4,887,300 for 27.42 full-time regular members which translates to a cost of \$178,238 per member.

KEY CONSIDERATIONS:

Adding a full-time member to the City's budgeted complement will cost \$181,000. The impact to the City's 2019 budget must also include the impact of all cost increases identified in the 2019/2020 Municipal Policing Contract on the remaining 27.42 members.

- 1 additional member = \$181,000
- Policing Cost increases on remaining staff = 27.42 members X (\$181,000_{2019 per member cost} - 178,238_{2018 per member cost}) = \$75,700
- Total budgetary impact is \$181,000 + \$75,700 = \$256,700

One additional member and all other contract cost increases represents a tax increase of 1.21% (based on \$1% = tax revenue of \$212,000).

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

**CITY OF COURTENAY HERITAGE ADVISORY COMMISSION
MINUTES**

Meeting of the City of Courtenay Heritage Advisory Commission meeting held on April 26, 2018 at 10:05 a.m. in the Council Chamber of City Hall.

Present:

L. Burns	R. Dingwall	J. Fortin	L. Grant
J. Hagen	A. Ireson	T. Setta (staff)	

Absent:

C. Piercy D. Griffiths

1. Introduction and Opening Remarks

2. Addition to Agenda

Scoop Johnson House
Heritage Signage along the Riverwalk

3. Review and Adoption of Minutes of 28 March Meeting

Moved by L. Burns and seconded by L. Grant that the March 28, 2018 minutes be adopted as amended.

Carried

4. Old Business

- | | |
|--------------------------|--|
| HERITAGE CLOCKS | <ul style="list-style-type: none">• T. Setta presented a quote provided by the Public Works Department• A. Ireson and L. Burns continue to discuss the project |
| PIONEER GRAVES TREE | <ul style="list-style-type: none">• Work in progress |
| RESIDENTIAL INVENTORY | <ul style="list-style-type: none">• Member's individual work in progress. Additional information to be included• Cumberland's example to look for improvement |
| HERITAGE ARCHIVE STORAGE | <ul style="list-style-type: none">• Work in progress (L. Burns)• L. Burns to finalize the list |
| TRAIN STATION | <ul style="list-style-type: none">• A. Ireson contacted the Heritage BC inquiring legal implications, however no responses received to date• A. Ireson not to take further action at this point |
| CITY'S WEBSITE | <ul style="list-style-type: none">• Work in progress |
| Scoop Johnson House | <ul style="list-style-type: none">• This heritage house is for sale. The Commission appreciates the current owner who has been taking a good care of the house |

Heritage Signage
along the Riverwalk

- The Commission received an inquiry from the Recreation & Cultural Services department regarding heritage signs and displays along the Riverwalk
- The Commission believes it is a valuable program and should continue
- In this project, some of the current Commission members contributed to the research components of the project and developed majority of the written text on the brochure. However, the members has been informed that the copy right does not belong to them, but to the CVEDS. Because of the copy right issue, the reproduction of the brochure or the Commission's further involvement in any related works are restricted
- The Commission feels that the copy right issue needs to be clarified and formally agreed in order for the Committee to get involved further

5. New Business

MUSEUM REPORT

- No report at this time

IN KIND HOURS

- Total 10 hours in April

BUDGET

- The Committee request \$ 5,000 annual budget plus cost for the 40 Houses sign for year 2018

NEXT WROKSHOP

- On May 9th at 9: 15 at the Museum

5. Correspondence

- None

6. For Your Information

Christian Science Church Building (Fitzgerald and 5th Street)

620-5th Street

Pieces of art (curving) displayed at Lewis Centre

7. Meeting Adjournment

Meeting Adjourned at 11:30 a.m.

8. Next Meeting

May 23, 2018

Chair 

**CITY OF COURTENAY HERITAGE ADVISORY COMMISSION
MINUTES**

Meeting of the City of Courtenay Heritage Advisory Commission meeting held on May 23, 2018 at 9:05 a.m. in the Council Chamber of City Hall.

Present:

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

Absent:

D. Griffiths

1. Introduction and Opening Remarks

2. Addition to Agenda

None

3. Review and Adoption of Minutes of 26 April Meeting

Moved by L. Grant and seconded by R. Dingwall that the April 26, 2018 minutes be adopted.

Carried

4. Old Business

MUSEUM REPORT

- Three summer students are hired as corporate assistant
- The Board is considering heritage designation of the building. The building owner (the City) must consent to proceed the designation process
- The Regional District and the City (Public Works Department) is currently working on the plan for the new bus stop around the building. Some improvements will be seen. Seating at bus stops would be preference but it comes with negative implications. New crosswalk will increase traffic safety around the intersection.
- L. Burns pointed out the Museum is the best place to store archives. The Museum staff is willing to work with the City.
- T. Setta to find the point of contact at the City.

