

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

DATE: Monday, February 3, 2014
PLACE: City Hall Council Chambers
TIME: 4:00 p.m.

1.00 ADOPTION OF MINUTES

1. Adopt January 20, 2014 Regular Council Meeting and January 27, 2014 Committee of the Whole Minutes

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

1. Jess Potter, Immigrant Welcome Centre re: Multi-Cultural Festival
2. Harry Whitfield re: Dingwall Road Development Permit Application (see pg#9)

4.00 STAFF REPORTS

Pg #

(a) Community Services

(b) CAO and Legislative Services

5. 1. Cemetery Amendment Bylaw No. 2772
7. 2. Authorized Signatories for Development Documents

(c) Development Services

9. 3. Development Permit No. 1026 – 1577 Dingwall Road
49. 4. Housing Agreement Bylaw for Rental Units – 3230 to 3260 Cliffe Avenue

(d) Financial Services

(e) Engineering and Operations

51. 5. Mulligans' Golf Course – traffic concerns

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

55. 1. Dawn to Dawn re: Supportive Housing

Proposed Resolution:

“that the letter from Dawn to Dawn Action on Homelessness Society regarding supportive housing as a major priority for 2014 be received for information; and

That the letter be referred to the City's Social Planning Consultant for review."

- 57 2. Douglas Ante, The Pump House re: commercial property tax

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

- 59 1. Heritage Advisory Commission minutes for October 23 and November 27, 2013

- 65 2. Briefing Note: New Playgrounds for Neighbourhood Parks

- 69 3. Briefing Note: Sandwich Water District Conversion

- 71 4. Briefing Note: BC Transit Bus Shelter Program

7.00 REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES

8.00 RESOLUTIONS OF COUNCIL

9.00 UNFINISHED BUSINESS

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

12.00 BYLAWS

For First, Second and Third Reading

- 73 1. "Cemetery Management Amendment Bylaw No. 2772, 2014"
 (to establish a new section at the cemetery and minor housekeeping items)
- 79 2. "Housing Agreement Housing Agreement (3230, 3240, 3250 and 3260 Cliffe Avenue)
 Bylaw No. 2777, 2014"
 (to enter into a housing agreement maintaining rental units for 10 years)

For Final Adoption

- 87 1. "Fitzgerald Lane Road Closure Bylaw No. 2775, 2014"
 (to consider the closure of a small portion of a lane behind 777 Fitzgerald Ave)

(Note: In addition to the public notice, notices were hand delivered to adjacent property owners as per Council's direction. No submissions were received regarding the bylaw)

- 91 2. "City of Courtenay Fees and Charges Amendment Bylaw No. 2776, 2014"
 (to include development permit fee system for the Arden Corridor Local Area Plan)

13.00 ADJOURNMENT

To: Ward, John
Subject: Re: Addressing Council

Delegation

Hello John,

The Immigrant Welcome Centre is planning a multi-cultural festival in March. We would like to explain the need for this type of event, as well as invite the councillors to participate. Additionally, we'd like to invite the Mayor to partake in the opening ceremonies (a formal invitation letter will be sent to Mayor Jangula).

Regards,

Jess Potter

Jr. Projects Coordinator

Immigrant Welcome Centre

Campbell River 250.830.0171

Comox Valley 250.338.6359

www.ImmigrantWelcome.ca

[Facebook](#)

[Twitter](#)

On Mon, Dec 16, 2013 at 2:06 PM, Ward, John <jward@courtenay.ca> wrote:

Hi Jess. Please advise the reason for the delegation request.

Thank you.

DELEGATION FEB. 3/2014



Services

The Immigrant Welcome Centre of North Vancouver Island provides specialized services for all Immigrants both English & Non-English Speaking. We provide free services and programs which provide an ongoing opportunity for individuals to navigate and adapt to Canadian society. These services cover understanding the settlement process, health care, housing and other practical issues.

Contact Us

Campbell River office:
A114-740 Robron Road,
Campbell River, BC V9W 6J7
250-830-0171
info@ImmigrantWelcome.ca

Comox Valley office:
Unit C - 1001 Lewis Road,
Courtenay, BC V9N 5R4
250-338-6359
admin@ImmigrantWelcome.ca

www.ImmigrantWelcome.ca



North Island Immigrant Service Report

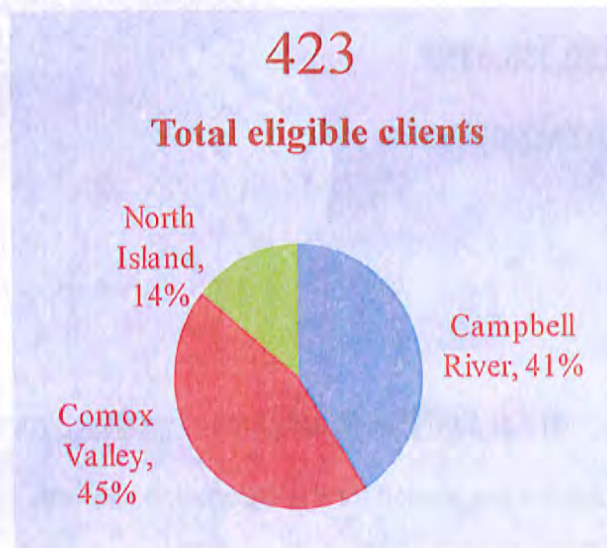
April to October 2013

532 Clients Served

2239
Services provided

109 Number of clients served who are currently ineligible for our Government funded settlement services

149 Number of clients served who will be ineligible for our Government funded settlement services as of April





Vision Statement

A North Island region that embraces diversity and inclusivity while actively engaging with the vibrant cultures in the region, and where newcomers feel welcome, safe and respected.

Contact Us

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Emerging Issues

Community directly impacted by funding limitations

The Immigrant Welcome Centre of North Vancouver Island continues to provide a wide range of much needed services to those who choose to settle in our region from other countries. Our staff are dedicated to helping all newcomers but the reality is that currently, Temporary Foreign Workers and International Students among others are not eligible for our services under current funding guidelines, and the gap is widening. Funding and federal policy changes in the Immigrant Service sector take effect in April 2014 and will mean that Naturalized Citizens will also be ineligible for our services. Those needing translation services will be especially impacted.

The changes will also affect community service providers as this large and growing population of residents who are ineligible for our assistance, will still need and expect to receive other community services. We expect language barriers will become an increasing challenge for clients and service providers.

We are actively planning and seeking ways to educate and empower our Naturalized Citizens and inform our community service providers to help minimize the negative impact on these new residents.

You can help by being aware of your clients' & neighbours' language and cultural barriers and referring newcomers to us for assistance.

Recent survey results from our Naturalized Citizen clients:

100%
Identified Language
as a barrier
in their lives.

Including those who felt
they had a high level of
ability with English.

Top 3 Services Used

- Language Services
- Assistance with medical issues
- Assistance with forms

Barriers to learning English:

- Employment
(work schedules conflicting with classes)
- Transportation
- Lack or misunderstanding of services

Global Fusion Fest

MUSIC • DANCE • FOOD • ART • CRAFTS

SATURDAY, MARCH 8

10am - 4pm

**Florence Filberg Centre
Courtenay, BC**

Global Fusion Fest

MUSIC • DANCE • FOOD • ART • CRAFTS

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Courtenay, BC**



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Mayor and Council
From: Chief Administrative Officer
Subject: Cemetery Amendment Bylaw No. 2772

File No.: 4100-01
Date: February 3, 2014

PURPOSE:

The purpose of this report is to make amendments to the Cemetery Bylaw Management Bylaw No. 2569, 2009 to provide for improved cemetery and administrative operations.

CAO RECOMMENDATIONS:

That based on the February 3, 2014 staff report "Cemetery Amendment Bylaw No. 2772, Council approve OPTION 1 and the amendments to "Cemetery Management Amendment Bylaw No. 2772, 2014"; and

That "Cemetery Management Amendment Bylaw No. 2772, 2014" proceed to 1st, 2nd and 3rd reading.

Respectfully submitted,

David Allen

Chief Administrative Officer

BACKGROUND:

The new Cemetery Management Bylaw was adopted in 2009. Since that time many additional services have been made available to the public based on market trends and public input. The latest significant addition to the cemetery is a specific section for infants and children.

DISCUSSION:

In the past, infant plots were created by using full burial plots and resizing them. This practice did not provide a designated section specifically for infants and children. The public have made requests for such a designated area, and this service is routinely provided by cemeteries in B.C.

Staff took an undeveloped section of the cemetery and created a section with ninety six (96) plots specifically for infants and children. This new area is referred to as Section 'Q'. The regulations and recommended fees for this section are included for in the bylaw amendment.

In addition to the above, Parks staff have been instrumental in drafting a plan that will eventually include a water feature along with a focal point dedicated to children. This focal point may be a statue made of stone or bronze. We are awaiting a final drawing subject to budget approval.

The bylaw includes a provision to bring markers sizes to industry standards and to make available the most commonly used sizes. This "housekeeping" amendment reflects this trend.

FINANCIAL IMPLICATIONS:

As previously reported to Council, staff are reviewing fees annually to ensure they are in line with operating costs and market conditions. With regard to the last amendment, the public were generally satisfied with the fees.

The fee schedule includes new rates for the new 'Q' section. Since the plots are smaller, the rates are lower than the regular full plot burials.

In addition, staff conducted a detailed analysis of our rates for weekend and holiday burials versus our actual costs to perform the services. Based on this analysis, staff determined that the rates for the public should be reduced. These reductions are reflected in the bylaw amendment.

Our fees remain substantially lower than other cemeteries in the area; however we believe our rates are in line with our costs. The next review of cemetery rates will be conducted in 2014/2015.

ADMINISTRATIVE IMPLICATIONS:

Administration of the Courtenay Civic Cemetery is included in the Legislative Services Work Plan. Cemetery administration accounts for up to 60% of the daily activities of the Executive Assistant.

STRATEGIC PLAN REFERENCE:

N/A

OFFICIAL COMMUNITY PLAN REFERENCE:

N/A

REGIONAL GROWTH STRATEGY REFERENCE:

N/A

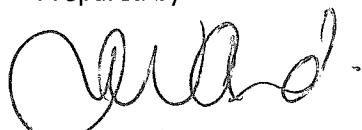
CITIZEN/PUBLIC ENGAGEMENT:

Input has been received from the public regarding the proposed changes, and based on this staff believe it is appropriate to provide the additional services.

OPTIONS:

- OPTION 1: Approve Cemetery Management Amendment Bylaw No. 2772 as amended (recommended).
- OPTION 2: Do not approve Cemetery Management Amendment Bylaw No. 2772.
- OPTION 3: Refer back to staff for further information and report back to Council.

Prepared by:



John Ward, CMC

Director of Legislative Services



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Mayor and Council
From: Chief Administrative Officer
Subject: Authorized Signatories for Development Documents

File No.: 3320-01

Date: February 3, 2014

PURPOSE:

The purpose of this report is to delegate signing authority to the Mayor and the Director of Legislative Services relating to the development of land in circumstances where there is an approved subdivision or building permit. The recommended procedure will streamline the processing of applications and will be a benefit to applicants and to the City.

CAO RECOMMENDATIONS:

That based on the February 3, 2014 staff report "Authorized Signatories for Development Documents", Council approve OPTION 1 and pursuant to Section 154(1)(b) of the *Community Charter*, delegate to the Mayor and the Director of Legislative Services the power to sign and deliver on behalf of the City, as the authorized signatories of the City, the following agreements related to the development of land in circumstances where there is a related subdivision or issued building permit:

- a) geotechnical section 219 covenants;
- b) flood section 219 covenants;
- c) statutory rights of way for municipal services (water, sewage and storm sewer), municipal street trees, City Staff and/or access/egress
- d) section 219 covenants that form part of an easement between owners, intended to prevent release of the easement without the City's consent
- e) subdivision and development servicing agreements pursuant to section 940 of the *Local Government Act*
- f) releases and modifications of agreements referred to in clauses (a) through (e)

provided there is no liability on the part of the City within any agreement (or its modification) other than liabilities which do not extend beyond 5 years (including by exercising rights of renewal or extension) and other than liabilities authorized by the *Counter Petition Exemption Regulation*.

Respectfully submitted,

David Allen
Chief Administrative Officer

BACKGROUND:

All Subdivision Servicing Agreements and related legal documents are currently presented, on an individual basis to Council authorizing the Mayor and Director of Legislative Services to sign the agreements. Subsequently, the Approving Officer can then sign the applicable Subdivision Plan.

A delay for a subdivision approval can occur with the current practice, depending on the Council meeting schedule. The proposed revised format would negate the need for many subdivision service agreements and legal documents to be presented to Council prior to the Mayor and the Director of Legislative Services signing the documents.

The recommended procedure will streamline the processing of applications and will be a benefit to applicants and to the City.

Legal documents pertaining to Statutory Rights of Way and Land Acquisitions for City Capital Projects will continue to be presented to Council on an individual basis.

FINANCIAL IMPLICATIONS:

There are no financial implications to the City.

ADMINISTRATIVE IMPLICATIONS:

General statutory administration of development agreements is included in the Corporate Work Plan for Legislative Services, Development Services, and Engineering Services.

The recommended process will reduce the amount of staff resources required to prepare reports to Council for signatures and result in quicker turnaround time for development applications.

STRATEGIC PLAN REFERENCE:

Operational Strategy –Planning & Development – Development Process Review.

OFFICIAL COMMUNITY PLAN REFERENCE:

No references.

REGIONAL GROWTH STRATEGY REFERENCE:

No references.

CITIZEN/PUBLIC ENGAGEMENT:

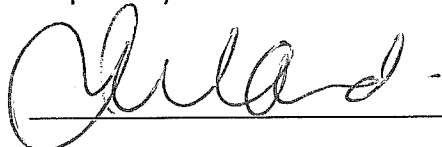
No citizen or public engagement is required.

OPTIONS:

Option #1- Delegate specific signing authority the agreements related to the development of land to the Mayor and Director of Legislative Services (recommended).

Option #2 - Maintain current practice of presenting documents on an individual basis to Council.

Prepared by:



John Ward, CMC
Director of Legislative Services

Graham Savage
Approving Officer



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Mayor and Council
From: Chief Administrative Officer
Subject: Development Permit No. 1026 for 1577 Dingwall Road

File No.: 3060-20-1026
Date: February 3, 2014

PURPOSE:

The purpose of this report is to consider an application for a development permit to allow a 32 unit strata residential development at 1577 Dingwall Road.

CAO RECOMMENDATIONS:

That based on the February 3, 2014 staff report 'Development Permit No. 1026 for 1577 Dingwall Road' Council approve Option No. 1 and approve Development Permit No. 1026 for a 32 unit strata residential development located at 1577 Dingwall Road

Respectfully submitted,

David Allen
Chief Administrative Officer

BACKGROUND:

The subject property is located at 1577 Dingwall Road near Western Road. The proposal is a 32 unit strata residential development which is essentially unchanged in design since the zoning bylaw was amended in September 2012 to allow multi residential development on this property.

The proposal consists of two apartment buildings each containing 12 units and 4 duplex buildings for a total of 32 units. The apartment units range in size from 768 ft² to 1,217 ft² with the majority of the units between 786 ft² and 843 ft². The duplex units are approximately 1,300 ft² in size. Approximately 65% of the parking is either within or under the proposed buildings. The property is located in primarily a single residential neighbourhood and adjoins a church to the east along Dingwall Road and an elementary school to the south west.

The lot area is 0.98 hectares, of which 0.34 hectares is within a "Tree Retention and Protection Area" which is protected by covenant entered into with the City at the time of the rezoning of the subject property. This covenant includes provisions on tree retention and protection. There is a second covenant on the subject property for the purpose of contributions to the City's 'Parks, Recreation Cultural and Senior Facilities Amenity Reserve Fund' and 'Affordable Housing Amenity Reserve Fund' on a per unit basis received at the time of the issuance of a building permit pursuant to the City's Official Community Plan.

A map showing the subject property and project information submitted by the applicant is contained in *Schedule No. 1* and includes the following:

- concept drawing;
- location plan;

- overall site plan;
- site servicing plan and details;
- plan and profile – off-site storm drain;
- grading and accessing plan;
- line painting plan;
- erosion and sediment control plan;
- site plan and elevations of buildings;
- landscape plan, specifications and cost estimates;
- environmental and arborist monitoring plan; and

DISCUSSION:

Official Community Plan Review

The subject property is designated Multi Residential and falls within the Multi Residential Development Permit Area which is intended to regulate the visual impact of residential projects with consideration of overall design, site layout, landscaping and relationship to adjacent land uses.

The project consists of six buildings and considerable changes have occurred throughout the design process to work with the 'Tree Retention and Protection Area', grading on the lot and storm water management. The two apartment style buildings do provide articulated building walls, roof lines and sloped roofs. Building 'A' contains 12 units and fronts onto Dingwall Road with underground parking. Building 'B' also containing 12 units has been designed around a 'Tree Retention and Protection Area'. Both buildings have multiple levels. The four duplex buildings follow two design patterns fronting onto an interior courtyard.

The development includes a landscape plan with plant and lawn areas, wood path and ornamental rock for a total of \$121,666.

The proposal also includes an Erosion and Sediment Control Plan and plan for the management and retention of trees with bonding of \$5,420 required to monitor this work.

Zoning Bylaw Review

The subject property is zoned Residential Three Zone (R-3) which permits the proposed residential project as submitted. The Buildings conform to the provisions of the zoning bylaw and given the extent of the 'Tree Retention and Protection Area' the overall layout has taken into account the site features and has added a landscaping plan to enhance this project.

FINANCIAL IMPLICATIONS:

The applicant will be making a contribution to the 'Parks, Recreation Cultural and Seniors Facility Fund' and the 'Affordable Housing Fund' as required by the covenant registered on title prior to the issuance of a building permit. The total funds received by the City will be approximately \$18,500 into each fund.

ADMINISTRATIVE IMPLICATIONS:

This is a statutory component of the Development Services Department Work Plan.

STRATEGIC PLAN REFERENCE:

N/A

OFFICIAL COMMUNITY PLAN REFERENCE:

The City supports the designation of multi residential housing in a variety of locations to avoid large concentrations of the same type of housing in one area and to help provide more diversity within neighbourhoods.

REGIONAL GROWTH STRATEGY REFERENCE:

The proposed development increases housing opportunities in an existing multi residential area which 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. The subject property was rezoned in September 2012 to allow the Residential Three Zone (R-3) following the holding of a public hearing.

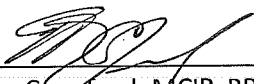
OPTIONS:

OPTION 1: Approve Development Permit No. 1026 as attached. (Recommended)

OPTION 2: Defer consideration with a request for further information.

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

Prepared by:



Peter Crawford, MCIP, RPP
Director of Development Services

**THE CORPORATION OF THE CITY OF COURTENAY
BYLAW NO. 2699**

Permit No. 1026

DEVELOPMENT PERMIT

February 3, 2014

To issue a Development Permit

To: Name: Muchalat Construction Ltd.
 Address: 3326 Dove Creek Road
 Courtenay, BC V9J 1P3

Property to which permit refers:

Legal: Lot 15, Section 16, Comox District, Plan 7037
Civic: 1577 Dingwall Road

Conditions of Permit:

Permit issued to allow the construction of a 32 unit strata residential development subject to the following conditions;

1. Development must be in conformance with the plans, elevations, reports and studies contained in *Schedule No. 1*;
2. Prior to issuance of a building permit for the proposed development, the deposit with the City a landscape security as outlined in *Schedule No. 1* in the amount of (125% x \$121,666.00) \$152,082.50;
3. Prior to any landscape works within the Dingwall Road right of way the owner and/or landscape installer shall arrange for a pre-installation meeting with City Operations staff to ensure municipal infrastructure is not impacted.
4. Landscaping must be completed within six months of the date of issuance of the occupancy permit by the City;
5. Prior to the issuance of a building permit for the proposed development, the deposit of security with the City for the Environmental, Sediment and Erosion Control and Arborist Monitoring Services as outlined in *Schedule No. 1* in the amount of (\$5,420.00 x 125%) \$6,775.00;
6. Prior to the issuance of a building permit for the proposed development, the deposit of security with the City for the due and proper retention and protection of retained trees in the Tree Protection and Retention Area identified in the covenant on the subject lands in the amount of \$10,000.00;
7. Prior to the issuance of a building permit for the proposed development the acceptance by the City of the final details and plan certified by a professional Engineer for the storm-water ex-filtration gallery designed for this property;

8. Prior to the issuance of a building permit for the proposed development, the deposit of security with the City for the installation and maintenance of an Erosion and Sediment control plan on the subject lands in the amount of \$10,000.00;
9. Project identification and entrance signs require a sign permit prior to installation and must be in conformance with the Sign Bylaw and Development Permit Guidelines;
10. All building, site and sign lighting must be full cut off, flat lens in accordance with the City's Dark Skies Policy;
11. Visitor parking must be clearly identified and these areas must be maintained for visitor parking.

