

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

DATE: Tuesday, October 15, 2013
PLACE: City Hall Council Chambers
TIME: 4:00 p.m.

1.00 ADOPTION OF MINUTES

1. Adopt October 7, 2013 Regular Council meeting minutes

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

Page #

1. Martin Hagarty, Development Permit – 777 Fitzgerald Avenue (see pg#19)

4.00 COMMITTEE/STAFF REPORTS

(a) Legislative Services

- 1 1. Liquor Licence – Mulligan's Golf

(b) Development Services

- 19 2. Development Permit No. 1315 – 777 Fitzgerald Avenue

5.00 REPORTS AND CORRESPONDENCE FOR INFORMATION

- 23 1. FCM President Letter to Prime Minister Stephen Harper
- 25 2. Letter from Basia Ruta, Auditor General for Local Government

6.00 REPORTS FROM COUNCIL REPRESENTATIVES

7.00 RESOLUTIONS OF COUNCIL

8.00 UNFINISHED BUSINESS

9.00 NOTICE OF MOTION

10.00 NEW BUSINESS

- 27 1. C.V. Airport Commission re: CVAC Director Vacancies & Recruiting Process

11.00 BYLAWS

For Final Adoption

- 35 1. “Water Service Frontage Tax Bylaw No. 2766, 2013”
(to enact a new Water Service Frontage Tax Rates Bylaw)
- 37 2. “Sewer Service Frontage Tax Bylaw No. 2767, 2013”
(to enact a new Sewer Service Frontage Tax Bylaw)

For Third Reading After Public Hearing

- 39 3. “Zoning Amendment Bylaw No. 2761, 2013”
(rezone 1648 Thorpe Ave. from R-1 to R-1S)

12.00 COUNCIL MEMBER ROUND TABLE

Councillor Leonard:

- Lewis Centre Opening
- C.V. Transition Society 20 year Anniversary Aware Night
- Raise A Reader
- CVRD Elected Officials Forum
- C.V. Housing Task Force Meeting and Forum
- C.V. Art Gallery
- Met with RCMP regarding Homeless
- Courtenay Little Theatre Opening Show
- “The Cougar” book launch

13.00 ADJOURNMENT

Note: there is a public hearing at 5:00 p.m. in relation to Zoning Amendment Bylaw No. 2761



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Mayor and Council
From: Chief Administrative Officer
Subject: Liquor Primary Licence – Harry's Golf and Country Club

File No.: 4320-20
Date: October 15, 2013

PURPOSE:

To respond to the application by Harry's Golf and Country Club (Mulligan's golf Course) for a liquor primary licence subsequent to public input.

C.A.O. RECOMMENDATIONS:

That based on the recommendation of the Director of Legislative Services regarding the liquor primary licence for Harry's Golf and Country Club, Council adopt the resolution as contained in Option #1.

Respectfully submitted,

David Allen
Chief Administrative Officer

BACKGROUND:

Harry's Golf and Country Club currently has a food primary liquor licence and has been operating for approximately 20 years. The applicant wishes to replace the food primary licence with a liquor primary licence which would more appropriately reflect the services provided to its customers.

The proposed new liquor primary licence is permitted under the current zoning of the golf course.

The applicant has met the eligibility and suitability requirements of the *Liquor Control and Licencing Act* as well as the *Liquor Control and Licencing Policy Section 3.2*.

At its regular meeting held September 23, 2013 Council passed the following resolution:

"That Council receive the application from Harry's Golf and Country Club for a liquor primary licence; and

That notices be sent to City of Courtenay property owners and businesses within a 100 metre radius of the subject property requesting input on the proposed licence for Council consideration at the October 15, 2013 Council meeting."

DISCUSSION:

According to the Liquor Control and Licencing Branch prescribe criteria, should Council wish to comment on the application, a Council resolution must address the following:

- a) Council's recommendation on the application and a detailed explanation of the reasons for the recommendation.
- b) Council's comments on each of the following considerations:
 - 1. The location of the establishment;
 - 2. The proximity of the establishment to other social or recreational facilities and public buildings;
 - 3. The person capacity and hours of liquor service of the establishment;
 - 4. The number and market focus or clientele of liquor-primary licence establishments within a reasonable distance of the proposed location;
 - 5. The impact of noise on the community in the immediate vicinity of the establishment; and
 - 6. The impact of the community of the application is approved.
- c) Council's comments on the views of the residents including a description of the views of the residents, the method used to gather the views, and recommendations with respect to the views.

FINANCIAL IMPLICATIONS:

None.

ADMINISTRATIVE IMPLICATIONS:

None.

STRATEGIC PLAN REFERENCE:

Statutory in nature.

OFFICIAL COMMUNITY PLAN REFERENCE:

N/A

REGIONAL GROWTH STRATEGY REFERENCE:

N/A

CITIZEN/PUBLIC ENGAGEMENT:

Notices sent to City residents and businesses within 100 metre radius as per Council direction.

One written response was received outlining traffic concerns (attached), and one telephone call in favour of the application was received.

OPTIONS:

OPTION #1 – Pass the following resolution recommending approval (preferred option)

1. *Be it resolved that the Council of the City of Courtenay recommends the issuance of a liquor primary licence to Harry's Golf and Country Club for the following reason:*
 - (a) *The licence would not have a negative impact on the community based on the applicant submission and results of the public input regarding the application."*
2. *Council's comments on the prescribed considerations are as follows:*
 - (a) *The location of the establishment is within a small executive par 3 golf course surrounded by large rural properties, residential properties, and small commercial properties.*
 - (b) *The establishment is within one mile of a secondary school, an elementary school, a sports complex and a curling club.*
 - (c) *The person capacity of the establishment is a lounge with 36 persons, a patio with 69 persons, and the playing area of the golf course with one beverage cart. Operating hours of the establishment are 11:00 am to 10:00 pm Monday to Sunday.*
 - (d) *The establishment is within one mile of Sunnydale Golf Course (licence 304610) with a capacity of 180 serving area residents, minors and tourists.*
 - (e) *The establishment has been operating for 20 years and will be closed by 10:00 pm.; and no noise impacts are anticipated.*
 - (f) *If the application is approved, there are no negative community impacts anticipated.*
3. *Council's comments on the views of the residents are as follows:*

Notices of the application were delivered to 48 City of Courtenay residents and businesses within a 100 m radius of the establishment requesting comments on the application.

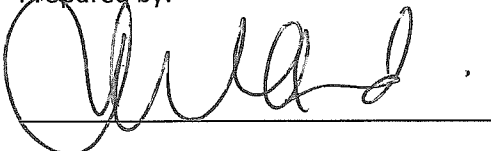
Council received one written response expressing concerns regarding the speed of traffic and requesting additional signage. Council also received one telephone call in favour of the application. Based on the results of the public process undertaken, Council believes the majority of the area residents are in favour of the application.

OPTION #2 - Pass a resolution recommending denial of the application.

Should Council choose option #2, reasons would have to be given in the prescribed form as outlined above.

OPTION #3 - Opt out of the process and allow the LCLB to make a determination.

Prepared by:



John Ward, CMC
Director of Legislative Services

THE CORPORATION OF THE CITY OF COURTENAY

REPORT TO COUNCIL

FROM: Director of Legislative Services

FILE #: 4320 – 20


DATE: September 19, 2013

SUBJECT: Application for Liquor Primary Licence – Harry's Golf and Country Club

C.A.O COMMENTS/RECOMMENDATIONS:

I support the recommendation.

RECOMMENDATION:


David Allen

That Council receive the application from Harry's Golf and Country Club for a liquor primary licence; and

That notices be sent to City of Courtenay property owners and businesses within a 100 metre radius of the subject property requesting input on the proposed licence for Council consideration at the October 15, 2013 Council meeting.

PURPOSE:

To respond to the application by Harry's Golf and Country Club (Mulligan's Golf Course) for a liquor primary licence.

BACKGROUND:

Harry's Golf and Country Club currently has a food primary liquor licence and has been operating for approximately 20 years. The applicant wishes to replace the food primary licence with a liquor primary licence which would more appropriately reflect the services provided to its customers.

The proposed new liquor primary licence is permitted under the current zoning of the golf course.

As outlined in the attached application, the applicant has met the eligibility and suitability requirements of the Liquor Control and Licencing Act as well as the Liquor Control and Licencing Policy Section 3.2.

DISCUSSION:

According to the Liquor Control and Licencing Branch prescribe criteria, should Council wish to comment on the application, a Council resolution must address the following:

- a) Council's recommendation on the application and a detailed explanation of the reasons for the recommendation.

b) Council's comments on each of the following considerations:

1. The location of the establishment;
2. The proximity of the establishment to other social or recreational facilities and public buildings;
3. The person capacity and hours of liquor service of the establishment;
4. The number and market focus or clientele of liquor-primary licence establishments within a reasonable distance of the proposed location;
5. The impact of noise on the community in the immediate vicinity of the establishment; and
6. The impact of the community of the application is approved.

