

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

DATE: Tuesday, August 6, 2013
PLACE: City Hall Council Chambers
TIME: 4:00 p.m.

1.00 ADOPTION OF MINUTES

1. Adopt July 15, 2013 Council meeting minutes

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

Page #

- 1 1. Janice Cashin, Raise a Reader Campaign
2. Harry Whitfield, Architect and Daniel Fontaine, Owner re: Development Permit No. 1309 (see pg#9)

4.00 COMMITTEE/STAFF REPORTS

(a) Legislative Services

- 7 1. Revised Council Meeting Schedule

(b) Development Services

- 9 2. Development Permit No. 1309 – 596-5th Street
- 29 3. Development Variance Permit No. 1308 – 2937 Kilpatrick Avenue
- 35 4. Development Variance Permit No. 1307 – 1799 Cliffe Avenue
- 45 5. OCP and Zoning Amendment No's 1301 and 1304 – Crown Isle
- 63 6. Subdivision Servicing Agreement – Silverado Land Corp.

(c) Financial Services

- 77 7. Annual Permissive Tax Exemption Bylaws

5.00 REPORTS AND CORRESPONDENCE FOR INFORMATION

- 89 1. Monthly Police Report for July 2013

6.00 REPORTS FROM COUNCIL REPRESENTATIVES

7.00 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 August 6, 2013 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) (g) Litigation or potential litigation affecting the municipality.

8.00 UNFINISHED BUSINESS

9.00 NOTICE OF MOTION

10.00 NEW BUSINESS

1. Councillor Winchester proposed resolution re: Comox Valley Hospice Society

That Council politically support the work of the Comox Valley Hospice Society; and

That Council lobby the Vancouver Island Health Authority and the Provincial Government in support of ongoing annual funding for the Society.

91 2. Letter from Town of Port McNeill re: Financial Support for the Lac-Megantic Rail Disaster

93 3. UBCM Convention Appointment Book

11.00 BYLAWS

For First, Second and Third Reading

104 1. "Official Community Plan Amendment Bylaw No. 2762, 2013" (to rezone the lands from CD-1F to a new CD-11)

107 2. "Zoning Amendment Bylaw No. 2763, 2013" (to rezone the lands from CD-1F to a new CD-11)

For First, Second and Third Reading

113 1. "Tax Exemption 2014 Bylaw No. 2764, 2013" (to provide annual tax exemption for certain not-for-profit organizations)

119 2. "Churches Tax Exemption 2014 Bylaw No. 2765, 2013" (to provide annual tax exemption for churches)

12.00 COUNCIL MEMBER ROUND TABLE

13.00 ADJOURNMENT

Ward, John

From: Janice Cashin <jmcashin@telus.net>
Sent: July-25-13 8:51 PM
To: Ward, John
Subject: Council meeting request
Attachments: Why your donation is so important to our community.docx; Invitation to Participate2.doc; RAR notice.pub

Delegation

Dear Mr. Ward,

I would like to be make a presentation to the **Courtenay Council on Tuesday August 6, 2013.**

I represent the newly formed committee for the **Comox Valley Raise-A-Reader campaign**. Raise a Reader is a project, in its 18th year, developed by Post Media, owner of the Vancouver Sun, for the primary purpose of raising funds for Literacy. Raise a Reader is in 7 other communities in B.C. as well as cities across Canada.

The Comox Valley Echo, the Community Adult Literacy and Learning Society and the Comox Valley Lifelong Learning Association have come together to bring Raise a Reader to the Comox Valley for the **very first time**.

The purpose of my presentation is **not** to ask Council for a donation or sponsorship but to explain the campaign and ask for their volunteer time for **Raise A Reader Day on September 25, 2013**. During the meeting I would also like to present council members with personal invitations. All of the Comox Valley dignitaries are being invited to participate as Raise a Reader Day thrives on noted personalities being seen around the community.

I have attached some background information and an example of the invitation. Please be reminded that the Mayor and each councillor will receive a separate invitation.

Regards,

Janice Cashin
Board Chair, Adult Learning Centre
Raise a Reader Day organizer

250 338 8136

Why your support matters:

Literacy affects us all. Increasing literacy levels in our community positively impacts our social, cultural and economical health. An investment in literacy programs, resources and services is an investment in our children, our families, and our community. Your contribution to Raise-a-Reader will go directly to raising readers in our community. Comox Valley Lifelong Learning Association (CVLLA) and the Adult Learning Centre (ALC) will direct 100% of the funds raised to the following literacy programs, resources and activities.



Family Literacy Outreach Programs:

Investing in a parent or guardian's learning is a direct investment in their children's literacy abilities. Family literacy outreach (FLO) programs focus on a child's early learning development, parent-child learning together, and adult education. FLO programs are supported by multiple community partners including Comox Valley Family Services, School District 71, LUSH Valley, Creative Employment Access Society, North Island College, CVLLA and ALC.

Family literacy outreach also includes distributing books to families. In 2012/3, CVLLA distributed over 1700 free books to families through family programs or through events such as Books for Treats (Hallowe'en), Family Literacy Day (January 27th), and Aboriginal Day (June 21st). Access to books is of vital importance for the development of children's reading behaviour hence our commitment to getting books in the homes and hands of families.



Young Adults and Essential Skills

Young adults (aged 15-25) who have left the school system and who are under-employed require community support and service in their educational and employment pursuits. The Young Adult Essential Skills program connects young adults to employers, educational opportunities, and community supports. Participants also work on their essential skills which include literacy and employability skills. The Comox Valley Essential Skills Partnership successfully ran three programs between 2012 and 2013 with resounding success. Most participants either became employed or enrolled in an educational program.



Adult Literacy

The Adult Learning Centre has been serving adults for 20 years to improve their literacy. The ALC offers free one to one tutoring and mentoring for adults in need from 19 to seniors. It offers specialized tutoring in a variety of subjects, including math, reading, ESL, computer, basic skills and support for students taking college courses. The ALC is also home to the English as a Second Language Settlement Assistance Program.



Comox Valley
Lifelong Learning
Association



Invitation to Participate

To _____,

Helping people to improve their literacy skills is an investment in our community and our future. The *Raise a Reader* Campaign is a unique, national campaign based on a model created in 1997 by the Vancouver Sun. It is a year round initiative to raise awareness of, and raise money for, literacy programs. Over the past 15 years *Raise a Reader* has raised more than \$7 million towards helping B.C. support literacy and over \$18 million Canada wide.

The Comox Valley *Raise a Reader* Campaign committee invites you to participate in our first literacy fundraising *Raise a Reader Day* to be held on:

Date: Wednesday, September 25, 2013

Time: 8:30 to 9:30 A.M.	Rotary breakfast, entertainment and site information
9:30	Teams of two fan out to designated sites with newspapers
10:00	On site
11:45	Return to Echo with donations

Launch Venue: 5th St. and England Comox Valley Echo newspaper (407 D 5th St.)

Local dignitaries and personalities, along with volunteers from the community, will hit the streets of Courtenay, Comox and Cumberland on September 25th to exchange a special *Raise a Reader* edition of The Comox Valley Echo for a cash donation. Every penny raised stays right here in our community to support local literacy programs.

Sincerely,

Janice Cashin (Comox Valley Raise a Reader Campaign Committee)

R.S.V.P. jmcashin@telus.net
250 338-8136

Comox Valley Raise a Reader
Campaign Committee

Martin Petter: Comox Valley Lifelong
Learning Association (CVLLA)

Janice Cashin: Adult Learning
Centre (CALLS)

Danielle Hoogland: CVLLA

Tony Bellavia: NIC

Evelyn Gillespie: Laughing Oyster
Books

Stephen R. Warren: VIRL

Anita Wotsch: Comox Rotary

Dave MacDonald: CV Echo

Lynn Joseph: CVLLA Family Literacy



Dear Mayors and Chairs:

It is my pleasure to write to you regarding scheduling appointments at the upcoming annual UBCM Convention taking place in Vancouver, September 16 to 20, 2013. As the new Minister of Community, Sport and Cultural Development, I am particularly looking forward to attending the Convention and meeting with many of you.

You will have recently received a letter from Honourable Christy Clark, Premier, containing information about the online process for requesting a meeting with the Premier and Cabinet Ministers. I am pleased to provide you with information regarding the process for requesting a meeting with me, as well as with provincial government, agency, commission and corporation staff.

If you would like to meet with me at the Convention, please complete the online form at: [CSCD Minister's Meeting](#) and submit it to the Ministry of Community, Sport and Cultural Development contact identified before **August 12, 2013**. Meeting arrangements will be confirmed, or you will be advised of alternate arrangements, by early September. I will do my best to accommodate as many meeting requests as possible.

Ministry staff will be sending you, via email, the provincial appointment book listing all provincial government, agency, commission and corporation staff that are available to meet with delegates at the Convention, as well as providing you with details about the online process for requesting a meeting.

I would also like to remind your community to apply for the "2013 Open for Business Awards," which support government's commitment to implement the BC Small Business Accord. The Award provides \$10,000 for up to 20 local governments that best demonstrate they are operating within the spirit of the BC Small Business Accord principles. The application deadline is July 12, 2013. Instructions for the award and the online version of the application can be found at: www.SmallBusinessRoundtable.ca.

.../2

Mayors and Chairs
Page 2

I look forward to another productive Convention and to working with you in the year ahead.

Sincerely,



Coralee Oakes
Minister

pc: Honourable Christy Clark
Premier

Her Worship Mayor Mary Sjostrom
President
Union of British Columbia Municipalities

THE CORPORATION OF THE CITY OF COURTENAY

REPORT TO COUNCIL

FROM: Director of Legislative Services


FILE #: 0570-01

DATE: August 6, 2013

SUBJECT: Revised Council Meeting Schedule

C.A.O. COMMENTS/RECOMMENDATIONS:

That the recommendation of the Director Legislative Services be accepted.



David Allen

RECOMMENDATION:

That the regular Council meeting scheduled for September 3, 2013 be rescheduled to September 23, 2013; and

That the Committee of the Whole meeting scheduled for September 23, 2013 be cancelled.

PURPOSE:

To revise the Council meeting schedule.

BACKGROUND:

Council is required to establish the regular meeting schedule for the year, and any changes to the schedule must be made by Council resolution.

DISCUSSION:

Council members will be attending a strategic planning workshop on September 3, 2013; therefore the regular Council meeting must be rescheduled.

The regular Council meeting for September 16, 2013 has been cancelled due to the annual UBCM conference. In order to have two Council meetings in September, staff are recommending that the September 3 meeting be rescheduled to September 23, replacing the Committee of the Whole meeting.

The schedule will return to normal October 7th, 2013.

FINANCIAL IMPLICATIONS:

None.

STRATEGIC PLAN REFERENCE:

None.

OCP SUSTAINABILITY REFERENCE:

None.

REGIONAL GROWTH STRATEGY REFERENCE:

None.

Respectfully submitted,

A handwritten signature in black ink that reads "Ward". The signature is written in a cursive, flowing style.

John Ward, CMC
Director of Legislative Services

G:\ADMIN\John Ward\REPORT\Council Meetings cancelled August September 2013.docx

THE CORPORATION OF THE CITY OF COURTENAY

REPORT TO COUNCIL

FROM: Development Services Department

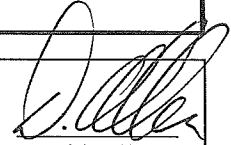
FILE #: 3060-20-1309

DATE: July 19, 2013

SUBJECT: Development Permit with Variances No. 1309
596 5th Street
Lot A, Section 61, Comox District, VIP87722

C.A.O. COMMENTS/RECOMMENDATIONS:

That the recommendation of the Director of Development Services be accepted.



David Allen

RECOMMENDATION:

That Development Permit with Variances No. 1309 be approved for the construction of an addition to an existing restaurant with the following variances to the *City of Courtenay Zoning Bylaw No. 2500, 2007*:

- *Section 8.18.9(1) – Off-Street Parking*, reducing the number of required parking stalls for the proposed addition from 7 stalls to 0;
- *Section 8.18.10(4) – Landscaping and Screening*, reducing the width of the required 2.0 metre landscaping buffer from 2.0 metres to 0.0 metres; and

That Development Permit with Variances No. 1309 be issued for the property legally described as Lot A, Section 61, Comox District, VIP87722 (596 5th Street) subject to the following conditions:

- a) Development must be in conformance with the plans and elevations contained in *Attachment No. 2*;
- b) Installation of landscaping in conformance with the plans contained in *Attachment No. 2*;
 - a) Minimum depth of topsoil or amended organic soil on all landscaped areas as follows: shrubs – 450 mm; groundcover and grass – 300 mm; trees – 300 mm around and below the root ball;
 - b) Submission of landscape security in the amount of (125% x \$1,610.00) \$2,012.50;
 - c) Landscaping must be completed within six months of the date of issuance of the occupancy permit by the City;
 - d) All building and site lighting must be full cut-off, flat lens in accordance with the City's Dark Skies Policy (#5240.00.01);
 - e) Issuance of a sign permit in compliance with the *City of Courtenay Sign Bylaw No. 2042* is required for any alteration to existing signage or proposed new signage;
 - f) That if the permit holder has not substantially commenced any construction to which the permit was issued within twelve (12) months after the date it was issued, the permit lapses.

PURPOSE:

To consider a Development Permit with Variances to allow the construction of an addition to an existing restaurant and to reduce the number of parking stalls required for the proposed addition.

BACKGROUND:

The subject property is located at the corner of Harmston Avenue and 5th Street (Common Ground Cafe). It is currently operating as a restaurant with an outdoor patio. Development Permit No. 0917 was issued for the property in September 2009 to allow an addition to the building, a façade upgrade and an expanded parking area to support the conversion of the building from a residential to restaurant use. The owners now wish to construct a second addition with an additional 40 seats to expand their business. As there is very limited opportunity for additional off-street parking, the applicants are requesting a variance to reduce the number of parking stalls required for the proposed addition. A reduction to the required landscaping width between the parking area of the restaurant and the adjacent residence is also being sought.

A map showing the subject property is contained in Attachment No.1; information submitted by the applicant is contained in Attachment Nos. 2 – 3.

DISCUSSION:

The subject property is zoned Commercial One (C-1) and is subject to the Downtown Development Permit Area.

The intent of the Downtown Permit Area guidelines is to “ensure an innovative and creative design and attractive street appearance”. As shown in Attachment No. 2, the proposed addition is a continuation of the handcrafted appearance of the building and reinforces the heritage corridor designation of 5th Street through the building style. The proposed addition is architecturally integrated with the existing building and will be finished with the same materials; cedar shingles, stone, board and batten and copper roof accents.

The proposed development exceeds the required 3.0 m landscape buffer adjacent to 5th Street. Many of the existing plants in the area of the proposed addition will be relocated into the front landscaping bed. No changes are proposed to the landscaping along the Harmston Ave. frontage which was approved under the previous Development Permit.

The proposed addition meets the zoning requirements related to building setbacks and height but does not meet one of the landscaping provisions, nor the off-street parking requirements. The proposed 40 seat addition requires an additional 7 off-street parking stalls under *Section 8.18.9 (1)* of the Zoning Bylaw which states that “in the event that a building is extended or replaced, the area of extension or additional floor area shall be required to comply fully with the provisions of this bylaw”. Within the C-1 zone there are three options to fulfill the parking requirements:

1. Provide the required number of off-street parking stalls on the development site
2. Enter into a covenant to provide the required number of parking stalls on a neighbouring property
3. Pay \$6,500 per stall into the City’s Off-street Parking Reserve Fund which the City would later use to provide off-street parking facilities within the Downtown Area.

Instead, the owner is requesting a variance to *Section 8.18.9 (1)* to reduce the number of required parking stalls for the proposed restaurant addition from 7 stalls to 0. Staff conducted a brief analysis of available on-street parking in the area. Within a 400 metre radius, which approximates a 5-minute walk, there are approximately 300 angled on-street parking stalls and a further 155 parking stalls within public parking lots in addition to numerous parallel on-street parking spaces. The only significant on-street parking restrictions in the area include Cumberland Road and the south side of 4th Street. Anecdotal evidence also suggests that there is

not a parking issue in the area and parking was not raised as a concern during the public information meeting held on June 17, 2013 (Attachment No.3). However if Council is concerned about the availability of parking in the area, Council may wish to request a parking study to provide further assessment. Staff note that the proposal also includes a bicycle parking area near the front entrance to facilitate active transportation options.

The proposed development also requires a variance to the landscaping width adjacent to the parking and service area. Both the Downtown Development Permit Guidelines and the C-1 zone require a 2.0 metre wide landscape buffer along the inside of property lines to separate parking service and storage areas. The applicant is proposing to install a six foot solid wood fence extending from the back of the building to the rear lot line to screen the parking and service areas from the adjacent residence. Staff have no objections to the proposed landscaping variance as it meets the screening intent of the requirements and the property is located within the downtown where reduced separation between buildings is typical.

FINANCIAL IMPLICATIONS:

None.

STRATEGIC PLAN REFERENCE:

“Advocate for high standards of design and community aesthetics”, “support diversification of the local economy” and “support community initiatives and distinct neighbourhoods” including supporting downtown Courtenay.

OCP SUSTAINABILITY REFERENCE:

Chapter 10 of the Official Community Plan states that “the City will reduce the ratio of parking for new developments within its jurisdiction” and supports infill development within core areas.

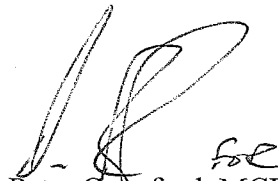
REGIONAL GROWTH STRATEGY REFERENCE:

The proposed development supports the Regional Growth Strategy goal to “achieve a sustainable, resilient and dynamic local economy that supports businesses and the region’s entrepreneurial spirit” and the related policy to “retain and attract new businesses, investment and employment in designated Town Centres located within Core Settlement Areas”.

Respectfully submitted,



Erin Ferguson, MCP, BSc
Planning Technician



Peter Crawford, MCIP, RPP
Director of Development Services

S:\PLANNING\Development Applications\DP\DPwV1309-596 5th (CommonGround)\Report to Council



Harry Whitfield (Architect) & Daniel Fontaine (Owner)

Applicant & Owner:

Location:

596 5th Street

Legal Description:

Lot A, Section 61, Comox District, VIP87722

Zoning:

C-1 (Commercial One)

Permitted Uses

Variety of commercial uses including restaurant, bakery and deli

	<u>Requirements</u>	<u>Proposed Development</u>
Front Yard Setback	2.0 m	4.5 m
Rear Yard Setback	0.0 m	5.79 m
Side Yard Setback	0.0 m	0.2 m
Max. Lot Coverage	NA	NA
Floor Area Ratio	NA	NA
Max. Height	13.5 m	< 6.0 m
Landscaping Buffer		
Front (5 th Street)	3.0 m	4.5 m
Side (Harmston Ave)	2.0 m	Varies from about 1.5m to 4.0m and was approved under previous permit
Side (Internal)	2.0 m	0.2 m

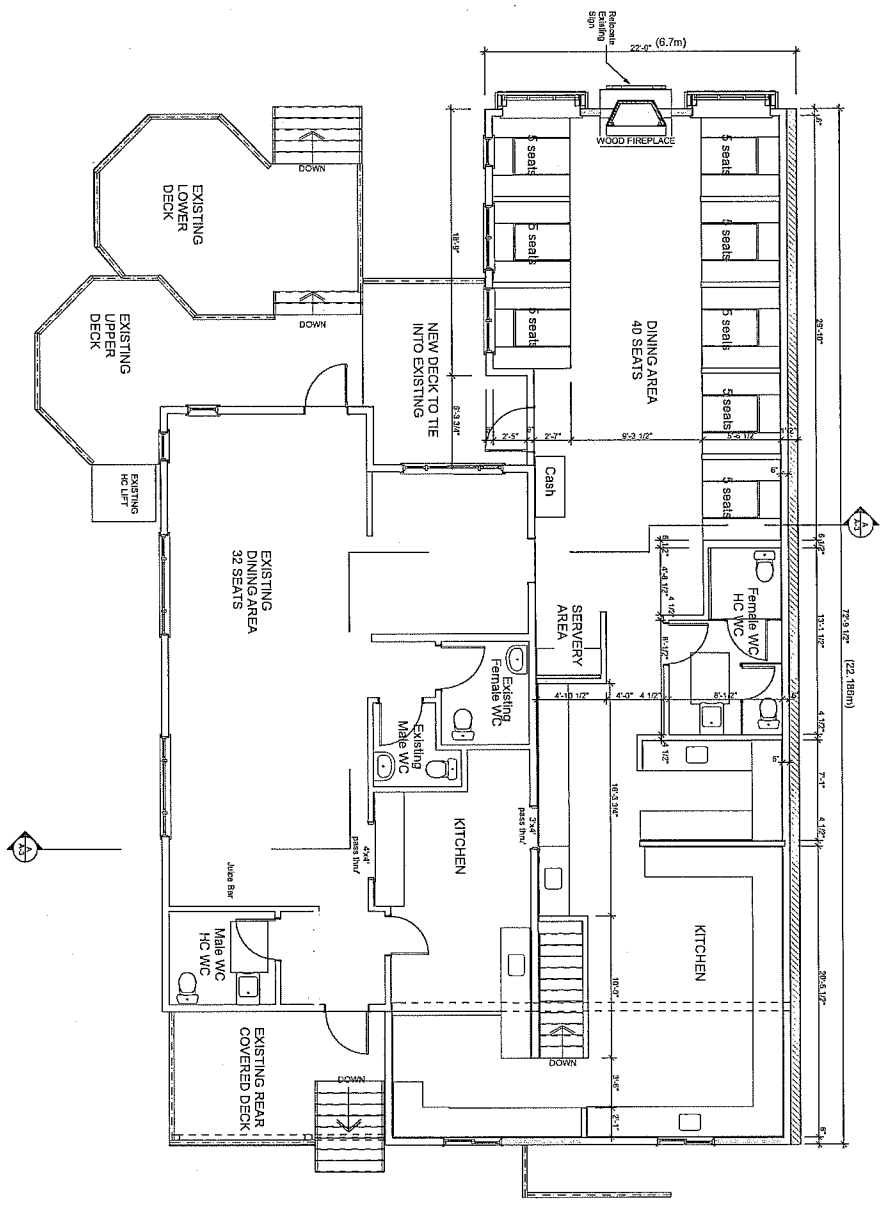
Surrounding Land Uses:

- Residential and Institutional

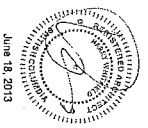
Project:
Proposed Addition to the "Common Ground Cafe", 5th Street, Courtenay, B.C.