Time Schedule of Development and Lapse of Permit

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

Date

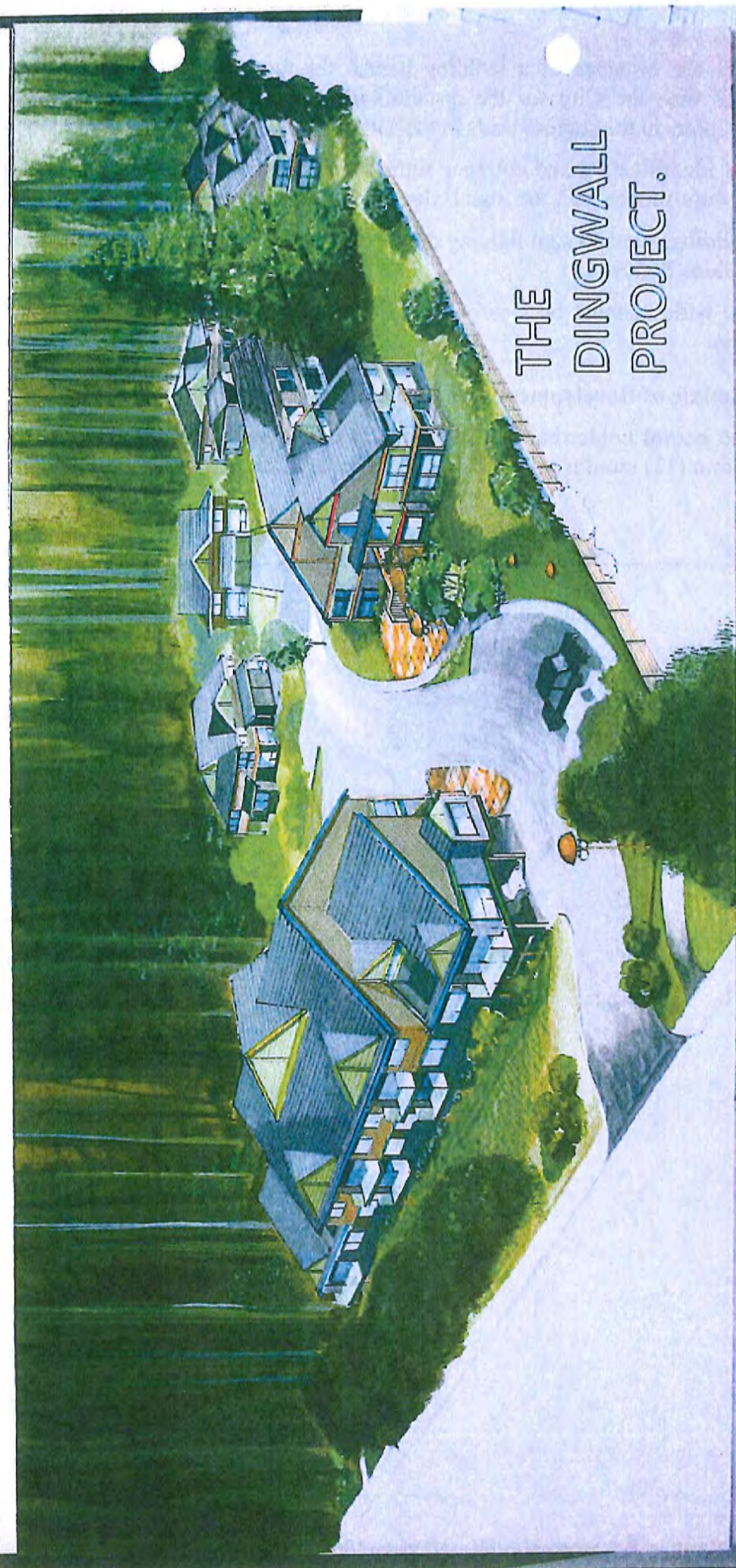
Director of Legislative Services

RECEIVED

DEC 04 2013

CITY OF COURTENAY

THE DINGWALL PROJECT.



JOE FORMOSA

DINGWALL ROAD

32 UNIT MULTI-FAMILY SITE

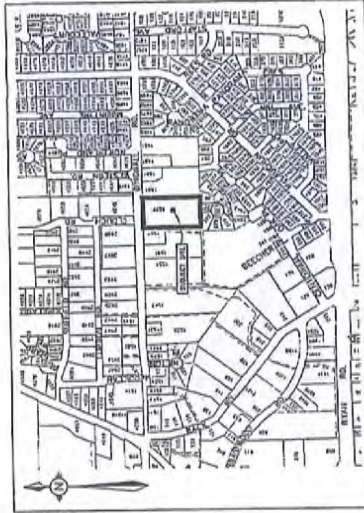
LOT 15, SECTION 16, COMOX DISTRICT, PLAN 7037
COURTENAY, B.C.

CLIENT:

DESCRIPTION:

MCSL PROJECT NO.: 46972-0

CITY PROJECT NO.:



LOCATION PLAN
APPROX. 1 : 5000

RE-ISSUED FOR BUILDING PERMIT
NOVEMBER 5, 2013

DRAWING INDEX		SHEET NO.									
NO.	DESCRIPTION	1	2	3	4	5	6	7	8	9	10
1-1	OVERALL SITE PLAN AND GENERAL NOTES										
1-2	SITE SURVEY PLAN										
1-3	PLAN & PROFILE - 60'-WIDE STREET BRIDGE										
1-4	GRADING AND ACCESS PLAN & PROFILE										
1-5	GRADING AND SITE FILLING PLAN										
1-6	DISSEMINATION DETAILS										
1-7	SUCCESSION DESIGN AND SECTOR CORRELATION PLAN										
1-8	JOE FORMOSA - MULTI-FAMILY DEVELOPMENT, DINGWALL ROAD										

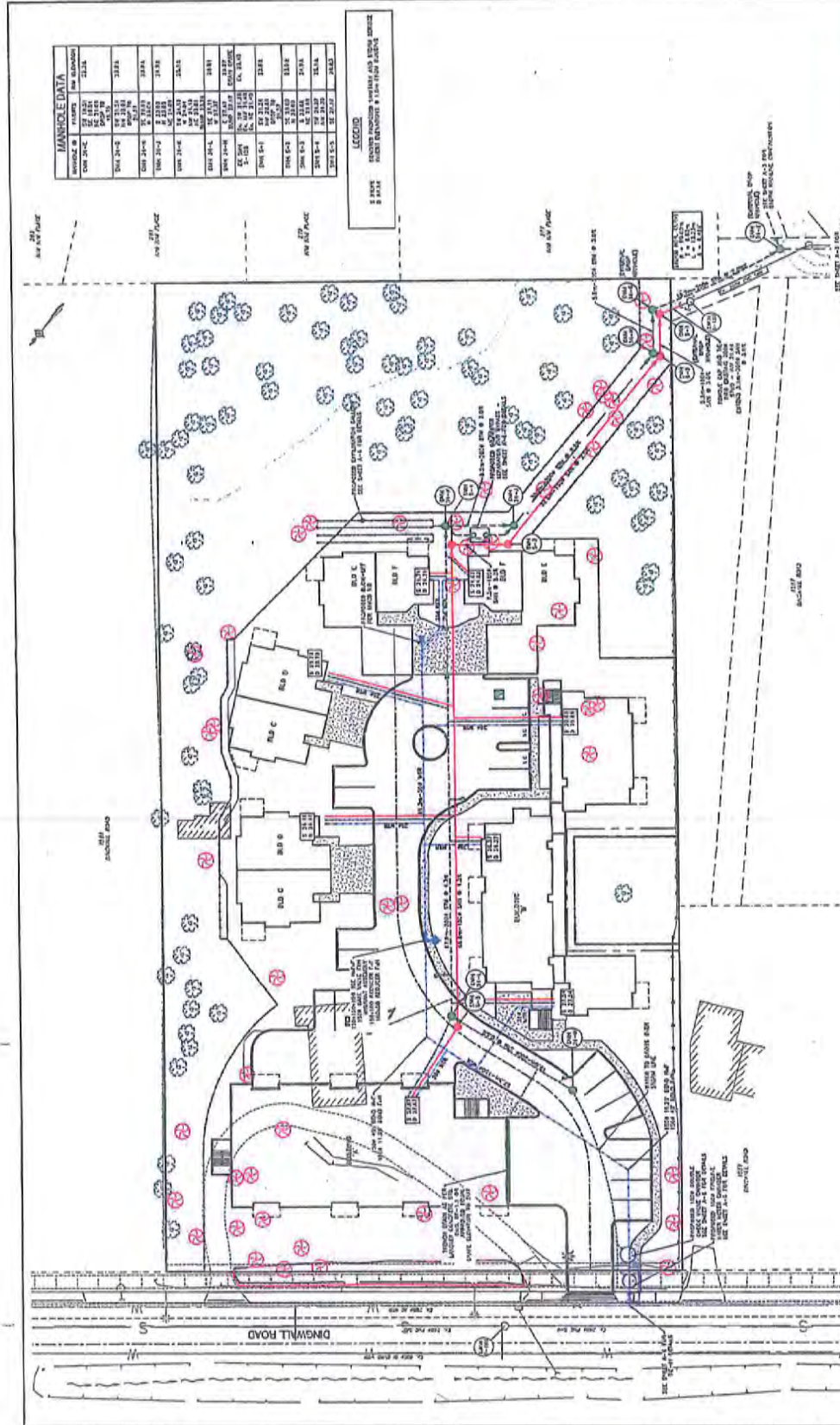
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DEC 04 2013
CITY OF COURTENAY



McElhanney

McElhanney Consulting Services Ltd.

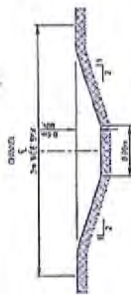
495 SIXTH STREET
COURTENAY BC V9N 6V4
PH (250) 338-5485



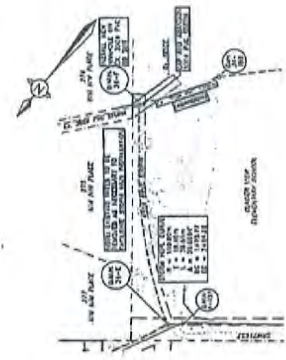
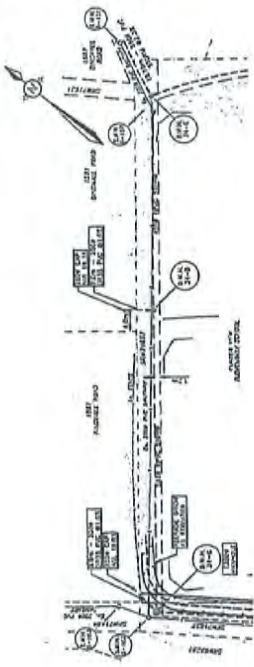
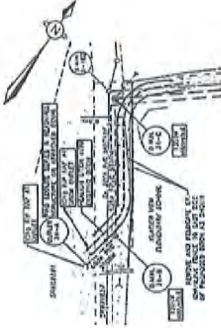
PRELIMINARY
NOT FOR CONSTRUCTION

[illegible]

PRELIMINARY
NOT FOR CONSTRUCTION



100 YEAR OVERFLOW DITCH SECTION
SCALE: 1/2" = 1' HORIZ.
1" = 1' VERT.



CHAINAGE	EXISTING ELEV.	PROPOSED STORM DRAIN GRADES
0+00	24.1	24.1
0+10	23.8	23.8
0+20	23.5	23.5
0+30	23.2	23.2
0+40	22.9	22.9
0+50	22.6	22.6
0+60	22.3	22.3
0+70	22.0	22.0
0+80	21.7	21.7
0+90	21.4	21.4
1+00	21.1	21.1
1+10	20.8	20.8
1+20	20.5	20.5
1+30	20.2	20.2
1+40	19.9	19.9
1+50	19.6	19.6
1+60	19.3	19.3
1+70	19.0	19.0
1+80	18.7	18.7
1+90	18.4	18.4
2+00	18.1	18.1
2+10	17.8	17.8
2+20	17.5	17.5
2+30	17.2	17.2
2+40	16.9	16.9
2+50	16.6	16.6
2+60	16.3	16.3
2+70	16.0	16.0
2+80	15.7	15.7
2+90	15.4	15.4
3+00	15.1	15.1
3+10	14.8	14.8
3+20	14.5	14.5
3+30	14.2	14.2
3+40	13.9	13.9
3+50	13.6	13.6
3+60	13.3	13.3
3+70	13.0	13.0
3+80	12.7	12.7
3+90	12.4	12.4
4+00	12.1	12.1
4+10	11.8	11.8
4+20	11.5	11.5
4+30	11.2	11.2
4+40	10.9	10.9
4+50	10.6	10.6
4+60	10.3	10.3
4+70	10.0	10.0
4+80	9.7	9.7
4+90	9.4	9.4
5+00	9.1	9.1
5+10	8.8	8.8
5+20	8.5	8.5
5+30	8.2	8.2
5+40	7.9	7.9
5+50	7.6	7.6
5+60	7.3	7.3
5+70	7.0	7.0
5+80	6.7	6.7
5+90	6.4	6.4
6+00	6.1	6.1
6+10	5.8	5.8
6+20	5.5	5.5
6+30	5.2	5.2
6+40	4.9	4.9
6+50	4.6	4.6
6+60	4.3	4.3
6+70	4.0	4.0
6+80	3.7	3.7
6+90	3.4	3.4
7+00	3.1	3.1
7+10	2.8	2.8
7+20	2.5	2.5
7+30	2.2	2.2
7+40	1.9	1.9
7+50	1.6	1.6
7+60	1.3	1.3
7+70	1.0	1.0
7+80	0.7	0.7
7+90	0.4	0.4
8+00	0.1	0.1

CHAINAGE	EXISTING ELEV.	PROPOSED STORM DRAIN GRADES
0+00	24.1	24.1
0+10	23.8	23.8
0+20	23.5	23.5
0+30	23.2	23.2
0+40	22.9	22.9
0+50	22.6	22.6
0+60	22.3	22.3
0+70	22.0	22.0
0+80	21.7	21.7
0+90	21.4	21.4
1+00	21.1	21.1
1+10	20.8	20.8
1+20	20.5	20.5
1+30	20.2	20.2
1+40	19.9	19.9
1+50	19.6	19.6
1+60	19.3	19.3
1+70	19.0	19.0
1+80	18.7	18.7
1+90	18.4	18.4
2+00	18.1	18.1
2+10	17.8	17.8
2+20	17.5	17.5
2+30	17.2	17.2
2+40	16.9	16.9
2+50	16.6	16.6
2+60	16.3	16.3
2+70	16.0	16.0
2+80	15.7	15.7
2+90	15.4	15.4
3+00	15.1	15.1
3+10	14.8	14.8
3+20	14.5	14.5
3+30	14.2	14.2
3+40	13.9	13.9
3+50	13.6	13.6
3+60	13.3	13.3
3+70	13.0	13.0
3+80	12.7	12.7
3+90	12.4	12.4
4+00	12.1	12.1
4+10	11.8	11.8
4+20	11.5	11.5
4+30	11.2	11.2
4+40	10.9	10.9
4+50	10.6	10.6
4+60	10.3	10.3
4+70	10.0	10.0
4+80	9.7	9.7
4+90	9.4	9.4
5+00	9.1	9.1
5+10	8.8	8.8
5+20	8.5	8.5
5+30	8.2	8.2
5+40	7.9	7.9
5+50	7.6	7.6
5+60	7.3	7.3
5+70	7.0	7.0
5+80	6.7	6.7
5+90	6.4	6.4
6+00	6.1	6.1
6+10	5.8	5.8
6+20	5.5	5.5
6+30	5.2	5.2
6+40	4.9	4.9
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6+60	4.3	4.3
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7+30	2.2	2.2
7+40	1.9	1.9
7+50	1.6	1.6
7+60	1.3	1.3
7+70	1.0	1.0
7+80	0.7	0.7
7+90	0.4	0.4
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CHAINAGE	EXISTING ELEV.	PROPOSED STORM DRAIN GRADES
0+00	24.1	24.1
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0+60	22.3	22.3
0+70	22.0	22.0
0+80	21.7	21.7
0+90	21.4	21.4
1+00	21.1	21.1
1+10	20.8	20.8
1+20	20.5	20.5
1+30	20.2	20.2
1+40	19.9	19.9
1+50	19.6	19.6
1+60	19.3	19.3
1+70	19.0	19.0
1+80	18.7	18.7
1+90	18.4	18.4
2+00	18.1	18.1
2+10	17.8	17.8
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2+70	16.0	16.0
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3+60	13.3	13.3
3+70	13.0	13.0
3+80	12.7	12.7
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4+00	12.1	12.1
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4+20	11.5	11.5
4+30	11.2	11.2
4+40	10.9	10.9
4+50	10.6	10.6
4+60	10.3	10.3
4+70	10.0	10.0
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5+60	7.3	7.3
5+70	7.0	7.0
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5+90	6.4	6.4
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6+10	5.8	5.8
6+20	5.5	5.5
6+30	5.2	5.2
6+40	4.9	4.9
6+50	4.6	4.6
6+60	4.3	4.3
6+70	4.0	4.0
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7+10	2.8	2.8
7+20	2.5	2.5
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7+40	1.9	1.9
7+50	1.6	1.6
7+60	1.3	1.3
7+70	1.0	1.0
7+80	0.7	0.7
7+90	0.4	0.4
8+00	0.1	0.1

CHAINAGE	EXISTING ELEV.	PROPOSED STORM DRAIN GRADES
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0+20	23.5	23.5
0+30	23.2	23.2
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1+10	20.8	20.8
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3+70	13.0	13.0
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4+60	10.3	10.3
4+70	10.0	10.0
4+80	9.7	9.7
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5+20	8.5	8.5
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5+80	6.7	6.7
5+90	6.4	6.4
6+00	6.1	6.1
6+10	5.8	5.8
6+20	5.5	5.5
6+30	5.2	5.2
6+40	4.9	4.9
6+50	4.6	4.6
6+60	4.3	4.3
6+70	4.0	4.0
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7+60	1.3	1.3
7+70	1.0	1.0
7+80	0.7	0.7
7+90	0.4	0.4
8+00	0.1	0.1