PIONEER GRAVES

- Work in progress

TRAIN STATION

- A. Ireson asked the person in charge at the Heritage BC at the conference with respect to the some concerns previously sent to the organization. According to the response Ireson received;

RESIDENTIAL
INVENTORY

- a) nomination does not involved owner's consent, therefore owner(s) of subject property do not need to be informed
- b) nomination does not involve legal liability to the Commission
- c) letter of notification should at least be sent to property owner(s)

- The Commission recommend the Train Station to be on the “watch list”

Motion:

Moved by R. Dingwall and seconded by L. Grant that the Commission will notify the Island Corridor Foundation on the Commission’s intent to nominate the Train Station on the Heritage BC watch list; the City to apply for registration to the Heritage BC; and A. Ireson to send a letter to the ICF upon completion of registration.

Carried

IN KIND HOURS

- Total 10 hours in April

40 HOUSES

- Work in progress

HERITAGE SIGNAGE
ALONG THE
RIVERWALK

- The Commission would like to identify the copy right with respect to the signage. The Commission feels the contents was produced by the member therefore they are permitted to reproduce without consent of the designer.
- J. Hagen to follow up with John Watson
- Susan to follow up with the City’s Park and Recreation Department

CITY’S WEBSITE

- J. Fortin suggested the city’s website and heritage archives to be accessible to students

5. New Business

HERITAGE BC
CONFERENCE
REPORT

- A. Ireson reported and shared his experience and knowledge with the members
- The report to be attached to the Minutes

NEXT WORKSHOP

- On June 13th at 9: 15 at the Museum

ANNUAL REPORT

- L. Burns to work on contents

6. Correspondence

HERITAGE BC
CONFERENCE
REPORT

- None

7. For Your Information

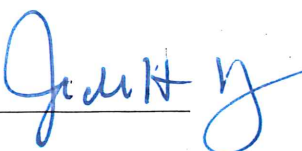
- Pieces of art (curving) displayed at Lewis Centre
 - a) Fly Fishing
 - b) Baseball
 - c) Volleyball
 - d) Basketball

8. Meeting Adjournment

Meeting Adjourned at 10: 25 a.m.

8. Next Meeting

June 27, 2018

Chair 

Heritage BC Conference in New Westminster 10th to 12th May 2018 “Telling Our Stories”

Conference notes for members of City of Courtenay Heritage Advisory Commission (CCHAC) by Andrew Ireson

Introduction

It was a pleasure to attend the above conference as the representative of CCHAC. New Westminster is a riverfront town with good facilities and some interesting older buildings and a social history of depth. Conference facilities were good and the speakers professional.

The Presentations

Please see below a list of the presentations that I attended during the conference. I have stated the title, presenter(s) a brief synopsis and sometimes a personal thought on the possible relevance to our Commission.

1. Reading a Building: Layer by Layer

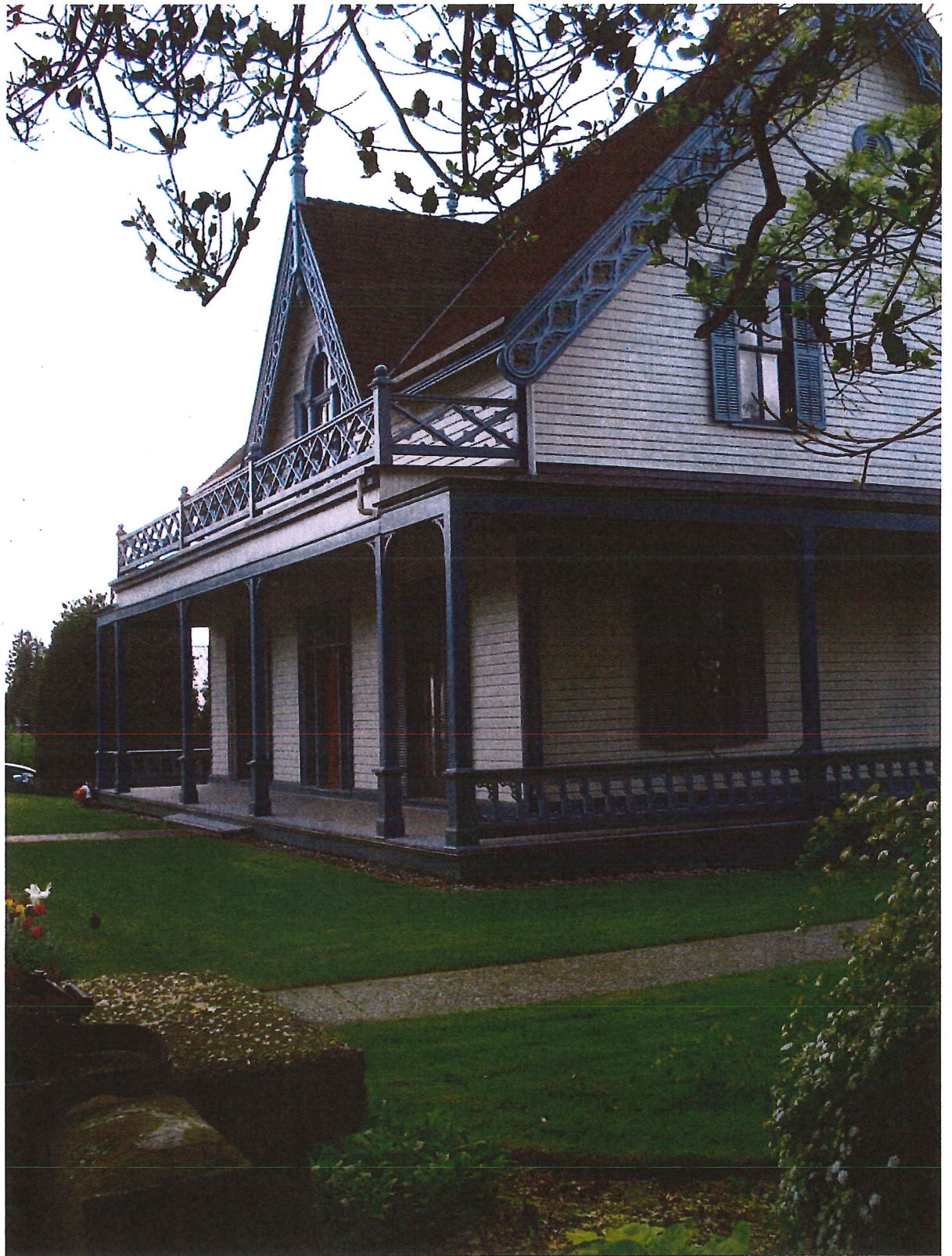
John Makepeace – Jade West Engineering Ltd.