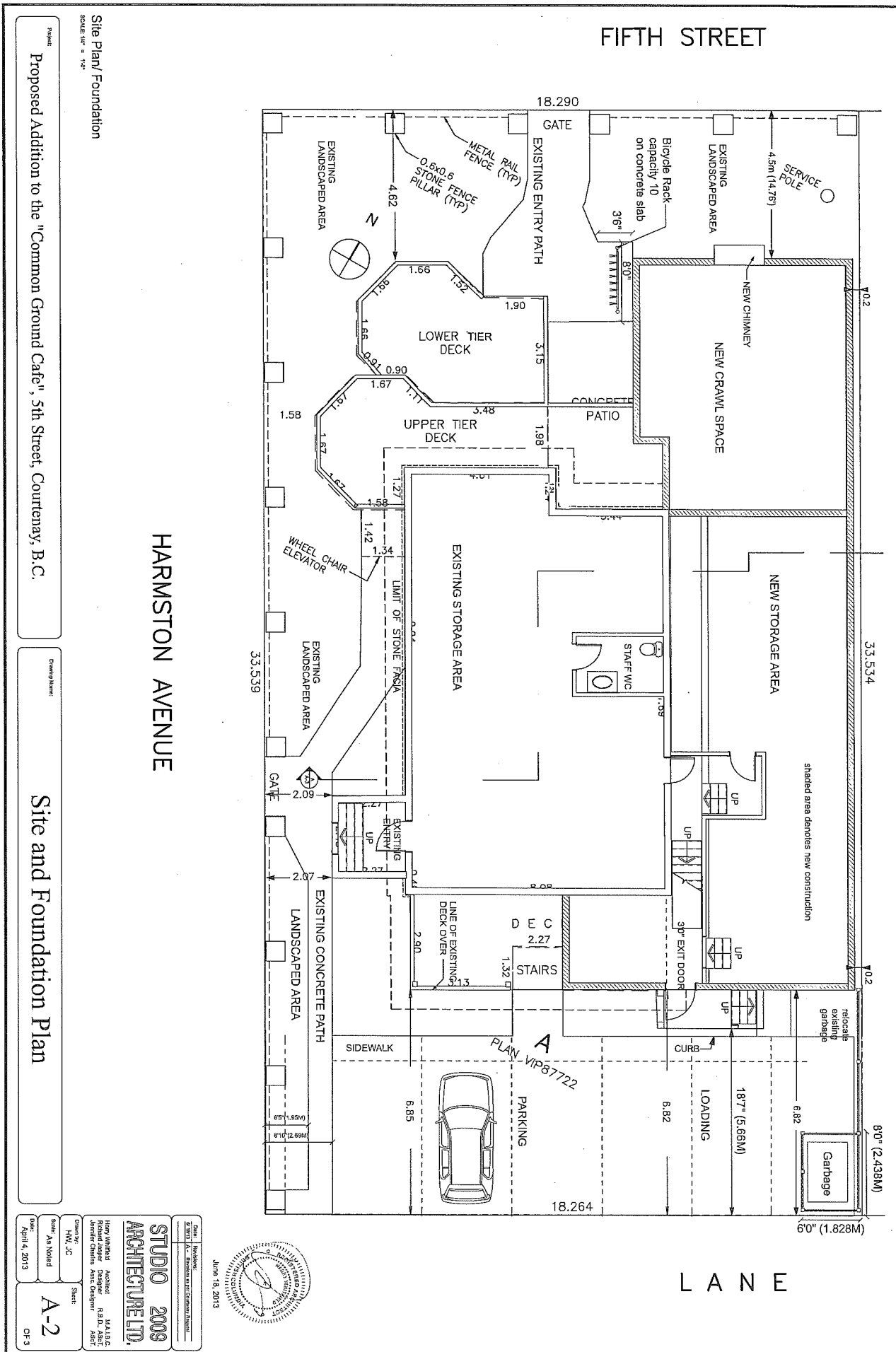
Drawing Name:
Main Floor Plan

Main Floor Plan
SCALE: 1/8" = 1'-0"



<p>STUDIO 2009 ARCHITECTURE LTD.</p> <p>Henry Wainford Architect Richard Joseph Designer Richard Collins Area Designer</p>	<p>MAJISC R.E.D. ASST</p> <p>Contractor: HM, J.C. Scale: As Noted Date: April 4, 2013</p>	<p>Sheet: A-1 OF 3</p>
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Project:
Proposed Addition to the "Common Ground Cafe", 5th Street, Courtenay, B.C.

Drawing Name:
Site and Foundation Plan

Client:
HWLJC

Scale:
As Noted

Date:
April 4, 2013

Sheet:
A-2
OF 3

STUDIO 2009
ARCHITECTURE LTD.

Henry Winkler Architect
Jennifer Chiu, Assoc. Designer

KALIA C
9.30.11
ASST



STUDIO 2009 ARCHITECTURE LTD.

Harry Whitfield Architect A.I.B.C. Richard Jasper Designer RBD.AscT.

Attention Erin Fergusson
Planning Technician
City of Courtenay
830 Cliffe Avenue
Courtenay
V9N 2J7

June 27, 2013

RECEIVED
JUN 28 2013

Dear Ms. Fergusson,
Re: Proposed addition to the Common Ground Café, 596 Fifth Street.

CITY OF COURTENAY

Further to our discussions regarding the above please find attached:

1. A sample of the letter sent to the list of property owners to addresses supplied by the City of Courtenay.
2. A Public Information Meeting sign-in sheet for the meeting held at the Common Ground Café Monday June 17, 2013. The meeting was scheduled for 7.30 p.m. and building and landscape drawings were on display from 6.45 until the café closed at 9.00 p.m.
3. Six comment sheets filled in by meeting attendees.
4. One copy of drawing A-0 showing the site plan and coloured exterior elevations.
5. Two sets of drawings comprising architectural drawings A-0 to A-3 + the landscape planting.

Please note: items 4 and 5 above indicate drawing amendments to incorporate screen fencing at the rear of the property, and around the garbage can, plus additional paving with bicycle rack at the front of the property, all as requested

The comment summary characterizes the following aspects of the Café and addition plans:

1. The addition will make Common Ground "the best place in town for good wholesome food"; "...the most pleasant dining experience in the area".
2. Wonderful venue.
3. Community oriented, and friendly staff.
4. Aesthetically pleasant to look at, natural and authentic.
5. An asset to the neighborhood.
6. Love the idea of of the expansion to come.
7. Nothing bad to say, I always look forward to coming back.
8. This restaurant is one of the reasons I come to Courtenay.
9. The project will allow more people to enjoy the unique eating experience that the Common Ground Café offers.

The material provided to meeting attendees comprised:

- Sign-in sheet: This was completed by neighbours who had become aware of the meeting from letters sent by Daniel Fontaine, the owner of the Common Ground Café.

- Comment sheets: Attendees were encouraged to complete these sheets after the implications of the project were explained, using the drawings displayed on site, and wooden stakes representing the extremities of the proposed addition.
- The Display drawings comprised:
 - Site Plan, which included coloured perspectives of the existing café and it's proposed addition.
 - Floor Plans and Elevations.
 - Landscape Plans.

Other points of note:

- The meeting was held from 7.30 p.m. until 9.00 p.m. Monday June 17, 2013 at the Common Ground Café, without City Hall staff being present.
- Six people attended the meeting.
- Letters were sent to a list of property neighbours and/or property owners as requested by City Hall, and Mr. Fontaine personally visited some of the property neighbours also.
- The information provided at the meeting were drawings, as described above, mounted on separate display boards and mounted on an easel, and pinned to the wall of the Common Ground Café. This visual information was supplemented by verbal descriptions of the details of the proposed addition, by the writer, and Daniel Fontaine, the owner of the Common Ground Café.
- Apart from the summary of written comments listed above (items 1 to 9), questions asked were:
 - Where will the addition sit? This was explained by reference to the site and floor plans, and the wood stakes placed at the corners of the proposed addition in the Fifth Street frontage area. The location facilitated on-site explanation of the corner markers describing the extent of the proposed addition.
 - How will the kitchen operation work? Mr. Fontaine explained that the kitchen was cramped at present, and the addition will improve efficiency and safety.
 - Will the menu change? Mr. Fontaine promised it wouldn't change in essence, though more kitchen space would improve the potential for menu expansion. He also emphasized his commitment to quality offerings, using local produce.

Please let me know if you need more information.

Yours truly,



Harry Whitfield Architect AIBC

Wednesday, June 05, 2013

Dear Sir or Madam,

*Re. Proposed addition to the Common Ground Cafe at 596 Fifth Street,
Courtenay.*

This letter will inform you that we are proposing to add seating area to our existing cafe at the above address to better serve and accommodate our customers. I'm attaching a copy of the first sheet of the drawings that have submitted to the City of Courtenay to support the application for your information, and to inform you that we will be holding a public information meeting Monday June 17th at 7:30 pm at the Common Ground.

The public information meeting will be an opportunity to examine the drawings detailing the whole project, to ask questions, and to give feedback on the proposal. I look forward to meeting you, and answering any questions you may have.

Yours truly

Daniel Fontaine

RECEIVED
MAY 14 2013
CITY OF COURTENAY

PUBLIC INFORMATION MEETING

CITY OF COURTENAY



COMMENT SHEET

Name: WARREN JOSLIN Email: _____
Address: 103-825 HARMSTON AVE Phone: 898-8894

[REDACTED] has applied to the City of Courtenay for an [REDACTED APPLICATION TYPE] [REDACTED] OCP/ zoning [REDACTED]. [REDACTED PROJECT DESCRIPTION]. This project is under review by staff in the Planning Department of the City.

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

*When you get this building built without spoiling the outside, it will be the best place in town for good wholesome food.!!
P.S. As god friendly staff as well.*

Please return your comments by [REDACTED].

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

1. Hand your comment sheet in tonight.
2. Drop your comment sheet off at [REDACTED]
3. Email your comment sheet to [REDACTED]

PUBLIC INFORMATION MEETING

APPROVED
JUN 21 2016



CITY OF COURTENAY

COMMENT SHEET

Name: RHONDA TAYLOR Email: _____
Address: 525 HARMSTON AVE. Phone: 250 338-8186

[INSERT ADDRESS] has applied to the City of Courtenay for an [INSERT APPLICATION TYPE] in [INSERT LOCATION]. [INSERT PROJECT DESCRIPTION]. This project is under review by staff in the Planning Department of the City.

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

WONDERFUL VENUE, LOOKING FORWARD TO THE EXPANSION.

PERHAPS THE MOST PLEASANT DINING EXPERIENCE IN THE AREA,

ASTHETICALLY PLEASING TO LOOK AT, NATURAL AND AUTHENTIC.

I LOVE THE PROPOSED ADDITION TO THE "COMMON GROUND CAFE" AN ASSET TO OUR NEIGHBOURHOOD.

COMMUNITY ORIENTED AND VERY FRIENDLY.

Please return your comments by [REDACTED].

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

1. Hand your comment sheet in tonight.
2. Drop your comment sheet off at [REDACTED]
3. Email your comment sheet to [REDACTED]

PUBLIC INFORMATION MEETING

RECEIVED
JUN 24 2008

[REDACTED] CITY OF COURTENAY

COMMENT SHEET

Name: Carla Stephan. Email: _____
Address: 8067 N. Island Hwy Phone: (778) 428-0220
Black creek BC V0E 1V0

[INSERT APPLICATION TYPE IS: _____] has applied to the City of Courtenay for an [INSERT PROJECT DESCRIPTION: _____]. [INSERT PROJECT DESCRIPTION: _____]. This project is under review by staff in the Planning Department of the City.

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

great place
I love the food, and the atmosphere
that it brings.
I like the community feeling it
gives me when I am around the
common ground, and also the twelve
tribe people. They are so loving
down to earth people. It's great!
The food is excellent, especially
the soups, pies, and cheese pie.
also the woodmanship is very
great to look at, inside and out.
I love the idea of all
the new expansion to come.
more great food to come. You
guys are awesome. Keep up the great work.

Please return your comments by [REDACTED].

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

1. Hand your comment sheet in tonight.
2. Drop your comment sheet off at [REDACTED]
3. Email your comment sheet to [REDACTED]

PLANNING DEPT
3007-1000
CITY OF COURTENAY

PUBLIC INFORMATION MEETING

[REDACTED]
[REDACTED] (Subject Property)

COMMENT SHEET

Name: ANNA DESCHENES Email: _____
Address: CHMOX Phone: _____

[INSERT APPLICATION #] has applied to the City of Courtenay for an [INSERT APPLICATION TYPE (e.g. OCP/Zoning Change)]. [INSERT PROJECT DESCRIPTION]. This project is under review by staff in the Planning Department of the City.

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

*I feel confident that the addition or expansion will be as lovely and relaxing as the present.
Mother's had to say about this place,
I always look forward in coming back.*

Merci

Please return your comments by [REDACTED].

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

1. Hand your comment sheet in tonight.
2. Drop your comment sheet off at [REDACTED]
3. Email your comment sheet to [REDACTED]

JAN 7 9 43

CITY OF COURTEN

PUBLIC INFORMATION MEETING



COMMENT SHEET

Name: Isabelle Mader Email: canadianbco@alchetmail.ca
 Address: 18936-62A Ave Phone: 604-318-5777

[INSERT APPLICATION ID] has applied to the City of Courtenay for an [INSERT APPLICATION TYPE] in [INSERT LOCATION]. [INSERT PROJECT DESCRIPTION]. This project is under review by staff in the Planning Department of the City.

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

This restaurant is one of the reasons I came to Courtenay. I love this eatery & the wholesome food & its wonderful staff. I wish we had a Common Ground Cafe in Surrey. I would love to see them expand their business & their beautiful patio to enrich the lives of the people of Comox Valley.

Sincerely,

Please return your comments by [REDACTED].
 Comment sheets can be submitted by one of the following methods:
 1. Hand your comment sheet in tonight.
 2. Drop your comment sheet off at [REDACTED].
 3. Email your comment sheet to [REDACTED].

RECEIVED
JUN 28 2010

PUBLIC INFORMATION MEETING

CITY OF COURTENAY



COMMENT SHEET

Name: Phil Mader Email: p-mader@pycho.com
Address: 201-191 Trevor St Nelson Phone: 250-354-4584
Unit 202

[INSERT APPLICANT] has applied to the City of Courtenay for an [INSERT APPLICATION TYPE] [INSERT APPLICATION TYPE] OCP/Zoning [INSERT APPLICATION TYPE] [INSERT PROJECT DESCRIPTION]. This project is under review by staff in the Planning Department of the City.

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

The project will allow more people to enjoy the unique eating experience that Common Ground Cafe offers, as well as make it a more economically feasible venture. This should be encouraged.

Please return your comments by [REDACTED].
Comment sheets can be submitted by one of the following methods:
1. Hand your comment sheet in tonight.
2. Drop your comment sheet off at [REDACTED]
3. Email your comment sheet to [REDACTED]

THE CORPORATION OF THE CITY OF COURTENAY

3

REPORT TO COUNCIL

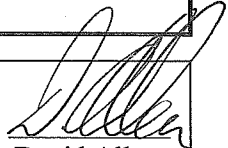
FROM: Development Services Department

FILE #: 3090-20-1308
DATE: July 25, 2013

SUBJECT: Application for Development Variance Permit (Signage)
2937 Kilpatrick Avenue
Strata Lot 1, Section 67, Comox District, Strata Plan VIS3732, Together with
an Interest in the Common Property in Proportion to the Unit Entitlement of
the Strata Lot as Shown on Form 1

C.A.O. COMMENTS/RECOMMENDATIONS:

That the recommendation from the Director of Development Services be accepted.



David Allen

RECOMMENDATION:

That Development Variance Permit No. 1308 to vary *Section 4.1.2, Section 6.4.1, and Section 6.4.4* of the *City of Courtenay Sign Bylaw No. 2042, 1998* by increasing the maximum number of signs per business premise frontage from three signs to five signs, to increase the maximum combined area of signs per building face from 9.0 m² to 15.2 m², and to increase the maximum height of a fascia sign from 1.0 metres to 1.6 metres for the property legally described as Strata Lot 1, Section 67, Comox District, Strata Plan VIS3732, together with an interest in the Common Property in proportion to the unit entitlement of the Strata Lot as shown on Form 1 (2937 Kilpatrick Road) be issued subject to conformance with the plans and drawings contained in *Attachment No. 2*.

PURPOSE:

To consider a relaxation of the City of Courtenay Sign Bylaw provisions related to the maximum height of a fascia sign, the maximum total area of signs per building face, and the number of signs allowed per building premise frontage.

BACKGROUND:

The subject property is currently undergoing renovation as La-Z-Boy Furniture Gallery. Development Permit No. 1225 was issued for this property in March 2013. The proposed signage is consistent with drawings shown during the Development Permit review process however, the applicant chose not to address signage as part of the Development Permit process due to delays in securing drawings from the sign manufacturer.

A map showing the location of the property is included as *Attachment No. 1* and drawings of the proposed signage are included as *Attachment No.2*.

DISCUSSION:

The subject property is within the Commercial Development Permit Area. Consistent with the Commercial DPA signage guidelines, the proposed signage is coordinated with the building architecture and colour scheme as indicated in *Attachment No. 2*. The primary "La-Z-Boy" sign uses indirect lighting methods as required by the DP guidelines and is placed above the building entrance feature. The four secondary signs are non-illuminated signs mounted above each of the

canopies located to the sides of the main entrance.

While the proposed signage package complements the building design and meets the intent of the DP guidelines, it requires three variances to the Sign Bylaw. The applicant is requesting variances to:

Section 4.12 – To increase the maximum number of signs per business premise frontage from three to five;

Section 6.4.1 – To increase the maximum combined area for fascia signage from 9.0 m² to 15.2 m²

Section 6.4.4 – To increase the maximum height of a fascia sign from 1.0 metres to 1.6 metres.

The proposed variances are minor in nature and will result in signage that complements the building architecture and scale of the building. Staff are currently working on revisions to the sign bylaw. Two of the proposed revisions are to remove the limitation on the number of signs per business frontage and to remove the 1.0 metre height restriction for fascia signs provided that all signage meets the maximum total sign area permitted. This would allow more flexibility in sign design meeting the identification and advertising needs of businesses while keeping signage in proportion to the building. These proposed revisions were well received at the stakeholder meeting held in February and the public open house held in June.

Public Input

Pursuant to the requirements of the *Local Government Act*, surrounding property owners and tenants were notified of this development variance permit application prior to Council's consideration. To date, no correspondence has been received.

FINANCIAL IMPLICATIONS:

N/A

STRATEGIC PLAN REFERENCE:

Goal 3: Advocate high standards of design and community aesthetics:
Objective (e) review sign bylaw.

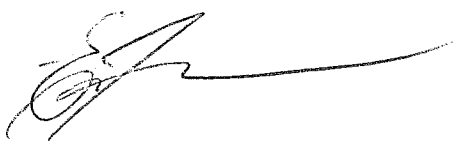
OCP SUSTAINABILITY REFERENCE:

N/A

REGIONAL GROWTH STRATEGY REFERENCE:

N/A

Respectfully submitted,



Erin Ferguson, MCP, BSc
Planning Technician



Peter Crawford, MCIP, RPP
Director of Development Services

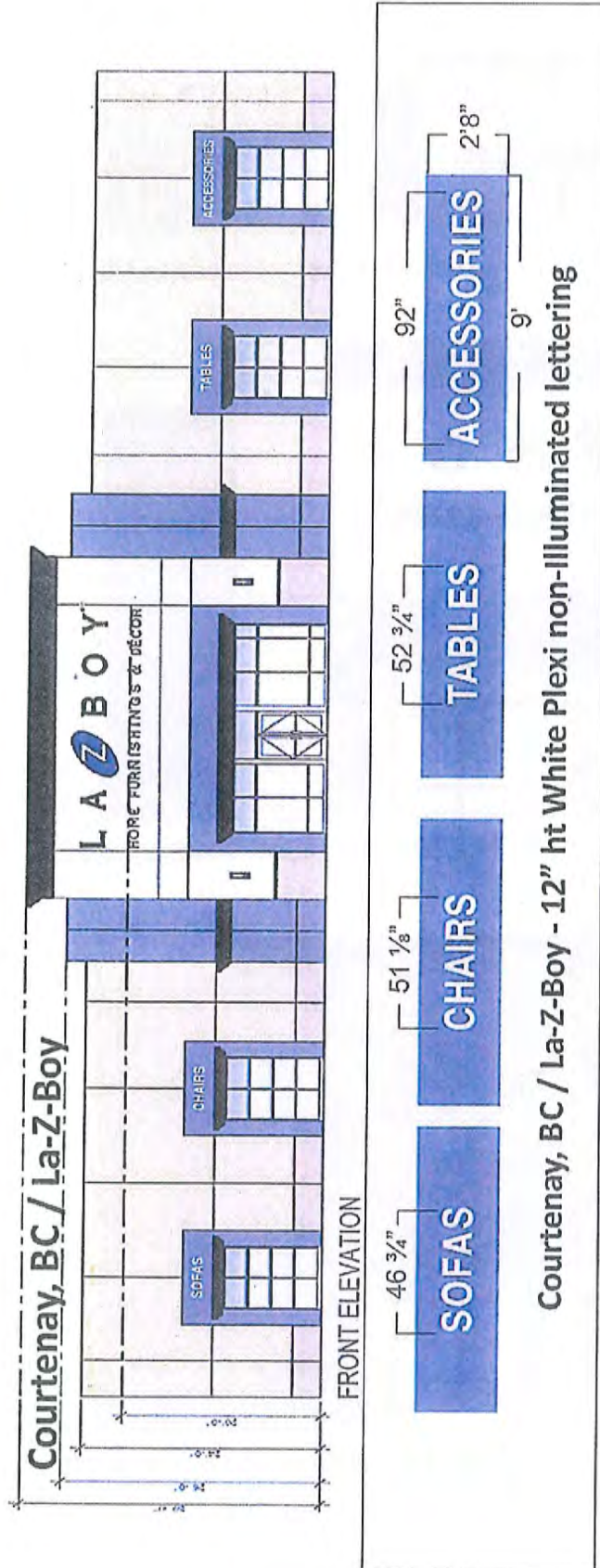
To The City Of Courtenay.

This letter is to qualify the rational for the variance permit submitted for the building signage. The signage submitted will be consistent with neighbouring buildings, and with a façade with such an impressive frontage, the signage is well proportioned and enhances the appearance of the façade.

It also creates a visual interest for the public. The signage is also consistent with La Z Boy corporate national standards. We appreciate your time in reviewing this submission and will look forward to your decision.

Thank You on behalf of La Z Boy and Technifield Contracting Ltd.

Regards,
Wayne Peck



Channel Letters - Stacked 27'2"



221 S. TERMINAL AVE. NANAIMO, BC. V9R 5C7
PH (250) 753-3306
FAX (250) 753-2798

THIS DESIGN IS THE PROPERTY OF DEVILIN ELECTRIC SIGN CO. INC. AND IS NOT TO BE COPIED IN WHOLE OR PART WITHOUT WRITTEN PERMISSION FROM DEVILIN ELECTRIC SIGN CO. INC.

CUSTOMER: _____ NOTE: _____
DATE: _____ SCALE: _____
_____ CUSTOMER APPROVAL _____

Courtenay, BC / La-Z-Boy Prototype Exterior – Dryvit Colors

Date: 10/25/12– Conceptual

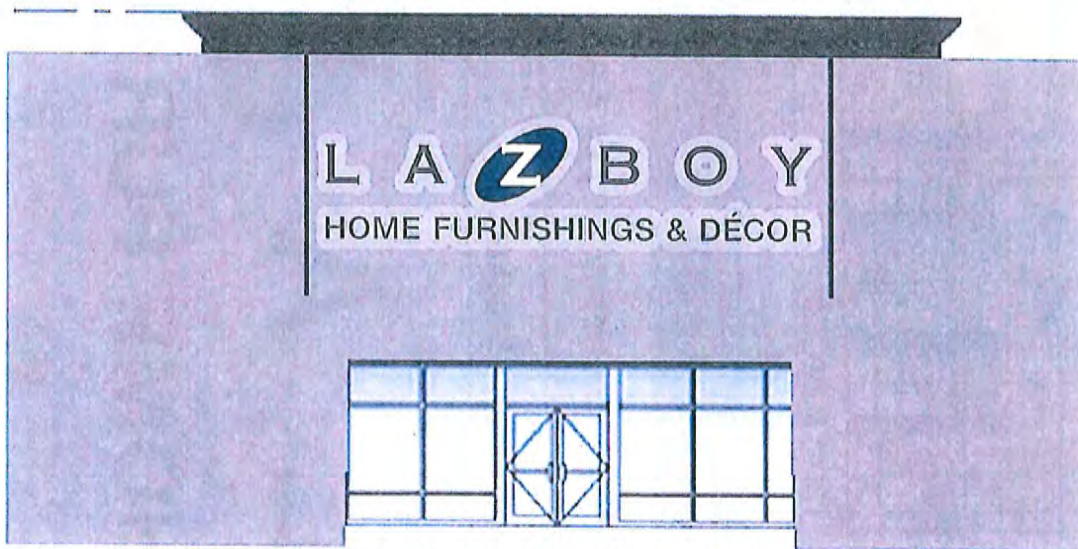


FRONT ELEVATION


Halo lit channel lettering & lettering above windows - Daytime View



All letters are Opaque faced channel with lit halo except for Z letter which is lit & Oval is Opaque
Day View



All letters are Opaque faced channel with lit halo except for Z letter which is lit & Oval is Opaque
Evening View

 221 S. TERMINAL AVE. NANAIMO, BC V9R 5C7 PH (250) 753-3306 FAX (250) 753-2793	CUSTOMER:	NOTE:	THIS DESIGN IS THE PROPERTY OF DEVLIN ELECTRIC SIGN CO., INC. AND IS NOT TO BE COPIED IN WHOLE OR PART WITHOUT WRITTEN PERMISSION FROM DEVLIN ELECTRIC SIGN CO., INC.
	DATE:	SCALE:	

THE CORPORATION OF THE CITY OF COURTENAY

4

REPORT TO COUNCIL

FROM: Development Services Department

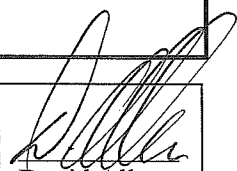
FILE #: 3090-20-1307

DATE: July 26, 2013

SUBJECT: Application for Development Variance Permit (Signage)
1799 Cliffe Avenue
Lot 2, Section 68, Comox District, Plan VIP65180

C.A.O. COMMENTS/RECOMMENDATIONS:

That the recommendation from the Director of Development Services be accepted.