JOE FORMOSA

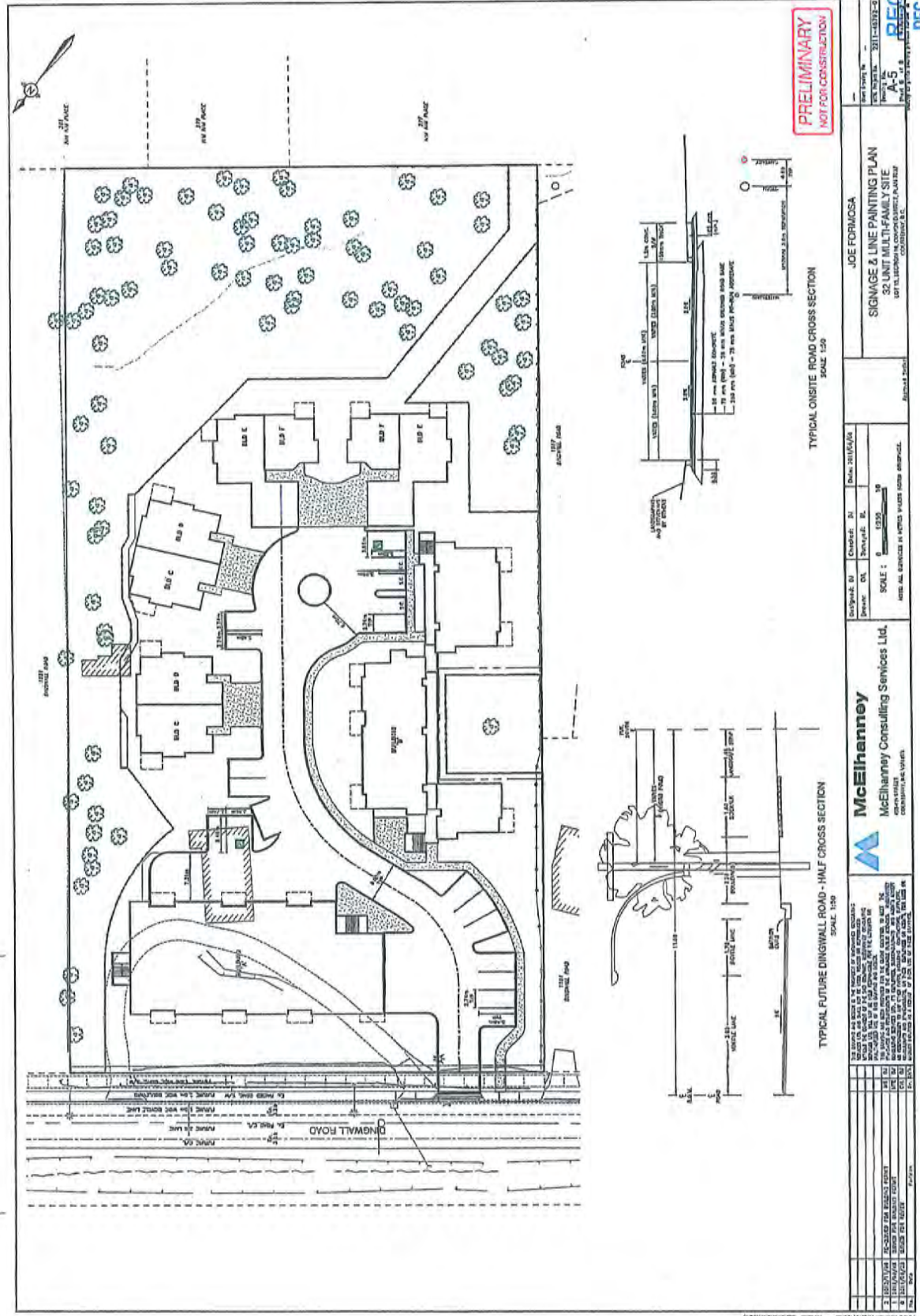
PLAN & PROFILE - OFFSITE STORM DRAIN

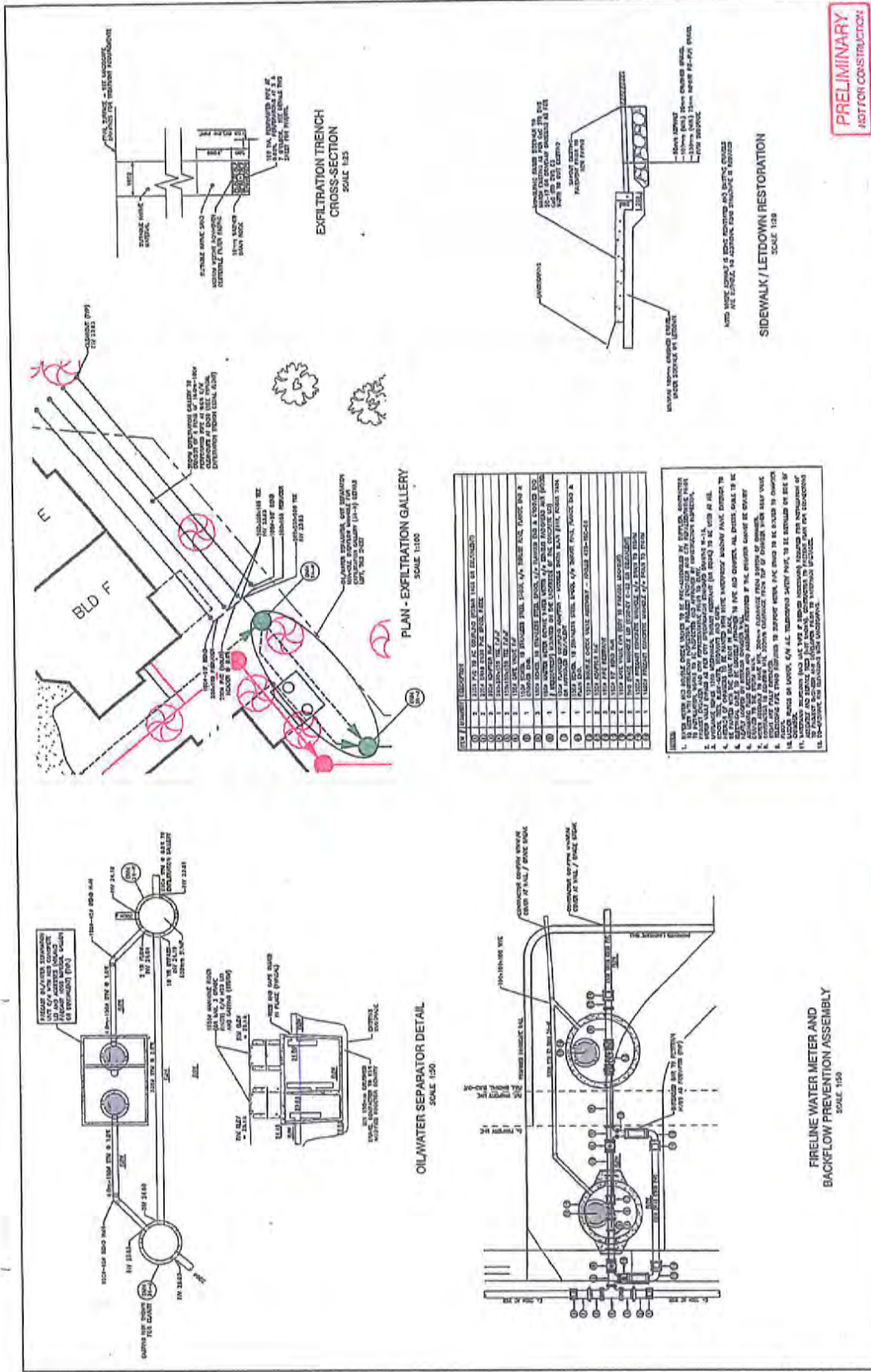
32 UNIT MULTI-FAMILY SITE

LOT 15, ESCROW #14, CONDOR DISTRICT, PLAIN HILL

COUNTY, E.C.







PRELIMINARY
NOT FOR CONSTRUCTION

JOE FORMOSA
32 UNIT MULTI-FAMILY SITE
1015, SECTION 15, CONDOMINIUM UNIT 301
COLUMBIA, ILL.

McElhanney
McElhanney Consulting Services Ltd.
1015, SECTION 15, CONDOMINIUM UNIT 301
COLUMBIA, ILL.

SCALE: AS NOTED
NOTE: ALL DIMENSIONS IN FEET AND INCHES UNLESS OTHERWISE SPECIFIED.

DATE: 12/04/2013

BY: [Signature]

CHECKED: [Signature]

APPROVED: [Signature]

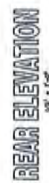


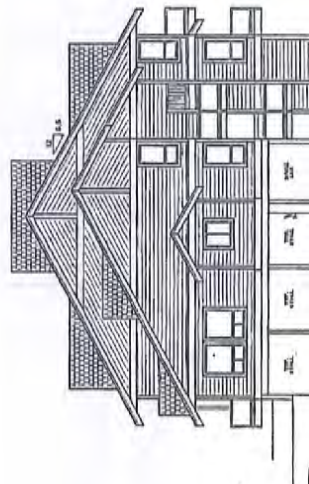
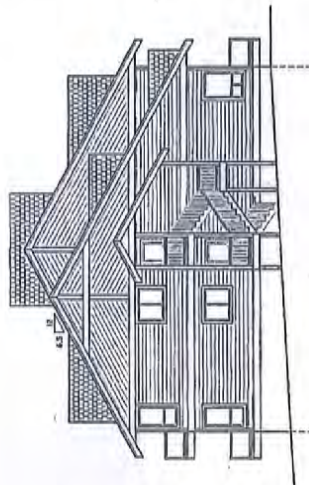


BUILDING 'A'

MUCHALAT CONSTRUCTION LTD.

THE DINGWALL PROJECT - COURTENAY, B.C.

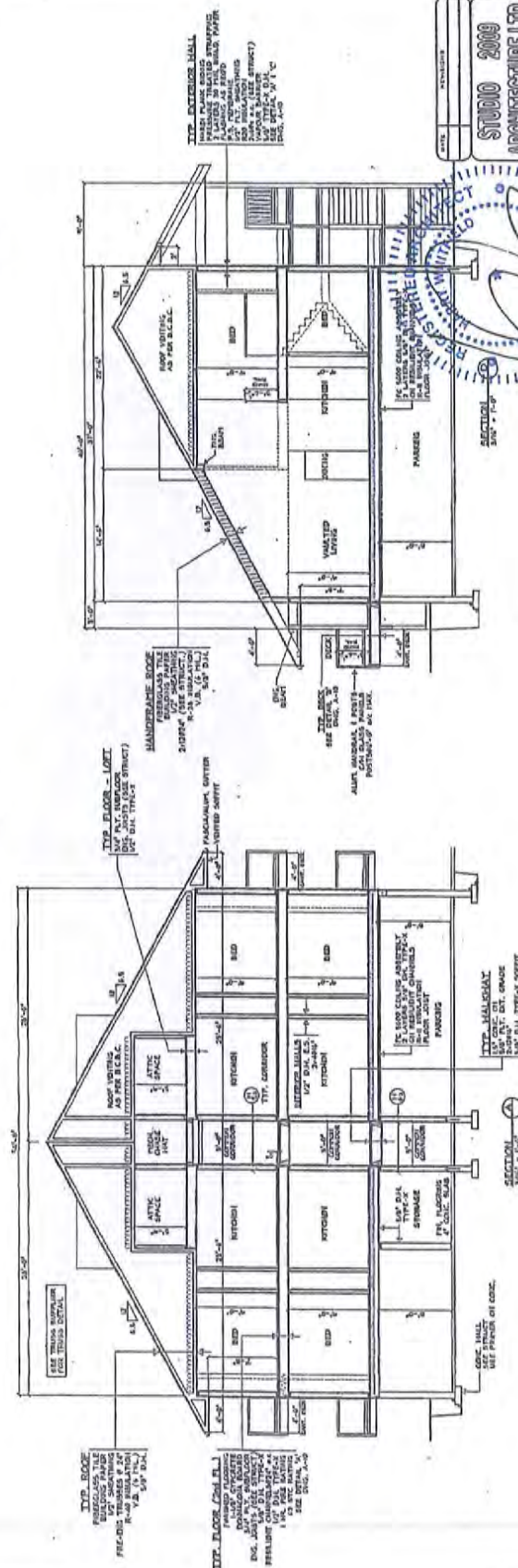




LEFT ELEVATION

RIGHT ELEVATION

MATERIAL AND COLOR SCHEDULE	
(A)	INTERGLASS TILE
(B)	INTERGLASS STONE
(C)	INTERGLASS STONE
(D)	INTERGLASS STONE
(E)	PAINT SCUMPTO TILE OR SCUMPTO
(F)	PAINT SCUMPTO TILE OR SCUMPTO
(G)	PAINT SCUMPTO TILE OR SCUMPTO
(H)	PAINT SCUMPTO TILE OR SCUMPTO
(I)	PAINT SCUMPTO TILE OR SCUMPTO
(J)	PAINT SCUMPTO TILE OR SCUMPTO
(K)	PAINT SCUMPTO TILE OR SCUMPTO
(L)	PAINT SCUMPTO TILE OR SCUMPTO
(M)	PAINT SCUMPTO TILE OR SCUMPTO
(N)	PAINT SCUMPTO TILE OR SCUMPTO
(O)	PAINT SCUMPTO TILE OR SCUMPTO
(P)	PAINT SCUMPTO TILE OR SCUMPTO
(Q)	PAINT SCUMPTO TILE OR SCUMPTO
(R)	PAINT SCUMPTO TILE OR SCUMPTO
(S)	PAINT SCUMPTO TILE OR SCUMPTO
(T)	PAINT SCUMPTO TILE OR SCUMPTO
(U)	PAINT SCUMPTO TILE OR SCUMPTO
(V)	PAINT SCUMPTO TILE OR SCUMPTO
(W)	PAINT SCUMPTO TILE OR SCUMPTO
(X)	PAINT SCUMPTO TILE OR SCUMPTO
(Y)	PAINT SCUMPTO TILE OR SCUMPTO
(Z)	PAINT SCUMPTO TILE OR SCUMPTO



DATE	REVISED	STUDIO 2009 ARCHITECTURE LTD. Architect Harry Winkler Richard Jarpe Designer KBO, ASG 10/16/09	A-2
PROJECT NO.	REVISED	DRAWING BY R.J./P.B.	SCALE AS NOTED
		DATE SEPT. 2007	

MUCHALAT CONSTRUCTION LTD. BUILDING "A"

THE DINGWALL PROJECT - COURTENAY, B.C.

DATE	REVISIONS	STUDIO 2000 ARCHITECTURE LTD. Harry Whitfield Architect, P.A.L.I.C. Richard Jasper Designer, N.D. J.C.T.	DATE ISS
			B-1
Drawn By	R.J.P.D.B.		
Revised	J.S. 10/7/20		
Scale	ASPT, 2002		



THE DINGWALL PROJECT • COURTENAY, B.C.

PROJECT NAME

MUCHALAT CONSTRUCTION LTD. BUILDING B

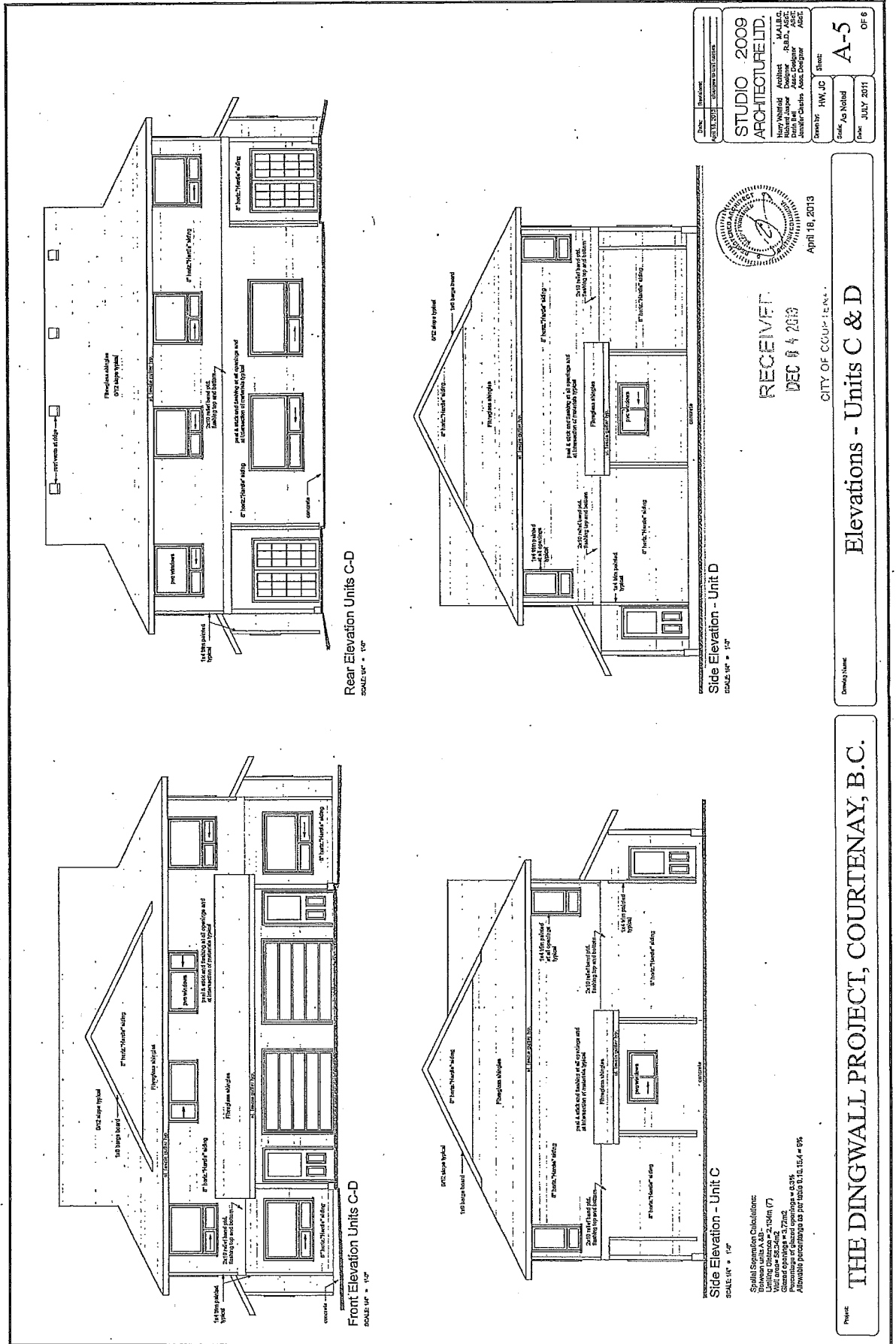
GENERAL NOTES

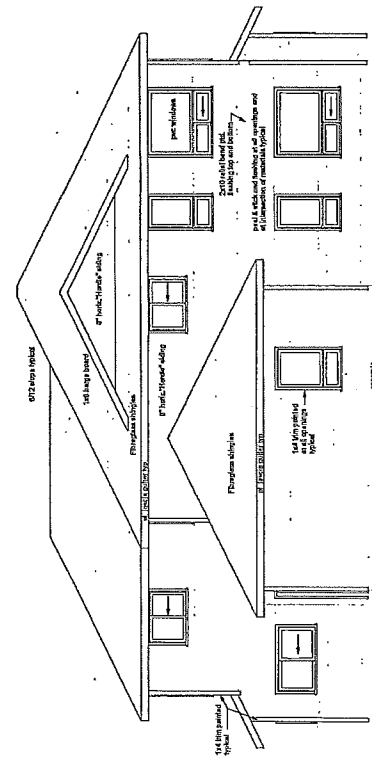
2011



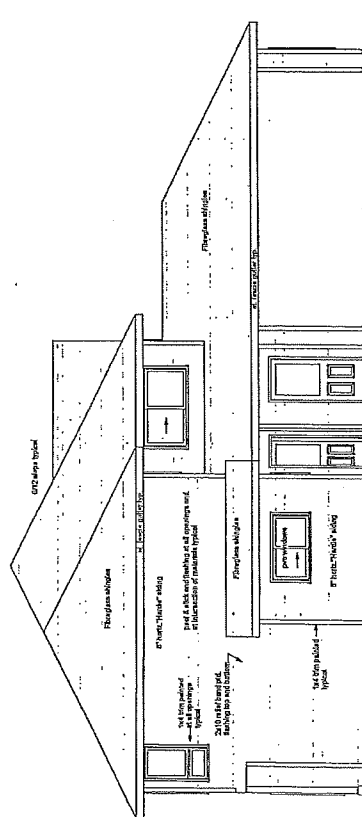
MUCHALAT CONSTRUCTION LTD., BUILDING 'B'

THE DINGWALL PROJECT • COURTENAY, B.C.