Eric Pattison, founder, Pattison Architecture

Stuart Stark – Heritage Consultant

Simone Vogel-Horridge – Paint and wallpaper restoration expert

The subject building, Irving House, built in 1865 as a 14 room colonial style house for a prosperous sea captain. The building had been purchased by New Westminster in the last century and has been used as a museum. Due to deterioration it was decided in 2008 to totally refurbish the building and create a museum exhibit reflecting the sea captain's ownership in the early 1900s. In order to 'get it right' extensive archival and physical research was undertaken by experts who spoke well to their own specialities. The building currently is almost 100% refurbished with the internal fittings and furniture being a work in progress. The paint and wallpaper expert showed convincingly how she established the paint colours and wallpaper patterns for the early 1900s period that the finished building will reflect.



The Heritage Revitalisation Agreement (HRA) tour

Elana Zysblat

The HRA is a tool which enables heritage buildings to be refurbished and extended sympathetically by setting aside building control requirements normally in place. It is recognised that the building as it stands is probably not going to be fit for use unless it is modernised and extended to make it a viable proposition. The projects viewed were as follows

A 1920s church with dwindling parishioners and income applying for a 30% volume extension in order to stage weddings, receptions and be of use to the local community for income.

Two adjoining single family cottages converted to one whole building to house 18 recently released prisoners.

An Anglican church with previous cathedral history that had previously been damaged by a neighbourhood fire in early 1900s and rebuilt thereafter. The structure needed upgrading seismically and an adjoining church hall would be removed to make way for a 30 storey residential tower block. Residential tower blocks are common all over New Westminster. However the juxtaposition of a 30 storey tower block sandwiched tightly between a church and a 2 storey single family house was a lot to contemplate!!

The 2 storey family house (as mentioned in the item above) having a 20% volume extension and internal modernisation.

A Masonic Hall façade being incorporated into the façade of an 18 storey residential tower block.

The Tour Leader, Elana Zysblat, advised that New Westminster is becoming concerned that building owners / developers are using the HRA tool not so much for preserving Heritage (which is its purpose) but for putting forward large profit motivated schemes that pay lip service to heritage. I was inclined to agree with her!!

Heritage Slam

This event gave delegates the opportunity to showcase their best, most innovative and exciting heritage projects at a fast pace. Each presenter showed off their work with 15 slides at the rate of 15 seconds per slide.

Ten presentations were made ranging from 'The preservation of BC work camps' to 'Heritage Commission successes and failures'.

A great event that made people really focus on the message that they wanted to state. We might be hard pressed to achieve a 15second per slide schedule!!!

(Re) Interpretation: Challenging the Narrative of Cultural Heritage

Chief Rhonda Larrabee – Qayqayt Nation

Lorene Oikawa – Vancouver Japanese Association

Satwinder Bains – South Asian Studies Institute

Dr. Imogene Lim – VI University Anthropology

Maurice Guibord – Society of BC Francophone History

The above speakers gave a 15 minute talk each about their own experience related to heritage as a person of ethnic minority.