Once the views of the residents have been gathered, a proposed resolution will be presented to Council for consideration at the regular meeting scheduled for October 15, 2013 addressing the considerations outlined above.

Options for Council consideration:

1. Notification to City residents and businesses in the area as outlined in recommendation;
2. Public notification in a newspaper and on the City's website;
3. Conduct public hearing; or
4. Pass a resolution to "opt out" of process and allow the LCLB to make a determination.

The Comox Valley RCMP have been asked to comment on the application, and they have indicated that they have no concerns.

FINANCIAL IMPLICATIONS:

The applicant has paid the \$500 processing fee pursuant to the City's Fees and Charges bylaw. Should Council require a public hearing, an additional \$750.00 would be required.

STRATEGIC PLAN REFERENCE:

Required by statute.

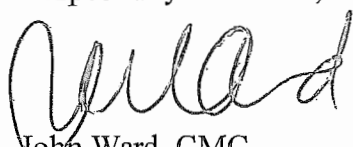
OCP SUSTAINABILITY REFERENCE:

None.

REGIONAL GROWTH STRATEGY REFERENCE:

None.

Respectfully submitted,



John Ward, CMC
Director of Legislative Services

COPY FOR REFERENCE

COPY FOR REFERENCE

THE CORPORATION OF THE CITY OF COURTENAY

Legislative Services Department
830 Cliffe Avenue
Courtenay B.C.
V9N 2J7



phone: (250) 334-4441
fax: (250) 334-4241
jward@courtenay.ca

File No. 4320-20

September 25, 2013

Dear Sir/Madame:

Re: Application for Liquor Primary Licence
Harry's Golf & Country Club (Mulligans Golf Course)

Notice is hereby given that Harry's Golf and Country Club (Mulligans Golf Course) located at 4985 Cotton Road, Courtenay B.C. has applied to the *Provincial Liquor Control and Licencing Branch* for a liquor primary licence.

In accordance with the provisions of the *Liquor Control and Licencing Regulation*, Council will consider a resolution to be forwarded to the *Liquor Control and Licencing Branch* addressing the following points:

1. The location of the establishment;
2. The proximity of the establishment to other social or recreational facilities and public buildings;
3. The person capacity and hours of liquor service of the establishment;
4. The number and market focus or clientele of liquor-primary licence establishments within a reasonable distance of the proposed location;
5. The impact of noise on the community in the immediate vicinity of the establishment; and
6. The impact of the community of the application is approved.

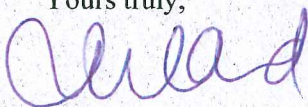
This resolution will be considered at the regular Council meeting to be held on Tuesday October 15th, 2013 at 4:00 p.m. in the City Hall Council Chambers.

A copy of the application and supporting documentation may be inspected between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday at the City Hall Reception Counter, 830 Cliffe Avenue, Courtenay, B.C.

As an adjacent property owner or tenant, Council is requesting your views regarding the application.

Please provide any written comments by 12:00 noon on Thursday, October 10th, 2013 which will be presented to Council for consideration. Comments may be submitted to City Hall in person, by mail, or by email to jward@courtenay.ca.

Yours truly,



John Ward, CMC
Director of Legislative Services

Ward, John

From: Bianca Fanslau <biancafanslau@icloud.com>
Sent: September-28-13 2:40 PM
To: Ward, John
Subject: Application for Liquor primary licence at mulligans golf course

To whom it may concern,

I am writing in response to the letter that I recently received from City hall in regards to Mulligans asking for a liquor licence. As a neighbour of this establishment my only concern is that people already race up and down the road heading to the golf course if a little alcohol is added to the mix my fear is that it could lead to a big problem. We are a neighbourhood with many small children, pets, and wildlife on the roads. The speed that people travel on this short little road is ridiculous, especially coming around the blind corner in the middle of the road! Many kids walk to the bus and to school and have to be on this road. Please do not add any fuel to this already blazing fire. If this license is granted maybe a little consideration could be given as to some posted signs about small children and reasonable speeds. Thank you, Bianca Fanslau



4320-20

July 21, 2013

Job #18093149-1

John Ward
Director of Legislative Services
City of Courtenay
830 Cliffe Ave
Courtenay BC V9N 2J7

Dear Mr. Ward:

Re: Application for a Liquor Primary Licence
Applicant: Harry's Golf & Country Club Ltd.
Proposed location: 4985 Cotton Road, Courtenay
Proposed LP establishment name: Mulligans Golf Course

The applicant, Harry's Golf & Country Club Ltd., has applied to the Liquor Control and Licensing Branch (the Branch) for a Liquor Primary (LP) licence to be located at the above-noted address. The Branch has completed the initial review of the application to determine applicant suitability and eligibility of the establishment type for licensing. As part of that process, a Liquor Inspector has completed a site visit at the proposed establishment location.

Having determined applicant eligibility, we are now proceeding to the Site and Community Assessment (SCA) stage which is the stage for local government input.

The City of Courtenay is requested to consider the application and provide the Branch with a resolution which includes comments and recommendation with respect to the licence application. To assist with Council's assessment of the application, the Branch has prepared a summary report (enclosed) for review and consideration by Council. The summary report is based on information provided by the applicant and by Branch staff.

Please note that effective February 16, 2011, there has been a change in the regulatory criteria that Council is asked to consider and comment on. The amended regulatory criteria are reflected in the attached summary report. For more information on the change to the regulatory criteria, see LCLB policy directive 11-01 at <http://www.pssg.gov.bc.ca/lclb/resources/index.htm#8>

Council has 90 days to either provide comments, in the form of a Council resolution, to the General Manager of the Branch, or to advise that they wish to "opt out" of the

Liquor Control and
Licensing Branch

Mailing Address:
PO Box 9292 Stn Prov Govt
Victoria BC V8W 9J8
Telephone: 250 952-5787
Facsimile: 250 952-7066

Location:
4th Floor, 3350 Douglas Street
Victoria, BC

<http://www.pssg.gov.bc.ca/lclb>

process. Additional time over the 90 days can be approved by the Branch if the request is received in writing prior to the end of the 90 day period.

Upon receipt of a Council resolution, the Branch will review the resolution to determine if all the regulatory criteria have been met in accordance with section 10 of the Liquor Control and Licensing Regulation and, if recommended by local government, assess whether the granting of the licence would be contrary to the public interest.

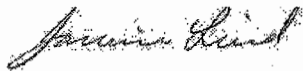
Following the rendering of a decision by the General Manager as to whether to grant Site and Community Approval, the applicant and the local government will be advised in writing.

Once granted SCA, the application proceeds to the building assessment stage of the licensing process, where floor plans are reviewed and if approved in principle, the applicant may proceed with construction/renovation of the establishment, followed by the final stages of the licensing process.

Further details of the liquor licensing application process can be found in the "Role of Local Government and First Nations in the Provincial Liquor Licensing Process" guidelines, enclosed for your reference and also available on the branch website at <http://www.hsd.gov.bc.ca/lclb/>.

If you have any questions regarding this application please contact me at 250 952-5767 or janine.lind@gov.bc.ca.

Sincerely,



Senior Licensing Analyst

Enclosures

copy: Terrance Trytten, Liquor Inspector
Harry Hoiger, Harry's Golf & Country Club Ltd.



APPLICATION SUMMARY

For Applicant and Local Government/First Nations

Date: May 3, 2013

Job #18093149-1

Created by: Janine Lind

Re: Application for a Liquor-Primary licence
Applicant: Harry's Golf & Country Club Ltd.
Proposed Location: 4985 Cotton Road, Courtenay
Proposed Establishment Name: Mulligans Golf Course

1. APPLICATION INFORMATION

Date application deemed complete: March 26, 2013

Local Government Jurisdiction: City of Courtenay

The primary business focus of the proposed establishment: Entertainment, Food & Beverage

Total person capacity/occupant load requested: Person 01 (interior) = 36 persons
(these numbers include patrons plus staff) Patio 01 = 69 persons
1 Beverage Cart

Note: This application for a Liquor Primary interior lounge with 36 persons, an abutting patio with 69 persons, plus the playing area of the golf course with 1 beverage cart, will result in the elimination of the existing Food Primary licence #163942 (patron 01 = 32; patio 01 = 80).