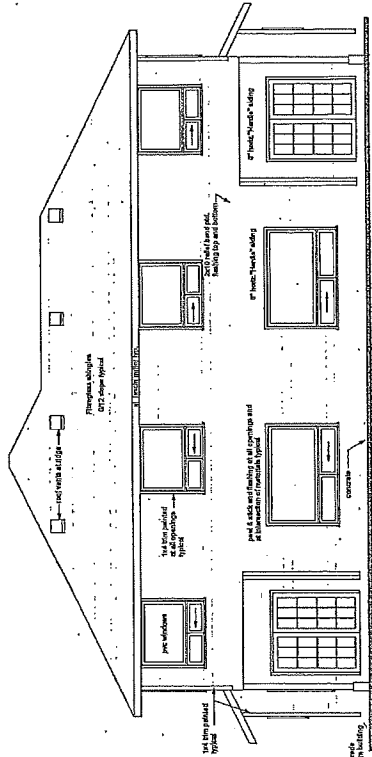


Front Elevation - Units E & F

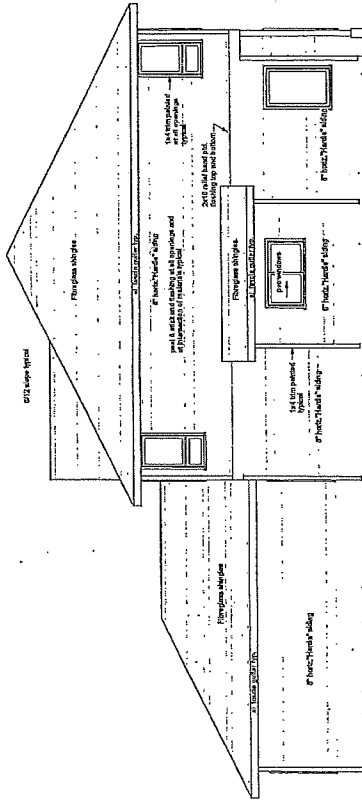


Side Elevation - Unit E

Spatial Separation Calculations:
Between units C & C
Limiting Distance = 2.134m (7')
Wall area = 54.08m²
Glazed openings = 4.50m²
Percentage of glazed openings =
Allowable percentage as per table



Rear Elevation - Units E & F



Slide Elevation - Unit E

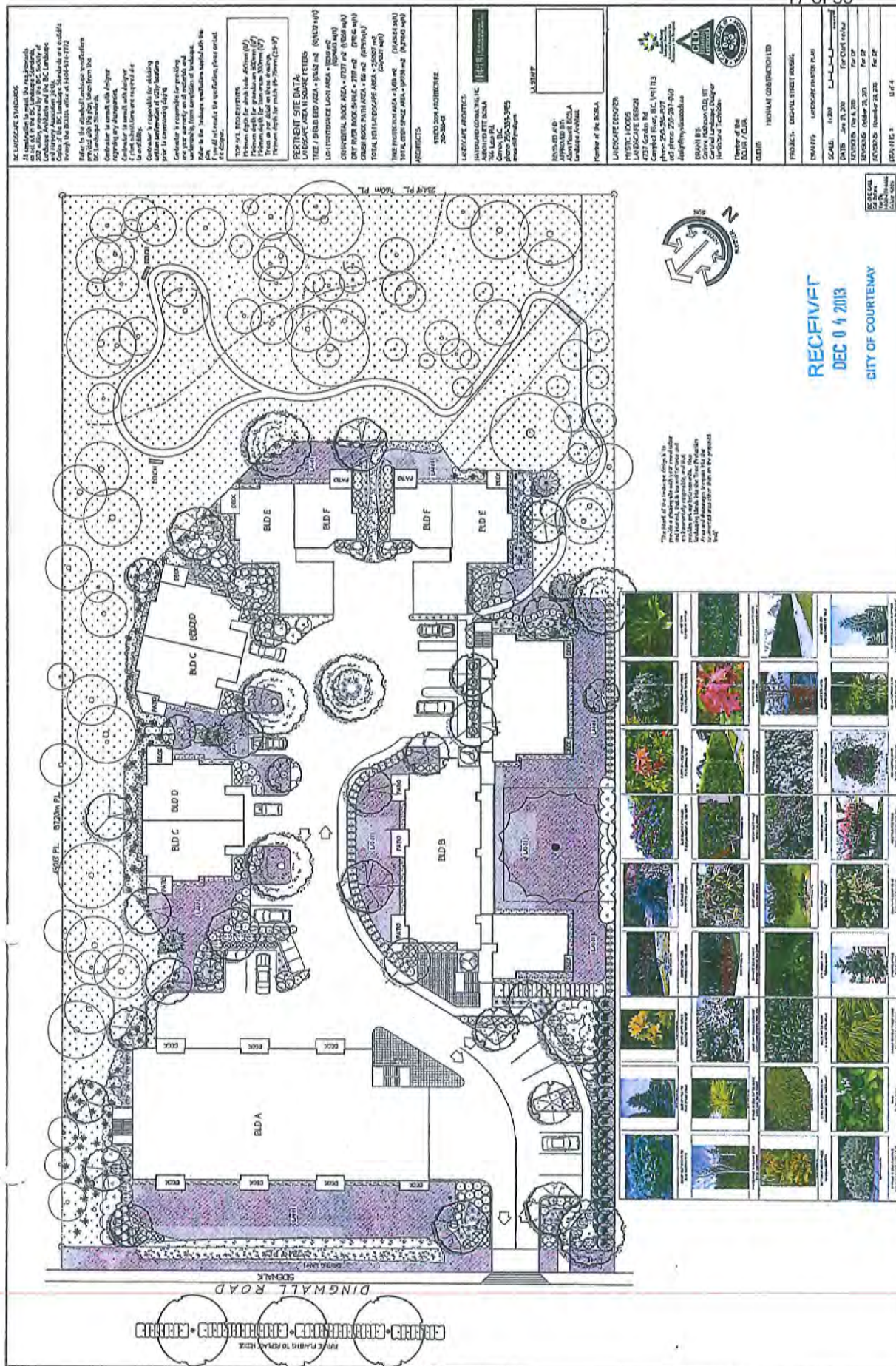


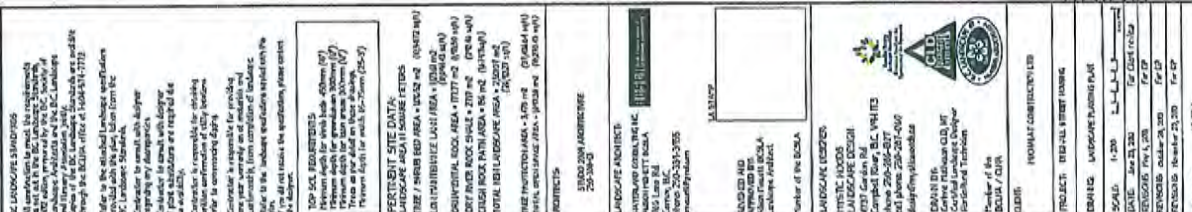
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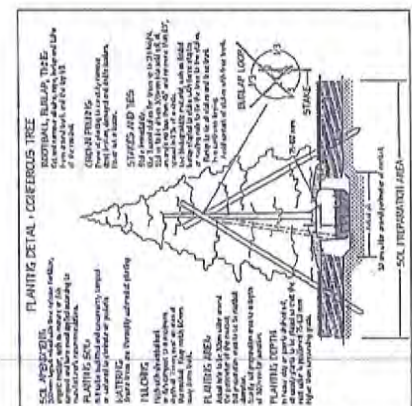
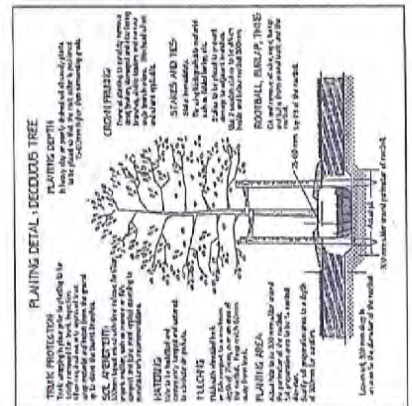
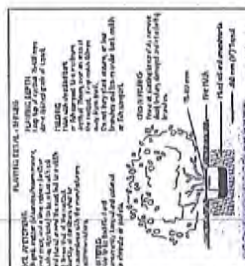
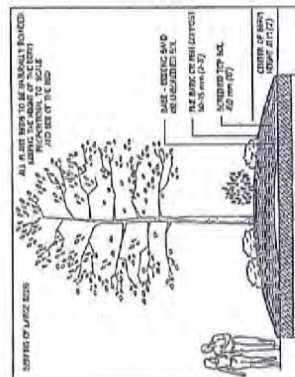
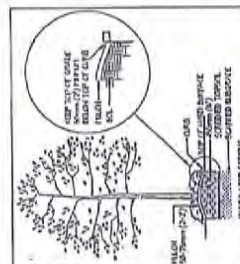
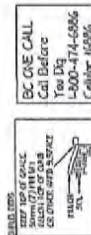
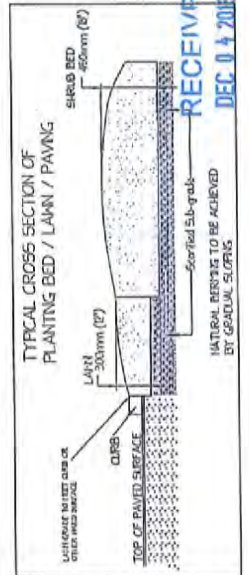
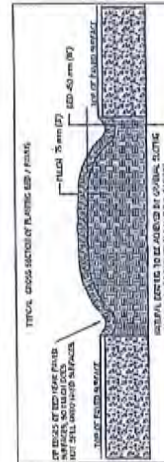
Date	FormName
April 18, 2011	drawings by your architect
STUDIO 2009 ARCHITECTURE LTD.	
Henry Wolfhard Architect	MALB.C. RUBZ, AGST Designer Architect Janiela Carmona Assoc. Designer
Drawn by:	Sheet
H-W, JC	A-6
Scaled	A3 Noted
Scaled	JULY 2011 OF 8

THE DINGWALL PROJECT, COURTENAY, B.C.

Elevations - Units E & F





[illegible]

**LANDSCAPE INSTALLATION ESTIMATE
FOR DINGWALL HOUSING PROJECT**

November 15, 2013

LANDSCAPE

CONSULTANT: Mystic Woods Landscape Design

Corinne Matheson, CLD, HT
4737 Gordon Rd.
Campbell River, B.C.
V9H 1T3
250-286-1327

PROJECT: Dingwall Street Housing

Dingwall Street
Courtenay, B.C.

**Description: Plant Area 1017.47 m² (10,952 ft²), Lawn Area 1233.58 m² (13,332 ft²)
Wood Path Area 156 m² (1,679 ft²) Ornamental Rock 58.53 m² (630.01 ft²)**

Trees and Shrubs as per plan	\$16,200.00
Topsoil-compost mix - 552 cu.yds @ 18" depth for shrubs 12" for groundcover	
\$13,800.00	
Topsoil-sand mix -492 cu.yds @ 12" depth for lawn	\$12,300.00
Wood Chips for path- 21 cu.yds @ 4" depth	\$252.00
Fish Compost - 108 yds @ 3" depth	\$6,480.00
Ornamental Rock -wood edge installed	\$400.00
Trucking of materials	\$8,750.00
Machine work / Bobcat to move materials	\$6,800.00
Soil amendments / fertilizers	\$550.00
Hydroseeding - 1300 m ²	\$2,174.00
Labour to install plant materials and other work to complete	\$15,960.00
Irrigation system installed.	\$38,000.00
Sub Total	\$121,666.00
<u>Estimate not including taxes.</u>	



This estimate is an approximation only and may not reflect the actual cost to install.

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LANDSCAPE SPECIFICATIONS FOR THE DINGWALL HOUSING

Prepared by Mystic Woods Landscape Design

November 15, 2013

The following standards are excerpted from the 8th Edition BC Landscape Standard. It is recommended that the Landscape contractor acquire a copy of the BC Landscape Standard and become familiar with its contents. Copies are available from the BCLNA office, at 604.574.7772

Standards

B.C. LANDSCAPE STANDARD, 2012, 8th Edition prepared by the B.C. Society of Landscape Architects and the B.C. Landscape and Nursery Association, jointly. All work and materials shall meet or exceed standards as set out in the B.C. Landscape Standard.

AUTHORITY: any body, government, agency, corporation, or individual that adopts this Standard in regard to the Work on behalf of the owner (may include the Owner or his/her agents).

General

Acceptance

1. In most cases, the work will be reviewed by the Owner's representative, likely the Landscape Architect, Certified Landscape Designer or Landscape Professional, to determine compliance with the contract for the work, to set Substantial Performance (Builder's Lien Act) and to accept the work on the Owner's behalf.
2. It is anticipated that in the above case, as well as when there is no separate professional reviewer, the Reviewer appointed by the Authority will review to ensure compliance with this Standard and with the Authority's procedures.
3. Acceptance to landscape work by an Authority should be integrated with the development permit / building permit / approval process.

Scope of Work

Work includes supply of all related items and performing all operations necessary to complete the work in accordance with the drawings and specifications and generally consists of the following:

01. Site Preparation
02. Finish grading and landscape drainage
03. Installation of underground irrigation system
04. Supply and placement of growing medium
05. Testing growing medium and supply of additives (fertilizers) to meet requirements of soil test, and B.C. Landscape Standards.
06. Preparation of planting beds, supply of plant material and planting.
07. Preparation of lawn areas, supply of materials and hydroseeding.
08. Supply and placement of fine bark mulch or fish compost.
09. Supply and placement of wood chips for path
10. Removal of invasive species within the tree protection area.
11. Establishment Maintenance- for one year
12. Other work required to complete landscape
13. Leave site completely clean and tidy

Financial Security

It is recommended that the Authority require a letter of credit and/or security deposit (i.e. bond) for each project to ensure that the work is done to this Standard, and as shown in the working documents, and that maintenance is carried out at least to this Standard.

Site Examination

No landscape work shall be carried out in areas or over surfaces that are not properly prepared. The contractor shall examine the site before starting work to verify that all surfaces are properly prepared.

Supervision

1. The contractor shall ensure competent supervision for the duration of the work on-site.
2. The person designated responsible for supervision shall ensure that the required standards of work, materials and safety are achieved. This includes, but is not limited to, confirmation of safety codes and utility layout, records of change, and on-site coordination, scheduling and management.
3. Personnel supervising all landscape work should have at least one of the following qualifications:
 - a) Successful completion of horticultural apprenticeship.
 - b) Horticultural diploma from a recognized program such as the Landscape Horticulture Program at Kwantlen University College.
 - c) Certification as a Landscape Technician under the CNTA/BCLNA Landscape Certification program.

Workmanship

The Contractor shall employ experienced personnel for the landscape work, and shall enforce good discipline and order on the site.

Testing

1. All products and materials used in the work shall be subject to testing when the inspector determines that testing is necessary to ensure that they meet this standard. This includes, but is not limited to, seed and seed mixes, fertilizers, mulches, growing medium and its components.
2. The Inspector may, at his or her discretion, waive the requirement of testing for each particular project. This may apply if satisfactory test results have already been obtained from the same stock of material.

Guarantee

1. The customary one-year guarantee period for the construction industry is accepted as the standard for landscape work. The Contractor should guarantee all materials and workmanship for a period of one full year from the date of Substantial Performance.
2. This guarantee includes replacing all plants that are determined by the Inspector to be dead or failing at the end of the guarantee period. Plant replacements shall be made at the next appropriate season.
3. The guarantee should not apply to plants or other products damaged after Acceptance by causes beyond the Contractor's control, such as vandalism, "acts of God", "excessive wear and tear" or abuse. The contractor is considered responsible for the work from Acceptance to one full year after acceptance, therefore, it is in the contractor's best interest to perform the one year maintenance contract themselves, or hire it out to a reputable maintenance contractor.

4. The guarantee cannot be considered valid unless it can be proven that the requirements of Section 13. Establishment Maintenance have been carried out to a degree acceptable to the Inspector. It is therefore in the Owner's interest to have the contractor follow the recommendations of Section 13.1.1-13.3.2

Protection

1. Environmental damage shall be avoided by ensuring that construction operations are carefully planned and scheduled. Areas that are sensitive or present potential problems shall be noted and schedules and work methods shall be prepared accordingly.
2. Soil stripping operations shall be carried out in such a manner as to avoid release of silt or sediment into any stream or other water body. Retention ponds, siltation screens, dikes etc. shall be installed where necessary to prevent rapid site runoff into watercourse, as directed by the landscape consultant, professional consultant or environmental authority.
3. Stockpiled soil or subsoil shall not be placed in low areas where natural drainage or storm water could pond or erode these materials during inclement weather.
4. Temporary erosion control measures shall be provided to prevent excessive runoff on to adjacent sites or water courses, or where a soil or subsoil erosion hazard exists. Temporary measures may include mulching, diking, ponding, terracing or other means to reduce surface water flow and its effects.
5. Appropriate measures shall be taken to ensure that no spillage of fuels, toxic construction materials, or other toxic wastes occurs, and where use of such materials is necessary, to ensure that adequate containment facilities and clean-up equipment are utilized.
6. No toxic or waste materials shall be dumped into water courses or any other water body either on or off the job site.
7. No toxic materials, fertilizer, or fuels shall be stored adjacent to water courses in a location where spillage could result in seepage into a watercourse.
8. All toxic wastes and other construction material shall be disposed of in a manner acceptable to the owner and in accordance with municipal, provincial and federal regulations.

Site Protection

All existing and new plants, site services, curbs, paving, structures, finishes and all other feature shall be protected against damage during the work. Damage shall be reported (see 2.14) and shall be completely repaired to the satisfaction of the Authority.

Preservation of Existing Vegetation

1. Existing trees and related under storey plants should be protected except where otherwise shown in the working documents or where designated for removal by appropriate professionals.
 2. Appropriate means of protecting existing trees should be used throughout all phases of construction, including those means stated in Section 3. Site Preparation and Protection of Existing Site Elements.
- Obtain copies of the Arborists and Environmental Reports for the Tree Protection Areas. Their specifications will over ride this specification with regards to the tree protection area.

Safety

1. The Contractor shall comply with all applicable laws, bylaws, rules, regulation and lawful orders of any public authority having jurisdiction for the safety of persons or property or to protect them from damage, injury or loss.
2. The Contractor shall erect and maintain, as required by existing conditions and progress of the work, all reasonable safeguards for safety and protection, as required by the Workers' Compensation Board.
3. The Contractor shall provide barricades, safety guards, and/or warning devices for purposes of controlling the traffic and pedestrians whenever necessary for the protection of persons and property.

Reporting Damage

Notification of danger or damage to property, site features or the environment shall be given at once, verbally, and where necessary in writing, to the Authority and to the appropriate public agencies or authorities responsible for the safety and repair of such property as public utilities or for protection of the environment.

Water

Water used for the work shall be free from any organic or chemical contaminants detrimental to healthy plant growth. Planning, scheduling and execution of the work shall include measures to ensure a supply of water for landscape purposes in adequate amounts and at adequate pressures for satisfactory irrigation of all plants.

Planning of the work shall include provisions of a satisfactory means of water distribution. Such means include, but are not limited to, automatic sprinkler systems, drip systems, hose bibs and connection points, and truck-mounted water tanks.

Insurance

Unless other provisions are agreed to, the Contractor shall provide, maintain and pay for insurance for the duration of the work, providing at least the following coverage's for the following categories of risk.

1. Comprehensive General Liability Insurance protecting the Owner, the Contractor, subcontractors, and their respective servants, agents or employees against damage arising from personal injury (including death) and against claims for property damage that may arise directly or indirectly out of the operations of the Contractor, his/her subcontractors, servants, agents, or employees. The amount of coverage should be not less than \$5,000,000 inclusive for any one occurrence. This policy shall contain a standard cross liability clause, and shall cover all liability arising out of products, whether manufactured or supplied by the Contractor, contingent employer's liability and liability assumed by the Contractor under and applicable to the contract for the work.
2. Automobile Insurance on the Contractor's owned and non-owned vehicles, protecting the Contractor and the Owner against damages arising from bodily injury (including death) and against claims for property damage arising out of their use on the operations of the Contractor, his/her subcontractors, or agents. The amount of coverage should be not less than \$5,000,000 inclusive for any one occurrence.

Site Preparation and protection of existing site elements

1. Physical protection barriers shall be erected at the edge of the protection boundaries before any work (including clearing and grubbing) occurs on site.

Individual trees or areas of vegetation shall be fenced off by means of a plastic snow fence of at least 1.2 meters height mounted on steel or sturdy wooden posts that includes top and bottom rail. Fence posts should be placed no farther than 2.4m apart.

2. Signs should be provided in association with protection fencing at regular intervals around areas designated for preservation. Signs should describe the function of the fencing. i.e. "Tree Protection Area – No Entry"
3. There shall be no passage of machinery of any kind through or within vegetation protection areas at any time, including the demolition and site preparation phases.
4. There shall be no stockpiling of soils, fill, sand, gravel or other excavated materials within the vegetation protection areas at any time, including the demolition and site preparation phases.
5. Tree protection areas have been determined by the Arborist and Environmentalist and are shown on the dimension and construction plan.

Grading and Drainage

1. The preparation of the sub grade shall, by rough grading and filling, provide a base that will allow the placing of growing medium to the specified depths.
2. Finished subgrade surfaces should be free of visible humps and hollows and provide for growing medium depths as laid out on the landscape plans.
3. The subgrade shall be prepared to a consistent 80-85% Standard Proctor density.
4. Soft and unstable areas below subgrade that cannot be compacted to 80-85% Standard Proctor density should be excavated and filled with suitable fill material, except in locations where special environmental conditions have been identified. In such cases, appropriate alternate solutions shall be approved and carried out.
5. Debris, roots, branches, stones, building materials, contaminated subsoil, visible weeds and anything else that may interfere with the proper growth and development of the planned finished landscaping shall be removed.
6. Areas showing excessive compaction shall be scarified to a minimum depth of 150 mm immediately before placing growing medium.

Finish Grading

1. The growing medium shall be fine graded after placement to final elevations and required contours. Rough spots and low areas shall be eliminated to ensure positive surface drainage.
2. The surface shall be finished smooth and uniform, and be firm against deep footprinting, with a fine loose surface texture.

Drainage

1. Surface and subsurface drainage systems shall be provided, as appropriate, for the collection and disposal of storm drainage and subsurface water. The drainage systems shall be designed and sized to meet established criteria and deal effectively with projected precipitation, infiltration and flows.
 2. Coordinate all landscape drainage work with the rest of site drainage. Refer to engineering drawings and specifications for connections and other drainage work.
- All drains within landscape beds shall be surrounded by a minimum diameter of 24" (600mm) of drain rock to a depth of 6" (150mm) to prevent mulch flowing into drainage system.

Irrigation Systems

All Irrigation work shall meet or exceed the standards of the Irrigation Industry of British Columbia.

1. Supply and install the components required to provide a properly operating irrigation system to cover the applicable landscape.
2. Obtain or prepare a scaled design of the proposed irrigation system which meets IIABC Design Standards.
3. Obtain properly informed agreement from the owner's representative as to the inclusion or not of desirable features in the design which exceed IIABC Standards and/or are site specific.
4. All irrigation work shall be done by a suitably experienced and qualified irrigation contractor, having trained and competent personnel adequate for the scope of work.
5. The contractor should be a member in good standing of the Irrigation Industry Association of B.C. or similar association, and have met the qualification standards currently applied to contractors by that organization.
6. A written guarantee of the installed system shall be provided to the owner covering workmanship and materials for a minimum of one year from date of final acceptance.
7. Ensure that sequencing of this work is carried out in coordination with the work of other trades and that sleeves are installed when appropriate.
8. Obtain all permits and licenses applicable to the work to be done.
9. Ensure that there is compliance with the relevant codes and regulations both in the design and during installation.
10. Obtain written approval from the owners representative prior to using materials that are different from those shown in the design.
11. Alternate materials must match the original materials in performance, flow, pressure loss, and other important characteristics so as not to compromise the intent of the design.
12. All Sleeving in soil shall be installed and backfilled with the same considerations for protection of the material as if it were water pipe.
13. Sleeving being installed across roads or driveways for later use, shall have the necessary pipe installed at the same time with each end elbowing to at least 36" above grade.