The general concern voiced by the speakers was that their ethnicity had not been properly reflected in history. The majority of the speakers took it upon themselves to relate examples of prejudice and historical wrong doings by the Canadian Government which had affected them or their relatives in the past.

I sincerely hope that the general conclusion by the audience is that research is continued into the history of all people in Canada. As one speaker pointed out except for First Nations we are all from 'immigrant stock' and mostly have interesting stories to tell.

The Story of a Riverfront: Adaption, Revitalization and Place-Making – a guide walk.

Jim Wolf – Historian and Heritage Planner Burnaby

Leslie Shieh – Market Architect

Councillor Jaimie McEvoy – New Westminster

The Fraser riverfront is probably the most historic site in New Westminister. Originally occupied by First Nations, then developed as a major town in competition with Victoria for the capital of BC. Wiped out by a major fire at the turn of the last century and rebuilt, adapted and modernised to its current common amenity space status.



Memory of Place

Berdine Jonker – Resource Manager – Ministry of Forests, lands, and Natural Resource Operations and Rural Development.

A discussion on the use of 'Memory of Place' as a tool to influence heritage decision making. The recognition of emotions, compassion, ethics and imagination through stories of history and heritage which can contribute to planning and influence policy.

As a retired builder I had difficulty with the above concept! My whole work experience tells me that important decisions should be based on facts and ethics rather than emotions, compassion and imagination.

Conclusion

The Heritage BC annual conference still remains a worthwhile event to attend for Heritage Commission members. However as noted by Lawrence Burns last year the content is now veering more towards certain aspects of Canadian social history and how that history is identified and recorded. This change is possibly a function of the amounts of government funding being made available to research and document certain periods of Canadian history.

ACIRESON-13MAY2018

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: 5340-01

June 22, 2018

Sent via email only to: dallen@courtenay.ca

City of Courtenay
David Allen, CAO
830 Cliffe Avenue
Courtenay, BC V9N 2J7

Dear: Mr. Allen

Re: Representation on the Comox Valley Sewerage System Liquid Waste Management Planning Technical and Public Advisory Committees

We are contacting you today to invite the City of Courtenay to take part in the Comox Valley Sewerage System (CVSS) Liquid Waste Management Planning (LWMP) process being undertaken by the Comox Valley Regional District (CVRD).

As a municipal participant on the CVSS, City of Courtenay representation on the advisory committees is crucial. To this end, and in line with the June 12, 2018 Comox Valley Sewage Commission motion supporting the proposed LWMP advisory committee terms of reference, we ask that you appoint one municipal staff representative from your engineering department and one alternate to sit on the Technical Advisory Committee (TAC) being formed to advise the LWMP Steering Committee.

In addition we would request this letter be presented to the City of Courtenay Mayor and Council to appoint one elected official and one alternate to sit on the Public Advisory Committee (PAC) being formed to advise the LWMP Steering Committee.

Here is a brief overview of the project and the role of the TAC and the PAC:

PROJECT OVERVIEW

The City of Courtenay, Town of Comox, Department of National Defence and the K'ómoks First Nation are served by the CVSS, which provides conveyance (pump stations and trunk mains), treatment and effluent discharge functions.

Near term upgrades are required for the conveyance infrastructure, particularly to allow decommissioning of the Willemar Bluffs forcemain which has an elevated risk of failure due to being installed within the intertidal zone along an exposed section of coastline. Medium term upgrades are also required at the Comox Valley Water Pollution Control Centre (Brent Road treatment plant) for both capacity and treatment quality.

The CVRD has elected to follow the BC Ministry of Environment and Climate Change's LWMP process for planning the conveyance and treatment upgrades.

We are currently recruiting 10-12 representatives from various local government and agency stakeholders groups to form a TAC. We are also creating the similarly sized PAC, with representation from community, environmental and business stakeholders and local residents.

ROLE of TAC and PAC MEMBERS

The role of TAC and PAC members are to develop and maintain a broad understanding of the issues and implications for stakeholders, residents and the environment that are served and potentially impacted by the CVSS in order to make appropriate recommendations to the Steering Committee. This is a volunteer (non-paid) role that will take part in approximately 5-10 meetings for each the TAC and the PAC over the planning process. Members are responsible for attending all meetings. If a member is unable to participate in person, their appointed alternate should attend on their behalf. Members are responsible for coming prepared to meetings and to liaise with the organizations or communities they have been selected to represent.

FOR MORE INFORMATION

We have prepared and attached the TAC and PAC terms of reference for you to consider. Please contact Kris La Rose, Senior Manager of Water/ Wastewater Services at 250-334-6083 if you have any questions.

Ideally, we are hoping to confirm members of the TAC and the PAC by July 6, 2018; we request your reply before that date.