Hours of Operation requested:

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|----------|----------|-----------|----------|----------|----------|----------|
| 11:00 AM | 11:00 AM | 11:00 AM | 11:00 AM | 11:00 AM | 11:00 AM | 11:00 AM |
| 10:00 PM | 10:00 PM | 10:00 PM | 10:00 PM | 10:00 PM | 10:00 PM | 10:00 PM |

Terms and Conditions or Endorsements Requested: Minors in the lounge & abutting patio until 10PM.

2. APPLICANT ELIGIBILITY AND SUITABILITY INFORMATION (Fit and Proper)

Applicant has met the eligibility and suitability requirements of the Liquor Control and Licensing Act (LCLA) as well as Liquor Control and Licensing Policy section 3.2.

3. LOCATION/SITE FACTORS

The following sections are compiled from information provided by the applicant except where indicated otherwise.

The legal description of the proposed site is: Parcel A, Except plan V1P70553, DD 58411 MHR, Section 22. The proposal is for a new liquor primary licence for an interior lounge, exterior abutting patio and the playing area of the golf course with liquor sales and service from 1 beverage cart.

See the attached **Applicant's Letter of Intent** for details of the proposed Liquor Primary establishment, including the following details:

- a) **Business Focus or Purpose**
- b) **Target Market**
- c) **Composition of the Neighbourhood and Reasonable Distance Measure**
- c) **Benefits to the Community**
- d) **Noise in the Community**
- f) **Impact on the Community**
- g) **Other impacts, comments or requests**

Please note that the applicant's letter of intent is enclosed as an attachment to this report for reference purposes. The information or statements included in the letter of intent have not been confirmed unless otherwise stated in this report.

The following information is provided by both the applicant and the Liquor Control and Licensing Branch:

- h) **Distance measure used for public buildings and other liquor primary licensed establishments: 1 mile**

- i) **Social Facilities and Public Buildings within the distance measure of 1 mile radius:**

| Name/Type of Facility | Distance from site | Clientele Affected | Identified by |
|-------------------------------|--------------------|--------------------|---------------|
| G.P. Vanier Secondary School | within 1 mile | minors, residents | Applicant |
| Comox Valley Sports Centre | within 1 mile | minors, residents | Applicant |
| Huband Park Elementary School | 1 mile | minors, residents | Inspector |
| Comox Curling Club | 1 mile | minors, residents | Inspector |

- j) **Liquor-primary and Liquor-primary club establishments within the distance measure of 1 mile from the proposed location:**

| Establishment Name | Licence Number | Establishment Type | Total Capacity | Distance from proposed site | Market Served | Identified by |
|---------------------|----------------|--------------------|----------------|-----------------------------|-----------------------------|---------------|
| Sunnydale Golf Club | 304610 | Golf Course | 180 | 1 mile | Residents, minors, tourists | Inspector |

The following information is provided by Liquor Control and Licensing Branch except where indicated otherwise.

Community Indicators

Contravention Statistics

The Liquor Control and Licensing Branch has compiled contravention statistics on the identified liquor primary and liquor primary club establishments within a 1 mile radius of the proposed location. These statistics are based on a period covering from February 1982 to present and only include **proven** contraventions.

- No proven contraventions noted at this time.

POPULATION AND SOCIO-ECONOMIC INFORMATION

- Circle population statistics for 2001 and 2006 are available from BC Stats by emailing your request to BC.Stats@gov.bc.ca
- BC Stats Community Facts includes the BC Benefits recipient and EI Beneficiary statistics and is available at <http://www.bcstats.gov.bc.ca/data/dd/facsheet/facsheet.asp>

4. PUBLIC INTEREST

In providing its resolution on the proposed Liquor Primary application, local government must consider and comment on each of the regulatory criteria indicated below. The written comments must be provided to the general manager by way of a resolution within 90 days after the local government receives notice of the application, or any further period authorized by the general manager in writing.

Section 10 of the Liquor Control and Licensing Regulation states that local government or First Nation must consider and comment on each of the following criteria:

- a) The location of the establishment;
- b) The proximity of the establishment to other social or recreational facilities and public buildings;
- c) The person capacity and hours of liquor service of the establishment;
- d) The number and market focus or clientele of liquor primary establishments within a reasonable distance of the proposed location;
- e) The impact of noise on the community in the immediate vicinity of the establishment; and
- f) The impact on the community if the application is approved.

The local government or first nation must gather the views of residents in accordance with section 11.1 (2) (c) of the Act and include in their resolution:

- (i) the views of the residents,
- (ii) the method used to gather the views of the residents, and
- (iii) its comments and recommendations respecting the views of the residents;

The local government or first nation must provide their recommendations with respect to whether the licence should be issued and the reasons for its recommendations.

The resolution must be provided to the general manager within 90 days after the local government or first nation receives notice or any period authorized by the general manager in writing.

A sample resolution template and comments are enclosed as attachments 2 and 3 to this report for reference purposes.

For use by Liquor Control and Licensing Branch:

5. REGULATORY CONSIDERATIONS

Liquor Control and Licensing Act, sections: 11, 16 and 18

Liquor Control and Licensing Regulations sections: 4, 5, 6, 8, 10

6. POLICY CONSIDERATIONS

Policy Manual Section 3.2 Applicant Eligibility Assessment

Policy Manual Section 3.3 Site and Community Assessment

Policy Manual Section 3.4 Building Assessment and Issue of a Licence

ATTACHMENT 1

APPLICANT'S LETTER OF INTENT

PART 6: Establishment Information

NOTE: Signs should not be ordered prior to approval of the establishment's name by the Liquor Control and Licensing Branch.

| | | | | |
|---|-------------------------------|-----------------------------------|---|-------------|
| Proposed establishment name: | Mulligans Golf Course | Contact Name: | Lynda Kete | |
| Establishment physical address: | 4985 Cotton Road | Courtenay | BC | V9N 5Y1 |
| | Street | City | Province | Postal Code |
| Local police jurisdiction: | Courtenay, BC RCMP | Legal description of site: | Parcel A, Except plan VIP70553, DD 585411 MHR, Section 22 (Legal description and parcel identifier (PID) or Strata Plan number of the establishment site, found on property tax notice or from Land Titles office) | |
| Local government or First Nation: | Municipal - City of Courtenay | Business e-mail: | mulligansgolf@shaw.ca | |
| Establishment Phone # with area code and extension: | 250-338-2440 | Establishment fax with area code: | 250-338-2440 | |

PART 7: Establishment Proposal

1. **Proposed person capacity (patrons plus staff):** The person capacity of a licensed establishment must equal the occupant load of the establishment. Capacity must be approved by the LCLB and is subject to local government/First Nations comment. See Part 12 for an explanation of the liquor-primary approval process.

a) Proposed total interior capacity (occupant load): 32 b) Proposed patio capacity (occupant load): 80

c) Describe the intended use of the patio(s) (e.g., if entertainment or games will be situated on patio):

Patrons wishing to visit after their game, either as a small foursome or as large as a tournament of up to 48+ players.

2. **Proposed hours of sale:** Complete the table below by entering the opening and closing times proposed for the establishment. Hours requested must fall between 9:00 am and 4:00 am of each business day. All requested hours will be reviewed by your local government/First Nation for consideration:

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-------|----------|----------|-----------|----------|----------|----------|----------|
| OPEN | 11:00 AM | 11:00 AM | 11:00 AM | 11:00 AM | 11:00 AM | 11:00 AM | 11:00 AM |
| CLOSE | Midnight | Midnight | Midnight | Midnight | Midnight | Midnight | Midnight |

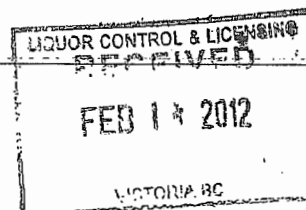
PART 8: Letter of Intent (Functions and Services to be Provided)

Explain the functions and services your facility or venue will provide. The information you provide must address all relevant items indicated under each topic. If additional space is required or if you would like to attach a separate sheet please check the box.

☐ I have attached a separate sheet.

1. **Purpose.** Describe the purpose and business focus of your establishment. The business focus must fall within beverage service, entertainment and hospitality services and must not be youth oriented.

We are a small Executive Par 3 golf course, with the focus on all aspects of the game of golf. From someone just learning the game to those players that have been playing for many years and have much more experience. We have a large covered driving range that enables people to come and practice and also have an instructor teach and to help a new student.