Irrigation Inspection and Testing

1. Upon completion of the irrigation system installation, all pressure regulation, arcs, distances of throw, sprinkler locations and height, controller zones, etc., must be adjusted so as to optimize the operation of the system and make it ready for inspection and testing.
2. Inspection will be carried out by the owner's representative to ensure that the work has been completed according to specifications, and meet the intent of the installation standards.
3. The test will require that the system be operated sequentially with the controller, in the presence of the owners representative.
4. Any deficiencies noted during the inspection and testing will be rectified promptly and signed off by the owner's representative.

Growing Medium

1. Supply all growing medium required for the performance of the Contract. Do not load, transport or spread growing medium when it is so wet that its structure is likely to be damaged.
2. Amend all growing medium as required by soil test.
3. Minimum depths of growing medium placed and compacted:
On-grade:
Sodded or Hydroseeded lawn: 12"(300mm)
Mass planted shrubs: 18"(450mm) New or amended beds.
Groundcovers: 12"(300mm) New or amended beds.
Trees & large shrub pits...depth to conform to the depth of root balls, width shall be at least twice the width of the root ball, minimum (300mm) topsoil around entire root ball.

Growing medium is any soil, soil substitute, or mixture whose chemical and physical properties fall within the ranges required by the B.C. Landscape Standard Section 6.1-6.2.7

SOIL COMPOSITION FOR GROUND LEVEL PLANTINGS

Table 6-3: PROPERTIES OF GROWING MEDIUM FOR
LEVEL 2 "GROOMED" AND LEVEL 3 "MODERATE" AREAS

Percent of Dry Weight of Total Growing Medium.	
Coarse Gravel: larger than 19mm, smaller than 40mm	0-1%
All Gravel: larger than 2mm, smaller than 40mm	0-5%
Sand: larger than .05mm, smaller than 2mm	40-80%
Silt: larger than .002mm, smaller than .05mm	10-25%
Clay: smaller than .002mm	0-25%
Clay and silt combined:	maximum 35%
Organic content:	10-20%
Acidity (pH):	4.5-6.5

Drainage: Percolation shall be such that no standing water is visible 60 minutes after at least 10 minutes of moderate to heavy rain or irrigation.

Lawns and Grass

Hydroseeding

1. Conform to all conditions of B.C. Landscape Standard Section 7, for B.C. Standard Hydroseed.
2. Seeding: Prepare a smooth, firm even surface for hydroseeding. Water to obtain moisture penetration of 3"-4" (7-10cm).
3. Seed blend to be a Low Maintenance blend of Fescues, as listed on the Landscape drawings.
4. Maintenance: Begin maintenance immediately after seeding and continue for 45 days after Substantial Completion and until accepted by the Owner.
5. Acceptance of Lawn Areas: The turf shall be reasonably well established, with no apparent dead spots or bare spots and be reasonably free of weeds (to B.C. Landscape Standard Section 13 Maintenance Level 2. After the lawn has been cut at least twice, areas meeting the conditions above will be taken over by the Owner's maintenance contractor.

Plants and Planting

1. Conform to planting layout as shown on Landscape Plans. Review layout and preparations of planting beds with Landscape Designer prior to commencement of planting operations.
2. Plant trees, shrubs, and groundcovers only during periods that are normal for such work as determined by local weather conditions, when seasonal conditions are likely to ensure successful adaptation of plants to their new location.
3. All plant material shall conform to the requirements of the B.C. Landscape Standard Section 9.2 Plants shall be true to name and of height, caliper and container size as shown on the landscape plan plant list, unless prior approval has been made by the Landscape Designer for circumstances such as availability.
4. Growing Medium Admixtures: Thoroughly mix fish compost or commercial grade manure and fertilizers or other amendment into the growing medium as required by the soil test to meet the specification for growing medium.

5. **Excavation of Tree Pits:** Excavate a saucer shaped tree pit to the depth of the root ball and at least twice the width of the root ball. Assure that finished grade is at the original grade of the tree.
6. **Staking Trees:** Use two 2"x2"x6' stakes. Set stakes minimum 2' in soil. Do not drive stake through root ball. Tie with fabric belt or banding attached to stake with shingle nail. Ties shall be secured to the stakes or placed in the tree such that they will not slide down or otherwise be displaced.
7. Plant all trees and shrubs with the roots placed at their natural growing position. Carefully remove containers without injuring the root balls. All string, rope, burlap and other restricting elements shall be cut and removed out to the perimeter of the root ball. Fill the planting holes by gently firming the growing medium around the root system, add soil as required to meet finished grade. Leave no air voids.
8. Where trees are in lawn areas, provide a clean cut mulched 3' (900mm) diameter circle centered on the tree.

Pruning

Limit pruning to the minimum necessary to remove dead or injured branches. Preserve the natural character of the plants, do not cut the leader. Use only clean, sharp tools. Make all cuts clean and cut to the branch collar leaving no stubs. Remove damaged material from site.

Mulching

Mulch all planting areas with an even layer of fine mulch, or Fish Compost to 2.5-3" (65-75 mm) depth. Bark mulch shall be finely crushed Fir or Hemlock or a combination of the two, free of chunks and sticks, dark brown in colour, and free of all soil, stones, salts or other harmful chemicals, roots or other extraneous matter. All mulch shall be kept a minimum of 2" (50mm) below all curbs, driveways and other hard surfaces to prevent spillage from irrigation.

Establishment Maintenance

1. The intent of establishment maintenance is to provide sufficient care to newly installed plant material for a period of one year from acceptance to ensure or increase the long-term success of the planting. The objective is the adaptation of plants to a new site in order to obtain the desired effect from the planting while reducing the rate of failure and unnecessary work associated with improper establishment. Establishment maintenance procedures apply to all vegetation, including:

- a) cultivated turfgrass
- b) existing and new trees, shrubs and groundcovers

2. **Maintenance / Guarantee:** Establishment maintenance procedures should be applied to all areas of planting that have not completed two growing seasons since installation. Maintenance during the one-year guarantee period is essential to ensure the validity of any guarantee. (Bonding / Administration Guarantee).

Plant Material Establishment

- a) **Watering:** During the first growing season, new plants shall be watered at least every three days.
- b) **Mulch:** Mulches shall be maintained in the original areas to the original depths.
- c) **Weed Control:** All areas shall have all weeds removed manually at least once per month during the growing season.
4. All leaves and debris that is removed shall be composted.

5. Fertilizing: Except as otherwise recommended on the basis of soil test results, shrubs and trees shall be fertilized only as required to correct symptoms of nutrient deficiency by applying a uniform application of organic fertilizer at the manufacturer's recommended rate each spring.

5. Establishment maintenance of Grass Areas

a) Watering: Irrigation system shall be used to apply water to grassed areas such that the grass is maintained in a turgid condition.

b) Weed, Insect and Disease Control: Grass areas shall be inspected each time they are mowed for weeds, insect pests, and diseases, and shall be promptly treated when necessary by appropriate manual methods, organic methods or as a last resort, by the use of chemicals in compliance with this standard.

c) Fertilizing: In April, June and September an organic fertilizer is to be applied at the manufacturer's rate to all lawn areas. Fertilizers shall be thoroughly watered in after application.

d) Liming: In November or March before growing season, dolomite lime shall be applied over all grass areas at a uniform rate of 16 kg per 100 Msq (40 lb. per 1,000 sq. ft or as recommended by a soil testing laboratory on the basis of samples taken from the grass area.

e) Mowing and Trimming: Mow with a sharp reel or rotary mower when grass reaches a height of 60mm. Mow to a height of 40mm. Trim with nylon line type power trimmer. Excess grass clippings shall be removed after each cut and composted.

f) Edging: Class 1 and 2 areas shall be edged with a half-moon or power edger as frequently as necessary to accurately establish and maintain the intended edge location, not less than once per year in March, unless other hard edging has been installed.

g) Low Maintenance Seed blends are a blend of carefully selected fine fescue grasses, grows in full sun, part shade and even deep shade. Fescue lawns are highly drought tolerant once established, and so irrigation timing shall be adjusted to once every two weeks during the summer months, in the second year.

Fescue lawns requires less fertilizing and can be left un-mown for a free-flowing carpet effect. Mowing could be done once every few months if required to tidy up, otherwise left natural.

Landscape Maintenance

1. The intent of continuing maintenance is to maintain all aspect of the landscape, including established plants and grass areas (those that have completed one year of growth since installation), features, hard surfaces and irrigation systems such that the plants are healthy and thriving, the site is clean and aesthetically pleasing, and kept in a condition that enhances the design and the intended use of the site.

2. Maintenance operations should as far as possible follow ecologically sound practices such as Integrated Pest Management, composting organic litter, applying organic mulch to conserve water, and reducing dependence on non-renewable resources.



Valley Environmental Ltd. PO Box 1545, Comox, BC, V0M 8A2
Tel: (250) 702 7258, Fax: (250) 871 0591
Email: aaron@aaronsalt.com,

Peter Crawford
Director of Planning Services
City of Courtenay
830 Cliffe Avenue
Courtenay, BC
V9N 2J

October 17th 2012

MEMO

**RE: DEVELOPMENT AT 1577 DINGWALL ROAD, COURTENAY, BC
Revisions to Tree Protection Plan, and Erosion and Sediment Control Plan
subsequent to revised Site Plan**

Attn: Peter Crawford,

This Memo has been prepared in response to an email from Peter Crawford (Courtenay, Planning Services), to Joe Formosa (Muchalat Construction Ltd.) dated October 03, 2012, outlining submission requirements for the 1577 Dingwall Road development.

I have examined the existing Tree Protection Plan after review of the revised Site Plan, and have determined that revisions to the Site Plan do not cause conflicts with the existing Tree Protection Plan.

I have also examined the existing Erosion and Sediment Control (ESC) Plan after review of the revised Site Plan, and have determined that revisions to the Site Plan do not cause conflicts with the existing ESC Plan.

If you have any questions or comments regarding memo please feel free to contact me at (250) 702 7258 or aaron@aaronsalt.com.

Sincerely,

Aaron Salt,
QEP, AS&T,
ISA Certified Arborist (PN-2015AT)



Valley Environmental Ltd. PO Box 1545, Comox, BC, V0M 8A2
Tel: (250) 702 7258, Fax: (250) 871 0591
Email: aaron@aaronsalt.com

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MAY 17 2013
CITY OF COURTENAY



Valley Environmental Ltd. PO Box 1545, Comox, BC, V0M 8A2
Tel: (250) 702 7258, Fax: (250) 871 0591
Email: aaron@aaronsalt.com,

Peter Crawford
Director of Planning Services
City of Courtenay
830 Cliffe Avenue
Courtenay, BC
V9N 2J

October 17th 2012

RE: DEVELOPMENT AT 1577 DINGWALL ROAD, COURTENAY, BC
Cost estimate for Environmental and Arborist Monitoring services

Attn: Peter Crawford,

This cost estimate has been prepared in response to an email from Peter Crawford (Courtenay, Planning Services), to Joe Formosa (Muchalat Construction Ltd.) dated October 03, 2012, outlining submission requirements for the 1577 Dingwall Road development (Property).

Monitoring Works

Environmental Monitoring

Environmental monitoring will be required throughout the development process to ensure proposed Erosion and Sediment Control (ESC) facilities are correctly installed, adapted and maintained. Environmental monitoring shall also ensure protection of the Property's Environmental Protection Area. It is proposed that an Environmental Monitor (EM) be present when ESC facilities are initially installed, and that weekly ESC inspections are conducted throughout the development process until a stage of substantial completion. An Environmental Monitoring Report shall be prepared after each weekly EM site visit.

Costs are provided with the assumption that works will start in the spring (start of dryer weather conditions), and that works will take approximately five months to complete.

Arborist Monitoring

Arborist monitoring will be required throughout the development process to ensure correct management of retained trees and their Root Protection Areas (RPAs). The Arborist Monitor (AM) shall:

- Ensure correct demarcation of RPAs before any tree clearing and site preparation works occur
- Be present at the start of tree clearing and site preparation works
- Ensure that tree protection fencing along edge of RPAs is correctly installed after site preparation works occur
- Perform regular inspections of RPA management throughout the development process



Valley Environmental Ltd. PO Box 1545, Comox, BC, V0M 8A2
Tel: (250) 702 7258, Fax: (250) 871 0591
Email: aaron@aaronsalt.com

Page 1



Cost Estimate

Hourly Rate

Environmental QEP (EM)	Aaron Salt	\$ 65.00
ISA Certified Arborist (AM)	Aaron Salt	\$ 85.00

Environmental Monitoring

	Hours	Cost
Pre construction meeting	1.5	\$ 97.50
Monitor installation of ESC features	4	\$ 260.00
Weekly ESC monitoring and reporting (22 EM visits over a five month period)	55	\$ 3,575.00
Total		\$3,932.50

Arborist Monitoring

	Hours	Cost
Pre construction inspection of RPA positions	1.5	\$ 127.50
Monitoring of tree clearing and site preparation	4	\$ 340.00
Inspection of installed tree protection fencing	1	\$ 85.00
Monitoring of RPA management (to be conducted at weekly EM visits)	11	\$ 935.00
Total		\$1,487.50

Total Cost \$5,420.00

Note: Additional hours may be billed to the project should the scope of work change, or site conditions require additional monitoring works.

If you have any questions or comments regarding this cost estimate please feel free to contact me at (250) 702 7258 or aaron@aaronsalt.com.

Sincerely,

Aaron Salt,
QEP, ASCT,
ISA Certified Arborist (PN-2015AT)



Valley Environmental Ltd. PO Box 1545, Comox, BC, V0M 8A2
Tel: (250) 702 7258, Fax: (250) 871 0591
Email: aaron@aaronsalt.com

Arborist Report

Tree Management Plan for Proposed Development at 1577 Dingwall Rd, Courtenay, BC

Prepared For:

Caroline Rutledge
(Biologist)
McElhanney Consulting Services Ltd.
495 Sixth Street
Courtenay, BC
V9N 6V4

Prepared By:

Aaron Salt
(Arborist)
PO Box 964
Cumberland, BC
V0R 1S0

October 8th 2010

RECEIVED
MAY 17 2013

CITY OF COURTENAY

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Attachment A	Site Photographs
Attachment B	Tree Inventory
Attachment C	Copy of 'Tree Protection Area Plan', MCSL, October 05 2010



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Mayor and Council

File No.: 3360-20-1307

From: Chief Administrative Officer

Date: February 3, 2014

Subject: Bylaw 2777, 2014 to Authorize a Housing Agreement for 3230-3260 Cliffe Ave.

PURPOSE:

The purpose of this report is to consider a Bylaw to Authorize a Housing Agreement for the properties at 3230, 3240, 3250 and 3260 Cliffe Avenue.

CAO RECOMMENDATIONS:

That based on the February 3rd staff report "Bylaw 2777, 2014 to Authorize a Housing Agreement for 3230-3260 Cliffe Ave", Bylaw 2777, 2014 receive First, Second and Third Readings.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "David Allen".

David Allen
Chief Administrative Officer

BACKGROUND:

The properties at 3230, 3240, 3250 and 3260 Cliffe Avenue were recently rezoned to facilitate the development of a 94 unit apartment complex in two buildings. As part of the rezoning process the applicant agreed to enter into a housing agreement which would ensure the units were retained as rental units for a period of not less than 10 years.

DISCUSSION:

Section 905 of the *Local Government Act* permits a local government to enter into an agreement with a land owner that includes terms and conditions regarding the occupancy, tenure and availability of dwelling units located on the Owners lands. These agreements are authorized by bylaw and notice is filed in the Land Title Office advising future owners of the agreement.

Schedule B of Bylaw 2777 is the agreement itself. As discussed and offered by the applicant during the rezoning process the units constructed on the lands must be used for rental housing for a period of 10 years following the granting of occupancy by the City.

FINANCIAL IMPLICATIONS:

This agreement is being offered in lieu of providing the affordable housing amenity reserve contribution.

ADMINISTRATIVE IMPLICATIONS:

This Bylaw is part of the regular statutory administrative duties involved in processing development applications.

STRATEGIC PLAN REFERENCE:

Not referenced.

OFFICIAL COMMUNITY PLAN REFERENCE:

The agreement is being offered in lieu of providing the affordable housing amenity reserve contribution.

REGIONAL GROWTH STRATEGY REFERENCE:

Not referenced.

CITIZEN/PUBLIC ENGAGEMENT:

Public consultation is not a requirement of a housing agreement bylaw. However, this offer and the general terms of the agreement were discussed during the rezoning process, including at the Public Hearing.

OPTIONS:

OPTION 1: Give Bylaw 2777, 2014 First, Second and Third Readings; (Recommended)

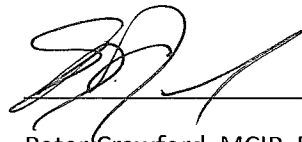
OPTION 2: Defer consideration of Bylaw 2777, 2014 with a request for further clarification;

OPTION 3: Defeat Bylaw 2777, 2014.

Prepared by:

A handwritten signature in dark ink, appearing to be 'IB', written over a horizontal line.

Ian Buck, MCIP, RPP
Manager of Planning

A handwritten signature in dark ink, appearing to be 'PC', written over a horizontal line.

Peter Crawford, MCIP, RPP
Director of Development Services



THE CORPORATION OF THE CITY OF COURTENAY
STAFF REPORT

5

To: Mayor and Council
From: David Allen, Chief Administrative Officer
Subject: Mulligans Golf Course (4985 Cotton Road) – Traffic Concerns

File No.: 5460-06

Date: February 3, 2013

PURPOSE:

This report is provided in response the October 15, 2013 Council resolution:

"Moved by Hillian and seconded by Leonard that staff investigate the traffic concerns adjacent to Mulligan's Golf Course and provide input to Council."

CAO RECOMMENDATIONS:

That based on the February 3, 2014 staff report, "Mulligans Golf Course (4985 Cotton Road) – Traffic Concerns", Council approve OPTION 1 and receive the report for information;

That Council instruct staff to advise the RCMP of resident concerns of potential traffic violations along this roadway; and

That staff provide a written response to Ms. Bianca Fanslau's letter of concern outlining the actions taken.

Respectfully submitted,

David Allen
Chief Administrative Officer

BACKGROUND:

On October 15, 2013, Mulligan's Golf Course was granted a liquor license from Council. Through this process, a resident of the adjacent neighbourhood on Cotton Road expressed concerns of a potential increase in speeding drivers along this stretch of roadway as described in an email to the Director of Legislative Services, dated September 28, 2013. In response to this letter, Council directed staff to investigate.

Subsequently, City staff conducted a site review of the roadway and found it to be a paved local/rural road cross-section with gravel shoulders, ditch drainage and traffic signage including:

- A single curve warning signs with advisory speed tabs in place for the bend in the road
- A "SLOW" warning sign for vehicles leaving Mulligans Golf Course

- A “SLOW” warning sign for vehicles leaving Mulligans Golf Course
- Playground area signs to warn of children playing in the area have been installed for traffic travelling in both directions
- A checkerboard sign with left arrow has been installed to more clearly delineate the bend in the road for vehicles leaving the golf course Cotton Road.

The street is adequately signed and meets the criteria of the Transportation Association of Canada’s *Manual on Uniform Traffic Control Devices*.

This is a well-established neighbourhood containing mature trees and vegetation, some of which borders the road right-of-way. Staff have noted two signs that may be obstructed by leaves once the spring bloom occurs and have issued a work order to have those branches trimmed before they become a concern.

There does not appear to be a warrant to require further signage nor works to the road. It is recommended that staff advise the RCMP of resident concerns for their review in order to determine if there have been any traffic incidents or complaints.

FINANCIAL IMPLICATIONS:

Based on the staff recommendation for Option 1, there are no anticipated financial.

Option 2 – Financial implications include staff time to undertake a speed survey and analyse the resulting data (approximately eight hours). A couple of small impromptu projects such as this are allotted for in the draft 2014 Engineering Department Work Plan.

ADMINISTRATIVE IMPLICATIONS:

Based on the staff recommendation for Option 1, there is no further administrative implication.

Option 2 – Administrative implications are as described above under “Financial Implications”.

STRATEGIC PLAN REFERENCE:

There is no Strategic Plan reference for this report.

OFFICIAL COMMUNITY PLAN REFERENCE:

There is no Official Community Plan reference for this report.