Respectfully,

R. Dyson

Russell Dyson
Chief Administrative Officer

Enclosure: CVRD Terms of Reference- CVSS LWMP TAC (2018)
CVRD Terms of Reference- CVSS LWMP PAC (2018)

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Terms of Reference
**COMOX VALLEY SEWERAGE SYSTEM LIQUID WASTE MANAGEMENT PLAN -
TECHNICAL ADVISORY COMMITTEE**

Background

Long term planning of wastewater infrastructure is a critical function for any community. The City of Courtenay and the Town of Comox are jointly served by the Comox Valley Sewerage System, which provides conveyance (pump stations and trunk mains), treatment and effluent discharge functions.

Near term upgrades are required for the conveyance infrastructure, particularly to allow decommissioning of the Willemar Bluffs forcemain which has an elevated risk of failure due to being installed within the intertidal zone along an exposed section of coastline. Medium term upgrades are also required at the Comox Valley Water Pollution Control Centre (Brent Road treatment plant) for both capacity and treatment quality.

The Comox Valley Regional District (CVRD) has elected to follow the BC Ministry of Environment and Climate Change's Liquid Waste Management Plan (LWMP) process for planning these upgrades. This is a comprehensive planning process involving extensive public consultation, engineering study, financial analysis and provincial regulatory review.

The LWMP requires consideration of both current circumstances and longer term population growth. It also allows for consideration and planning of water conservation, infiltration reduction, storm water management and resource recovery. These subject areas can be addressed during initial plan development, or during a subsequent plan update, expected approximately every five years. The initial plan development is not expected to address storm water management.

Once completed, and approved by the Minister of Environment, the LWMP provides the regulatory authorization for proceeding with the planned works, and also confers borrowing authority to the CVRD to finance the works. Kept current with regular updates, the approved LWMP will set the strategic directions for the Comox Valley Sewerage System (CVSS) for the next twenty years.

The LWMP process calls for the establishment of four committees. A guiding steering committee will advise the CVRD Board throughout the development of the LWMP, and two advisory committees will advise the steering committee. The Comox Valley Sewage Commission will act as the LWMP Steering Committee, and a Technical Advisory Committee (TAC) and Public Advisory Committee (PAC) are being created to gather relevant input and provide recommendations to the Steering Committee. The fourth committee is the plan monitoring committee, which will be created later to oversee the implementation of the completed LWMP.

The CVRD will retain an engineering consulting firm (the Consultant) to provide services related to the LWMP process.

Role of the Committees and the PAC

While the responsibility for the management of the LWMP ultimately rests with the CVRD Board of Directors, the Steering Committee, TAC and PAC will assist in this responsibility by providing input, perspective, specific expertise and recommendations. Members of the committees are expected to participate in meetings and assist with:

- Identifying goals and challenges;
- Generating and reviewing ideas to meet them; and
- Working towards consensus solutions.

To assist with communication and understanding of the process, committee members will be sent the meeting agenda packages and meeting notes for all three committees. Members of one committee are encouraged to attend the other committee meetings as observers.

There may also be several joint TAC-PAC meetings, and the CVRD may combine the two committees into one if it proves advantageous to do so.

The TAC is an advisory group who will consider technical information related to the LWMP and any necessary environmental impact study, on behalf of the Steering Committee. It is the responsibility of the TAC to review and become familiar with the CVRD's LWMP process. The TAC will also provide input and feedback on relevant technical reports, discussion papers, and other documents provided by CVRD Project Staff and the Consultant.

Role and Responsibilities of TAC Members

The role of TAC members is to develop and maintain a broad understanding of the issues and implications for stakeholders, residents and the environment in order to make appropriate recommendations to the Steering Committee. It is also the responsibility of the TAC members to review and become familiar with the CVRD's LWMP process and the function of the CVSS itself.

Participating in the TAC is both a privilege and an obligation. Members have an important liaison role with the responsibility to represent and inform the organizations or communities they have been selected to represent. They are expected to bring their own perspectives to the table, but must be prepared to provide to, and disseminate from the committee, the full range of perspectives, including those with which they may disagree.

TAC recommendations will be informed by input and opinion from committee members, broader public consultations, the Steering Committee, the PAC and the Consultant. The role of TAC members is to develop and maintain a broad understanding of the proposed project and the technical issues and implications for stakeholders, residents and the environment in the south region. All members have the authority to contribute to recommendations to the Steering Committee based on the interests of the group or organization they represent or on their own expertise.

It is intended that recommendations to the Steering Committee will be made by consensus, though there may be some that are recorded as non-consensus. A consensus recommendation may include the identification of a specific interest or concern to be noted in the record but not as a limiting factor. A non-consensus recommendation will be made if, after adequate deliberation, the member(s) is/are still not in accord with other members. The non-consensus party must provide a

written submission for the record, outlining the rationale for the non-consensus recommendation, within one week of the distribution of the draft meeting notes.

Membership

The CVRD will seek and invite representation from the key stakeholder agencies and organizations with interest or jurisdiction in the project area (see attached list of invited agencies and organizations). The total number of representatives will be at the discretion of CVRD Project Staff. The appointments will be based on agency and organization representation and will not be personal appointments.