2. **Target Market.** Your proposed establishment will serve mainly (check all that apply):

- ☒ Urban locals ☒ Suburban locals ☒ Rural locals ☒ Neighbouring communities ☒ Tourists
☐ Other (please specify): _____

3. **Composition of the Neighbourhood**

A) The composition of the neighbourhood is best characterized as (check all that apply):

- ☐ Commercial ☒ Residential ☐ Industrial ☒ Light Industrial ☐ Urban
☐ Downtown ☐ Suburban ☐ Rural ☒ Agricultural Land Reserve (ALR) ☐ First Nations' Land
☐ Other (please specify): _____

B) Provide a site map of the area surrounding your proposed location identifying the following within a reasonable distance* of the proposed establishment:

- Site location
- Road access, egress, parking and all residential areas
- All other licensed liquor primary or liquor primary club establishments and liquor primary applications in progress
- Churches
- Clubs
- Schools (K-12, colleges, universities)
- Preschools
- Day care centres
- Health care facilities
- Seniors facilities
- Recreational/sports facilities
- Police stations
- Fire halls
- Libraries
- Government buildings
- Any other social, public or private facilities

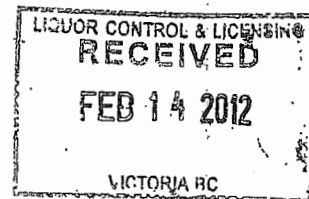
*Note: What constitutes a reasonable distance will vary depending on individual circumstances.

Reasonable Distance Guidelines:

- In a densely populated city or municipality, reasonable distance is probably a 2 block radius;
- In a pocket community having no adjacent developed regional areas (e.g. Gold River, Tumbler Ridge, Whistler, Valemont) reasonable distance is probably the whole community;
- In a rural area having large acre parcels, reasonable distance is probably up to 8 km (5 miles);
- In a moderately populated area of developed subdivisions, suburbs, reasonable distance is probably 1.5 or 2 km (1 mile).

C) On the same map, please mark the boundaries of the neighbourhood of the proposed location as per the reasonable distance guidelines above. State what distance measure you chose and explain your logic.

One mile



4. **Benefits of the proposed establishment to the community**

Describe the community/market need you are addressing by providing an additional licensed establishment in the community: (e.g. the proposed establishment will be located in a new mixed-use development where businesses, government offices, residences and sports facilities are located and the LP will be meeting a food and beverage need OR there are currently no licensed establishments in the area)

We are currently licensed as a Food Primary establishment, but are not in full compliance according to the current terms and conditions. Until this last year we have operated with that license, but our food was mostly hotdogs, sandwiches, muffins, chocolate bars and chips. We would like to offer to our patrons the ability of having a beverage after their game without having to have food with their drinks, (unless they choose to have a hotdog etc.). We do not have the facility to provide a proper kitchen for a full food primary license and therefore would like to add to this application that we have the ability of offering service only until 10pm, even with minors on the property, but service not given to them.

5. **Impact of noise on the surrounding community**

Describe the noise issues expected from your proposed establishment and the measures you will take to ensure others are not disturbed by your establishment: (e.g. entertainment involving amplified music will be addressed by soundproofing walls; noise from outdoor patio will be addressed by closing the patio by 10 p.m.; outdoor entry lineups will be monitored according to our security plan by trained door security and outdoor lighting and cameras will be installed)

This golf course has been at this location for approximately 20 years and has always operated under the rule that the patio will be closed by 10pm, and rarely, if ever has there been anyone on the property after that time and that includes staff unless they live on the property as greens keepers.

6. Other impacts on the surrounding community

Describe any other issues expected from your proposed establishment and the measures you will take to address them:
(e.g. late night community disturbance)

7. Other

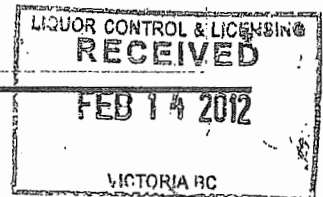
Include any additional information that might be relevant to your application: (such as site requires rezoning, your business is seasonal in nature and only open from May to October, or liquor service is event driven)

Until the year 2010, we were open year round. Under current ownership we closed November 2010 to June 2011, and we expect to close from December 1st, 2011 to March 1st, 2012, but going forward in any given year December-March.

8. Additional Requests

State any additional requests that you are making as part of your application:

Noted earlier, we would like to apply for the endorsement at allow minors on the premises until 10pm.



PART 9: Required Documents

(an application must be complete before it can be processed)

To be considered a "complete application", the following documents must be provided:

- ☒ 1. Completed *Liquor Primary Licence Application* (LCLB001)
 - ☒ 2. Application fee. See Part 11 of this application form.
 - ☒ 3. Completed *Consent for Disclosure of Criminal Record information* (RCMP GRC3584) for all required individuals. (Please note, you must complete Part 1, 4 and 5 of the *Consent for Disclosure* form and all category boxes must be initialled in section 5.) Refer to the LCLB web page for information on criminal record searches:
http://www.pssg.gov.bc.ca/lclb/LLinBC/criminal_record_search.htm
 - ☒ 4. Completed *Personal History Summary and Consent for Criminal Record Search* (LCLB004) forms for all required individuals.
 - ☒ 5. Statutory Declaration must be completed by all individuals that answered "yes" to 2, 3 or 9 in the *Personal History Summary and Consent for Criminal Record Search* form (LCLB 004)
 - ☒ 6. Relevant business documents as identified in Part 5 of this application form. These documents will vary according to applicant type: public corporation, private corporation, partnership, sole proprietorship, society or other.
 - ☒ 7. Preliminary concept drawings of the overall establishment, including details of access to the area(s), egress, kitchen, washrooms, bar, stairs, patio area(s) and unlicensed areas (Professionally drawn floor plans with occupant load stamps will be required at a later stage called "plans approval").
 - ☒ 8. Site map (as per Part 8).
 - ☒ 9. A sketch of the proposed establishment signage. Signs are subject to LCLB approval.
 - ☒ 10. A letter of support from the BCLC for a new liquor-primary licence within a casino, commercial bingo hall, or community gaming centre. n/a
- Gaming Facility, also provide:**
- ☒ 11. The floor plans for the liquor-primary application must be stamped by the BC Lottery Corporation. The stamp indicates BCLC's final support for the application. A licence cannot be issued to a casino and commercial bingo hall that does not have the support of the BCLC.
- Aircraft, trains and motor vessels, also provide:**
- ☒ 12. Motor vessels: a) Evidence of moorage showing that the moorage contract is for at least 12 months from the date the liquor licence is issued.
b) Site map showing the moorage location and surrounding areas.
 - ☒ 13. Floor plans showing public access areas, kitchen/food service areas, liquor service bar and washroom facilities on the vessel.
 - ☒ 14. A captain accreditation certificate.
 - ☒ 15. Photocopy of registration and safety certificates. Motor vessels – Passenger Vessel: *Transport Canada Passenger Vessel Inspection Certificate*; Charter Vessel: *Small Vessel Regulation Certificate* or a *Courtesy Examination for Pleasure Craft*.



THE CORPORATION OF THE CITY OF COURTENAY
STAFF REPORT

To: Mayor and Council
From: Chief Administrative Officer
Subject: Development Permit for 777 Fitzgerald Ave.

File No.: 3060-20-1315
Date: October 15, 2013

PURPOSE:

To consider a development permit for the exterior renovation of the existing commercial building at 777 Fitzgerald Ave.

C.A.O. RECOMMENDATIONS:

That Development Permit 1315 for the exterior renovation of the property legally described as Lot B, Section 61, Comox District, Plan 46274 (777 Fitzgerald Ave.) be approved subject to the plans and elevations attached.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "David Allen".

David Allen
Chief Administrative Officer

BACKGROUND:

The subject property is located at the intersection of Cumberland Road and Fitzgerald Avenue. The older two storey office building is home to RBC Dominion Securities.

DISCUSSION:

Official Community Plan Review

The subject property falls within the Downtown Development Permit Area which is intended to ensure innovative and creative design and attractive street appearance. As noted above, the applicant intends to complete an exterior upgrade to the existing building with the intent of modernizing it. As this work will include the replacement of finish and windows and does not involve changes to the overall form of the building (with the exception of a small elevator shaft) it is the opinion of staff that the development permit guidelines relating to the form of the building such as stepped or varied building mass and roof lines are not applicable.

Overall staff believes the proposed design achieves the intent of the majority of the downtown development permit guidelines. In particular, the project incorporates stone and wood with varied details and columns; the detailing of the facade and new larger windows on the ground floor improves the pedestrian scale of the building; the materials are of a high standard that indicate quality, stability and permanence; and the new finish will wrap around the back of the building adjacent to the lane to improve the continuity of appearance from Cumberland Road.

Given the existing siting of the building there is limited opportunity to improve the frontage landscaping, however the applicant intends to update some of the landscaped areas consistent with the modernisation of the building.

As outlined in the attached letter from the applicant, signage is not being considered at this time. The applicant intends to bring forward sign permits when the details are worked out with the tenants.