David Allen

RECOMMENDATION:

That Development Variance Permit No. 1307 to vary *Section 6.3.1* and *Section 6.3.2* of the *City of Courtenay Sign Bylaw No. 2042, 1998* by increasing the maximum area from 1.8 m² to 5.04 m² and 5.45 m², the maximum height from 2.0 metres to 2.12 metres and 2.26 metres and the maximum number of directory signs from two signs to four signs per business premise for the property legally described as Lot 2, Section 68, Comox District, Plan VIP65180 (1799 Cliffe Avenue) be issued subject to conformance with the plans and drawings contained in *Attachment No. 2*.

PURPOSE:

To consider a relaxation of the City of Courtenay Sign Bylaw provisions related to the maximum height, area, and number of directory signs permitted for a business premise.

BACKGROUND:

McDonald's is reconfiguring the drive-through facilities at the Cliffe Avenue location. As part of the drive-through expansion, a second drive-through lane is being added and new menu boards are being installed. The requested variances relate to the size and number of the proposed fast food menu boards.

A map showing the location of the subject property is included as *Attachment No. 1*. Drawings and plans showing the proposed signage are included as *Attachment No.2*.

DISCUSSION:

The subject property is within the Commercial Development Permit Area. The intent of the development permit signage guidelines is to encourage signage to contribute to an attractive streetscape for commercial corridors through subtle illumination, the use of natural materials and the coordination of signage with the building architecture and landscape design. The guidelines are meant to influence the design of signs directed towards the passing public such as motorists travelling through commercial corridors or pedestrians moving through the downtown. Of lesser concern is the appearance of secondary signage meant to be viewed by people on the property in close proximity to the sign. These types of signs typically provide information to assist people in circulating through the property such as signage indicating entrances and exits of buildings or parking areas, or in the case of the requested variances, menu boards giving patrons

information on the items available for order at drive-through facilities. Given the location and orientation of the menu boards, staff have little concern of their visual impact on the streetscape.

The applicant is proposing to install a total of 4 menu boards: two smaller “pre-sell” boards at the start of the drive-through and two full menu-boards at the point of ordering as shown in Attachment No. 2. The proposed menu boards require variances to the Sign Bylaw. The Sign Bylaw defines a directory sign as “a sign associated with drive-through facilities to provide menu options” and contains the following provisions:

Section 6.3.1 - The sign area shall not exceed 1.8 m² (19.4 sq. ft.) and the height shall not exceed 2 metres (6.56 feet).

Section 6.3.2 - No more than two (2) directory signs shall be permitted per business premise.

The two proposed “pre-sell” menu boards are 2.12 metres in height and 1.07 m² in area. The proposed menu board adjacent to the existing drive-through lane is 1.92 m in height and 5.04 m² in area while the freestanding menu board adjacent to the new drive-through lane is 2.26 m in height and 5.42 m² in area.

Public Input

Pursuant to the requirements of the *Local Government Act*, surrounding property owners and tenants were notified of this development variance permit application prior to Council’s consideration. To date, one email has been received in response to this application stating that they had no objection to the proposal.

FINANCIAL IMPLICATIONS:

N/A

STRATEGIC PLAN REFERENCE:

Goal 3: Advocate high standards of design and community aesthetics:
Objective (e) review sign bylaw.

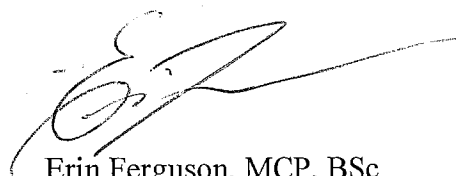
OCP SUSTAINABILITY REFERENCE:

N/A

REGIONAL GROWTH STRATEGY REFERENCE:

N/A

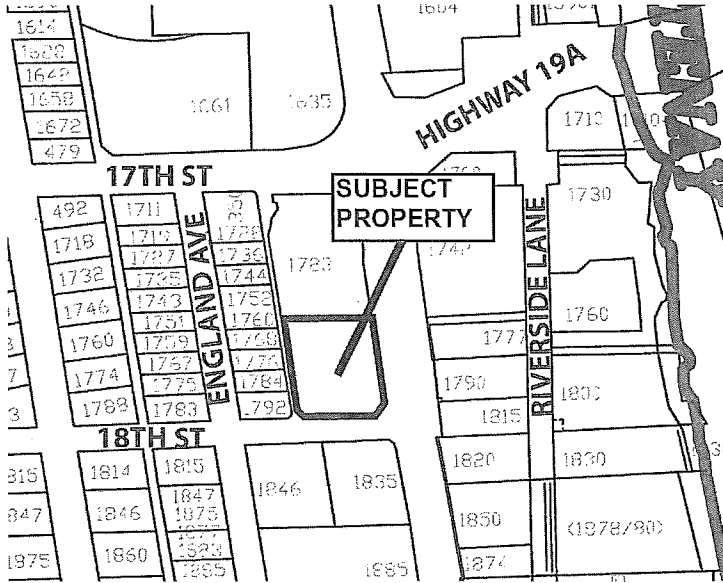
Respectfully submitted,



Erin Ferguson, MCP, BSc
Planning Technician



Peter Crawford, MCIP, RPP
Director of Development Services



Applicant: Priority Permits
Location: 1799 Cliffe Avenue (McDonald's)
Legal Description: Lot 2, Section 68, Comox District, Plan VIP65180

Sign Bylaw:	<u>Permitted</u>	<u>Proposed</u>
Number of directory signs per business premise	Two	Four
Maximum area for a directory sign	1.8m ²	5.45 m ² , 5.04 m ² , 1.07 m ²
Maximum height for a directory sign	2.0 m	2.12 m, 1.92 m, 2.26 m

PRIORITY PERMITS

Your Sign Permit Solution 

May. 24, 13

City of Courtenay
Planning service
830 Cliffe Ave.
Courtenay, B.C.
V9N 2J7

Attn: Variance Department

Re: McDonalds (1799 Cliffe Ave)

Our proposal includes four pylon signs, (two menu board and two pre-sell boards.) in a double lane drive through. The proposed designs exceed the maximum height allowable under Courtenay BC's Bylaw. The menu board signs are 7'-4 13/16" and 6'-3 3/4" while pre-sell boards are 6'-11 5/8" in height.

The bylaw in Courtenay currently outlaws these signs in section 6.3 due to their height exceeding 6.56 ft, sign size of menu boards exceeding 19.4ft. sq. as well as a limit of two (directory signs per property.). We would also like to vary any other applicable bylaw sections that may not have been noted if required.

The menu and pre-sell boards are unique signs are designed for drive thru, it is necessary for them at the proposed size so information can be clearly visible for customers driving large vehicles (Trucks and SUV's). Because there are two drive-thru lanes at this particular location, we require two sets of displays (one menu and one pre-sell).

The proposed pylon signage sizes are standard across Canada. It would affect the consistency of the corporate image to change the sizing. The height of the proposed signs is also in proportion with McDonald's service windows which are also standardized customized to accommodate the majority of motorists passing by the drive-thru lanes.

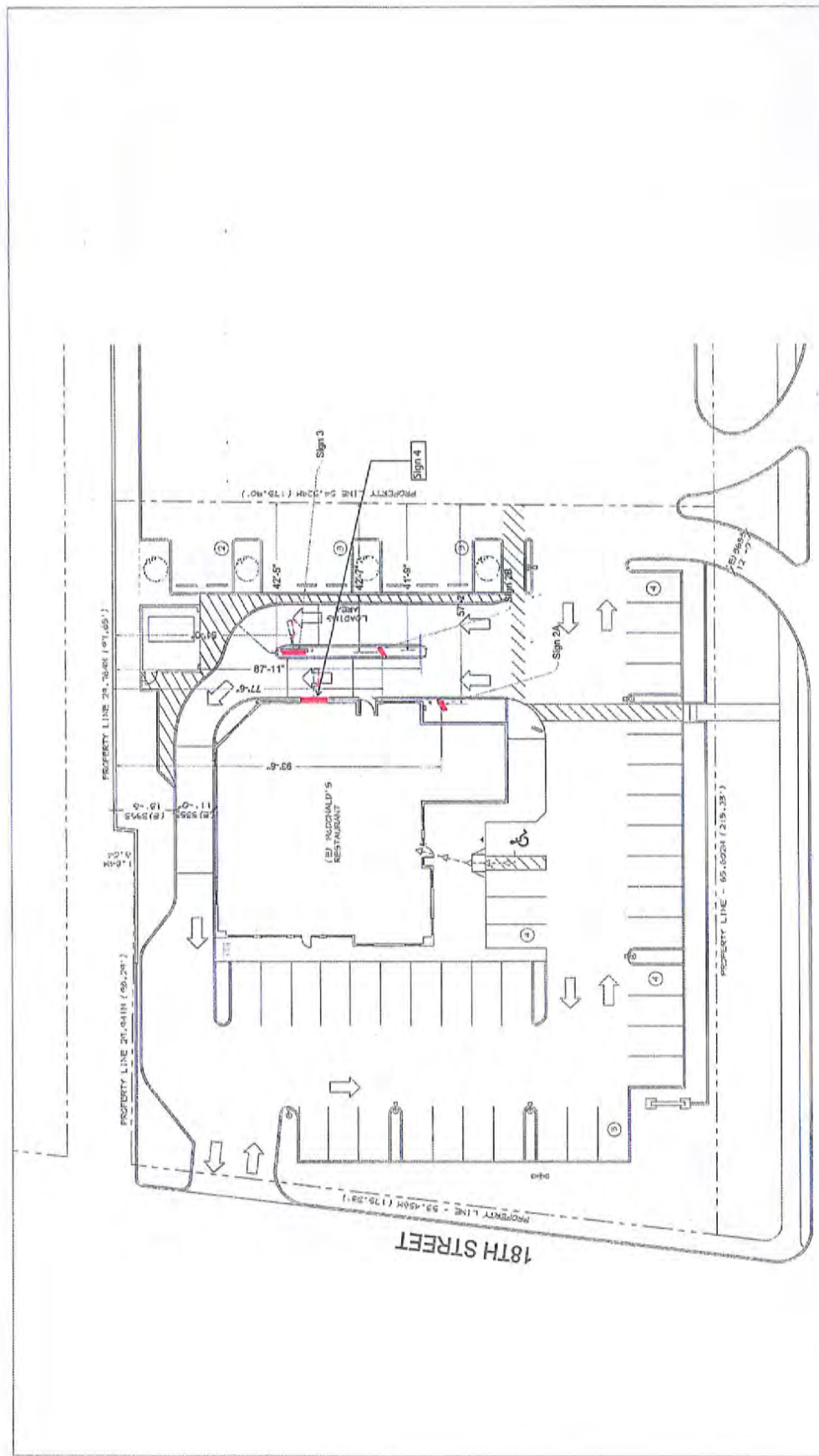
In order to keep traffic moving in the most efficient manner and reduce emissions of idling vehicles while still serving a very functional role in the economics of the restaurant, we sincerely ask for your support with this proposal.

Best Regards,

Jordan Desrochers
Priority Permits
Ph: 778-397-1394
Fax: 1-888-738-3846

RECEIVED
MAY 28 2013

CITY OF COURTENAY



Note: window labels confirmed by architect drawings

Client: Prime Case
Project: McCoy's
Address: 1739 Clif Ave.
Coquitlam, BC

8104 - 713 Columbia St.
New Westminster BC
T: 778-337-1284
F: 604-278-2346
E: info@prioritypermits.com

PRIORITY PERMITS
Your Sign Permit Solution

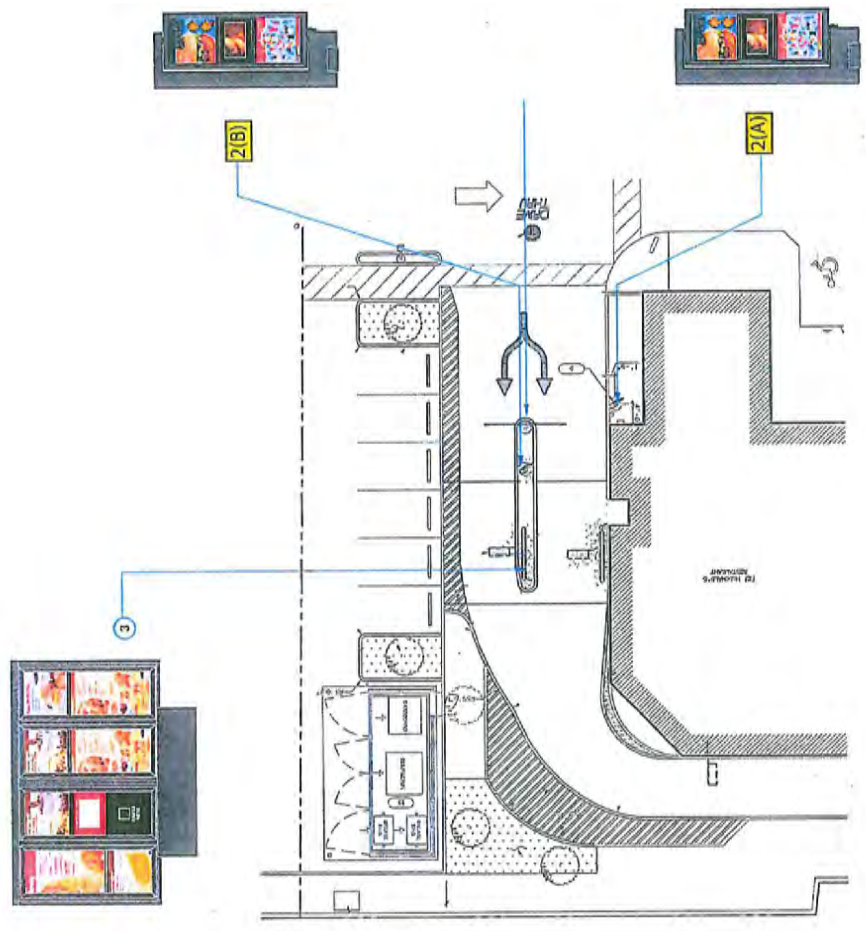
Scale: 1:150

VS-019457A
SITE PLAN WITH
DRIVE THRU SIGNAGE

Installation: Interior: Exterior:

Descriptions:

- 1 NON-ILLUMINATED 2-LANE LANE VHO SEE DRAWING MCD1V03X021 WITH ILLUMINATED APPENDAGE MCD1S407018
- 2 ILLUMINATED ROTATING PRE SELL BOARD SEE DRAWING MCD1HSD1074
- 3 ILLUMINATED ROTATING 4-PANEL MENU BOARD WITH COD UNIT SEE DRAWING MCD1H601084
- 4 ILLUMINATED WALL MOUNTED 4-PANEL MENU BOARD W/ COD



DRAWING USED: SP
P2013.03.18 Courtney SxS plan.pdf

ENSEIGNES
PATTISON
SIGN GROUP

Client: MIC DONALD'S SIG 22716
Site: 1719 GURFE AVENUE, COURTEMAY, BC
Consultant: JAYNE REID
Draftsman: CLAUDIA VOOGT
Page: 11 Scale: N.T.S.

361 (250) 215-5328 Fax (250) 237-1710 Toll Free 1-800-591-0738

Date: / / Customer Approval:

ISO 9001:2008 Certified Enterprise

MCD1H6D1084
ILLUMINATED MENU BOARD
"2011 REDESIGN"

Installation: Interior: Exterior:
Electrical specifications: Volts: 120 Amps: 4.48 Circuits: 1
Descriptions:

- 1 ALUMINUM SHEET TOP DECOR
- 2 ALUMINUM EXTRUSION SIGN CABINET
- 3 ALUMINUM BASE COVER/DECOR
- 4 ISS STRUCTURE
- 5 ALUMINUM EXTRUSION RETAINER
- 6 LOCK
- 7 1/8" NON-GLARE CLEAR ACRYLIC FACE
- 8 1/8" ALUMINUM BACK PANEL PAINTED
- 9 NEW COD VERSION FROM EVERBRITE APRIL 2009 SEE DWG MCD1HXDX318
- 10 TOGGLE SWITCH

Notes:
*SEE TECHNICAL DRAWING MCD1H6D10745 FOR MORE DETAILS

Colors:

A	RED VINYL #933D-73
B	PAINTED GREY TO MATCH ICIOBSIDIAN GLASS COONN 130000
C	BLACK VINYL #7725-12
D	WHITE VINYL #7725-20

Revision(s)

Rev	By	Date
A	REVISED COLOR TO GREY	CV 11.02.2011
B	GENERATED NEW CODE	
C	REVISED COLOR "C" FROM ACH	11.03.2011
D	7725-12 TO 7725-12	
E	REVISED ITEM #3 FROM ZOGAACH	05.29.2012
F	SHEET METAL TO ALUMINUM	
G	ADDED "MCD1H6D10745" IN ACH	10.10.2012

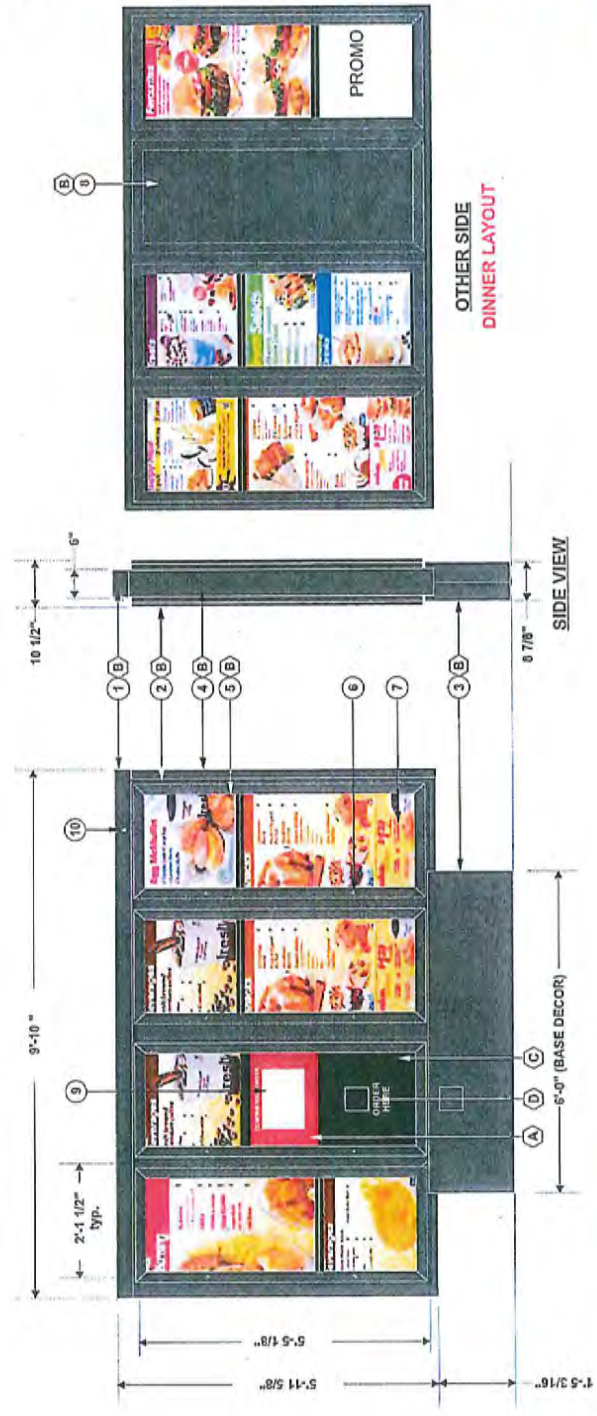
THE NOTE

ENSEIGNES
PATTISON
SIGN GROUP

141 9381 745-5395 Fax (561) 721-1740 Toll Free 1-800-451-9798

Client: MCDONALDS
Site: VARIOUS
Draftsman: CLAUDIA VOGT Dates: 11.02.2011
Checked By: J.B.
Page: 1/1 Scale: 1/2" = 1'-0"

www.pattisonsign.com



Customer Approval: _____ Date: _____

Customer Approval: _____ Date: _____

Part #	Description	Price #
MCD1H6D1084	ILLUMINATED MENU BOARD	11.02.2011
MCD1H6D1084	ILLUMINATED MENU BOARD	11.02.2011
MCD1H6D1084	ILLUMINATED MENU BOARD	11.02.2011
MCD1H6D1084	ILLUMINATED MENU BOARD	11.02.2011
MCD1H6D1084	ILLUMINATED MENU BOARD	11.02.2011
MCD1H6D1084	ILLUMINATED MENU BOARD	11.02.2011

1-800-901-2008 Certified Enterprise

MCD1H6D1075
WALL MOUNT HIR
4 PANELS MENU BOARD

Installation: Interior Exterior
Electrical specifications:
Volts: 120 Amps: 4.24 Circ.: 1

Descriptions:
1 LCD COD PANEL
2 IMN-50 ALUMINUM EXTRUSION RETAINER
3 IMN-51 ALUMINUM CABINET EXTRUSION
4 NON GLARE ACRYLIC PANEL
5 LOCK
6 ALUMINUM BOX



NOTES: TECHNICAL DRAWING FOR DETAILS
- MOUNTED TO WALL WITH CUSTOM POSTS
- SEE DRAWING MCD1K8X2029

#	Colors:	By:	Date:
A	PAINTED BLACK SEMI GLOSS		
B	BLACK VINYL 7228-42		
C	RED VINYL 3830-73		
#	Revisions:		
A	CHANGED COLORS LGD C00 AT		04.29.2011



1-800-551-3738 Fax (508) 737-1748 Toll Free 1-800-551-3738

Client:	MCDONALD'S
Site:	VARIOUS
Draftsman:	AMY THERIAULT
Checked By:	TB
Date:	04.28.2011
Page:	1/1 Scale: 3/4" = 1'-0"



SIDE VIEW

FRONT VIEW/BREAKFAST LAYOUT

Customer Approval: _____ Date: / /

PRODUCTION SPECIFICATIONS: 11.05.11.1111 Description: Price #
Menu Wall Mount Rotating 4 Panel MCD1H6D1075
PATTISON SIGN GROUP
1-800-551-3738 Fax (508) 737-1748 Toll Free 1-800-551-3738

#	Colors:	By:	Date:
A	PAINTED BLACK SEMI GLOSS		
B	BLACK VINYL 7228-42		
C	RED VINYL 3830-73		
#	Revisions:		
A	CHANGED COLORS LGD C00 AT		04.29.2011

Client: MCDONALD'S
Site: VARIOUS
Draftsman: AMY THERIAULT
Checked By: TB
Date: 04.28.2011
Page: 1/1 Scale: 3/4" = 1'-0"

ISO 9001/2008 Certified Enterprise

www.pattisonsign.com

THE CORPORATION OF THE CITY OF COURTENAY

5

REPORT TO COUNCIL

FILE #: 6480-20-1301/3360-20-1304

FROM: Development Services Department

DATE:

August 1, 2013

SUBJECT: Application to Amend the City of Courtenay Official Community Plan Bylaw No. 2387, 2005 and the City of Courtenay Zoning Bylaw No. 2500, 2007 (Crown Isle)

C.A.O. COMMENTS/RECOMMENDATIONS:

That the recommendation of the Director of Development Services be accepted.