Members will submit one alternate for approval of the whole at the first meeting or immediately to CVRD Project Staff upon resignation of the primary or alternate.

Termination of a member that is falling short of his/her obligations, not considered to be actively participating, or is not abiding by the code of conduct (below) will be at the discretion of the CVRD.

This committee will stand for the duration of the LWMP process at minimum; following the completion of the LWMP, follow-up activities may be required, and some members may be asked to stand for the plan monitoring committee.

A list of committee representatives will be attached once the terms of reference have been finalized.

TAC Representatives to the PAC

The LWMP guidelines require that the TAC also be represented on the PAC. The lead technical consultant, CVRD engineering staff and municipal technical staff will perform this role. These representatives may also advise the Steering Committee and the CVRD Board and will be responsible for in responding to media requests on behalf of the TAC.

Code of Conduct

During meetings, public events, and other activities related to the LWMP project, all participants of the committee will endeavour to conduct themselves as follows:

- Support an open and inclusive process;
- Disclose any potential conflicts of interest;
- Treat others with courtesy and respect;
- Listen attentively with an aim to understand;
- Speak in terms of interests versus positions;
- Where a member is espousing a favored position or course of action, they must fully and honestly disclose the reasons for their positions;
- Be open to outcomes, not attached to outcomes;
- Focus on service provision; and
- Share and discuss ideas from a professional perspective.

Members are responsible for coming prepared to meetings and to liaise with groups or organizations to which they are accountable or have a fiduciary responsibility.

Members are responsible for attending all meetings. If an occasion arises in which members are unable to participate in person, their appointed alternate should attend on their behalf.

Communications with the General Public

TAC members may find themselves from time to time liaising with the general public, and must do so in accordance with the code of conduct outlined above.

The committee meetings will be closed to the public, however the meeting notes will be made available to the public unless it was agreed to in advance that a particular discussion was to be confidential, in which case, the meeting notes will not be made available. Confidential topics at committee meetings may fall under Section 90 of the *Community Charter*.

The responsibility to respond to public comment rests with CVRD Project Staff and the CVRD Board, unless otherwise indicated.

Contact with the Media

Any contact with the media regarding issues related to the work of this committee shall be handled by the CVRD Project Staff or the committee representative. The latter only applies if there is agreement by the CVRD Project Staff and committee. If the matter under questioning by the media deals with CVRD Board policy around issues related to the work of this committee, the matter shall be referred to the CVRD Board Chair. The CVRD Chief Administrative Officer and the Communications Department will provide assistance and/or guidance to those persons responding to the media.

Frequency of Meetings

Meetings will be expected to occur both on an ongoing basis (for example, monthly, quarterly or at key milestones) and as required to address pressing LWMP process issues that arise. It is expected that at least five to ten committee meetings will be held over the course of the LWMP process. PAC meetings will normally be held at the CVRD offices during business hours. The committee members will also be expected to participate in public consultation activities, which may include separate meetings, open houses or less formal gatherings.

Committee Administration

CVRD Project Staff and the Consultant will be responsible for managing, scheduling and facilitating all meetings, with the assistance of a professional facilitator, and for providing administrative support.

CVRD Staff will ensure the agenda and all material are provided to the members prior to the meeting. Items of new business should be brought to the attention of CVRD Staff prior to the meeting, for consideration and distribution to group members in advance of the meeting; the inclusion of such items will be at the discretion of CVRD Project Staff.

The CVRD Project Staff will appoint a recording secretary for the purposes of preparing meeting notes. The record shall reflect the meeting purpose, key points from the discussion of agenda items, and the ensuing recommendations or action items.

The draft meeting notes will be distributed to committee members for review prior to being finalized. The final meeting notes will be provided to the CVRD Board, the CVRD Project Staff, and the Steering Committee, the TAC and the PAC. Where the Board feels it is necessary, the PAC representative may be asked to meet with and brief the Board on particular items or issues.

Resources

Direct meeting expenses, such as costs related to the provision of a meeting facility, snacks, beverages, photocopying and other related activities will be covered and coordinated by CVRD Project Staff. Committee members will be responsible for their own travel expenses. There will be no remuneration provided to members for participation.

Liquid Waste Management Plan Technical Advisory Committee (TAC) - Invitation List

- BC Ministry of Environment and Climate Change
- BC Ministry of Municipal Affairs and Housing
- Vancouver Island Health Authority
- Fisheries and Oceans Canada
- K'ómoks First Nation
- City of Courtenay Engineering Staff
- Town of Comox Engineering Staff
- Department of National Defence
- Lead Technical Consultant
- Specialist Technical Consultants as required
- CVRD Engineering Staff
- PAC governmental representative
- PAC non-governmental representative
- Facilitator (acting as Chair)

Terms of Reference

COMOX VALLEY SEWERAGE SYSTEM LIQUID WASTE MANAGEMENT PLAN - PUBLIC ADVISORY COMMITTEE

Background

Long term planning of wastewater infrastructure is a critical function for any community. The City of Courtenay and the Town of Comox are jointly served by the Comox Valley Sewerage System, which provides conveyance (pump stations and trunk mains), treatment and effluent discharge functions.