Zoning Bylaw Review

The subject property is zoned Commercial One (C-1) which permits a wide variety of uses including the existing office space. The Building conforms to all provisions of the zoning bylaw with the exception of the front yard setback and the landscape setbacks. In this regard, the bylaw requires a minimum front yard of 2.0 metres and a landscape area 4.5 metres in width along the frontage of both Fitzgerald and Cumberland roads. As shown in the attached site survey, the existing building is sited with essentially zero lot lines and in some locations the exterior finish extends beyond the property lines. The siting is therefore considered non-conforming with respect to setbacks. In accordance with the provisions of Section 911 of the *Local Government Act* the building may be altered providing that the alteration will not result in further contravention of the bylaws. In this case, the new exterior finish will not result in any further encroachment beyond what already exists so the alteration does not contravene the *Local Government Act*.

Clearly, the design is inspired by the recent renovations to City Hall. While staff encourage more innovation in design, revitalizing this older building to with the goal of retaining downtown office space is strongly supported. Staff is of the opinion that the proposal meets the intent of the development permit guidelines for the downtown area and recommends approval of the development permit should Council agree with this assessment.

FINANCIAL IMPLICATIONS:

N/A

ADMINISTRATIVE IMPLICATIONS:

This is a statutory component of the annual Development Services work plan.

STRATEGIC PLAN REFERENCE:

N/A

OFFICIAL COMMUNITY PLAN REFERENCE:

See the discussion above.

REGIONAL GROWTH STRATEGY REFERENCE:

The proposed development is located within a core settlement area and is focused on strengthening and revitalising the existing City of Courtenay Town Centre, accordingly it is consistent with the Comox Valley Regional Growth Strategy.

CITIZEN/PUBLIC ENGAGEMENT:

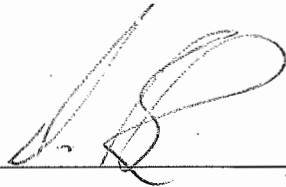
In the case of a development permit where there are no variances, public engagement is not required by the legislation or the City Development Application Procedures Bylaw.

OPTIONS:

1. Approve the permit as presented. (Recommended)
2. Defer consideration with a request for further information.

3. Reject the permit and provide reference to the guidelines that have not been achieved.

Prepared by:



Ian Buck, MCIP, RPP
Manager of Planning

Peter Crawford, MCIP, RPP
Director of Development Services

SUBJECT PROPERTY



APPLICANT SUBMISSIONS

Martin Hagarty Architect Ltd
156 Isabel Road,
Comox BC
V9M 2R2

Planning Services
City of Courtenay
830 Cliffe Avenue
Courtenay BC V9N 2J7

Attention: Peter Crawford, Director of Planning

Subject: Development Permit Application for 777 Fitzgerald Ave, Courtenay, BC

Please find attached our Development Permit documents for the proposed exterior renovation and small, 12 s.m. addition for an existing two-story office building at 777 Fitzgerald, located in the Downtown Development Permit area. We would like to note that our application is for the exterior renovation and we understand that a Development Permit is not required for the small addition. We have included the addition in our drawings to show the continuity of the new finishes.

Parking and landscaping for this project are existing and we understand that they meet the City's guidelines.

Signage for the new exterior has not yet been determined and the owner will apply for sign permits when he determines his tenants' requirements.

All exterior lighting will meet the City of Courtenay Dark Skies policy.

We have reviewed the sustainability evaluation checklist and the appropriate criteria for building design.

The proposed upgrade of the building includes the renovation of all exterior elevations and the addition of an elevator and exterior lobby at the north end of the building in the existing parking lot.

The exterior materials for this project, including stone veneer and cedar siding, have been inspired by the recent renovation of Courtenay City Hall. The premier improvements proposed for this project clearly meet and exceed the guidelines for the Downtown Development Permit area.

New, larger windows, curtainwall elevator lobby, spandrel glass, metal grilles, real stone and top grade clear cedar siding will transform this dated and unattractive downtown office block. The result: a contemporary, attractive look, setting a new standard for the upgrade of all old commercial building exteriors in the Downtown area.

The renovation includes the removal of an old canvas canopy that drains onto passing pedestrians and the addition of new permanent, attractive canopies. The proposed new

Martin Hagarty Architect Ltd
156 Isabel Road,
Comox BC
V9M 2R2

finishes continue around the southern end and along the west side, providing a much better building elevation as seen from Cumberland Road.

This application includes the following documents:

- The completed application signed by the registered owner;
- A title search dated no more than five business days ago;
- The application fee of \$1000;
- BCLS Survey Plans, and
- Two sets of architectural drawings, one in colour, consisting of:
 - Location Plan and Site Plan;
 - Building Elevations;
 - Elevator and Elevator Lobby Plans, and
 - Building Section showing finishes.

We will provide an electronic copy of our drawings in PDF Format by e-mail to Sue Blamire, City Planning Clerk.

Hopefully you share our evaluation and enthusiasm for this project and we look forward to receiving a Development Permit at your earliest convenience so that we can begin to proceed with the work.

Sincerely,



Martin Hagarty, Architect, AIBC

CC: Bob Ash, Owner, 777 Fitzgerald





777 FITZGERALD AVE.
OAKRIDGE, BC

CUMBERLAND RD. (SOUTHEAST) ELEVATION

LANE (WEST) ELEVATION



PARKING LOT (NORTH) ELEVATION

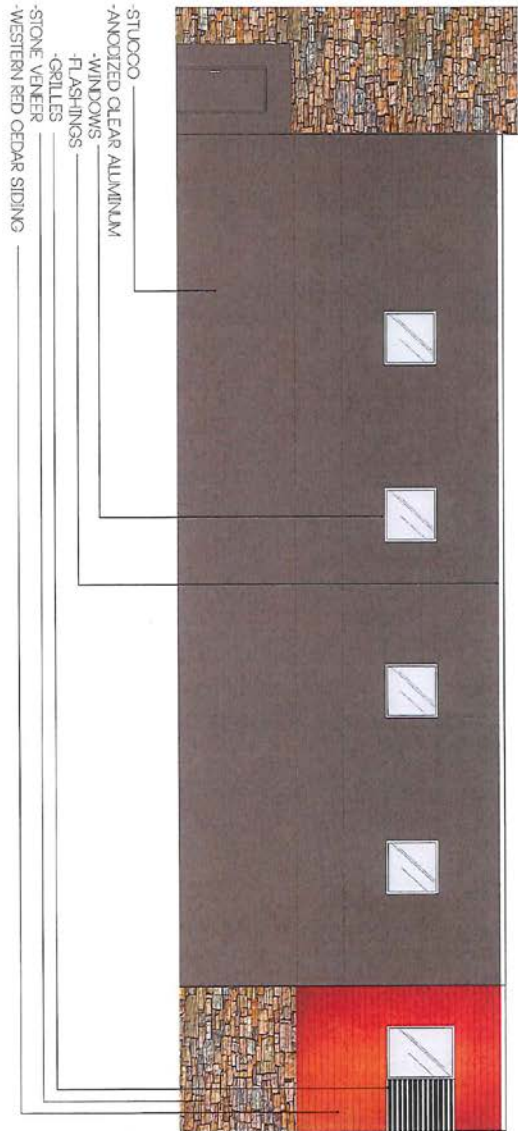
FITZGERALD (EAST) ELEVATION

EXISTING BUILDING



777 FITZGERALD AVE
COURTENAY, BC

777 FITZGERALD AVE.
COURTENAY, BC



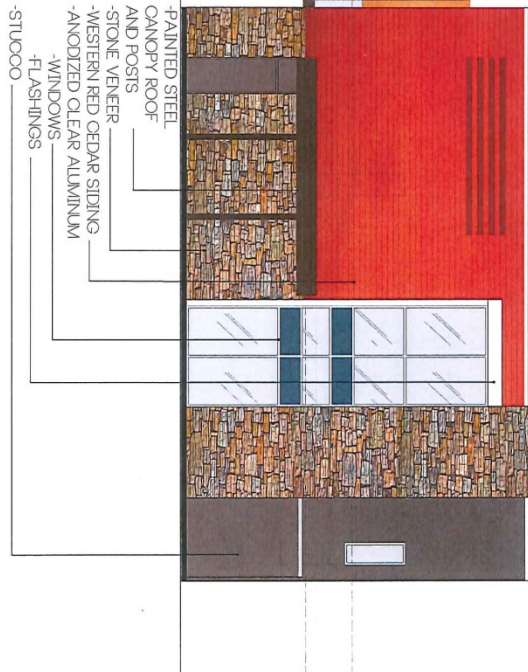
LANE WAY (WEST) ELEVATION
SCALE: 1/8"=1'