David Allen

RECOMMENDATION:

That Council receive the application to amend City of Courtenay Official Community Plan No. 2387, 2005 and City of Courtenay Zoning Bylaw No. 2500, 2007, for part of Lot A, Block 72, Comox District, Plan 49168, Except Parts in Plans VIP72302, VIP78220, VIP80915, VIP82077, VIP82902, VIP87389, VIP88342 and EPP10850, and for part of Lot 2, Block 72, Comox District, Plan EPP10850, Except Part in Plan EPP19657 as shown in bold on Attachment No. 1;

That Bylaw No. 2762, 2013 to amend the Official Community Plan land use designation from Commercial to Mixed Use for part of Lot 2, Block 72, Comox District, Plan EPP10850, Except Part in Plan EPP19657 and from Mixed Use to Commercial for part of Lot A, Block 72, Comox District, Plan 49168, Except Parts in Plans VIP72302, VIP78220, VIP80915, VIP82077, VIP82902, VIP87389, VIP88342 and EPP10850 proceed to First and Second Reading;

That Bylaw No. 2763, 2013 to create a new Comprehensive Development One I (CD-1I) zone and to rezone part of Lot 2, Block 72, Comox District, Plan EPP10850, Except Part in Plan EPP19657 from Comprehensive Development One F (CD-1F) zone to CD-1I zone, and to rezone part of Lot A, Block 72, Comox District, Plan 49168, Except Parts in Plans VIP72302, VIP78220, VIP80915, VIP82077, VIP82902, VIP87389, VIP88342 and EPP10850 from Comprehensive Development One A (CD-1A) zone to CD-1F zone proceed to First and Second Reading;

That Council direct staff to schedule and advertise a statutory public hearing with respect to OCP Amendment Bylaw No. 2762, 2013 and Zoning Amendment Bylaw No. 2763, 2013 on August 19th, 2013 at 5:00 p.m. in City Hall Council Chambers; and

That Council authorize the Mayor and Director of Legislative Services to execute all legal documents necessary to affect the rezoning of the subject lands.

PURPOSE:

The purpose of this application is to amend the Official Community Plan and rezone the lands generally between Salal Place and the northern part of Crown Isle Boulevard from CD-1F to a new CD-1I zone to permit a new single family residential development. Additionally, the application proposes to transfer the equivalent commercial area from an area at the northern end of Crown Isle Boulevard to an expanded commercial area at the corner of Ryan and Anderton

Roads. A conceptual lot layout for the proposed residential development is shown in Attachment No 2. Staff note that this layout and the road alignment are still being worked out and the final configuration may differ from what is presented.

In addition to the introduction of a new CD-1I zone, the proposed bylaw will amend front and rear setbacks in the CD-1A zone as highlighted in the table below. As the CD-1A zoned areas of Crown Isle have not yet been developed these changes will not directly impact any existing residents and are supported by staff.

	Single Family		Duplex		Multi-Residential	
	Existing Setbacks	Proposed Setbacks	Existing Setbacks	Proposed Setbacks	Existing Setbacks	Proposed Setbacks
Front Yard	7.5 m	6.0 m	6.0 m	6.0 m	7.5 m	7.5 m
Rear Yard	9.0 m	7.5 m	9.0 m	7.5 m	10.0 m	7.5 m
Side Yards	1.5 m	1.5 m	1.5 m	1.5 m	4.5 m	4.5 m
Exterior Side Yard	3.0 m	3.0 m	3.0 m	3.0 m	4.5 m	4.5 m

BACKGROUND:

The lands between the end of Crown Isle Boulevard and the residential properties on Elderberry Crescent and Salal Place are currently undeveloped and zoned CD-1F. This is the same zoning as Costco, the adjacent automobile dealerships and the Crown Isle shopping centre. This property is bordered on the north side by a 10m wide linear park which is intended to be developed as a walkway. The property was zoned CD-1F in 2009 to facilitate (in part) the Costco development.

The lands near the corner of Ryan and Anderton Roads are currently zoned CD-1A, a mixed residential zone that includes uses such as single family, duplex and multi family dwelling units. The area is undeveloped and is adjacent to an existing CD-1F commercial area at the corner of Ryan and Anderton, a gravel pit, and a strip of PA-2 zoned property to the north.

DISCUSSION:

In general this application will “undo” some of the changes made in 2009 when residential uses were transferred from the Costco area to the Ryan and Anderton area and the commercial zoning was moved to the Costco area. Overall this application will not result in a net change to the amount of commercial floor space permitted, or in the residential unit count when compared to what is currently approved for the Crown Isle lands.

The development of residential homes in part of this area will act as a transitional buffer between the commercial development and the established residential area on Salal Place. While it is inevitable that there will be noise during the development stage of the subdivision, staff believe that once built out, the added homes and associated landscaping will further mitigate future issues between residential and commercial uses. Staff recommend that a sound attenuation wall be constructed between the commercial site and the new residential properties on the east side of Crown Isle Boulevard when future commercial development occurs.

One of the key components to the previous proposal was to relocate the existing 10m wide parkland dedication generally running east-west from behind the Elderberry and Salal residential properties to the south side of the development adjacent to the commercial properties. This option is no longer being considered. It is noted however, that the intent of this parkland

dedication (as identified in the OCP) is to construct a walkway. In order to construct the walkway in the existing park dedication, and provide adequate room for maintenance vehicles, much of the existing vegetation will need to be removed.

The lots shown in the proposed conceptual plan are somewhat smaller than the typical Crown Isle lot. Although slightly narrower, they are consistent in size (550 to 750 square metre range) with those in the existing subdivision to the north. These smaller lots will allow Crown Isle to offer a different price point for the units on the north side of Ryan Road while still maintaining a high standard of design.

With regard to the proposed amendment near the intersection of Ryan and Anderton Roads, the surrounding area is largely undeveloped and the changes are not expected to have significant impact. At this point the applicant does not have specific plans for the site and as mentioned in the background section the intent is to have no net loss of currently permitted commercial area.

PUBLIC INPUT:

Minutes and correspondence from the applicant's neighbourhood information meeting are attached for information (Attachment No.3). This was for the previous submission, however it is viewed that the comments reflect concerns of the neighbourhood regarding development in this area. The minutes indicate those in attendance were generally supportive of the previous proposal. Key issues identified were the noise from Costco and the desire to retain the vegetation in the existing parkland area. Staff recommend proceeding to public hearing to allow Council to formally hear representation from the community.

FINANCIAL IMPLICATIONS:

N/A

STRATEGIC PLAN REFERENCE:

The proposed development supports the following Council Goals for the 2012-2014 term:

- Provide proactive leadership for growth management
- Advocate high standards of design and community aesthetics
- Support community initiatives and distinct neighbourhoods

OCP SUSTAINABILITY REFERENCE:

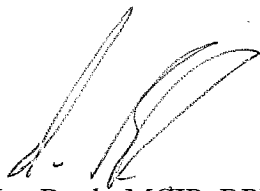
The proposed development supports active transportation goals given it's proximity to commercial and recreational amenities. Adding residential uses in close proximity to a variety of current and future employment sources also provides an opportunity to assist in greenhouse gas reduction by providing an option for people to live within walking and cycling distance of work and school.

REGIONAL GROWTH STRATEGY REFERENCE:

The proposed development is consistent with the RGS goals and objectives to ensure a diversity of housing options to meet evolving demographics and needs, and to locate housing in core

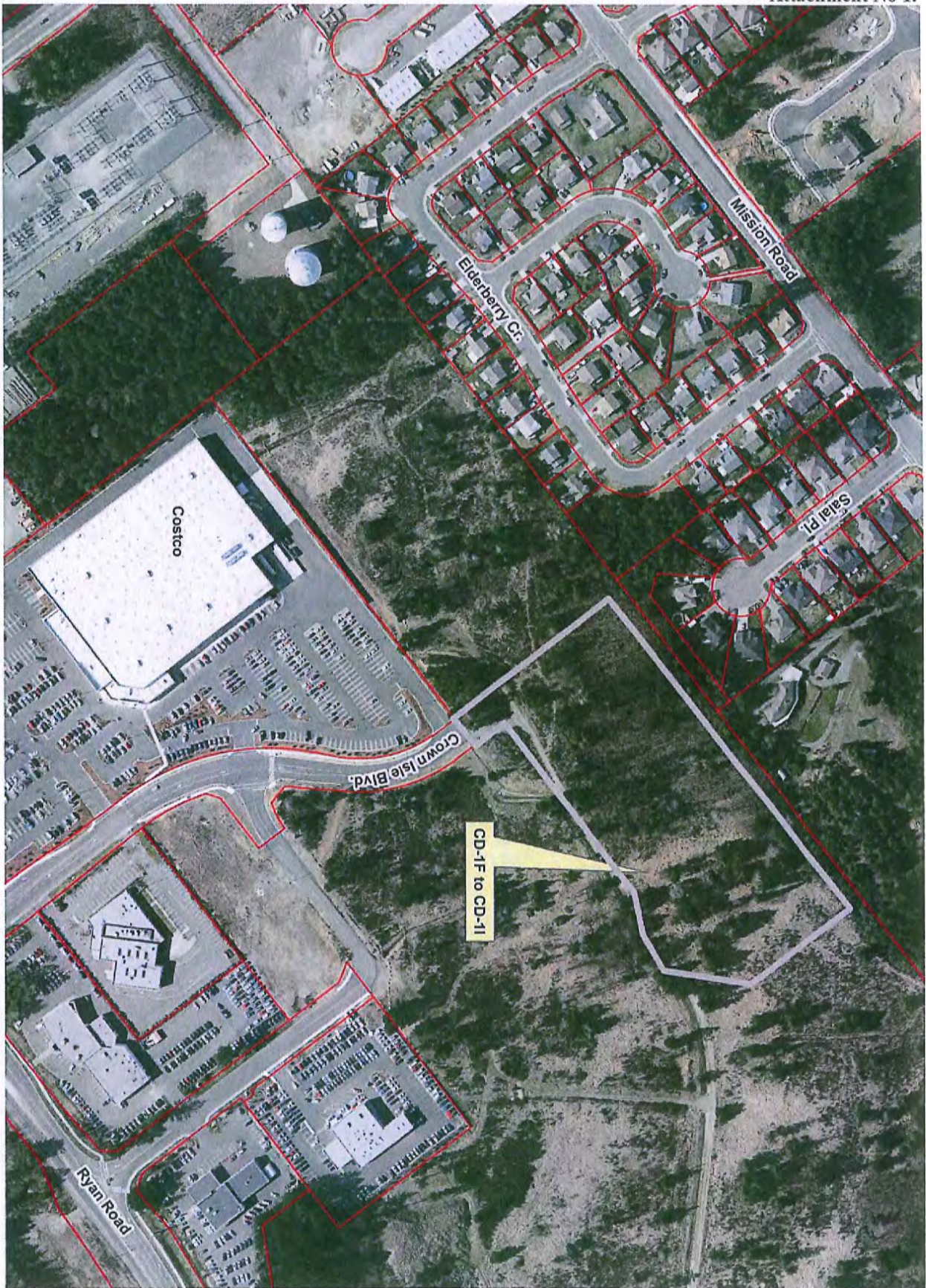
settlement areas close to existing services.

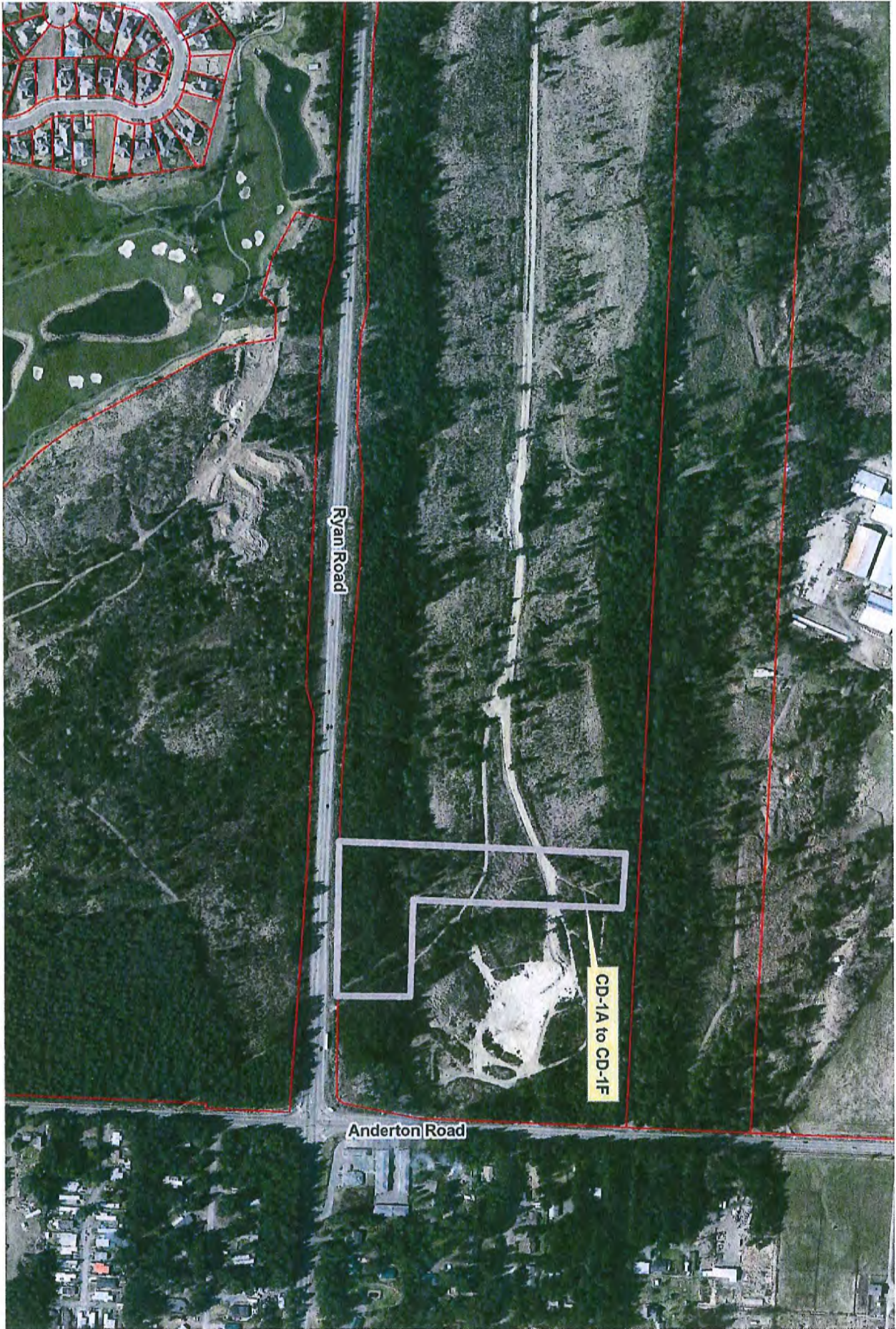
Respectfully submitted,

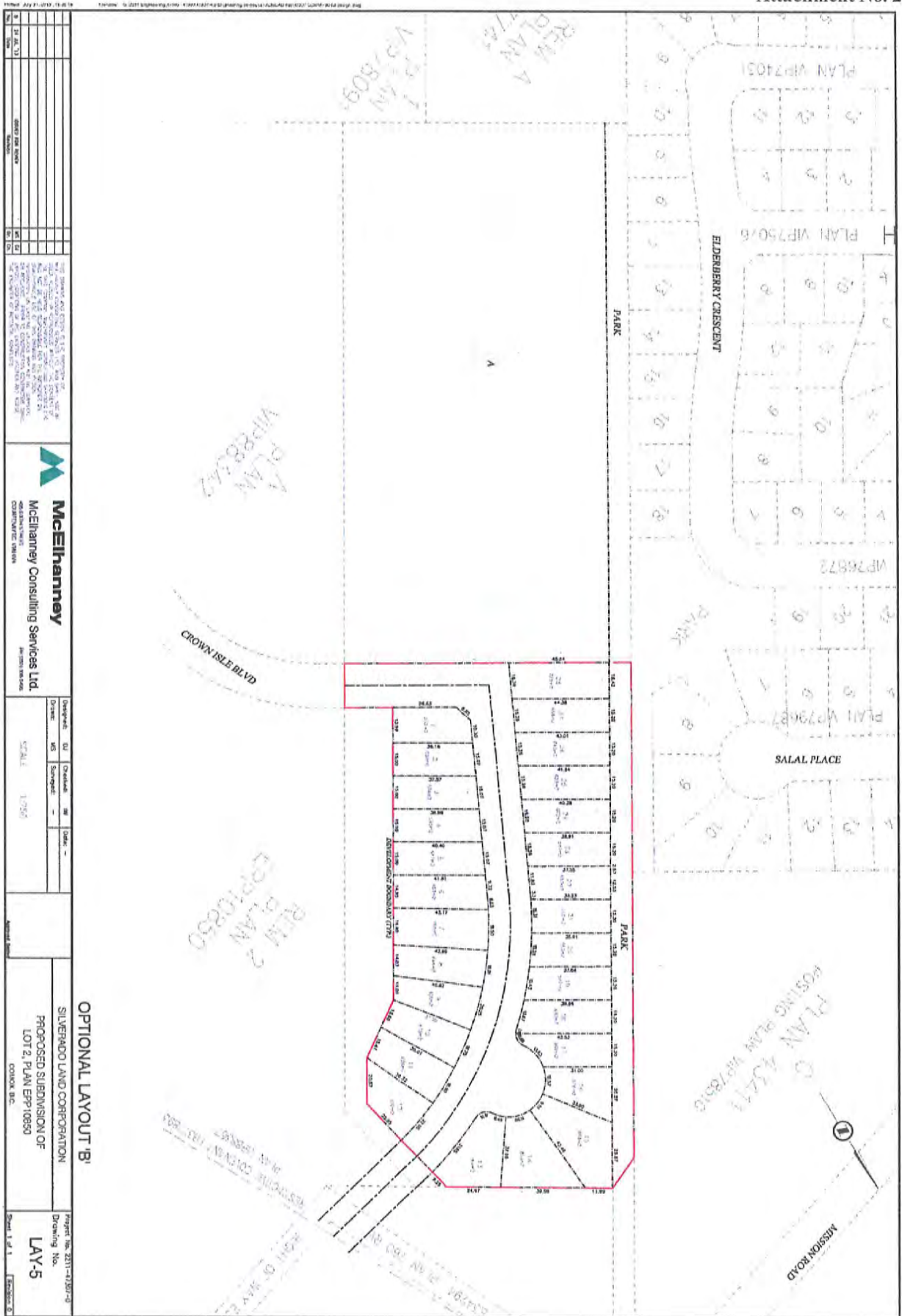
A handwritten signature in black ink, appearing to read 'Ian Buck', written in a cursive style.

Ian Buck, MCIP, RPP
Manager of Planning

Peter Crawford, MCIP, RPP
Director of Development Services







<p>Project No. 231-11307-0 Drawing No. LAY-5 Page 1 of 1</p>		<p>Project No. 231-11307-0 Drawing No. LAY-5 Page 1 of 1</p>	
<p>OPTIONAL LAYOUT 'B'</p>		<p>SILVERADO LAND CORPORATION PROPOSED SUBDIVISION OF LOT 2, PLAN EPP 10850 CORNWALL, B.C.</p>	
<p>Scale: 1:250</p>	<p>Scale: 1:250</p>	<p>Scale: 1:250</p>	<p>Scale: 1:250</p>
<p>McElhannay Consulting Services Ltd.</p>	<p>McElhannay Consulting Services Ltd.</p>	<p>McElhannay Consulting Services Ltd.</p>	<p>McElhannay Consulting Services Ltd.</p>

SILVER SAND LAND CORP.
REPORT ON PUBLIC INFORMATION MEETING HELD ON JUNE 5, 2013
RE: REZONING APPLICATION # 3360-20-1304

A public information meeting was held in the Copper Room at the Crown Isle Resort Clubhouse on June 5, 2013 from 6:00 - 7:00 PM.

The meeting was attended by a small group of residents (attendee lists attached) that were informed through a letter that was sent directly to a list of individual addresses provided by the City of Courtenay. Two large billboards were also erected at the end of the existing Crown Isle Blvd. roadway and on the north side of Ryan Road near Anderton Road.

Each individual residence was given a package that included the following:

OCP / Zoning Amendment Information Including:

1. Two maps outlining the areas relating to the re-zoning
2. Comment Sheet for further comment

Maps were displayed in the room and Crown Isle representatives provided information regarding the application and were available to answer questions from individuals present.

All of the attendees at the meeting were positive about the change to residential behind Costco. Shelly Leseprance-Farndon and her husband were in attendance and though generally positive about the change to residential use behind their property, explained her unhappiness over the noise coming from Costco. She provided a comment sheet prior to the information meeting and I believe some of her questions/concerns were addressed. We also received a comment sheet from Ron and Ginny Lowrie prior to the meeting and we were able to answer her questions.

PUBLIC INFORMATION MEETING

Wednesday, June 5, 2013

OCP / Zoning Amendment

Legal Address: Lot A, Block 72, Plan 49168, Comox Land District
and Lot 2, Block 72, Plan EPP10850, Comox Land District
Street Address: 3303 Ryan Road, Courtenay, BC
and 601 Crown Isle Boulevard, Courtenay, BC

COMMENT SHEET

Name: DOUG FARINDON & STEIN LESPERANCE-FARINDON Email: Sheldou@telus.net

Address: 2949 EUDERBERRY CREIL, Phone: (4) 847-0422
COURTENAY BC

Silver Sand Land Corp. has applied to the City of Courtenay for an ocp / zoning amendment for part of Lot A, Block 72, Plan 49168, Comox Land District, and Lot 2, Block 72, Plan EPP10850, Comox Land District. This project is under review by staff in the Planning Department of the City.

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

PLEASE SEE THE ATTACHED
3 PAGES.

Please return your comments by Friday, June 7, 2013
Comment sheets can be submitted by one of the following methods:
1. Hand your comment sheet in tonight.
2. Drop your comment sheet off at the front desk in the Clubhouse at Crown Isle (Attn: Rick Waldhaus).
3. Email your comment sheet to rwaldhaus@courtnisland.com

June 5, 2013

**COMMENTS AND QUESTIONS TO CROWN ISLE -- RE: PROPOSED HOUSING DEVELOPMENT
BETWEEN ELDERBERRY AND COSTCO**

Sound Attenuation and Noise from Costco: With the proposed housing development there are plans to put a berm with trees alongside Costco but what other sound attenuation is going to be done to make the future homes marketable? The noise from Costco starts daily anytime from 4:50 a.m. onwards and into the evenings; breaching the Nuisance Bylaw (a.k.a. Noise Bylaw) daily. Residents in the area have been voicing complaints about the noise from Costco since the store opened.

To describe just a bit of what we hear daily:

- Unloading semi-trailers, it honestly sounds like forklift loads are being dropped and not placed down.
- It sounds like forklifts are attempting to be driven through the Costco walls when semi-trucks are being unloaded with the banging the thumping. Wine glasses and dishes rattle in our cupboards and we feel the insides of our stomachs shaking.
- Semi-trucks revving up and down (engine noise), we hear the trucks coming off Ryan Road, onto Crown Isle Blvd and into Costco's loading dock area. The trucks make a big u-turn, screeching brakes, back-up beepers, honking horns, airbrakes blasting air as the brakes are released.
- The bread door for deliveries crashes and bangs (it used to be daily before 7:00 a.m.) but now they try to not use the door until 7:00 a.m.
- The garbage and cardboard compactors are not shrouded in and make a high level of noise.
- The HVAC system is better with the fans having variable speeds now and not full throttle all the time, however, there are times when the HVAC system is revving still full throttle and the sound just travels right off Costco's roof and spreads over the area and into our once quiet residential area.
- Then add in other noise, such as: when the garden centre is built and/or dismantled, snow ploughs, street sweepers, weekly pickups of the cardboard and garbage bins (banging, scraping, crashing and banging), and car alarms going off, etc....

We know the described noise will impact the future housing development as well and there is NO ESCAPING THE NOISE. This isn't noise from a random homeowner mowing their lawn, this is noise from a massive warehouse store with loading docks and compactors facing right towards a residential area. The Bylaw against unwanted noise (no noise before 7:00 a.m. or

after 8:00 p.m.) is not being enforced; does Crown Isle have the ability to create change regarding this ongoing problem?, if not the future homeowners are going to be moving into a noisy area?