Near term upgrades are required for the conveyance infrastructure, particularly to allow decommissioning of the Willemar Bluffs forcemain which has an elevated risk of failure due to being installed within the intertidal zone along an exposed section of coastline. Medium term upgrades are also required at the Comox Valley Water Pollution Control Centre (Brent Road treatment plant) for both capacity and treatment quality.

The Comox Valley Regional District (CVRD) has elected to follow the BC Ministry of Environment and Climate Change's liquid waste management plan (LWMP) process for planning these upgrades. This is a comprehensive planning process involving extensive public consultation, engineering study, financial analysis and provincial regulatory review.

The LWMP requires consideration of both current circumstances and longer term population growth. It also allows for consideration and planning of water conservation, infiltration reduction, stormwater management and resource recovery. These subject areas can be addressed during initial plan development, or during a subsequent plan update, expected approximately every five years. The initial plan development is not expected to address storm water management.

Once completed, and approved by the Minister of Environment and Climate Change, the LWMP provides the regulatory authorization for proceeding with the planned works, and also confers borrowing authority to the CVRD to finance the works. Kept current with regular updates, the approved LWMP will set the strategic directions for the Comox Valley Sewerage System (CVSS) for the next twenty years.

The LWMP process calls for the establishment of four committees. A guiding steering committee will advise the CVRD Board throughout the development of the LWMP, and two advisory committees will advise the steering committee. The Comox Valley Sewage Commission will act as the LWMP Steering Committee, and a Technical Advisory Committee (TAC) and Public Advisory Committee (PAC) are being created to gather relevant input and provide recommendations to the Steering Committee. The fourth committee is the plan monitoring committee, which will oversee the implementation of the completed LWMP.

The CVRD will retain an engineering consulting firm (the Consultant) to provide services related to the LWMP process.

Role of the Committees and the PAC

While the responsibility for the management of the LWMP ultimately rests with the CVRD Board of Directors, the Steering Committee, TAC and PAC will assist in this responsibility by providing input, perspective, specific expertise and recommendations. Members of the committees are expected to participate in meetings and assist with:

- Identifying goals and challenges;
- Generating and reviewing ideas to meet them; and
- Working towards consensus solutions.

To assist with communication and understanding of the process, committee members will be sent the meeting agenda packages and meeting notes for all three committees. Members of one committee are encouraged to attend the other committee meetings as observers.

There may also be several joint TAC-PAC meetings, and the CVRD may combine the two committees into one if it proves advantageous to do so.

The PAC is an advisory group whose primary role is to represent “community interests” – the people, areas and environments that are served, and potentially impacted by the CVSS, and advise the Steering Committee accordingly.

The PAC will:

- Consider community goals as represented by major planning documents (OCP’s, Sustainability Plans, etc);
- Consider public opinion and feedback related to the LWMP on behalf of the Steering Committee;
- Provide feedback on documents provided by the CVRD Project Staff and/or the Consultant;
- Have the authority to provide input and recommendations to the Steering Committee on matters pertaining to the LWMP.

Role and Responsibilities of PAC Members

The role of PAC members is to develop and maintain a broad understanding of the issues and implications for stakeholders, residents and the environment in order to make appropriate recommendations to the Steering Committee. It is also the responsibility of the PAC members to review and become familiar with the CVRD’s LWMP process and the function of the CVSS itself.

Participating in the PAC is both a privilege and an obligation. Members have an important liaison role with the responsibility to represent and inform the organizations or communities they have been selected to represent. They are expected to bring their own perspectives to the table, but must be prepared to provide to, and disseminate from the committee, the full range of perspectives, including those with which they may disagree.

It is intended that recommendations to the Steering Committee will be made by consensus, though there may be some that are recorded as non-consensus. A consensus recommendation may include the identification of a specific interest or concern to be noted in the record but not as a limiting factor. A non-consensus recommendation will be made if, after adequate deliberation, the member(s) is/are still not in accord with other members. The non-consensus party must provide a written submission for the record, outlining the rationale for the non-consensus recommendation, within one week of the distribution of the draft meeting notes.

Membership

The CVRD will seek and invite representation from key public, community, business, and stewardship stakeholders with interests in the project area (see attached list of invited public, community, business, and stewardship stakeholders). The total number of representatives will be at the discretion of the CVRD. Appointment of local resident representatives will be performed by the Municipal and Lazo North (Electoral Area B) Directors to ensure the accountability of the process.

Members will submit one alternate for approval of the whole at the first meeting or immediately to CVRD Project Staff upon resignation of the primary or alternate.