REGIONAL GROWTH STRATEGY REFERENCE:

There is no Regional Growth Strategy reference for this report.

CITIZEN/PUBLIC ENGAGEMENT:

Staff undertook this review of Cotton Road in response to concerns expressed by a neighbourhood resident.

OPTIONS:

OPTION 1: That Council receive this report for information and instruct staff to advise the RCMP of resident concerns of potential traffic violations along this roadway and provide a written response to Ms. Bianca Fanslau’s letter of concern outlining the actions taken.

OPTION 2: That Council instruct staff to conduct a speed survey of the roadway to further evaluate driver behaviour on the roadway and that this information be provided to the RCMP for their review.

AND

That staff provide a written response to Ms. Bianca Fanslau’s letter of concerns.

OPTION 3: That Council receive the report to information and no further action is required.

Prepared by:



Lesley Hatch, P.Eng.
Senior Manager of Engineering



Dawn to Dawn

ACTION ON HOMELESSNESS SOCIETY

Unit 6C - 821 Shamrock Place, Comox, BC Canada V9M 3P6

for
info

January 21, 2014

Dear Mayor Jangula,

Re: Supportive Housing

I am writing to express the Dawn to Dawn Board of Directors' appreciation for the City of Courtenay's decision to make supportive housing a major priority for 2014.

As a small not-for-profit local organization that has provided scattered housing for homeless people in the valley for the past six years, we know first-hand how important this initiative is for some of our most vulnerable citizens and for the community at large.

National and indeed international research has clearly demonstrated that providing housing quickly is the most important first step in ending homelessness and the devastating impact it has on the individuals and in some cases families, who are experiencing it. This is the so called, "Housing First" approach that is being adopted by many communities across the country.

The research has also shown that for society at large, not only does ending, or better yet preventing homelessness contribute in a most positive way to the overall social health of the community, but it also saves the taxpayers considerable public health and other expenditures over the longer term. That is what we have been striving to achieve.

When I spoke to City Council last year, I indicated that from our perspective, the Comox Valley needs a continuum of affordable housing to meet the various current and future needs of disadvantaged, threatened, impoverished and working poor members of our community. Obviously, one project cannot meet all of those needs, but it can begin to make a big difference.

Dawn to Dawn supports the call from a number of frontline workers, including our own, who have echoed the City's call for supportive housing. As operators of a well-functioning, rental-market based scattered housing program, we very much appreciate the need for "low barrier" supportive housing. While we try to act on a "housing first" basis, relying on the rental market as we do, this is often not actually possible. There are too many barriers for some clients, especially those with a myriad of problems. A "purpose built" supportive housing complex would be a much better solution for many of our clients, other homeless persons and those at risk of homelessness.

As I have indicated, we do not think that such a facility will meet the various needs of all of the valley's homeless persons. For instance, we would not recommend such a facility for the single parent families we house. However, we do think it would be possible within one complex to meet the needs of two groups of people, those who require little support and those who require significant support to cope with personal problems.

We welcome the City of Courtenay's decision to engage a social planner to help formulate the city's plans for this supportive housing project and we look forward to the results of his work.

We appreciate that the current project has its roots in the earlier CVRD proposal for a new emergency shelter and that there are those who believe that should be the first priority. We disagree. While Pidcock House is not a perfect emergency shelter, nevertheless the Salvation Army is doing an admirable job of providing emergency shelter to many persons, day in and day out. Yes, there is a capacity issue, but what has happened in part is that because of a dearth of affordable housing in our community, the Salvation Army ends up providing temporary housing for up to 30 days. This in turn actually limits Pidcock House's capacity to provide emergency shelter as intended.

Evidence elsewhere demonstrates that the availability of affordable housing, especially supported housing will take pressure off an emergency shelter. We believe this will be the case in the Comox Valley too. As the community is better able to provide permanent supportive housing, Pidcock House will be better able to fulfill its intended role. So while a purpose built emergency shelter would be welcomed, it would not it and of itself do anything to actually end homelessness.

With the creation of a supportive housing complex, Dawn to Dawn and other organizations will be able to refer those clients who need more support to such a facility, thus serving them better. In our case we would continue to provide housing for those homeless clients who are better suited to a scattered housing approach, which can be done more cost effectively.

The CV Women's Transition Society has indicated that they have a pressing need for "second stage" secure housing for their clients. It is our understanding that they have had to extend the residency terms of clients, due to a lack of affordable secure housing in the valley, which then no doubt limits their capacity to provide emergency shelter for women and children fleeing family violence.

We have provided housing for a number of CVWT's clients, and fully appreciate that a "supportive housing" complex would not be an appropriate environment for most of their clients. So, it would be wonderful and most helpful if the City of Courtenay could in addition to the supportive housing project, find a way to help facilitate the CV Women's Transition Society move forward with a second stage housing project.

In closing, let me repeat our sincere appreciation to the Courtenay City Council and staff for making supportive housing project a priority in 2014. You can certainly count on our collaboration and support.

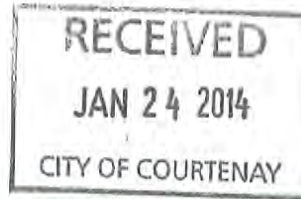
Sincerely,



Richard Clarke

President

Cc. City Councilors, D.Allen, H.Ney



No. 5 - 241 Puntledge Road
Courtenay, B.C. V9N 3P9
Telephone: (250) 338-8737
Fax: (250) 338-7933
Toll Free: 1-800-665-8311
E-mail: thepump@telus.net
Website: www.thepumphousebc.com

*copy
info.*

January 24th, 2014

AN OPEN LETTER TO THE MAYOR AND COUNCIL OF COURTENAY:

This letter concerns the taxation of commercial property in the City of Courtenay. It is written from the perspective of one business, namely, The Pump House.

The Pump House has been serving the Comox Valley and northern Vancouver Island since 1970, 43 years from the same location. The present ownership bought the business in 1977 and has been operating it since then. It is primarily retailing product and services related to the water needs of the public, namely Pumps, Water Treatment, Irrigation and related products.

The present ownership is Douglas Ante and his son, Michael Ante who formally entered the business in 2002. Doug Ante moved to the Valley 43 years ago. He has been active in the valley, serving on Advisory Boards, Community Futures, director of the Comox Valley Food Bank and Rotary (as President of the Comox Club, chairman of the District Foundation and what he is best known for, a Rotary Volunteer in Africa for over a decade, raising hundreds of thousands of dollars and shipping 9-40 ft. containers of school and hospital equipment with a value of over 5 million dollars.

In the early years this business enjoyed a huge market share and at one time was one of the fastest growing businesses in Canada based on % growth. It employed up to 20 employees and had 7 vehicles on the road. Presently it has 4 employees and 2 vehicles. It grew to 6000 sq. ft. of retail space. Now it has 3000 sq. ft.

1982 was the first turning point when many of our generation faced our first serious recession. Our experience saw the natural exchange of goods which moved from manufacturer to distributor to retailer change forever. Everyone panicked and the result was manufacturers jumping over distributors and going directly to retailers and distributors selling direct to the public and discounts similar to the trades which supported them.

Then the "Big Boxes" started coming to town. And then internet shopping. Many businesses experienced a drop in "market share". The mentality of "it must be on sale to purchase" and "the big boxes have the best prices" entered the market place. The result was an erosion of many retailers sales, especially in the core products we traditionally sold. What we were left with was the "crumbs"; repair items and accessories not carried by the international mega stores.

We are not arguing that they should not be here. Competition is good. Many of us found ways to compete against them; namely with true Service. One of the problems is that we get calls daily from consumers who bought an item at the "big" stores but are having a problem installing it or rectifying a problem. Primarily, they are "do it yourselves" with no intention of paying for a service call and want free advice over the phone even though they did not purchase the item from us. They know we have the

expertise and we are forced to be “polite” and help them out of fear of further eroding our customer base.

Secondly, and the purpose of this letter, is the tax “burden” with the rate structure identical for all levels and sizes of commercial properties regardless of their ability to prosper. I was shocked, upon my return from Africa, to see the increases in taxes over two decades. The Pump House has experienced a 300% increase in property taxes, but in the same time seen a reduction in gross sales of 64%. We are totally aware that costs go up and with it, taxes. The concern is with the burden commercially zoned properties are experiencing. You only have to look at 5th Ave. (Main Street) and observe the frequent closures of businesses and the vacancy rates even with a vibrant “downtown” organization and the cities attention of the ambience of the shopping experience offered there. Our personal experience is that we have had to twice increase our Mortgage on our buildings to cover our taxes.

In talking to numerous merchants, and specifically those who have “closed their doors” invariably the first comment they make is TAXES.

Rather than react to a provincial edict (which may be coming) I urge this council to be proactive and seriously consider alternatives. One tax rate is not fair. I am not an expert in this matter but perhaps 4 levels of commercial taxation could be looked at. Criteria for the levels could include size of the business, number of employees, gross sales, etc. You have staff who are experts in this. Challenge them to consider alternatives.

I, with many merchants, will be following your attention to this serious problem. We thank you for your attention to this concern.

Sincerely,

A handwritten signature in black ink, appearing to read 'Douglas Ante', written over a horizontal line.

Douglas Ante

Minutes of a City of Courtenay Heritage Advisory Commission meeting held October 23, 2013 at 10:00 a.m. in the Council Chambers

Present: L. Burns R. Smith D. Levett M. Hobson D. Griffiths
L. Fortin L. Grant E. Ferguson, Planning Technician
Absent: H. Squire C. Piercy J. Hagen

*FOR
INFO*

MINUTES Moved by R. Smith and seconded by D. Griffiths that the minutes of the September 25, 2013 meeting be adopted.

Carried

CREAMERY D. Griffiths reported that the booklet is finished and has been sent to the printer.

40 HOUSES E. Ferguson gave an overview of the process that would be followed to add the 40 houses to the City of Courtenay Heritage Register.

Moved by J. Fortin seconded by L. Grant that the plaque recognizing the heritage significance of the 40 houses be erected on the city boulevard on the east side of McPhee.

Carried

**MILES TITUS
HEADSTONE** J. Hagen to provide an update at the next meeting.

**LAKE TRAIL
NEIGHBOURHOOD
CONNECTIONS** Discussion on the opportunities to connect this project with the centennial celebrations as both have a focus on story-telling.

**RAIL
INTERPRETIVE
SIGNAGE** The November Heritage Advisory Commission Meeting will be held at the Museum as they currently have an exhibit on the railway.

CENTENNIAL L. Burns provided an update on the planning activities of the City's Centennial Committee which meets on the first Tuesday of every month.

**HERITAGE BC
ANNUAL
CONFERENCE** L. Burns reported on the Heritage BC Annual Conference held October 18 and 19. The overall tone and message of the conference was that it is a time of new opportunities. A copy of the program is attached.

**FOR YOUR
INFORMATION** Received a request for information on Charles Grady, 4639 Cliffe Road.

Received a request from Sarah Preston regarding an assignment on a heritage conservation strategy for the 40 houses and a hypothetical situation where a

change in zoning is proposed to allow laneway houses on these properties.

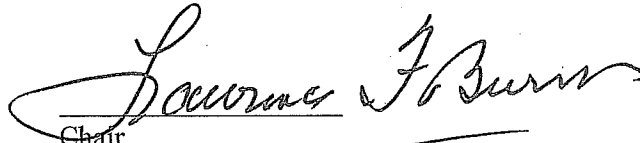
CORRESPONDENCE

L. Burns confirmed that the letter prepared by J. Hagen and J. Fortin in tribute to Rick Goodacre, the former Executive Director of Heritage BC, was sent on behalf of the HAC.

Moved by C. Piercy and seconded by L. Grant that a letter of appreciation be sent to the City of Courtenay for the Volunteer Appreciation banquet.

Carried.

Next Meeting: November 27, 2013 at 10 a.m.
The meeting adjourned at 12:00 pm.


Chair

Forging Our Future III

A New

Beginning

October 18 & 19 2013

Heritage BC

Register Online!

Conference Fees

\$60 Members

\$75 Non-members

OR CONTACT HERITAGE BC
REGISTRATION & MEMBERSHIP

JAN THOMAS

REGISTRATION

Accommodation

VISIT US ONLINE FOR LINKS TO
CONVENIENT ALTERNATE HOTELS



HEAR THE WORD
HERITAGE BC IS ON FACEBOOK

Heritage BC



604.428.7243

www.heritagebc.ca

HERITAGE BC ANNUAL CONFERENCE 2013 (35th)

Friday October 18

Studio 103 Shadbolt Centre

- 8:00 - 9:00 Registration – Atrium
- 9:00 - 9:15 Welcome and Opening Remarks – Eric Pattison, President
- 9:15 - 9:45 **A New Beginning for Heritage BC: How We Got Here**
Rick Goodacre, former Executive Director, looks at the events, changes in thinking, challenges and successes over the past decades that shaped Heritage BC's new beginning.
- 9:45 - 10:30 **Charting a New Direction: Heritage BC's New Business Model**
Eric Pattison, President of Heritage BC and Dr Mark Pezarro, President of Earthvoice Strategies, explain the guiding principles of the Society's new business model.
- 10:30 - 11:00 Refreshment Break
- 11:00 - 12:00 **New Opportunities: Heritage BC into the Future**
Join Kathryn Molloy, Heritage BC's new Executive Director, to explore the ideas built in HBC's new Strategic Plan and Business Case. This is an interactive opportunity to share your thoughts and creative ideas on the future direction of Heritage BC.
- 12:00 - 1:30 Luncheon
Speaker: Gary Townsend, Assistant Deputy Minister, Integrated Resource Operations, Ministry of Forests, Lands and Natural Resource Operations
- 1:30 - 3:00 **New Approaches: How Will It All Work?**
Hear about a new initiative that helps make sense of Heritage BC's business model. Consultant Maria Stanborough presents the *Dynamic Downtowns Workbook: Using Heritage to Build Strong Vibrant Downtowns*, followed by discussion moderated by Kathryn Molloy, Executive Director.
- 3:00 - 3:15 Refreshment Break
- 3:15 - 4:00 **Member Reports**
Moderated by Bjorn Simonsen, Treasurer
Share what's new in your organization and in other communities around BC.
- 4:00 - 4:30 Annual General Meeting
- 6:00 - 7:00 Annual Awards Reception
- 7:00 pm Annual Awards Ceremony
Join us for a celebration of achievements in BC heritage conservation.

Saturday October 19

- 9:30 - 1:30 **Riverview Hospital Site Tour, Coquitlam**
(Departs from Shadbolt Centre RAIN OR SHINE – Bring sturdy shoes & umbrella)
The buildings, infrastructure, and beautiful landscape features of the provincially-owned Riverview Hospital Site in Coquitlam once created a unique campus for mental health care unparalleled in western Canada. Enjoy a bus and walking tour of the 244-acre grounds with Berdine Jonker and Donald Luxton to hear about its fascinating history and the recent Heritage Conservation Planning process for this significant cultural heritage landscape.
CO-HOSTED BY THE PROVINCE OF BC AND HERITAGE BC.
- » accommodationandrealstate.gov.bc.ca/Major_Property_Updates/Riverview/
» A Heritage Conservation Plan for Riverview Lands PDF

Minutes of a City of Courtenay Heritage Advisory Commission meeting held November 27, 2013 at 10:00 a.m. at the Courtenay and District Museum

Present: L. Burns J. Hagen D. Levett M. Hobson D. Griffiths
L. Fortin L. Grant C. Piercy E. Ferguson, Planning Technician
K. Siba (museum staff)
Absent: R. Smith H. Squire

MINUTES Moved by J. Hagen and seconded by J. Fortin that the minutes of the October 23, 2013 and July 23, 2013 meetings be adopted.

Carried

CREAMERY D. Griffiths distributed copies of the creamery booklet to HAC members.

Moved by J. Fortin and seconded by M. Hobson that the Comox Creamery booklet be received and a hearty note of thanks be sent to all those involved for all of the hard work in putting it together.

Carried

Cost and distribution of the booklet to be discussed at the next meeting. Copies to go to Dairyland, Jackie Gray, the Museum and Library.

Minor edits to be completed before wider distribution and include the insertion of a picture of the creamery whistle following the introduction.

40 HOUSES E. Ferguson drafting letters to property owners advising them of the intention to add the 40 houses to the heritage register. E. Ferguson advised that City's Engineering and Operations department has no concerns with a proposed plaque located in the boulevard along 17th.

MILES TITUS HEADSTONE Moved by J. Hagen and seconded by C. Piercy that the wording on the Mile Titus headstone be as follows "*Miles M. Titus headstone relocated from the west side of Island Highway 19A when the road was raised and widened in front of St. Andrew's Anglican church. The grave is in the original location.*"

C. Piercy to obtain cost estimate for engraving.

CENTENNIAL COMMITTEE L. Burns reported on the previous meeting of the Centennial Committee. Projects that the Heritage Advisory Commission would like to do as part of the centennial celebrations to be discussed at the next meeting.

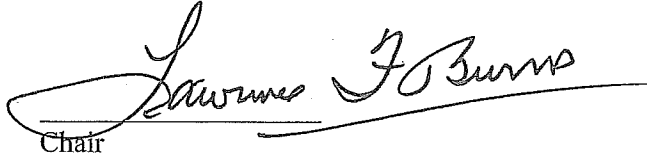
RAIL INTERPRETIVE SIGNAGE HAC members toured the museum exhibit on the railway in preparation for creating interpretive signage.

FOR YOUR INFORMATION Winterfest Heritage Tour will be led by L. Burns and will take place on Saturday November 30 at 1:00 pm

Inquiry regarding "Dark Events" that happened in an around the Downtown area in support of an upcoming walking tour.

CORRESPONDENCE Heritage BC Update

Next Meeting: January 22, 2013 at 10 a.m.
The meeting adjourned at 12:00 pm.


Chair



THE CORPORATION OF THE CITY OF COURTENAY
BRIEFING NOTE

To: Mayor and Council
From: Chief Administrative Officer
Subject: New Playgrounds for Neighbourhood Parks

File No.: 6200-04
Date: February 3, 2014

ISSUE:

To provide Council with an update regarding the replacement and installation of new playgrounds for three neighbourhood parks.

BACKGROUND:

Neighbourhood Parks have many components including green space, walkways, sitting areas, courts and playground equipment. The City has historically provided neighbourhood parks with playground equipment that provides fitness and fun elements for children. Neighbourhood Parks normally do not have special playground equipment (i.e. water parks/skateboard parks). They are more designed for the surrounding neighbourhood and not meant to be a draw for the entire community.

As a result of feedback received from a number of neighbourhoods, City staff, and through the City's playground review process, three new playgrounds will be installed in Courtenay neighbourhood parks this Spring. Martin Park (20th Street and Choquette Avenue in West Courtenay), Malcolm Morrison Park (Embleton Crescent in West Courtenay), and Sandwich Park (Muir Road in East Courtenay) will each receive new playground structures.

The existing wooden structures are old, outdated and difficult to maintain. Parks safety is also a key factor in the decision to replace this old equipment. These playgrounds will all be replaced with new structures that meet current safety standards.