Having A True Understanding Of The Noise: Unless a person actually lives in our area there is NO WAY someone can actually comprehend the amount of noise produced by Costco. We live on Elderberry Crescent. There needs to be a substantial buffer. Our house doesn't buffer our neighbours who live across from us; the residents who live on Huckleberry (the side of the Huckleberry Street closest to us) don't buffer their neighbours who live across from them = 4 rows of houses hear noise from Costco. Noise travels through, around, up and over and the unwanted noise just fans out because there is NO buffer between Costco and Elderberry. The Sound Study that Costco had done by Wakefield Acoustics explained for sound attenuation there needs to be sound attenuation at the issuing end of the noise and also at the receiving end. Basically describing in the Sound Study, if you can see what is creating the noise then you will hear the noise; the line of sight needs to be blocked/obstructed to block out noise.

Building Houses Around Commercial Properties and Businesses: As another example of noise, the Nissan Dealership uses an overhead paging system to call their staff to the phone or reception area. We hear this from our home and we live approximately 1200 + feet away from the dealership. If staff are behind Costco (even behind the "sound attenuation" wall) and are talking (just talking, not yelling) we hear the conversations when we are in our yard. The noise and sounds travel in our direction with the wind and breezes.

Property Lines: Where exactly does the property line start and stop for the proposed development.

1. Behind Elderberry?
2. The side facing the Hydro Substation – where is the property line?

Proposed Fire Hall and Training Academy: There is an eventual plan for a new Fire Hall and Fire Training Academy to be built behind the Hydro Substation off Waters Place road (off Lerwick) across from the Hospital site which means mature trees will be coming down for the development. This will open up traffic noise from Lerwick and also noise from the Hospital. With the trees coming down it will give an open view to/from the Fire Hall and Training Academy to/from the proposed housing development. This will not be too visually pleasing to the future homeowners and the development will be impacted by noise pollution. With more development more green spaces are being removed and green spaces are appealing to most

homeowners. What is the plan around this? Will future homeowners for the proposed houses be informed that the landscape will be changing with more trees coming down; it is only a matter of time before the City develops that land and it will no longer be green with trees.

What Exactly Is Proposed To Be Built: Are the homes single family OR single family with also secondary suites, or with carriage houses as rentals?

From Shelly Lesperance-Farndon and Doug Farndon
2949 Elderberry Crescent
Courtenay BC V9N 9W8
Phone 897-0422

PUBLIC INFORMATION MEETING

Wednesday, June 5, 2013

OCP / Zoning Amendment

Legal Address: Lot A, Block 72, Plan 49168, Comox Land District
and Lot 2, Block 72, Plan EPP10850, Comox Land District

Street Address: 3303 Ryan Road, Courtenay, BC
and 601 Crown Isle Boulevard, Courtenay, BC

COMMENT SHEET

Name: RON + GUNNY LOWRIE Email: LOWRIE@telus.net
Address: 3201 MISSION ROAD Phone: 250-338-9464

Silver Sand Land Corp. has applied to the City of Courtenay for an ocp / zoning amendment for part of Lot A, Block 72, Plan 49168, Comox Land District, and Lot 2, Block 72, Plan EPP10850, Comox Land District. This project is under review by staff in the Planning Department of the City.

Given the information you have received regarding this project do you have any comments or questions? 1. WHAT IS THE DIFFERENCE BETWEEN

CD1-H AND CD1-A ZONING?

2. WILL THERE BE A-1111 STATION
FOR SUBDIVISION + WAREHOUSE?

Please return your comments by Friday, June 7, 2013

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

1. Hand your comment sheet in tonight.
2. Drop your comment sheet off at the front desk in the Clubhouse at Crown Isle (Attn: Rick Waldhaus).
3. Email your comment sheet to rwaldhaus@crownsle.com



Rick Waldhaus <rwaldhaus@crownisle.ca>

OCP/Zoning Amendment Comment Sheet

1 message

W Levesque <wallew@shaw.ca>
To: rwaldhaus@crownisle.com

Thu, Jun 6, 2013 at 5:35 AM

Good Day Rick: Thank you and to Jason for hosting the public info mtg yesterday evening and the opportunity to address concerns and questions with respect to Block 72 zoning amendment. Most folks realize that this rezoning will have a positive effect on many of their current issues and welcome this rezoning proposal. This particularly after seeing the draft development scheme presented at the mtg coupled with Crown Isle's vision for the future. With the transfer of the 10m Greenway over to Costco fence line we hope that a concerted effort is made to continue with the retention and densification of that same area with mature trees including meeting the requirements of Tree Protection Area as stipulated in City regulations. Sincerely, Walt & Pam Levesque / 2989 Elderberry Cr. / 250-898-8492

Buck, Ian

From: Crawford, Peter
Sent: June-11-13 12:26 PM
To: Buck, Ian
Subject: FW: Block 72 rezoning Costco/Elderberry

-----Original Message-----

From: W Levesque [<mailto:wallew@shaw.ca>]
Sent: June-11-13 12:12 PM
To: Jangula, Larry; Allen, David; Ward, John; Crawford, Peter
Cc: Anglin, Bill; Hillian, Doug; Ambler, Jon; mtheos@courtenay; ca; Leonard, Ronna-Rae; Winchester, Starr
Subject: Block 72 rezoning Costco/Elderberry

Good Day Mayor, City Council and Staff:

Thank you in advance for receiving input into development proposals adjacent to our properties. After careful review and neighbourhood consultation it is apparent most folks welcome the rezoning to residential from current commercial. Draft scheme as presented by Crown Isle at public meeting indicates moving 10m greenway from our fence line to Costco to provide landscaping, trail-way and buffering.

Looking at the model that Crown Isle and Sobeys Developments along with the City Engineering Dept' has already effectively implemented between Thrifty and Somerset Lane. Would the Engineering Dept' recommend a concept capturing those qualities with the exception of high concrete fencing within the PARK area as defined on the survey plan?

To surmise, a 10m Tree Protection Area with additional densification of mature trees, no trail-way, semi-public, essentially a green corridor that would emulate the one at Thrifty and Somerset Lane.

Once again, thank you and have a great and safe summer to all at City Hall. Sincerely, Walt & Pam Levesque

Buck, Ian

From: Crawford, Peter
Sent: June-11-13 8:17 AM
To: Buck, Ian
Subject: FW: Park and Protected Trees behind Elderberry Residents

From: Little Robert [mailto:bob_myrnalittle@shaw.ca]
Sent: June-10-13 7:38 PM
To: Anglin, Bill; Allen, David; Hillian, Doug; Ambler, Jon; Ward, John; Jangula, Larry; Theos, Manno; Crawford, Peter; Leonard, Ronna-Rae; Winchester, Starr
Cc: sheldou@telus.net; Maren and Steve; wallev@shaw.ca; Tasha Robson; Sally and Karl
Subject: Park and Protected Trees behind Elderberry Residents

City Council:

The neighborhood has continually encouraged and backed Shelly's communications with City Hall....and yes, even thanked her for her selfless effort. One voice backed by all.

The neighborhood is requesting that the strip of land behind the Elderberry residents remain "park and protected trees". We decided to become proactive and not expect everything to be done for us. We have planted 72 trees.

So many changes have occurred behind our homes that are out of our control but the strip of trees would give us some noise control and help restore our property values.

The construction on Ryan / Lerwick Roads that has occurred since the completion of Costco have had proper sound attenuation in place during construction so with respect and appreciation we ask that the park land and trees behind our homes remain as park and protected.

Thank You,
Bob and Myrna Little

6

THE CORPORATION OF THE CITY OF COURTENAY

REPORT TO COUNCIL

FROM: Lesley Hatch, P.Eng.
Deputy Approving Officer

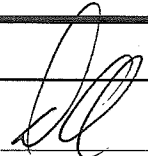
FILE: 3320-20-12641

DATE: August 6, 2013

SUBJECT: Proposed Subdivision of Part of Lots 1 and 2, Plan VIP74892 and Part of Lot A, Plan VIP72239, Except Part in Plans VIP77537, VIP78754 and VIP82174, all in Block 72, Comox District; and Proposed Bareland Strata (Phase 1) of Lot D, Block 72, Comox District, Plan EPP25664.

C.A.O. COMMENTS/RECOMMENDATIONS:

The C.A.O supports the staff recommendation – OPTION 1.



David Allen

RECOMMENDATION:

That based on the August 6th 2013 report from the Deputy Approving Officer, Council approve OPTION 1, the Subdivision Servicing Agreement for the Subdivision between the Corporation of the City of Courtenay and Silverado Land Corporation for Lots 1 and 2, Plan VIP74892 and Part of Lot A, Plan VIP72239, Except Part in Plans VIP77537, VIP78754 and VIP82174, all in Block 72, Comox District; and Bareland Strata (Phase 1) of Lot D, Block 72, Comox District Plan EPP25664 for the area in the Crown Isle Development located on the Crown Isle Drive south of Malahat Drive;

That the required security, as outlined in this report, be provided to the Corporation of the City of Courtenay prior to subdivision and bareland strata (phase 1) approval; and

That the Mayor and Director of Legislative Services be authorized to sign all documentation relating to this development.

PURPOSE:

The purpose of this report is to request the approval of Council to permit the officers of The Corporation Of The City Of Courtenay to enter into a Subdivision Servicing Agreement with Silverado Land Corp., for the fee simple subdivision and a Bareland Strata (Phase 1) known as Hampton Gate.

BACKGROUND:

All Subdivision Servicing Agreements are to be presented, on an individual basis, to Council, the Mayor and Director of Legislative Services as authorized to sign the Agreements. Subsequently, the Deputy Approving Officer can then sign this Subdivision Plan and Bareland Strata (Phase 1) Plan.

This phase of the Crown Isle Development consists of a 3-lot single-family residential Subdivision and a 20-lot Bareland Strata (Phase 1), located on Crown Isle Drive south of Malahat Drive. All of the onsite works for this subdivision must be constructed prior to approval. Any remaining offsite works and the one year maintenance bond will be secured by a Service Agreement and cash

deposit. The City has agreed with the developer that the developer will provide the City with a cash contribution equal to the DCC's Highways, DCC's Storm Drainage and DCC's Parkland generated by the development within Crown Isle. These contributions will be used as security for the construction of the various existing and proposed DCC Projects. These projects will either be constructed by the City or the developer at a future date. These projects consist of offsite highways work on Lerwick Road located adjacent to Block 72, a storm water facility for the Lerwick Road drainage system within Block 72 and various future parkland projects within Block 72.

DISCUSSION:

Prior to subdivision approval, Silverado Land Corp., must enter into a Subdivision Servicing Agreement and provide the required security. The Cash Deposit representing the security for the Subdivision Service Agreement must be presented to the City, prior to the Mayor and Director of Legislative Services signing the Subdivision Servicing Agreement, Covenants, Statutory Rights of Way and Easements and the Deputy Approving Officer signing the subdivision plan and bareland strata plan (phase 1).

A copy of the Subdivision Servicing Agreement and a site reference plan are attached.

FINANCIAL IMPLICATIONS:

DCC's resulting from the subdivision include:

Category	DCC's	Developer Contribution Or Security
Highway		\$57,567
Storm Drainage		\$9,633
Sanitary Sewer	\$14,392	
Water	\$13,154	
Parkland	—	\$13,154
Totals:	\$27,546	\$80,354

The Servicing Agreement captures the DCC's for projects immediately adjacent to or within Crown Isle as security works to be completed by Silverado Land Corp., or the City as a Capital Project. These DCC Projects are R34 (highway) Lerwick Rd. from McDonald to Ryan Rd.; 05D42 (storm drainage) Crown Isle - Block 72 Detention Pond - Adjacent to Lerwick Rd.; and (no assigned project number) (parkland) Neighbourhood Parks.

The balance of the DCC's are remitted directly to the applicable DCC account for use in future Capital Budgets relating to their respective categories.

The time frames for the construction of the various DCC Projects are based on the priority and are subject to Council adoption of the Capital Budget for each calendar year. The estimated cost of each DCC Project is determined based on the scope of the work to be completed within the appropriate budget cycle.

STRATEGIC PLAN REFERENCE:

At this time there are no strategic plan references.

OCP SUSTAINABILITY REFERENCE:

The subdivision is consistent with the OCP.

REGIONAL GROWTH STRATEGY REFERENCE:

No references.

OPTION 1: the Subdivision Servicing Agreement for the Subdivision between the Corporation of the City of Courtenay and Silverado Land Corporation for Lots 1 and 2, Plan VIP74892 and Part of Lot A, Plan VIP72239, Except Part in Plans VIP77537, VIP78754 and VIP82174, all in Block 72, Comox District; and Bareland Strata (Phase 1) of Lot D, Block 72, Comox District Plan EPP25664 for the area in the Crown Isle Development located on the Crown Isle Drive south of Malahat Drive;

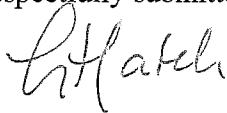
That the required security be provided to the Corporation of the City of Courtenay prior to subdivision and bareland strata (phase 1) approval; and

That the Mayor and Director of Legislative Services be authorized to sign all documentation relating to this development.

OPTION2:

That Council does not approve the Subdivision Servicing Agreement nor permit the execution of any legal documents related thereto. Subsequently, the Deputy Approving Officer cannot approve the Subdivision Plan and the Bareland Strata (Phase 1) Plan. Thereby, the proposed lots cannot be developed nor sold.

Respectfully submitted,



Lesley Hatch, P.Eng.
Deputy Approving Officer

LAD/ld

Site Plan



Service Agreement No.: 1860-20-Silverado – Hampton Gate
Subdivision File No.: 3320-20-12641

SUBDIVISION SERVICING AGREEMENT

THIS AGREEMENT is dated July 23, 2013, and is between

Silverado Land Corp. (Inc. 352,725)
399 Clubhouse Drive
Courtenay, B.C.
V9N 9G3
(the "Developer")

AND

THE CORPORATION OF THE CITY OF COURTENAY, a municipal corporation
having an office at 830 Cliffe Avenue, Courtenay, British Columbia V9N 2J7
(the "City")

WHEREAS

- A. The Developer wishes to develop the Land, which is within the City.
- B. The Developer has applied to subdivide the Land according to the Subdivision Plan.
- C. The Subdivision Control Bylaw requires that the Developer construct and install the Works on the Land to the standards prescribed in that bylaw prior to the approval of the Subdivision Plan.
- D. The Developer has requested approval of the subdivision of the Land prior to the construction and installation of the Works and has agreed to enter into this Agreement with the City pursuant to Section 940 of the Local Government Act and to deposit the Letter of Credit or Funds specified by this Agreement.

In consideration of the City accepting the Letter of Credit or Funds and entering into this Agreement with the Developer prior to the construction and installation of the Works, the parties agree as follows:

DEFINITIONS

- 1. In this Agreement

"Land" means Subdivision of Lots 1 and 2, Plan VIP74892 and Part of Lot A, Plan VIP72219, Except Part in Plans VIP77537, VIP78754 and VIP82174, All in Block 72, Comox District;
and
Bareland Strata (Phase 1) of Lot D, Block 72, Comox District, Plan EPP25664.

"Letter of Credit" means an irrevocable letter of credit in the amount of n/a;

"Funds" means in the amount of \$88,074.00, in a form acceptable to the City attached to this Agreement as Schedule "A";

"Municipal Engineer" means the City Engineer;

"Subdivision Control Bylaw" means bylaw No. 1401, 1986 and amendments thereto;

"Subdivision Plan" means the plan of subdivision of the Land which is attached to this Agreement as Schedule "B"; and

"Works" means the works and services described in Schedule "C" to this Agreement which are required to be constructed and installed by the Developer in accordance with the Subdivision Control Bylaw and as a condition precedent to the approval of the subdivision of the Land, as shown on the Subdivision Plan, under Section 940 of the Local Government Act.

DEVELOPMENT COST CHARGES

2. The City and the Developer agree that the DCC's (Highway) collected for this subdivision will be applied to the construction of offsite works on Lerwick Road, adjacent to Block 72, Comox District, pursuant to Section 933(8)(a) of the Local Government Act.
3. The City and the Developer agree that the DCC's (Storm Drainage) collected for this subdivision will be applied to the construction of a storm water pond within Block 72, Comox District, to attenuate the Lerwick Road drainage system, pursuant to Section 933(8)(a) of the Local Government Act.
4. The City and the Developer agree that the DCC's (Parks) collected for this subdivision will be applied to the construction of onsite Parks within Block 72, Comox District, pursuant to Section 933(8)(a) of the Local Government Act.

TIME FOR COMPLETION OF WORKS

4. The Developer will complete the construction and installation of the Works to the satisfaction of the Municipal Engineer by July 23, 2014.

SECURITY

5. As security for the Developer's performance of all of its covenants and agreements contained in this Agreement, the Developer has deposited the Letter of Credit or Funds with the City.

6. If the Developer does not complete the Works as required by section 4 of the Agreement, the City may complete the Works at the cost of the Developer and for that purpose the City may draw down upon the Letter of Credit the full amount of the Letter of Credit or use all of the Funds deposited.
7. If the Letter of Credit or Funds are insufficient to pay the full cost of completing the Works in accordance with section 4 of this Agreement, the Developer will pay to the City the balance of the cost of completing the Works immediately upon demand by the City.
8. If
 - (a) the Developer completes the Works as required by section 4 of this Agreement, or
 - (b) the City completes the Works in accordance with section 6 of this Agreement at a cost which is less than the amount of the Letter of Credit or Funds depositedthen the Letter of Credit or a proportional amount of it, as the case may be, or the unused portion of Funds will be returned to the Developer by the City.
9. The cost of completing the Works includes the actual cost of the construction and installation of them, together with engineering, supervision and legal survey costs.

STANDARD OF THE WORKS


10. The Developer will construct and install the Works to the standard required by the Subdivision Control Bylaw and to the satisfaction of the Municipal Engineer.
11. Upon completion of the Works to the satisfaction of the Municipal Engineer, a certificate of substantial completion, signed by the Municipal Engineer, will be issued by the City.

MISCELLANEOUS

12. Where the singular or masculine is used in this Agreement it will be construed as the plural or feminine or neuter, as the case may be, and vice versa where the context or the parties so require.
13. This Agreement will be binding upon and will enure to the benefit of the parties, their successors and assigns.
14. The headings in this Agreement are for convenience of reference only and do not define or limit the scope or intent of this Agreement.
15. The Schedules to this Agreement form part of this Agreement.

N WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first above written.

SIGNED by an authorized)
signatory of)
Silverado Land Corp. (Inc. 352,725))
in the presence of:)



Rick Waldhaus)



Ron Coulson)

SIGNED by the authorized)
signatories of:)
THE CORPORATION OF)
THE CITY OF COURTENAY)

Mayor

Director of Legislative Services

SCHEDULE "A"

Copy of Cash Receipt

Copy of Cost Detail Sheet

Original Copy



CITY OF COURTENAY/ENGINEERING DIVISION

830 Cliffe Avenue
Courtenay, B.C.
V9N 2J7

Phone: (250) 334-4441

Fax: (250) 334-703-4864

E-Mail: info@courtenay.ca

Received From: Silverado Land Corp.
399 Clubhouse Drive
Courtenay, B.C.
V9N 9G3

Cheque No.:

Date:

File No.: 3320-20-12641

Project Name: Hampton Gate

Til Code	Account Number	Description	Amount
	005-11-4-055-0550-08699-9999	Hampton Gate Subdivision Security	
		Works and Services - Subdivision	\$78,838.00
		Maintenance Bond - Subdivision	\$9,236.00
		Street Trees (0 @ \$350 incl 15% Eng)	\$0.00
		DCC's by Installments	\$0.00
		Subtotal:	\$88,074.00
ENADM	030-11-1-310-3110-16400-0030	15% Engineering Administration	n/a
		TOTAL:	\$88,074.00

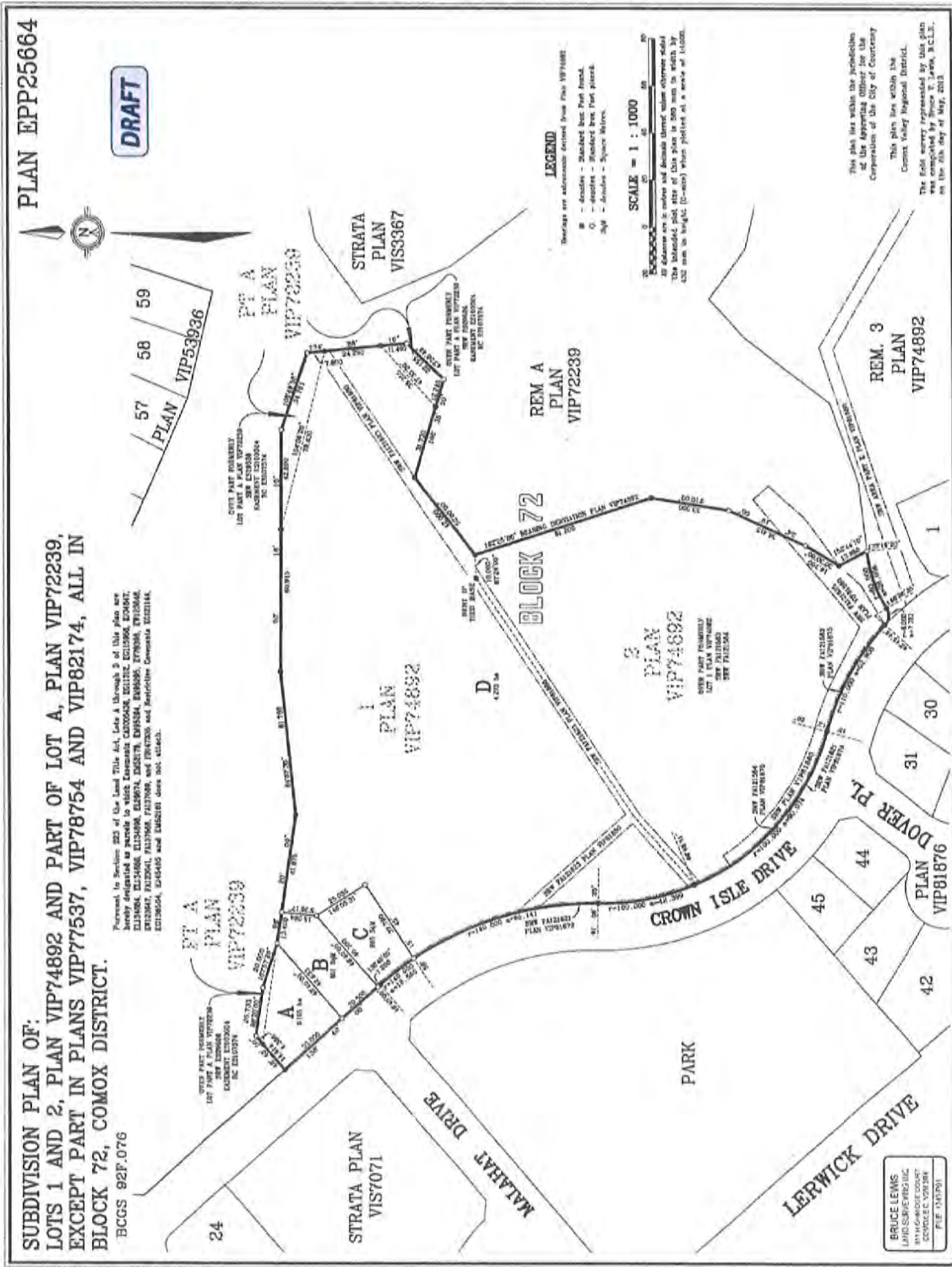
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Eng. Div. Tech.:

Les Doty, A.Sc.T.