MARTIN HAGARTY ARCHITECT LTD
OCTOBER 1ST 2013



777 FITZGERALD AVE.
OAKRIENAY, BC



PARKING LOT (NORTH) ELEVATION
SCALE: 1/8" = 1'



MARTIN HAGARTY ARCHITECT, LTD
OCTOBER 1ST 2013

BRITISH COLUMBIA LAND SURVEYOR'S
BUILDING LOCATION CERTIFICATE COVERING:

LOT B
SECTION 61
COMOX DISTRICT
PLAN 46274

PARCEL IDENTIFIER NUMBER: 009-766-294
BOUNDARY DIMENSIONS ARE DERIVED FROM
LAND TITLE OFFICE PLAN 46274
OFFSETS TO PROPERTY LINES ARE TO FOUNDATION WALLS UNLESS NOTED

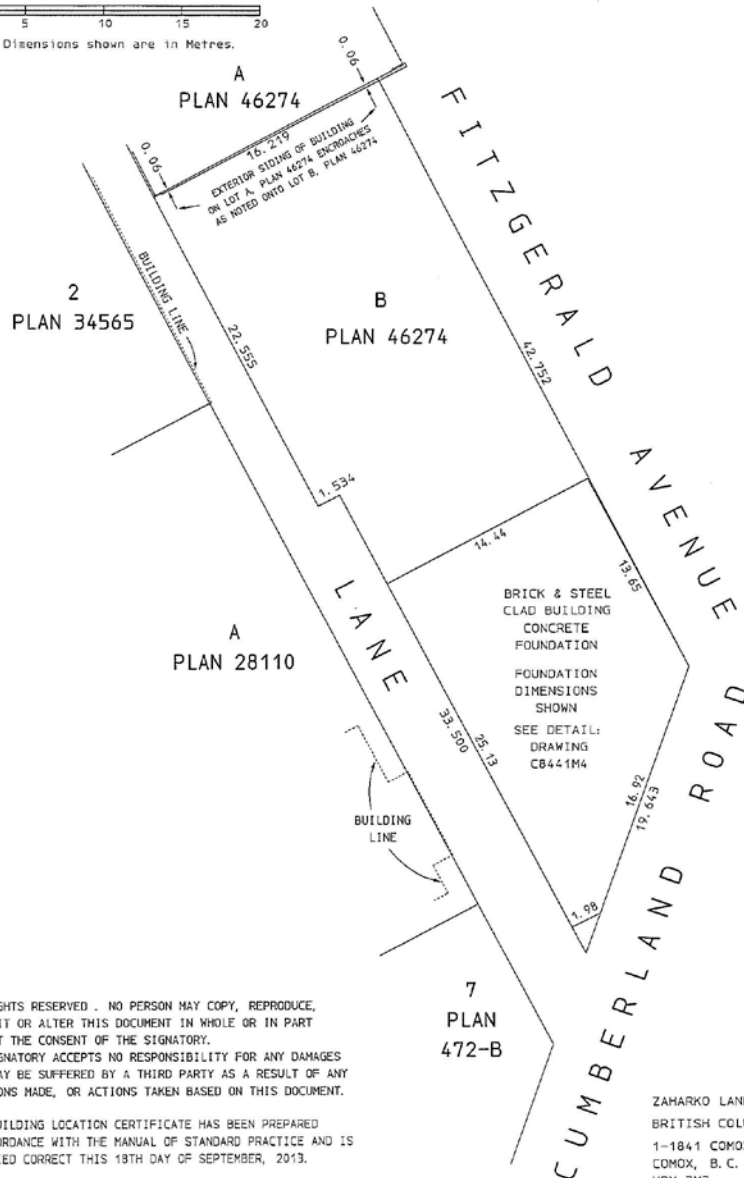
SCALE 1:250

0 5 10 15 20
All Dimensions shown are in Metres.

THIS DOCUMENT SHOWS THE RELATIVE STRUCTURE
AND FEATURES WITH RESPECT TO THE BOUNDARIE
OF THE DESCRIBED PARCEL. THIS DOCUMENT SHAL
NOT BE USED TO DEFINE PROPERTY LINES OR
PROPERTY CORNERS.

CIVIC ADDRESS: 777 FITZGERALD AVENUE

SURVEY PLAN



MARTIN HAGARTY ARCHITECT LTD
OCTOBER 1ST 2013

ALL RIGHTS RESERVED. NO PERSON MAY COPY, REPRODUCE,
TRANSMIT OR ALTER THIS DOCUMENT IN WHOLE OR IN PART
WITHOUT THE CONSENT OF THE SIGNATORY.
THE SIGNATORY ACCEPTS NO RESPONSIBILITY FOR ANY DAMAGES
THAT MAY BE SUFFERED BY A THIRD PARTY AS A RESULT OF ANY
DECISIONS MADE, OR ACTIONS TAKEN BASED ON THIS DOCUMENT.

THIS BUILDING LOCATION CERTIFICATE HAS BEEN PREPARED
IN ACCORDANCE WITH THE MANUAL OF STANDARD PRACTICE AND IS
CERTIFIED CORRECT THIS 19TH DAY OF SEPTEMBER, 2013.

B.C.L.S. ©

THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY SIGNED AND SEALED

ZAMARKO LAND SURVEYING INC.
BRITISH COLUMBIA LAND SURVEYORS
1-1841 COMOX AVENUE
COMOX, B.C.
V9M 3M3
T: 250.339.9711

FILE: C8441M3

Ward, John

FOR
INFO

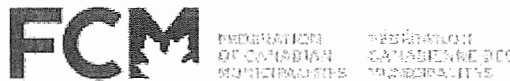
From: Allen, David
Sent: October-07-13 10:46 AM
To: Ward, John
Subject: FW: Letter to Prime Minister Stephen Harper from FCM President Claude Dauphin

For next Council meeting.

David Allen

From: FCM Communiqué [mailto:communiqué@fcm.ca]
Sent: October-07-13 9:29 AM
To: Allen, David
Subject: Letter to Prime Minister Stephen Harper from FCM President Claude Dauphin

Voir la version française. | View email in your browser.



FCM Update

October 7, 2013

Letter to Prime Minister Stephen Harper from FCM President Claude Dauphin

Dear Members,

The federal government is preparing the speech from the throne that will open the next session of Parliament. Please see this letter to the prime minister, in which I outline our priorities for the government to consider.

Given that the high cost of housing in Canada is the most urgent financial issue facing Canadians, I ask the prime minister to work with FCM on ways to address housing affordability. I suggest we have an opportunity to build on the partnership that has proven constructive on infrastructure financing and, more recently, in addressing rail safety in the aftermath of the tragic events in Lac-Mégantic.

Help us share the news. Tweet: .@FCMonline outlines priorities for the government to consider for speech from the throne. <http://bit.ly/GzR2UC> #CDNmuni

Should you have any questions, please contact me directly or contact Carole Saab, manager, government and media relations.

Sincerely,

Claude Dauphin



AUDITOR GENERAL FOR
LOCAL GOVERNMENT

ACCESSIBILITY • INDEPENDENCE • TRANSPARENCY • PERFORMANCE



BRITISH
COLUMBIA

FOR
Info

October 4, 2013

Ref: 218

To: Mayors and Councillors
Chairs and Directors

Greetings to All:

I am pleased to advise you that the Auditor General for Local Government Annual Report for the period of April 25, 2012 to March 31, 2013, will be released on our website www.aglg.ca at the end of day October 7.

The Annual Report fulfills a requirement under the *Auditor General for Local Government Act* that I prepare a report on the activities of my office and progress in relation to the goals, objectives and measures established in the office's annual service plan. As also required under the *Act*, I have included unaudited financial statements for the year 2012/13, which include expenditures made by government on preparations prior to my appointment, the activities of the Audit Council and the recruitment and hiring of the Auditor General for Local Government.

Most of the information in this report covers the brief two and a half months of office operations after I began work as British Columbia's first AGLG on January 15, 2013. This period was marked by the dynamic evolution of the office as we took great strides forward, working together as a team toward a common goal. During this period, we also successfully took on the challenges that are typical of a start-up organization.

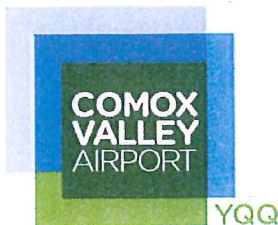
I am very grateful for the input we have received from you, your staff and other key stakeholders since our office opened in January. I want to thank local governments and local government organizations for your openness and frank exchanges of views. I appreciate your cooperation and willingness to engage with us, including those of you who have had doubts about the office's role.

I hope you will take the opportunity to read our Annual Report and share your feedback and comments with us. Please send your comments to info@aglg.ca or call the office at (604) 930-7100.