KEY CONSIDERATIONS:

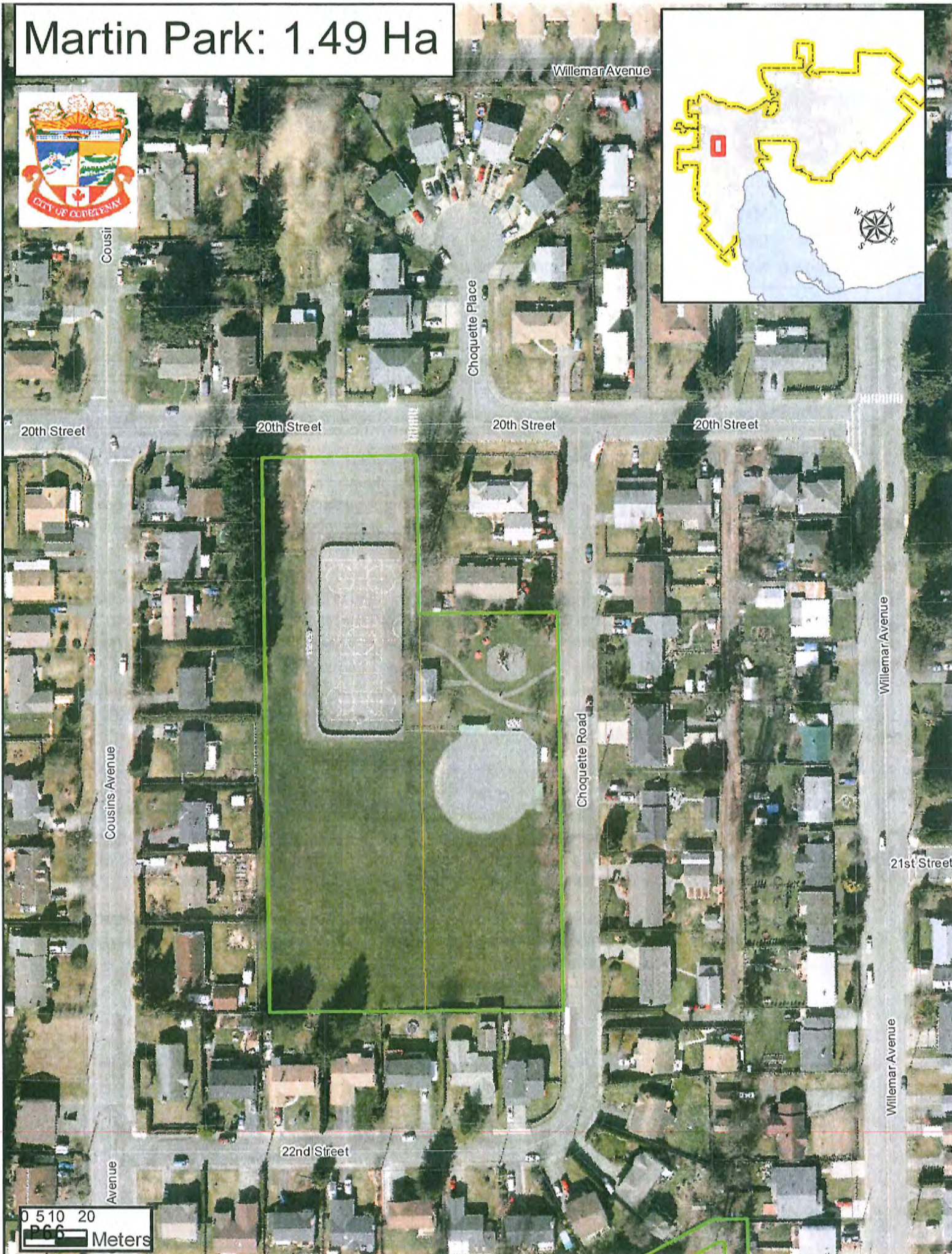
The removal of the old structures began on January 20, 2014 and information was provided to residents in the immediate area of the playgrounds, telling them about the playground removal and subsequent upgrade. Once installed, an official opening at each park will occur later in the spring. The opening will also serve as an opportunity for neighbourhood residents to provide input on general parks issues.

This new park playground equipment is part of an overall long term playground replacement program and funding for this was allocated in the 2013 parks capital budget. The approximate cost for each playground is \$25,000, for a total of approximately \$75,000.

Prepared by,

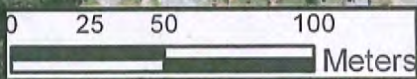
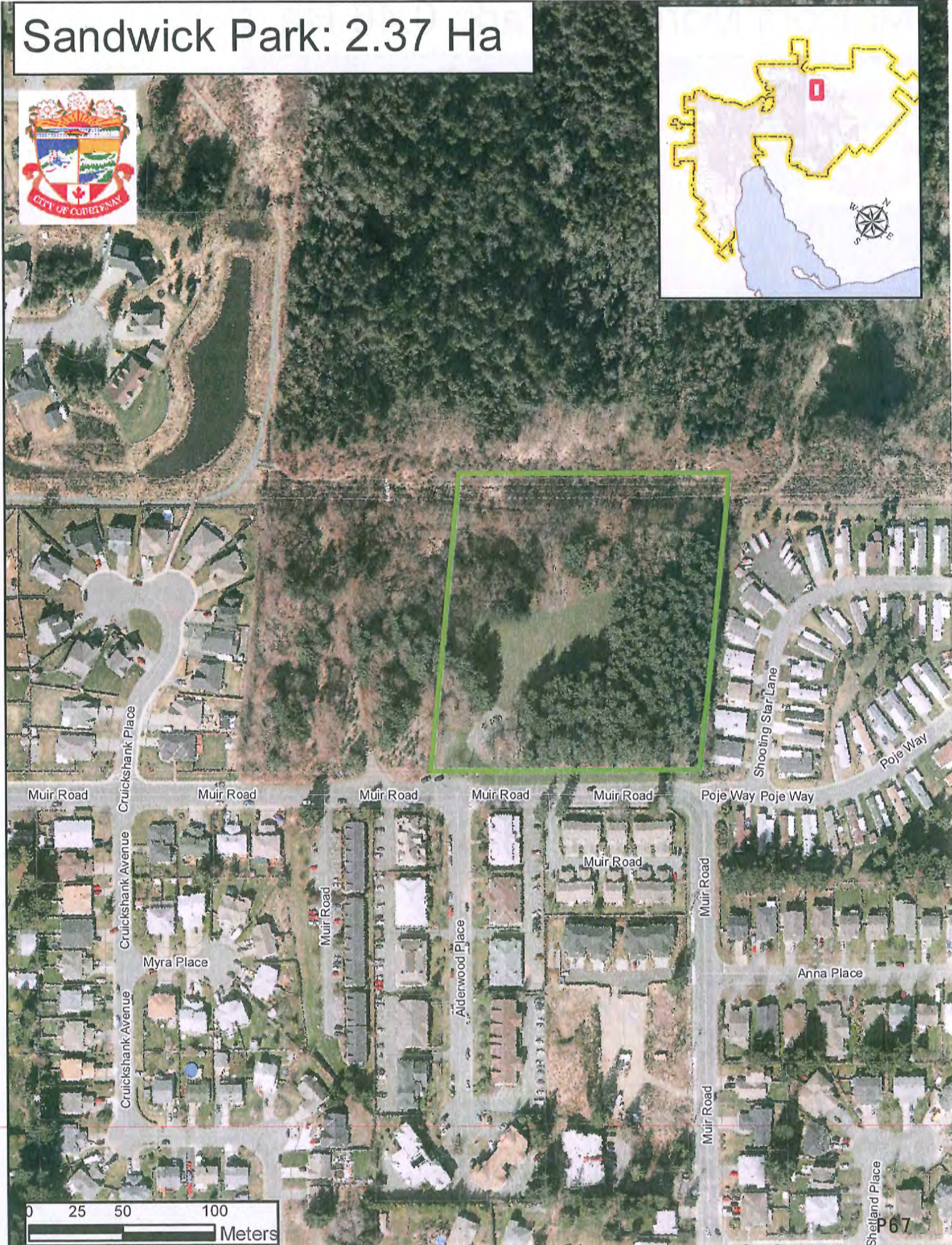
Randy Wiwchar
Director of Community Services

Martin Park: 1.49 Ha

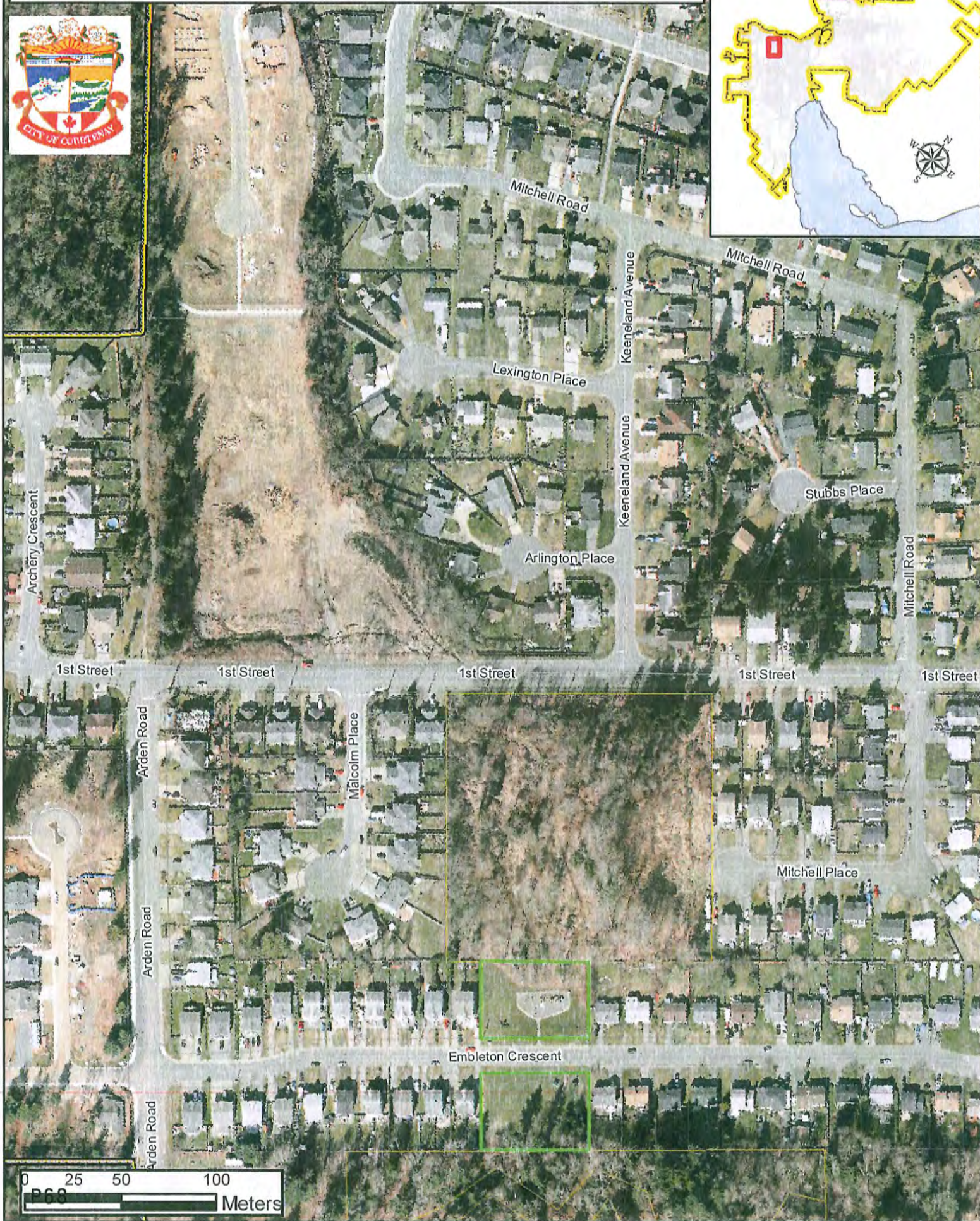


0 5 10 20
Meters

Sandwich Park: 2.37 Ha



Malcom Morrison Park: 0.46 Ha





THE CORPORATION OF THE CITY OF COURTENAY

Briefing Note

To: Mayor and Council
From: Chief Administrative Officer
Subject: Comox Valley Regional District Board Resolution, November 28, 2013:
Sandwich Water District Conversion

File No.: 5600-20
Date: January 28, 2014

On November 26, 2013, the Comox Valley Regional District (CVRD) Board passed the following resolutions:

1. *THAT the Comox Valley Regional District board initiate the conversion of the Sandwich Waterworks District from an improvement district to a service of the regional district.*
2. *THAT \$20,000 of Electoral Area 'B' feasibility study funds be committed in the 2014 financial plan to conduct the Sandwich Waterworks District conversion process, including determining the governance, financial, operational and public impacts that may result from the conversion;*

AND FURTHER THAT a follow-up report be presented to an electoral areas services committee that describes the project plan for the Sandwich Waterworks District conversion process, with the project plan including engaging with Sandwich Waterworks District and City of Courtenay to develop a communications plan and potential implementation strategy;

AND FURTHER THAT this resolution be sent to the Sandwich Waterworks District, City of Courtenay and Ministry of Community, Sport and Cultural Development for information.

Through discussions with CVRD staff, we understand the resolution is as a result of a petition from the Sandwich Waterworks District (SWWD) board for help to better understand the conversion process and ramifications of such an undertaking. In response, the CVRD intend to engage a facilitator to:

- Establish a baseline understanding of the existing water system
- Identify the associated impacts of any conversion undertaking, given the SWWD straddles both the City of Courtenay and the CVRD
- Identify actions for SWWD to undertake to achieve the preferred water supply approach

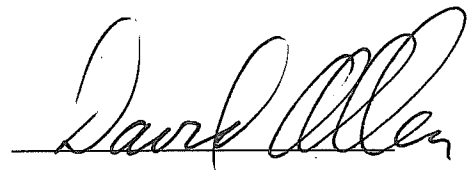
This process is intended to be inclusive of all the stakeholders (i.e. City of Courtenay staff and elected officials, as well as CVRD) for the benefit of SWWD.

This past year, City staff undertook a study to comprehend the physical water system changes that are required to remove the properties within the City boundary from the SWWD water system and transfer them to the City utility. The report considered the works required within the City if SWWD were to remain as an Improvement District outside of the City boundary or works required if SWWD were to convert to a CVRD Local Service Area. They are equally complex options and require a decision from the SWWD in order for City staff to proceed to any further.

Despite ongoing discussion and collaboration with SWWD and CVRD staff, the Sandwich Board members remain uncertain of their next steps. This resolution by the CVRD Board and proposed work by their staff is intended to accelerate a solution and plan of action for SWWD.

We understand a request for proposal for the facilitator is to be issued in the next few weeks and City staff has been invited to review the proposed scope of work.

Respectfully submitted,



David Allen
Chief Administrative Officer

Prepared by:



Lesley Hatch, P.Eng.
Senior Manager of Engineering



THE CORPORATION OF THE CITY OF COURTENAY

MEMORANDUM

To: Mayor and Council
From: Chief Administrative Officer
Subject: City of Courtenay, BC Transit Bus Shelter Program (2013)

File No.: 8500-04

Date: January 24, 2014

The City of Courtenay participates in the BC Transit Bus Stop Program. This program upgrades existing bus stops to include a concrete landing pad on which transit users can gather and a covered bus shelter. The determination of the shelter locations is a collaborative effort between Comox Valley Regional District (CVRD) Transit and Sustainability, the local transit operator (Watson and Ash), BC Transit and the City of Courtenay. This provides for the most desirable locations to be prioritized based on ridership needs.

In each of the past two years, three bus stop locations have been selected and the site preparation and concrete pad installation undertaken by City forces with BC Transit sub-contractors installing the shelter structures. The 2013 locations included:

- Old Island Highway, westbound in front of the Lewis Centre
- Arden Road, southbound at 1st Street
- Lerwick Road, northbound in front of Thrifty's at Ryan Road

The shelters were ordered from BC Transit in August and all the pads were completed by City staff in early fall. We understand that there are few manufacturers for these structures and therefore, it can take time for the fabrication and delivery to occur. Unfortunately, once the shelters are ordered, control of the balance of the delivery and installation work shifts to BC Transit. We understand their mandate is to have all of this work complete prior to their fiscal year end (March 31, 2014).

For participating in the program, BC Transit offers the City a discounted purchase rate for the shelter structures of almost 50% of the material cost. The annual project budget for this work is \$30,000 (\$24,000 for the structure and the balance for internal construction costs). Maintenance and renewal of this asset is the responsibility of the City.

The draft 2014 Capital budget includes a provision to continue the program. We will work with our project partners early in 2014 to determine the next 3 top priority sites.

Respectfully submitted,

David Allen
Chief Administrative Officer

Prepared by,

Lesley Hatch, P.Eng.
Senior Manager of Engineering

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2772

A bylaw to amend Cemetery Management Bylaw No. 2569, 2009

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

This bylaw may be cited for all purposes as the "Cemetery Management Amendment Bylaw No. 2772, 2014".

1. That "Cemetery Management Bylaw No. 2569, 2009" be amended as follows:
 - (a) That *Section 9 size of grave spaces* be amended by adding the following:

Q – Section Child/Infant: 0.584m x 1.625m (1.92' x 5.33')
 - (b) That *Section 19, Subsection (2)* be deleted in its entirety and replaced with the following:

19(2)

 - (a) Two casket interments shall be allowed in each grave space, except in a child/infant grave space and grave spaces in the 'Q' and 'S' sections, where only one casket interment is allowed. No more than four (4) cremated remains may be permitted on any full size plot.
 - (b) One casket up to a maximum size of 1.55m x 0.52m x 0.39m (61" x 20.5" x 15.5") for the interment of a child or infant shall be allowed in each grave space in the 'Q' section. An additional two (2) cremated remains may be interred over the casket. Where the child or infant was cremated, an additional two (2) cremated remains for a total of three (3) cremated remains are permitted.
 - (c) No casket burial is permitted in a full size or child plot after cremated remains have been interred in the plot, unless it can be determined that the existing cremated remains were interred after June 2009 and encased in a proper commercial grade cremation vault that can be removed without disturbing the cremated remains.

- (c) That *Section 33, Subsection (4)* be deleted in its entirety and replaced with the following:

33(4)

- (a) Markers shall measure as follows:

On single graves: **maximum 40.64cm x 71.12cm (16" x 28")**

On child/infant graves: **maximum to 30.48cm x 50.80cm (12" x 20")**

On cremation graves: **maximum to 30.48cm x 55.80cm (12" x 20")**

- (b) Where two related persons are buried side by side in adjacent graves, excluding cremation graves, one marker up to 45.72cm x 76.20 cm (18" x 30") which provides for the memorialization of both persons may be used instead of two markers, provided the single marker is set evenly between the two graves.

- (d) That *Section 37, Subsection (3)* be deleted in its entirety and replaced with the following:

37(3) Cut flowers must be placed in the containers supplied by the City. A second flower container is permitted upon request. A second flower container is not permitted on cremation plots.

- (e) That Schedule "B" 'Cemetery Fees' be hereby repealed and substituted by the Schedule "B" 'Cemetery Fees' attached hereto and forming part of this bylaw.

2. This bylaw will come into force upon final adoption.

Read a first time this 3rd day of February, 2014

Read a second time this 3rd day of February, 2014

Read a third time this 3rd day of February, 2014

Finally passed and adopted this day of, 2014

Mayor

Director of Legislative Services

830 Cliffe Avenue
 Courtenay BC, V9N 2J7
 250-334-4441
 250-334-4241 Fax

CITY OF COURTENAY
CEMETERY MANAGEMENT AMENDMENT BYLAW NO. 2772
SCHEDULE 'B'

RESIDENT FEES (\$)

Ground Burial	Grave Space	Care Fund Contribution	Preparation & Placement	TOTAL	Grave Space Only
Casket Lot	474.00	158.00	1215.00	1847.00	632.00
Casket Lot Section 'U'	549.00	183.00	1215.00	1947.00	732.00
Child Lot Section 'Q'	225.00	75.00	700.00	1000.00	300.00
Infant Lot Section 'Q'	132.00	44.00	285.00	460.00	175.00
Cremation Lot	225.00	75.00	285.00	585.00	300.00
Additional Cremated Remains Interment Right into an existing casket burial		75.00	285.00	360.00	
Scattering			120.00	120.00	
Columbarium	Niche Space	Care Fund Contribution	Preparation & Placement	TOTAL	Niche Space Only
Double Niche 1st Interment	900.00	100.00	100.00	1100.00	1000.00
Double Niche 2nd Interment			100.00	100.00	
Bottom Row	720.00	80.00	100.00	900.00	800.00

NON-RESIDENT FEES (\$)

Ground Burial	Grave Space	Care Fund Contribution	Preparation & Placement	TOTAL	Grave Space Only
Casket Lot	780.00	260.00	1215.00	2255.00	1040.00
Casket Lot Section 'U'	855.00	285.00	1215.00	2355.00	1140.00
Child Lot Section 'Q'	315.00	105.00	700.00	1120.00	420.00
Infant Lot Section 'Q'	246.00	82.00	285.00	585.00	300.00
Cremation Lot	315.00	105.00	285.00	705.00	420.00
Additional Cremated Remains Interment Right into an existing casket burial		105.00	285.00	390.00	
Scattering			220.00	220.00	

Columbarium	Niche Space	Care Fund Contribution	Preparation & Placement	TOTAL	Niche Space Only
Double Niche 1st Interment	1620.00	180.00	100.00	1900.00	1800.00
Double Niche 2nd Interment			100.00	100.00	
Bottom Row	1440.00	160.00	100.00	1700.00	1600.00

Memorials

Ground Marker Setting Fee	Setting Fee	Maintenance Care Fund	TOTAL
Initial Placement	140.00	10.00	150.00
Resetting Fee	40.00	10.00	50.00
Columbarium Bronze Memorials (includes installation)	Memorial	Maintenance Care Fund	TOTAL
Columbaria Bronze Niche Plate	465.00	10.00	475.00
Columbaria Bronze Second Name Scroll	115.00	10.00	125.00
3" x 4" Bronze Memorial on Scattering Board	240.00	10.00	250.00
Memorial Boulder includes 4" x 6" bronze plaque	RESIDENT 790.00 NON RESIDENT 1590.00	10.00	800.00 1600.00
➤ Second plaque	290.00	10.00	300.00

Administration Fees

Late Arrivals at Cemetery (to be charged to funeral home for each half hour, or part thereof, after scheduled arrival time)	50.00
Licence Transfer Fee	20.00

Monday-Friday after 3:30 p.m. Add \$250.00 to the Preparation and Placement Fee

Saturday, Sunday and
Statutory Holidays

Full Burial	Preparation and Placement Fee \$1,500.00
Child Burial	Preparation and Placement Fee \$892.00
Infant Burial	Preparation and Placement Fee \$427.00
Cremation	Preparation and Placement Fee \$427.00
Niche	Preparation and Placement Fee \$150.00

Exhumation Casket Lot	1600.00
Exhumation Cremation Lot	425.00
Exhumation Infant	425.00
Exhumation Child Lot	1000.00
Exhumation Niche Space	125.00
Tent Set-up	125.00
Other Fees:	
Cemetery products not listed	Cost + 50%

All fees are subject to applicable taxes.