SCHEDULE "B"

Reduced Copy of Subdivision Plan



PLAN EPP25664

DRAFT

SUBDIVISION PLAN OF:
LOTS 1 AND 2, PLAN VIP74892 AND PART OF LOT A, PLAN VIP72339,
EXCEPT PART IN PLANS VIP7537, VIP78754 AND VIP82174, ALL IN
BLOCK 72, COMOX DISTRICT.
 BCGS 92F.076

Approved in Section 223 of the Land Title Act, Title A through 9 of this plan are
 registered in the Land Title Office under the following plans:
 PLAN A, PLAN B, PLAN C, PLAN D, PLAN E, PLAN F, PLAN G, PLAN H, PLAN I,
 PLAN J, PLAN K, PLAN L, PLAN M, PLAN N, PLAN O, PLAN P, PLAN Q, PLAN R,
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SCHEDULE "C"

Security Calculation

Description	Amount
Works and Services - Subdivision	\$78,838.00
Maintenance Bond Subdivision	\$9,236.00
Street Trees [0 @ (\$400 incl 15% Admin)]	\$0.00
DCC's by Instalments	\$0.00
Total	\$88,074.00

Security Calculation Sheet



CITY OF COURTENAY

SECURITY CALCULATION SHEET

Developer Name: Silverado Land Corporation Development Name: Hampton Glen Phase 1 Engineering Firm: Keira & Associates Engineer's File No.: 1108-111		CITY FILE #: 3335-26-11541	
Date of Engineer's Project Estimate: July 17, 2013		Date of Security Reduction Request #3	
Letter of Credit: <input type="checkbox"/>		Date of Security Reduction Request #2	
Date of Security Reduction Request #1: July 19, 2013		Date of Security Reduction Request #1	
ITEM	ESTIMATED	%	REMARKS
1 Clearing & Grubbing	\$0	0.00%	\$0
2 Wetlands	\$47,500	15.00%	\$7,125
3 Sanitary sewers	\$38,540	5.00%	\$1,927
4 Storm sewers	\$32,750	15.00%	\$4,913
5 Sub-grade & sub-base	\$9,350	0.00%	\$0
6 Bases	\$4,500	0.00%	\$0
7 Curbs	\$2,740	10.00%	\$274
8 Sidewalks	\$4,400	100.00%	\$4,400
9 Pavement	\$15,750	100.00%	\$15,750
10 Street Light Electrical	\$15,000	100.00%	\$15,000
11 Signs & trees	\$5,600	100.00%	\$5,600
12 Sub-total	\$175,000		\$34,709
13 Professional Fees (10%)	\$17,500	30.00%	\$5,278
14 Detachments	\$0		\$0
15 Sub-total	\$193,520		\$60,087
16 (5.5% GST)	\$9,896		\$3,000
17 Sub-total	\$203,416		\$63,087
18 plus 25%	\$50,800		\$15,769
19 Total estimated cost	\$254,216		\$78,856
20 Value of retaining work	\$0		\$0
21 Maintenance Amount (5% of line 19 + GST)	\$12,711		\$3,228
22 Bond Amount	\$266,927		\$82,084

LETTER OF CREDIT REDUCTION APPROVALS

Developer's Engineer: *[Signature]* Date: *July 23, 2013*

City Engineer: *[Signature]* Date: *July 23, 2013*

LETTER OF CREDIT REDUCTION APPROVALS

Developer's Engineer: *[Signature]* Date: *July 23, 2013*

City Engineer: *[Signature]* Date: *July 23, 2013*

Substantial Completion Date: _____
 Contractor Maintenance Bond Expiry Date: _____
 Development Maintenance Bond Expiry Date: _____



THE CORPORATION OF THE CITY OF COURTENAY
STAFF REPORT

7

To: Mayor and Council

File No.: 1960-20 [2014]

From: Chief Administrative Officer

Date: August 6, 2013

Subject: Annual Permissive Tax Exemption Bylaws for 2014

PURPOSE:

To consider the provision of three readings of the Tax Exemption 2014 Bylaw No. 2764, 2013, and the Churches Tax Exemption 2014 Bylaw No. 2765, 2013.

POLICY ANALYSIS:

Policy 1960.01 (Rev #1) – Permissive Property Tax Exemption, was approved by Council in May 2013. The proposed bylaws have been prepared in accordance with the guidelines set out in this policy.

EXECUTIVE SUMMARY:

The permissive tax exemption and the churches tax exemption bylaws are considered by Council on an annual basis. Additionally, for 2014 and forward, Council considered and approved revisions to Policy 1960.01 Permissive Property Tax Exemption which have since guided their decision in regards to exemptions for 2014. The 2014 bylaws under consideration today have been prepared in accordance with policy and with Council's direction as approved on July 15, 2013.

C.A.O. RECOMMENDATIONS:

Whereas on July 15, 2013, Council approved the proposed list of recipients and prescribed exemption levels for property taxation exemption in 2014;

Now therefore, Council endorses three readings of the following annual bylaws:

- a. Tax Exemption 2014, Bylaw 2764, 2013
- b. Churches Tax Exemption 2014, Bylaw 2765, 2013

Respectfully submitted,

David Allen
Chief Administrative Officer

BACKGROUND:

At their regular meeting held July 15, 2013, Council considered the proposed exemptions from property taxation for 2014, and subsequently approved the following resolution:

*“That Council consider the list of new applications for permissive exemptions from taxation in 2014 as detailed on Schedule A; and
 That Council approves exemptions for new applicants as recommended in Schedule A; and
 That Council direct staff to prepare the annual bylaws for permissive tax exemption in 2014 based on the attached schedules A, B and C; and
 That statutory notice of the proposed permissive exemption bylaws pursuant to Section 227 of the Community Charter be published for two consecutive weeks prior to final adoption of the bylaws.”*

DISCUSSION:

In accordance with Council direction, Staff have prepared the annual bylaws for permissive exemption in 2014, and have included three new applicants as follows:

Tax Exemption 2014, Bylaw 2764, 2013

- 956 Grieve Avenue, Upper Island Women of Native Ancestry 40%
- 899 Cumberland Road, Island Corridor Foundation 100%

Churches Tax Exemption, Bylaw 2765, 2013

- 2963 Lake Trail Road, Courtenay Baptist Church 100%

These two annual bylaws are presented to Council for consideration, and for passage of the first three readings. Next, the proposed exemptions must be advertised for two consecutive weeks prior to being finally passed and adopted by Council.

FINANCIAL IMPLICATIONS:

The estimated cumulative value of the municipal portions of the new and grandfathered exemptions for the 2014 taxation year totals \$344,338. This is within the calculated 2014 limit of \$371,437, as prescribed in Policy 1960.01 – Permissive Exemption from Property Taxation.

	<u>2014 City Only</u>	<u>2014 Other Auth.</u>	<u>2014 Total Tax Value</u>
Tax Exemption 2014, Bylaw 2764, 2013	148,530	160,758	309,289
Churches Tax Exemption 2014, Bylaw 2765, 2013	14,224	19,934	34,158
City owned properties, managed by Societies: 2012-2016 Tax Exemption Bylaw No. 2690, 2011	171,609	177,165	348,774
Island Corridor Foundation: 2012-2021 Tax Exemption Bylaw No. 2689, 2011	9,974	<u>9,289</u>	<u>19,263</u>
	<u>\$ 344,338</u>	<u>\$367,146</u>	<u>\$711,484</u>

ADMINISTRATIVE IMPLICATIONS:

Preparation of the annual tax exemption bylaws for consideration by Council is an annual work task undertaken by staff in the Financial Services Department.

Subsequent to the passage of three readings of these bylaws, next steps include arranging for the statutory advertising of the proposed bylaws, preparation of letters of advice to the applicants included in the bylaws, returning the bylaws to Council for final adoption, and finally, forwarding the bylaws to the BC Assessment Authority no later than October 31, 2013.

STRATEGIC PLAN REFERENCE:

Not applicable

OFFICIAL COMMUNITY PLAN REFERENCE:

Not applicable

REGIONAL GROWTH STRATEGY REFERENCE:

Not applicable

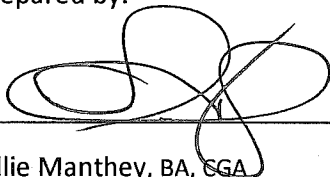
CITIZEN/PUBLIC ENGAGEMENT:

Pursuant to Section 227 of the *Community Charter*, statutory notice of the proposed permissive exemption bylaws must be published for two consecutive weeks prior to final adoption.

OPTIONS:

1. That Council endorses three readings of the following annual bylaws:
 - a. Tax Exemption 2014, Bylaw 2764, 2013
 - b. Churches Tax Exemption 2014, Bylaw 2765, 2013
2. Defer readings of the annual exemption bylaws for further discussion.

Prepared by:



Tillie Manthey, BA, CGA

Director, Financial Services/Deputy CAO

**CITY OF COURTENAY
BYLAW REFERENCE FORM**

BYLAW TITLE

Tax Exemption 2014 Bylaw No. 2764, 2013

REASON FOR BYLAW

To provide an annual exemption or partial exemption from taxation for 2014 for certain not-for-profit organizations.

STATUTORY AUTHORITY FOR BYLAW

Section 224 of the *Community Charter*

OTHER APPROVALS REQUIRED

STAFF COMMENTS AND/OR REPORTS

Statutory Advertising required prior to final adoption of bylaw.

OTHER PROCEDURES REQUIRED

July 23, 2013

T. Manthey
Staff Member

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2764

**A bylaw to exempt certain lands and
improvements from taxation for the year 2014**

WHEREAS the Council of the Corporation of the City of Courtenay deems that land and improvements described herein meet the qualifications of Section 224 of the *Community Charter*;

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

1. This bylaw may be cited for all purposes as "**Tax Exemption 2014 Bylaw No. 2764, 2013**".
2. The following properties are hereby exempt from taxation for land and improvements to the extent indicated for the year 2014:

FOLIO	LEGAL DESCRIPTION	CIVIC ADDRESS	REGISTERED OWNER/LESSEE	PERCENTAGE EXEMPTION
49.000	LOT 41, SECTION 61, CD, PLAN 311	280 – 4 TH STREET	EUREKA SUPPORT SOCIETY	100%
122.000	LOT 1, PLAN 40587	367 CLIFFE AVENUE	ROYAL CANADIAN LEGION	100%
1650.000	LOT 16, PLAN 5618	101 ISLAND HIGHWAY		
163.000 164.000 165.000	LOTS 14, 17, 18, 21, 22 SECTION 61, CD, PLAN 1517	237 – 3 RD STREET 243 – 3 RD STREET 255 – 3 RD STREET	COMOX VALLEY CHILD DEVELOPMENT ASSOCIATION	100%
348.000	LOT 15, SECTION 61, CD, PLAN 4906	543 – 6 TH STREET	ALANO CLUB OF COURTENAY	100%
513.000	LOT A, DL 127, CD, PLAN 7719	755 HARMSTON AVENUE	OLD CHURCH THEATRE SOCIETY	100%
540.000	LOT 20, DL 127, CD, PLAN 1464	785 – 6 TH STREET	COMOX VALLEY PREGNANCY CARE CENTRE	100%
750.020	LOT 1, DL 127, CD, PLAN VIP62285	641 MENZIES AVENUE	COMOX VALLEY RECOVERY CENTRE SOCIETY	100%
828.000	LOT 12, BLOCK 1, SECTION 69, CD, PLAN 480	367 – 11 TH STREET	COMOX VALLEY BOYS AND GIRLS CLUB	100%
1037.000	LOTS 1 AND 2, SECTION 41, CD, PLAN 3930	1415 CLIFFE AVENUE	COMOX VALLEY FAMILY SERVICES ASSOCIATION	100%

FOLIO	LEGAL DESCRIPTION	CIVIC ADDRESS	REGISTERED OWNER/LESSEE	PERCENTAGE EXEMPTION
1494.000 1494.010 1494.050	LOT A, SECTION 6 AND 8, CD, PLAN 35008 LOT 1 AND 2, SECTION 6 AND 8, CD, PLAN 2849, EXCEPT PLAN 35008	2450 BACK ROAD 2470 BACK ROAD	GLACIER VIEW LODGE SOCIETY	100%
1960.300	LOT A PLAN 15464	SANDPIPER DRIVE	THE NATURE TRUST OF BRITISH COLUMBIA	100%
2016.007	LOT 7, PLAN 27200		STEPPING STONES RECOVERY HOUSE FOR WOMEN (LEASE)	100%
2091.190	STRATA LOT 1, DL 230, CD, STRATA PLAN VIS6598	2311 ROSEWALL CRESCENT	SALTWATER EDUCATION SOCIETY	100%
2154.012	COMOX LAND DISTRICT, COURTENAY TRAIN STATION AND LAND	899 CUMBERLAND ROAD	ISLAND CORRIDOR FOUNDATION	100%
2200.044	LOT 3, DL 138, CD, PLAN 20288	2564 CUMBERLAND ROAD	COURTENAY & DISTRICT HISTORICAL SOCIETY IN TRUST	100%
3200.072	LOT A, SECTION 18, CD, PLAN 12735	4835 HEADQUARTERS RD	COMOX VALLEY CURLING CLUB	100%
750.100	LOT 1, PLAN VIP 62247	994 – 8 TH ST	ST JOHN THE DEVINE ABBEYFIELD HOUSE SOCIETY	75%
757.000 757.001 758.000	LOT A, BLOCK 2, PLAN 1951 LOT A, BLOCK 2, PLAN 1951 EXCEPT PLAN 4288 & 4941 LOT A&B, PLAN 16907	1051 – 8 TH STREET 1061 – 8 TH STREET 635 PIDCOCK AVE	COMOX VALLEY KIWANIS VILLAGE SOCIETY	75%
1286.045	LOT 8, BLOCK 3, PLAN 16252	534 – 19 TH STREET	L'ARCHE COMOX VALLEY	75%
34.000	LOT 2, SECTION 61, CD, PLAN 20159 PID 003-698-254	231 6 TH STREET	COURTENAY ELKS' LODGE #60 OF THE BENEVOLENT AND PROTECTIVE ORDER OF THE ELKS' OF CANADA	40%

FOLIO	LEGAL DESCRIPTION	CIVIC ADDRESS	REGISTERED OWNER/LESSEE	PERCENTAGE EXEMPTION
91.000	LOT 92, SECTION 61, CD, PLAN 311 EXCEPT PLAN 66BL&1621R PID 006-037-577	576 ENGLAND AVENUE	COMOX VALLEY TRANSITION SOCIETY (LEASED FROM 0771375 BC LTD)	40% OF THE ASSESSMENT ALLOCATED TO THE SPACE LEASED BY THE LEASEE
166.000	LOT 8 PLAN 2834 PID 003-451-941	267 3 RD STREET	COMOX VALLEY CHILD DEVELOPMENT ASSOCIATION	40%
459.000	LOT B, PLAN 20211 PID 003-519-376	956 GRIEVE AVENUE	UPPER ISLAND WOMEN OF NATIVE ANCESTRY	40%
1464.100	LOT 1, SECTION 14, CD, PLAN VIP55397	550 COMOX ROAD	COMOX VALLEY REGIONAL DISTRICT (LEASED FROM MUTSY HOLDINGS LTD)	40% OF THE ASSESSMENT ALLOCATED TO THE SPACE LEASED BY THE LEASEE
1465.000	LOT A, SECTION 14, CD, PLAN VIP61753	600 COMOX ROAD		
1516.004	LOT 4, SECTION 14, CD, PLAN 30419 PID 000-150-541	464 PUNTLEDGE RD	CANADIAN RED CROSS SOCIETY (LEASED FROM 660511 BC LTD)	40% OF THE ASSESSMENT ALLOCATED TO THE SPACE LEASED BY THE LEASEE
1960.006	LOT C, SECTION 67, CD, PLAN 33851 PID 000-217-158	2966 KILPATRICK AVE	AARON HOUSE MINISTRIES (LEASED FROM NOORT DEVELOPMENT LTD)	40% OF THE ASSESSMENT ALLOCATED TO THE SPACE LEASED BY THE LEASEE
2024.009	LOT 2 PLAN VIP53672 PID 017-650-097	1755 13 TH STREET	HABITAT FOR HUMANITY VANCOUVER ISLAND NORTH SOCIETY	40% OF THE ASSESSMENT ALLOCATED TO THE SPACE USED FOR ADMINISTRATION OFFICES
3200.032	LOT A, SECTION 18, CD, PLAN VIP 75369 PID 025-673-017	4729 HEADQUARTERS RD	YOUTH FOR CHRIST COMOX VALLEY	40% OF THE ASSESSMENT – EXCLUDING CARETAKER RESIDENTIAL SPACE

Read a first time this day of August, 2013

Read a second time this day of August, 2013

Read a third time this day of August, 2013

Finally passed and adopted this day of

Mayor

Director of Legislative Services

CITY OF COURTENAY

BYLAW REFERENCE FORM

BYLAW TITLE

Churches Tax Exemption 2014 Bylaw No.2765, 2013

REASON FOR BYLAW

A church building and the footprint of the building receive a statutory exemption from taxation. This bylaw is to provide an annual permissive exemption for church owned lands surrounding the church building.

STATUTORY AUTHORITY FOR BYLAW

Section 224 of the *Community Charter*

OTHER APPROVALS REQUIRED

STAFF COMMENTS AND/OR REPORTS

Statutory Advertising required prior to final adoption of bylaw.

OTHER PROCEDURES REQUIRED

July 23, 2013

T. Manthey
Staff Member

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2765

A bylaw to exempt certain lands and improvements, set apart for public worship, from taxation for the year 2014

WHEREAS the Council of the Corporation of the City of Courtenay deems that land and improvements described herein meet the qualifications of Section 220 of the *Community Charter*;

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

1. This bylaw may be cited for all purposes as "**Churches Tax Exemption 2014 Bylaw No. 2765, 2013**".
2. Pursuant to Section 224(2)(a)(f)(g) of the *Community Charter*, the following properties on which a church hall or facility is situated, the land on which such a hall stands, the remaining area of land surrounding the building set apart for public worship, and the remaining area of land surrounding the exempted building, exempted hall, or both, are hereby exempted from taxation for land and improvements to the extent indicated for the year 2014 *except for that portion of the property used for residential or commercial purposes*:

	FOLIO	LEGAL DESCRIPTION	CIVIC ADDRESS	REGISTERED OWNER	PERCENTAGE EXEMPTION
1.	143.000	LOT AM 11, SECTION 61, CD, PLAN 33854N	467 – 4 TH STREET	GRACE BAPTIST CHURCH OF THE COMOX VALLEY	100%
2.	313.100	LOT 1, SECTION 62, CD, PLAN VIP 74608	591 – 5 TH STREET	ANGLICAN SYNOD DIOCESE OF B.C.	100%
3.	336.000	LOT 7, SECTION 61, CD, PLAN 4906	505 FITZGERALD AVENUE	CENTRAL EVANGELICAL FREE CHURCH	100%
4.	341.000	AMENDED LOT 1, PLAN 55886N, SECTION 61 CD, PLAN 4906	566 – 5 TH STREET	ELIM GOSPEL CHAPEL TRUSTEES	100%
5.	342.000	LOTS 3 & 4, BLOCK 6, CD, PLAN 472B	576 – 5 TH STREET	ELIM GOSPEL CHAPEL TRUSTEES	50.63% OF THE ASSESSED VALUE OF LAND ONLY
6.	346.000	LOTS 10,11,12, AND 13, SECTION 61, CD, PLAN 4906	505 – 6 TH STREET	ST. GEORGES CHURCH	100%
7.	618.220	LOT 1, DL 118, CD, PLAN VIP 73074	2201 ROBERT LANG DRIVE	CALVARY COMMUNITY CHURCH	100%
8.	1074.050	LOT A, PLAN 54316P, SECTION 41, CD, PLAN 7449	1580 FITZGERALD AVENUE 1590 FITZGERALD AVENUE	GOVERNING COUNCIL SALVATION ARMY CANADA WEST	100%

	FOLIO	LEGAL DESCRIPTION	CIVIC ADDRESS	REGISTERED OWNER	PERCENTAGE EXEMPTION
9.	1166.000	LOT A, PLAN 121193ER, SECTION 41, CD, FORMERLY LOTS 32 & 33, CD, PLAN 10725	771 – 17 TH STREET	TRUSTEES LUTHERAN CHURCH	100%
10.	1211.004	LOT 4, SECTION 68, CD, PLAN 14176	1814 FITZGERALD AVE	VALLEY UNITED PENTACOSTAL CHURCH OF BC	100%
11.	1524.102	LOT B, SECTION 15, CD, PLAN 54793 EXCEPT PLANS 14713, 36414, 51121	1599 TUNNER DRIVE	BISHOP OF VICTORIA, CHRIST THE KING CATHOLIC CHURCH	100%
12.	1594.000	LOT 16, SECTION 16, CD, PLAN 7037 EXCEPT PLAN 44368	1581 DINGWALL RD	TRUSTEES OF THE KINGDOM HALL OF JEHOVAH WITNESS	100%
13.	1691.030	LOT 1, SECTION 17, CD, PLAN VIP 79479	4660 HEADQUARTERS ROAD	SEVENTH DAY ADVENTIST CHURCH	100%
14.	1691.044	LOT 2, SECTION 17, CD, PLAN VIP 61425	4634 ISLAND HWY	ANGLICAN SYNOD DIOCESE OF BC	100%
15.	1691.046	LOT 3, SECTION 17, CD, PLAN VIP 61425	1514 DINGWALL ROAD	ANGLICAN SYNOD DIOCESE OF BC	100%
16.	2005.000	LOT 12, DL 96 & 230, CD, PLAN 1406	1901 – 20 TH STREET	LDS CHURCH	100% EXCEPT THAT PART ASSESSED FOR SCHOOL USE
17.	2017.034	LOT 1, DL 96, CD, PLAN VIP 59504	1640 BURGESS RD	FOURSQUARE GOSPEL CHURCH OF CANADA	100%
18.	2200.088	LOT A, PLAN 27596	2963 LAKE TRAIL ROAD	COURTENAY BAPTIST CHURCH	100%

Read a first time this day of August, 2013

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Finally passed and adopted this day of

Mayor

Director of Legislative Services

RECEIVED
 JUL 18 2013
 CITY OF COURTENAY

FOR INFO



Comox Valley RCMP Mayor's Report - July 2013

RCMP - GRC

Volume 1, Issue 1

July 8, 2013

Motor Vehicle Incidents Focus of Second Quarter



During a ten day timeframe from May 8 until May 17, 2013, members of the Comox Valley RCMP responded to 3 motor vehicle incidents that resulted in fatalities. The first of these incidents occurred at approximately 2:00 a.m. on May 8th on the Inland Island Highway near Piercy Road. The incident involved a vehicle travelling southbound with 2 passengers. The vehicle left the

roadway and proceeded down an embankment. The passenger was able to exit the vehicle and flag down a passing motorist. The driver, a 42 year old male from Campbell River was found deceased at the scene. The second of the incidents occurred on May 10th at 3:27 a.m. on the Island Highway near Merville. The incident involved a single vehicle that appeared to be travelling northbound when the vehicle left the highway and collided with a tree. The lone occupant of the vehicle, a 28 year old female was pronounced deceased at the scene. It appears that the female was wearing her seatbelt at the time of the incident and alcohol did not appear to be a contributing factor. The third of the motor vehicle incidents occurred on May 17, 2013 at

7:22 a.m. The incident once again occurred on the Island Highway in the Merville area. In this incident a 1989 Volvo was travelling northbound on the highway when it crossed the double solid line and collided head-on into a southbound 1989 BMW. A witness reported that the northbound vehicle had been swerving in his lane prior to crossing the centre line and colliding with the other vehicle. The driver of the southbound vehicle received what were considered to be minor injuries to his arm and leg. Unfortunately the driver of the northbound vehicle died from the injuries he had sustained.

Special points of interest:

- THREE FATAL ACCIDENTS WITHIN A 10 DAY PERIOD.
- NONE OF THE INCIDENTS OCCURRED IN COURTENAY, COMOX OR CUMBERLAND.
- MERVILLE AREA THE SITE OF 2 OF THE INCIDENTS.
- THREE DEATHS AND TOW OTHER INJURED AS A RESULT OF THE INCIDENTS.

Gun Amnesty 2013

June 2013 was gun amnesty month in British Columbia. Gun amnesty is a program that allows British Columbians the opportunity to dispose of unwanted weapons while ensuring that the weapons don't end up in the wrong hands. Firearms that are commonly handed in

include rifles, pistols and shotguns. During the June gun amnesty there were 52 Firearms turned into the Comox Valley RCMP.

At right: Some of the firearms turned in at Comox Valley RCMP.