Best regards,

Basia Ruta, CPA, CA
Auditor General for Local Government

pc: Chief Administrative Officers



Where journeys begin.

*New
Bus.*

To: The Local Government Nominating Entities

Date: 7 October 2013

Attn: Mayor Leslie Baird
Director Edwin Grieve
Mayor Paul Ives
Mayor Larry Jangula

Re: CVAC Director Vacancies and Recruiting Process

Dear Local Government Leaders,

I am writing to seek your assistance on two matters. First, CVAC has two "Local Government" Board vacancies that require nominees. Second, we are hopeful that your Council or Board will agree to accelerate the nomination process, and we have taken steps to assist in that end.

As discussed at the Nominating Entities meeting in August, we have included all of the desired skills and experience of the ideal nominees in the checklists that are enclosed for each vacancy. As called for in our by-laws, we ask that at least two nominees be identified for each position (thus four nominees in total). While the ideal candidates would have all the skills and experience listed, we understand that highly effective nominees may lack some of the desired criteria. We are hopeful that those checklists, plus the attached eligibility criteria, will help make this nomination process simpler and easier for you, your staff, and prospective applicants.

To further ease the burden on your staff and avoid unnecessary administrative delays, we have gone ahead and published the advertisement normally initiated by the CVRD (which CVAC has traditionally paid for). Aside from expediting that process, we have also included a link in the advertisement to our web site, where all the details of the two positions are posted, along with eligibility criteria and instructions and who applicants will contact. This should permit a certain amount of "self-screening" and should also streamline the communications, which again should benefit everyone.

Regarding the initiative to accelerate the process, CVAC seeks your concurrence to limit the nomination period to two months, in lieu of the three months normally allotted. We are sensitive to the time it takes for candidates to come forward to your respective organizations and for your legislative body to vote on supporting some or all of these individuals. However, if we follow the traditional three month time line, it is unlikely we will have the positions filled before February 2014. Further, we hope that the steps we have taken to assist your staff and to improve the communications will make this whole process easier and faster for all.

Accordingly, may I request that you signal your organization's concurrence with this accelerated process, or not, by 30 October 2013.

You will read in the advertisement that applicants are requested to pass their letters of interest to you (via the CVRD) by 20 November 2013. If you do not agree to the shorter timeline then we will consider placing a second advertisement to extend that period. On the other hand, if there is agreement to accelerate the process, we would then expect that CVAC would receive your nominations from you by 2 December 2013.

As I will be away in October, please contact the Board Chair, Linda Oprica if you have any questions. You can reach Linda at oprica@ascentcoaching.com.

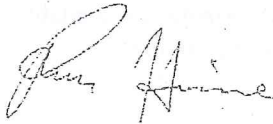
In closing, please let me reiterate our requests and the planned sequence of events:

- A. **Immediately** - CVAC will post the advertisement in the local papers (text attached).
- B. **30 October** - Local Governments will signal their concurrence (or lack thereof) to reduce the nomination period from three to two months.
- C. **20 November** - Applications/Letters of Interest should have been passed to Local Governments
- D. **2 December** - Local Governments will pass a minimum of four nominations to CVAC

Note - if there is not concurrence to proceed with a shorter nomination process, then paragraph D will shift to 4 January 2014.

On behalf of the Governance Committee I thank you for your consideration and support.

Sincerely,

A handwritten signature in dark ink, appearing to read "Russell Irvine". The signature is fluid and cursive, with the first name "Russell" and last name "Irvine" clearly distinguishable.

Russell Irvine
Chair, Comox Valley Airport Commission Governance Committee

Attachments:

Form CVAC Director Recruitment – Local Government NE 2013 Vacancy 1
Form CVAC Director Recruitment – Local Government NE 2013 Vacancy 2
Newspaper Advertisement – Text Only

Comox Valley Airport Commission Call for Nominations

The Comox Valley Airport Commission's (CVAC) board of directors' nominating process mandates a role for the Comox Valley Regional District (CVRD), its member municipalities and other nominating entities. As a result, the CVRD is seeking expressions of interest from qualified individuals who wish to be considered for a volunteer director position on the CVAC board.

The CVRD may nominate one or more individuals to be put forward to the CVAC for consideration as a volunteer member of its board. If you live in the Town of Comox, City of Courtenay, Village of Cumberland or in the regional district's electoral areas and are interested in being considered for nomination, please review the board director skills and experience profile. All information is available on the Comox Valley Airport website at www.comoxairport.com under *Business at YQQ/Job Opportunities*.

Resumes will be accepted at the CVRD office until **4:30 p.m. on November 20, 2013** and will be forwarded to the CVRD board and municipal councils for consideration. We thank you for your interest; however, only shortlisted candidates will be contacted.

Completed resumes should be forwarded to:

James Warren, corporate legislative officer
Comox Valley Regional District
600 Comox Road, Courtenay, BC V9N 3P6
Email: jwarren@comoxvalleyrd.ca

Comox Valley Airport Commission – Local Governments Vacancy Number 1

Director Recruitment Checklist – M_ _____ Date _____

Nominating Entity: (NE) Local Governments _____

| # | Item | Reviewed by | Verified by | Initialed |
|--|--|-------------|-------------|-----------|
| Essential Criteria – if not met, would preclude appointment as Director | | | | |
| 1. | Eligibility in accordance with CVAC By-law 2.2 Conditions of Membership (see Annex A attached) | Applicant | NE | |
| 2. | Personal Attributes: <ul style="list-style-type: none"> • High ethical standards & integrity in professional and personal dealings • Ability & willingness to raise potentially controversial issues//encourages dialogue • Flexibility, responsiveness and willingness to consider change • Ability & willingness to listen to others • Capability for a wide perspective on issues • Ability to work as a team member | | NE | |
| 3. | Core Competencies: <ul style="list-style-type: none"> • Well-developed faculty for critical & strategic analysis • Thorough knowledge of the responsibilities & duties of a director • Ability to distinguish corporate governance from management • Demonstrate leadership skills from either voluntary or employed organizations | | NE | |
| Highly Desirable Criteria – skills and experience sought for this specific Director vacancy. | | | | |
| The applicant is to provide written explanation of skills or experience related to each of these criteria (as part of their Letter of Interest), which will then be reviewed by the Nominating Entity in order to determine suitability for subsequent nomination to the Board | | | | |
| A | Knowledge of legal principles and practices. | Applicant | NE | |
| B | Knowledge of Public Administration (an understanding of how government operates, how policy is implemented) | Applicant | NE | |
| C | Working knowledge of Human Resources with an emphasis on succession planning for Boards | Applicant | NE | |
| D | An understanding of Risk management and controls (in the broadest sense – this is not related to safety at CVAC but risk management pertaining to finance (loans, insurance, legislation, etc.) crisis communications, electronic vulnerabilities, etc) | Applicant | NE | |

Attachment – Annex A, Conditions of Membership

Comox Valley Airport Commission – Local Governments Vacancy Number 2

Director Recruitment Checklist – M_____ Date _____

Nominating Entity: (NE) Local Governments_____

| # | Item | Reviewed by | Verified by | Initialed |
|--|--|-------------|-------------|-----------|
| Essential Criteria – If not met, would preclude appointment as Director | | | | |
| 1. | Eligibility in accordance with CVAC By-law 2.2 Conditions of Membership (see Annex A attached) | Applicant | NE | |
| 2. | Personal Attributes: <ul style="list-style-type: none"> • High ethical standards & integrity in professional and personal dealings • Ability & willingness to raise potentially controversial issues//encourages dialogue • Flexibility, responsiveness and willingness to consider change • Ability & willingness to listen to others • Capability for a wide perspective on issues • Ability to work as a team member | | NE | |
| 3. | Core Competencies: <ul style="list-style-type: none"> • Well-developed faculty for critical & strategic analysis • Thorough knowledge of the responsibilities & duties of a director • Ability to distinguish corporate governance from management • Demonstrate leadership skills from either voluntary or employed organizations | | NE | |
| Highly Desirable Criteria – skills and experience sought for this specific Director vacancy. | | | | |
| The applicant is to provide written explanation of skills or experience related to each of these criteria (as part of their Letter of Interest), which will then be reviewed by the Nominating Entity in order to determine suitability for subsequent nomination to the Board | | | | |
| A | Integrated Land Management (Land acquisition, resource conservation and land management strategies of government), Construction and Procurement | Applicant | NE | |
| B | Knowledge of commercial aviation, especially as it pertains to air service development. | Applicant | NE | |
| C | An understanding of the tourism and hospitality industry. | Applicant | NE | |
| D | Knowledge of project management, especially as it relates to major capital construction projects (and related understanding of municipal development processes, costing, and bidding processes). | Applicant | NE | |