Termination of a member that is falling short of his/her obligations, not considered to be actively participating, or is not abiding by the code of conduct (below) will be at the discretion of the CVRD.

The PAC will stand for the duration of the LWMP process, which is expected to be two to three years. At the completion of the LWMP, the PAC will be dissolved and the plan monitoring committee will be struck, and some PAC members will be encouraged to stand, to ensure continuity. A list of representatives will be attached once committee membership is finalized.

PAC Representatives to the TAC

The LWMP guidelines require that the PAC also be represented on the TAC, with one governmental and one non-governmental representative. The committee shall elect the non-governmental representative and alternate from amongst its members at the inaugural meeting. The role of the representatives is to represent the PAC in discussions with the TAC, the Steering Committee, the CVRD Board and Project Staff, as needed. From time-to-time, the representatives may also be responsible for in responding to media requests on behalf of the PAC.

Code of Conduct

During meetings, public events, and other activities related to the LWMP project, all participants of the committee will endeavour to conduct themselves as follows:

- Support an open and inclusive process;
- Disclose any potential conflicts of interest;
- Treat others with courtesy and respect;
- Listen attentively with an aim to understand;
- Speak in terms of interests versus positions;
- Where a member is espousing a favored position or course of action, they must fully and honestly disclose the reasons for their positions;
- Be open to outcomes, not attached to outcomes;
- Focus on service provision; and
- Share and discuss ideas from a professional perspective.

Members are responsible for coming prepared to meetings and to liaise with groups or organizations to which they are accountable or have a fiduciary responsibility.

Members are responsible for attending all meetings. If an occasion arises in which members are unable to participate in person, their appointed alternate should attend on their behalf.

Communications with the General Public

PAC members may find themselves from time liaising with the general public, and must do so in accordance with the code of conduct outlined above.

The committee meetings will be closed to the public, however the meeting notes will be made available to the public unless it was agreed to in advance that a particular discussion was to be confidential, in which case, the meeting notes will not be made widely available. Confidential topics at committee meetings may fall under Section 90 of the *Community Charter*.

The responsibility to respond to public comment rests with CVRD Project Staff and the CVRD Board, unless otherwise indicated.

Contact with the Media

Any contact with the media regarding issues related to the work of this committee shall be handled by the CVRD Project Staff or the committee representative. The latter only applies if there is agreement by the CVRD Project Staff and committee. If the matter under questioning by the media deals with CVRD Board policy around issues related to the work of this committee, the matter shall be referred to the CVRD Board Chair. The CVRD Chief Administrative Officer and the communication department will provide assistance and/or guidance to those persons responding to the media.

Frequency of Meetings

Meetings will be expected to occur both on an ongoing basis (for example, monthly, quarterly or at key milestones) and as required to address pressing LWMP process issues that arise. It is expected that at least five to ten committee meetings will be held over the course of the LWMP process. PAC meetings will normally be held at the CVRD offices during business hours. The committee members will also be expected to participate in public consultation activities, which may include separate meetings, open houses or less formal gatherings.

Committee Administration

CVRD Project Staff and the Consultant will be responsible for managing, scheduling and facilitating all meetings, with the assistance of a professional facilitator, and for providing administrative support.

CVRD Staff will ensure the agenda and all material are provided to the members prior to the meeting. Items of new business should be brought to the attention of CVRD Staff prior to the meeting, for consideration and distribution to group members in advance of the meeting; the inclusion of such items will be at the discretion of CVRD Project Staff.

The CVRD Project Staff will appoint a recording secretary for the purposes of preparing meeting notes. The record shall reflect the meeting purpose, key points from the discussion of agenda items, and the ensuing recommendations or action items.

The draft meeting notes will be distributed to committee members for review prior to being finalized. The final meeting notes will be provided to the CVRD Board, the CVRD Project Staff, and the Steering Committee, the TAC and the PAC. Where the Board feels it is necessary, the PAC representative may be asked to meet with and brief the Board on particular items or issues.

Resources

Direct meeting expenses, such as costs related to the provision of a meeting facility, snacks, beverages, photocopying and other related activities will be covered and coordinated by CVRD Project Staff. Committee members will be responsible for their own travel expenses. There will be no remuneration provided to members for participation.

Liquid Waste Management Plan Public Advisory Committee (PAC) - Invitation List

- Councillor from City of Courtenay
- Councillor from Town of Comox
- Area B Director
- Local residents
 - Croteau area
 - Brent Road area
 - Town of Comox (2)
 - City of Courtenay (2)
- K'omoks First Nation
- Comox Valley Conservation Strategy Community Partnership
- BC Shellfish Growers Association
- Comox Valley Chamber of Commerce
- CVRD Engineering Staff
- CVRD Planning Staff
- Municipal Engineering Staff
- Lead Technical Consultant
- Facilitator (acting as the Chair)