Inside this issue:

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TRANSFERS UPCOMING	2

Communication Training

Inspector McDonald has made communications and wellness one of the detachments top priorities. Almost every employee, both regular members and support staff have been given the opportunity to participate in training that is aimed at improving the emotional intelligence of detachment staff through education and team building exercises. The training illustrates some of the

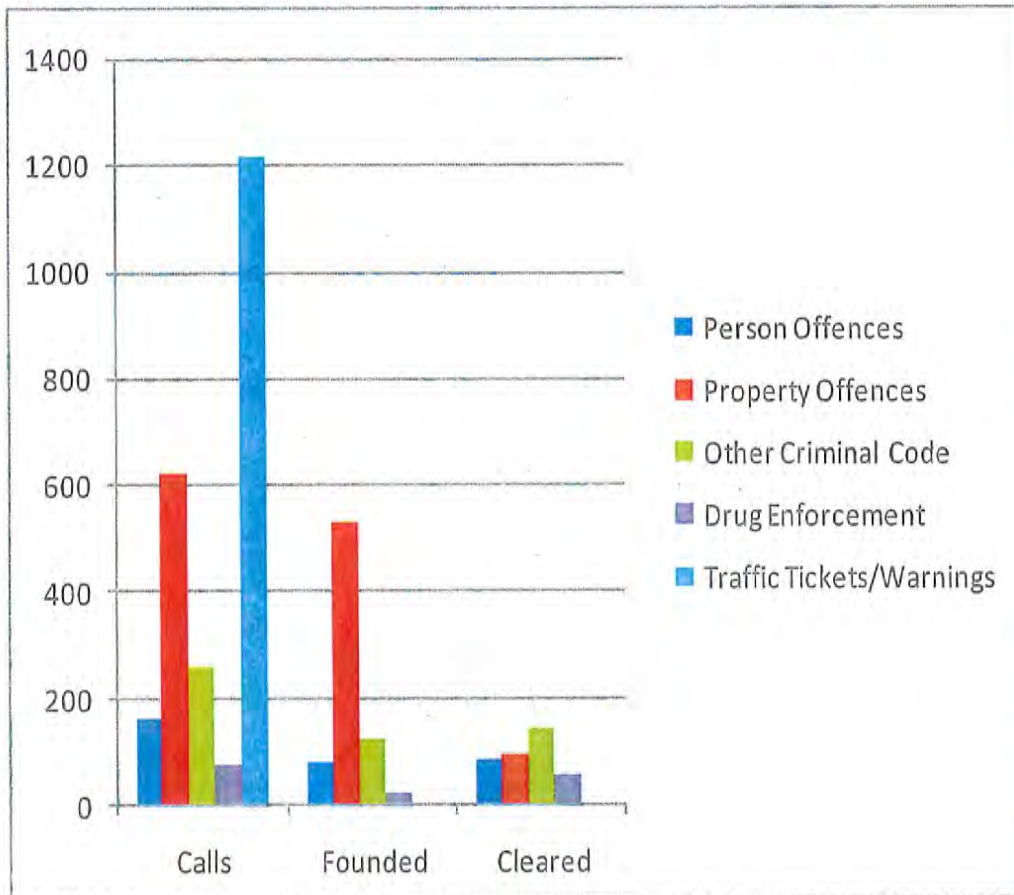
common properties of conflict in the workplace as well as the various barriers to communication. The training is designed to assist participants gaining a better understanding of work expectations of every employee in the detachment. The training has been conducted in a setting that allowed employees that work together to participate in the training as a group. Cpl. Chris



Backus possesses a Masters degree in Conflict Analysis and Management from Royal Roads University and has a well

established background in this type of training. Cpl. Backus offered to conduct the training for all employees and volunteers at the detachment. The feedback that has been received following the sessions indicate that the training has been generally well received and found to be very beneficial to the majority of the employees who have participated.

April 1– June 30 (Total Calls for Service 3890)



ALTHOUGH PROPERTY OFFENCES ARE UP FOR THE YEAR THE OVERALL CALLS FOR SERVICE REMAINS CONSISTANT WITH 2012.



TRANSFERRING IN:

Cpl. Scott Macquarrie

TRANSFERRING OUT:

Sgt. Wes Olsen
Cpl. Scott Lachapelle
Cst. Peter Hutt

Mayor Gerry Furney
Town of Port McNeill
P.O. Box 728
Port McNeill, B.C. V0N 2R0



Town Office: (250) 956-3111
Fax: (250) 956-4300
Residence: (250) 956-2446
Cell: (250) 230-1911

Handwritten signature: New Pres.

July 24, 2013

Mayor Colette Roy-Laroche
5527, rue Frontenac
Bureau 200
Lac-Mégantic
Québec G6B 1H6

Dear Mayor,

The Lac-Mégantic rail disaster has shocked, saddened and affected all Canadians.

Our Town council and the people of Port McNeill, join with me in expressing our heartfelt sorrow and sympathy to you, as you come to grips with the challenges that face you.

The distance across our great nation prevents us from being able to offer direct physical help to you and your people.

We can however, offer a modicum of help, and to that end our Town Council has agreed unanimously to contribute a dollar for every citizen in our community to help you in meeting the many challenges that lie ahead.

We are asking all other Municipal and Regional Councils in Canada through their various associations to join us in this tangible and practical way.

We are aware that our Federal Government and your Provincial Government have committed to contribute generously to help the physical rebuilding of your community.

We hope our contribution will help towards the psychological and social rebuilding that will be required.

I am sending a copy of this letter to all other municipal leaders across our great country with the hope that all my fellow Canadians in Local and Regional Governments will participate in this National effort to generate tangible and meaningful support for you and the people of your Community.

Sincerely

Gerry Furney
Mayor

Cc All Canadian Local & Regional Mayors & Chairs

July 19, 2013

UBCM Members attending the 2013 UBCM Convention (sent via e-mail only)

Re: **2013 UBCM Convention – “Navigating the Local Landscape”
Vancouver, September 16 – 20, 2013**

Further to Minister Oakes' July 4, 2013 letter regarding the 2013 UBCM Convention, I am pleased to attach the 2013 Provincial Appointment Book for your use in requesting meetings with those ministries, agencies, commissions and corporations (MACs) available to meet with delegates at Convention.

To request a meeting with MAC staff, you must complete the form located at: MAC Staff Meetings.

The deadline for submitting meeting requests is **Monday, August 26, 2013**. Meeting confirmation details will be sent to the contact identified on your meeting request form.

After August 26, requests for appointments can be made at the Provincial Appointment Desk, during Convention at the following locations:

Monday, September 16 and Tuesday September 17

Vancouver Convention Centre – Lobby, East Building
8:30 am – 4:00 pm

Wednesday, September 18 – Thursday, September 19

Vancouver Convention Centre – Exhibition Hall C, East Building
8:30 am – 4:00 pm

For information on requesting meetings with the Premier, Cabinet Ministers, and Honourable Coralee Oakes, Minister of Community, Sport and Cultural Development, please see page 2 of the Provincial Appointment Book.

If you have any questions, please contact Danielle Woodcock, 2013 UBCM Meeting Coordinator at 250-387-4013 or by email at Danielle.Woodcock@gov.bc.ca.

Original signed by:

Birgit Schmidt, Manager
Client Services
Local Government Division

pc: Danielle Woodcock, UBCM Meeting Coordinator

Attachment



PROVINCIAL APPOINTMENT BOOK

for scheduling meetings with staff from

Provincial Government Ministries, Agencies, Commissions and Corporations

at the

2013 UBCM CONVENTION

September 16 – 20, 2013

Vancouver Convention Centre

2013 UBCM CONVENTION
Vancouver, BC – September 16 – 20, 2013
Vancouver Convention Centre

TO BOOK MEETINGS ONLINE:

**Honourable Christy Clark, Premier and Cabinet Ministers
(Except Minister of Community, Sport and Cultural Development)**

To request meetings, please visit the following online meeting request site: <http://www.fin.gov.bc.ca/UBCM/>

The invitation code is: **MeetingRequest2013**

Deadline: Friday, August 16, 2013

Questions? Contact Tara Zwaan at 1-604-775-1600.

Once your meetings are scheduled, you will receive confirmation via e-mail.

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Minister of Community, Sport and Cultural Development

To request meetings, please visit the following online meeting request site at: [CSCD Minister's Meeting](#)

Deadline: Monday, August 12, 2013

Questions? Contact Danielle Woodcock at 250 387-4013, or via e-mail at: Danielle.Woodcock@gov.bc.ca.

Once your meetings are scheduled, you will receive confirmation via e-mail.

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Provincial Government Ministries, Agencies, Commissions and Corporations Staff

This document contains a listing of all Provincial Government Ministries, Agencies, Commissions and Corporations and their topics. Once your meetings are scheduled and the staff person you will be meeting with has been arranged, you will receive confirmation of your meeting via e-mail. Meetings are held from Tuesday, September 17 to Thursday, September 19, 2013.

ON-LINE

To request meetings, please visit the following online meeting request site at: [MAC Staff Meetings](#)

Deadline: Monday, August 26, 2013

Questions? Contact Danielle Woodcock at 250 387-4013, or via e-mail at: Danielle.Woodcock@gov.bc.ca.

ON-SITE

If you would like to meet with Provincial Government Ministries, Agencies, Commissions and Corporations staff during the UBCM Convention, please see staff at the Provincial Appointments Desk in the locations listed below to make an appointment:

Monday, September 16 and Tuesday September 17

Vancouver Convention Centre (VCC) – Lobby, East Building
8:30 am – 4:00 pm

Wednesday, September 18 – Thursday, September 19

Vancouver Convention Centre (VCC) – Exhibition Hall C, East Building
8:30 am – 4:00 pm

Ministry of Community, Sport and Cultural Development

DIVISION/BRANCH	TOPIC
Local Government Division	
Governance and Structure Branch	
Local Government Structure	Incorporation, restructure, boundary extensions, structure-related legislation and processes and local and regional governance/services.
Advisory Services	Local government administration, elections, governance/administration-related legislative requirements/powers and local and regional governance/services.
Community Relations	Local Government First Nations relations and Free Crown Grant/Nominal Rent Tenure Sponsorships.

Infrastructure and Finance Branch	
Local Government Finance	Local Government finance, including development cost charges, financial plans, taxation issues and cost recovery options.
Infrastructure and Engineering	Asset Management, sewer, water, rainwater and other capital grants, infrastructure planning grants and infrastructure programs.

Intergovernmental Relations and Planning Branch	Climate Action Charter, local government climate action initiatives (mitigation and adaptation), Sustainable communities, Carbon neutral local government, regional growth strategies, regional and community land use planning and development, alternative dispute resolution services, dispute resolution capacity building.
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Property Assessment Services	Valuation of restricted use properties (BC Ferry Services, NavCan), <i>Tourist Accommodation (Assessment Relief) Act</i> amendments for rural resort properties.
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Integrated Policy, Legislation and Operations Division	
	General policy and legislation including Auditor General for Local Government and Resort Development.

Arts, Culture, Gaming Grants and Sport Division	
BC Arts Council	Eligibility criteria and application process for programs of the BC Arts Council; arts and cultural development in communities.
Arts and Culture Unit	Policy and program support for the creative sector including development of community engagement and special initiatives.
Community Gaming Grants	Eligibility criteria and application process.
Sport	Sport policy issues; programs supporting the delivery of services through provincial sport organizations.

MINISTRIES

Ministry of Aboriginal Relations and Reconciliation

DIVISION/BRANCH	TOPIC
Aboriginal Relations and Reconciliation	New Relationship, treaty negotiations, reconciliation issues, Aboriginal relations, closing the socio-economic gap.

Ministry of Advanced Education

DIVISION/BRANCH	TOPIC
Sector Strategy and Quality Assurance	Post-secondary quality assurance and governance, audit and accountability, strategic policy and planning and human capital planning and sector relations.
Post-Secondary Regions and Programs	Post-secondary education regional expertise and programs, such as international education, Aboriginal education, adult basic education, and medical & health.
Student Services and Sector Resource Management	Post-secondary funding and capital, student aid funding and services, and Ministry organizational development and technology solutions.

Ministry of Agriculture

DIVISION/BRANCH	TOPIC
Food Protection Branch	Agri-food safety, licensing of seafood commerce and safety, and traceability.
Sustainable Agriculture Management Branch	Support and deliver agricultural programs and activities that promote environmental health, agriculture industry prosperity and societal acceptance of farming.
Business Risk Management Branch	The Branch delivers three programs to help farmers manage financial risk: Production Insurance - which offers insurance protection for agricultural crops against weather perils; Agri-Stability - which protects farm enterprises from the financial impacts of significant margin declines which can be caused by increasing input costs or reduced agricultural revenues; and Wildlife Damage Compensation - compensates farmers for losses due to wildlife.
Aquaculture and Commercial Fisheries	Finfish and shellfish aquaculture, environmental and siting issues, research on aquaculture, new species, commercial fisheries.

Ministry of Children and Family Development

DIVISION/BRANCH	TOPIC
	NOT ATTENDING CONVENTION

Ministry of Education

DIVISION/BRANCH	TOPIC
Libraries and Literacy Branch	Public library services.
Resource Management Division	School capital and school funding.

Ministry of Energy and Mines

(Minister Responsible for Core Review)

DIVISION/BRANCH	TOPIC
Mines and Mineral Resources Division	Provincial mines, mineral exploration and mineral resources policy.
Electricity and Alternative Energy Division	Electricity and alternative energy including hydroelectric generation, the <i>Clean Energy Act</i> and energy efficiency and conservation programs.

Ministry of Environment

DIVISION/BRANCH	TOPIC
Environmental Protection Division	Air quality, reducing toxins, pollution prevention, environmental emergencies, <i>Environmental Management Act</i> , contaminated sites, brownfields, hazardous and industrial waste, <i>Integrated Pest Management Act</i> , product stewardship, incineration and landfilling, municipal liquid and solid waste, permitting and compliance reporting for industrial operations' emissions, Japan tsunami debris.
Environmental Sustainability and Strategic Policy	Species at Risk policy development, species, habitat and ecosystems conservation and sustainability, terrestrial and aquatic conservation science, wildlife inventory and monitoring, ecosystem stewardship outreach, biodiversity, conservation data centre, ecosystem information, climate change adaptation strategies. Living Water Smart, <i>Water Act</i> modernization, water conservation, source water protection, water quality, groundwater hydrology, groundwater protection, monitoring and network management for water (surface and groundwater) quantity and quality, air quality, climate, water stewardship outreach, environmental and natural resource sector laboratory and knowledge (library) services. Overarching policy and legislation, compliance planning, intergovernmental relations, State of Environment Reporting and Service Plan.
Parks Protection and Conservation Services	Responsible for all matters (policy, planning and management) pertaining to lands in the province's protected areas system - including parks, ecological reserves, wildlife managements areas, conservation lands, <i>Land Act</i> reserves, conservation covenants and <i>Environmental and Lands Use Act</i> designated lands. Conservation Officer Service: a natural resource law enforcement agency responsible for enforcing 33 federal and provincial statutes, public safety as it relates to human-wildlife conflict and interactions, commercial environmental and industrial investigations and compliance and enforcement activities.
Climate Action Secretariat	Climate change and climate action (mitigation and adaptation), green communities and the climate action charter, carbon neutral government, climate change policy and legislation, climate action charter, community energy emissions inventory (CEEI), community emissions reporting and modelling (CEEM) and Clean Energy Vehicles, Forest sequestration (offsets).
Environmental Assessment Office	Environmental assessment process. One process, one environmental assessment. Substitution and Equivalency. Compliance and enforcement of certified projects. Public consultation.

Ministry of Finance

DIVISION/BRANCH	TOPIC
Tax Policy Branch	Tax policy.

Ministry of Forests, Lands and Natural Resource Operations

DIVISION/BRANCH	TOPIC
Integrated Resource Operations	Compliance and enforcement, wildfire management, recreation sites and Trails, GeoBC, base mapping and Cadastral, Mountain Resorts, Archaeology, Heritage.
Resource Stewardship	Resource practices, land based investment planning, sustainable forest management, tree improvement, forest analysis, forest inventory, resource management objectives, fish and wildlife management, habitat management, water management, river forecasting, dam safety, flood safety, water use planning, utility regulation, water stewardship.
Timber Operations, Pricing and First Nations	BC timber sales, timber pricing, engineering, resource roads, resource worker safety, First Nation Relations.
Tenures, Competitiveness and Innovation	Forest tenures, community forests, woodlots, tree farm licences, volume and area-based licences, science and carbon accounting, land tenures, private land policy, tourism policy, Crown Land opportunities and restoration, brownfields, contaminated sites, aggregate management policy review.
Regional Operations	FrontCounter BC, resource management coordination, land use planning and implementation, Crown Land tenuring, community forest agreements, species at risk program delivery, urban deer, clean energy projects, First Nations Consultation, ecosystem based management, range.

Ministry of Health

DIVISION/BRANCH	TOPIC
Health Services and Health Authorities	Health services delivery.
Mental Health and Addictions	Mental health and addictions services.
Population & Public Health	Community Care.

Ministry of International Trade

(Minister Responsible for Asia Pacific Strategy and Multiculturalism)

DIVISION/BRANCH	TOPIC
International Trade and Investment Attraction Division	International trade and marketing programs, investment attraction programs.
Multiculturalism and Strategic Initiatives Division	Multiculturalism programs, Anti-racism programs.
Investment Capital and Competitiveness Division	Venture Capital Tax Credit Programs, Venture Capital Investments, Employee Investment Tax Credits.

Ministry of Jobs, Tourism and Skills Training

(Minister Responsible for Labour)

DIVISION/BRANCH	TOPIC
Major Investments Office	Support for significant major projects.
Tourism and Small Business	Tourism strategy, Small Business, Regulatory Reform, CreativeBC/Film.
Labour Market and Immigration	Immigration programs, labour market programs, Provincial Nominee Program.
Labour	Employment Standards, Labour Relations Board, Workers' Compensation.
Economic Development	Economic development, mountain Pine Beetle epidemic response, Resort Municipal Initiatives, Industrial and Land Use Policy, Regional/Rural Economic Policy.

Ministry of Justice

DIVISION/BRANCH	TOPIC
Policing and Security Programs Branch	Policing.
Emergency Management BC Branch	Emergency planning, response and recovery, fire prevention, life safety and property protection.
Community Safety and Crime Prevention Branch	Victims services, crime prevention and civil forfeiture.
Corrections Branch	Corrections issues.
Office of the Superintendent of Motor Vehicles	Road safety issues relating to regulating drivers and the operation of provincial programs to ensure the safe and responsible operation of motor vehicles in BC.
Court Services Branch	Court issues.
Justice Services Branch	Justice policy and Legal Aid.
Liquor Control and Licensing Branch	Regulates and monitors the liquor industry in BC by issuing licences for the manufacture and sale of liquor and supervising the service of liquor in licensed establishments.

Ministry of Natural Gas Development

(Minister Responsible for Housing)

DIVISION/BRANCH	TOPIC
Oil and Gas Division	Royalty and regulatory policy for British Columbia's petroleum and natural gas industry, including royalty programs, tenure issuance and administration, public geoscience and policies to address potential future resource opportunities, such as unconventional petroleum and natural gas.
Liquefied Natural Gas Task Force	The development of the BC's new LNG industry, including its fiscal framework, regulatory requirements, industrial land use and marine planning, and First Nation and community consultation/accommodation.
Office of Housing and Construction Standards	Housing policy development, including market and non-market housing; housing policy related to strata properties; governance of the building and safety regulatory system, including development of building, fire and safety codes and standards, and policy advice relating to building and safety, the regulatory framework for landlords and tenants, including conventional residential and manufactured home park tenancies; and, adjudication of landlord and tenant disputes.

Ministry of Social Development and Social Innovation

DIVISION/BRANCH	TOPIC
Policy and Research Division	Moving Forward on an Accessible BC Action Plan.
Employment and Labour Market Services Division	How to Access Supports and Services through the Employment Program of BC.

Ministry of Technology, Innovation and Citizens' Services

DIVISION/BRANCH	TOPIC
Technology and Innovation	Promote the technology industry in BC through, BC Innovation Council, Premier's Technology Council, BC Knowledge Development Fund and BC's Technology Strategy.
Services to Citizens	Include Service BC offices in 61 communities in BC; BC Registry Services for business; Enquiry BC; BC Stats; and BC Online.
Shared Services BC	Provides services to government ministries, crown corporations, Health authorities and other broader public sector organizations. Services include Real Estate; Property Management; Accommodation Planning; Information Management and Information Technology; Network BC; Procurement and Supply Services (includes Queens' Printer and BC Mail Plus); Corporate Accounting Services, IT, Procurement Services for Ministries and Broader Public Sector, FOI Requests.
Office of Chief Information Officer	Policy and Standards for Information Management and Information Technology for government ministries; Information Privacy and Security; and Connecting communities and people across BC through Broadband services.

Ministry of Transportation and Infrastructure

DIVISION/BRANCH	TOPIC
Various Divisions	Transportation issues.

If you have any questions regarding your Ministry of Transportation meeting request(s) please contact **Gloria Valle** directly at 250 387-7589, or via e-mail at Gloria.Valle@gov.bc.ca, or via fax at 250 356-8767.

AGENCIES, COMMISSIONS AND CORPORATIONS

ORGANIZATION	TOPIC
Agricultural Land Commission	Information and advice regarding the Agricultural Land Reserve (ALR) and work of the Provincial Agricultural Land Commission (ALC). ALC Chair in attendance.
BC Emergency Health Services	BC Ambulance.
BC Hydro	BC Hydro's vision is to power BC with clean, reliable electricity for generations. BC Hydro's Community Relations staff will be present at the convention and look forward to addressing any questions that you may have related to their operations.
BC Transit	Transit matters in BC communities outside Metro Vancouver. Please specify transit issue in the on line meeting request.
Insurance Corporation of British Columbia (ICBC)	ICBC's Vision is to be BC's preferred auto insurer, providing protection and peace of mind. We provide universal compulsory auto insurance (Basic insurance) to drivers in British Columbia (BC), with rates regulated by the British Columbia Utilities Commission (BCUC), and also sell Optional auto insurance in a competitive marketplace. Our insurance products are available across BC through a network of independent brokers, and claims services are provided at ICBC claims handling facilities located throughout the province. We also invest in road safety and loss management programs to reduce traffic-related deaths, injuries and crashes, auto crime and fraud. In addition, we provide driver licensing, vehicle registration and licensing services, and fines collection on behalf of the provincial government at locations across the province. ICBC will have staff present at the Convention who would be pleased to discuss or meet on any issues related to ICBC's operations.
Royal Canadian Mounted Police	Various police issues.