Administration Fees

Late Arrivals at Cemetery (to be charged to funeral home for each half hour, or part thereof, after scheduled arrival time)	50.00
Licence Transfer Fee	20.00

Monday-Friday after 3:30 p.m. Add \$250.00 to the Preparation and Placement Fee

Saturday, Sunday and
Statutory Holidays

Full Burial	Preparation and Placement Fee \$1,500.00
Child Burial	Preparation and Placement Fee \$892.00
Infant Burial	Preparation and Placement Fee \$427.00
Cremation	Preparation and Placement Fee \$427.00
Niche	Preparation and Placement Fee \$150.00

Exhumation Casket Lot	1600.00
Exhumation Cremation Lot	425.00
Exhumation Infant	425.00
Exhumation Child Lot	1000.00
Exhumation Niche Space	125.00

Tent Set-up 125.00

Second Flower Container 34.00

Other Fees:
Cemetery products not listed Cost + 50%

All fees are subject to applicable taxes.

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2777

A bylaw to authorize a Housing Agreement

WHEREAS the owner of land in the City has applied to rezone the four properties legally described as Lots 1-4, Block 1, Section 67, Comox District, Plan 9900 (PID No. 005-421-276, 001-818-481, 005-421-322, 005-421-365) (the "Lands") to permit the construction of 94 rental apartment units in two buildings; and

WHEREAS the Council has determined that the rezoning should be permitted and the affordable housing amenity contribution policy satisfied, if the dwelling units are maintained as rental units for a period of not less than 10 years; and

WHEREAS the owner has agreed to restrictions on the occupancy of any dwelling units to be constructed on the Lands as more particularly set out in Schedule "B" to this Bylaw;

The Council of the City of Courtenay, in open meeting assembled, enacts as a bylaw under s. 905 of the *Local Government Act* as follows:

1. Council hereby authorizes the City to enter into a housing agreement with the owner of the Lands, shown on Schedule "A", in the form set out as Schedule "B" to this Bylaw.
2. The Mayor and Director of Legislative Services of the City are authorized to execute the Form C housing agreement and the Director of Legislative Services is authorized to sign and file in the Land Title Office a notice of the housing agreement, as required by the *Local Government Act*.
3. All schedules attached to this Bylaw are incorporated into and form a part of this Bylaw.
4. This Bylaw may be cited as "Housing Agreement (3230, 3240, 3250 and 3260 Cliffe Avenue), Bylaw No. 2777, 2014".

READ A FIRST TIME this 3rd day of February, 2014

READ A SECOND TIME this 3rd day of February, 2014

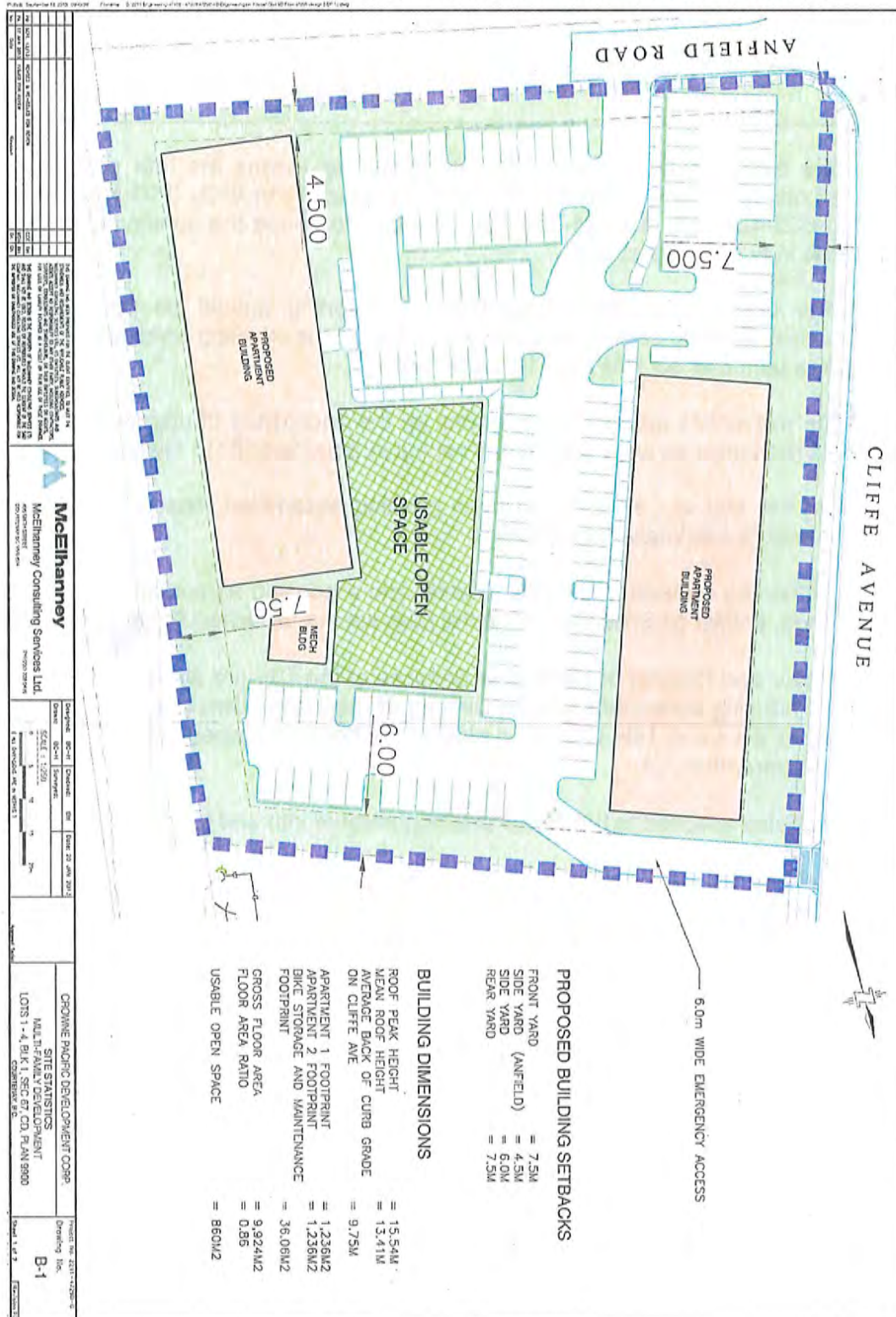
READ A THIRD TIME this 3rd day of February, 2014

ADOPTED this day of , 2014.

MAYOR

DIRECTOR OF LEGISLATIVE SERVICES

SCHEDULE "A" BYLAW 2777 – SKETCH PLAN OF DEVELOPMENT



SCHEDULE "B" TO BYLAW 2777

RENTAL HOUSING AGREEMENT

THIS AGREEMENT dated for reference the ____ day of _____, 2014 is

BETWEEN:

VEYRON PROPERTIES GROUP LTD., a corporation under the laws of British Columbia registered under Inc. No. BC0924064, and having a business address of 7120 Gold River Highway, Campbell River, BC V9H 1P1,

(the "Owner")

AND:

CITY OF COURTENAY, a local government incorporated pursuant to the *Community Charter* and having a business address of 830 Cliffe Avenue, Courtenay BC V9N 2J7,

(the "City")

WHEREAS:

- A. The Owner is the registered owner in fee simple of the Lands located at 3230, 3240, 3250 3260 Cliffe Avenue, Courtenay, B.C.;
- B. The Owner has applied to the City to rezone the lands to permit the construction of 94 rental apartment units in two buildings on the Lands, and has consented that, the units will be used only for rental purposes for a period not less than ten (10) years following issuance of occupancy for the units, more particularly described in this Agreement;
- C. The City may, pursuant to section 905(1) of the *Local Government Act*, enter into an agreement with an owner of land that includes terms and conditions regarding the occupancy, tenure and availability of dwelling units located on the lands of the Owner;
- D. The Owner and the City wish to enter into this Agreement, and agree that this Agreement is a housing agreement under Section 905 of the *Local Government Act*; and
- E. The City has, by bylaw, authorized the execution of this Agreement and the Owners have duly authorized the execution of this Agreement.

THIS AGREEMENT is evidence that in consideration of \$2.00 paid by the City to the Owner (the receipt of which is acknowledged by the Owner), and in consideration of the promises

exchanged below, the City and the Owner agree, as a housing agreement between the Owner and the City under s. 905(1) of the *Local Government Act*, as follows:

1. **Definitions** – In this Agreement:

“Non-owner” means a person who occupies a Residential Unit other than the Owner of that Residential Unit.

“Residential Unit” means a residential dwelling unit constructed on the Lands whether the dwelling unit is a strata lot or not;

“Lands” means the lands in the City of Courtenay legally described as:

- a) PID: 005-421-276, Lot 1, Block 1, Section 67, Comox District, Plan 9900;
- b) PID: 001-818-481, Lot 2, Block 1, Section 67, Comox District, Plan 9900;
- c) PID: 005-421-322, Lot 3, Block 1, Section 67, Comox District, Plan 9900;
- d) PID: 005-421-365, Lot 4, Block 1, Section 67, Comox District, Plan 9900;

2. **Occupation** – The Owner agrees that any Residential Units constructed on the Lands shall only be used as rental housing for a period of 10 years following granting of occupancy by the City, and for that purpose shall only be occupied by a Non-owner under the terms of a Tenancy Agreement between the Owner and the Non-owner who occupies the Residential Unit..

3. **Order to Comply** – If the Owner is in default of the performance or observance of this Agreement, the City may give the Owner a notice of default requiring the Owner to comply with this Agreement within the time stated in the notice.

4. **Specific Performance of Agreement** – The Owner agrees that the City is entitled to obtain an order for specific performance of this Agreement and a prohibitory or mandatory injunction in respect of any breach by the Owner of this Agreement. Further, the Owner agrees that the foregoing provision is reasonable given the public interest in restricting the occupancy of each Residential Unit on the Lands in accordance with this Agreement.

5. **No Public Law Duty** – Wherever in this Agreement an act, determination, consent, approval or agreement of the City is provided for, such act, determination, consent, approval or agreement may be done or made in accordance with the terms of this Agreement and no public law duty, whether arising from the principles of procedural fairness or the rules of natural justice, shall have any application.

6. **No Waiver** – No condoning, excusing or overlooking by the City of any default under this Agreement, nor any consent, approval, or agreement whether written or otherwise shall be taken to operate as a waiver by the City of any subsequent default or of the necessity for further consent, approval or agreement in respect of a subsequent matter requiring it under this Agreement, or in any way to defeat or affect the rights or remedies of the City.

7. **Notice on Title** – The Owner acknowledges and agrees that this Agreement constitutes a housing agreement under Section 905 of the *Local Government Act*, and agrees that the City must file in the Land Title Office a notice that the Lands are subject to this Agreement, and that, once the notice is filed, this Agreement is binding on all persons who acquire an interest in the Lands.
8. **Limitation on Owner's Obligations** – The Owner is only liable for breaches of this Agreement that occur while the Owner is the registered owner of the Lands.
9. **Amendment and Termination** – This Agreement may not be modified or amended except by bylaw of the City, upon an agreement in writing between City and the Owner. This Agreement may be terminated or discharged by the City without the consent or agreement of the Owner.
10. **Notices** – Any notice required to be given pursuant to this Agreement shall be in writing and shall be given to the Owner or the City, as the case may be, at the address first above written, or to any other address of which either the Owner or the City may advise the others in writing in accordance with this paragraph. If given in person or by facsimile transmission, such notice will be deemed to be received when delivered and, if mailed, such notice will be deemed to have been received on the tenth business day after the date of mailing except in the event of an interruption in mail service, when such notice will be deemed to be received only when actually received by the party to whom it is addressed.
11. **Enurement** - This Agreement shall enure to the benefit of and be binding on the City and its successors and on the Owner and its heirs, successors, personal representatives, administrators, assignees, and successors in title.
12. **Remedies Cumulative** – The remedies of the City specified in this Agreement are cumulative and are in addition to any remedies of the City at law or in equity. No remedy shall be deemed to be exclusive, and the City may from time to time have recourse to one or more or all of the available remedies specified herein or at law or in equity.
13. **Severability** – Each covenant and agreement contained in this Agreement is, and shall be construed to be, a separate and independent covenant or agreement and the breach of any such covenant or agreement by the Owner shall not discharge or relieve the Owner from its obligations to perform. If any term or provision of this Agreement, or its application to any person or circumstance shall to any extent be invalid and unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and shall be enforced to the extent permitted by law.
14. **Joint and Several** – In the case of more than one Owner, the grants, covenants, conditions, provisions, agreements, rights, powers, privileges and liabilities of the Owner shall be construed and held to be several as well as joint.

15. **Included Words** – Wherever the singular or the masculine is used in this Agreement, it shall be deemed to include the plural or the feminine, or the body politic or corporate, where the context or the parties so require.
16. **Governing Law** – This Agreement shall be governed by and construed in accordance with the laws of the province of British Columbia.
17. **Joint Venture** – Nothing in this Agreement shall constitute the Owner as an agent, joint venturer or partner of the City or give the Owner any authority or power to bind the City in any way.
18. **Time of Essence** – Time is of the essence in this Agreement.
19. **Further Assurances** – The parties shall execute and do all such further deeds, acts, things and assurances as they reasonably require to carry out the intent of this Agreement.
20. **No Fettering of Statutory Discretion** – No consent or approval given by the City under this Agreement shall derogate from or bind the City in the exercise of any statutory duty, power or discretion.
21. **Deed and Contract** – By executing and delivering this Agreement each of the parties intends to create both a contract and a deed executed and delivered under seal.

IN WITNESS WHEREOF the parties hereunto have executed this Agreement on the date and year first above written.

SIGNED, SEALED & DELIVERED)
in the presence of:)

VEYRON PROPERTIES GROUP LTD.
by its authorized signatories:

Signature of Witness

Print Name

Address

Occupation

Print Name:

Print Name:

SIGNED, SEALED & DELIVERED)
in the presence of:)

Signature of Witness)

Print Name)

Address)

Occupation)

CITY OF COURTENAY
by its authorized signatories:

Mayor: Larry Jangula

Director of Legislative Services: John Ward

THE CORPORATION OF THE CITY OF COURTENAY

FITZGERALD LANE ROAD CLOSURE

BYLAW NO. 2775, 2013

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

AND WHEREAS the Council of the City of Courtenay deems it expedient to close to traffic and remove the dedication of highway of that portion of highway comprising of 194.6 square metres in size dedicated as road at the Victoria Land Title Office by Plan 472B, Section 61, Comox District, outlined in bold black on the draft Reference Plan EPP37481 prepared by Ian W. Zaharko on the 6th day of November, 2013 a reduced copy of which is attached hereto as Schedule "A";

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

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

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

1. That portion of highway comprising of 194.6 square metres in size dedicated as road at the Victoria Land Title Office by Plan 472B, Section 61, Comox District, outlined in bold black on the draft Reference Plan EPP37481 prepared by Ian W. Zaharko on the 6th day of November, 2013 a reduced copy of which is attached hereto as Schedule "A" (the Closed Road), is closed to all types of traffic, and its dedication as highway is removed.
2. On deposit of the reference plan attached hereto as Schedule "A" and all other documentation for the closure of the Closed Road in the Victoria Land Title Office, the Closed Road is closed to traffic, it shall cease to be public highway, and its dedication as highway is cancelled.
3. The Mayor and Director of Legislative Services are authorized to execute and deliver such transfers, deeds of land, plans and other documentation as may be necessary for the purposes aforesaid.
4. This Bylaw may be cited as "**Fitzgerald Lane Road Closure Bylaw No. 2775, 2014**".

Read a first time this 20th day of January, 2014

Read a second time this 20th day of January, 2014

Read a third time this 20th day of January, 2014

Published in two editions of the Comox Valley Echo on the day of , 2014 and on the
day of , 2014

Finally passed and adopted this day of , 2014

Mayor

Director of Legislative Services

G:\ADMIN\BYLAWS\2775. Road Closure 777 Fitzgerald Lane January 2014.docx

PROPOSED PLAN TO CLOSE PORTION
OF LANE DEDICATED BY PLAN 472B
SECTION 61, COMOX DISTRICT,
TO ACCOMPANY CITY OF COURTENAY
BYLAW 2775

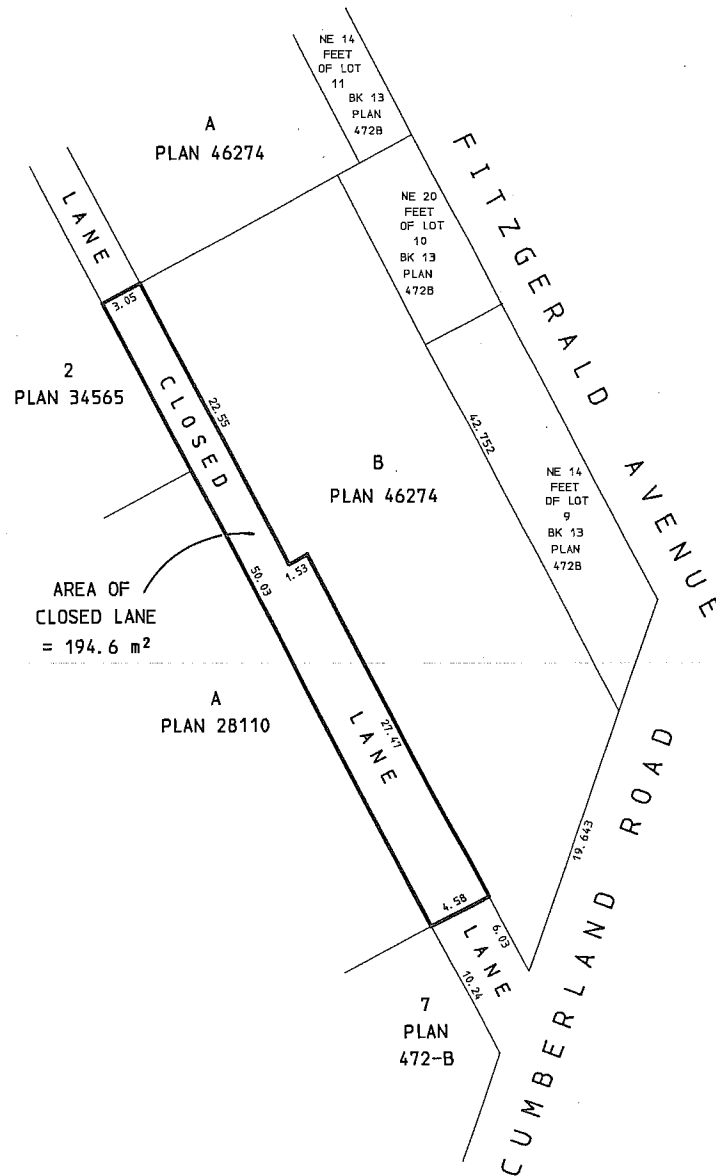
PURSUANT TO SECTION 120 OF THE LAND TITLE ACT.

BCGS 92F.065

SCALE 1:250

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

THE INTENDED PLOT SIZE OF THIS PLAN IS
432 mm IN WIDTH BY 560 mm IN HEIGHT (C SIZE)
WHEN PLOTTED AT A SCALE OF 1:250



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

THE FIELD SURVEY REPRESENTED BY THIS PLAN WAS
COMPLETED ON THE 11TH DAY OF
BY IAN W. ZAHARKO, BCLS NO. 680

THIS PLAN LIES WITHIN THE CITY OF COURTENAY

6 NOVEMBER, 2013

ZAHARKO LAND SURVEYING INC.
BRITISH COLUMBIA LAND SURVEYORS

1-1841 COMOX AVENUE
COMOX, B. C.
V9M 3M3

T: 250.339.9711

FILE: 1881-2

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2776

A bylaw to amend City of Courtenay Fees and Charges Bylaw No. 1673, 1992

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 **“City of Courtenay Fees and Charges Amendment Bylaw No. 2776, 2014.”**
2. That “City of Courtenay Fees and Charges Bylaw No. 1673, 1992” be amended as follows: That Schedule of Fees and Charges, Section II, Appendix I “Development Fees” be amended to include the following additions under Development Permit Applications:
 - (f) Application for an Environmental Development Permit\$1,000 (no GST)
 - (g) Application for a minor Environmental Development Permit in the Arden Corridor..... \$500 (no GST)
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 20th day of January, 2014

Read a second time this 20th day of January, 2014

Read a third time this 20th day of January, 2014

Finally passed and adopted this day of , 2014

Mayor

Director of Legislative Services