Attachment – Annex A, Conditions of Membership

Annex A to CVAC Director Recruitment Checklist – 2.2 Conditions of Membership

An individual is not qualified to be a Member of the Commission if that individual

- (a) is at the time or within the two years immediately preceding their appointment, has been;
 - (i) a member of the Senate or the House of Commons of the Parliament of Canada;
 - (ii) a member of the Legislature of a Province;
 - (iii) an elected representative of a local government, as defined in the *Local Government Act*.
- (b) is at the time or within the year immediately preceding their appointment, has been;
 - (i) an employee or agent of Her Majesty in right of Canada or a Province,
 - (ii) an employee or agent of a federal or provincial Crown corporation;
 - (iii) an employee of a local government, as defined in the *Local Government Act*,
 - (iv) a director, officer or employee of an air carrier;
 - (v) a director, officer, or employee of any organization that is a bargaining agent for employees of the Commission or an air carrier;
 - (vi) an officer, other than the chief executive officer, or employee of the Commission;
 - (vii) a shareholder of a corporation in which the Commission has an ownership interest;
 - (viii) a director, officer, or employee of any airport authority; or
 - (ix) in receipt of remuneration or financial benefit from the Commission, other than remuneration or financial benefit received in their capacity as a director or chief executive officer.
- (c) is a spouse or common-law partner of any individual referred to in sub- section (a) or (b);
- (d) has a relationship or interest that, in the opinion of the Board of Directors;
 - (i) interferes with,
 - (ii) has the potential to interfere with, or
 - (iii) gives the appearance of interfering with, the ability of the individual to act the best interests of the Commission.
- (e) is the spouse, common-law partner or child of a director of the Commission or is a child of one of them;
- (f) is neither a Canadian citizen, nor a permanent resident of Canada;
- (g) maintains their principal residence outside Canada;
- (h) is under the age of 18 years;
- (i) has been declared incompetent by a Court in Canada or elsewhere;
- (j) is an undischarged bankrupt;
- (k) has been convicted of a criminal offence related to the employment of that person or the management of a society, corporation or unincorporated association or business.

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2766

A bylaw to impose a water service frontage tax

WHEREAS, pursuant to Section 200 of the *Community Charter*, Council may, by bylaw, impose a frontage tax to provide funding to pay for water services;

AND WHEREAS, certain costs have been or are to be incurred by the Municipality in providing water services to lands with access to the water system;

AND WHEREAS, the Council of the City of Courtenay deems it expedient to impose a frontage tax on properties connected to or capable of connecting to water services within the City of Courtenay;

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

1. In this bylaw, unless the context otherwise requires:

Actual Frontage means the number of metres of a parcel of land which actually abuts on the work or street as shown on the subdivision plan provided by BC Assessment.

Assessor means the Tax Collector for the City of Courtenay.

Taxable Frontage means the actual frontage in metres or, where applicable, the number of metres of a parcel of land deemed to abut on the work or street, and in respect of which parcel the frontage tax is levied for the work or service.

2. For the purpose of this bylaw, a regularly shaped parcel of land is rectangular.

- (a) To place the Frontage Tax on a fair and equitable basis, the taxable frontage of the following parcels of land shall be the number of metres fixed by the Assessor:

- i) A triangular or irregularly shaped parcel of land; or

- ii) A parcel of land wholly or in part unfit for building purposes; or

- iii) A parcel of land which does not abut on the street but is nevertheless deemed to abut on the work, as the case may be.

- (b) For a parcel with more than one side that abuts on a street the frontage will be taken from the measurement of the street side identified by the civic address of the property.

3. A frontage tax shall be and is hereby imposed and levied upon all parcels within the City of Courtenay capable of being served by the City's water system.

4. The frontage tax will remain in effect until repealed or rescinded by the Council of the City of Courtenay.
5. The frontage tax will be levied each year on the basis of the taxable frontage of the parcel as follows:
 - (a) Parcels exceeding 30.5 metres of taxable frontage are deemed to have taxable frontages of 30.5 metres.
 - (b) Parcels with less than 15.25 metres of taxable frontage are deemed to have taxable frontages of 15.25 metres.
 - (c) In the case of multi-family, multi-level dwellings which are strata title units, the taxable frontage per unit will be deemed 9.15 meters.
 - (d) In the case of all other strata title parcels not included in paragraph (c) and sharing a single connection to the City's Water Service, the taxable frontage per parcel will be deemed 9.15 meters.
6. The parcel tax roll will be based on the BC Assessment Roll with exemptions recognized for parcels subject to statutory exemptions under the Community Charter and subject to the conditions outlined in sections 1 through 5 of this bylaw.
7. The annual amount to be paid under this tax per parcel is \$3.74 per metre of water frontage.
8. This bylaw will come into effect January 1, 2014.
9. This bylaw repeals Water Frontage Rates Bylaw, 1969, No. 1004 and all subsequent amendments.
10. This Bylaw may be cited as **"Water Service Frontage Tax Bylaw No. 2766, 2013"**.

Read a first time this 7th day of October, 2013

Read a second time this 7th day of October, 2013

Read a third time this 7th day of October, 2013

Finally passed and adopted this day of , 2013

Mayor

Director of Legislative Services

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2767

A bylaw to impose a sewer service frontage tax

WHEREAS, pursuant to Section 200 of the *Community Charter*, Council may, by bylaw, impose a frontage tax to provide funding to pay for sewer services;

AND WHEREAS, certain costs have been or are to be incurred by the Municipality in providing sewer services to lands with access to the sewer system;

AND WHEREAS, the Council of the City of Courtenay deems it expedient to impose a frontage tax on properties connected to or capable of connecting to sewer services within the City of Courtenay;

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

1. In this bylaw, unless the context otherwise requires:

Actual Frontage means the number of metres of a parcel of land which actually abuts on the work or street as shown on the subdivision plan provided by BC Assessment.

Assessor means the Tax Collector for the City of Courtenay.

Taxable Frontage means the actual frontage in metres or, where applicable, the number of metres of a parcel of land deemed to abut on the work or street, and in respect of which parcel the frontage tax is levied for the work or service.

2. For the purpose of this bylaw, a regularly shaped parcel of land is rectangular.
 - (a) To place the Frontage Tax on a fair and equitable basis, the taxable frontage of the following parcels of land shall be the number of metres fixed by the Assessor:
 - i) A triangular or irregularly shaped parcel of land; or
 - ii) A parcel of land wholly or in part unfit for building purposes; or
 - iii) A parcel of land which does not abut on the street but is nevertheless deemed to abut on the work, as the case may be.
 - (b) For a parcel with more than one side that abuts on a street the frontage will be taken from the measurement of the street side identified by the civic address of the property.
3. A frontage tax shall be and is hereby imposed and levied upon all parcels within the City of Courtenay capable of being served by the City's sewer system.

4. The frontage tax will remain in effect until repealed or rescinded by the Council of the City of Courtenay.
5. The frontage tax will be levied each year on the basis of the taxable frontage of the parcel as follows:
 - (a) Parcels exceeding 30.5 metres of taxable frontage are deemed to have taxable frontages of 30.5 metres.
 - (b) Parcels with less than 15.25 metres of taxable frontage are deemed to have taxable frontages of 15.25 metres.
 - (c) In the case of multi-family, multi-level dwellings which are strata title units, the taxable frontage per unit will be deemed 9.15 meters.
 - (d) In the case of all other strata title parcels not included in paragraph (c) and sharing a single connection to the City's Sewer Service, the taxable frontage per parcel will be deemed 9.15 meters.
6. The parcel tax roll will be based on the BC Assessment Roll with exemptions recognized for parcels subject to statutory exemptions under the Community Charter and subject to the conditions outlined in sections 1 through 5 of this bylaw.
7. The annual amount to be paid under this tax per parcel is \$10.24 per metre of sewer frontage.
8. This bylaw will come into effect January 1, 2014.
9. This bylaw repeals Sewer Frontage Rates Bylaw, 1969, No. 1005 and all subsequent amendments.
10. This Bylaw may be cited as **"Sewer Service Frontage Tax Bylaw No. 2767, 2013"**.

Read a first time this 7th day of October, 2013

Read a second time this 7th day of October, 2013

Read a third time this 7th day of October, 2013

Finally passed and adopted this day of , 2013

Mayor

Director of Legislative Services

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2761

A bylaw to amend 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. 2761, 2013**”.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
 - (a) By rezoning Lot 5, District Lot 157, Comox District, Plan 46644, as shown in bold outline on **Attachment A** which is attached hereto and forms part of this bylaw, from Residential One Zone (R-1) to Residential One S Zone (R-1S);
 - (b) That Schedule No. 8 be amended accordingly.
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 7th day of October, 2013

Read a second time this 7th day of October, 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