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2762

A bylaw to amend Official Community Plan Bylaw No. 2387, 2005

WHEREAS the Council has adopted an Official Community Plan and a Zoning Bylaw;

AND WHEREAS, pursuant to Section 895 of the *Local Government Act*, the Council shall, by bylaw, establish procedures to amend a plan or bylaw or issue a permit;

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

1. This bylaw may be cited for all purposes as “Official Community Plan Amendment Bylaw No. 2762, 2013”.
2. That Official Community Plan Bylaw No. 2387, 2005 be amended as follows:
 - a) By changing the land use designation of part of Lot 2, Block 72, Comox District, Plan EPP10850, Except Part in Plan EPP19657 from Commercial and to Mixed Use as shown on Attachment A;
 - b) By changing the land use designation of part of Lot A, Block 72, Comox District, Plan 49168, Except Parts in Plans VIP72302, VIP78220, VIP80915, VIP82077, VIP82902, VIP87389, VIP88342 and EPP10850 from Mixed Use to Commercial as shown on Attachment B; and
 - c) That Map #2, Land Use Plan be amended accordingly;
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 6th August, 2013

Read a second time this 6th day of August, 2013

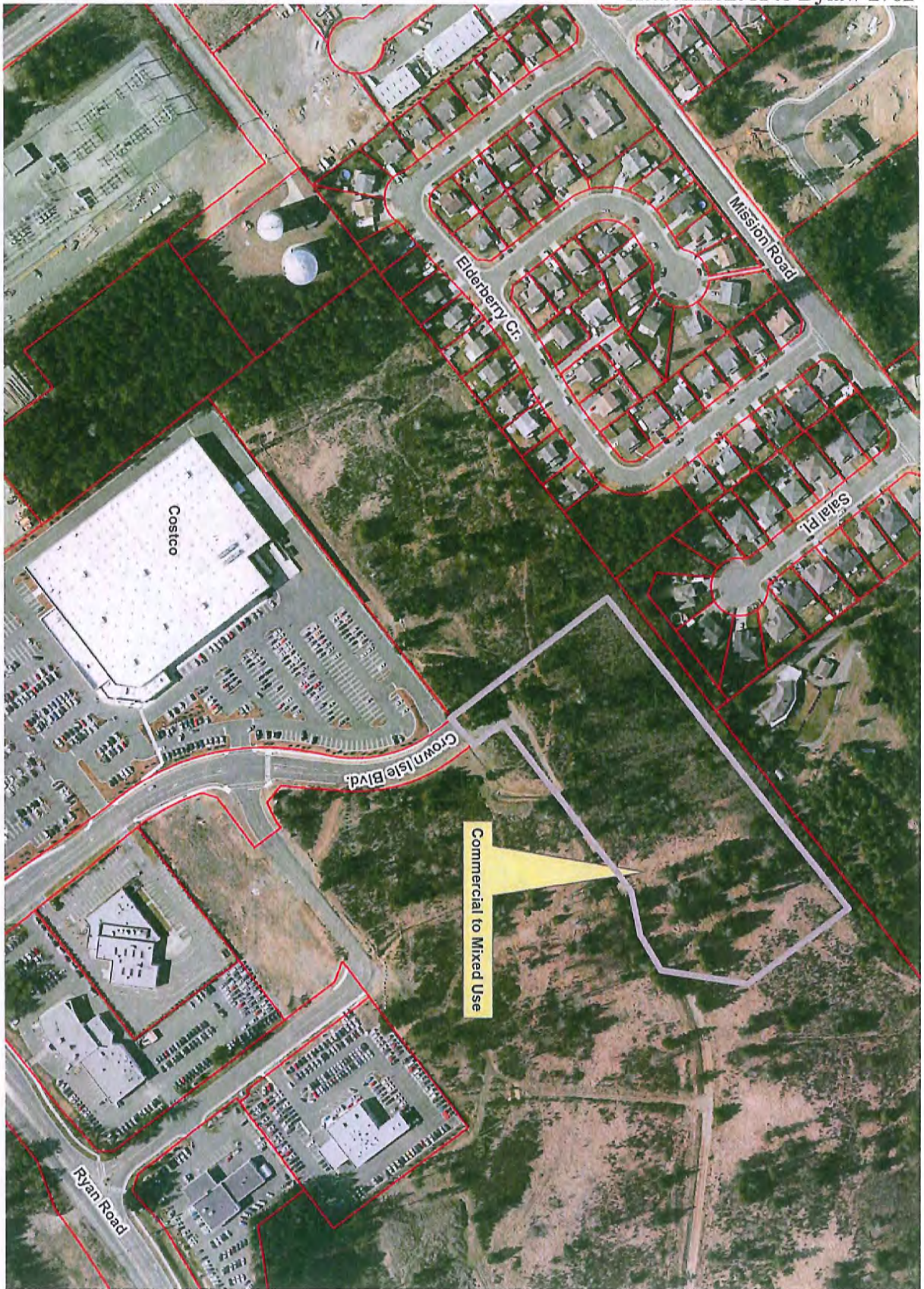
Considered at a Public Hearing this day of , 2013

Read a third time this day of , 2013

Finally passed and adopted this day of , 2013

Mayor

Director of Legislative Services





THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2763

A bylaw to amend Corporation of the City of Courtenay Zoning Bylaw No. 2500, 2007

WHEREAS the Council has given due regard to the consideration given in Section 903 of the *Local Government Act*;

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

1. This bylaw may be cited for all purposes as “**Zoning Amendment Bylaw No. 2763, 2013**”.
2. That Part 31 – Comprehensive Development One Zone (CD-1) of “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
 - (a) by amending Section 8.32.2 by adding the following:
 - “(7) Within the portion of Block 72 identified as Area I on the CD-1 Zone
 - (a) Single residential dwellings
 - (b) Multi residential dwellings
 - (c) Accessory buildings and structures
 - (d) Boarding
 - (e) Home occupation”;
 - (b) by amending Section 8.32.3 (1)(a) to read “Single residential dwellings: 447 dwelling units within 42.88 hectares”;
 - (c) by amending Section 8.32.3 to add the following:
 - “(7) Within Area I:
 - (a) Approximately 30 single family and multi residential dwellings within 2.43 hectares”;
 - (d) By amending Section 8.32.6 to add the following:
 - “(8) Area I: 465m² for single family residential
1600m² for multi residential”;
 - (e) by replacing the Table in Section 8.32.9 (1) as follows:

<i>Type of Building</i>	Front Yard	Rear Yard	Side Yard	Exterior Side Yard
AREA A				
<i>Single residential lot</i>	6.0 m	7.5 m	1.5 m	3.0 m
<i>Duplex lot</i>	6.0 m	7.5 m	1.5 m	3.0 m
<i>Multi residential</i>	7.5 m	7.5 m	4.5 m	4.5 m
AREAS B - F				
<i>Single residential lot</i>	7.5 m	9.0 m	1.5 m	3.0 m
<i>Duplex lot</i>	6.0 m	9.0 m	1.5 m	3.0 m
<i>Townhouse dwelling</i>	7.5 m	7.5 m	4.5 m	4.5 m
<i>Care facility</i>	7.5 m	10.0 m	4.5 m	4.5 m
<i>Multi residential</i>	7.5 m	10.0 m	4.5 m	4.5 m
<i>Commercial</i>	6.1 m	1.75 m	0	4.5 m
<i>Light industrial</i>	6.0 m	12.0 m	3.0 m	4.5 m
<i>Clubhouse</i>	7.5 m	7.5 m	7.5 m	7.5 m
AREA G				
<i>Single residential lot</i>	6.0 m	7.5 m	1.5 m	3.0 m
<i>Duplex lot</i>	6.0 m	7.5 m	1.5 m	3.0 m
<i>Townhouse dwelling</i>	7.5 m	7.5 m	4.5 m	4.5 m
AREA H-I				
<i>Single residential lot</i>	6.0 m	7.5 m	1.5 m	3.0 m
<i>Multi residential</i>	7.5 m	7.5 m	4.5 m	4.5 m

3. That part of Lot 2, Block 72, Comox District, Plan EPP10850, Except Part in Plan EPP19657 be rezoned from Comprehensive Development One F (CD-1F) zone to Comprehensive Development One I (CD-1I) zone as shown on Attachment A.
4. That part of Lot A, Block 72, Comox District, Plan 49168, Except Parts in Plans VIP72302, VIP78220, VIP80915, VIP82077, VIP82902, VIP87389, VIP88342 and EPP10850 be

rezoned from Comprehensive Development One A (CD-1A) zone to Comprehensive Development One F (CD-1F) zone as shown on Attachment B.

5. That Zoning Bylaw No. 2500, 2007, Schedule No. 8 be amended accordingly
6. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 6th day of August, 2013

Read a second time this 6th day of August, 2013

Considered at a Public Hearing this day of , 2013

Read a third time this day of , 2013

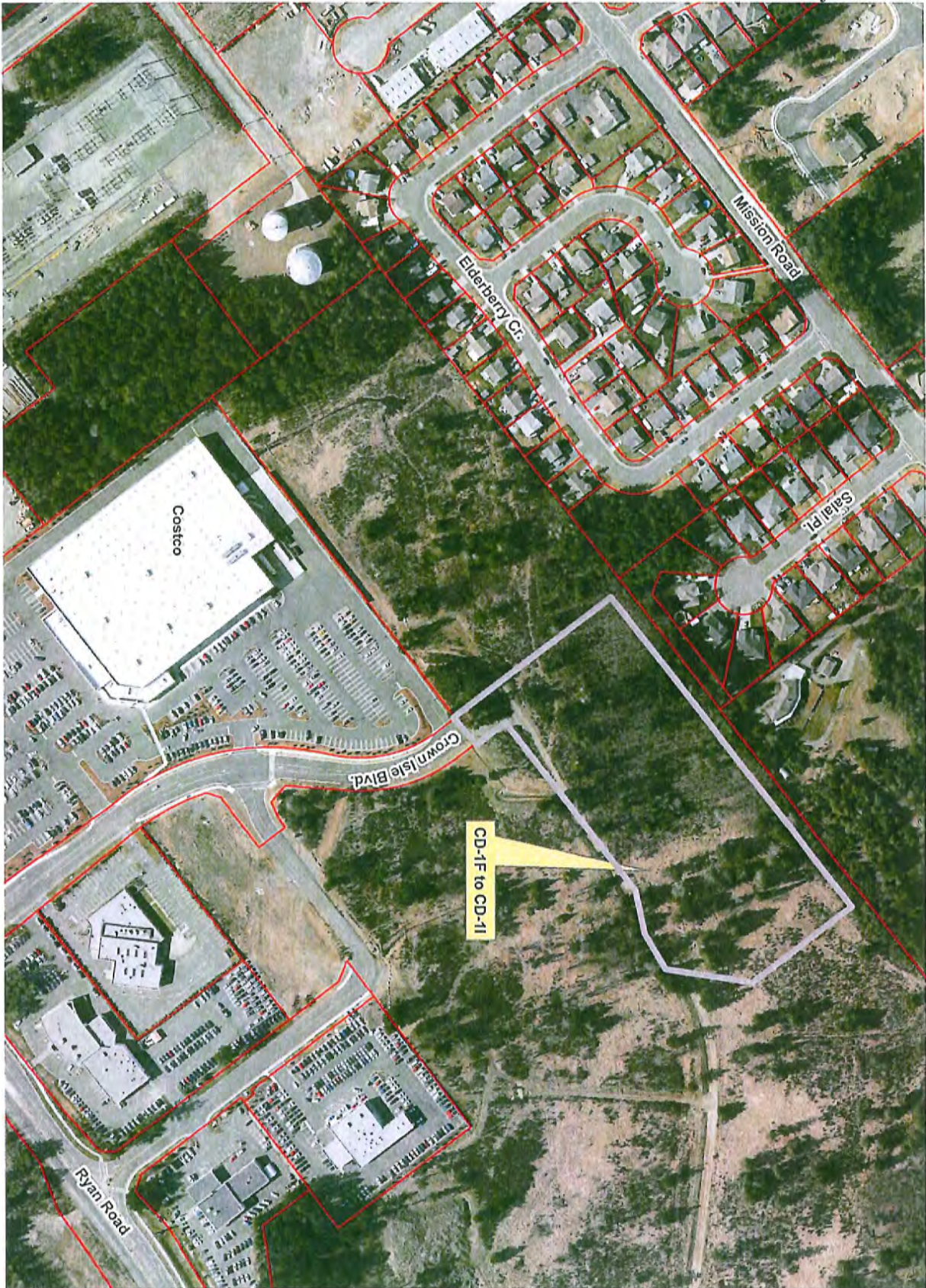
Finally passed and adopted this day of , 2013

Mayor

Director of Legislative Services

Approved under S.52(3)(a) of the *Transportation Act*

Larry Park





CITY OF COURTENAY

BYLAW REFERENCE FORM

BYLAW TITLE

Tax Exemption 2014 Bylaw No. 2764, 2013

REASON FOR BYLAW

To provide an annual exemption or partial exemption from taxation for 2014 for certain not-for-profit organizations.

STATUTORY AUTHORITY FOR BYLAW

Section 224 of the *Community Charter*

OTHER APPROVALS REQUIRED

STAFF COMMENTS AND/OR REPORTS

Statutory Advertising required prior to final adoption of bylaw.

OTHER PROCEDURES REQUIRED

July 23, 2013

T. Manthey
Staff Member

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2764

**A bylaw to exempt certain lands and
improvements from taxation for the year 2014**

WHEREAS the Council of the Corporation of the City of Courtenay deems that land and improvements described herein meet the qualifications of Section 224 of the *Community Charter*;

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

1. This bylaw may be cited for all purposes as "**Tax Exemption 2014 Bylaw No. 2764, 2013**".
2. The following properties are hereby exempt from taxation for land and improvements to the extent indicated for the year 2014:

FOLIO	LEGAL DESCRIPTION	CIVIC ADDRESS	REGISTERED OWNER/LESSEE	PERCENTAGE EXEMPTION
49.000	LOT 41, SECTION 61, CD, PLAN 311	280 – 4 TH STREET	EUREKA SUPPORT SOCIETY	100%
122.000	LOT 1, PLAN 40587	367 CLIFFE AVENUE	ROYAL CANADIAN LEGION	100%
1650.000	LOT 16, PLAN 5618	101 ISLAND HIGHWAY		
163.000 164.000 165.000	LOTS 14, 17, 18, 21, 22 SECTION 61, CD, PLAN 1517	237 – 3 RD STREET 243 – 3 RD STREET 255 – 3 RD STREET	COMOX VALLEY CHILD DEVELOPMENT ASSOCIATION	100%
348.000	LOT 15, SECTION 61, CD, PLAN 4906	543 – 6 TH STREET	ALANO CLUB OF COURTENAY	100%
513.000	LOT A, DL 127, CD, PLAN 7719	755 HARMSTON AVENUE	OLD CHURCH THEATRE SOCIETY	100%
540.000	LOT 20, DL 127, CD, PLAN 1464	785 – 6 TH STREET	COMOX VALLEY PREGNANCY CARE CENTRE	100%
750.020	LOT 1, DL 127, CD, PLAN VIP62285	641 MENZIES AVENUE	COMOX VALLEY RECOVERY CENTRE SOCIETY	100%
828.000	LOT 12, BLOCK 1, SECTION 69, CD, PLAN 480	367 – 11 TH STREET	COMOX VALLEY BOYS AND GIRLS CLUB	100%
1037.000	LOTS 1 AND 2, SECTION 41, CD, PLAN 3930	1415 CLIFFE AVENUE	COMOX VALLEY FAMILY SERVICES ASSOCIATION	100%

FOLIO	LEGAL DESCRIPTION	CIVIC ADDRESS	REGISTERED OWNER/LESSEE	PERCENTAGE EXEMPTION
1494.000 1494.010 1494.050	LOT A, SECTION 6 AND 8, CD, PLAN 35008 LOT 1 AND 2, SECTION 6 AND 8, CD, PLAN 2849, EXCEPT PLAN 35008	2450 BACK ROAD 2470 BACK ROAD	GLACIER VIEW LODGE SOCIETY	100%
1960.300	LOT A PLAN 15464	SANDPIPER DRIVE	THE NATURE TRUST OF BRITISH COLUMBIA	100%
2016.007	LOT 7, PLAN 27200		STEPPING STONES RECOVERY HOUSE FOR WOMEN (LEASE)	100%
2091.190	STRATA LOT 1, DL 230, CD, STRATA PLAN VIS6598	2311 ROSEWALL CRESCENT	SALTWATER EDUCATION SOCIETY	100%
2154.012	COMOX LAND DISTRICT, COURTENAY TRAIN STATION AND LAND	899 CUMBERLAND ROAD	ISLAND CORRIDOR FOUNDATION	100%
2200.044	LOT 3, DL 138, CD, PLAN 20288	2564 CUMBERLAND ROAD	COURTENAY & DISTRICT HISTORICAL SOCIETY IN TRUST	100%
3200.072	LOT A, SECTION 18, CD, PLAN 12735	4835 HEADQUARTERS RD	COMOX VALLEY CURLING CLUB	100%
750.100	LOT 1, PLAN VIP 62247	994 – 8 TH ST	ST JOHN THE DEVINE ABBEYFIELD HOUSE SOCIETY	75%
757.000 757.001 758.000	LOT A, BLOCK 2, PLAN 1951 LOT A, BLOCK 2, PLAN 1951 EXCEPT PLAN 4288 & 4941 LOT A&B, PLAN 16907	1051 – 8 TH STREET 1061 – 8 TH STREET 635 PIDCOCK AVE	COMOX VALLEY KIWANIS VILLAGE SOCIETY	75%
1286.045	LOT 8, BLOCK 3, PLAN 16252	534 – 19 TH STREET	L'ARCHE COMOX VALLEY	75%
34.000	LOT 2, SECTION 61, CD, PLAN 20159 PID 003-698-254	231 6 TH STREET	COURTENAY ELKS' LODGE #60 OF THE BENEVOLENT AND PROTECTIVE ORDER OF THE ELKS' OF CANADA	40%

FOLIO	LEGAL DESCRIPTION	CIVIC ADDRESS	REGISTERED OWNER/LESSEE	PERCENTAGE EXEMPTION
91.000	LOT 92, SECTION 61, CD, PLAN 311 EXCEPT PLAN 66BL&1621R PID 006-037-577	576 ENGLAND AVENUE	COMOX VALLEY TRANSITION SOCIETY (LEASED FROM 0771375 BC LTD)	40% OF THE ASSESSMENT ALLOCATED TO THE SPACE LEASED BY THE LEASEE
166.000	LOT 8 PLAN 2834 PID 003-451-941	267 3 RD STREET	COMOX VALLEY CHILD DEVELOPMENT ASSOCIATION	40%
459.000	LOT B, PLAN 20211 PID 003-519-376	956 GRIEVE AVENUE	UPPER ISLAND WOMEN OF NATIVE ANCESTRY	40%
1464.100	LOT 1, SECTION 14, CD, PLAN VIP55397	550 COMOX ROAD	COMOX VALLEY REGIONAL DISTRICT (LEASED FROM MUTSY HOLDINGS LTD)	40% OF THE ASSESSMENT ALLOCATED TO THE SPACE LEASED BY THE LEASEE
1465.000	LOT A, SECTION 14, CD, PLAN VIP61753	600 COMOX ROAD		
1516.004	LOT 4, SECTION 14, CD, PLAN 30419 PID 000-150-541	464 PUNTLEDGE RD	CANADIAN RED CROSS SOCIETY (LEASED FROM 660511 BC LTD)	40% OF THE ASSESSMENT ALLOCATED TO THE SPACE LEASED BY THE LEASEE
1960.006	LOT C, SECTION 67, CD, PLAN 33851 PID 000-217-158	2966 KILPATRICK AVE	AARON HOUSE MINISTRIES (LEASED FROM NOORT DEVELOPMENT LTD)	40% OF THE ASSESSMENT ALLOCATED TO THE SPACE LEASED BY THE LEASEE
2024.009	LOT 2 PLAN VIP53672 PID 017-650-097	1755 13 TH STREET	HABITAT FOR HUMANITY VANCOUVER ISLAND NORTH SOCIETY	40% OF THE ASSESSMENT ALLOCATED TO THE SPACE USED FOR ADMINISTRATION OFFICES
3200.032	LOT A, SECTION 18, CD, PLAN VIP 75369 PID 025-673-017	4729 HEADQUARTERS RD	YOUTH FOR CHRIST COMOX VALLEY	40% OF THE ASSESSMENT – EXCLUDING CARETAKER RESIDENTIAL SPACE

Read a first time this day of August, 2013

Read a second time this day of August, 2013

Read a third time this day of August, 2013

Finally passed and adopted this day of

Mayor

Director of Legislative Services

CITY OF COURTENAY

BYLAW REFERENCE FORM

BYLAW TITLE

Churches Tax Exemption 2014 Bylaw No.2765, 2013

REASON FOR BYLAW

A church building and the footprint of the building receive a statutory exemption from taxation. This bylaw is to provide an annual permissive exemption for church owned lands surrounding the church building.

STATUTORY AUTHORITY FOR BYLAW

Section 224 of the *Community Charter*

OTHER APPROVALS REQUIRED

STAFF COMMENTS AND/OR REPORTS

Statutory Advertising required prior to final adoption of bylaw.

OTHER PROCEDURES REQUIRED

July 23, 2013

T. Manthey
Staff Member

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2765

A bylaw to exempt certain lands and improvements, set apart for public worship, from taxation for the year 2014

WHEREAS the Council of the Corporation of the City of Courtenay deems that land and improvements described herein meet the qualifications of Section 220 of the *Community Charter*;

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

1. This bylaw may be cited for all purposes as "**Churches Tax Exemption 2014 Bylaw No. 2765, 2013**".
2. Pursuant to Section 224(2)(a)(f)(g) of the *Community Charter*, the following properties on which a church hall or facility is situated, the land on which such a hall stands, the remaining area of land surrounding the building set apart for public worship, and the remaining area of land surrounding the exempted building, exempted hall, or both, are hereby exempted from taxation for land and improvements to the extent indicated for the year 2014 *except for that portion of the property used for residential or commercial purposes*:

	FOLIO	LEGAL DESCRIPTION	CIVIC ADDRESS	REGISTERED OWNER	PERCENTAGE EXEMPTION
1.	143.000	LOT AM 11, SECTION 61, CD, PLAN 33854N	467 – 4 TH STREET	GRACE BAPTIST CHURCH OF THE COMOX VALLEY	100%
2.	313.100	LOT 1, SECTION 62, CD, PLAN VIP 74608	591 – 5 TH STREET	ANGLICAN SYNOD DIOCESE OF B.C.	100%
3.	336.000	LOT 7, SECTION 61, CD, PLAN 4906	505 FITZGERALD AVENUE	CENTRAL EVANGELICAL FREE CHURCH	100%
4.	341.000	AMENDED LOT 1, PLAN 55886N, SECTION 61 CD, PLAN 4906	566 – 5 TH STREET	ELIM GOSPEL CHAPEL TRUSTEES	100%
5.	342.000	LOTS 3 & 4, BLOCK 6, CD, PLAN 472B	576 – 5 TH STREET	ELIM GOSPEL CHAPEL TRUSTEES	50.63% OF THE ASSESSED VALUE OF LAND ONLY
6.	346.000	LOTS 10,11,12, AND 13, SECTION 61, CD, PLAN 4906	505 – 6 TH STREET	ST. GEORGES CHURCH	100%
7.	618.220	LOT 1, DL 118, CD, PLAN VIP 73074	2201 ROBERT LANG DRIVE	CALVARY COMMUNITY CHURCH	100%
8.	1074.050	LOT A, PLAN 54316P, SECTION 41, CD, PLAN 7449	1580 FITZGERALD AVENUE 1590 FITZGERALD AVENUE	GOVERNING COUNCIL SALVATION ARMY CANADA WEST	100%

	FOLIO	LEGAL DESCRIPTION	CIVIC ADDRESS	REGISTERED OWNER	PERCENTAGE EXEMPTION
9.	1166.000	LOT A, PLAN 121193ER, SECTION 41, CD, FORMERLY LOTS 32 & 33, CD, PLAN 10725	771 – 17 TH STREET	TRUSTEES LUTHERAN CHURCH	100%
10.	1211.004	LOT 4, SECTION 68, CD, PLAN 14176	1814 FITZGERALD AVE	VALLEY UNITED PENTACOSTAL CHURCH OF BC	100%
11.	1524.102	LOT B, SECTION 15, CD, PLAN 54793 EXCEPT PLANS 14713, 36414, 51121	1599 TUNNER DRIVE	BISHOP OF VICTORIA, CHRIST THE KING CATHOLIC CHURCH	100%
12.	1594.000	LOT 16, SECTION 16, CD, PLAN 7037 EXCEPT PLAN 44368	1581 DINGWALL RD	TRUSTEES OF THE KINGDOM HALL OF JEHOVAH WITNESS	100%
13.	1691.030	LOT 1, SECTION 17, CD, PLAN VIP 79479	4660 HEADQUARTERS ROAD	SEVENTH DAY ADVENTIST CHURCH	100%
14.	1691.044	LOT 2, SECTION 17, CD, PLAN VIP 61425	4634 ISLAND HWY	ANGLICAN SYNOD DIOCESE OF BC	100%
15.	1691.046	LOT 3, SECTION 17, CD, PLAN VIP 61425	1514 DINGWALL ROAD	ANGLICAN SYNOD DIOCESE OF BC	100%
16.	2005.000	LOT 12, DL 96 & 230, CD, PLAN 1406	1901 – 20 TH STREET	LDS CHURCH	100% EXCEPT THAT PART ASSESSED FOR SCHOOL USE
17.	2017.034	LOT 1, DL 96, CD, PLAN VIP 59504	1640 BURGESS RD	FOURSQUARE GOSPEL CHURCH OF CANADA	100%
18.	2200.088	LOT A, PLAN 27596	2963 LAKE TRAIL ROAD	COURTENAY BAPTIST CHURCH	100%

Read a first time this day of August, 2013

Read a second time this day of August, 2013

Read a third time this day of August, 2013

Finally passed and adopted this day of

Mayor

Director of Legislative Services

